

The Office of Governance Services maintains the University's Policies Database. The Database is designed to provide a searchable index of all University policies.

This update provides information about changes to policies during the period of *April 2016 – June 2016*.

The Policies Database is available at the web address: [http://www.ecu.edu.au/GPPS/policies\\_db/index.php](http://www.ecu.edu.au/GPPS/policies_db/index.php)

## UPDATED UNIVERSITY POLICIES

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

### [English Standards \[PL035/ac062\]](#)

This policy defines the minimum English standards required for entry into ECU award courses.

### [Strategic Procurement \[PL260/ad093\]](#)

This policy establishes the framework for the consistent approach to the planning, sourcing and management of the procurement of goods and services at the University.

### [Travel \[PL060/ad027\]](#)

This document outlines the University's policy in relation to all Authorised University Travel, and should be read in conjunction with the Travel Guidelines.

### [Entertaining and Catering Expenditure \[PL247/ad087\]](#)

The purpose of this policy is to provide a consistent approach to expenditure relating to official hospitality, catering and entertainment across the University.

*The following policies have been updated (minor changes) and approved by the **Policy Owner**:*

### [Facilities Hire \[PL108/fs015\]](#)

To outline the University's policy and objectives relating to the hire of its facilities to third parties. This policy provides guiding principles for general accommodation classifications.

### [University Premises Leases/Licenses \[PL126/fs038\]](#)

The purpose of this policy is to outline the process for committing Edith Cowan University (the University) to Lease or License premises either in the capacity of a Lessee/Lessor or Licensee/Licensor.

### [Admissions \[PL038/ac065\]](#)

This policy governs the requirements for admission into all courses at Edith Cowan University (ECU) and the pathways through which eligibility for course entry can be demonstrated.

### [Academic Prizes \[PL001/ac002\]](#)

To provide a framework to guide and assist the University in the establishment and administration of academic prizes with the accompanying Academic Prizes Procedure and the Application for a New or Replacement Academic Prize.

### [Curriculum Approval \[PL127/ac086\]](#)

This policy provides a framework for the creation, approval, modification and archiving of all curriculum items (courses, unit sets, and units) at ECU, which meet the University's academic governance and quality standards, and align with the requirements of the commonwealth government instruments.

### [Post-nominals \[PL016/ac035\]](#)

The intent of this policy is to guide the allocation and style of post-nominals used for ECU courses.

### [Curriculum 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.

### [Academic Staff Promotion \[PL162/hr124\]](#)

To establish an academic promotion system that is merit-based, equitable and recognises and rewards sustained achievement in alignment with the University's strategic priorities and relevant frameworks.

### [ECU Technology Governance \[PL255/it046\]](#)

The purpose of the ECU Technology Governance policy is to align investment decisions relating to Information Technology to ECUs:

- Strategic Priorities;
- Information Technology Roadmap;
- Information Technology Architecture; and
- Strategic Procurement Policies.

### [Cash and Cheque – Collection, Handling and Banking \[PL235/ad080\]](#)

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

### [Alcohol on Campus \[PL110/fs020\]](#)

This policy is to assist in facilitating the proper and effective management of alcohol on campus and to inform students, staff and visitors of their responsibilities when consuming alcohol on campus.

## RESCINDED POLICIES

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Vice-Chancellor's Staff Awards [PL195/hr172]

## APPROVAL PROCESS

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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 Office of Governance Services can provide you with assistance in determining the appropriate approval level.

## **POLICY DEVELOPMENT**

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### [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**

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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**

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For general enquiries regarding the use of the Policies Database and inclusions of policies in the Database please contact:

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