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

NEW POLICIES

- Research (RAI/Residual) Funds Accounts
- Survey Policy
- Refund of Student Credit Balances
- Security of Examination Papers

UPDATED POLICIES

SIGNIFICANT AMENDMENTS
- Vice-Chancellor – Performance Management
- Access to Personal Files
- Public Comment by Staff
- Engagement of Voluntary Unpaid Individuals
- Contractor’s Policy
- Management of Student Loans
- Treasury

MINOR AMENDMENTS
- Advanced Standing
- Environment Policy
- Assessment
- Preferred Supplier
- Course and Unit Approval and Review Policy
- University Sporting Clubs
- Posthumous Conferral of an Award
- Tea Fund
- Facilities Hire
- Tobacco Sponsorship and Promotion
- Student Evaluation of Units and Teaching

RESCINDED POLICIES

- Business Cards
- University Meeting Rooms
- Staff Files – Access – Senior Staff
- Restriction and Publication Rights

NEW POLICIES

Research (RAI/Residual) Funds Accounts [ado68]
This policy establishes a framework for the administration and use of the Research (RAI/Residual) Funds accounts ensuring that their operation shall at all times comply with Commonwealth and State taxation laws and regulations.

Survey Policy [ado69]
The policy ensures that student and staff surveys are co-ordinated, appropriate standards of survey management are in place and survey results and reports are disseminated appropriately.

Refund of Student Credit Balances [ado70]
This policy clarifies the processes relating to refund of any funds owing to former ECU students or applicants resulting from overpayment of fees or charges or withdrawal from study when the paid fees are expected to be refunded in accordance with relevant University policies or legislation.

Security of Examination Papers [aco77]
This policy provides a framework to guide and assist University staff to secure examination papers through electronic processes for the writing, transmission, and approval of examination papers in the Faculties and in their submission to the Student Services Centre. The online system will replace the use of hard copies and emailed copies for these purposes, and will provide a quality assurance mechanism for consistency of format and presentation. The online system will enhance the security of the examination assessment process.
POLICY UPDATES

SIGNIFICANT AMENDMENTS

Vice-Chancellor – Performance Management

This policy provides a framework for the annual assessment of the Vice-Chancellor’s performance.

Access to Personal Files

This policy outlines the processes whereby staff can access personal files.

Public Comment by Staff

This policy provides guidance to staff on the responsibilities, circumstances and conduct associated with making public comment. In particular, it addresses those circumstances when staff may associate themselves with the University, and those in which public comment is inappropriate.

Engagement of Voluntary Unpaid Individuals

This policy outlines the circumstances under which individuals, groups or organisations may be engaged as volunteers to perform unpaid activities.

Contractor’s Policy

This policy:
1. Ensures contractors are aware of University policies, procedures, their responsibilities and legal obligations when engaged on works at Edith Cowan University (ECU) campuses:
2. Minimises the University’s exposure to risk in any project involving construction, additions, alterations, or maintenance of University buildings, grounds or services infrastructure; and
3. Ensures a safe and healthy working environment.

POLICY UPDATES

MINOR AMENDMENTS

Advanced Standing

This policy ensures that the granting of advanced standing towards completion of ECU courses is applied equitably and consistently across the University.

Environment Policy

This policy sets the strategic scope of Edith Cowan University’s commitment to environmental 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.

Assessment

This policy states the responsibilities for assessment and the principles of student assessment as employed at Edith Cowan University.
Preferred Supplier [ado42]

This policy establishes the framework within which Preferred Supplier relationsh ips will be established and will operate within the University's procurement policies and procedures.

Course and Unit Approval and Review Policy [aco26]

This policy and its associated procedures and guidelines is to assist Edith Cowan University staff to implement the necessary quality assurance processes and standards that contribute to:

i) the development and delivery of high quality courses;
ii) the University's ability to distinguish itself in the Higher Education and Vocational Education and Training (VET) marketplace;
iii) attracting and retaining well qualified students; and
iv) the quality education of sought-after graduates.

University Sporting Clubs [fs025]

This policy prescribes the University's policy on sporting clubs within the University. The University recognises the important role the formation of sporting clubs play in providing for its students the opportunity to socialise, network, exercise and relieve stress.

Posthumous Conferral of an Award [aco55]

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.

Tea Fund [fs008]

This policy informs staff of the provision of a University Tea Fund whereby staff members may contribute a specified amount and in return use the amenities available in campus staff rooms.

Facilities Hire [fs015]

This policy outlines the University's policy and objectives relating to the hire of its facilities to third parties.

Tobacco Sponsorship and Promotion [aco17]

This policy establishes the University's position on Tobacco Sponsorship and Promotion.

Student Evaluation of Units and Teaching [aco66]

This policy establishes the Unit and Teaching Evaluation Instrument (UTEI) which is used to improve the quality of teaching and learning at Edith Cowan University through the collection and analysis of student feedback.

FURTHER INFORMATION

POLICIES AND THEIR DEVELOPMENT

Policy Framework Policy [ado63]

This policy was approved by Council on 26 June 2008. 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

Policy Contacts

For useful contact information about policies at ECU.