

**STUDENT
GOVERNANCE
INITIATIVE
STUDENT
REPRESENTATIVES'
HANDBOOK**
YOUR GUIDE TO BEING AN
EFFECTIVE REPRESENTATIVE
ON UNIVERSITY COMMITTEES

UMSU Advocacy Service
2019



CONTENTS

- 1. YOUR ROLE AS A STUDENT REPRESENTATIVE ON UNIVERSITY COMMITTEES 2**
 - 1.1. How to use this handbook..... 2
 - 1.2. University Governance Structure and Taxonomy 2
 - 1.3. Regulations Framework..... 2
 - 1.3.1. University Council Committees... 3
 - 1.3.2. Academic Board Committees..... 3
 - 1.3.3. Governance of the faculties..... 4
 - 1.3.4. The Melbourne Operating Model..... 6

- 2. WHAT ARE THE ISSUES? 7**
 - 2.1.1. Academic Programs Committee (APC) [Academic Board] 7
 - 2.1.2. Finance Committee (FC) [University Council] 7
 - 2.1.3. UoM Foundation and Trusts Committee (UoMFC) [University Council] 7
 - 2.1.4. Higher Degree by Research Committee (HDRC) [Academic Board] 7
 - 2.1.5. Selection Procedures Committee (SPC) [Academic Board]..... 7
 - 2.1.6. Teaching and Learning Quality Assurance Committee (TALQAC) [Academic Board] 7

- 3. GENERAL ISSUES 8**
 - 3.2. Boundaries 8
 - 3.2.1. The President or Nominee: the representative function 8
 - 3.2.2. Intersection with professional advocacy..... 8

4. EFFECTIVE PARTICIPATION: MAXIMISING YOUR CONTRIBUTION	9
4.1. Preparation	9
4.1.1. Critically read all agenda documents and papers.....	9
4.2. Professionalism	9
4.3. Participation	9
4.3.1. Know your responsibilities and duties	10
4.3.2. Know how it works – Meeting Protocols	10
4.3.2.1. Apologies.....	10
4.3.2.2. Proxies.....	10
4.3.2.3. Guests & Observers.....	11
4.3.2.4. Speaking at Meetings	11
4.3.2.5. Voting at Meetings	11
5. SOURCES OF SUPPORT	11
5.1. The UMSU Advocacy Service.....	11
5.2. Other Student Representatives..	11
5.2.1. UMSU Education (Public) Officers	11
5.2.2. UMSU Education (Academic) Officers.....	11
5.2.3. GSA Committees Officer	11
5.2.4. GSA Representation Manager ...	11
5.2.5. GSA Education and Research Officer	12
5.3. The Committee Secretary or Executive Officer	12

6. KEY CONTACTS	12
6.1. GSA Student Representation	12
6.2. UMSU Student Representatives	12
6.3. UMSU Advocacy Service	12
6.4. GSA Policy and Research staff ..	12
6.5. Academic Board and Academic Board Committee Contact	12
6.6. University Secretary's Department	12

APPENDICES..... 13

APPENDIX A: TERMS OF REFERENCE OF KEY UNIVERSITY COMMITTEES 14

Academic Programs Committee	14
Finance Committee	15
UoM Foundation and Trusts Committees Committee.....	17
Higher Degree by Research Committee.....	18
HDR Scholarships Sub-Committee.....	20
Selection Procedures Committee	21
Teaching and Learning Quality Assurance Committee (TALQAC)	23

APPENDIX B

COUNCIL REGULATION PART 2 COUNCIL ELECTIONS AND PROCEEDINGS – SECTION 7: MEETINGS	25
--	----

APPENDIX C

STANDING ORDERS OF THE ACADEMIC BOARD	25
---	----

MEETING DATES..... 31

APPENDIX D..... 32

2019 MEETING CALENDAR	32
-----------------------------	----

1

YOUR ROLE AS A STUDENT REPRESENTATIVE ON UNIVERSITY COMMITTEES

1.1. How to use this handbook

This handbook is designed to support the Student Governance Training provided by the UMSU Advocacy Service. Ideally after attending the training and reading this handbook you will have a greater understanding of what student representation looks like at the University of Melbourne, how to make the most of your role, and who can support you to do it.

