

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 the period of December 2009 — February 2010.

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 two amendments to the [Admission, Enrolment and Academic Progress Rules](#) at its 25 February 2010 meeting.

The first amendment was in relation to the enrolment / re-enrolment process and affects rule 11. It is to ensure students are not able to enrol in more than the normal number of units per semester ("to overload") without being granted permission.

The second amendment aims to streamline processes and improve outcomes for students, especially those at risk and affects rules 26 – 28.

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

MATTERS RESERVED TO COUNCIL

Matters to be Reserved to Council.

Council approved amendments to the [Matters to be Reserved to Council](#) at its 25 February 2010 meeting. This is a critical Council document and as such is required to undergo frequent improvement and alterations.

The University's Governance Committee reviewed the [Matters Reserved to be Reserved to Council](#) at its meetings of 5 June 2009 and 12 February 2010 and identified a number of items for revision. These were then referred to Council for approval and the revisions were accepted at the 25 February 2010 meeting of Council.

NEW UNIVERSITY POLICIES

- e-Learning Policy
- Inclusive Curriculum Design and Delivery at ECU
- Supervision of Students Undertaking Higher Degrees by Research
- Catering for Meetings and Events
- Web Content Management

UPDATED UNIVERSITY POLICIES

SIGNIFICANT POLICY REVIEWS

- Investment
- Treasury
- Promotional Logo Policy
- Visual Branding Policy
- Advertising Policy
- Policy for Dealing with Fraud and Misconduct
- Banking and Receipting
- Asset Management – Recording, Tracking and Disposal
- International Student Tuition Fee Refund Policy

MINOR POLICY AMENDMENTS

- Board of Examiners Policy
- Bookshop
- Alcohol on Campus
- Electrical Safety Policy
- ECU Key management
- Preferred Suppliers
- Advanced Standing
- Fire Safety and Emergency Management
- Vehicles – University and Private Vehicles – Staff and Student Use of
- Management of Student Loans
- Refund of Student Credit Balances
- Student Complaints

RESCINDED POLICIES

- Supervision of Postgraduate Research Students
- Website Management

NEW UNIVERSITY POLICIES

e-Learning Policy [ac083]

The use of ICT in learning and teaching affords many opportunities and advantages when applied in an informed and strategic fashion and linked to fundamental teaching and learning principles.

This policy articulates ECU's aims and goals in relation to the use of ICT for learning and teaching.

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

Inclusive Curriculum Design and delivery at ECU [ac084]

This policy describes the principles and processes that inform and guide the design and delivery of an inclusive curriculum at ECU.

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

Supervision of Students Undertaking Higher Degrees by Research [ac085]

The purpose of this policy is to outline the roles and responsibilities of the University (the Institution), the Graduate Research School, Faculties, Supervisors and HDR Candidates while being supervised in HDR studies.

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

Catering for Meetings and Events [fs037]

The intent of this policy is to provide guidance to Event Organisers who procure catering for University business which is held on University campuses.

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

Web Content Management [it045]

To establish a common framework for the management of web-based content and services available from the Edith Cowan University (ECU) internet or intranet.

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

UNIVERSITY POLICY UPDATES

SIGNIFICANT POLICY REVIEWS

Investment [ad058]

This policy provides the framework and guidelines for the University's investment portfolio.

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

Treasury [ad060]

This policy sets out the framework for managing the University's working capital requirements, external loans and foreign currency risk.

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

Promotional Logo Policy [ad030]

This policy provides guidelines on the appropriate use of the ECU Promotional Logo and outlines the process for authorisation and release for use by outside agencies. This policy also outlines the action to be taken following inappropriate or unauthorised use of the ECU Promotional Logo.

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

Visual Branding Policy [ad031]

This policy provides guidelines to ensure that the ECU Brand is protected and promoted positively at all time. The University is committed to the ECU Brand Strategy, which is used to enhance the strategic direction of the University. An important element of the strategy involves the way in which the various components of the ECU brand are represented visually. This policy also outlines the process for handling the inappropriate or unauthorised use of the ECU Brand.

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

Advertising Policy [ad032]

The purpose of this policy is to promote and maintain the ECU Brand through its advertising, in a manner which enhances the strategic vision and direction of the University. An important element of this policy is to standardise the presentation of advertising through content and creative execution to both internal and external stakeholders. An overview on the processes in place to book advertising is also detailed. Guidelines are provided when it comes to external agencies representing the University in non-ECU generated advertising.

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

Policy for Dealing with Fraud and Misconduct at ECU [rm006]

The intent of this policy is fourfold:

1. Protecting the University's assets, interests and reputation;
2. Ensuring a just and coordinated approach by the University in dealing with suspected acts of fraud, corruption and misconduct;
3. Where appropriate, endeavouring to safeguard the privacy and rights of individuals who are subject to the operation of this policy; and
4. Ensuring that the University meets its reporting obligations under section 28 of the *Corruption and Crime Commission Act (WA) 2003*.

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

Banking and Receipting [ad046]

This policy describes the banking and receipting arrangements of the University.

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

Asset Management – Recording, Tracking and Disposal [ad053]

This policy defines and classifies the Assets of the University and describes the recording, tracking and disposal requirements for these Assets.

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

International Student Tuition Fee Refund Policy [sa010]

The purpose of this policy is to clarify International students' entitlement to refund of fees and relevant processes, as required by Part D, Standard 3 of the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007.

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

UNIVERSITY POLICY UPDATES

MINOR POLICY AMENDMENTS

Board of Examiners Policy [ac054]

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

Bookshop [fs017]

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

Alcohol on campus [fs020]

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

Electrical Safety Policy [fs029]

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

ECU key Management [fs035]

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

Preferred Suppliers [ad042]

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

Advanced Standing [ac059]

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

Fire Safety and Emergency Management [fs027]

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

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

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

Management of Student Loans [ad055]

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

Refund of Student Credit Balances [ad070]

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

Student Complaints [sa004]

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

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.

