

## TABLE OF CONTENTS

JANUARY .....	3
CHAPTER B - HUMAN RESOURCES .....	3
CHAPTER D - RESEARCH AND DEVELOPMENT .....	3
CHAPTER E - STUDENT SERVICES AND ADMINISTRATION .....	3
CHAPTER F - COMMUNICATION .....	3
CHAPTER G - FINANCIAL MANAGEMENT .....	3
APPENDICES .....	3
FEBRUARY .....	4
CHAPTER A - ADMINISTRATION AND ORGANISATION .....	4
CHAPTER C - TEACHING AND LEARNING .....	4
CHAPTER G - FINANCIAL MANAGEMENT .....	4
APPENDICES .....	4
MARCH .....	4
B - HUMAN RESOURCES .....	4
CHAPTER D - RESEARCH AND DEVELOPMENT .....	4
CHAPTER E - STUDENT SERVICES AND ADMINISTRATION .....	4
CHAPTER F - COMMUNICATION .....	5
APPENDICES .....	5
APRIL .....	5
PROTOCOL FOR MOPP POLICIES .....	5
CHAPTER C - TEACHING AND LEARNING .....	5
CHAPTER D - RESEARCH AND DEVELOPMENT .....	5
CHAPTER E - STUDENT SERVICES AND ADMINISTRATION .....	6
CHAPTER G - FINANCIAL MANAGEMENT .....	6
APPENDICES .....	6
MAY .....	6
CHAPTER D - RESEARCH AND DEVELOPMENT .....	6
CHAPTER F - COMMUNICATION .....	6
APPENDICES .....	6
JUNE .....	6
CHAPTER A - ADMINISTRATION AND ORGANISATION .....	6
CHAPTER B - HUMAN RESOURCES .....	7
CHAPTER C - TEACHING AND LEARNING .....	7
CHAPTER D - RESEARCH AND DEVELOPMENT .....	7
CHAPTER E - STUDENT SERVICES AND ADMINISTRATION .....	7
CHAPTER G - FINANCIAL MANAGEMENT .....	7
APPENDICES .....	7
JULY .....	8
CHAPTER A - ADMINISTRATION AND ORGANISATION .....	8
CHAPTER B - HUMAN RESOURCES .....	8
CHAPTER C - TEACHING AND LEARNING .....	9
CHAPTER D - RESEARCH AND DEVELOPMENT .....	9
CHAPTER E - STUDENT SERVICES AND ADMINISTRATION .....	9
CHAPTER F - COMMUNICATION .....	9
CHAPTER G - FINANCIAL MANAGEMENT .....	9
CHAPTER H - PHYSICAL FACILITIES .....	9
CHAPTER I - SUPPORT SERVICES .....	9
APPENDICES .....	10
AUGUST .....	10
CHAPTER A - ADMINISTRATION AND ORGANISATION .....	10
CHAPTER C - TEACHING AND LEARNING .....	10
CHAPTER D - RESEARCH AND DEVELOPMENT .....	10
CHAPTER E - STUDENT SERVICES AND ADMINISTRATION .....	10
CHAPTER F - COMMUNICATION .....	10
CHAPTER G - FINANCIAL MANAGEMENT .....	10
CHAPTER H - PHYSICAL FACILITIES .....	11
APPENDICES .....	11
SEPTEMBER .....	11
CHAPTER A - ADMINISTRATION AND ORGANISATION .....	11
CHAPTER C - TEACHING AND LEARNING .....	11
CHAPTER D - RESEARCH AND DEVELOPMENT .....	11

CHAPTER F - COMMUNICATION .....	12
APPENDICES .....	12
OCTOBER .....	12
CHAPTER A - ADMINISTRATION AND ORGANISATION .....	12
CHAPTER G - FINANCIAL MANAGEMENT .....	12
CHAPTER I – SUPPORT SERVICES - DELETED .....	12
APPENDICES .....	12
NOVEMBER .....	12
CHAPTER A - ADMINISTRATION AND ORGANISATION .....	12
CHAPTER C - TEACHING AND LEARNING.....	12
CHAPTER G - FINANCIAL MANAGEMENT .....	13
CHAPTER H - PHYSICAL FACILITIES .....	13
APPENDICES .....	13
DECEMBER.....	13
CHAPTER C - TEACHING AND LEARNING.....	13
CHAPTER D - RESEARCH AND DEVELOPMENT .....	13
CHAPTER E - STUDENT SERVICES AND ADMINISTRATION.....	13
CHAPTER F - COMMUNICATION .....	14
CHAPTER G - FINANCIAL MANAGEMENT .....	14
APPENDICES .....	14

# JANUARY

## **CHAPTER B - HUMAN RESOURCES**

B/4.5 Appointment by invitation - new policy (approved by Council 10.12.03)

B/4.4.11 Monitoring of selection process (re-numbered from B/4.5)

B/8.7 Acceptable use of information facilities - new policy in accordance with Schedule 1 of Information Facilities Rules (approved by Council 10.12.03; effective 01.01.04)