1.2. University Governance Structure and Taxonomy

It is fundamental to your effectiveness and participation that you have a reasonable working knowledge of the governance structure of the University.

The University of Melbourne Act 2009 (Vic) sets out, among other things, the constitution and governance of the University. It provides that University Council is the peak governing body with key responsibilities including the appointment of the Vice Chancellor and President, endorsing the University's strategic direction and annual budget, establishing operational policies and procedures, overseeing academic and commercial activities and compliance and risk management.

Accordingly, the Governance structure of the University is split between corporate governance which is vested in the University Council, with the Academic

Board overseeing the learning, teaching and research activities of the University.

Finally, a bit like local government, the faculties each have the flexibility to determine their own structure and governance arrangements to suit their particular scale and requirements.

1.3. Regulations Framework

The regulatory framework comprises:

1. a legislative framework;
2. a policy framework; and
3. a process management framework.

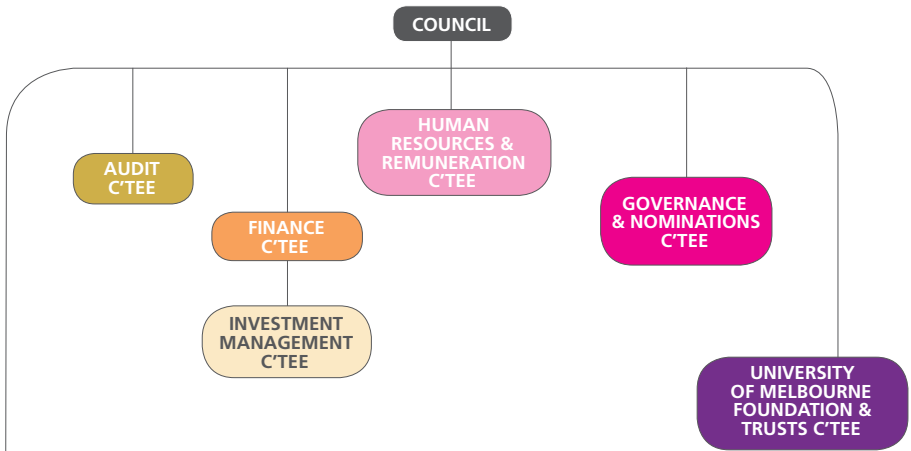
The Statute and Regulations can be found at:

about.unimelb.edu.au/strategy/governance/regulatory-framework/legislative-framework

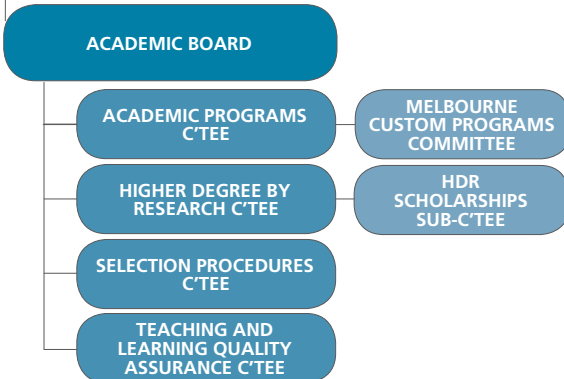
1.3.1. University Council and its Committees

The Committees of University Council are very high level. They typically recommend to council for approval on issues which have been investigated, analysed and consulted on extensively prior to arriving at these Committees. It is important to understand their function as decision makers on matters which are at the top of an often lengthy development process.

