

TABLE OF CONTENTS

Replaces (please remove) Table of Contents Issued 12/08

PART 1 ORGANISATION

- 1.1 **USQ MISSION**
 - 1.1.1 University Vision Statement
- 1.2 **VALUES STATEMENT**
 - 1.2.1 Policy on Multiculturalism
 - 1.2.2 USQ Equity in Education Policy
 - 1.2.3 Academic Honesty
 - 1.2.4 Environmental Management Policy
- 1.3 **ORGANISATIONAL STRUCTURE AND COMMITTEE STRUCTURE**
 - 1.3.1 University Activity Structure for Use in Planning and Reporting
- 1.4 **PRINCIPAL DATES**
 - 1.4.2 2009 Academic Calendar – Semester 6
- 1.5 **2009 UNIVERSITY MEETING SCHEDULE**
- 1.6 **POLICY ON POLICIES**
- 1.7 **USQ RISK MANAGEMENT POLICY**
- 1.8 **POLICY ON COMPLIANCE MANAGEMENT**
- 1.9 **POLICY ON FRAUD AND CORRUPTION CONTROL**
- 1.10 **WHISTLEBLOWER PROTECTION POLICY**
- 1.11 **SPACE MANAGEMENT POLICY**
- 1.12 **POLICY ON BUSINESS CONTINUITY MANAGEMENT**
- 1.13 **HIRE OF USQ FACILITIES POLICY**
- 1.14 **POLICY ON RELIGIOUS SERVICES**

PART 2 GOVERNANCE

- 2.1 **USQ ACT 1998**
- 2.2 **STATUTES**
- 2.3 **RULES**
- 2.4 **THE COUNCIL**
 - 2.4.1 Regulations for the Conduct of Meetings of Council
 - 2.4.2 Council Policy on Conflict of Interest
 - 2.4.3 Council Statement of Responsibility
 - 2.4.4 Council Dispute Resolution Policy and Procedures
 - 2.4.5 Schedule of Council Delegations
 - 2.4.6 Nominations and Skills Audit Processes

Warning – Uncontrolled when printed. The current version of this document is kept on the USQ website.

TABLE OF CONTENTS

- 2.4.7 Selection of Chancellor Policy and Procedures
- 2.5 Nil
- 2.6 **COMMITTEES OF THE COUNCIL**
 - 2.6.1 Chancellor's Committee
 - 2.6.2 Honorary Awards Committee
 - 2.6.3 Audit and Risk Committee
 - 2.6.4 Finance and Facilities Committee
 - 2.6.4.1 Investments and Contracts Subcommittee
 - 2.6.5 Governance and Legislation Committee
 - 2.6.6 Discipline Committee
 - 2.6.7 University Appeals Board
- 2.7 **HONORARY AWARDS AND TITLES CONFERRED BY COUNCIL**
 - 2.7.1 Policy Statement on Honorary Awards and Titles
- 2.8 **THE USE OF THE UNIVERSITY SEAL**

PART 3 MANAGEMENT

- 3.1 **INSTRUMENTS OF DELEGATION OF AUTHORITY**
 - 3.1.1 Vice-Chancellor
- 3.2 **ACADEMIC BOARD**
 - 3.2.1 Academic Board Membership
- 3.3 **COMMITTEES OF THE ACADEMIC BOARD**
 - 3.3.1 Executive Committee
 - 3.3.2 International and Educational Partnership Committee
 - 3.3.3 Learning and Teaching Committee
 - 3.3.4 Program and Policy Review Committee
 - 3.3.5 Research Committee
 - 3.3.5.1 Graduate Research Committee
 - 3.3.5.2 Animal Research Ethics Committee
 - 3.3.5.3 Human Research Ethics Committee
 - 3.3.5.4 Institutional Biosafety Committee
- 3.4 **VICE-CHANCELLOR'S COMMITTEE**
 - 3.4.1 Senior Leadership Forum
- 3.5 **COMMITTEES REPORTING TO THE VICE-CHANCELLOR**
 - 3.5.1 Executive Workplace Health and Safety Committee
 - 3.5.2 Intellectual Property Committee
 - 3.5.3 No current issue
 - 3.5.4 ICT Strategy Committee
 - 3.5.4.1 ICT Business Advisory Committee
 - 3.5.5 Environment and Sustainability Committee
 - 3.5.6 University Program Management Committee
 - 3.5.7 No current issue
 - 3.5.8 No current issue
 - 3.5.9 Social Justice Committee
 - 3.5.9.1 Disability Advisory Committee

Warning – Uncontrolled when printed. The current version of this document is kept on the USQ website.

