

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 *October 2017 – December 2017*. To access the Legislation & Policy Search Directory, please click this link: <http://policysearch.ecu.edu.au>.

UPDATED UNIVERSITY STATUTE

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

[Statute 15 – The Advisory Board of the Western Australian Academy of Performing Arts \[ST015\]](#)

This Statute prescribes the function and duties of the Advisory Board of WAAPA. *Gazetted on 24.10.2017.*

NEW UNIVERSITY RULES

These new Rules have been approved by Council:

[The Advisory Board of the Western Australian Academy of Performing Arts Rules \[UR012\]](#)

These Rules are made pursuant to University Statute No. 15 – The Advisory Board of WAAPA. *Gazetted on 24.10.2017.*

NEW POLICY

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

[Non-Award Study Programs \[PL272/ac103\]](#)

This policy provides ECU staff with a framework for the development of non-award courses in a tertiary environment.

[VET Learner Transition \[PL274/ac105\]](#)

The policy governs Edith Cowan University's (ECU) processes and procedures relating to the transition from superseded or deleted training packages, accredited courses, units of competency or expired courses in the Vocational Education and Training (VET) sector.

[VET Lecturer Qualifications and Competency \[PL275/ac106\]](#)

This policy governs the training, assessing, vocational qualifications and competency requirements for staff delivering and assessing in the VET sector for Edith Cowan University.

[VET Recognition of Prior Learning \[PL278/ac109\]](#)

The policy governs Edith Cowan University's processes relating to recognition of prior learning and credit transfer for VET training products. This policy aims to ensure compliance with the Standards for Registered Training Organisations (RTOs) 2015 and the Australian Qualifications Framework.

[VET Validation \[PL279/ac110\]](#)

This policy outlines the requirement for ongoing validation of assessment practices and judgements for each training product on Edith Cowan University's scope of registration as defined in Standard One of the Standards for Registered Training Organisations (RTOs) 2015.

[Academic Integrity \[276/ac107\]](#)

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.

[Third Party Arrangements – Educational Partnerships \[PL277/ac108\]](#)

This policy relates to the delivery of ECU courses or programs whether in Australia or overseas, wholly or in part, in a delivery arrangement with a third-party education provider and sets out the requirements and responsibilities for ensuring compliance with relevant higher education legislation, standards and regulatory requirements.

UPDATED POLICIES

*The amendments to the following policy have been approved by **Council**:*

[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.

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

[Academic Medals \[PL269/ac102\]](#)

This policy prescribes the basis for the award of the following Academic Medals:

- University Medal;
- University Research Medal;
- School Medal; and
- School Research Medal.

[Conferral and Presentation of Academic Awards \[PL033/ac060\]](#)

The purpose of this policy is for Council to prescribe the process and procedures for the conferral and presentation of academic awards, pursuant to the requirements of University Statute No. 26 Conferral and Presentation of Awards of the University. The conferral and presentation processes for ECU's honorary awards are described separately in the University policy: Honorary Awards of the University.

[ECU Excellence Framework \[PL248/ad088\]](#)

To outline the framework that governs ECU's approach to quality assurance, quality management and performance improvement. The Excellence Framework is flexible and can be applied to legislation, regulatory requirements and policy development.

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

This policy establishes the framework within which the University can monitor and manage the satisfactory progression and completion of international students on Student Visas within the registered duration of their course in accordance with the Educational Services for Overseas Students Act (2000) [ESOS].

[Posthumous Conferral of an Award \[PL028/ac055\]](#)

This policy provides guidance on the conferral of an award in the situation in which a student of the University dies before completion of the requirements of an award in which he or she is enrolled.

[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.

[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.

[Intellectual Property \[PL234/co002\]](#)

This Policy aims to:

- (a) provide guidance for staff and students on the practices of the University with respect to intellectual property; and
- (b) protect the interests of staff members, students and the University arising from the creation, protection and commercialisation of intellectual property.

[Professional Development for Teaching Staff \[PL019/ac043\]](#)

Previously titled Professional Development for Tertiary Teachers

To improve teaching capabilities at ECU by addressing the professional development needs of teaching staff through the design and delivery of targeted and contextualized professional development for teaching staff at all career phases.

[Testamurs – Issue and Control \[PL034/ac061\]](#)

This policy governs the management and security of blank and printed Testamurs, with the intention of reducing the risk of loss, theft and fraudulent representation of ECU qualifications.

[Remission of Tuition Fees \[PL221/ad076\]](#)

The intent of this policy is to determine how Edith Cowan University administers remission (removal) of debt (HECS HELP, FEE-HELP, VET Student Loan and up-front payments) in special circumstances.

[Advanced Standing \[PL031/ac059\]](#)

The purpose of this policy is to ensure that the granting of advanced standing towards completion of ECU courses is applied equitably and consistently across the University.

[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.

[Academic Progression \(Previously Board of Examiners\) \[PL027/ac054\]](#)

The intent of this policy is to detail ECU processes and procedures relating to the determination of student results and progression through courses.

[Academic Prizes \[PL001/ac002\]](#)

To provide a framework to guide and assist the University in the establishment and administration of academic prizes with the accompanying Academic Prizes Procedure and the Application for a New or Replacement Academic Prize.

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

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

Guidelines updated only; no changes to the policy.

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.

[Asset Management and Disposal \[PL076/ac053\]](#)

This Policy and its accompanying guidelines relate to recording, tracking and disposal of all University Assets, including those purchased with Research Grants.

[University Credit Card \[PL066/ad041\]](#)

This document states the University's policy in relation to the use of the University Credit Card and outlines the internal control mechanism and rules of use.

RESCINDED POLICIES

The following policy has been rescinded with approval from the Vice-Chancellor:

Jointly Badged Awards [PL017/ac038]

The content of this policy was incorporated into the new Third Party Arrangements – Educational Partnerships [PL277/ac108] policy.

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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