Council Committees



1.3.2. Academic Board Committees



1.3.3. Governance of the faculties

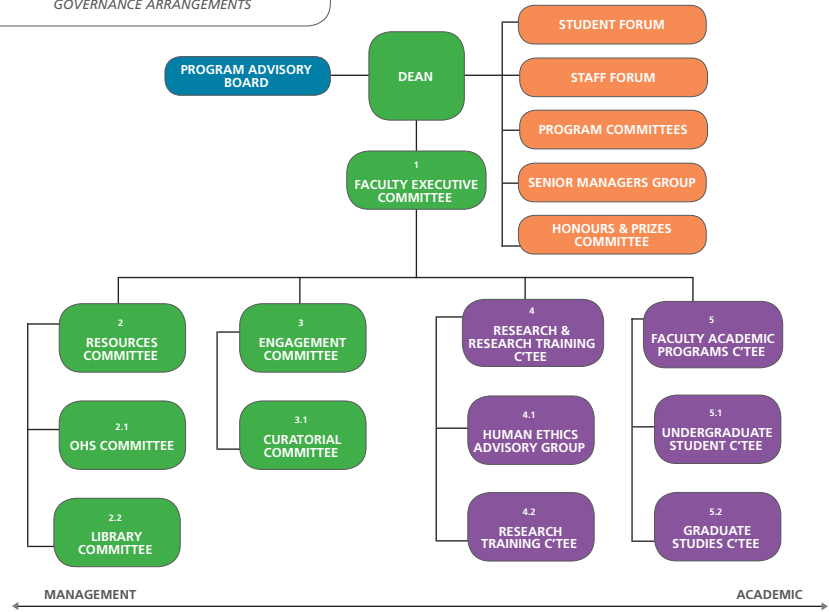
The governance arrangements of the University's 10 faculties are approved by Council via the Governance and Nominations Committee (CGNC).

The governance arrangements in the faculties are very much tied to their structure and size. For example – a large faculty such as Architecture, Building and Planning has a structure where the Program Advisory Boards, Undergraduate, Graduate and Research committees all have student members.

Compare this with the governance structure in the Faculty of Science which comprises a Faculty Executive Committee, Planning and Resources Committee and a Faculty Board – only the last of which involves students.

These faculty bodies are the site of ground level decision making which has direct impacts on students studying in those faculties. For example, typical terms of reference for a faculty committee might include the development of coursework policy and programs; consideration of new subjects and course proposals; and the administration of faculty-based undergraduate funding schemes for coursework programs.

FACULTY OF ARCHITECTURE, BUILDING & PLANNING
GOVERNANCE ARRANGEMENTS



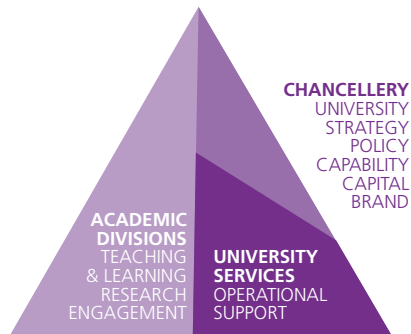
← MANAGEMENT ACADEMIC →

LEGEND

- STAFF/STUDENT CONSULTATION
- EXTERNAL ADVISORY BODY
- EXECUTIVE SUPPORT COMMITTEES
- ACADEMIC COMMITTEES

1.3.4. The Melbourne Operating Model

Historically there has been a broad delineation between academic and commercial governance of the University.



The Melbourne Operating Model has three constituent parts – the Chancellery establishes the strategic framework of the University; the Academic Divisions deliver division-level outcomes in accordance with the strategic intent and targets agreed with the Chancellery; and the University Services team delivers the operational needs of staff and students in the form of finance and HR, property services, and marketing.

Chancellery

Comprises the Offices of the Provost, Vice-Chancellor, Research, Administration and Finance. As the name suggests, the Chancellery is led by the Vice-Chancellor and it is focused on defining University strategy and policy, setting and monitoring expectations for the University and its divisions, representing the University in the wider policy and public arena, and managing the interface with University Council and Academic Board.

University Services

Looks after the operational needs of staff and students — including finance and HR, property services, marketing and other support functions teams. As well as student administration and support services.

Academic Divisions

Across the University's Faculties and Graduate Schools, Deans and Heads take responsibility for the teaching and learning, research and engagement outcomes.

WHAT ARE THE ISSUES?

It is crucial that you understand the business of your Committee. We have not listed all Council and Academic Board committees. Following is a very brief overview of some of the committees and the committees with student members are indicated with a *. The Terms of Reference (ToR) of each of these committees can be found in full at Appendix A, p 14.

2.1.1. Academic Programs Committee* (APC) [Academic Board]

Develops policies relating to course approval, determines criteria to be used by faculties in the development of proposals for new courses, discontinuation and/or suspension of courses and major changes to courses.