## **CHAPTER D - RESEARCH AND DEVELOPMENT**

D/2.7 Code of Good Practice for postgraduate research studies and supervision at QUT (re-located from Appendix 66 to MOPP policy - approved by University Academic Board 14.11.03; endorsed by University Research and Development Committee 31.10.03)

## **CHAPTER E - STUDENT SERVICES AND ADMINISTRATION**

E/7.1.7 Student Guild fee (amended policy consistent with Student Rule 22(4) - approved by Chairperson, University Academic Board 16.01.04)

E/8.1 Student discipline - revised policy consistent with current Student Rules, Information Facilities Rules and MOPP policies (replaces former E/8.1.1 Simple breach of discipline and E/8.1.2 Misconduct) (approved by Registrar 05.01.04)

## **CHAPTER F - COMMUNICATION**

F/1.1 Provision and use of information resources and services - new policy (replaces former I/2.1 Policy on use of information facilities and I/2.4 QUT Library) (approved by Vice-Chancellor 15.01.04)

F/1.4 Policy on web pages and web servers - new policy (incorporates information on web pages and web servers from former Information Technology Rules) (approved by Vice-Chancellor 15.01.04)

F/1.5 Email policy - new policy (replaces former F/7.2.1 Electronic mail and incorporates aspects of former Information Technology Rules) (approved by Vice-Chancellor 15.01.04)

## **CHAPTER G - FINANCIAL MANAGEMENT**

G/8.1 User charging policy;

G/8.2 External user charging policy;

G/8.3 Internal user charging policy;

G/8.4 Student user charging policy;

G/8.5 Establishment of user charges for internal, external and student users

G/8.6 Annual review of user charges

- policies updated and re-numbered (approved by Acting Executive Director, Finance and Resource Planning 31.05.03)

## **APPENDICES**

Appendix 50(b) - Notes for the guidance of examiners of PhD theses - DELETED (re-located to Office of Research website)

Appendix 51- Requirements for presenting theses - DELETED (re-located to Office of Research website)

## **FEBRUARY**

### **CHAPTER A - ADMINISTRATION AND ORGANISATION**

A/2.5 Risk management policy - added reference and links to Project Management Framework and Business Case Framework (authorised by Deputy Vice-Chancellor - Technology, Information and Learning Support, 12.02.04)

A/3.2.9 QUT International Offices Coordinating Committee - revised terms of reference and membership (endorsed by International Policy and Strategy Committee 15.05.02)

A/4.2 Non-academic organisational structure - updated to reflect new divisional structure; deleted obsolete text re electoral roll for Chancellery staff

### **CHAPTER C - TEACHING AND LEARNING**

C/7.8 QUT Teaching Capabilities Framework - new policy (approved by University Academic Board 14.11.03; endorsed by Teaching and Learning Committee 09.09.03)

### **CHAPTER G - FINANCIAL MANAGEMENT**

G/5.2 Authorisation of expenditure - added reference and links to Project Management Framework and Business Case Framework (authorised by Deputy Vice-Chancellor - Technology, Information and Learning Support, 12.02.04)

G/5.5.5 Protocol for overseas travel - revised to include process for prior approval of overseas travel, in accordance with Internal Audit requirements (approved by Acting Director, Financial Services 06.02.04)

### **APPENDICES**

Appendix 33 - Academic organisational structure - updated to reflect recent appointments

Appendix 36 - Non-academic organisational structure - updated to reflect new divisional structure and recent appointments

## **MARCH**

### **B - HUMAN RESOURCES**

B/12.17.3 Eligibility for Outstanding Contribution Award (General Staff) - revised policy in relation to size of group nominations (increased to ten members) (approved by Vice-Chancellor 02.03.04; endorsed by Outstanding Contribution Award (General Staff) Committee 23.02.04)

### **CHAPTER D - RESEARCH AND DEVELOPMENT**

D/8.1 Intellectual property policy - amended D/8.1.7 (Management and accountabilities) to include authorisation from Council for the Vice-Chancellor, Registrar and Deputy Vice-Chancellor (Research and Commercialisation) to sign formal documentation relating to Intellectual Property rights of the University (approved by Council 10.12.03)

### **CHAPTER E - STUDENT SERVICES AND ADMINISTRATION**

E/1.1 Academic Policy and Procedures Committee - revised membership (replaced position of Continuous Improvement Coordinator with Manager, Business Performance and Development, Student Business Services Department) (authorised by Registrar 09.02.04)

E/6.1 Administration and timetabling of examinations

E/6.2 Conduct during examinations

E/6.3 Alternative arrangements for assessment

E/6.5 Allocation and release of results

E/6.7 Unsatisfactory academic performance and exclusion

E/7.1 Student fees and charges

E/7.2 Expenses related to student excursions

E/7.3 Student financial assistance

E/9.1 Review of grades and academic rulings

E/10.1 Graduation requirements

E/10.2 Award parchments

E/10.3 Academic dress

- new policies effective from 01.01.04 (approved by University Academic Board 26.09.03 and 14.11.03; endorsed by Academic Policy and Procedures Committee 30.07.03, 17.09.03 and 05.11.03)

