



COVID-19 Policy Addendum

Contents

COVID-19 Policy Addendum	1
Division of the Deputy Vice-Chancellor Academic & Student Life	2
Division of the Deputy Vice-Chancellor, Equity Diversity and Inclusion	4
Division of the Deputy Vice-Chancellor Planning & Assurance	4
Division of the Deputy Vice-Chancellor Research & Enterprise	5
Division of the Vice-President, Operations	5

This Addendum was approved by the President and Vice-Chancellor on 26 August 2020. It was updated by the Director of Governance on 20 May 2021 to include financial restrictions endorsed by Management Board and communicated by the Vice-President, Operations. The Addendum was updated by the President and Vice-Chancellor on 23 September 2021 to reflect the ongoing COVID-19 impact on the University.

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 & Student Life

Responsible Officer	Title of policy document	Sections(s)	Interim changes
Deputy Vice-Chancellor Academic	Academic Offerings Review Procedure	2	Some Program Review schedules have been altered to due to the effects of COVID-19 and workplace changes on faculty resourcing. In these cases, the seven year review period may be extended by one year.
		2.3.6	The requirement that Program Review Implementation Reports be submitted at least one year following review has been relaxed in some cases due to the effects of COVID 19 on faculty reporting.
		4.1-4.2	Annual program monitoring and calculation of program risk scores has not proceeded due to the unavailability of the program performance dashboard.
Deputy Vice-Chancellor Academic	Academic Progression Procedure	Section 4.3 and Section 5	Term 2 2021- academic standing At the conclusion of T2 2021, no student will be placed on academic Termination, Suspension or Exclusion and instead, a Provisional standing level will be applied
Deputy Vice-Chancellor Academic	Assessment Implementation Procedure	Section 2 and 2.1	Section 2 Examinations 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. Changes in relation to exams are not provisional. A full review of this Procedure is underway which will include adjustment for online exams.
		Section 5	Section 5 Special Consideration Important information relating to special consideration and online assessment is available here. https://student.unsw.edu.au/special-consideration .



Responsible Officer	Title of policy document	Sections(s)	Interim changes
		Section 8	Section 8 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.
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	Enrolment and Withdrawal Procedure		
		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 (Permitted Withdrawal) and will not be included as a fail in the calculation of academic standing.
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	No fee debts from Term 1 2020 onwards have been referred to a debt collection agency.
Deputy Vice-Chancellor Academic	Work Integrated Learning Procedure	Section 3.3	<i>Regarding local unpaid placement WIL:</i>

Responsible Officer	Title of policy document	Sections(s)	Interim changes
			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.

Division of the Deputy Vice-Chancellor, Equity Diversity and Inclusion

Responsible Officer	Title of document	Sections(s)	Interim changes
Deputy Vice-Chancellor Equity Diversity and Inclusion	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

Division of the Deputy Vice-Chancellor Planning & Assurance

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 & Enterprise

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, Operations

Responsible Officer	Title of document	Sections(s)	Interim changes
Chief Financial Officer	Business Expense Policy	Section 2 – Business Expense Principles	An updated 2021 statement relevant to financial restrictions applies to this document, effective 20 May 2021.
Chief Financial Officer	Business Expense Procedure	Section 2 – Principles Section 6 – Business expense expectations: Other items – IT hardware & software	An updated 2021 statement relevant to financial restrictions applies to this document, effective 20 May 2021. UNSW expenditure for home office equipment and consumables (both IT and non-IT) is not permitted. Deviation, in exceptional circumstances, must be approved by the Chief Financial Officer, or delegate. 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).

Responsible Officer	Title of document	Sections(s)	Interim changes
Chief Financial Officer	Credit Card Policy	Section 2 – Issuance	An updated 2021 statement relevant to financial restrictions applies to this document, effective 20 May 2021.
		Section 3 – Cardholder Responsibilities	An updated 2021 statement relevant to financial restrictions applies to this document, effective 20 May 2021.
Chief Financial Officer	Credit Card Procedure	Section 3 – Eligibility	An updated 2021 statement relevant to financial restrictions applies to this document, effective 20 May 2021.
		Section 4.4.1. – Acceptable and unacceptable use of UNSW credit cards Section 4.4.4 – Expenditure requiring pre-approval	An updated 2021 statement relevant to financial restrictions applies to this document, effective 20 May 2021.
Chief Financial Officer	Procurement Policy	Whole document	An updated 2021 statement relevant to financial restrictions applies to this document, effective 20 May 2021.
Vice-President, Finance and Operations	Procurement Procedure	Whole document	An updated 2021 statement relevant to financial restrictions applies to this document, effective 20 May 2021.
Vice-President, Finance and Operations	Travel Policy	Whole document	An updated 2021 statement relevant to financial restrictions applies to this document, effective 20 May 2021.
Travel Program Manager	Travel Procedure	Whole document	An updated 2021 statement relevant to financial restrictions applies to this document, effective 20 February 2021.

