

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 *July 2017 – September 2017*.

To access the Legislation & Policy Search Directory, please click this link: <http://policysearch.ecu.edu.au>.

UPDATED UNIVERSITY RULES

The amendments to the following rules have been approved by Council:

[Council Standing Orders \[UR006\]](#)

- (1) These Standing Orders regulate the conduct of meetings of the Council and Committees.
- (2) These Standing Orders are intended to result in:
 - (a) better decision making by the Council and Committees;
 - (b) the orderly and efficient conduct of meetings dealing with the University's business; and
 - (c) greater understanding of the rules governing the conduct of meetings.

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

These rules are made under Statute No 30 Admission, Enrolment and Academic Progress.

[Student Guild Rules \[UR011\]](#)

These rules are made under Edith Cowan University Statute No 11 Student Guild.

NEW POLICY

This new policy has been approved by the Vice-Chancellor:

[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.

UPDATED POLICIES

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

[Prevention of Harassment, Bullying, Discrimination and Violence \[PL124/hr013\]](#)

Edith Cowan University is committed to providing safe and inclusive work and learning environments, and intends to minimise the risk of inappropriate behaviours such as bullying and all unlawful forms of harassment, discrimination and assault (including racial harassment, racial vilification, sexual harassment, sexual assault, other forms of violence and victimisation), in accordance with our duty of care.

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

NB: Only attachment 1 of the policy has been updated.

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

[Vice-Chancellor's Awards for Excellence in Teaching \[PL025/ac048\]](#)

To institute awards that reward excellence in all forms of teaching and recognise initiatives that contribute in diverse ways to student learning. This is aligned with the ECU Strategic Plan particularly the priority to enhance learning and teaching. These awards shall be organised on an annual basis with each award being presented by the Vice-Chancellor at a formal ceremony.

[International Student Tuition Fee Refund \[PL213/sa010\]](#)

The purpose of this policy is to clarify International students' entitlement to refund of fees and relevant processes, as required under the Education Services for Overseas Students Act 2000 (ESOS Act).

[Management of Research Candidature in Bachelor Honours Degrees \[PL228/ac090\]](#)

This policy governs all aspects of the management of research programs in Bachelor Honours Degrees at Edith Cowan University.

[Research Grants and Funding Management \[PL236/ac092\]](#)

This policy outlines the key principles associated with the administration and management of research funding and the associated costing of research activities.

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

[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.

[Creation and Management of Contracts \[PL059/ad024\]](#)

To establish consistent management practices with respect to:

- The University entering into and managing Contracts and MoUs in a manner which facilitates University business, minimises risk, maximises opportunity and adds value;
- University staff understanding their responsibilities under a Contract; and
- Ensuring the obligations under a Contract are performed by relevant parties as intended.

[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.

[Academic Staff Performance Expectations and Outcomes 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.

[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.

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

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

[Research Data Management \[PL049/ac076\]](#)

To ensure that research data is stored, retained, made accessible for use and reuse, and/or disposed of according to legal, statutory, ethical and funding bodies' requirements ('compliance obligations').

[Flexible Working Hours \[PL121/hr006\]](#)

The purpose of this policy is to provide professional staff with a system of flexible working hours where such a system is appropriate and can be reasonably accommodated by the requirements of the organisation.

[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 Sporting Clubs \[PL111/fs025\]](#)

The University recognises the important role the formation of sporting clubs plays in providing for its students the opportunity to socialise, network, exercise and relieve stress. This document prescribes the University's policy on sporting clubs within the University.

[Parking and Traffic Management on Campus \[PL107/fs013\]](#)

To outline the University's objectives and policies relating to the management of parking and traffic on campus.

RESCINDED POLICY

*The following policy has been rescinded by the policy owner and approved by the **Vice-Chancellor**:*

Research Agreements, Collaborative Research and Conflicts of Interest [PL048/ac075]

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

POLICY DEVELOPMENT

[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.

[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 on the Legislation and Policy Search Directory, please contact:

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[Policy Development FAQs](#)

[Legislation and Policy Directory User Guide](#)