

The University Governance Unit maintains the ECU's Legislation and Policy Directory. This update provides information about changes to legislation and policies during the period of *January 2018 – March 2018*. To access the Legislation & Policy Search Directory, please click this link: <http://policysearch.ecu.edu.au>.

## UNIVERSITY STATUTES

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*There were no amendments to University Statutes during the January to March 2018 period.*

## UNIVERSITY RULES

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*There were no new or amended University Rules during the January to March 2018 period.*

## NEW POLICY

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*The following new policy has been approved by the **Vice-Chancellor**:*

### [Determining Professional Equivalence for Staff Qualifications](#) [PL280/ac111]

This policy outlines the principles and guidelines to ensure ECU staff who teach, coordinate or assess courses or units are appropriately qualified in accordance with the [Higher Education Standards Framework \(Threshold Standards\) 2015](#).

## UPDATED POLICIES

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*The amendments to the following policies have been approved by the **Vice-Chancellor**:*

### [Academic Staff Performance Expectations and Outcomes \(ASPEO\) Framework](#) [PL238/hr175]

The ECU Academic Staff Performance Expectations and Outcomes (ASPEO) Framework provides Academic staff clarity on performance expectations in the core areas of academic work.

### [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.

### [Supervision of Students Undertaking Higher Degrees by Research \(HDR\)](#) [PL218/ac085]

The intent of this policy is to ensure that supervision is conducted in the most beneficial, efficient and effective manner, and aligns with principles outlined in the Australian Code for the Responsible Conduct of Research (2007) and the Higher Education Standards Framework (2017).

*The amendments to the following policies have been approved by the **Policy Owner**:*

### [Academic Integrity](#) [PL276/ac107]

This policy articulates the principles underpinning the University's commitment to academic integrity and sets out the framework for promoting and assuring academic integrity in all aspects of teaching, learning and research at the University.

### [Advertising Policy](#) [PL064/ad032]

The purpose of this policy is to promote and maintain the ECU Brand through its advertising, in a manner which enhances the strategic vision and direction of the University.

## [ECU Branding and Logo Policy \[PL261/ad094\]](#)

The purpose of this policy is to provide guidelines to ensure that the ECU Brand is protected and promoted positively at all times. This policy outlines the process for the correct use of the ECU Brand and ECU Logo, and also provides a framework for the rules governing the development of new logos.

## [Critical Incident Management \[PL202/rm003\]](#)

The purpose of this policy is to promote and maintain the ECU Brand through its advertising, in a manner which enhances the strategic vision and direction of the University.

## [Integrated Risk Management \[PL201/rm001\]](#)

The aim of this policy is to provide a framework for the management of the risks associated with all University activities.

## [Mobile Devices and University Subscribed Home Internet Services \[PL271/it050\]](#)

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 and for the use of Subscribed Home Internet Services used for University business.

## [Research Training Program Scholarship \[PL273/ac103\]](#)

This policy outlines the application of the Commonwealth Scholarships Guidelines (Research) 2017, which provide for Commonwealth Scholarships under Part 2-4 of the Higher Education Support Act 2003 as they pertain to Edith Cowan University Students.

## [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.

## [Sustainability \[PL249/ad089\]](#)

This policy sets the strategic scope of Edith Cowan University's commitment to sustainability in the appropriate management of the organisation and its operations, the engagement of students and staff in principles and applications of sustainability and the engagement of and collaboration with the broader community.

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

The purposes of the University Services Charge are to ensure that externally funded activities contribute to the Indirect Costs of supporting these initiatives and that the University complies with Competitive Neutrality principles.

## [Work Integrated Learning \(WIL\) \[PL262/ac100\]](#)

This policy's objective is to establish a consistent, systematic and comprehensive framework, setting minimum standards, to support the provision of opportunities for students across Edith Cowan University (ECU) to participate in Work Integrated Learning (WIL) opportunities.

## RESCINDED POLICIES

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*No University Policies were rescinded during the January to March 2018 period.*

## 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 \[PL086\]](#).

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

## POLICY DEVELOPMENT

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**Policy:** [Policy Framework \[PL086\]](#)

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.

**Template:** [Approval Memo – New or Updated](#)

This memo is a template for seeking approval to a new or updated policy.

*Please note this memo was updated 23 February 2018*

**Template:** [Policy](#)

All new and reviewed policies should be in the format of this approved Policy Template.

**Guidelines:** [Policy Guidelines](#)

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

**Template:** [Approval Memo – Rescission](#)

This memo is a template for seeking approval to rescind a policy.

*Please note this memo was updated 23 February 2018*

## 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.

## LEGISLATION AND POLICY DIRECTORY USER GUIDE

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The [Legislation and Policy Directory User Guide](#) provides information on the Legislation and Policy Directory Search, how to steps, search tips and ways of searching the Legislation and Policy Directory.

## POLICY CONTACTS

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For general enquiries on the Legislation and Policy Search Directory, please contact:

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[Policy Development FAQs](#)

[Legislation and Policy Directory User Guide](#)