TABLE OF CONTENTS

- 3.5.9.2 Indigenous Affairs Committee
- 3.5.9.3 Status of Women in Employment and Education Committee
- 3.5.9.4 Student Equity Network
- 3.5.9.5 Multicultural and Transnational Advisory Committee
- 3.5.9.6 Staff Equity Advisory Group
- 3.5.10 Budget Management Committee
- 3.5.11 Planning, Quality and Review Committee
- 3.5.12 Staff Planning & Policy Committee
- 3.5.13 Transition, Retention, Progression, And Evaluation Committee
- 3.6 **FACULTY COMMITTEES AND BOARDS**
 - 3.6.1 Faculty Boards
 - 3.6.1.1 Faculty Program Management Committee
 - 3.6.1.2 Faculty Learning and Teaching Committee
 - 3.6.1.3 Faculty Research Committee
 - 3.6.1 Faculty of Arts Board Membership
 - 3.6.1 Faculty of Business Board Membership
 - 3.6.1 Faculty of Education Board Membership
 - 3.6.1 Faculty of Engineering and Surveying Board Membership
 - 3.6.1 Faculty of Sciences Board Membership
 - 3.6.2 no current issue
 - 3.6.3 Faculty Advisory Committees
 - 3.6.3 Faculty of Arts Committee Membership
 - 3.6.3 Faculty of Business Advisory Committee Membership
 - 3.6.3 Faculty of Education Advisory Committee Membership
 - 3.6.3 Faculty of Engineering and Surveying Advisory Committee Membership
 - 3.6.3 Faculty of Sciences Advisory Committee Membership
 - 3.6.4 Faculty Committees - Procedures and General Matters
- 3.7 **OTHER UNIVERSITY COMMUNICATION FORA**
 - 3.7.1 University Assembly
 - 3.7.2 Faculty Assembly
- 3.8 **CONFLICT RESOLUTION MECHANISMS AND GRIEVANCES**

PART 4 ACADEMIC PROGRAM

- 4.1 **PROGRAM ACCREDITATION REGISTER – Current Programs**
- 4.1 **PROGRAM ACCREDITATION REGISTER – No New Admissions**
- 4.2 **THE PLANNING, ACCREDITATION AND REVIEW PROCESS FOR ACADEMIC PROGRAMS (attached Business Plan Template, Program Major Change Form 1 and Program Minor Change Form 2)**
 - 4.2.1 Guidelines for the Development of Certificate Awards, Advanced Certificate Awards, Associate Degree Awards and Graduate Certificate Awards
 - 4.2.2 Program Nomenclature Guidelines
 - 4.2.3 Teaching of USQ Programs in a Language Other Than English
 - 4.2.4 Guiding Principles Relating to Proposals to Accredit Programs Offered by Other Institutions
 - 4.2.5 The Qualities of a USQ Graduate
 - 4.2.6 Standard Statements for Course Specifications
 - 4.2.7 Professional Doctorate Guidelines and Minimum Standards

Warning – Uncontrolled when printed. The current version of this document is kept on the USQ website.

TABLE OF CONTENTS

- 4.3 THE UNIVERSITY OF SOUTHERN QUEENSLAND'S POSTGRADUATE RESEARCH SCHOLARSHIP PROGRAM
- 4.4 MASTERS DEGREE PROGRAMS
- 4.5 GUIDELINES FOR THE PREPARATION OF RESEARCH DISSERTATIONS
 - 4.5.1 Proof-Reading and Editing of Theses and Dissertations by External Editors
- 4.6 FEES
 - 4.6.1 Guidelines for Domestic Fee-Paying Undergraduate and Postgraduate Students in Award Courses
 - 4.6.1.1 USQ Policy for Determining Whether a Postgraduate Program should be HECS-Liable or Fee-Paying
 - 4.6.2 International Schedule of Courses and Fees
 - 4.6.3 Policy on Refund of Fees
 - 4.6.4 Domestic Schedule of Courses and Fees
 - 4.6.5 Policy on Domestic Students in Fee-paying Undergraduate Programs
 - 4.6.6 Extension of Time – Payment of Fees Policy
 - 4.6.7 OS - HELP
- 4.7 MINIMUM CLASS SIZES
- 4.8 COURSE IDENTIFICATION
- 4.9 PRINCIPLES TO GOVERN CROSS-FACULTY TEACHING
- 4.10 POLICY ON SPECIAL COURSES FOR OVERSEAS STUDENT EXCHANGES
- 4.11 POLICY AND GUIDELINES FOR THE AWARD OF POSTHUMOUS DEGREES
- 4.12 PROTOCOL FOR MANAGING JOINTLY BADGED AWARDS
- 4.13 PROTOCOL FOR UNI START PROGRAMS
- 4.14 EXAMINATION PROCEDURES
- 4.15 STUDENT DEFENCE FORCE RESERVISTS SUPPORT POLICY
- 4.16 POLICY ON NATIONAL CODE 2007 STANDARD 7 – TRANSFER BETWEEN PROVIDERS (INCLUDING STUDENT REQUEST FOR RELEASE FORM; LETTER OF RELEASE NOT SUPPORTED; LETTER OF RELEASE AND TRANSFER BETWEEN REGISTERED PROVIDERS CHAIR)

PART 5 ACADEMIC REGULATIONS

- 5.1 DEFINITIONS
- 5.2 PROGRAMS
- 5.3 COURSES
- 5.4 ADMISSION
- 5.5 ENROLMENT
- 5.6 ASSESSMENT
- 5.6 AWARDS AND PRIZES
- 5.8 AWARD ELIGIBILITY AND GRADUATION POLICY
- 5.9 ACADEMIC STANDING, PROGRESSION AND EXCLUSION
- 5.10 STUDENT ACADEMIC MISCONDUCT
- 5.11 APPEALS
- 5.12 BACHELOR DEGREES WITH HONOURS

Warning – Uncontrolled when printed. The current version of this document is kept on the USQ website.

