

The Strategic and Governance Services Centre maintains ECU's Legislation and Policy Directory. This update provides information about changes to legislation and policies during the period of January 2021 to April 2021. To access the Legislation & Policy Search Directory, please click this link: <http://policysearch.ecu.edu.au>.

*The supporting documentation that relates to the development of new Policies and amendments made to the Rules and Policies listed below are available in [HPE Content Manager](#) for your information. If there are no documentation available in this [HPECM folder](#) on any of the items listed below, please contact either the Policy Owner or the Contact Person directly.*

## UPDATED RULES

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The **Vice-Chancellor** approved the correction of manifest error to the following Rules:

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

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

## NEW POLICY

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

### [Sexual Assault and Sexual Harassment \(PL303\)](#)

Edith Cowan University (ECU or the University) is committed to promoting Respectful Relationships and striving for an environment of physical, psychological and emotional security.

## UPDATED POLICIES

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

### [Academic Progression \(PL027\)](#)

**Effective as of 30 June 2021**

This policy aims to provide a transparent and equitable set of principles that underpin the University's approach to supporting Students in maintaining a high level of academic progress, and to identify those Students who require additional intervention.

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

### [Prevention of Harassment, Bullying, Discrimination and Violence \(PL124\)](#)

Edith Cowan University (ECU or the University) 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.

### [Staff Code of Conduct \(PL159\)](#)

This Code of Conduct is aligned to the University's values of Integrity, Respect, Rational Inquiry and Personal Excellence, and provides a framework for appropriate behaviour for all Edith Cowan University staff.

## [Student Code of Conduct \(PL299\)](#)

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

## [Strategic Procurement \(PL260\)](#)

This policy establishes the framework for the consistent approach to the planning, Sourcing and management of the procurement of goods and services at the University.

## [University Credit Card \(PL066\)](#)

This document states the University's policy in relation to the use of the University Credit Card and outlines the internal control mechanism and rules of use.

## [Work Integrated Learning \(PL262\)](#)

The objective of this policy is to establish the parameters and principles governing Work Integrated Learning at Edith Cowan University (ECU or the University).

## [Weighted Average Mark and Grade Point Average \(PL294\)](#)

**Effective as of 30 June 2021**

This policy defines the method of calculation, publication and usage of Weighted Average Marks and Grade Point Averages.

## [Information Security and Information Technology \(PL265\)](#)

**Formerly titled 'Information Security'**

This policy provides clear boundaries, expectations and accountabilities for Information Security management and the provision and management of the University's Systems, Information Assets and Information and Communications Technology (ICT) environment.

## [Acceptable Use of Information Systems \(PL268\)](#)

Edith Cowan University (ECU or the University) provides access to Information Systems primarily for University-related teaching, research, academic, professional and business purposes. This policy does not seek to inhibit or unnecessarily restrict use of Information Systems. The intent is to inform the University Community about minimum levels of acceptable behaviour and protections around the use of University Information Systems.

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

## [Travel \(PL060\)](#)

The intent of this policy is to govern the circumstances in which travel is arranged and undertaken by University Travellers; and to ensure that the University is able to discharge its duty of care obligations to persons undertaking Authorised University Travel.

## RESCINDED POLICY

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The **Vice-Chancellor** approved the rescission of the following policies:

- ECU Technology Governance (PL255)
- ECU Print (PL270)
- Environmental Management of Information Technology (PL116)
- Information Technology (PL199)
- Mobile Devices and University Subscribed Home Internet Services (PL271)
- Software Asset (PL267)

## 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.

## CONTACT US

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[Policy Development FAQs](#)

[Legislation and Policy Directory User Guide](#)