

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 October 2015 – December 2015.

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

NEW UNIVERSITY POLICIES

[ECU Project Management \[PL264/ad095\]](#)

The purpose of the ECU Project Management policy is to outline essential elements in the management of all projects. The extent to which these elements of project management should be applied is dependent on consideration of factors that take into account all the risks of delivering the required outcomes as well as providing an appropriate and standard application of project management to projects.

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

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, processed and/or transmitted at the University is a requirement of all ECU students, staff, council members and contractors.

[Postgraduate Research Training \[PL266/ac101\]](#)

The intent of this policy is establish fair, transparent and equitable standards to deliver postgraduate research training at Edith Cowan University, and to ensure the maintenance of high standards within higher degree by research programs.

UPDATED UNIVERSITY POLICIES

APPROVED BY POLICY OWNER

[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.

[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.

[Secondment \[PL122/hr007\]](#)

This policy describes the management of secondment arrangements between the University and external organisations.

[Probation – All Staff \[PL138/hr076\]](#)

To outline the structure of a formal probation period. This includes the setting of objectives consistent with the university's behavioural expectations, the establishment and review of performance expectations during the probationary period, and making decisions on the final probation outcome.

[Organisation Structure and Position Establishment \[PL156/hr113\]](#)

To ensure the University provides an effective and consistent approach to the establishment of new professional staff positions, determination of a position's classification and management of its staffing establishment that records the organisation's structure, reporting relationships and position details, to accurately reflect current operations.

[Appointment – Emeritus Professor, Honorary, Adjunct and Visiting Academic Staff \[PL185/hr152\]](#)

This policy defines the titles, roles and appointment practices for Emeritus, Professor, Honorary, Adjunct and Visiting academic staff positions offered by Edith Cowan University (ECU).

[Internal Temporary Appointments \[PL191/hr168\]](#)

This policy provides the framework in which Internal Temporary Appointments of existing University employees are managed in an effective manner.

[Honorary Awards of the University \[PL004/ac009\]](#)

This policy prescribes the criteria and selection process for the following ECU honorary awards:

- Honorary Degree;
- Emeritus Professor;
- Fellow of the University;
- Fellow of WAAPA.

ACADEMIC ORGANISATION REDESIGN

The following policies have been amended to reflect the changes of the recent Academic Organisation Redesign; these policies are effective as of 1 January 2016:

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| • Advertising [PL064/ad032] | • ECU Branding and Logo [PL261/ad094] |
| • Fundraising at ECU [PL242/ad085] | • Fundraising Ethics [PL241/ad084] |
| • Naming [PL054/ad015] | • Prospect Clearance [PL240/ad083] |
| • Conduct of Ethical Human Research [PL008/ac023] | • Conduct of Ethical Research and Teaching Involving Animal [PL010/ac025] |
| • Authorship, Publication of Research and Peer Review [PL046/ac073] | • Responsible Research Conduct [PL047/ac074] |
| • Research Agreements, Collaborative Research and Conflicts of Interest [PL048/ac075] | • Research Data Management [PL049/ac076] |
| • Research Induction and Professional Development [PL227/ac088] | • Research Misconduct [PL232/ac091] |
| • Research Grant Management [PL236/ac092] | • Open Access to Research [PL250/ac096] |
| • Research Performance Scheme Funding [PL237/ad081] | • Intellectual Property [PL234/co002] |
| • Asset Management and Disposal [PL076/ad053] | • Pricing [PL095/ad072] |
| • University Services Charge [PL243/ad086] | • Tuition Unit and Incidental Fee Setting [PL085/ad062] |
| • Supervision of Students Undertaking Higher Degrees by Research (HDR) [PL218/ac085] | • Research Centres and Institutes [PL007/ac020] |
| • Accumulated Operating Surpluses [PL084/ad061] | • Cash and Cheque-Collection, Handling and Banking [PL235/ad080] |

- Internal Loans [PL082/ad059]
- Strategic Procurement [PL260/ad093]
- University Credit Card [PL066/ad041]
- Advanced Standing [PL031/ac059]
- Management of Trade Credit and Receivables [PL070/ad045]
- Entertainment and Catering Expenditure [PL247/ad087]
- Joint Arrangements [PL069/ad044]
- English Standards [PL035/ac062]

RESCINDED POLICIES

Staff Clearance Form [PL192/hr169]

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](#)