The
Little Red
BOOK

An Introduction to Teaching at ECU:

Centre for Learning and Teaching

WELCOME

Information about Orientation for new staff, the ECU Strategic Plan, Tertiary Education Quality and Standards and the Centre for Learning and Teaching.

New Staff

TEACHING AND LEARNING

Information for Course and Unit Coordinators, Lecturers and Tutors about Unit Codes, Unit Outlines and Plans, the Blackboard Learning Management System, Assessment and Examination information.

RESOURCES

Information on a range of resources and services that are available to support academic staff and students in their learning and teaching, including details about both the administration systems and the learning and teaching systems at ECU.

ADMINISTRATION

Administrative Policies and Guidelines including Acknowledgement of Country, the English Language Proficiency Strategy, and Accessibility. All Teaching related administration including teaching periods, the Academic Calendar, Facilities and Property, Lecture recordings, teaching spaces and emergency protocols.

STUDENT SUPPORT

Focusses on the responsibilities that all academic staff have for the safety and wellbeing of students, including confidentiality, duty of care, equal opportunity, the student charter and sources of help available for students.

ECU AUSTRALIA UNIVERSITY
EDITH COWAN

Version 2, April 2018

CONTENTS

USEFUL LINKS

ECU WEBSITE
ECU Website:
http://www.ecu.edu.au

ECU STUDENT/STAFF PORTAL
To access the ECU student/staff portal, go to:
https://mylogin.ecu.edu.au/

WELCOME

How to use the Little Red Book

This book is split into 5 sections: Setting the context, The Learning Environment, Your Learning and Teaching Role, Teaching Administratioin and Your Professional Development.

Each page has a right or left column (when necessary) which highlights relevant links, policies and procedures and/or guidelines that you will need in your role.

We hope you find this resource helpful. For more information about any of the topics covered in this resource, please go to the ECU website.

Acknowledgement of Country

ECU is committed to promoting awareness of and respect for the traditional owners of the land on which ECU affiliated meetings, events or teaching and learning is taking place.

We acknowledge and respect our continuing association with the Nyoongar people, the traditional custodians of the land upon which our Western Australian campuses stand. ECU is committed to reconciliation and recognises and respects the significance of Aboriginal and Torres Strait Islander peoples' communities, cultures and histories.

CHAPTER 1: SETTING THE CONTEXT

This book is designed to assist both new and experienced academic staff members to find resources and services to assist with teaching at ECU. As a University we aim to be recognised nationally and internationally for our teaching and learning excellence. As an ECU staff member, you make a vital contribution to our student outcomes, which impacts directly on our success as a university.

University Academic Structure

The University is organised into eight schools, with each school responsible for teaching, learning and research programs.

WHAT DO I NEED TO KNOW?

ECU ORGANISATIONAL STRUCTURE

For the ECU organisational flowchart go to: https://www.ecu.edu.au/__data/assets/pdf_file/0007/659689/organisational-structure.pdf

Prof Steve Chapman
VICE CHANCELLOR

Prof Arshad Omari
SENIOR DEPUTY VICE CHANCELLOR
[DVC] [ACADEMIC]

Prof Cobie Rudd
DVC
[STRATEGIC PARTNERSHIPS]

Prof Caroline Finch
DVC
[RESEARCH]

Prof Simon Ridings
DVC
[INTERNATIONAL]

Mr Scott Henderson
VICE PRESIDENT
[CORPORATE SERVICES]

Prof Angela Hill
PVC
[EDUCATION]

ECU EXECUTIVE TEAM

Prof Colleen Haywood AO
PVC
[EQUITY AND INDIGENOUS]

Prof Clive Barstow
EXECUTIVE DEAN
[ARTS AND HUMANITIES]

Prof Maryam Omari
EXECUTIVE DEAN
[BUSINESS AND LAW]

Prof Lynne Cohen
EXECUTIVE DEAN
[EDUCATION]

Prof Daryoush Habibi
EXECUTIVE DEAN
[ENGINEERING]

Prof Moira Sim
EXECUTIVE DEAN
[MEDICAL AND HEALTH SCIENCE]

Prof Di Twigg
EXECUTIVE DEAN
[NURSING AND MIDWIFERY]

Prof Julie Warn
EXECUTIVE DEAN
[WAAPA]

Prof Andrew Woodward
EXECUTIVE DEAN
[SCIENCE]

ECU Environment

Our Vision
ECU's vision is to be recognised for our world ready graduates and leading edge research.

Our Purpose
ECU's purpose is to transform lives and enrich society through education and research.

Our Values
What we do at ECU, and the way we interact with others, is underpinned by the following four values:

Integrity – being ethical, honest and fair

Respect – considering the opinions and values of others

Rational Inquiry – motivated by evidence and reasoning

Personal Excellence – demonstrating the highest personal and professional standards

Our strategic goals
Our strategic goals will enhance excellence in:

learning and teaching; research and knowledge translation; internationalization; and organizational sustainability.
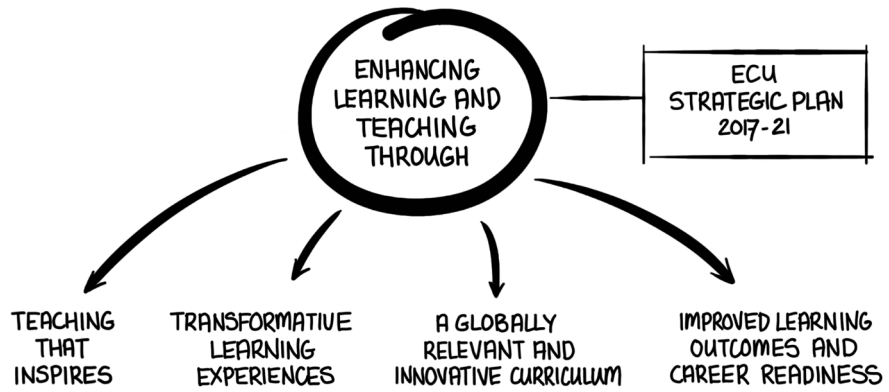
ECU STRATEGIC PLAN

To access the ECU Strategic Plan, go to: http://www.ecu.edu.au/about-ecu/welcome-to-ecu/strategic-goals

AUSTRALIAN QUALIFICATIONS FRAMEWORK (AQF)

To read about the AQF requirements and how it might inform your teaching, go to: https://www.aqf.edu.au/

TEQSA

For full details on the Tertiary Education Quality Standards, go to: http://www.teqsa.gov.au

Our Students

Our students at ECU come from all over Australia and the world to study in a practical and supportive learning environment. Our programs provide real world training to those starting their careers and those who want to take their careers to a new level or in a new direction.

ECU STUDENTS

	More than 27,000 students
	Around 18,000 undergraduates and 6,000 postgraduates
	More than 4,000 international students
	From over 100 countries

We encourage international students to choose ECU. Perth, Western Australia offers a truly authentic Australian experience and ECU's international programs can help students realise their dreams.

To better understand the students you will be teaching, ask your Unit Coordinator for information about admissions data, conversion to application data, course enrolment trends, and retention data.

Assuring Quality

The Australian Qualifications Framework (AQF)

The Australian Qualifications Framework (AQF) provides the standards for Australian qualifications and it underpins national regulatory and quality assurance. It is an integrated policy that ensures:

• qualification outcomes remain relevant and nationally consistent;
• flexible qualifications linkages and pathways are supported; and
• national and international portability and comparability of qualifications.

The AQF presents as a taxonomy involving levels and qualification types. The levels define the relative complexity and depth of achievement and the autonomy required of graduates to demonstrate that achievement. The levels and types are defined by criteria expressed as learning outcomes.

What the AQF Means for your Unit

Each unit should state in the unit plan how the particular unit outcomes help to develop the course learning outcomes. In addition, each unit plan should indicate how the unit assessment contributes to the overall assessment of the course. That is, does the unit assessment assess any part of the course learning outcomes?
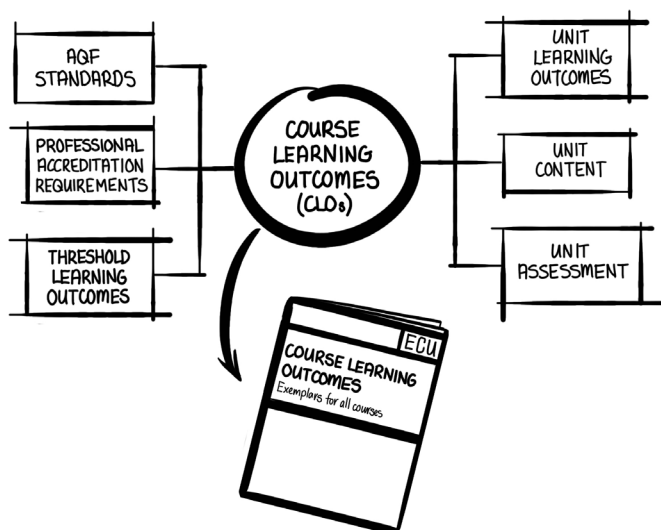
AUSTRALIAN QUALIFICATIONS FRAMEWORK (AQF)

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TEQSA

For full details on the Tertiary Education Quality Standards, go to: http://www.teqsa.gov.au

Finally, be aware that examples of completed student assessments may need to be collected and stored for agencies like the Tertiary Education Quality and Standards Agency (TEQSA). Your Course Coordinator or Unit Coordinator will inform you if this is necessary and how this is to be done.

