

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 November 2011 — January 2012.

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

## UNIVERSITY RULES

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### General Misconduct Rules (Students)

The University Council approved Rule Amendment No. 5 of 2011 on the 08 December 2011.

The University Rules can be viewed here

[http://www.ecu.edu.au/GPPS/governance\\_services/uni\\_rules.html](http://www.ecu.edu.au/GPPS/governance_services/uni_rules.html)

## UNIVERSITY BY-LAWS

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### ECU Land and Traffic By-Laws

The Governor in Executive Council, acting under the provisions of section 29 of the *Edith Cowan University Act 1984*, approved Amending By-law No. 1 of 2011 on the 29 November 2011.

The University Land & Traffic By-Laws can be viewed here

[http://www.ecu.edu.au/GPPS/governance\\_services/uni\\_by\\_laws.html](http://www.ecu.edu.au/GPPS/governance_services/uni_by_laws.html)

## NEW UNIVERSITY POLICY

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- Cash – Collection, Handling and Banking
- Research Grant Management

## UPDATED UNIVERSITY POLICIES

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### APPROVED BY COUNCIL

No policies were approved by Council during this period.

### APPROVED BY VICE-CHANCELLOR

- Higher Degree by Research Student Support Policy
- Admissions
- Smoke Free University
- Media Policy

## UPDATED UNIVERSITY POLICIES

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### APPROVED BY POLICY OWNER

- Management of Trade Credit and Receivables
- ECU Logo Policy
- Management for Performance
- Accumulated Operating Surpluses
- Moderation of Unit Outcomes
- English Standards

## RESCINDED POLICIES

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- University Research Service Charge Policy
- Research Grant Administration Policy

## NEW UNIVERSITY POLICIES

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

This Policy identifies the cash collection, handling and banking arrangements at ECU.

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

### **Research Grant Management** **[ac092 / PL236]**

This policy outlines the key principles associated with the administration and management of research grants and the associated costing of research activities.

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

## UNIVERSITY POLICY UPDATES

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### APPROVED BY COUNCIL

*No policies were approved by Council during this period.*

### APPROVED BY VICE-CHANCELLOR

#### **Higher Degree by Research Student Support [ac029 / PL013]**

The intent of this policy is to outline the levels of support to be provided to higher degree by research candidates in relation to:

- supervision;
- research support funding;
- facilities;
- computing and library services;
- information and communication;
- employment opportunities; and
- quality assurance.

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

#### **Admissions [ac065 / PL038]**

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.

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

#### **Smoke-Free University [hr083 / PL140]**

The intent of this document is to outline the University's commitment to creating an environment whereby its staff, students, contractors and visitors are not exposed to the hazard of tobacco smoke.

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

#### **Media Policy [ad078 / PL220]**

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.

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

### APPROVED BY POLICY OWNERS

#### **Management of Trade Credit and Receivables [ad045 / PL070] [\[ POLICY JUMP TO \]](#)**

#### **ECU Logo Policy [ad071 / PL094] [\[ POLICY JUMP TO \]](#)**

#### **Management for Performance [hr129 / PL166] [\[ POLICY JUMP TO \]](#)**

#### **Accumulated Operating Surpluses [ad061 / PL084] [\[ POLICY JUMP TO \]](#)**

#### **Moderation of Unit Outcomes [ac080 / PL053] [\[ POLICY JUMP TO \]](#)**

#### **English Standards [ac062 / PL035] [\[ POLICY JUMP TO \]](#)**

## FURTHER INFORMATION

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### POLICIES AND THEIR DEVELOPMENT

#### **Policy Framework Policy [ad063 / PL086]**

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.

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

## POLICY DATABASE

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### INFORMATION 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](mailto:a.ging@ecu.edu.au) or ext 2443) or Barry Green ([b.green@ecu.edu.au](mailto:b.green@ecu.edu.au) or ext 2060).