TABLE OF CONTENTS

- 5.13 MASTER OF PHILOSOPHY
- 5.14 DOCTOR OF PHILOSOPHY
- 5.15 RULES REGARDING THE EXAMINATION AND AWARD OF RESEARCH HIGHER DEGREES
- 5.16 HIGHER DOCTORATES

PART 6 STUDENT AFFAIRS

- 6.1 STUDENT DISCIPLINE
- 6.2 STUDENT APPEAL AND GRIEVANCE PROCEDURES
- 6.3 PROTOCOL ON STUDENT IDENTIFICATION
- 6.4 No current issue
- 6.5 PROFESSIONAL AND RESEARCH ETHICS, AND THE CONDUCT OF INDEPENDENT RESEARCH BY UNDERGRADUATE, HONOURS AND POSTGRADUATE COURSEWORK STUDENTS
- 6.6 POLICY FOR HANDLING PERSONAL STUDENT INFORMATION
 - 6.6.1 Access to the Student Record Base
- 6.7 POLICY ON STUDENT ADVICE, STUDENT WELFARE AND PASTORAL SUPPORT
- 6.8 STUDENTS WITH A DISABILITY POLICY

PART 7 TEACHING, RESEARCH AND SCHOLARSHIP

- 7.1 POLICY ON RESEARCH AND SCHOLARSHIP
 - 7.1.1 Policy on Overheads for Research Grants and Contracts
- 7.2 MINIMUM STANDARDS OF SUPPORT FOR RESEARCH HIGHER DEGREE STUDENTS
- 7.3 POLICY ON CENTRES FOR RESEARCH AND DEVELOPMENT
- 7.4 CENTRES OF RESEARCH AND DEVELOPMENT
- 7.5 POLICY ON LEARNING AND TEACHING
 - 7.5.1 Policy on the Evaluation of Teaching, Courses and Programs
- 7.6 POLICY ON CLARITY OF ENGLISH LANGUAGE EXPRESSION AND GRAMMAR WITHIN ASSESSMENT ITEMS
- 7.7 USQ LEARNING AND TEACHING FELLOWSHIPS POLICY
- 7.8 AWARDS FOR EXCELLENCE
 - 7.8.1 Award for Teaching Excellence
 - 7.8.2 Award for Programs and Services that Enhance Learning
 - 7.8.3 Citation for Outstanding Contribution to Student Learning
 - 7.8.4 Research, Scholarship or Postgraduate Research Supervision
- 7.9 CONSULTANCY AND PRIVATE PRACTICE
 - 7.9.1 Intellectual Property Policy
 - 7.9.2 Student Participation Deed

PART 8 AGREEMENTS

- 8.1 EXCHANGE AGREEMENTS

Warning – Uncontrolled when printed. The current version of this document is kept on the USQ website.

PART 9 PLANNING, QUALITY AND REVIEW

- 9.1 USQ PLANNING POLICY
- 9.2 USQ QUALITY POLICY
- 9.3 PROCESS REVIEWS
- 9.4 ORGANISATIONAL SECTION REVIEWS

PART 10 INFORMATION TECHNOLOGY

- 10.1 USQ POLICY FOR ICT INFORMATION MANAGEMENT AND SECURITY
- 10.13 OFFICIAL INFORMATION POLICY AND PROCEDURES

PART 11 RECORDS AND ARCHIVES

- 11.1 USQ RECORDS MANAGEMENT GOVERNANCE POLICY
- 11.2 USQ PRIVACY PLAN
- 11.3 USQ PRIVACY POLICY
- 11.4 USQ ePRINTS COLLECTION DEVELOPMENT POLICY
- 11.5 USQ RECORDS DISPOSAL POLICY
- 11.6 BUSINESS CLASSIFICATION SCHEME POLICY
 - 11.6.1 Business Classification Scheme Policy – Level 1 Functions
 - 11.6.2 Business Classification Scheme Policy – Level 1 Functions (Scope Notes)
 - 11.6.3 Business Classification Scheme Policy – Level 2 Functions and Activities
 - 11.6.4 Business Classification Scheme Policy – Level 3 Functions, Activities and Transactions
- 11.7 USQ DISASTER PREPAREDNESS (HARD COPY RECORDS) POLICY
 - 11.7.1 USQ Disaster Preparedness (Hard Copy Records) Plan
 - 11.7.2 USQ Disaster Preparedness (Hard Copy Records) Action Sheets
 - 11.7.3 USQ Disaster Preparedness (Hard Copy Records) Checklists
- 11.8 COLLECTION POLICY FOR THE USQ HISTORICAL ARCHIVES