TEQSA is responsible for accrediting AQF qualifications. Currently, ECU is a self-accrediting university which means we are responsible for accrediting our own AQF qualifications to TEQSA standards. TEQSA's role is to assure that quality standards are being met by all registered higher education providers. These standards are designed to ensure a quality higher education experience for students.

The registration/re-registration process recurs up to every seven years and is underpinned by three principles: regulatory necessity; reflecting risk; and, proportionate regulation. TEQSA places a strong emphasis on promoting and facilitating a culture of effective self-assurance by providers.

TEQSA has two roles

- **Quality Assurance** against the Higher Education Threshold Standards Framework 2015.
- **Quality Improvement** to promote continuous improvement and excellence across the sector.

The Higher Education Standards Framework 2015 (HESF) represent the minimum acceptable requirements for the provision of higher education in or from Australia by higher education providers registered under the TEQSA Act 2011.

TEQSA THERE ARE STANDARDS ACROSS SEVEN DOMAINS:

1.	Student Participation and Attainment
2.	Learning Environment
3.	Teaching
4.	Research and Research Training
5.	Institutional Quality Assurance
6.	Governance and Accountability
7.	Representation, Information and Information Management

Higher Education Standard 5.4 Delivery with Other Parties

The HESF requires that when a course of study, any parts of a course of study, or research training are delivered through arrangements with another party(ies), whether in Australia or overseas, the registered higher education provider remains accountable for the course of study and verifies continuing compliance of the course of study with the standards in the Higher Education Standards Framework that relate to the specific arrangement.

WHAT RESOURCES ARE AVAILABLE?

WORK HEALTH, SAFETY AND WELLNESS

A copy of the Privacy Policy can be obtained from the ECU Office of Governance Services Policy Database at
http://intranet.ecu.edu.au/staff/centres/human-resources-service/our-services/work-health-safety-and-wellness

STAFF SAFETY AND WELLBEING

Equity and Diversity

ECU strives to provide a supportive environment for students and staff which celebrates diversity, promotes excellence and advances equity.

ECU is an inclusive university that values diversity and aims to create for students, staff and the broader community an environment free from discrimination. ECU is committed to increasing access and providing opportunities for students who face barriers to higher education.

Staff Safety and Wellbeing Policy

ECU is committed to providing a safe, healthy and inclusive environment where all employees have the opportunity to express and resolve work- related grievances in accordance with the principles of natural justice. All grievances will be dealt with fairly, promptly, sensitively and confidentially.

The purpose of this policy is, in conjunction with the Grievance Procedures outlined within the relevant industrial agreement, to:

  a. Provide guidelines and formalised procedures to assist in the resolution of work related grievances;
  b. Help managers negotiate resolutions with employees fairly and impartially;
  c. Help employees resolve grievances at the lowest possible operational level within ECU; and
  d. Promote consistency in the way similar matters are managed across ECU.

Prevention of Harassment, Bullying and Discrimination Policy

ECU is committed to providing safe and inclusive work and learning environments, and intends to minimise the risk of inappropriate behaviours such as bullying and all unlawful forms of harassment, discrimination and assault (including racial harassment, racial vilification, sexual harassment, sexual assault, other forms of violence and victimisation in accordance with our duty of care.

So far as is practicable the University will take all reasonable steps to:

a) Prevent inappropriate behaviours and violence;
b) Raise awareness amongst staff and students of the standards of behaviour required while working and studying at ECU;
c) Provide guidelines and procedures;
d) Prevent bullying, harassment, discrimination and violence; and
e) Provide appropriate support for staff and students who are victims.

Defamation

The University is committed to pursuing academic freedom to the maximum extent. However, academic freedom does not extend to any action that contravenes defamation laws. The law of defamation is intended to protect people's reputations from unfair attack.

• Defamation is anything that is spoken, written or communicated about someone else, to a third person or more, and is considered by that person to have damaged their reputation in the eyes of others.

Take great care with whatever you say and write about someone else. This includes email, voice-mail and other forms of electronic communications.

Equal opportunity

Compliance with Equal Opportunities (EO) legislation means that all students and staff have equal access to study and work opportunities, are treated with fairness and respect and are not discriminated against.

Respect. Now. Always.
At ECU we are committed to a safe learning and working environment. We have zero tolerance for sexual assault or harassment. Support is available from ECU and other organisations, no matter when or where the assault or harassment happened.
(follow the links on the left hand navigation menu)

STUDENT SAFETY AND WELLBEING
All academic staff at ECU, including sessional staff, have responsibilities for the safety and wellbeing of students in their care.

Confidentiality of student information
Personal data and academic achievements of students are private records, protected by the Privacy Policy. A copy of the Privacy Policy can be obtained from the ECU Office of Governance Services Policy *(follow the links on the left hand navigation menu to the ECU Privacy Policy)*

Duty of care responsibilities
Academic staff have a duty of care obligation towards their students. Generally, this will revolve around academic work and providing a supportive environment for learning and/or research.

Student Charter
The Student Charter identifies that ECU is committed to providing a challenging educational environment in which all members of its culturally and geographically diverse community can realise their potential.

The Student Charter outlines what students can expect from ECU and from its staff.
(follow the links on the right hand navigation menu to the ECU Student Charter website)

STUDENT SUPPORT
Students can receive support on most non-academic issues through one phone number: 134 328. Alternatively they can email enquiries@ecu.edu.au. Some of these services also have online chat. In each case they should mention the location on which they are studying.

Computer resources for students
Computer resources are available on all ECU campuses in the eLab and students can obtain access 24 hours a day, 7 days a week during semester. After hours access cards are required outside normal operating hours. IT Support staff are available to assist students at the metropolitan campus eLab counters.

WHAT RESOURCES ARE AVAILABLE?

RESPECT.NOW.ALWAYS
Support resources available at ECU: http://intranet.ecu.edu.au/student/support/sexual-assault-and-harassment email: reportassault@ecu.edu.au

WORK HEALTH, SAFETY AND WELLNESS
A copy of the Privacy Policy can be obtained from the ECU Office of Governance Services Policy Database at http://intranet.ecu.edu.au/staff/centres/human-resources-service/our-services/work-health-safety-and-wellness

ECU PRIVACY POLICY
A copy of the Privacy Policy can be obtained from the ECU Office of Governance Services Policy Database at http://policysearch.ecu.edu.au

STUDENT CHARTER @ ECU
The ECU Student Charter website: http://intranet.ecu.edu.au/student/my-studies/rules-policy/student-charter
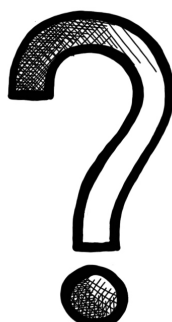
CONNECTING WITH SUPPORT

TEACHING AND LEARNING SUPPORT:
- TUTOR
- UNIT COORDINATOR
- LEARNING ADVISERS
- LIBRARY SERVICES
- IT SUPPORT

GENERAL STUDENT SUPPORT:
- ASK US @ ECU
- CAREERS AND LEADERSHIP SERVICES
- STUDENT COUNSELLING
- STUDENT CENTRAL

WHAT RESOURCES ARE AVAILABLE?

BLACKBOARD @ ECU

To access Blackboard externally you must login using your normal ADS login (standard ECU login username and password) at:
 https://blackboard.ecu.edu.au

ACADEMIC SKILLS CENTRE @ECU

You can find information about Academic Skills Support offerings at ECU: http://intranet.ecu.edu.au/student/my-studies/study-assistance/academic-tip-sheets

STUDENT CHARTER @ ECU

The ECU Student Charter website:
http://intranet.ecu.edu.au/student/my-studies/rules-policy/student-charter

Academic Skills Centre

For academic support, the Academic Skills Centre located in Blackboard provides tip sheets, exemplars and guides for various assessment types.

Learning Advisers also provide academic support including online assignment support to students.

