

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 December 2012 — February 2013.

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

POLICY DEVELOPMENT

UPDATED AUGUST 2012

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

Policy Framework Policy [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.
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This memo is a template for seeking approval to a new, updated or rescinded policy.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](#)]

UNIVERSITY RULES

Admission, Enrolment and Academic Progress Rules

The University Council approved Rule Amendment No. 5 of 2012 on the 13 December 2012.

The University Rule can be viewed here:
http://www.ecu.edu.au/_data/assets/pdf_file/0005/378320/Admission-Enrolment-and-Academic-Progress-Rules.pdf

NEW UNIVERSITY POLICY

- Course and Unit Delivery and Assessment
- Course and Unit Evaluation and Review
- Course and Unit Planning and Development
- Entertainment Expenditure

UPDATED UNIVERSITY POLICIES

APPROVED BY COUNCIL

No Updated Policies went to Council during this period for approval

APPROVED BY VICE-CHANCELLOR

- Course and Unit Approval Policy
- Remission of Tuition Fees
- Management of Student Loans
- Academic Staff Promotion Policy

APPROVED BY POLICY OWNER

- English Standards
- Critical Incident Management
- Functions on Campus
- Facilities Hire
- Catering for Meetings and Events
- Promotional Logo
- Advertising Policy
- Visual Branding Policy

RESCINDED POLICIES

- ECU Qualifications Framework

NEW UNIVERSITY POLICIES

Course and Unit Delivery and Assessment [PL244 / ac093]

This policy informs staff of the approaches and principles to be applied in the delivery of courses and units at ECU.

[[POLICY JUMP TO](#)]

Course and Unit Evaluation and Review [PL245 / ac094]

This policy informs staff of the approaches & principles to be applied in the evaluation & review of courses & units at ECU.

[[POLICY JUMP TO](#)]

Course and Unit Planning and Development [PL246 / ac095]

This policy informs staff of the approaches and principles to be applied in the design and planning of courses and units at ECU.

[[POLICY JUMP TO](#)]

Entertainment Expenditure [PL247 / ad087]

This purpose of this policy is to provide a consistent approach to expenditure on official hospitality and entertainment across the University.

[[POLICY JUMP TO](#)]

UNIVERSITY POLICY UPDATES

APPROVED BY VICE-CHANCELLOR

Course and Unit Approval Policy [PL127 / ac086]

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](#)]

Remission of Tuition Fees [PL221 / ad076]

The intent of this policy is to determine how the University administers remission (removal) of debt (HECS HELP, FEE-HELP and up-front payments) in special circumstances.

[[POLICY JUMP TO](#)]

Management of Student Loans [PL078 / ad055]

The intent of this policy is to provide guidance on the management of student loan funds at Edith Cowan University (ECU).

[[POLICY JUMP TO](#)]

Academic Staff Promotion Policy [PL162 / hr124]

To allow academic staff to be promoted to a higher classification level, having demonstrated that they meet the requisite standards, expertise and sustained performance commensurate with the respective classification, in accordance with the Academic Staff Performance and Expectations Outcomes (ASPEO) Framework.

[[POLICY JUMP TO](#)]

APPROVED BY POLICY OWNERS

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

Critical Incident Management [PL202 / rm003] [[POLICY JUMP TO](#)]

Functions on Campus [PL120 / fs036] [[POLICY JUMP TO](#)]

Facilities Hire [PL108 / fs015] [[POLICY JUMP TO](#)]

Catering for Meetings and Events [PL119 / fs037] [[POLICY JUMP TO](#)]

Promotional Logo [PL062 / ad030] [[POLICY JUMP TO](#)]

Advertising Policy [PL064 / ad032] [[POLICY JUMP TO](#)]

Visual Branding Policy [PL063 / ad031] [[POLICY JUMP TO](#)]

POLICY CONTACTS

For useful contact information about policies at ECU.

[[POLICY CONTACTS JUMP TO](#)]

POLICY DATABASE

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 or ext 2443) or Barry Green (b.green@ecu.edu.au or ext 2060).