

Governance Services maintains the University Policies database—a searchable database of all of the University's policies. This update provides information about changes to the University Policies database during August–November 2009. The policies database is available at the web address <http://www.ecu.edu.au/GPPS/policies/>.

UNIVERSITY RULES

Admission, Enrolment & Academic Progress Rules.

Council approved amendments to the [Admission, Enrolment & Academic Progress Rules](#) at its 27 August 2009 meeting.

The changes were made so that the Rules would become the single instrument for prescribing all of the procedures for appeals. Prior to this amendment, the procedures for submission and consideration of academic appeals by students were contained in a number of different documents. By amending the [Admission, Enrolment & Academic Progress Rules](#) there is now only one set of provisions which apply.

All current University Rules and the date of their last amendment are available at the following web address:
www.ecu.edu.au/GPPS/governance_services/uni_rules.html

NEW UNIVERSITY POLICIES

- Graduation Ceremony Attendance Policy
- Course and Unit Review Policy
- Moderation of Unit Outcomes
- Benchmarking Policy
- Institutional Repository
- Teaching Informed by Research
- Remission of Tuition Fees and Re-crediting of Student Learning Entitlement
- International Students Emergency Loan Policy

UPDATED UNIVERSITY POLICIES

SIGNIFICANT POLICY REVIEWS

- Assessment
- Submission of Examination Papers
- Professional Development for Tertiary Teachers
- Privacy Policy
- Nominations For Appointment to Council, Boards and Committees of Council
- Student Complaints
- Flexible Working Hours
- Code of Conduct
- Prevention of Harassment, Bullying and Discrimination
- Academic Study Leave Policy
- Consultancy Policy
- Grievance Resolution
- Misconduct and Serious Misconduct - General Staff
- Unsatisfactory Performance - General Staff

- Parental Leave
- Working Offshore
- Staff Clearance Form
- Managing Violence in the Workplace
- Occupational Safety and Health
- Smoking in the Workplace
- Children in the Workplace
- Personal Protective Clothing
- First Aid
- Workplace Inspections
- Accident Investigation and Reporting
- Compliance Policy
- Admissions
- Honorary Awards of the University
- Corporate Governance Statement
- Senior Staff Performance Payments System
- Taxation Obligations – Academic Staff
- Critical Incident Management
- Business Continuity Management Policy

MINOR POLICY AMENDMENTS

- Bookshop
- Facilities Hire
- Functions on Campus
- Mail
- Room Bookings – Miscellaneous
- Electrical Safety Policy
- Tea Fund
- Environment Policy
- Moderation of Unit Outcomes
- Graduates Attributes Policy
- Alcohol on Campus
- Vehicles – University and Private Vehicles
- ECU Key Management

RESCINDED POLICIES

- Graduation Ceremonies – Deferred Attendance
- Area of Scholarship Review Policy
- C&IT Projects and Priorities
- Employment - Sessional - Full-time Academic Staff
- Public Comment by Staff
- Lecturing Duties - Sessional - Full-time General Staff
- Sudden Death
- Kilns/Synthetic Mineral Fibres
- Needles and Syringes – Collection and Disposal of
- Emeritus Professors of the University

NEW UNIVERSITY POLICIES

Graduation Ceremony Attendance Policy [ad074]

This policy and attached Guidelines provide advice for students and staff in regards to attendance at Edith Cowan University's Graduation ceremonies.

[[POLICY JUMP TO](#)]

Course and Unit Review Policy [ac079]

The purpose of this policy is to articulate the review processes that are to be undertaken in relation to courses and units at ECU. This policy will guide the process of review and continuous improvement of courses and units at ECU.

[[POLICY JUMP TO](#)]

Moderation of Unit Outcomes [ac080]

The intent of this policy is guide the process of ensuring equivalence in learning outcomes among all unit offerings.

[[POLICY JUMP TO](#)]

Benchmarking Policy [ad075]

This policy outlines ECU's approach to benchmarking and provides a framework for benchmarking activities.

[[POLICY JUMP TO](#)]

Institutional Repository [ac081]

The intent of this policy is to provide a publicly accessible, permanent and searchable digital repository of research output produced by staff, postgraduate students and affiliated authors of Edith Cowan University.

