The University Governance Team maintains the University's Legislation and Policy Directory. The Directory is designed to provide a searchable index of all University legislation and policies. This update provides information about changes to legislation and policies during the period of *October 2016 – December 2016.*
Click this link to access the Policies Database: http://www.ecu.edu.au/GPPS/policies_db/index.php

UPDATED UNIVERSITY LEGISLATION

*The following University Legislation has been updated and approved by **University Council***:

Admission, Enrolment and Academic Progress Rules [UR004]

These rules are made under Statute No 30 - *Admission, Enrolment and Academic Progress.* Rule Amendment No. 2 of 2016 was approved by University Council at its meeting on 30 October 2016.

NEW POLICIES

*The following is a new policy which was approved by the **Vice-Chancellor***:

ECU Print [PL270/fs041]

This policy details how print solutions are managed in line with the Edith Cowan University (ECU), Managed Print Services (MPS) solution.

Mobile Device Use [PL271/it050]

The purpose of this policy is to define accepted practices and responsibilities for the use of any Mobile Device that connects to the University's network and information systems.

UPDATED UNIVERSITY POLICIES

*The following policies have been updated and approved by the **Vice-Chancellor***:

Student Complaints [PL207/sa004]

The purpose of the Student Complaints Policy is to provide a constructive service environment that supports individuals to make or respond to complaints, and the University to learn from complaints. Accordingly this Policy outlines the principles, roles and responsibilities in relation to student complaint handling at ECU.

*The following policies have been updated and approved by the **Policy Owner***:

Facility Emergency Evacuation [PL112/fs027]

This policy is to ensure that the University complies with the requirements of Australian Standard AS3745-2010 Planning for Emergencies in Facilities (the Standard) by having processes and procedures in place that, in the event of an emergency in a facility on campus provides for the safety of occupants of that facility and its visitors leading up to, and during an evacuation.

Graduation Ceremony Attendance [PL097/ad074]

This policy provides advice for students and staff in regards to attendance of Edith Cowan University's Graduation ceremonies.

Library Collection [PL040/ac067]
The Library Collection Development Policy of Edith Cowan University enables staff to make purchasing and related decisions about material to be added to the library collection. This policy ensures that the Library allocates collection funds in a consistent, structured and cost-effective manner.

Media [PL220/ad078]
This policy outlines the responsibilities of ECU staff and Council members when engaging with the media, and is intended to ensure that media interaction is effectively handled and constructive.

Research Data Management [PL049/ac076]
To ensure that research data is stored, retained, made accessible for use and reuse, and/or disposed of according to legal, statutory, ethical and funding bodies' requirements ('compliance obligations').

Academic Medals [PL269/ac102]
This policy prescribes the basis for the award of the following Academic Medals:
- University Medal;
- University Research Medal;
- School Medal; and
- School Research Medal.

English Standards [PL035/ac062]
This policy defines the minimum English standards required for entry into ECU award courses.

Joint Arrangements [PL069/ad044]
This policy provides direction on the establishment of Joint Arrangements and will apply to:
i.   Business Undertakings entered into by ECU;
ii. Commercialisation of ECU Intellectual Property; and
iii. Research Collaborations.

*The following policies have had their **links** updated:*

Asset Management and Disposal [PL076/ad053]

Cash and Cheque – Collection, Handling and Banking [PL235/ad080]

Creation and Management of Contracts [PL059/ad024]

Entertainment and Catering Expenditure [PL247/ad087]

Internal Loans [PL082/ad059]

Management of Trade Credit and Receivables [PL070/ad045]

Strategic Asset Management [PL230/ad079]

Travel [PL060/ad027]

[Tuition Unit and Incidental Fee Setting](#) **[PL085/ad062]**

[University Credit Card](#) **[PL066/ad041]**

[University Services Charge](#) **[PL243/ad086]**

RESCINDED POLICIES

No policies were rescinded during the period of October 2016 to December 2016.

APPROVAL PROCESS

Policies are approved by either University Council or the Vice-Chancellor, depending on their scope and nature. University Council will approve high-level University policies where Council scrutiny is appropriate, consistent with the [Matters to be Reserved to Council](#).

Minor amendments to policy (i.e. those changes which are largely updates and which do not change the overall intent) may be approved by the Policy Owner. These changes may include updating telephone numbers, change in the name of a person (but effectively the same position), typographical and format changes (e.g. changes in numbering, changing to the new format).

More significant changes will require the policy to be formally amended and resubmitted through the original approval process (via Council or the Vice-Chancellor). Major changes include *amendments of substance to the policy for example, the deletion of parts of the policy, addition of new sections or other substantive changes in the policy*. The determination of whether something is substantive will rely on the expert judgment of the Policy Owner.

Obsolete Policy – A policy may become superseded or obsolete but has never been formally rescinded. If the policy has clearly been superseded by a subsequent policy, or legislation, that deals with substantially the same matters, the Policy Owner must forward a memorandum requesting the policy approver (Vice-Chancellor or Council) to approve the rescission of the policy. This should be done at the same time as seeking approval for the replacement policy (if there is a replacing policy). Where there is no clear superseding policy or legislation, the Policy Owner must determine whether a request to the Policy Approver for rescission is sufficient or, given the nature of the policy, the recommendation to rescind the policy should go through the usual policy development process.

Guidance on the appropriate level for the approval of policy is given in the [ECU Policy Framework [PL086/ad063]](#).

The University Governance Team can provide you with assistance in determining the appropriate approval level.

POLICY DEVELOPMENT

Policy Framework [PL086/ad063]
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 Template
All new and reviewed policies should be in the format of this approved Policy Template.

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

Approval Memo
This memo is a template for seeking approval to a new, updated or rescinded policy.

POLICY TOOLKIT

The Policy Toolkit is a comprehensive guide to policy development. This document outlines the processes involved in developing, reviewing, amending and rescinding a policy. Included in the Toolkit are templates and guidelines in policy development.

POLICY CONTACTS

For general enquiries on the Policies Database, please contact:

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