2.1.2. Finance Committee (FC) [University Council]

Exercises governance responsibilities with respect to the University's financial and business affairs, including monitoring the financial risk and performance of University subsidiaries and commercial ventures and, within delegated authority, acts on behalf of Council on those matters.

2.1.3. UoM Foundation and Trusts Committee (UoMFTC) [University Council]

Assists Council in exercising due care and diligence in overseeing and administering philanthropic funds from donors to any part of the University. The Committee oversees the University's stewardship of endowments and trusts.

2.1.4. Higher Degree by Research Committee* (HDRC) [Academic Board]

Advises on all matters of policy and course approvals relating to research courses and programs including the degrees of Doctor of Philosophy, Master of Philosophy and other research higher degrees comprising research and coursework.

2.1.5. Selection Procedures Committee* (SPC) [Academic Board]

Advises, makes policy and recommendations about the selection of students into courses, pathways and coursework scholarship selection criteria. Reviews the selection into courses, on a 5 year cycle, to ensure compliance with policy and entry requirements.

2.1.6. Teaching and Learning Quality Assurance Committee* (TALQAC) [Academic Board]

Advises on quality assurance policy and processes for teaching and learning in undergraduate and postgraduate award courses and subjects; with particular responsibilities in relation to quality assurance of award courses (including course structure and coherence), assessment and examination policies, processes for course management, learning support, student progress and student transition into courses and careers.

3.1. GENERAL ISSUES

What is the ground level impact on students of a particular decision or initiative?

How does it affect equity groups at the University? What are your peers telling you?

What are the thematic issues emerging through the UMSU Advocacy Service Quarterly Reports? All of these sources may reveal issues of interest to your committee.

3.2. Boundaries

What is the scope of the issues you need to address as a Committee Representative? Some issues might affect one person, while others might affect a number; a cohort or a certain demographic of students.

3.2.1. The President or Nominee: the representative function

In most cases, your role on a governance committee is by virtue of the nomination by the president of your student organisation. This means you are not acting in a personal capacity in your contributions to the committee, but rather with the delegated responsibility of the president to represent the constituency of your student organisation.

In this context, your committee membership is not a platform for you to raise subjective issues or the individual concerns of your friends, rather you have

an obligation to act as a kind of conduit between University governance and all of the students you represent. Suggestions for how to maximise your effectiveness in performing this function are explored further below.

3.2.2. Intersection with professional advocacy

The staff of the UMSU Advocacy Service believe that students should control student affairs and that student representatives have an essential role in ensuring that issues of concern to students are raised through the University Committee process. It is crucial however, to observe the distinction between the professional advocacy casework provided by qualified and experienced staff and the representative role of students on Committees.

Issues specific to individuals – interpersonal relationships, coping with stress, issues regarding harassment or bullying, and individual complaints and appeals should not be handled by Committee Representatives. The UMSU Advocacy Service is there to assist.

Issues that affect some or even all students at the University – these are issues which may be relevant at the University governance level.

4

EFFECTIVE PARTICIPATION: MAXIMISING YOUR CONTRIBUTION

THREE Ps –

1. Preparation
2. Professionalism
3. Participation

4.1. Preparation

4.1.1. Critically read all agenda documents and papers

- Undertake diligent analysis of proposals before the Committee:
 - What information can you research beforehand?
 - Obtain clarification of matters not fully explained or clear to you.
- Are you aware of the position on the issues at hand of the students you represent?
- Speak to last year's rep to find out more about ongoing issues.
- Read the papers thoroughly to find out the types of issues discussed and any actions arising, etc.
- Refer to the Agenda for details of the topics for discussion at each meeting - making notes of issues of relevance. Give some consideration to what you wish to raise beforehand, and to any issues you may be asked to respond to.
- Consult with the Advocacy Service on any data or statistics or casework issues which may support your position.

Who can you speak to for assistance or a briefing? [see 5. Sources of Support below] What issues on the agenda deserve particular scrutiny and discussion? What would students say about a topic? What has been done in the past already? What data can you collect before the meeting? What alliances can you build and what relationships with other Committee members can you bring to the table?