RESEARCH SKILLS

ASSESSMENT ADVICE

READING AND NOTE TAKING

LEARNING ADVISERS PROVIDE SUPPORT TO STUDENTS

ESSAY AND REPORT WRITING

EDITING

REFERENCING

ORAL PRESENTATIONS

ENGLISH EXPRESSION

CRITICAL THINKING
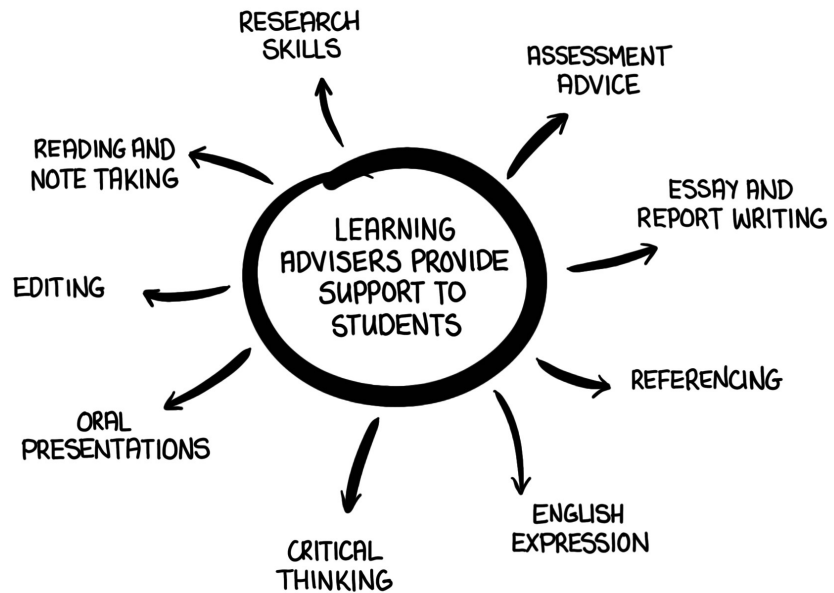
Student Guild

The ECU Student Guild is a student run support service and representative organisation for students at Edith Cowan University. The Guild exists under the University Act as a student body and union on campus.

The Guild provides the following services for students:

- activist spaces and facilities for students;
- activities and events on campus;
- Education and Welfare Support Officers;
- equipment hire;
- equity, diversity &sustainability representation and support;
- food vouchers;
- grievance and appeals assistance/advice;
- information and referrals;
- interest-free emergency loans;
- legal referrals and advice;
- second-hand books and computers;
- social, cultural and political engagement opportunities;
- student representation on committees and ECU Council;
- support for clubs, societies &associations at ECU; and
- support for International Students' Council and Post Graduates' Association.

CHAPTER 2: THE LEARNING ENVIRONMENT

ECU Teaching and learning systems

Blackboard Support
Blackboard is the Learning Management System used by ECU for all online materials and unit delivery. Its main purpose is to provide a web-based interface for staff and students to use for unit learning.

Callista
The University's student management system is called Callista. Callista is the core system used by general and academic staff to maintain a student's record.

IT Services
The IT Service Desk is the first point of contact for staff and students experiencing problems with the use of the technology within the University. The IT Service Desk refers calls to an appropriate IT support staff member to assist you with resolving your problem.
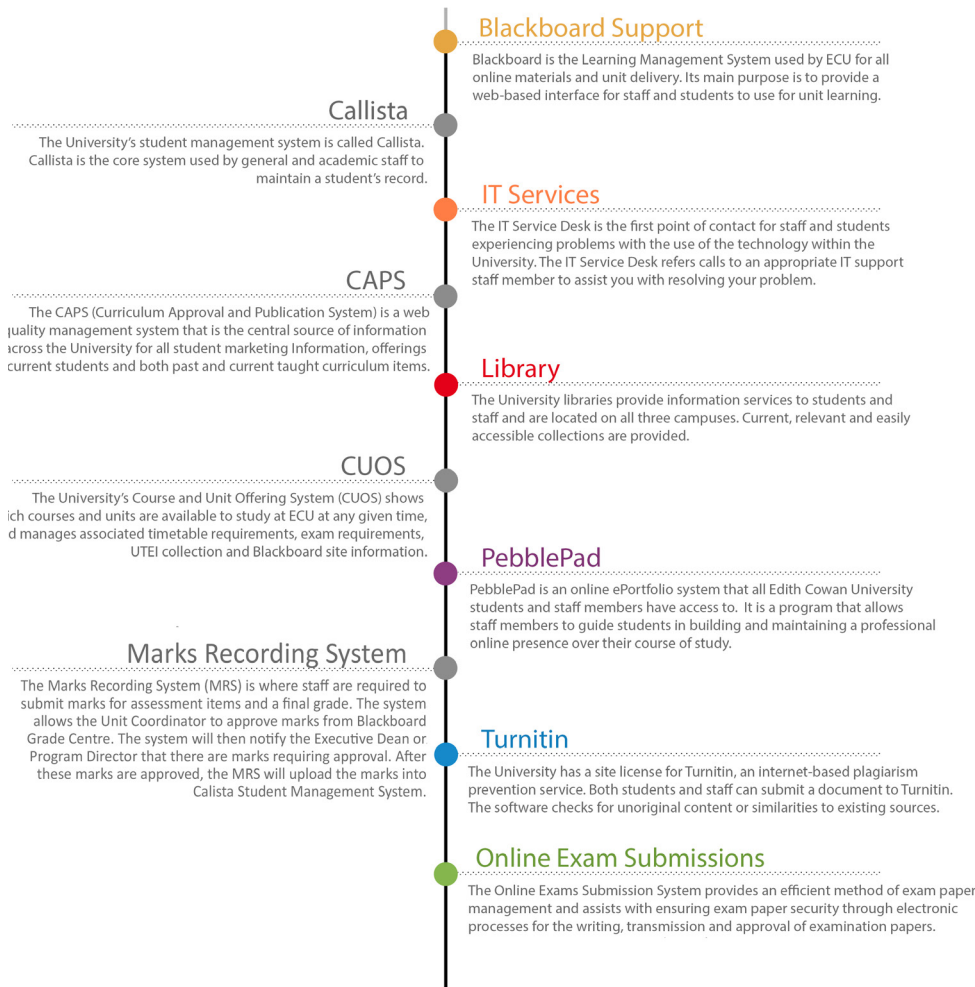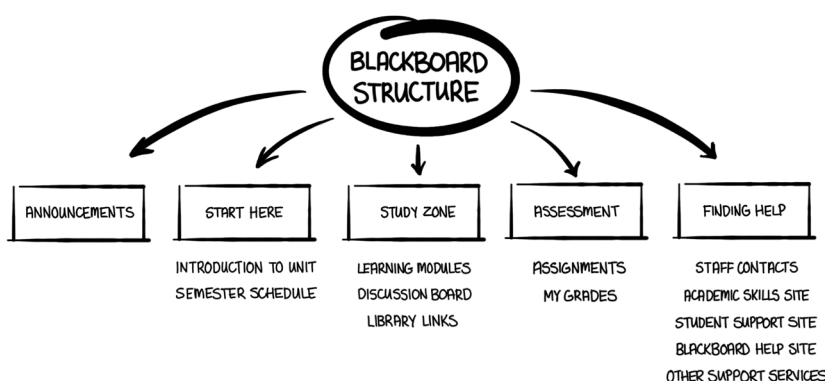
CAPS
The CAPS (Curriculum Approval and Publication System) is a web quality management system that is the central source of information across the University for all student marketing Information, offerings current students and both past and current taught curriculum items.

Library
The University libraries provide information services to students and staff and are located on all three campuses. Current, relevant and easily accessible collections are provided.

CUOS
The University's Course and Unit Offering System (CUOS) shows which courses and units are available to study at ECU at any given time, and manages associated timetable requirements, exam requirements, UTEI collection and Blackboard site information.

PebblePad
PebblePad is an online ePortfolio system that all Edith Cowan University students and staff members have access to. It is a program that allows staff members to guide students in building and maintaining a professional online presence over their course of study.

Marks Recording System
The Marks Recording System (MRS) is where staff are required to submit marks for assessment items and a final grade. The system allows the Unit Coordinator to approve marks from Blackboard Grade Centre. The system will then notify the Executive Dean or Program Director that there are marks requiring approval. After these marks are approved, the MRS will upload the marks into Calista Student Management System.

Turnitin
The University has a site license for Turnitin, an internet-based plagiarism prevention service. Both students and staff can submit a document to Turnitin. The software checks for unoriginal content or similarities to existing sources.