[[POLICY JUMP TO](#)]

Teaching Informed by Research [ac082]

This policy describes:

- the principles and processes by which teaching, learning and research are linked for mutual benefit at ECU; and
- the approach taken at ECU to grow and nurture the teaching-research nexus.

[[POLICY JUMP TO](#)]

Remission of Tuition Fees and Re-crediting of Student Learning Entitlement [ad076]

The intent of this policy is to determine how the University administers remission (removal) of debt (HECS HELP, FEE-HELP and up-front payments) and the re-crediting of Student Learning Entitlement (SLE) in special circumstances.

[[POLICY JUMP TO](#)]

International Students Emergency Loan Policy [ad077]

The intent of this policy is to provide guidance on the management of International student emergency loan funds at Edith Cowan University (ECU).

[[POLICY JUMP TO](#)]

UNIVERSITY POLICY UPDATES

SIGNIFICANT POLICY REVIEWS

Assessment [ac031]

The purpose of this policy is to describe an assessment process that is valid and reliable and carried out fairly, objectively, consistently and in a timely manner, that is required of all student assessment at Edith Cowan University.

[[POLICY JUMP TO](#)]

Submission of Examination Papers [ac077]

ECU staff will write, transmit, approve and submit examination papers to the Student Services Centre in accordance with this policy.

[[POLICY JUMP TO](#)]

Professional Development for Tertiary Teachers [ac043]

To address the needs of academic staff in the development of teaching skills through targeted professional development.

[[POLICY JUMP TO](#)]

Privacy Policy [ad067]

To ensure that the University deals with the personal and health information of students, staff and third parties in an appropriate manner.

[[POLICY JUMP TO](#)]

Nominations for Appointment to Council, Boards and Committees of Council [ad056]

Good governance requires that appointments to Council, Boards and Council Committees are made according to an accountable, effective and systematic process, which helps ensure the appointment of members with the required values and range of skills, knowledge and experience. This policy outlines the process which will be used by Council in directly appointing members to Council, Boards or Council Committees, or for recommending members to the State Minister for Education for appointment.

[\[POLICY JUMP TO \]](#)

Student Complaints [sa004]

The purpose of the Student Complaints Policy is to provide a constructive policy environment that supports individuals to make or respond to complaints, and the organisation to learn from complaints. Accordingly this policy outlines the principles, roles and responsibilities in relation to complaint handling at ECU. This policy complements, but does not supersede, formal processes established under University Statutes, Rules, or By-laws, for the hearing of student appeals or specific matters of complaint designated under those instruments.

[\[POLICY JUMP TO \]](#)

Flexible Working Hours [hr006]

The purpose of this policy is to provide general staff with a system of flexible working hours where such a system is appropriate and can be reasonably accommodated by the requirements of the organisation.

[\[POLICY JUMP TO \]](#)

Code of Conduct [hr117]

This Code of Conduct provides a framework for appropriate behaviour for all staff at Edith Cowan University. It is not intended to cover all issues that may arise, but rather to provide a framework within which staff can address ethical issues, which may arise through the daily business of the University.

[\[POLICY JUMP TO \]](#)

Prevention of Harassment, Bullying and Discrimination [hr013]

Edith Cowan University is committed to providing work, teaching and learning environments that are free from all forms of harassment (including bullying, racial vilification and victimisation) and discrimination.

[\[POLICY JUMP TO \]](#)

Academic Study Leave Policy [hr072]

This policy aims to support academic employees in the pursuit of research and scholarly work which is beneficial and relevant to the University and supports the standing and reputation of the University and the individual.

[\[POLICY JUMP TO \]](#)

Consultancy Policy [hr104]

This policy outlines procedures for routine consultancy as well as for more specific arrangements which may require negotiation and University approval beforehand, and outlines the difference between Institutional and Private Consultancies.

[\[POLICY JUMP TO \]](#)

Grievance Resolution [hr147]

The purpose of this policy is to, in conjunction with the Grievance Procedures outlined within the relevant industrial agreement:

- Provide guidelines and formalised procedures to assist in the prompt resolution of work related grievances.
- Help managers negotiate resolutions with aggrieved employees fairly and impartially.
- Help employees resolve grievances at the lowest possible operational level within ECU.
- Promote consistency in the way similar matters are managed across ECU.