## **CHAPTER F - COMMUNICATION**

F/9.1 Privacy policy - revised policy in accordance with Information Standard No 42 (Information Privacy) (approved by Vice-Chancellor 20.02.04; endorsed by Vice-Chancellor's Advisory Committee 10.02.04)

## **APPENDICES**

Appendix 9 Doctor of Philosophy (PhD) Regulations - NEW APPENDIX - Regulations revised and relocated from QUT Handbook to MOPP (approved by University Academic Board 14.11.03; endorsed by Research Degrees Committee October 2003)

Appendix 33 Academic organisational structure - updated to reflect recent appointments

Appendix 36 Non-academic organisational structure - updated to reflect recent appointments

# **APRIL**

## **PROTOCOL FOR MOPP POLICIES**

The MOPP Protocol has recently been updated and approved by the Vice-Chancellor on 23.04.04. The purpose of the Protocol is to guide policy development, approval and publication, and staff involved in developing new or revised policies should familiarise themselves with this document.

## **CHAPTER C - TEACHING AND LEARNING**

C/3.2 Award titles - removed list of award titles from policy and included link to list of approved courses on Academic Policy and Programs Unit website (approved by University Academic Board 19.03.04; endorsed by Teaching and Learning Committee 02.03.04)

C/4.11 Course discontinuation - revised policy relating to approval to discontinue a course (approved by University Academic Board 19.03.04; endorsed by Teaching and Learning Committee 02.03.04)

C/9.1 Assessment policy - revised policy (section C/9.1.13 Transparency of faculty/school assessment policies to students) to include a statement on eligibility to undertake assessment (approved by University Academic Board 19.03.04; endorsed by Academic Policy and Procedures Committee 12.03.04)

## **CHAPTER D - RESEARCH AND DEVELOPMENT**

D/2.6 Code of Conduct for Research - revised section D/2.6.2 relating to storage of research data (approved by University Academic Board 19.03.04; endorsed by University Research and Development Committee 27.02.04)

D/6.2 Ethical conduct for research - revised section D/6.2.2 relating to storage of research data (approved by University Academic Board 19.03.04; endorsed by University Research and Development Committee 27.02.04)

D/6.3 Research involving the participation of humans - revised to include new sections on random audits and complaint / review mechanisms (approved by Acting Deputy Vice-Chancellor (Research and Commercialisation) 26.03.04)

D/6.4 Scientific work with animals - revised title and updated policy to reflect current arrangements for random audits and complaint / review mechanisms (approved by Acting Deputy Vice-Chancellor (Research and Commercialisation) 26.03.04)

D/6.5 Dealings with genetically modified organisms - new policy section in accordance with Gene Technology Regulations under the Gene Technology Act (approved by Acting Deputy Vice-Chancellor (Research and Commercialisation) 26.03.04)

## **CHAPTER E - STUDENT SERVICES AND ADMINISTRATION**

E/5.1 Class timetabling policy - revised policy (approved by University Academic Board 19.03.04; endorsed by Academic Policy and Procedures Committee 12.03.04)

E/6.2 Conduct during examinations - revised policy to prohibit mobile telephones and other electronic devices from being in student possession during examinations (approved by University Academic Board 19.03.04; endorsed by Academic Policy and Procedures Committee 12.03.04)

## **CHAPTER G - FINANCIAL MANAGEMENT**

G/1.1 Financial management - revised policy (approved by Executive Director, Finance and Resource Planning 07.05.04)

## **APPENDICES**

Appendix 3 Schedule of Authorities and Delegations - includes Preamble, Part 1 Council Authorities and Delegations, Part 2 Vice-Chancellor's Authorities and Delegations, and Instruments of Delegation framework (Part 1 approved by Council 07.04.04; Part 2 approved by Vice-Chancellor 23.04.04; endorsed by Audit Committee 23.03.04)

Appendix 33 Academic organisational structure - updated to reflect recent appointments

# **MAY**

## **CHAPTER D - RESEARCH AND DEVELOPMENT**

D/5.5 Postgraduate scholarships and awards - revised policy (approved by University Academic Board 14.11.03; endorsed by University Research and Development Committee 13.10.03)

## **CHAPTER F - COMMUNICATION**

F/9.1 Privacy policy - deleted references and links to Appendix 61 (replaced with link to privacy guidelines and protocols on Secretariat website which relate to information access by staff and students and confirmation of payroll / employee status to financial and similar organisations)

## **APPENDICES**

Appendix 61 Information access and privacy procedures for students and staff at QUT - DELETED (replaced by protocols and procedures on Secretariat website)