4.2. Professionalism

- Send apologies to the Committee Secretary in a timely manner if you cannot attend.
- If you are noted as responsible for taking action on something, do it as soon as possible after the meeting so you don't forget. Remember to report back at the next meeting.
- Prepare and provide reports on your participation in the Committee and any arising issues pertinent to the Student Representative Network (SRN).
- Where possible – provide feedback on discussions and outcomes to the students you represent, e.g. in Farrago, at Students' Council, at the appropriate Student Advisory Group in UMSU, etc.

4.3. Participation

- Sit where the Chair can see you so he or she can be responsive to you.
- Speak confidently.
- Voice your agreement and offer support, as well as raise constructive criticism or demand student involvement as appropriate.

- Your opinions and judgments are as valid as any other members of the Committee – that’s why you’re there.
 - Ensure care and diligence in decision making
 - Take note of who’s saying what and how they might be useful to seek advice from in the future.

Take good notes, keeping in mind that you will be expected to provide a report to the SRN. Additionally good note taking will assist when it comes time to hand over information to a new Rep. Debrief the meeting with other Reps or with other people in the know. Close the feedback loop by informing students about outcomes or decisions.

4.3.1. Know your responsibilities and duties

Members of University committees must uphold the confidentiality of any matters discussed and/or papers received in committees. No information may be released outside the committee without the written consent of the chair and the President (of Academic Board Committees).

4.3.2. Know how it works – Meeting Protocols

The Council statute details the running of Council and its committee meetings, except for the Academic Board.

For those serving on committees of the Academic Board, you should also familiarise yourselves with the Standing Orders of the Academic Board (Appendix C). The Standing

Orders of the Board apply to all Board committees. Please especially note the Statement of Principles which the Board Considers its Members Should Observe in Relation to Discussions Outside the Board (Appendix 1, p 30).

Except where committees have specified other protocols, the following general protocols apply to all committees.

4.3.2.1. Apologies

Members who are unable to attend a meeting should submit their apology to the Committee Secretary in advance of the meeting so that the apology can be recorded and noted at the meeting.

4.3.2.2. Proxies

The Academic Board and its committees allow for proxies only where an individual is formally acting in the role which has membership of the committee. In relation to student members, this means that if the president of a student body is an ex officio member of an Academic Board committee, any individual officially acting as the president of that student body may attend a meeting of an Academic Board committee in that role. In this case, the Chair of the committee must be notified in writing via the Secretary.

However, any student who is a member of an Academic Board committee as a nominee of the president of a student body may not send a proxy if he or she is unable to attend a committee meeting.

4.3.2.3. Guests & Observers

In certain circumstances guests or observers may be permitted to attend a meeting of the Academic Board or its committees at the discretion of the Chair. Permission for a guest or observer to attend must be sought in writing from the Chair, via the Secretary, at least one week prior to the meeting.

4.3.2.4. Speaking at Meetings

Any committee member may address the committee at a meeting. Guests and observers may speak only when called on by the Chair.

4.3.2.5. Voting at Meetings

All committee members, including proxies (i.e. individuals formally acting in a role which has ex officio membership of the committee) are entitled to vote at a committee meeting, if the occasion arises. Guests and observers are not entitled to vote.

5

SOURCES OF SUPPORT

5.1. The UMSU Advocacy Service

There is a strong synergy between the Advocacy Service and student governance. The Advocacy Service can inform student representatives as we become aware of broader structural issues through our individual casework. We are committed to informing and briefing student representatives who may then decide to raise these matters at the appropriate Committee or other University body.

The Advocacy Service collects detailed data and can provide data analysis and statistics to support your role on committees.

If you require research or other support to represent your view on your committee – we're here to help.

5.2. Other Student Representatives

University governance is one part of the broader student representation picture. Be aware that you're not alone and be alert to ways you can collaborate with other student representatives on issues of broad concern to students. The SRN is a joint initiative between UMSU and the GSA. There are numerous elected student office bearers and staff members that can assist you in your role.

5.2.1. UMSU Education (Public) Officers

The UMSU Education (Public) department focuses on issues both within and external to the University and campaigns on national education issues, liaises with government around broad educational policies, collaborates with the National Union of Students and holds events on campaigns for University improvements.

