

The Office of Governance Services maintains the University's Policies Database. The Database is designed to provide a searchable index of all University policies.

This update provides information about changes to policies during the period of *July 2016 – September 2016*.

Click this link to access the Policies Database: http://www.ecu.edu.au/GPPS/policies_db/index.php

NEW POLICIES

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

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

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

UPDATED UNIVERSITY POLICIES

The following policies have been updated and approved by the Vice-Chancellor:

[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, contractors and other Relevant Individuals.

[Acceptable Use of Information Systems \[PL268/it049\]](#)

This policy guides and directs acceptable use of University Information Systems.

[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.

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

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

The following policies have been updated and approved by the Policy Owner:

[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.

[Treasury \[PL083/ad060\]](#)

This policy sets out the framework for managing the University's Working Capital requirements, external loans and foreign currency risk.

[Internal Loans \[PL082/ad059\]](#)

This policy provides principles for the approval and administration of internal loans.

[Supervision of Students Undertaking Higher Degrees by Research \(HDR\) \[PL218/ac085\]](#)

The intent of this policy is to ensure that supervision is conducted in the most beneficial, efficient and effective manner, and aligns with principles outlined in the Australian Code for the Responsible Conduct of Research (2007).

[Social Media \[PL257/ad092\]](#)

This policy provides a framework for participation in social media by ECU staff, students and members of Council.

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

This policy outlines the University's objectives and policies relating to the management of parking and traffic on campus.

RESCINDED POLICIES

University Medals [PL044/ac071]

University Research Medals [PL045/ac072]

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 \[PL086/ad063\]](#).

The Office of Governance Services can provide you with assistance in determining the appropriate approval level.

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 on the Policies Database, please contact:

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