# **JUNE**

## **CHAPTER A - ADMINISTRATION AND ORGANISATION**

A/2.5 Risk management - added statement re QUT's commitment to business continuity management (authorised by Executive Director, Finance and Resource Planning 04.06.04; endorsed by Audit Committee 24.03.04)

A/3.2 QUT committees structure - revised terms of reference and membership for A/3.2.4 University Academic Board, A/3.2.5 Planning and Resources Committee and A/3.2.11 Chancellor's Committee (approved by Council 02.06.04); added new section A/3.2.6 Physical and Virtual Steering Committee (new committee established as a subcommittee of Planning and Resources Committee - approved by Council 02.06.04); deleted A/3.2.12 Development Board (disbanded by Council 02.06.04); deleted A/3.2.13 Cultural Precinct Advisory Board (disbanded by Vice-Chancellor 28.11.03)

A/5.1.2 Alumni Board - revised terms of reference and membership (approved by Council 02.06.04)

A/9.7 Policy on smoking - revised to clarify roles of University officers in relation to implementation and enforcement of policy and to further define list of areas where smoking is permitted (approved by Acting Registrar 26.05.04)

## **CHAPTER B - HUMAN RESOURCES**

B/2.2 Responsibility for Human Resource Administration - revised policy in accordance with recently approved Schedule of Authorities and Delegations (editorial amendments)

B/6.5 Salary Loadings - revised policy in accordance with recently approved Schedule of Authorities and Delegations (editorial amendments)

B/10.1 Promotion for Academic Staff - revised constitution of promotion committees to include an Indigenous staff member when an application from an Indigenous staff member is being considered; revised rating process for assessing applicants, and amended appeals timeframe (approved by Council 02.06.04; endorsed by Planning and Resources Committee 19.05.04) - effective from 2004 promotions round

## **CHAPTER C - TEACHING AND LEARNING**

C/2.3 Committee structure relating to teaching and learning - revised terms of reference and membership for C/2.3.1 Teaching and Learning Committee and C/2.3.2 Faculty academic boards (approved by Council 02.06.04)

C/11.3.2 Honorary Doctorates Committee - revised terms of reference and membership (approved by Council 02.06.04)

## **CHAPTER D - RESEARCH AND DEVELOPMENT**

D/2.1 University Research and Development Committee - revised terms of reference and membership (approved by Council 02.06.04)

## **CHAPTER E - STUDENT SERVICES AND ADMINISTRATION**

E/1.1 Committees relating to student services and administration - revised terms of reference and membership for E/1.1.1 Academic Policy and Procedures Committee and E/1.1.2 Appeals Committee (approved by Council 02.06.04)

E/7.1 Student fees and charges - updated links (to revised Student Business Services website)

## **CHAPTER G - FINANCIAL MANAGEMENT**

G/5.1 Expenditure of University funds - revised policy to clarify statutory requirements and to provide details of delegated authorities relating to expenditure of University funds (approved by Executive Director, Finance and Resource Planning 25.05.04; endorsed by Vice-Chancellor's Advisory Committee 20.05.04)

G/5.2 Personal and private expenditure - new policy to ensure compliance with statutory requirements and audit requirements (approved by Executive Director, Finance and Resource Planning 25.05.04; endorsed by Vice-Chancellor's Advisory Committee 20.05.04)

G/5.5 Travel policy - editorial amendment to reflect policy changes relating to personal and private expenditure as per new policy G/5.2

G/5.6 Hospitality and catering policy - revised policy to ensure compliance with statutory and audit requirements (approved by Executive Director, Finance and Resource Planning 25.05.04; endorsed by Vice-Chancellor's Advisory Committee 20.05.04)

## **APPENDICES**

Appendix 2 Council Procedures - revised Council Procedure 1 (Committees) and Council Procedure 3 (Election of Chancellor and Deputy Chancellor) (approved by Council 02.06.04)

Appendix 3 Schedule of Authorities and Delegations - published additional version (showing delegations by committee and officer)

Appendix 5 QUT Organisational Structure - revised QUT organisational structure chart (replaces former Appendix 33 Academic organisational structure and Appendix 36 Non-academic organisational structure) (approved by Registrar 15.06.04)

## **JULY**

### **CHAPTER A - ADMINISTRATION AND ORGANISATION**

A/2.4 University Quality Framework - Revised QUT Quality Framework (replaces former Appendix 37 Quality Management System) - approved by Planning and Resources Committee 07.07.04

A/3.1 QUT Council - Updated membership details

A/3.2 QUT committees structure - Revised terms of reference and membership provisions for A/3.2.8 Vice-Chancellor's Advisory Committee, A/3.2.9 QUT International Offices Coordinating Committee, A/3.2.10 Community Services Advisory Committee, A/3.2.14 International Policy and Strategy Committee and A/3.2.15 QUT Staff Community Welfare Committee and established new committees A/3.2.16 IT and Library Resources Advisory Committee and A/3.2.17 Physical Infrastructure Advisory Committee, as per recommendations of Vice-Chancellor's Panel of 2003 / 2004 Committees Review) (approved by Vice-Chancellor 29.06.04)

