

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 January–April 2009. The policies database is available at the web address <http://www.ecu.edu.au/GPPS/policies/>.

NEW POLICIES

- Research (RAI/Residual) Funds Accounts
- Survey Policy
- Refund of Student Credit Balances
- Security of Examination Papers

UPDATED POLICIES

SIGNIFICANT AMENDMENTS

- Vice-Chancellor – Performance Management
- Access to Personal Files
- Public Comment by Staff
- Engagement of Voluntary Unpaid Individuals
- Contractor's Policy
- Management of Student Loans
- Treasury

MINOR AMENDMENTS

- Advanced Standing
- Environment Policy
- Assessment
- Preferred Supplier
- Course and Unit Approval and Review Policy
- University Sporting Clubs
- Posthumous Conferral of an Award
- Tea Fund
- Facilities Hire
- Tobacco Sponsorship and Promotion
- Student Evaluation of Units and Teaching

RESCINDED POLICIES

- Business Cards
- University Meeting Rooms
- Staff Files – Access – Senior Staff
- Restriction and Publication Rights

NEW POLICIES

Research (RAI/Residual) Funds Accounts [ad068]

This policy establishes a framework for the administration and use of the Research (RAI/Residual) Funds accounts ensuring that their operation shall at all times comply with Commonwealth and State taxation laws and regulations.

[[POLICY JUMP TO](#)]

Survey Policy [ad069]

The policy ensures that student and staff surveys are coordinated, appropriate standards of survey management are in place and survey results and reports are disseminated appropriately.

[[POLICY JUMP TO](#)]

Refund of Student Credit Balances [ad070]

This policy clarifies the processes relating to refund of any funds owing to former ECU students or applicants resulting from overpayment of fees or charges or withdrawal from study when the paid fees are expected to be refunded in accordance with relevant University policies or legislation.

[[POLICY JUMP TO](#)]

Security of Examination Papers [ac077]

This policy provides a framework to guide and assist University staff to secure examination papers through electronic processes for the writing, transmission, and approval of examination papers in the Faculties and in their submission to the Student Services Centre. The online system will replace the use of hard copies and emailed copies for these purposes, and will provide a quality assurance mechanism for consistency of format and presentation. The online system will enhance the security of the examination assessment process.

[[POLICY JUMP TO](#)]

POLICY UPDATES

SIGNIFICANT AMENDMENTS

Vice-Chancellor – Performance Management [hr151]

This policy provides a framework for the annual assessment for the Vice-Chancellors performance.

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

Access to Personal Files [hr023]

This policy outlines the processes whereby staff can access personal files.

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

Public Comment by Staff [hr135]

This policy provides guidance to staff on the responsibilities, circumstances and conduct associated with making public comment. In particular, it addresses those circumstances when staff may associate themselves with the University, and those in which public comment is inappropriate.

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

Engagement of Voluntary Unpaid Individuals [hr011]

This policy outlines the circumstances under which individuals, groups or organisations may be engaged as volunteers to perform unpaid activities.

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

Contractor's Policy [fs032]

This policy:

1. Ensures contractors are aware of University policies, procedures, their responsibilities and legal obligations when engaged on works at Edith Cowan University (ECU) campuses;
2. Minimises the University's exposure to risk in any project involving construction, additions, alterations, or maintenance of University buildings, grounds or services infrastructure; and
3. Ensures a safe and healthy working environment.

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

Management of Student Loans [ad055]

This policy intends to provide guidance on the management of student loan funds at Edith Cowan University (ECU).

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

Treasury [ad060]

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

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

POLICY UPDATES

MINOR AMENDMENTS

Advanced Standing [ac059]

This policy ensures that the granting of advanced standing towards completion of ECU courses is applied equitably and consistently across the University.

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

Environment Policy [fs034]

This policy sets the strategic scope of Edith Cowan University's commitment to environmental sustainability in the appropriate management of the organisation and its operations, the engagement of students and staff in principles and applications of sustainability and the engagement of and collaboration with the broader community.

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

Assessment [ac031]

This policy states the responsibilities for assessment and the principles of student assessment as employed at Edith Cowan University.

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

Preferred Supplier [ad042]

This policy establishes the framework within which Preferred Supplier relationships will be established and will operate within the University's procurement policies and procedures.

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

Course and Unit Approval and Review Policy [ac026]

This policy and its associated procedures and guidelines is to assist Edith Cowan University staff to implement the necessary quality assurance processes and standards that contribute to:

- i) the development and delivery of high quality courses;
- ii) the University's ability to distinguish itself in the Higher Education and Vocational Education and Training (VET) marketplace;
- iii) attracting and retaining well qualified students; and
- iv) the quality education of sought-after graduates.

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

University Sporting Clubs [fs025]

This policy prescribes the University's policy on sporting clubs within the University.. The University recognises the important role the formation of sporting clubs play in providing for its students the opportunity to socialise, network, exercise and relieve stress.

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

Posthumous Conferral of an Award [ac055]

This policy provides guidance on the conferral of an award in the situation in which a student of the University dies before completion of the requirements of an award in which he or she is enrolled.

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

Tea Fund [fs008]

This policy informs staff of the provision of a University Tea Fund whereby staff members may contribute a specified amount and in return use the amenities available in campus staff rooms.

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

Facilities Hire [fs015]

This policy outlines the University's policy and objectives relating to the hire of its facilities to third parties.

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

Tobacco Sponsorship and Promotion [ac017]

This policy establishes the University's position on Tobacco Sponsorship and Promotion.

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

Student Evaluation of Units and Teaching [ac066]

This policy establishes the Unit and Teaching Evaluation Instrument (UTEI) which is used to improve the quality of teaching and learning at Edith Cowan University through the collection and analysis of student feedback.

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

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.

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