Online Exam Submissions
The Online Exams Submission System provides an efficient method of exam paper management and assists with ensuring exam paper security through electronic processes for the writing, transmission and approval of examination papers.

WHAT RESOURCES ARE AVAILABLE?

BLACKBOARD @ ECU

To access Blackboard externally you must login using your normal ADS login (standard ECU login username and password) at:
 https://blackboard.ecu.edu.au

BlackBoard

Blackboard is the Learning Management System used by ECU for all online materials and units.

- Its main purpose is to provide a technology enhanced learning environment through a web-based interface for staff and students to use for unit learning;
- All units at ECU should be using the Blackboard system, whether the mode of delivery is on-campus or off-campus. Blackboard can be accessed from the ECU homepage; and
- A standardised Blackboard structure must be used to ensure that students have a consistent experience across all their Units – the structure is built from a template created centrally and modified by Schools.

BLACKBOARD STRUCTURE

ANNOUNCEMENTS	START HERE	STUDY ZONE	ASSESSMENT	FINDING HELP
	INTRODUCTION TO UNIT	LEARNING MODULES	ASSIGNMENTS	STAFF CONTACTS
	SEMESTER SCHEDULE	DISCUSSION BOARD	MY GRADES	ACADEMIC SKILLS SITE
		LIBRARY LINKS		STUDENT SUPPORT SITE
				BLACKBOARD HELP SITE
				OTHER SUPPORT SERVICES

WHAT RESOURCES ARE AVAILABLE?

BLACKBOARD @ ECU

To access Blackboard externally you must login using your normal ADS login (standard ECU login username and password) at:
 https://blackboard.ecu.edu.au

TURNITIN @ ECU

For more information on how to use Turnitin, and resources for students submitting assignments through Turnitin at ECU:
http://intranet.ecu.edu.au/learning/learning-technologies/turnitin

ACADEMIC INTEGRITY @ ECU

http://intranet.ecu.edu.au/learning/curriculum-design/academic-integrity

Marks Recording System (MRS)

- Before semester begins, the Unit Outline (created in CAPS) gets mirrored in your Blackboard Grade Centre.
- Throughout semester lecturers and tutors record marks into the Blackboard Grade Centre.
- Towards the end of the unit, once they have been approved, the Unit Coordinator must transfer these marks from Grade Centre to MRS, the permanent storage in Student Records (ie Callista).

Using the Grade Centre is mandatory at ECU

Blackboard's Grade Centre is where all marks for all assessments and students get entered, regardless of whether they were done in Blackboard, TurnItIn, PebblePad, using some other eLearning technology or simply done as an in-class assessment.

Grade Centre has the following advantages:

- Marks are synced up to ECU's Marks Recording System (MRS), which records them for academic progression/graduation purposes.
- Marks can be returned to students privately and instantly, and is much more effective than posting an entire class' results on a noticeboard.

Turnitin

The University has a site license for Turnitin, an internet-based plagiarism-prevention service. Both students and staff can submit a document to Turnitin. Once uploaded, the document remains on the Turnitin.com website and becomes one of the millions of documents against which others are compared.

The software checks for unoriginal content and results can be used to identify similarities to existing sources or can be used in formative assessment to help students learn how to avoid plagiarism and improve their work.

TURNITIN @ ECU

For more information on how to use Turnitin, and resources for students submitting assignments through Turnitin at ECU follow the links on the right hand navigation menu.

Curriculum design

Constructive alignment is a key concept in teaching and learning in higher education.

CONSTRUCTIVE ALIGNMENT

CLO's | ULO's | ASSESSMENT | MARKING CRITERIA

INTRODUCTION, CONSOLIDATION, DEMONSTRATION
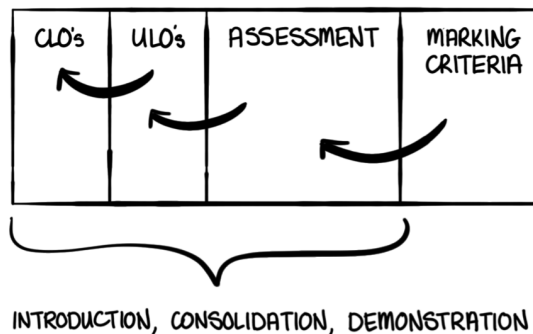
Course Learning Outcomes

All units in a course will contribute to the Course Learning Outcomes in some way. You should be aware of the Course Learning Outcomes and how the unit you are teaching contributes to assuring the course learning outcomes.

Unit Learning Outcomes define what students will know and be able to do, and the qualities they will be able to demonstrate at the end of a learning experience (knowledge, skills, and application – as aligned to AQF levels and criteria) and are measurable and achievable within the unit.

Teaching and learning activities provide students with opportunities to develop the targeted knowledge, skills and applications at the appropriate level.

Assessment tasks must allow students to demonstrate the targeted knowledge, skills, and applications defined in the unit learning outcome. You will need to understand what the unit learning outcomes are and which assessment tasks align to which unit learning outcomes.

Teaching and Delivery - all learning at ECU will be technology-enhanced

Please note the following definitions for delivery at ECU.

On-campus: Studying 'on campus' involves attendance at a range of classes at your selected campus, for example - lectures, tutorials, workshops, video conferences and laboratories. You will also access the University Learning Management System – Blackboard, and you will be using a range of innovative digital technologies including eportfoilos, discussion boards, simulations, etc.

Online: Studying 'online' involves accessing all your learning resources in the digital learning environment, including the University Learning Management System, Blackboard, eportfolios, discussion boards simulation activities etc. You will not have to attend a campus, but will have opportunities to 'meet' your peers and teachers in virtual classrooms.

Teaching approaches will vary according to the discipline, the year level, student characteristics and learning outcomes.

Teaching and learning, face-to-face or in the virtual space, should:
- include active learning
- promote interaction and engagement
- purposefully integrate technology

In active learning environments, students are actively engaged in tasks that require them to go beyond the passive reception and understanding of content.

You will communicate with your students through their ECU email, discussion boards, and in a virtual classroom through Blackboard Collaborate.
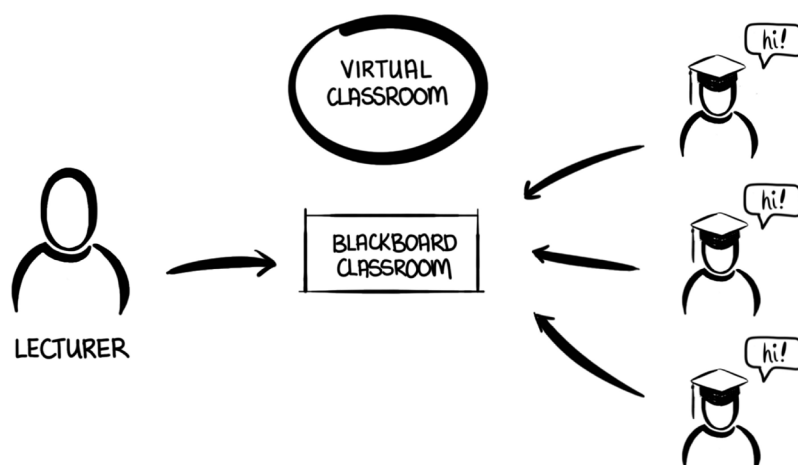
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BLACKBOARD @ ECU

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https://blackboard.ecu.edu.au

CURRICULUM DELIVERY AND ASSESSMENT POLICY

http://www.ecu.edu.au/GPPS/policies_db/policies_view.php?rec_id=0000000387

WHAT DO I NEED TO KNOW?

POLICY SEARCH
http://policysearch.ecu.edu.au

EMAIL POLICY
http://intranet.ecu.edu.au/__data/assets/
pdf_file/0005/595409/it049.pdf

CHAPTER 3: YOUR LEARNING AND TEACHING ROLE

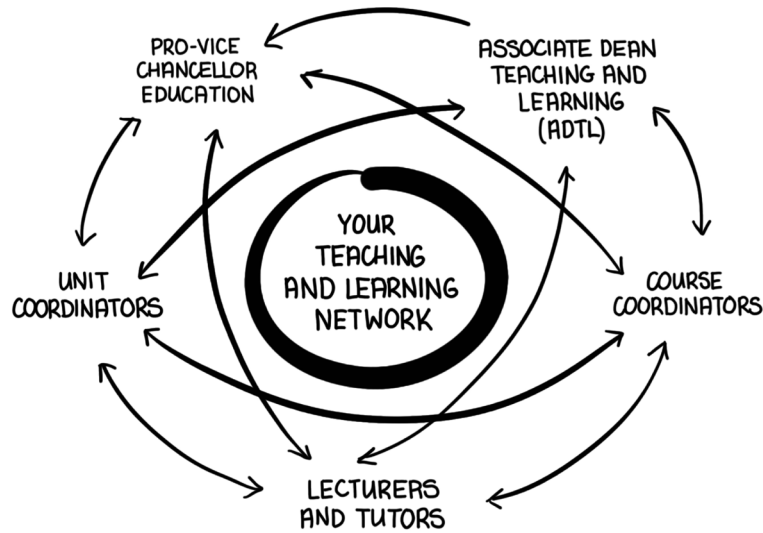## *Your Teaching and Learning Network*

Knowing who is in your Teaching and Learning network will greatly assist you in your role at ECU. This network will enable you to find support, seek clarification and locate resources to assist you in your daily activities. Get to know who your colleagues are.