A/8.1 Equity Board - Revised terms of reference and membership of Equity Board in accordance with recommendations of Vice-Chancellor's Panel of 2003 / 2004 Committees Review ( to be further reviewed by end of 2004); updated details of Low-SES Student Equity Committee, Disability Services Committee and Cultural Diversity Committee in accordance with recommendations of Vice-Chancellor's Panel of 2003 / 2004 Committees Review (to be further reviewed by end of 2004)

A/8.2.1 Equity Awards Committee - Updated in accordance with recommendations of Vice-Chancellor's Panel of 2003 / 2004 Committees Review (to be further reviewed by end of 2004)

A/8.5.1 Aboriginal and Torres Strait Islander support - Revised terms of reference of Aboriginal and Torres Strait Islander Committee in accordance with recommendations of Vice-Chancellor's Panel of 2003 / 2004 Committees Review (to be further reviewed by end of 2004)

A/9.1 Health and safety policy - Reviewed as part of scheduled policy review process - minor editorial changes only

A/9.2 Health and safety management - Policy reviewed (minor editorial amendment to A/9.2.1 consistent with current practice; revised terms of reference and membership of University Health and Safety Committee in accordance with recommendations of Vice-Chancellor's Panel of the 2003/2004 Committees Review

A/9.3 Biosafety/health and safety in research - Reviewed as part of scheduled policy review process (no changes made but policy to be further revised as result of Audit Report on Risk Management in Laboratories (Biosafety)

A/9.4 Children on campus - Reviewed as part of scheduled policy review process - minor editorial changes only

A/9.5 First aid and medical emergencies - Reviewed as part of scheduled policy review process - minor editorial changes only

A/9.6 Communicable / infectious diseases - Policy reviewed and renamed (previously 'A/9.6 Infectious diseases')

A/9.8 Chemical management policy - Reviewed as part of scheduled policy review process (no changes made but policy to be further revised as part of Risk Management review)

### **CHAPTER B - HUMAN RESOURCES**

B/4.3 Selection panels - Revised terms of reference and membership of senior appointment panels (approved by Council 02.06.04)

B/9.3 Performance Planning and Review for senior staff - Revised policy to include new process for bonus pay for senior staff (approved by Council 02.06.04)

B/12.14 Professional development program for professional staff - 'General staff' replaced by 'professional staff'; revised committee title, terms of reference and membership for PDP Committee (Professional Staff) in accordance with recommendations of Vice-Chancellor's Panel of 2003 / 2004 Committees Review

B/12.17 Staff awards - 'General staff' replaced by 'professional staff'; revised committee title, terms of reference and membership for Outstanding Contribution Award (Professional Staff) Committee in accordance with recommendations of Vice-Chancellor's Panel of 2003 / 2004 Committees Review

### **CHAPTER C - TEACHING AND LEARNING**

C/11.1 Awards for outstanding academic contribution - Revised terms of reference and membership for Outstanding Contribution Award (Academic Staff) Committee in accordance with recommendations of Vice-Chancellor's Panel of 2003 / 2004 Committees Review

### **CHAPTER D - RESEARCH AND DEVELOPMENT**

D/6.1 University research ethics - Revised terms of reference and membership of D/6.1.1 University Human Research Ethics Committee, D/6.1.2 University Animal Ethics Committee and D/6.1.3. QUT Institute Biosafety Committee (GTR) in accordance with recommendations of Vice-Chancellor's Panel of 2003 / 2004 Committees Review

D/7.2 Policy on consultancy and commercial research - Editorial amendments in accordance with MOPP Appendix 3 Schedule of Authorities and Delegations (approved by Council 07.04.04 and Vice-Chancellor 23.04.04)

D/8.2 Intellectual Property Committee - Updated (description, tenure, frequency of meeting, and reporting) in accordance with recommendations of Vice-Chancellor's Panel of 2003 / 2004 Committees Review (Intellectual Property Committee to be further reviewed by end of 2004)

### **CHAPTER E - STUDENT SERVICES AND ADMINISTRATION**

E/7.3 Student financial assistance - Revised terms of reference and reporting arrangements of Student Financial Assistance Scheme Committee in accordance with recommendations of Vice-Chancellor's Panel of 2003 / 2004 Committees Review

### **CHAPTER F - COMMUNICATION**

F/1.1 Provision and use of information resources and services - Deleted reference to ITSGC, disbanded June 2004, and replaced with reference to new IT and Library Resources Advisory Committee

F/1.2 Information systems security policy - Deleted reference to ITSGC, disbanded June 2004, and replaced with reference to new IT and Library Resources Advisory Committee

F/8.3 Archives policy - Archives Management Committee disbanded June 2004 (as per recommendations of Vice-Chancellor's Panel of 2003 / 2004 Committees Review) (approved by Vice-Chancellor 29.06.04)

