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 December 2009 — February 2010. The policies database is available at the web address http://www.ecu.edu.au/GPPS/policies/.

UNIVERSITY RULES

Admission, Enrolment & Academic Progress Rules.

Council approved two amendments to the Admission, Enrolment and Academic Progress Rules at its 25 February 2010 meeting.

The first amendment was in relation to the enrolment / re-enrolment process and affects rule 11. It is to ensure students are not able to enrol in more than the normal number of units per semester (“to overload”) without being granted permission.

The second amendment aims to streamline processes and improve outcomes for students, especially those at risk and affects rules 26 – 28.

All current University Rules and the date of their last amendment are available at the following web address: www.ecu.edu.au/GPPS/governance_services/uni_rules.html

MATTERS RESERVED TO COUNCIL

Matters to be Reserved to Council.

Council approved amendments to the Matters to be Reserved to Council at its 25 February 2010 meeting. This is a critical Council document and as such is required to undergo frequent improvement and alterations.

The University’s Governance Committee reviewed the Matters Reserved to be Reserved to Council at its meetings of 5 June 2009 and 12 February 2010 and identified a number of items for revision. These were then referred to Council for approval and the revisions were accepted at the 25 February 2010 meeting of Council.

NEW UNIVERSITY POLICIES

• e-Learning Policy
• Inclusive Curriculum Design and Delivery at ECU
• Supervision of Students Undertaking Higher Degrees by Research
• Catering for Meetings and Events
• Web Content Management

UPDATED UNIVERSITY POLICIES

SIGNIFICANT POLICY REVIEWS

• Investment
• Treasury
• Promotional Logo Policy
• Visual Branding Policy
• Advertising Policy
• Policy for Dealing with Fraud and Misconduct
• Banking and Receipting
• Asset Management – Recording, Tracking and Disposal
• International Student Tuition Fee Refund Policy

MINOR POLICY AMENDMENTS

• Board of Examiners Policy
• Bookshop
• Alcohol on Campus
• Electrical Safety Policy
• ECU Key management
• Preferred Suppliers
• Advanced Standing
• Fire Safety and Emergency Management
• Vehicles – University and Private Vehicles – Staff and Student Use of
• Management of Student Loans
• Refund of Student Credit Balances
• Student Complaints

RESCINDED POLICIES

• Supervision of Postgraduate Research Students
• Website Management
NEW UNIVERSITY POLICIES

**e-Learning Policy**

The use of ICT in learning and teaching affords many opportunities and advantages when applied in an informed and strategic fashion and linked to fundamental teaching and learning principles. This policy articulates ECU’s aims and goals in relation to the use of ICT for learning and teaching.

**Inclusive Curriculum Design and delivery at ECU**

This policy describes the principles and processes that inform and guide the design and delivery of an inclusive curriculum at ECU.

**Supervision of Students Undertaking Higher Degrees by Research**

The purpose 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.

**Catering for Meetings and Events**

The intent of this policy is to provide guidance to Event Organisers who procure catering for University business which is held on University campuses.

**Web Content Management**

To establish a common framework for the management of web-based content and services available from the Edith Cowan University (ECU) internet or intranet.

UNIVERSITY POLICY UPDATES

**SIGNIFICANT POLICY REVIEWS**

**Investment**

This policy provides the framework and guidelines for the University’s investment portfolio.

**Treasury**

This policy sets out the framework for managing the University’s working capital requirements, external loans and foreign currency risk.

**Promotional Logo Policy**

This policy provides guidelines on the appropriate use of the ECU Promotional Logo and outlines the process for authorisation and release for use by outside agencies. This policy also outlines the action to be taken following inappropriate or unauthorised use of the ECU Promotional Logo.

**Visual Branding Policy**

This policy provides guidelines to ensure that the ECU Brand is protected and promoted positively at all time. The University is committed to the ECU Brand Strategy, which is used to enhance the strategic direction of the University. An important element of the strategy involves the way in which the various components of the ECU brand are represented visually. This policy also outlines the process for handling the inappropriate or unauthorised use of the ECU Brand.

**Advertising Policy**

The purpose of this policy is to promote and maintain the ECU Brand through its advertising, in a manner which enhances the strategic vision and direction of the University. An important element of this policy is to standardise the presentation of advertising through content and creative execution to both internal and external stakeholders. An overview on the processes in place to book advertising is also detailed. Guidelines are provided when it comes to external agencies representing the University in non-ECU generated advertising.
Policy for Dealing with Fraud and Misconduct at ECU
[rm006]

The intent of this policy is fourfold:
1. Protecting the University's assets, interests and reputation;
2. Ensuring a just and coordinated approach by the University in dealing with suspected acts of fraud, corruption and misconduct;
3. Where appropriate, endeavouring to safeguard the privacy and rights of individuals who are subject to the operation of this policy; and
4. Ensuring that the University meets its reporting obligations under section 28 of the Corruption and Crime Commission Act (WA) 2003.

Banking and Receipting
[ad046]

This policy describes the banking and receipting arrangements of the University.

Asset Management – Recording, Tracking and Disposal
[ad053]

This policy defines and classifies the Assets of the University and describes the recording, tracking and disposal requirements for these Assets.

International Student Tuition Fee Refund Policy
[sa010]

The purpose of this policy is to clarify International students' entitlement to refund of fees and relevant processes, as required by Part D, Standard 3 of the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007.
UNIVERSITY POLICY DATABASE

In an exciting bit of news a new and improved Policy Database is currently in the pipelines. This new database will become the ECU Policy and Legislation Library and will house not just the University Policies, but also University Statutes and University Rules.

This first image to the right is a snapshot of the Policy and Legislation Library Home Page.

As the snapshot shows there will be various search options and in addition to this all of the Policies and Legislation will be found under the three main areas of Research, Studying and Working @ ECU.

This second image to the right is a snapshot of a policy listing.

As the snapshot shows there will continue to be pdf and text versions available to users and the webpage will also display the date of the last modification.

We will keep you informed on the progress of the new ECU Policy and Legislation Library but if you have any queries please feel free to contact either Janice Tracey, j.tracey@ecu.edu.au, or Aisling Vennitti, a.ging@ecu.edu.au.