Tutors and/or Lecturers

As a tutor and/or lecturer, you are part of a teaching team and you will report to the Unit Coordinator for the unit you are teaching.

Your role involves:
- Preparing for classes, including creating session plans;
- Communicating with Unit Coordinators about all learning and teaching matters,
including academic integrity and moderation;
- Communicating with students to support their learning;
- Monitoring learning, conducting formative assessments and providing feedback on learning to students and Unit Coordinator;
- Accessing the Learning Management System (LMS) for unit delivery; and
- Having a sound understanding of ECU processes and support services offered to students.

Tutors and/or Lecturers will work closely with the Unit Coordinator. The Unit Coordinator is responsible to their Course Coordinator for all aspects relating to the currency and smooth running of the unit and for quality teaching and learning in the unit.

Responsibilities vary depending on the type of unit and mode of delivery but broadly.

Unit Coordinators

Unit Coordinators are responsible to their Course Coordinator for all aspects relating to the currency and smooth running of the Unit and for quality teaching and learning in the unit. Responsibilities vary depending on the type of unit and mode of delivery: for example, there may be special requirements if the unit is laboratory based, a practicum unit, or taught transnationally. Unit Coordinators are responsible for at least the following:
- ensuring he Unit Outline is current and accurate, updating this as appropriate;
- revising or writing the Unit Plan;
- devising appropriate assessment items, preparing the marking keys (or rubrics) for each assessment item, moderating as appropriate;

- ordering course material such as textbooks and e-reserve readings;
- ensuring the Blackboard site is available and current; and
- briefing lecturers and tutors on the unit and on any issues.

For more detailed information on the role of being a Unit Coordinator, please see the Blue Book in this series called "Unit Coordinators Handbook".

Course Coordinators

Course Coordinators are responsible to their Executive Dean for the overall quality and cohesion of their course, including the current degree program and the future directions and development of that degree.

Typical responsibilities include:

- designing, building and implementing new or updated Course/s;
- monitoring and reviewing the course;
- acting on and responding to evaluation and feedback;
- providing accurate and timely reporting;
- mentoring and leading staff;
- understanding the regulatory and quality assurances a course must meet;
- liaising with industry, business and professional groups, identifying opportunities for collaboration; and
- ensuring that your course is financially sustainable and aligns with the University's strategic direction

For more detailed information on the role of being a Course Coordinator, please see the Green Book in this series called "Course Coordinators Handbook".

Key Contacts and Services for Third Party Partner Sites

Off Campus Support (Student Services Centre) - Administrative support for unit availability, appeals, moderation; Facilitate offshore teaching staff approval and Blackboard access; Enrolment/student enquiry liaison; Invoicing of enrolments.
Key contact: Ms Erin Bishop, Team Leader.

Admissions (Student Services Centre) - Enquiries relating to specific applications and fee payment, assessment, admission, and student offer letters.
Key contact: Annette Thompson, Manager.

Transnational Education (International Office) -Quality assurance, compliance, regulatory approvals and reporting; Oversight of student lifecycle, systems and processes and accreditation at each TNE location.
Key contact for strategic & contract related matters: Ms Anita Jolly, Manager.

Suggested Semester Tasks

Prior to unit commencement
–   Meeting with Unit Coordinator to review unit outcomes, assessment and learning and teaching resources including Blackboard site.

Throughout unit teaching period
–   Regular communication with Unit Coordinator to review unit and student progress.

Prior to submission of assessment task
–   Communication to understand expectations of students for successful completion of task.

After marking of each assessment task
–   Feedback to Unit Coordinator any concerns on student progress and success, including students at risk, academic integrity and grades.

Following unit grading and UTEI
–   Review of student experience and student success and plan for improvement.

WHAT DO I NEED TO KNOW?

MODERATION FACTSHEET
This factsheet provides an overview of information related to moderation of assessment.
http://intranet.ecu.edu.au/learning/teaching-resources/overview

MODERATION
http://intranet.ecu.edu.au/learning/teaching-resources/overview

WHAT DO I NEED TO KNOW?

MODERATION FACTSHEET

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Critical teaching and learning policies for your role

Key policies and legislative documents for your role are listed on the left hand navigation menu, including:

Academic Integrity Policy

Code of Conduct Policy

Social Media Policy

Curriculum Delivery and Assessment Policy

Curriculum Planning and Development Policy

Copyright - Online High-use Collection Policy

Recognising Aboriginal and Torres Strait Islander Peoples and Country Policy

Assessment, moderation, feedback, and monitoring learning

The ECU Curriculum Delivery and Assessment Policy emphasises that assessment practices at ECU should be designed to facilitate quality learning.

Assessment is about gathering and interpreting evidence of student learning in relation to intended learning outcomes. It should be placed at the centre of curriculum design, ensuring both validity and reliability of assessment practice with direct linkage to stated unit learning outcomes.

- Summative Assessment is evidence interpreted for the purpose of certifying achievement. It is conducted at the completion of an instructional unit used to measure the level of success by comparing it against some standard or benchmark.
- Formative Assessment is evidence interpreted for the purpose of guiding learning. It is conducted during learning and provides feedback of progress towards learning goals and is used by teachers and students to adjust teaching and learning while they are still happening.

Assessment FOR learning is when an assessment is used to enhance learning and is a learning opportunity in itself.

Assessment OF learning is when an assessment is used to measure learning and achievement at the end of a learning module for grade or certification. Formative feedback can be from the teacher, from students (self-reflection or peer review) and from industry partners or employers.

ASSESSMENT GRADES AND MARKS

Grade	Description	Mark (%)
HD	High Distinction	80 to 100
D	Distinction	70 to 79
CR	Credit	60 to 69
C	Pass	50 to 59
FI	Incomplete and Repeat	
C	Pass (Conceded)	45 to 49
N	Fail	0 to 49

Moderation

Moderation is about ensuring consistency and fairness of the marking and grading processes and is designed to ensure equitable assessment processes among all offerings of a unit whether it is on campus, online or offshore. It enhances confidence in assessment outcomes; ensures academic standards; and certifies student achievement.

Moderation processes involve scrutiny of assessment tasks and marking criteria in relation to learning outcomes, as well as scrutiny of samples of student work across the range of marks. It ensures that markers align their marking standards with those of other markers. This process is particularly important when more than one person marks assessment items in a unit.

Pre-assessment moderation:
- Pre-assessment review ensures alignment with the unit learning outcomes that are being sampled and clarity of marking criteria.
- Outlines what a good response might look like, and how marks might be allocated. This should then be checked against the marking guide.

Review before marking:
- Pieces of student work can be randomly chosen and marked by all markers. Markers then meet and discuss any discrepancies in marks, adjusting and clarifying the marking guide (and often the task) for future use.

Review during marking (before work or marks are returned to students):
- Monitor and refine marker performance during the marking.

Review after marking (before grades are finalised):
- If the previous processes have not achieved consistency and fairness, moderation may require scaling of student marks.
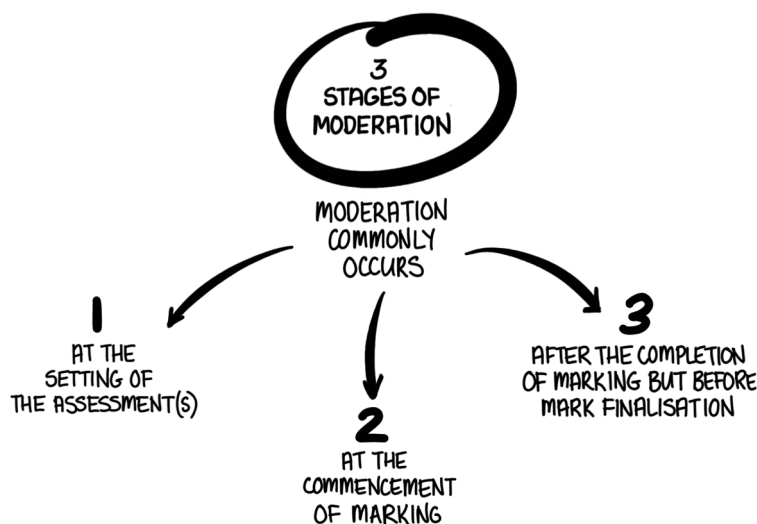
The ECU Curriculum Delivery and Assessment Policy specifies that the Unit Coordinator should provide all markers with a sample of marked student work for each assessment to develop a shared understanding of the marking standards. Ideally this should happen at the time the task is given to students, and certainly before any student responses are marked.