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

UNIVERSITY POLICY DATABASE

In an exciting bit of news a new and improved Policy Database is currently in the pipelines. This new database will become the ECU Policy and Legislation Library and will house not just the University Policies, but also University Statutes and University Rules.

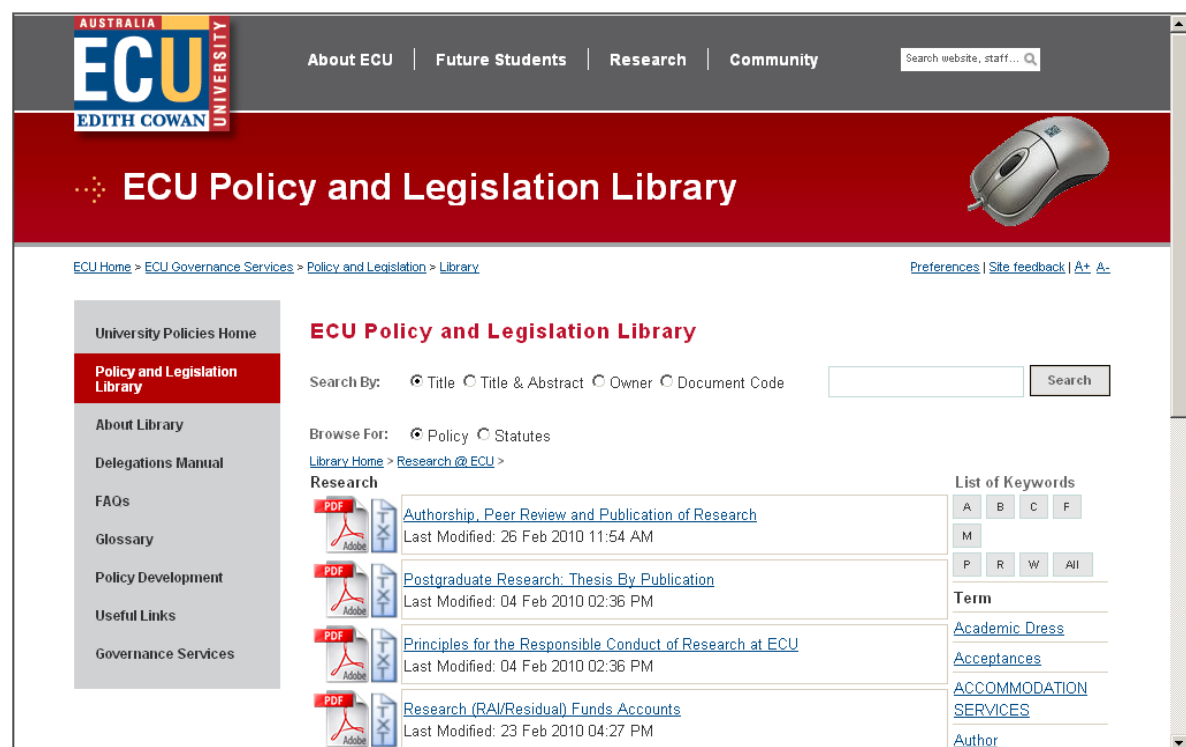
This first image to the right is a snapshot of the Policy and Legislation Library Home Page.



The screenshot shows the ECU Policy and Legislation Library Home Page. At the top, there is a navigation bar with links for 'About ECU', 'Future Students', 'Research', and 'Community', along with a search box. Below this is a red banner with the text 'ECU Policy and Legislation Library' and a mouse icon. The main content area features a left sidebar with a menu: 'University Policies Home', 'Policy and Legislation Library' (highlighted), 'About Library', 'Delegations Manual', 'FAQs', 'Glossary', 'Policy Development', 'Useful Links', and 'Governance Services'. The main content area has a search section with 'Search By:' (Title, Title & Abstract, Owner, Document Code) and 'Browse For:' (Policy, Statutes). Below this is a 'List of Keywords' section with buttons for A, B, C, F, M, P, R, W, All. There are also links for 'Academic Dress' and 'Acceptances'.

As the snapshot shows there will be various search options and in addition to this all of the Policies and Legislation will be found under the three main areas of Research, Studying and Working @ ECU.

This second image to the right is a snapshot of a policy listing.



The screenshot shows a policy listing on the ECU Policy and Legislation Library. The layout is similar to the home page, but the 'Research' section is expanded. It shows a list of policies with PDF icons and titles: 'Authorship, Peer Review and Publication of Research' (Last Modified: 26 Feb 2010 11:54 AM), 'Postgraduate Research: Thesis By Publication' (Last Modified: 04 Feb 2010 02:36 PM), 'Principles for the Responsible Conduct of Research at ECU' (Last Modified: 04 Feb 2010 02:36 PM), and 'Research (RAI/Residual) Funds Accounts' (Last Modified: 23 Feb 2010 04:27 PM). The 'List of Keywords' section is also visible, with buttons for A, B, C, F, M, P, R, W, All. There are also links for 'Academic Dress', 'Acceptances', 'ACCOMMODATION SERVICES', and 'Author'.

As the snapshot shows there will continue to be pdf and text versions available to users and the web page will also display the date of the last modification.

We will keep you informed on the progress of the new ECU Policy and Legislation Library but if you have any queries please feel free to contact either Janice Tracey, j.tracey@ecu.edu.au, or Aisling Vennitti, a.ging@ecu.edu.au.