### **CHAPTER G - FINANCIAL MANAGEMENT**

G/6.1 Contract management policy - New policy to embed risk management principles within QUT contract management practices (approved by Executive Director, Finance and Resource Planning, 13.07.04)

### **CHAPTER H - PHYSICAL FACILITIES**

H/2.1 Planning and management of physical facilities - Revised to reflect new committee structure incorporating Physical and Virtual Steering Committee and Physical Infrastructure Advisory Committee; deleted Buildings and Grounds Committee (disbanded June 2004)

### **CHAPTER I - SUPPORT SERVICES**

I/2.2 Asset Management Plan - Deleted reference to Information Technology Strategic Governance Committee being responsible for developing and monitoring effectiveness of the Asset Management Plan (ITSGC disbanded June 2004 as part of recommendations of Vice-Chancellor's Panel of 2003/2004 Committees Review)

I/2.3 Advisory Committees - Information Technology Strategic Governance Committee disbanded June 2004; Division of Technology, Information and Learning Support Advisory Committee disbanded as Vice-Chancellor's committee June 2004 (in accordance with recommendations of Vice-Chancellor's Panel of 2003/2004 Committees Review)

## **APPENDICES**

Appendix 1b Statutes of the Queensland University of Technology - minor editorial changes ('chairperson' replaced with 'chair') in accordance with Committees Review (Council Panel) recommendations

Appendix 2 Council Procedures - Minor editorial changes ('chairperson' replaced with 'chair') in accordance with Committees Review (Council Panel) recommendations

Appendix 8 QUT Committees Structure - Updated to reflect changes approved in 2003-2004 Committees Review

Appendix 37 Quality Management System - DELETED (revised University Quality Framework now included in A/2.4)

## **AUGUST**

### **CHAPTER A - ADMINISTRATION AND ORGANISATION**

A/2.2 University Planning Framework - Revised plan title to 'Learning and Teaching' (previously 'Teaching and Learning'); New top-level plans approved by Council 21.07.04

### **CHAPTER C - TEACHING AND LEARNING**

C/1.3 Graduate capabilities - Revised policy to include statement on graduate capabilities in postgraduate courses (approved by University Academic Board 13.08.04; endorsed by Teaching and Learning Committee 27.07.04)

C/2.1 Teaching and Learning Plan - Revised plan title to 'Learning and Teaching' (previously 'Teaching and Learning'); New top-level plans approved by Council 21.07.04

C/3.4 Articulation of awards - Revised policy relating to credit for master degree awards (approved by University Academic Board 25.06.04)

C/9.2 QUT Grading System - Revised policy relating to grades of 3 in credit applications (approved by University Academic Board 25.06.04)

C/9.3 Procedures for academic dishonesty - Revised procedures for academic dishonesty (approved by University Academic Board 13.08.04; endorsed by Academic Policy and Procedures Committee 04.08.04)

### **CHAPTER D - RESEARCH AND DEVELOPMENT**

D/2.6 QUT Code of Conduct for Research - Revised to incorporate ethical conduct issues and to address postgraduate student research misconduct (approved by University Academic Board 13.08.04; endorsed by University Research and Development Committee 23.04.04) - rescinded former policy D/6.2 Ethical conduct of research

D/6.2 Ethical conduct of research - DELETED - Rescinded policy (approved by University Academic Board 13.08.04)

### **CHAPTER E - STUDENT SERVICES AND ADMINISTRATION**

E/4.2 Academic credit - Revised policy on maximum credit (approved by University Academic Board 25.06.04)

E/5.1 Class timetabling policy - Added reference and link to new policy on catering in classrooms (H/6.2.2)

### **CHAPTER F - COMMUNICATION**

F/2.2 QUT name, logo and Seal - Editorial amendment in accordance with MOPP Appendix 3 - Part 2 (approved by Vice-Chancellor 23.04.04 and 29.06.04) - 'discipline heads, CIF' may grant special permission for use of QUT logo on assignments

### **CHAPTER G - FINANCIAL MANAGEMENT**

G/3.1 Investment Policy - Revised policy (approved by Planning and Resources Committee 07.07.04)

G/4.1 Budget - Editorial (updated policy to include revised list of specific budget policies, new position titles and new section titles - Resources Manager now Associate Director, Financial Services; Resources Section now Budget Management Unit) (approved by Acting Director, Financial Services 06.07.04)

G/7.1 Assets - Revised policy (approved by Executive Director, Finance and Resource Planning 26.07.04)

G/9.1 Audit and Risk Management Committee of Council - Revised committee title and terms of reference (approved by Council 21.07.04)

## **CHAPTER H - PHYSICAL FACILITIES**

H/2.1 Planning and management of physical facilities - Editorial amendment (to reflect new structure within Finance and Resource Planning - Resources Section now Budget Management; Resources Manager now Associate Director, Financial Services)

H/5.2 University funded works - Editorial amendment (removed reference to Buildings and Grounds Committee which has been disbanded - replaced with 'sketch plans are reviewed by the University's architectural advisor') (authorised by Director, Facilities Management 19.08.04)