In reference to third party partnerships, the policy also states;
- The delivery of all units within ECU managed courses requires a moderation process to ensure equivalence with on-campus delivery and standards.
- The ECU Unit Coordinator will provide the partner institution with the ECU unit outline and the unit plan including the assessment items and marking keys as applicable.
- Each unit plan will clearly indicate that any pre-moderated grades and marks are provisional marks and grades only and the final result will be subject to approval by the Board of Examiners.
- The major assessment or final examination will be marked by the ECU Unit Coordinator.
- Copies of at least 8 marked samples of each assessment item for each unit offering will be supplied to the ECU Unit Coordinator as soon as marking has been completed. The marked samples will include examples of all grades. The number of papers moderated for each assessment for each unit offering will be at least 10% of the unit enrolment.
- The ECU Unit Coordinator will remark the sample assessments and decide if adjustments to the marks of all students will be required.
- The results for each assessment moderation process will be recorded in the Online Moderation System, available using an Easy Login through the Staff Portal.
- The ECU Unit Coordinator will complete the moderation for each assessment within 10

MODERATION FACTSHEET
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http://intranet.ecu.edu.au/learning/teaching-resources/overview

MODERATION
http://intranet.ecu.edu.au/learning/teaching-resources/overview

ACADEMIC INTEGRITY @ ECU
You can find information about Academic Integrity at ECU:
http://intranet.ecu.edu.au/learning/curriculum-design/academic-integrity

PLAGIARISM @ ECU
The ECU Plagiarism guide to show students:
http://intranet.ecu.edu.au/research/for-research-students/research-journey/writing-and-presenting-your-research/plagiarism

ACADEMIC SKILLS CENTRE @ECU
You can find information about Academic Skills Support offerings at ECU: http://intranet.ecu.edu.au/student/my-studies/study-assistance/academic-tip-sheets

days of receiving the sample assessments.
- The offshore marker should upload the results in Blackboard and provide them in a spreadsheet when submitting the assessment samples for moderation to Off Campus Support for delivery to the ECU Unit Coordinator.
- At the end of each teaching period, the partner institution will address all issues raised in the Unit Moderation Report, and discuss with the Unit Coordinator the changes to be made before the unit is next run.

Academic Integrity and Plagiarism

Academic Integrity addresses the values that reflect honesty and rigor in academia. All students need to be informed about the importance of academic honesty, how to reference correctly and how to not plagiarise.

Plagiarism is "to knowingly or unknowingly present as one's own work the ideas or writings of another without appropriate acknowledgement or referencing" (Edith Cowan University, 2012). The ECU Plagiarism guide should be given to students.

At ECU, the definition of Academic Misconduct (Academic Misconduct Rules (Students) under University Statute No. 22 - Student Conduct) is:

Any conduct by a student in relation to academic work that is dishonest or unfair and includes, but is not limited to: plagiarism; unauthorised collaboration; cheating in assessment; theft of another student's work; and/or making a false declaration about the material submitted for assessment.

Plagiarism is defined in the Academic Misconduct Rules (Students) as:
To knowingly or unknowingly present as one's own work the ideas or writings of another without appropriate acknowledgment or referencing. This may include, but is not limited to:
- *paraphrasing or copying text without acknowledgment of the source; and/or*
- *copying, whether identically or in essence, the text of another student's assignment or other students' assignments; and/or*
- *copying, whether identically or in essence, of visual representations (for example cartoons, line drawings, photos, paintings and computer programs).*

Assignment cover sheet and submission

Students at ECU submit assignments with a completed assignment cover sheet attached. Students can download the cover sheet from the Student Intranet

The cover sheet also has summary information on:
- copyright for assignments;
- procedures and penalties on late assignments; and
- a caution on cheating and plagiarism.

This cover sheet has space for the student to sign (paper submission) and box to check (electronic submission). In doing this, the student is endorsing the statement "I certify that the attached assignment is my own work and that any material drawn from other sources has been acknowledged".

Late Assignments

Students who wish to submit an assignment after the due date and avoid a late penalty must apply in writing to the Unit Coordinator stating the grounds. The penalty for late submission without approval is calculated as:
- A penalty of 5% of the maximum assignment mark for each working day late and more than five working days late, a mark of zero for the assignment.

Return of Assignments

Student assignments should be marked and returned within ten working days from submission/due date. Students should receive sufficient feedback on their assessment tasks.

Examinations

It is the responsibility of the Unit Coordinator to prepare the end of semester examination paper and marking guides for the unit.

It is every educator's responsibility to keep accurate records of all assessment results, including marks, for all their students. These records should be kept confidential, except for legitimate University purposes.

Review and continuous improvement
Unit and teaching Evaluation Instrument (UTEI)

The UTEI is an online survey that students fill in at the end of each of their units to evaluate the content of their units as well as their satisfaction with the lecturers/tutors. The survey is an important part of the University's Quality Assurance Process, and is used to review the quality of units and how and where improvements might need to be made.

- Student survey used to ascertain student experience of each enrolled unit.
- The UTEI is an important instrument in ECU's quality control system.
- Students will be sent the survey electronically before the end of each teaching period for completion.
- Third party partners are also required to assist facilitation and completion of the UTEI by enrolled students.
- Refer to the Curriculum Evaluation and Review policy.
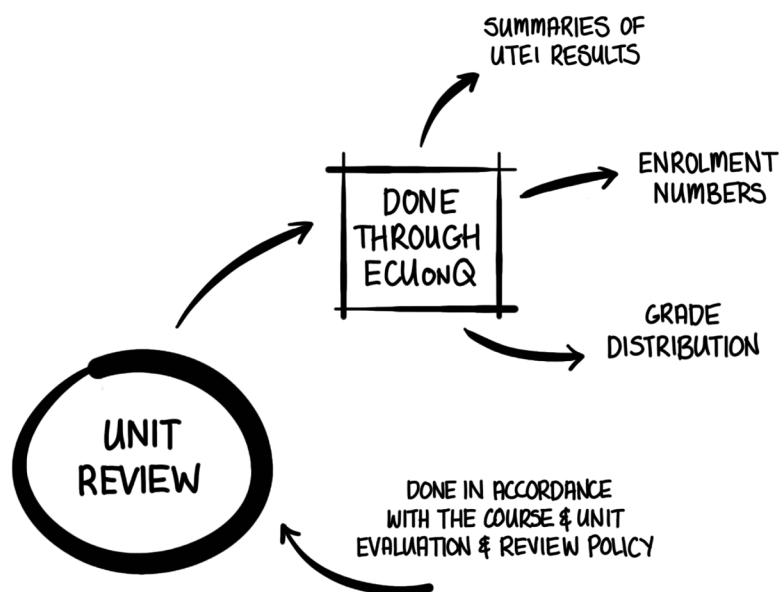
CHAPTER 4: TEACHING ADMINISTRATION

Teaching periods and timetables

It can sometimes feel as if universities are run by clocks and calendars, but it is important to have clear signposts for the start and end times of different activities to ensure coordination of the 20,000 students and 400 courses we offer. The sooner you can familiarise yourself with the academic calendar and teaching timetable the easier your work here will be.

The academic calendar

Most of the academic program at ECU takes place in two semesters (Semester One and Semester Two). Other patterns are used and include summer and winter schools, three trimesters, four terms and two full year periods. Normally, semesters one and two include between 12 and 14 teaching weeks, a one-week mid-semester break free from class contact and a final two-week examination period.

The ECU Academic Calendar provides all staff and students with the university timeline for each year, including teaching period start and end dates. A few Schools have their own calendar, which can be accessed from the School's website. It is important to know which pattern applies to the units you are teaching.

University holidays

The University has a two-week period where the majority of Schools and Service Centres throughout the University close. This is known as the Essential Student Services Period and runs over Christmas and New Year. The three other WA public holidays - Labour Day, Foundation Day and the Queen's Birthday - are not University holidays. In lieu of losing these as public holidays, ECU staff have an additional five days annual leave during the Essential Student Services Period in December/January.

Facilities and Property

The University has a wide variety of purpose-built teaching spaces, equipped with the latest technology to support good quality learning. It would be useful to find out more about the teaching spaces in your School that have been purposefully designed or equipped with your discipline or subject-area in mind.