[\[POLICY JUMP TO \]](#)

Misconduct and Serious Misconduct – General Staff [hr153]

This policy details the processes that are to be followed where alleged breaches in professional standards occur. These processes are to be used for allegations of misconduct and serious misconduct as they relate to fixed-term and ongoing General Staff.

[\[POLICY JUMP TO \]](#)

Unsatisfactory Performance – General Staff [hr154]

This policy aims to:

- Develop a comprehensive strategy, using a range of support mechanisms, by which a supervisor can assist staff who are performing at a sub-optimal level.
- Provide an efficient, effective and equitable system to manage unsatisfactory performance.
- Improve work performance through a constructive and cooperative approach.
- Recognise the sensitive nature of these issues and the importance of maintaining confidentiality.

- Create a transparent process that is reviewable with the documentation and recording of information.
- Create a non-threatening and supportive environment in which to address issues related to unsatisfactory performance.

[\[POLICY JUMP TO \]](#)

Parental Leave [hr156]

This policy outlines staff leave entitlements and eligibility requirements for parental leave, maternity leave, carer's leave, adoption leave and partner leave.

[\[POLICY JUMP TO \]](#)

Working Offshore [hr158]

This policy clarifies the employee's rights and responsibilities when they are required to work outside Western Australia for a continuous period of not longer than 28 days.

[\[POLICY JUMP TO \]](#)

Staff Clearance Form [hr169]

This policy intends to specify the requirement for all staff to complete the approved Staff Clearance Form prior to ceasing their employment.

[\[POLICY JUMP TO \]](#)

Managing Violence in the Workplace [hr143]

This policy seeks to offer guidance on the manner in which Edith Cowan University and its staff will effectively respond to, manage and address alleged incidents of violence in the workplace.

[\[POLICY JUMP TO \]](#)

Occupational Safety and Health [hr081]

This policy establishes a framework whereby Executive Deans, Deans, Directors, Heads of Schools, Managers and Heads of other business units can develop strategic and operational plans to establish key performance occupational safety and health objectives and targets, and to continually evaluate the performance of key activities.

[\[POLICY JUMP TO \]](#)

Smoking in the Workplace [hr083]

To provide clear guidelines on the legislative responsibilities of the employer, employees, students, contractors and visitors and the University's expectations to prevent persons from being exposed to tobacco smoke in the workplace.

[\[POLICY JUMP TO \]](#)

Children in the Workplace [hr096]

This policy has been developed to inform staff and students of their responsibilities and the University's expectations when children are brought on to University premises.

[\[POLICY JUMP TO \]](#)

Personal Protective Clothing [hr101]

To assist in achieving the Universities aim of ensuring employees are not placed at risk of injury or harm to health while undertaking work tasks for the University, where there is a risk, the University will provide employees with the necessary protective clothing and equipment.

[\[POLICY JUMP TO \]](#)

First Aid [hr115]

The University will endeavour to ensure that first aid supplies and assistance is available to achieve and maintain the desired level of first aid coverage.

[\[POLICY JUMP TO \]](#)

Workplace Inspections [hr138]

To achieve the University's goal in providing and maintaining, as far as is reasonably practicable, the highest standard of occupational safety and health for its staff, students and visitors including contractors, sub-contractors and their employees.

[\[POLICY JUMP TO \]](#)

Accident Investigation and Reporting [hr144]

The Policy seeks to provide all University employees with the knowledge of how to conduct an accident investigation, identify causes and develop accident prevention strategies utilising the hierarchy of control principles.

[\[POLICY JUMP TO \]](#)

Compliance Policy [rm004]

This policy seeks to:

- 1) Provide a uniform approach to ensure compliance by ECU with all applicable laws, regulations, industry and internal codes of conduct and other compliance obligations that impact on the University's operations;
- 2) Promote an effective compliance culture at ECU;
- 3) Uphold good corporate governance practices; and
- 4) Provide risk treatments in respect to compliance that are commensurate with legal, regulatory and other compliance risks facing the University.

