The Office of 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 June 2012 — August 2012.
The policies database is available at the web address http://www.ecu.edu.au/GPPS/policies/.

UNIVERSITY RULES

Student Services and Amenities Fee Rules
The University Council approved Rule Amendment No. 3 of 2012 on the 16 August 2012.

Fee Rules
The University Council approved Rule Amendment No. 4 of 2012 on the 16 August 2012.

The University Rules can be viewed here http://www.ecu.edu.au/GPPS/governance_services/uni_rules.html

POLICY DEVELOPMENT

UPDATED AUGUST 2012

The following Policy Framework, Policy Template and Policy Guidelines were recently updated and approved by Council:

Policy Framework Policy
[ad063 / PL086]
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.   Updated August 2012
[POLICY JUMP TO]

Policy Template
All new and reviewed policies should be in the format of this approved Policy Template.   Updated August 2012
[POLICY TEMPLATE JUMP TO]

Policy Guidelines
These guidelines will provide you with additional information about how to develop a policy.
Updated August 2012
[POLICY GUIDELINES JUMP TO]

Approval Memo
This memo is a template for seeking approval to a new, updated or rescinded policy.
[APPROVAL MEMO JUMP TO]

NEW UNIVERSITY POLICY

- Email Policy
- Prospect Clearance
- Fundraising Ethics
- Fundraising at ECU

UPDATED UNIVERSITY POLICIES

APPROVED BY COUNCIL
- Investment Policy
- Naming Policy
- Policy Framework

APPROVED BY VICE-CHANCELLOR
- Testamurs – Issue and Control
- Course and Unit Approval Policy
- Authorship, Publication of Research, and Peer Review
- Moderation of Assessment
- Enrolment Loads for International Students
- Library Collection Policy
- Recognising Indigenous Australian People & Country
- ECU Flags Policy

APPROVED BY POLICY OWNER
- Tuition Unit Fee Setting
- Assessment
- English Standards
- Miscellaneous Room Bookings
- Electrical Safety Policy
- Research Grant Management
- Pricing Policy
- Environmental Management of Information Technology
- Taxtion Obligations – Academic Staff
- Honorary Awards of the University
- Student Evaluation of Units and Teaching

RESCINDED POLICIES

- Bookshop Policy

NEW UNIVERSITY POLICIES

Email Policy
[ad082 / PL239]

This policy outlines the responsibilities of ECU staff when using email. The policy also assists staff to be aware of some of the policy and legal issues which apply to emails.

[*POLICY JUMP TO*]

Fundraising at ECU
[ad085 / PL242]

The intent of this policy is to provide a framework to guide and assist the University in the coordination and management of University fundraising activities.

[*POLICY JUMP TO*]

Fundraising Ethics
[ad084 / PL241]

The intent of this policy is to provide a framework to guide and assist University staff in the ethical management of fundraising activities and relationships between the University and prospective and existing donors.

[*POLICY JUMP TO*]

Prospect Clearance
[ad083 / PL240]

The intent of the *Prospect Clearance Policy* is to:

- maximise the giving potential of every prospective donor to ECU by creating the best match between donor interests and University priorities;
- prevent fundraising activities, events or sponsorships being undertaken without the approval of the Prospect Clearance and Management Team. The use of external fundraisers must be approved by the Prospect Clearance and Management Team; and
- address uncoordinated solicitations to the same donor by different individuals from the University so as to avoid negative repercussions to the University.

[*POLICY JUMP TO*]

UNIVERSITY POLICY UPDATES

APPROVED BY COUNCIL

Investment Policy
[ad058 / PL081]

This policy provides the framework and guidelines for the University's Investment Portfolio.

[*POLICY JUMP TO*]

Naming Policy
[ad015 / PL054]

The intent of this policy is to provide a framework to guide and assist the University in the naming of physical and academic Projects in recognition of substantial support received through donations or sponsorship.

[*POLICY JUMP TO*]

Policy Framework
[ad063 / PL086]

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*]

APPROVED BY VICE–CHANCELLOR

Testamurs – Issue and Control
[ac061 / PL034]

This policy governs the processes for managing the security of blank Testamurs, and the security, issuing and replacement of printed Testamurs, with the intention of reducing the risk of loss, theft and fraudulent representation of qualifications.