5.2.2. UMSU Education (Academic) Officers

The UMSU Education (Academic) portfolio is all about issues around University academic policy. They help coordinate the SRN. The SRN is a way for more students to get involved in the decision making processes of the University by participating in various academic and faculty based committees.

5.2.3. GSA Committees Officer

The GSA Committees Officer focusses on matters of academic concern and support services to graduate coursework students.

5.2.4. GSA Representation Manager

The GSA employs specialist staff to support Graduate student representatives on University committees with policy research and advice.

5.2.5. GSA Education and Research Officer

The GSA Research Students Department provides support, advice and information for all graduate research students at The University of Melbourne, as well as social and academic events. Among other things they are responsible for the coordination of Graduate student representatives on University committees.

5.3. The Committee Secretary or Executive Officer

Your 'go to' person for almost anything you need for full participation in your committee. They send you notice of and papers for meetings, take the minutes, compile agendas and so on. If you are required to submit a report to the committee you should ask the secretary what the deadline is and send it off to them. If you want to get something on the next meeting's agenda – get onto the secretary. If you can't make it, send them your apologies.

Any questions you have that will assist you to understand the process and often the business of your committee should start with the secretary. The contact details are listed below.

6

KEY CONTACTS

6.1. GSA Student Representation

Education and Research Officer
education@gsa.unimelb.edu.au

6.2. UMSU Student Representatives

UMSU Education (Academic) Officers
educationacademic@union.unimelb.edu.au

UMSU Education (Public) Officers
educationpublic@union.unimelb.edu.au

6.3. The UMSU Advocacy Service

Student Services Officer
Tel: 8344 6546
suashelp@union.unimelb.edu.au

6.4. GSA Policy and Research staff

General Manager, Policy and Representation
emily@gsa.unimelb.edu.au

6.5. Academic Board and Academic Board Committee Contact

Penelope Pepperell
Academic Secretary
Tel: 8344 7527
acad-sec@unimelb.edu.au

6.6. University Secretary's Department

Gioconda Di Lorenzo
University Secretary
Tel: 8344 7117
uni-gov@unimelb.edu.au

APPENDICES

APPENDIX A:	14
Terms of Reference of Key University Committees	14
Academic Programs Committee	14
Finance Committee	15
UoM Foundation and Trusts Committees Committee.....	17
Higher Degree by Research Committee.....	18
HDR Scholarships Sub-Committee	20
Selection Procedures Committee.....	21
Teaching and Learning Quality Assurance Committee (TALQAC).....	23
APPENDIX B	25
COUNCIL REGULATION PART 2	
COUNCIL ELECTIONS AND PROCEEDINGS – SECTION 7: MEETINGS	25
APPENDIX C	25
STANDING ORDERS OF THE ACADEMIC BOARD	25
MEETING DATES	31
APPENDIX D	32
2019 MEETING CALENDAR.....	32

APPENDIX A TORs OF KEY UNIVERSITY COMMITTEES

ACADEMIC PROGRAMS COMMITTEE

about.unimelb.edu.au/strategy/governance/peak-bodies-structures/academic-board/academic-board-committees

I. Composition Ex Officio Members

- President of the Academic Board
- Vice-President of the Academic Board or the Deputy Vice-President of the Academic Board
- A chairperson appointed by the President of the Academic Board
- Provost or nominee
- Director, Student Enrolment
- Chair of the Selection Procedures Committee (or nominee)
- Chair of the Melbourne Custom Programs Committee
- Academic Secretary or Academic Governance Officer
- Two faculty-based Academic Support Officers (or equivalent), nominated by the President, Academic Board
- The President of UMSU or nominee and one additional nominee
- The President of GSA or nominee and one additional nominee

Elected members

- Six members of the Board elected by the Academic Board for a term of three years; two members to retire each year
- Six members of the academic staff not being members of the Academic Board, elected by the Academic Board for a term of three years; one member to retire each year

Appointed members

- Up to six members of the Academic Board appointed as members of the Committee by the President of the Academic Board for a term of up to two years in order to take into account matters such as the balance of membership by discipline

- Up to six additional members, not being members of the Academic Board, nominated for a term of up to two years by the President of the Academic Board having regard to gender balance and disciplinary expertise of the membership.