Computers in teaching spaces

IT Services provide Internet and other technologies within our teaching rooms. Many Schools have their own laboratory computers. If you wish to provide laboratory access for your students within a unit you should speak with your Course Coordinator about laboratory protocols and booking procedures.

Room Bookings

ECU has many different types of rooms that can be booked for both academic programs and meetings and/or events. Room allocation for academic puproses is managed through ECU's Timetable Office at timetable@ecu.edu.au. For locating and booking meeting rooms on ECU campuses, ECU uses a web based system called ECUSIS. The ECUSIS system will show you the location of the room, the room capacity and equipment specifications and availability. To make a booking, login to the staff/student portal and select ECUSIS Room Bookings from the left-hand menu. Select the campus or Room List option on the left-hand side to search for a room.

Lecture recordings

Some teaching spaces are equipped with computers to allow you to record your lectures. If you are asked to record your lectures, you should inform students you are doing so. At ECU we have various software solutions for your lecture/recording needs. For more information about the software products available to ECU staff, see the link on the left hand side 'Staff Software'.

Food and drink in teaching spaces

Students are not permitted to take food or drink (except water) into teaching spaces. If you see any students behaving inappropriately in this regard, please remind them of the need to respect these simple rules.

Vacating teaching spaces

It is University policy to vacate rooms 15 minutes before the start of the next scheduled class. When a class has finished, please take any students seeking help or guidance away from the lectern, or better still, move outside to allow the next lecturer to set up for their class. When vacating a teaching space, it is important to turn off all equipment that you have turned on. This includes media facilities such as DVD players and lecture equipment and, of course, any lights. Please also clean any whiteboards.

Furniture in teaching spaces

Staff should always leave the furniture and fittings in classrooms in the position in which they were found. If you use teaching spaces with moveable furniture, you are encouraged to arrange the furniture to suit your teaching styles. However, if you move the furniture in a room, you should ensure it is returned to the standard configuration you found when you arrived.

Emergency evacuation

Emergency evacuation procedures, together with an Assembly Zone location map, are located at all building EXITS and in each of the University's formal teaching spaces. Staff and students should make themselves familiar with this information for all of the buildings they use.

At the beginning of semester, all lecturing staff are required to inform students about the protocols for emergency evacuation. This, of course, pre-supposes that staff are themselves familiar with these protocols. In the event of an emergency, teaching staff on campus have a duty of care to take control of the situation/class until Security or the Chief Warden arrives.

An emergency will be signalled either by the building's emergency warning system or by a Fire Warden. On hearing the Emergency Warning System:

- remove anyone from danger, do not panic;
- close all doors in area (if Bomb Threat leave open);
- assemble all students in the class ready for evacuation;
- evacuate by nearest safe exit then proceed to the Assembly Area (do not use lifts);
- ensure the Building Warden or Emergency Response Officer is informed of any people who are injured, unconscious or have a disability; and
- keep students together and follow instructions from Warden or ECU representative.

Accessibility

Accessible websites and resources help make online resources clear and easy to use for any user, regardless of any physical, mental or any other difficulty. Web accessibility for a university refers to the public website, the student and staff Intranets and the units available online.

It is important for a site to be accessible for the following reasons:

1. According to the Australian Bureau of Statistics, 18.5 % of Australians have a disability. Not all of these are obvious. Students are not obliged to divulge their disability and many of these disabilities are hidden, particularly in an online setting. By providing students with accessible sites, we can be certain that students have a reasonable opportunity to succeed in their studies.
2. It is against the law not to provide accessible sites.
3. Taking notice of the clarity of your site, being consistent in your language choices and ensuring your instructions are clear will help all students and give students a variety of ways to learn.

WHAT DO I NEED TO KNOW?

POLICY SEARCH

http://policysearch.ecu.edu.au

EMERGENCIES

If you need to contact external emergency services, dial 000.

For emergencies requiring first aid, always seek immediate professional medical help from University First Aiders, or Security.

In the event of a medical emergency it is not appropriate to contact the on-campus Medical Centre.

If using a University landline first dial 0 for an outside line.

WHAT DO I NEED TO KNOW?

EMAIL POLICY
http://intranet.ecu.edu.au/__data/assets/
pdf_file/0005/595409/it049.pdf

ECU SOCIAL MEDIA POLICY
http://intranet.ecu.edu.au/__data/assets/
pdf_file/0005/595409/it049.pdf

COPYRIGHT @ ECU
http://intranet.ecu.edu.au/research/
supplemental/copyright

Social Media Policy

This policy provides a framework for participation in social media by ECU staff, students and members of Council. The Social Media Policy encourages and supports responsible use of social media when communicating on one of ECU's official social media channels or commenting on University matters on external social media sites.

Copyright and intellectual property

The University, its staff and students are subject to the requirements of the Commonwealth of Australia Copyright Act 1968 (as amended). University policies have been established to comply with these requirements and other contractual obligations and must at all times be observed and adhered to by staff and students.

Copyright

The underlying principle of the copyright law is to grant authors and other creators exclusive rights over their work and to reward them for the time and effort required to put an idea into a material form. It was also designed to provide a balance between the rights of copyright owners and the rights of users of copyright material, such as educational institutions and libraries.
It is important that any work copied is fully referenced to meet requirements under Moral Rights amendments to the Copyright Act. As authors and creators, students' work is protected by copyright.

As an employer, ECU will normally own copyright for all work produced by you as an employee in the course of your duties. Work produced by or under the direction of government normally rests with the Crown. The Copyright Act will determine copyright ownership unless there is a contract between the parties to the contrary.

Intellectual property

ECU supports the commercialisation of intellectual property developed through research, teaching and learning activities. As an employer, ECU claims ownership of the intellectual property of all work produced by you as an employee in the course of your duties. Thus, material produced by you, as part of your teaching program, is usually owned by the University. Private developments not related to your University duties are your intellectual property. The University will not normally seek to exercise its intellectual property rights over small-scale academic or creative publishing income. However, you should refer to the ECU Copyright webpage for further information if you are intending publishing something or negotiating with a publishing company.

All material published on the Internet is automatically protected by copyright. Although viewing material on the Internet is free, downloading it for storage or printing is a 'reproduction' under Australian copyright law and generally requires the permission of the copyright owner. Downloading may not infringe copyright where a single production (copy) of the material is made in accordance with the 'fair dealing' provisions of the Copyright Act for the purposes of personal study or research. Use of the material can be limited by specific conditions (e.g., for educational or non- commercial purposes) or may be unrestricted. Often websites will include a copyright notice, which describes what use can be made of the material.

Audio-visual copying

Audio-visual materials, privately copied for research and study purposes, may be submitted by a student for assessment or used by the student in any class presentation. However, the copy may not be used for any other purposes, including teaching purposes. The University is licensed to make copies of television (including from cable and satellite) and radio broadcasts for educational purposes, providing each copy made is properly reported and 'marked' (labelled).
Commercially produced films, videos or audios must not be copied for use within the University, nor copied using ECU-owned equipment. Any films, videos or audios used in the University should be purchased or hired in the name of Edith Cowan University.

Photocopying

Section 40 of the Copyright Act permits an individual to make a single copy of a 'reasonable portion' of a literary, dramatic or musical work without direct permission from the copyright owner, providing that the copying is done for the purposes of research and study; and the dealing is 'fair'.

A 'reasonable portion' is usually accepted as being:
• 10% of a 'work' (or if the 'work' is divided into chapters, one chapter, whichever is the greater) of a literary, dramatic or musical work published in an edition of 10 pages or more;
• An article in a periodical publication (or more than one article if they relate to the same subject matter - although 'same subject matter' is not clearly defined in the Act it is generally regarded as being fairly limited); and
• Where a work is contained in an anthology (a collection of separate works): the whole work if no more than 15 pages in the anthology, where it exceeds 15 pages, the work may be copied only if it is not available separately published.

The term 'reasonable portion' is not defined in relation to works of less than 10 pages, or in relation to artistic works.
It is important to recognise that the 10% rule applies at all times University-wide. This means that for a 'work' already in digital format, only 10% from the 'work' can be made available online at any one time University-wide. To manage this, readings in digital format should be made available to students through the Library's new eReserve system.

Library

It should be noted that diagrams, tables, graphs, maps, photographs, colour plates of artwork are complete 'works' in their own right. They may be copied only when they accompany text to which they refer or where it can be shown that they have not been separately published (but then only if the dealing is 'fair'). ECU is licensed to make multiple copies for educational purposes, providing the copying does not exceed the prescribed limits and is fully referenced with source details. The copying may be to or from digital format, providing that where it is placed online, it is on a secure Intranet (password protected) and must not to be accessible to the public.