H/6.2 Cleaning - Added new policy relating to catering arrangements in classrooms (approved by Registrar 20.08.04)

## **APPENDICES**

Appendix 3 Schedule of Authorities and Delegations - Revised Schedule of Authorities and Delegations (Part 2: Vice-Chancellor) - amendments approved by Vice-Chancellor 29.06.04; and editorial amendment (to incorporate changes made to policy B/9.3 relating to new process for bonus pay for senior staff; and revised terms of reference of Chancellor's Committee A/3.2.11 - approved by Council 02.06.04)

Appendix 5 QUT Organisational Structure - Revised organisational structure (Division of International and Development)

Appendix 9 Doctor of Philosophy Regulations - Revised PhD Regulations 16.9 and 16.10 relating to thesis examination without faculty endorsement (approved by University Academic Board 13.08.04; endorsed by University Research and Development Committee 30.07.04)

# **SEPTEMBER**

## **CHAPTER A - ADMINISTRATION AND ORGANISATION**

A/3.1 QUT Council - Updated membership details to include new Chancellor (Major-General Peter Arnison, five year term from 09.09.04)

A/7.1 Indemnity and insurance - Revised policy to clarify QUT's obligations in providing guarantees or indemnities and to ensure compliance with statutory requirements (approved by Council 08/09/04, endorsed by Audit and Risk Management Committee 01.09.04)

## **CHAPTER C - TEACHING AND LEARNING**

C/2.3 Committee structure relating to teaching and learning - Editorial amendment consistent with revised terms of reference of committees as per recommendations of the 2003/2004 Committees Review

C/4.1 Major course developments - Revised policy to clarify course approval process (approved by Council 08.09.04; endorsed by University Academic Board 13.08.04 and Teaching and Learning Committee 08.06.04)

C/7.2 Responsibility for teaching of units - Change to Terminology (EFTSU replaced by EFTSL)

## **CHAPTER D - RESEARCH AND DEVELOPMENT**

D/5.2 Research Degrees Committee - Revised terms of reference and membership provisions, in accordance with recommendations of Council Panel of the 2003/2004 Committees Review (approved by Council 02.06.04)

D/5.6 Postgraduate grants-in-aid schemes - Editorial amendment consistent with revised terms of reference of Research Degrees Committee

## **CHAPTER F - COMMUNICATION**

F/3.1 Marketing and public relations - Revised terms of reference and membership provisions of Marketing Committee in accordance with recommendations of Vice-Chancellor's Panel of the 2003/2004 Committees Review (approved by Vice-Chancellor 29.06.04)

### **APPENDICES**

Appendix 10 Course documentation and proformas - Revised to reflect minor changes to policy on course approval (approved by Council 08.09.04; endorsed by University Academic Board 13.08.04 and Teaching and Learning Committee 08.06.04)

Appendix 60 QUT Internal Audit Charter - Revised Internal Audit Charter to reflect current reporting arrangements (approved by Audit and Risk Management Committee 01.09.04)

## **OCTOBER**

### **CHAPTER A - ADMINISTRATION AND ORGANISATION**

A/3.2 QUT committees structure - Revised committee name and terms of reference for A/3.2.16 Information Technology Advisory Committee (formerly Information Technology and Library Resources Advisory Committee) - approved by Vice-Chancellor 07.10.04 (endorsed by Physical and Virtual Steering Committee 27.09.04)

A/3.3 Principal and senior officers - Revised policy to incorporate revised responsibilities of senior officers in accordance with current management structure (new position descriptions for Deputy Vice-Chancellors, heads of division and Executive Director, FRP approved by Vice-Chancellor 21.10.04)

### **CHAPTER G - FINANCIAL MANAGEMENT**

G/11.4 Assets - Editorial amendments consistent with Schedule of Authorities and Delegations (Appendix 3) and new position titles within Department of Financial Services (approved by Director, Financial Services 20.10.04)

### **CHAPTER I – SUPPORT SERVICES - DELETED**

### **APPENDICES**

Appendix 8 QUT Committees Structure - Committee name change (Information Technology Advisory Committee) - formerly Information Technology and Library Resources Advisory Committee (approved by Vice-Chancellor 07.10.04)

## **NOVEMBER**

### **CHAPTER A - ADMINISTRATION AND ORGANISATION**

A/1 Legislation and governance - New QUT Governance Framework (approved by Council 27.10.04); A/1 restructured to incorporate A/1.1 QUT Governance Framework, A/1.2 QUT Corporate Governance Guidelines (formerly A/3.1.3) and A/1.3 Compliance policy (formerly A/1.2)

A/3.1 QUT Council - Revised to include new sections on role of Chancellor and QUT Council Charter (Council Charter approved by Council 27.10.04)

A/5.1 Alumni - Revised policy, terms of reference of Alumni Board, and awards structure (endorsed by Alumni Board 23.06.04); rescinded Council Procedure No 2 Conduct of Alumni (approved by Council 27.10.04)