II. Chairperson

The Board must appoint a person to chair the Committee for a period of up to two years. A person so appointed will be eligible for re-appointment. The Board must also appoint one or more Deputy Chairperson(s), in consultation with the Chairperson.

III. Quorum

A quorum for the committee is 30% of the current membership; 50% of those in attendance must be academic staff members.

IV. Terms of Reference

- 4.1. To develop policies, in consultation with the Academic Secretary and the Board officers on assessment and examinations, for recommendation to the Board, taking into account national and international best practice in order to ensure that academic programs are of high quality and standards.
- 4.2. To advise the Academic Board on resolutions, policy and procedures relating to all undergraduate and graduate coursework studies to ensure they are supporting the University's strategic objectives.
- 4.3. To recommend to the Academic Board policies and procedures regarding proposals for new, amended, discontinued and suspended coursework programs and courses, including criteria to be used in the development of proposals and the timeline for submission.
- 4.4. To review and make recommendations to the Academic Board regarding requirements to be satisfied by candidates for the award of a coursework degree, diploma or certificate.
- 4.5. To monitor and review delegations to deans to ensure that delegations related to course and subject approval are appropriately exercised and to

make recommendations to the Board regarding those delegations

- 4.6. To monitor, for quality assurance and compliance purposes, non-award courses at undergraduate and graduate level offered under the name of the University.
- 4.7. To obtain information or reports from any faculty, school or department, the Library or other academic unit on academic matters relating to coursework studies as requested by the committee.
- 4.8. To provide advice to the Academic Registrar on academic issues on the conduct and monitoring of examinations, including examination conditions.
- 4.9. To refer to the Teaching and Learning Quality Assurance Committee (TALQAC) matters concerning appropriateness and quality of assessment including quality assurance of examination and assessment processes.
- 4.10. To receive reports from its sub-committees, Melbourne Custom Programs Committee and the Examinations sub-committee.
- 4.11. To periodically review these terms of reference and make recommendations to the Board to provide for the regulation of its own procedures.

V. Reporting

- 5.1. The Academic Programs Committee must report to the next meeting of the Board after each meeting of the committee.
- 5.2. To provide an annual report on its activities under its terms of reference to the Academic Board.

VI. Secretariat

The Academic Secretary, or nominee, will provide secretariat support to the committee.

Approved AB 08/2010, 08/2013; 26/2/2014; 04/12/2014;

FINANCE COMMITTEE

about.unimelb.edu.au/strategy/governance/peak-bodies-structures/university-council/council-committees

I. Preamble

Finance Committee exercises governance responsibilities with respect to the University's financial and business affairs, including monitoring the financial risk and performance of University subsidiaries and commercial ventures.

II. Membership

- Chair (external member of Council), appointed by Council. Chancellor Allan Myers AC QC
- The Chair of the Audit and Risk Committee (Vacant)
- Up to three other Council appointed members or Council elected members, at least one of whom is an external member of Council with financial expertise. Mr Martyn Myer AO, Mr Ross McPherson, Ms Wendy Stops
- The Vice-Chancellor Professor Duncan Maskell
- The President of the Academic Board Professor Nils Olekalns
- Up to two other persons appointed by the Chair, taking into account the need for financial expertise. Vacant, Ms Jane Hansen

In Attendance

- The Vice-Principal Administration & Finance and CFO Mr Allan Tait
- Executive Director Finance Ms Katerina Kapobassis
- Vice-Principal Policy and Projects Dr Julie Wells
- University Secretary Dr Gioconda Di Lorenzo
- The Head of University Services will be invited to attend on an as needs basis. Mr Paul Duldig

Other officers of the University may be invited to any meeting as the Committee determines.

The Quorum for the Committee is three members, or as the Committee determines.

