

COVID-19 Policy Addendum

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This Addendum was approved by the President and Vice-Chancellor on 26 August 2020.

This Addendum is intended to operate as a new policy of the University modifying certain existing Policies, Procedures and Guidelines ('policy documents') on an interim basis to take account of the effects of the COVID-19 pandemic. The Addendum is to operate as if the content of the Table below were incorporated into each of the named policy documents.

The interim changes in this Addendum are an amendment to the relevant document and have the same compliance status as the relevant Policy, Procedure or Guideline.

The Addendum will remain in force until it is removed from the Governance [Policy website](#). The Director of Governance may approve minor updates according to COVID-19 information distributed by the President and Vice-Chancellor.

Division of the Deputy Vice-Chancellor Academic

Responsible Officer	Title of policy document	Sections(s)	Interim changes
Deputy Vice-Chancellor Academic	Academic Progression and Enrolment Policy	Section 4, point 6	Withdrawal from a course after the census date in Term 1 /Semester 1 2020 will not impact a student's academic standing
Deputy Vice-Chancellor Academic	Academic Progression Procedure	Section 4	No student will be placed on academic Suspension or Exclusion at the conclusion of Term 1 and Term 2 2020
Deputy Vice-Chancellor Academic	Academic Promotions Procedure	Section 4 (3) point 3 and point 4 Section 4 (4)	Summative Peer Review of Teaching will not be a mandatory requirement for applicants for the 2020 round.
Deputy Vice-Chancellor Academic	Assessment Implementation Procedure	Section 2 and 2.1	<p>Section 2 Examinations</p> <p>Given the unprecedented circumstances surrounding the COVID-19 pandemic, UNSW has moved to online learning and adjusted assessment tasks appropriately. All Term 2 2020 courses are available to commence and complete online. UNSW is trialling a new digital assessment platform in T2 and T3 of 2020.</p> <p>Changes in relation to exams are not provisional. UNSW will amend this Procedure to include adjustment for online exams.</p>
		Section 5	<p>Section 5 Special Consideration</p> <p>Important information relating to special consideration and online assessment is available here. https://student.unsw.edu.au/special-consideration.</p>
		Section 8	<p>Section 8</p> <p>Calculations of Excellence and Distinction will take into consideration that a large number of courses changed their grading basis to SY/FL in Term 1.</p>
Deputy Vice-Chancellor Academic	Enrolment and Withdrawal Procedure	Section 2.2	Courses dropped from Term 1/Semester 1 2020 enrolment, after the deadline to withdraw without academic penalty will not appear on an official transcript and will not count as a fail in the calculation of academic standing. A grade of NF (No Fail) will be recorded on the student's record, not a grade of AW (Academic Withdrawal).
		Section 2.3.1	In the event of a successful application for fee remission, the course will be assigned a grade of NF (No Fail) not PW

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			(Permitted Withdrawal) and will not be included as a fail in the calculation of academic standing.
		Section 3	For Term 1/Semester 1 2020 only, failed courses will not appear on an official academic transcript.
Deputy Vice-Chancellor Academic	Program Delivery Procedure	Section 4.3	4.3 Learning Environments It is unwieldy to expect detailed capture of changes to learning environments in accordance with the course approval process and capture via AIMS/ECLIPS. Schools may report generally to Academic Board.
		Section 5	5. Scheduling of classes and allocation of teaching spaces Rostering may occur for social distancing and the timetabling system may not identify when a class is on-campus or online
Deputy Vice-Chancellor Academic	Student Fee Procedure	Section 6	Unpaid fees from Term 1 and Term 2 2020 will not be referred to a debt collection agency.
Deputy Vice-Chancellor Academic	Work Integrated Learning Procedure	Section 3.3	<p><i>Regarding local unpaid placement WIL:</i> During the period of COVID-19 restrictions, a student who is engaged in a WIL activity, and is not employed by a WIL partner organisation and is required to work from home while undertaking their WIL placement must: read the work at home safety guide and complete, submit, and have approved the safety checklist before commencing work at home, and use the clock-on and clock-off PowerApp each time they work at home. These activities are managed by WIL Central on the WIL Work at Home SharePoint site.</p> <p><i>Regarding local paid placement WIL:</i> students undertaking a local WIL placement as a paid employee of the partner organisation are able to do so under the conditions listed above and hence no update in the Procedure is required.</p> <p><i>Regarding local project-based WIL:</i> as these WIL activities are delivered in a blended model of campus-based and host organisation workshops, the only adjustment required in both T1 & T2 was to move workshops online hence no change in the Procedure is required.</p>

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			<i>Regarding overseas WIL:</i> Even though no overseas WIL activity will be approved until DFAT changes its current travel advisor, no 'in scope' program has a mandatory overseas WIL requirement and thus there is no impact on the Procedure.

Division of the Deputy Vice-Chancellor Enterprise

Responsible Officer	Title of document	Sections(s)	Interim changes
Manager, Records & Archives	Archives Access Guideline	Sections 2 and 3	The Archives' Reading Room is closed, except to UNSW staff for essential business purposes. Non-digital sections of the Archives will therefore be unavailable to all other users until the UNSW campus is fully reopened.
Manager, Records & Archives	Record Appraisal Procedure	Section 4	In situ appraisal of records by Records staff is not possible until these staff return to campus. Where a physical assessment of records considered for disposal is required by records staff, these records should be retained until this assessment is possible.

