

The University Governance Team maintains ECU's Legislation and Policy Directory. This update provides information about changes to legislation and policies during the period of January – April 2020. To access the Legislation & Policy Search Directory, please click this link: <http://policysearch.ecu.edu.au>.

Documentation including briefing papers, approval memos and emails to Council, the Vice-Chancellor and/or Policy Owners contain key information with a summary of the purpose for developing a new legislation/policy or amendments made to the existing legislation/policy. These documentation that relate to the Statute, Rules and policies listed below are available in [HPE Content Manager](#) for your information.

If there are no documentation available in this [HPECM folder](#) on any of the items listed below, please contact either the Policy Owner or the Contact Person directly (contact details are listed on the Statute/Rules/policy document).

UPDATED STATUTE

Council approved the amendments to the following Statute:

[Statute 20 – The ECU South West Campus \(Bunbury\) Advisory Board \(ST020\)](#)

The purpose of this Statute is to provide for the effective exercise of the functions of the ECU South West Campus (Bunbury) Advisory Board.

NEW RULES

Council approved the following new Rules:

[The ECU South West Campus \(Bunbury\) Advisory Board Rules \(UR013\)](#)

These Rules are made pursuant to the University Statute No. 20 – The ECU South West Campus (Bunbury) Advisory Board.

UPDATED RULES

Council approved the amendments to the following Rules:

[Admission, Enrolment and Academic Progress Rules \(UR004\)](#)

These Rules are made under Statute No.22 Student Conduct.

NEW POLICIES

Council approved the following new policies:

[Statement on Academic Freedom and Freedom of Speech \(PL301/ac119\)](#)

This Statement, together with the attached Principles, outlines the University's commitment to promoting and protecting academic freedom and freedom of speech within the University and the broader community generally which the University considers is fundamental to its purpose of transforming lives and enriching society through education and research.

[Fitness to Study\(PL302/sa011\)](#)

The University is committed to the safety and wellbeing of its Students and the wider University community. It recognises that an inclusive and proactive approach to fitness to study related matters, as outlined in this Policy and its related Procedures, can assist Student success. Where practicable, the University will make reasonable adjustments to studies and University activities to accommodate fitness to study concerns, while maintaining the University's academic and conduct standards.

The **Vice-Chancellor** approved the following new policy:

[ECU Strategic Research Institutes and Centres \(PL300/ac118\)](#)

This Policy and its related Procedures outline the principles for the establishment, governance, performance, management and closure of ECU Strategic Research Institutes and Centres.

UPDATED POLICIES

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

[Overseas Student Transfer \(PL254/ad090\)](#)

formerly titled International Student Re-Packaging, Release or Withdrawal

This policy sets out:

- (a) when and how an Overseas Student wishing to transfer from the University is required to request a transfer from the University; and
- (b) the principles and processes on which the University will assess Overseas Student requests to transfer, where they have not completed six months of their Principal Course.

[Enrolment Loads for International Students \(PL042/ac069\)](#)

This policy establishes a framework within which the University will monitor and manage the satisfactory progression and completion of international students within the Registered Duration of their course. Specifically, this policy addresses Part 4 of the Educational Services for Overseas Students Act 2000 and the National Code.

The **Policy Owner** approved the amendments to the following policies:

[Entertainment 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.

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

This policy provides a framework for the University's response to a critical incident in the period immediately following the incident, and for the management of longer term consequences arising from such an incident.

[Research Performance Scheme Funding \(PL237/ad081\)](#)

This policy outlines the principles for the use of funding awarded under the University's annual internal research performance scheme.

[Joint Arrangements \(PL069/ad044\)](#)

This policy provides direction on the establishment of Joint Arrangements and will apply to:

- i. Business Undertakings entered into by ECU;
- ii. Commercialisation of ECU Intellectual Property; and
- iii. Research Collaborations.

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

The intent of this policy is to:

- Govern the circumstances in which travel is arranged and undertaken by University Travellers; and
- Ensure that the University is able to discharge its duty of care obligations to persons undertaking Authorised University Travel.

[Pricing \(PL095/ad072\)](#)

This policy provides direction on the pricing of goods and/or services for Commercial or Research activities at ECU. For the avoidance of doubt, this policy does not apply where ECU is pricing for internal purposes, including wholly owned or controlled entities nor to student tuition fees which are covered by the Tuition Unit and Incidental Fee Setting policy (ad062).

[Information Security \(PL265/it047\)](#)

Reviewed with no changes made.

This policy defines the information security requirements for the protection of all information held by Edith Cowan University. Maintaining the Confidentiality, Integrity and Availability of any information that is stored and processed by the University or has originated from within the University's electronic and hard copy systems is a requirement of all Authorised Users of ECU information and record management keeping systems.

[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.

UPDATED GUIDELINES

[ECU Integrated Risk Management Guidelines](#)

As a supplement to the University's Integrated Risk Management Policy, the Integrated Risk Management Guidelines provide a consistent approach to identifying and managing risk. These guidelines outline the roles and responsibilities, reporting, and risk management methodology adopted by the University in order to embed risk management into ECU's business process and activities.

APPROVAL PROCESS

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 team can provide you with assistance in determining the appropriate approval level.

POLICY DEVELOPMENT

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: [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 – New or Updated](#)

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

Template: [Approval Memo – Rescission](#)

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

POLICY TOOLKIT

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

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

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](#)