WHAT DO I NEED TO KNOW?

STAFF INDUCTION DETAILS
To access the induction, visit the Human Resources Services, on the Staff induction website:
http://intranet.ecu.edu.au/staff/centres/human-resources-service/our-services/recruiting-appointing-inductions-and-probation/staff-induction
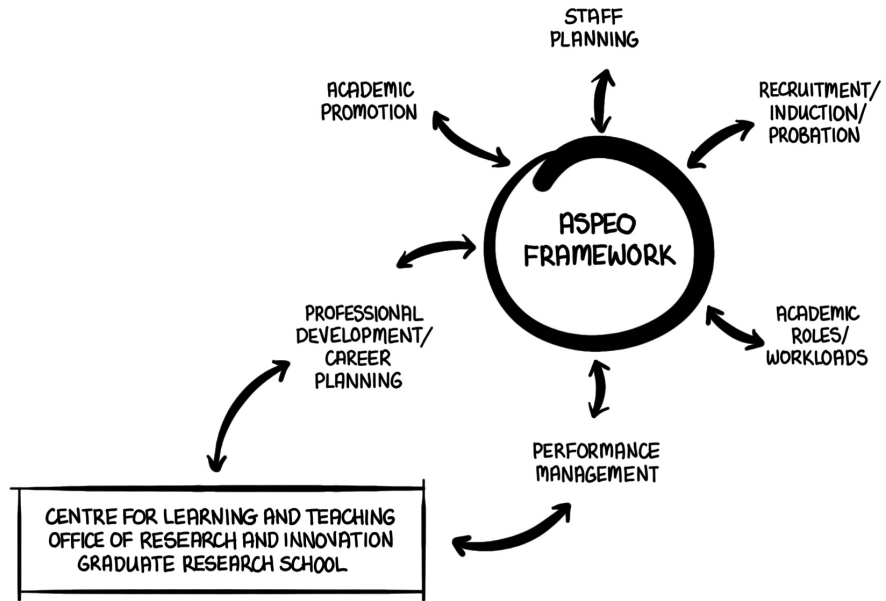
CHAPTER 5: YOUR PROFESSIONAL DEVELOPMENT

WHAT DO I NEED TO KNOW?

STAFF INDUCTION DETAILS

To access the induction, visit the Human Resources Services, on the Staff induction website:
http://intranet.ecu.edu.au/staff/centres/human-resources-service/our-services/recruiting-appointing-inductions-and-probation/staff-induction

ECU Staff Online Induction

Most of the items contained in the induction involve reading important information on The ECU website, whilst others require a conversation to take place between you and your line manager.

Behaviour Expectations: Our staff are led by our purpose, vision and values which determines the Code of Conduct. Our values are integrity, respect, personal excellence and rational inquiry: Code of Conduct policy. (link on the left hand navigation menu)

Work Health, Safety and Wellness: It is a legal requirement that all staff complete the Health and Safety induction and Emergency and Evacuation Training: (link on the left hand navigation menu)

Equal Opportunity Training: All staff are required to complete an Equal Opportunity (EO) online training course. (link on the left hand navigation menu)

Orientation for new staff

The ECU Human Resources Service Centre provides an online induction for all new staff. It allows you to explore the facilities and services available at ECU, to understand key priorities of the University and to familiarise yourself with the structure of our organisation.

Professional Development Courses (PDCs)

Teaching academics are required to complete the PDC programs as follows:

PDC111	ALL teaching academics must complete PDC111 regardless of prior teaching experience. This module must be completed prior to commencing teaching, if possible, but within the first month.
PDC112	On-campus teaching academics must complete PDC112 or equivalent face-to-face prior within three months of commencing their teaching.
PDC114	Online teaching academics must complete PDC114 online within the first three months of commencing their teaching.
PDC115	On Campus or Online Academics who are teaching at a Third Party Partner Institution must complete PDC115 online or equivalent face-to-face prior to commencing teaching, if possible, but within the first month.

IMPORTANT INFORMATION @ ECU

RESOURCES @ ECU

ECU STUDENT/STAFF PORTAL
https://mylogin.ecu.edu.au/

IT SERVICES
phoning 6304 6000 (6000 from any on campus telephone)
or emailing itservicedesk@ecu.edu.au
http://intranet.ecu.edu.au/student/support/it-services/support-and-advice

BLACKBOARD @ ECU
http://blackboard.ecu.edu.au

LIBRARY SERVICES @ ECU
http://www.ecu.edu.au/centres/library-services/

TURNITIN @ ECU
http://intranet.ecu.edu.au/learning/learning-technologies/turnitin

SOCIAL MEDIA @ ECU
Information: http://intranet.ecu.edu.au/learning/learning-technologies/social-media

TEACHING AND LEARNING RESOURCES

ECU ACADEMIC CALENDARS
http://intranet.ecu.edu.au/student/dates-and-events/academic-calendar

ONLINE HANDBOOK
http://www.ecu.edu.au/handbook

LEARNING ADVISERS
http://intranet.ecu.edu.au/student/my-studies/study-assistance/learning-consultants

ASSESSMENT APPEALS
http://intranet.ecu.edu.au/student/my-studies/exams-and-results

ACADEMIC INTEGRITY @ ECU
http://intranet.ecu.edu.au/learning/curriculum-design/academic-integrity

REFERENCING
http://ecu.au.libguides.com/c.php?g=410550

PLAGIARISM @ ECU
http://intranet.ecu.edu.au/research/for-research-students/research-journey/writing-and-presenting-your-research/plagiarism

STAFF SOFTWARE
http://intranet.ecu.edu.au/staff/centres/information-technology-services/our-services/your-computer-software-and-printer/software-for-work-and-home

STAFF RESOURCES

STAFF INDUCTION DETAILS
http://intranet.ecu.edu.au/staff/centres/human-resources-service/our-services/recruiting-appointing-inductions-and-probation/staff-induction

STAFF DEVELOPMENT PORTAL
http://www.ecu.edu.au/staff-development/

LEARNING INTRANET - TEACHING RESOURCES
http://intranet.ecu.edu.au/learning/curriculum-design/overview

UTEI
http://intranet.ecu.edu.au/student/my-studies/surveys/unit-and-teaching-evaluation-instrument-utei

EQUITY, DIVERSITY AND DISABILITY
http://intranet.ecu.edu.au/student/support/student-equity

COUNSELLING
http://intranet.ecu.edu.au/student/support/counselling

STUDENT RESOURCES

ECU STUDENT CENTRAL
http://intranet.ecu.edu.au/student/support/contact-us

ECU STUDENT/STAFF PORTAL
https://mylogin.ecu.edu.au/

ECU SOCIAL MEDIA POLICY:
http://www.ecu.edu.au/GPPS/policies_db/policies_view.php?rec_id=0000000402

ASK US @ ECU
This system can be accessed via the ECU
homepage or the Got a Question? AskUs website:
http://askus.ecu.edu.au

STUDENT GUILD @ ECU
http://intranet.ecu.edu.au/student/campus-life/student-guild

COURSE INFORMATION HUB
http://intranet.ecu.edu.au/student/support/contact-us/course-information-hub

STUDENT HEALTH
http://intranet.ecu.edu.au/student/support/student-health

SLIDE
http://ecu.au.libguides.com/slide/home

ECU POLICIES & LEGISLATION

ASSESSMENT @ ECU
http://policysearch.ecu.edu.au

ACCESSIBILITY @ ECU
http://intranet.ecu.edu.au/learning/supplemental/website-accessibility

COPYRIGHT @ ECU
http://intranet.ecu.edu.au/student/supplemental/copyright

ECU PRIVACY POLICY
http://policysearch.ecu.edu.au

ECU STRATEGIC PLAN
http://www.ecu.edu.au/about-ecu/welcome-to-ecu/strategic-goals

STUDENT CHARTER @ ECU
http://intranet.ecu.edu.au/student/my-studies/rules-policy/student-charter

RULES, BYLAWS AND POLICIES
http://policysearch.ecu.edu.au

CONTACT ECU BY

PHONE ON 134 328
For calls outside Australia
phone +61 (8) 6304 0000

EMAIL US AT
enquiries@ecu.edu.au

WEB
ecu.edu.au

FIND US AT
Facebook: ECUjourney
Twitter: edithcowanuni
Youtube: edithcowanuniversity

STUDENT CENTRAL @ ECU
enquiries@ecu.edu.au

ECU STUDENT CENTRAL
http://intranet.ecu.edu.au/student/support/contact-us

STUDENT GUILD @ ECU
http://intranet.ecu.edu.au/student/campus-life/student-guild