### **CHAPTER C - TEACHING AND LEARNING**

C/1.1 Approach to and context of teaching and learning – New policy (approved by University Academic Board 01.10.04; endorsed by Teaching and Learning Committee 14.09.04); replaces former section C/1.1 Funding of teaching activities (now incorporated into G/1.1 Financial management)

C/1.2 Learning and Teaching Plan – Renumbered (formerly C/2.1)

C/1.3 Committee structure relating to teaching and learning – Renumbered (formerly C/2.3); Teaching and Learning Committee now C/1.3.1, Faculty Academic Boards now C/1.3.2, Faculty and School Advisory Committees now C/1.3.3)  
C/1.4 Graduate capabilities – Renumbered (formerly C/1.3)

C/11.1 Awards for outstanding academic contribution - Revised policy to clarify nomination process and requirement for provision of new supporting evidence (approved by Vice-Chancellor 28.09.04, endorsed by Outstanding Contribution Award (Academic Staff) Committee 13.09.04)

#### **CHAPTER G - FINANCIAL MANAGEMENT**

G/1.1 Financial management - Revised policy (to incorporate information from former C/1.1 Funding of teaching activities - approved by Executive Director, Finance and Resource Planning 12.11.04); C/1.1 replaced with new section "Approach to and context of teaching and learning" (approved by University Academic Board 01.10.04)

#### **CHAPTER H - PHYSICAL FACILITIES**

H/3.1 Site - Revised policy to include provisions re bicycle parking (approved by Registrar 16.11.04)

#### **APPENDICES**

Appendix 1c Student Rules - Revised Student Rules (Part 4 and Schedule 2) to ensure consistency with requirements and terminology of Higher Education Support Act 2003 (approved by Council 27.10.04)

Appendix 2 QUT Council Procedures – Rescinded Council Procedure No 2 (Conduct of Alumni) (approved by Council 27.10.04)

## **DECEMBER**

#### **CHAPTER C - TEACHING AND LEARNING**

C/1.4 Graduate capabilities - Revised to include new electronic portfolio policy (approved executively by Chair, University Academic Board 26.11.04)

#### **CHAPTER D - RESEARCH AND DEVELOPMENT**

D/6.1 University research ethics - Revised committee title, terms of reference and membership for QUT Institute Biosafety Committee (approved by Vice-Chancellor 06.12.04; endorsed by University Academic Board 19.11.04)

D/8.2 Intellectual Property Policy Committee - Revised committee title and terms of reference following review by Deputy Vice-Chancellor (Research and Commercialisation) as recommended by 2003 / 2004 Committees Review (approved by Vice-Chancellor 06.12.04)

#### **CHAPTER E - STUDENT SERVICES AND ADMINISTRATION**

E/4.1 Student admission - Revised policy re ATN credit transfer and readmission (approved by University Academic Board 19.11.04)

E/4.2 Academic credit - Revised policy re ATN credit transfer arrangements (approved by University Academic Board 19.11.04)

E/4.3 Enrolment programs - Revised policy (rescinded former E/4.3.7 Alternative studies and renumbered remaining sections; added additional text to re-numbered E/4.3.9 to reflect Student Rule 8(3) - approved by University Academic Board 19.11.04)

E/7.1 Student fees and charges - Revised policy consistent with Higher Education Support Act 2003 (approved by University Academic Board 19.11.04)

E/7.3 Student financial assistance - Revised policy consistent with Higher Education Support Act 2003 (approved by University Academic Board 19.11.04)

E/10.1 Graduation requirements - Revised policy to provide for the awarding of research higher degrees posthumously (approved by University Academic Board 19.11.04, endorsed by University Research and Development Committee 12.11.04)

E/11.2 Industry sponsored student bursaries - Minor editorial amendment consistent with Higher Education Support Act 2003 (approved by Acting Registrar 15.12.04)

E/11.3 Industry sponsored student scholarships - Minor editorial amendment consistent with Higher Education Support Act 2003 (approved by Acting Registrar 15.12.04)

E/12.2 Selection of exchange students - Revised policy to reflect new structures for processing applications from international students (approved by Deputy Vice-Chancellor (International and Development) 7.12.04; endorsed by Academic Policy and Procedures Committee 10.11.04)

#### **CHAPTER F - COMMUNICATION**

F/1.6 Electronic portfolio - New policy (approved executively by Chair, University Academic Board 26.11.04)

#### **CHAPTER G - FINANCIAL MANAGEMENT**

G/6.1 Contract management policy - Revised policy (approved by Executive Director, Finance and Resource Planning 14.12.04)

#### **APPENDICES**

Appendix 5 QUT Organisational Structure - Revised organisational structure for Faculty of Built Environment and Engineering (effective from 01.01.2005) - approved by Council 21.07.04

Appendix 50a Notes for the guidance of examiners of theses - Master of Applied Science or Master of Engineering - DELETED

Appendix 65 QUT internal research grants - a guide to expenditure - DELETED