

The University Governance Team maintains ECU's Legislation and Policy Directory. This update provides information about changes to legislation and policies during the period of September – December 2019. To access the Legislation & Policy Search Directory, please click this link:

<http://policysearch.ecu.edu.au>.

**Approval memos to the Vice-Chancellor and/or Policy Owners contain key information and a summary of amendments made to the legislation/policy. These memos that relate to the Rules and policies listed below are available in [HPE Content Manager](#) for your information.**

**If there are no approval memos or other information available in this HPECM folder on a set of Rules and/or policy below, please contact either the Policy Owner or the Contact Person directly (contact details are listed on the Rules/policy document).**

## UPDATED RULES

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**Council** approved the amendments to the following Rules:

**[Academic Misconduct Rules \(Students\) \(UR002\)](#)**

These Rules are made under Statute 22 Student Conduct.

**[General Misconduct Rules \(Students\) \(UR009\)](#)**

These Rules are made under Statute No.22 Student Conduct.

**[Admission, Enrolment and Academic Progress Rules \(UR004\)](#)**

These Rules are made under Statute No.22 Student Conduct.

## NEW POLICIES

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**Council** approved the following new policy:

**[Student Code of Conduct \(PL299/ac117\)](#)**

This Student Code of Conduct Policy sets out the University's expectations of its Students.

The **Vice-Chancellor** approved the following new policy:

**[Diversity and Inclusion Employment \(PL298/hr185\)](#)**

The purpose of this policy is to ensure all ECU staff are provided with fair and reasonable opportunities to pursue career progression based on their abilities and qualifications in accordance with federal and state equal opportunity and anti-discrimination legislation.

## UPDATED POLICIES

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**Academic Board** approved the amendments to the following policy:

**[Admissions \(PL038/ac065\)](#)**

This policy articulates the principles for determining admission into all Courses at the University and the Pathways through which eligibility for Course entry can be demonstrated.

The **Vice-Chancellor** approved the amendments to the following policies:

### **Assets and Tracked Non-Capital Items (PL076/ad053)**

*formerly titled Asset Management and Disposal*

This Policy establishes the framework for the consistent approach to the planning, ordering, deployment, tracking, monitoring and retirement of Assets and Tracked Non-Capital Items and to ensure that appropriate records are maintained in order to ensure their stewardship whilst adhering to applicable laws, legislation and regulations and driving continuous improvement of the assets.

### **Research Misconduct (PL232/ac091)**

This policy establishes a framework for managing potential Breaches of, and Research Misconduct under, the [Australian Code for the Responsible Conduct of Research 2018](#).

### **Academic Integrity (PL267/ac107)**

This policy articulates the principles underpinning the University's commitment to academic integrity and sets out the framework for promoting and assuring academic integrity in all aspects of learning, teaching and research at the University.

### **Credit and Recognition of Prior Learning (PL031/ac059)**

*formerly titled Advanced Standing*

This policy articulates the principles underpinning the granting of Credit towards the completion of a Course based on prior or concurrent learning in accordance with the requirements of the Australian Higher Education Standards Framework (Threshold Standards) 2015 and the AQF Qualifications Pathways Policy.

### **Assessment (PL218/ac112)**

This policy sets out the principles to be applied to all assessment related activities for Units (other than VET Courses) at the University.

### **Curriculum Approval, Amendment and Accreditation (PL291/ac114)**

This policy articulates the principles for the creation, approval, improvement or Archival of Curriculum Items. It ensures that Award Courses are accredited in line with the Australian Qualifications Framework (AQF), the Higher Education Standards Framework (Threshold Standards) 2015 and other applicable legislative requirements, and in line with Professional Accreditation requirements, irrespective of the delivery location or mode of learning.

The **Policy Owner** approved the amendments to the following policies:

### **Contractor's Policy (PL115/fs032)**

This policy targets all contractors, sub-contractors and their employees who are engaged in work associated with the University's building structure, building fabric and building services.

### **Treasury (PL083/ad060)**

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

### **Accumulated Operating Surpluses (PL084/ad061)**

To provide the principles for managing and reporting accumulated operating surpluses.

## APPROVAL PROCESS

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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 \[PL086\]](#).

The University Governance team can provide you with assistance in determining the appropriate approval level.

## POLICY DEVELOPMENT

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**Policy:** [Policy Framework \[PL086\]](#)

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.

**Template:** [Policy](#)

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

**Guidelines:** [Policy Guidelines](#)

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

**Template:** [Approval Memo – New or Updated](#)

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

**Template:** [Approval Memo – Rescission](#)

This memo is a template for seeking approval to rescind a policy.

## POLICY TOOLKIT

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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.

## LEGISLATION AND POLICY DIRECTORY USER GUIDE

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The [Legislation and Policy Directory User Guide](#) provides information on the Legislation and Policy Directory Search, how to steps, search tips and ways of searching the Legislation and Policy Directory.

## POLICY CONTACTS

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For general enquiries on the Legislation and Policy Search Directory, please contact:

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[Policy Development FAQs](#)

[Legislation and Policy Directory User Guide](#)