

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 September 2012 — November 2012.

The policies database is available at the web address <http://www.ecu.edu.au/GPPS/policies/>.

POLICY DEVELOPMENT

UPDATED AUGUST 2012

The following Policy Framework, Policy Template and Policy Guidelines were updated and approved by Council in August:

Policy Framework Policy [ad063 / 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.

Updated August 2012
[[POLICY JUMP TO](#)]

Policy Template

All new and reviewed policies should be in the format of this approved Policy Template.

Updated August 2012
[[POLICY TEMPLATE JUMP TO](#)]

Policy Guidelines

These guidelines will provide you with additional information about how to develop a policy.

Updated August 2012
[[POLICY GUIDELINES JUMP TO](#)]

Approval Memo

This memo is a template for seeking approval to a new, updated or rescinded policy.

[[APPROVAL MEMO JUMP TO](#)]

NEW UNIVERSITY POLICY

- University Services Charge

UPDATED UNIVERSITY POLICIES

APPROVED BY COUNCIL

- Conferral and Presentation of Awards

APPROVED BY VICE-CHANCELLOR

- Recognising Indigenous Australian People and Country
- Privacy Policy
- Student Complaints Policy
- Post-nominal's Policy
- Supervision of students undertaking a higher degree by Research Theses
- Postgraduate research: Thesis with Publication
- International Student Tuition Fee Refund
- Media Policy

APPROVED BY POLICY OWNER

- Student Reimbursement Policy
- Electrical Safety Policy
- Prospect Clearance
- Fundraising at ECU
- Naming Policy
- University Sporting Clubs
- English Standards
- Student Evaluation of Units and Teaching
- Management for Performance System
- Academic Prizes

RESCINDED POLICIES

- Non-Award Studies
- Higher Education Unit, Unitset and Course Codes

NEW UNIVERSITY POLICIES

University Services Charge [ad086 / PL243]

The purposes of the University Services Charge 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.

[[POLICY JUMP TO](#)]

UNIVERSITY POLICY UPDATES

APPROVED BY COUNCIL

Conferral and Presentation of Awards [ac060 / PL033]

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*.

[[POLICY JUMP TO](#)]

APPROVED BY VICE-CHANCELLOR

Recognising Indigenous Australian People and Country [ci005 / PL101]

ECU is committed to reconciliation and to recognising and respecting the significance of Indigenous Australians to the University's history and location.

ECU respects the rights and responsibilities of Indigenous Australians and recognises the continuing association with the traditional custodians of the land upon which its campuses stand and programs operate.

[[POLICY JUMP TO](#)]

Privacy Policy [ad067 / PL090]

To support privacy of data through appropriate management of personal and health information of students, staff and third parties.

[[POLICY JUMP TO](#)]

Student Complaints Policy [sa004 / PL207]

The purpose of the Student Complaints Policy is to provide a constructive policy environment that supports individuals to make or respond to complaints, and the organisation to learn from complaints.

[[POLICY JUMP TO](#)]

Post-nominal's Policy [ac035 / PL016]

The intent of this policy is to guide the allocation and style of post-nominals used for ECU courses.

[[POLICY JUMP TO](#)]

Supervision of students undertaking a higher degree by Research These [ac085 / PL218]

The intent of this policy is to outline the roles and responsibilities of the University (the Institution), the Graduate Research School, Faculties, Supervisors and HDR Candidates while being supervised in HDR studies.

[[POLICY JUMP TO](#)]

Postgraduate Research: Thesis with Publication [ac063 / PL036]

The intent of this policy is to specify the formal requirements of a thesis submitted in a format amenable to publication. All other criteria for candidature are the same as for a traditional thesis.

[[POLICY JUMP TO](#)]

International Student Tuition Fee Refund [sa010 / PL213]

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).

[[POLICY JUMP TO](#)]

Media Policy [ad078 / PL220]

This policy outlines the responsibilities of ECU staff and Council members when engaging with the media, and is intended to ensure that media interaction is effectively handled and constructive.

[[POLICY JUMP TO](#)]

APPROVED BY POLICY OWNERS

Student Reimbursement Policy

[ad066 / PL089] [[POLICY JUMP TO](#)]

Electrical Safety Policy [fs029 / PL113]

[[POLICY JUMP TO](#)]

Prospect Clearance [ad083 / PL240]

[[POLICY JUMP TO](#)]

Fundraising at ECU [ad085 / PL242]

[[POLICY JUMP TO](#)]

Naming Policy [ad015 / PL054]

[[POLICY JUMP TO](#)]

University Sporting Clubs [fs025 / PL111]

[[POLICY JUMP TO](#)]

English Standards [ac062 / PL035]

[[POLICY JUMP TO](#)]

Student Evaluation of Units and Teaching

[ac066 / PL039] [[POLICY JUMP TO](#)]

Management for Performance System

[hr129 / PL166] [[POLICY JUMP TO](#)]

Academic Prizes [ac002 / PL001]

[[POLICY JUMP TO](#)]

POLICY CONTACTS

For useful contact information about policies at ECU.

[[POLICY CONTACTS JUMP TO](#)]

POLICY DATABASE

INFORMATION ABOUT THE NEW ECU POLICY AND LEGISLATION DIRECTORY

The new ECU Policies and Legislation Directory is now open for access to all staff to peruse and test it. Please note it is still in development, but is currently located at:

<http://trim-gateway/policies%20and%20procedures/default.aspx>

This system will replace the existing policy database, and represents improved searching ability (all policy documents are stored internally within the TERMS database) & makes available policy documents in the standard formats of PDF & txt in addition to the University Statutes, Rules and By-Laws,

Searching of the database can be performed using any of the following methods:

1. Search functionality across all policies, rules statutes & by-laws includes:
 - 'Title'
 - 'Title & Abstract' (*the 'Abstract' refers to the 'Intent' section of a policy*)
 - 'Owner'
 - 'Document Code' (*please note that there will be a new numbering system for policies, so as to include references to Statutes, Rules and By-Laws. You will be unable to search via old document codes*)
2. the 'Browse For' window allows for searching across four main categories:
 - Research
 - Studying
 - Working
 - Statutes, University Rules & By Laws
3. An additional feature, searching via the displayed list of Thesaurus keywords, allows users to select from the alphabetical list of keywords, and then click on the appropriate term to display all records linked to that term.

Please take the time to look at the new Policy and Legislation Directory and if you have any queries feel free to contact either Aisling Vennitti (a.ging@ecu.edu.au or ext 2443) or Barry Green (b.green@ecu.edu.au or ext 2060).