[*POLICY JUMP TO*]

Course and Unit Approval Policy
[ac086 / PL127]

The intent of this policy is to provide a framework for the development, approval and maintenance of all courses and units at ECU, which meets the University's academic governance and quality standards and aligns with the requirements of the Commonwealth Government instruments.

[*POLICY JUMP TO*]

Authorship, Publication of Research and Peer Review
[ac073 / PL046]

Researchers have a responsibility to their colleagues and the wider community to disseminate a full account of their research and to acknowledge those who have contributed to it. The University promotes an environment of collegiality, honesty, integrity, accuracy and responsibility in the authoring, reviewing and publication of research findings.

[POLICY JUMP TO]

Moderation of Assessment
[ac080 / PL053]

This policy governs the process of ensuring equivalence in assessment among all unit offerings, irrespective of where they are offered.

[POLICY JUMP TO]

Enrolment Loads for International Students
[ac069 / PL042]

This policy establishes the framework within which the University can monitor and manage the satisfactory progression and completion of international students on Student Visas within the registered duration of their course in accordance with the Educational Services for Overseas Students Act (2000) [ESOS].

[POLICY JUMP TO]

Library Collection Policy
[ac067 / PL040]

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.

[POLICY JUMP TO]

Recognising Indigenous Australian People and Country
[ci005 / PL101]

ECU is committed to reconciliation and to recognising and respecting the significance of Indigenous Australians to the University's history and location.
ECU respects the rights and responsibilities of Indigenous Australians and recognises the continuing association with the traditional custodians of the land upon which its campuses stand and programs operate.

[POLICY JUMP TO]

ECU Flags Policy
[ad043 / PL068]

The purpose of this policy is to clarify arrangements for the display of the Australian National flag, State flag of Western Australia, Australian Aboriginal Flag, and other flags on the campuses of Edith Cowan University (ECU).

[POLICY JUMP TO]

APPROVED BY POLICY OWNERS

Tuition Unit Fee setting [ad062 / PL085]
[POLICY JUMP TO]

Assessment [ac031 / PL014]
[POLICY JUMP TO]

English Standards [ac062 / PL035]
[POLICY JUMP TO]

Room Bookings – Miscellaneous [fs011 / PL106] *[POLICY JUMP TO]*

Electrical Safety Policy [fs029 / PL113] *[POLICY JUMP TO]*

Research Grant Management [ac092 / PL236]
[POLICY JUMP TO]

Pricing Policy [ad072 / PL095]
[POLICY JUMP TO]

Environmental Management of Information Technology [fs033 / PL116]
[POLICY JUMP TO]

Taxation Obligations – Academic Staff [hr050 / PL134] *[POLICY JUMP TO]*

Honorary Awards of the University [ac009 / PL004] *[POLICY JUMP TO]*

Student Evaluation of Units and Teaching [ac066 / PL39] *[POLICY JUMP TO]*

POLICY CONTACTS

For useful contact information about policies at ECU.

[POLICY CONTACTS JUMP TO]

POLICY DATABASE

INOFRMATION ABOUT THE NEW ECU POLICY AND LEGISLATION DIRECTORY

The new ECU Policies and Legislation Directory is now open for access to all staff to peruse and test it. Please note it is still in development, but is currently located at: http://trim-gateway/policies%20and%20procedures/default.aspx

This system will replace the existing policy database, and represents improved searching ability (all policy documents are stored internally within the TERMS database) & makes available policy documents in the standard formats of PDF & txt in addition to the University Statutes, Rules and By-Laws,

Searching of the database can be performed using any of the following methods:

1. Search functionality across all policies, rules statutes & by-laws includes:
   - 'Title'
   - 'Title & Abstract' *(the 'Abstract' refers to the 'Intent' section of a policy)*
   - 'Owner'
   - 'Document Code' *(please note that there will be a new numbering system for policies, so as to include references to Statutes, Rules and By-Laws. You will be unable to search via old document codes)*

2. the 'Browse For' window allows for searching across four main categories:
   - Research
   - Studying
   - Working
   - Statutes, University Rules & By Laws

3. An additional feature, searching via the displayed list of Thesaurus keywords, allows users to select from the alphabetical list of keywords, and then click on the appropriate term to display all records linked to that term.

Please take the time to look at the new Policy and Legislation Directory and if you have any queries feel free to contact either Aisling Vennitti (a.ging@ecu.edu.au or ext 2443) or Barry Green (b.green@ecu.edu.au or ext 2060).