[\[POLICY JUMP TO \]](#)

Admissions [ac065]

This policy provides a framework for admissions at ECU and defines:

- the requirements for entry into courses in the ECU Qualifications Framework; and
- the entry pathways through which eligibility for course entry can be demonstrated.

[\[POLICY JUMP TO \]](#)

Honorary Awards of the University [ac009]

This policy prescribes the criteria and selection process for the following ECU honorary awards:

- Honorary Degree;
- Emeritus Professor;
- Fellow of the University;
- Fellow of WAAPA.

[\[POLICY JUMP TO \]](#)

Corporate Governance Statement [ad021]

This document is intended to assist current and future members of Council, and executive management and senior staff of the University in carrying out their respective roles.

[\[POLICY JUMP TO \]](#)

Senior Staff Performance Payments [hr132]

This Policy outlines the University's process of recognising and rewarding outstanding individual performance from its Senior Staff cohort.

[\[POLICY JUMP TO \]](#)

Taxation Obligations – Academic Staff [hr050]

To fulfil our obligation, the University has a clear policy in regard to lecturing and tutoring undertaken in normal University course work. A distinction must be made between a 'Guest Lecturer' and a University staff member.

[\[POLICY JUMP TO \]](#)

Critical Incident Management [rm003]

This policy provides a framework for the University's response to a critical incident in the period immediately following the incident, and for the management of longer term consequences of such an incident.

[\[POLICY JUMP TO \]](#)

Business Continuity Management Policy [rm005]

Edith Cowan University (ECU) shall conduct and maintain Business Continuity Planning (BCP) to minimise any disruption to the continuity of its operations; and shall take the necessary steps to ensure the restoration of operational activities as soon as possible following an emergency or critical incident.

[\[POLICY JUMP TO \]](#)

POLICY UPDATES

MINOR POLICY AMENDMENTS

Bookshop [fs017]

[\[POLICY JUMP TO \]](#)

Facilities Hire [fs015]

[\[POLICY JUMP TO \]](#)

Functions on Campus [fs036]

[\[POLICY JUMP TO \]](#)

Mail [fs001]

[\[POLICY JUMP TO \]](#)

Room Bookings - Miscellaneous [fs011]

[\[POLICY JUMP TO \]](#)

Electrical Safety Policy [fs029]

[\[POLICY JUMP TO \]](#)

Tea Fund [fs008]

[\[POLICY JUMP TO \]](#)

Environment Policy [fs034]

[\[POLICY JUMP TO \]](#)

Moderation of Unit Outcomes [ac080]

[\[POLICY JUMP TO \]](#)

Graduate Attributes Policy [ac053]

[\[POLICY JUMP TO \]](#)

Alcohol on Campus [fs020]

[\[POLICY JUMP TO \]](#)

Vehicles – University and Private Vehicles – Staff and Student Use of [fs031]

[\[POLICY JUMP TO \]](#)

ECU Key Management [fs035]

[\[POLICY JUMP TO \]](#)

FURTHER INFORMATION

POLICIES AND THEIR DEVELOPMENT

Policy Framework Policy [ad063]

This policy was approved by Council on 26 June 2008.

This policy provides a framework for the development and maintenance of University policies and is intended to increase consistency and transparency in decision-making across the University.

[\[POLICY JUMP TO \]](#)

Policy Template

All new and reviewed policies should be in the format of this approved Policy Template.

[\[POLICY TEMPLATE JUMP TO \]](#)

Policy Guidelines

These guidelines will provide you with additional information about how to develop a policy

[\[POLICY GUIDELINES JUMP TO \]](#)

Policy Contacts

For useful contact information about policies at ECU.

[\[POLICY CONTACTS JUMP TO \]](#)

Summary Chart

This Chart tracks the percentage of policies due for review in each year. It compares policy review years in January 2008 to those in July 2009 and those as at December 2009. It is positive to note that the majority of policies are now not due for review again until 2012. This reflects the large amount of work undertaken throughout the year by centres in updating their policies. The average review year for university policies has now risen from 2006 to 2010.

Review Years of Policies