Division of the Deputy Vice-Chancellor Research

Responsible Officer	Title of document	Sections(s)	Interim changes
Director, Research Ethics & Compliance Support	Human Research Ethics Procedure	Nil	Research Ethics & Compliance Support (RECS) provide regular COVID-19 updates on their website: https://research.unsw.edu.au/update-covid-19

Division of the Vice-President, Finance and Operations

Responsible Officer	Title of document	Sections(s)	Interim changes
Chief Financial Officer	Business Expense Policy	Section 2 – Business Expense Principles	Staff should reconsider any discretionary expenditure and, as far as possible, expenditure not related to essential services should cease. Expenditure on travel* and entertainment are all specifically prohibited unless the necessary approval for exceptional circumstances is obtained from the relevant Dean or Management Board Member.

Responsible Officer	Title of document	Sections(s)	Interim changes
			<p>* Note: changes in restrictions to domestic travel were communicated by the Vice-Chancellor on 26 June and are updated regularly: see COVID-19 statement for Travel Procedure.</p>
Chief Financial Officer	Business Expense Procedure	Section 2 – Principles Section 6 – Business expense expectations: Travel (with the exception of ‘On ground transport’). Entertainment, gifts & awards Other items – IT hardware & software	<p>Staff should reconsider any discretionary expenditure and, as far as possible, expenditure not related to essential services should cease.</p> <p>Expenditure on travel* and entertainment are all specifically prohibited unless the necessary approval for exceptional circumstances is obtained from the relevant Dean or Management Board Member.</p> <p>* Note: changes in restrictions to domestic travel were communicated by the Vice-Chancellor on 26 June and are updated regularly: see COVID-19 statement for Travel Procedure.</p> <p>UNSW expenditure for home office equipment and consumables (both IT and non-IT) is not permitted. The one exception is if you have a pre-existing, documented, medical, ergonomic requirement. You will first need to discuss options with either your HR Business Partner or Line Manager and obtain written approval. Costs will be incurred at a local level (not centrally funded).</p>
Chief Financial Officer	Credit Card Policy	Section 2 – Issuance Section 3 – Cardholder Responsibilities	<p>No new credit cards will be issued to employees unless they are required for essential business expenditure where other payment methods are not possible or for spend against restricted funds (e.g. research grants).</p> <p>Staff should reconsider any discretionary expenditure and, as far as possible, expenditure not related to essential services should cease.</p> <p>Expenditure on travel* and entertainment are all specifically prohibited unless the necessary approval for exceptional</p>

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			<p>circumstances is obtained from the relevant Dean or Management Board Member.</p> <p>* Note: changes in restrictions to domestic travel were communicated by the Vice-Chancellor on 26 June and are updated regularly: see COVID-19 statement for Travel Procedure.</p>
Chief Financial Officer	Credit Card Procedure	Section 3 – Eligibility	No new credit cards will be issued to employees unless they are required for essential business expenditure where other payment methods are not possible or for spend against restricted funds (e.g. research grants).
		Section 4.4.1. – Acceptable and unacceptable use of UNSW credit cards	Staff should reconsider any discretionary expenditure and, as far as possible, expenditure not related to essential services should cease.
		Section 4.4.4 – Expenditure requiring pre-approval	<p>Expenditure on travel* and entertainment are all specifically prohibited unless the necessary approval for exceptional circumstances is obtained from the relevant Dean or Management Board Member.</p> <p>* Note: changes in restrictions to domestic travel were communicated by the Vice-Chancellor on 26 June and are updated regularly: see COVID-19 statement for Travel Procedure.</p>
Vice-President, Finance and Operations	Procurement Policy	Whole document	A COVID-19 statement relevant to financial restrictions applies to this document, approved by the President and Vice-Chancellor.
Vice-President, Finance and Operations	Procurement Procedure	Whole document	A COVID-19 statement relevant to financial restrictions applies to this document, approved by the President and Vice-Chancellor.
Vice-President, Finance and Operations	Space Management Policy Space Management Procedure		Please refer to the Return to Work Recovery Plan for up to date information.
Vice-President, Finance and Operations	Travel Policy	Whole document	A COVID-19 statement relevant to financial restrictions applies to this document, approved by the President and Vice-Chancellor.

Responsible Officer	Title of document	Sections(s)	Interim changes
			Travel updates communicated by the VC are included on the Travel Policy homepage.
Travel Program Manager	Travel Procedure	Whole document	A COVID-19 statement relevant to financial restrictions applies to this document, approved by the President and Vice-Chancellor. Travel updates communicated by the VC are included on the Travel Procedure homepage.

Division of the Vice-President, Human Resources

Responsible Officer	Title of document	Sections(s)	Interim changes
Vice-President, Human Resources	Disability Travel Assistance Fund for Academic Staff with Disabilities Procedure	Whole document	Whilst travel bans are in place the travel assistance fund is frozen, potential applicants should access the Reasonable adjustment guidelines for managers of staff and potential staff with disabilities