

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 January 2016 – March 2016.
The Policies Database is available at the web address: http://www.ecu.edu.au/GPPS/policies_db/index.php

NEW UNIVERSITY POLICIES

[Software Asset \[PL267/it048\]](#)

The purpose of the ECU Software Asset Policy is to manage all Software Assets for maximum benefit to the University and ensuring the University is in compliance with Licence Agreements.

UPDATED UNIVERSITY POLICIES

The following policies have been updated and approved by the Vice-Chancellor and/or Policy Owners.

[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.

[Volunteering Arrangements \[PL123/hr011\]](#)

This policy outlines the circumstances that a volunteering arrangement can be made between the University and individuals, groups or organisations that elect to perform unpaid activities as volunteers.

[Recruitment, Selection and Appointment \[PL163/hr131\]](#)

This policy defines the University's approach to recruitment, selection, appointment and recognition of prior service (transfer of leave credits).

[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.

[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.

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

The purposes of the University Services Charge policy 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.

[Working with Children Check and Child Protection \[PL194/hr171\]](#)

This policy sets out Edith Cowan University's ("the University") obligations under the WWC Act and describes the University's approach to the protection of children with whom University members interact in the course of their employment or study.

[Academic Leadership Roles \[PL164/hr127\]](#)

This policy defines the Academic Leadership roles at ECU and outline the key principles by which these roles are appointed, remunerated and managed.

[Academic Study Leave \[PL136/hr072\]](#)

This policy provides the framework for the availability of Academic Study Leave to eligible academic staff at the University.

[Compliance \[PL203/rm004\]](#)

This policy seeks to:

- 1.1. Provide a uniform approach to ensure ECU meets the compliance obligations that impact on the University's operations;
- 1.2. Promote an effective compliance culture at ECU;
- 1.3. Uphold good corporate governance practices; and
- 1.4. Effectively manage identified compliance risks facing the University.

[Vice-Chancellor's Student Awards \[PL212/sa009\]](#)

This policy defines Edith Cowan University's two annual Vice-Chancellor's student awards.

[Copyright – Online High-Use Collection \[PL074/ad051\]](#)

This policy provides for the centralised management of digitised text-based materials that are copied and communicated in reliance on Part VB Statutory Licence Scheme and ensures compliance with the Copyright Act.

[International Student Re-Packaging, Release or Withdrawal \[PL254/ad090\]](#)

This policy sets out the principles and processes which the University will follow in assessing applications from students who wish to amend their study package, to be released from the agreed package, or to withdraw from their study package.

RESCINDED POLICIES

Staff Reimbursement [PL088/ad065]

Student Reimbursement [PL089/ad066]

Higher Degree by Research Student Support [PL013/ac029]

Postgraduate Research: Thesis with Publication [PL036/ac063]

Submission and Retention of Higher Degree by Research Theses [PL219/ac087]

Candidature Management of Higher Degree by Research Candidates [PL253/ac098]

Refund of Student Credit Balances [PL093/ad070]

International Students Emergency Loan [PL222/ad077]

POLICY DEVELOPERS NETWORK

The Office of Governance Services will be reconvening the Policy Developers Network to discuss arising ECU policy issues and matters. The meeting will be held on **Thursday, 14 April 2016 at 2:00 – 3:00 pm** in JO31.447 (Boardroom). If you are involved in policy work and would like to attend, please contact Rajes Shenton - r.shenton@ecu.edu.au or 6304 2443.

POLICY DEVELOPMENT

[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

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

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

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[FAQs](#)