III. Terms of Reference

The functions of the Finance Committee of Council are to:

- 3.1. Oversee and make recommendations to Council on appropriate guidelines and policies with respect to the control and management of financial resources.
- 3.2. Assess financial risks or concerns that may impact materially on the financial performance of the University.
- 3.3. Review and recommend to Council the University's annual budget (operating and capital) and forward estimates for adoption.
- 3.4. Monitor the University's financial performance (operating and capital) against budget.
- 3.5. Oversee the preparation of the annual financial statements of the University and University group and, taking into account advice from the Audit and Risk Committee, recommend the statements to Council for adoption.
- 3.6. Oversee and make appropriate recommendations to Council on matters pertaining to the University's:
 - a. Financial strategy and management;
 - b. Capital structure and funding;
 - c. Acquisition and disposal of assets; and
 - d. Matters or business activities that may have a material or financial impact on the University's financial position.
- 3.7. Monitor the governance and management of the University's investment portfolio through the Investment Management Committee.
- 3.8. Provide advice to Council on the establishment, management and operation of subsidiary entities and other significant commercial activities of the University in accordance with the University's Commercial Activities Guidelines.

3.9. Oversee the financial performance and business planning of the University's subsidiaries.

3.10. Review all proposals for University formation of, participation in, or membership of an outside company or other entity, including applicable constitutions, and recommend to Council for approval.

IV. Sub-Committees and Working Groups

- 4.1. Where circumstances require, the Finance Committee may authorise a sub-group of its membership to act on its behalf to give effect to urgent matters. The sub-group must include the Chair, the Vice-Chancellor (or nominee) and at least two other external members of Council who are members of the Committee.
- 4.2. The Committee may establish such ad hoc working groups as may be required from time to time to facilitate the conduct of its business.
- 4.3. The Investment Management Sub-Committee is a standing sub-committee.

V. Frequency of Meetings

At least eight times a year or as required.

VI. Reporting to Council

The Chair will provide a written report to Council on the outcomes of matters considered by the Committee. The report will be considered at the first meeting of Council held after the Committee meeting.

UoM FOUNDATION AND TRUSTS COMMITTEE

about.unimelb.edu.au/strategy/governance/peak-bodies-structures/university-council/council-committees

I. Preamble

The University of Melbourne Foundation and Trusts Committee is a committee of the University of Melbourne Council. It assists Council in overseeing and administering philanthropic funds from donors to any part of the University.

The Committee ensures the appropriate and effective acceptance and use of any gift, bequest and pledge ('gift') received and supports the work of existing foundations, funds, boards and advisory groups associated with such gifts.

The Committee also oversees the University's stewardship of endowments and trusts.

II. Membership

- Chair (external member of Council with financial and/or legal expertise) appointed by Council The Hon. Justice John Middleton (Chair)
- Chancellor (or nominee) Chancellor Allan Myers AC QC
- Vice-Chancellor (or nominee) Professor Mark Considine
- Three persons appointed by Council, at least one of whom is a Council member or Council elected member. Jane Hansen (Deputy Chair)
- Professor Marilyns Guillemin Dr Daniel Halliday
- Up to three additional external members co-opted on the basis of relevant experience in gift acceptance. Eda N Ritchie AM, Lara McKay
- A Dean of a Faculty or Graduate School or Head of other University body, appointed by Council on an annual basis with a view to rotating amongst Faculties, Graduate Schools and other University bodies that receive gifts. Professor John Fazakerley

University senior executive officers in attendance (non-voting)

- Vice-Principal Administration and Finance and CFO Allan Tait
- Vice-Principal Advancement Nick Blinco
- General Counsel and Executive Director Legal and Risk Debra Tegoni
- Director of Development or nominee Alex Furman
- Head of Research and Prospective Donor Management Edwina Kenrick

The Quorum for the Committee is three members.

III. Terms of Reference

The functions of the University of Melbourne Foundation and Trusts Committee are to: *Oversight of philanthropic framework and reporting*

- 3.1. Oversee University philanthropy practices and policies ensuring compliance with the wishes of donors and adherence to the Advancement Policy.
- 3.2. Report annually to Council and donors on the management and administration of philanthropic income at the University.
- 3.3. Receive reports on the investment performance of philanthropic funds, under management by Finance Committee, and ensure that appropriate information is provided to donors of the University.

Gift acceptance

- 3.4. Provide advice to Council on an appropriate gift acceptance and review framework that aligns with the University's objectives.
- 3.5. Receive and consider referrals from the Vice-Principal Advancement or from the Vice-Chancellor of any gift where he or she believes there may be conflict with any of the principles set out in the Advancement Policy and determine whether the gift will be accepted by the University.

- 3.6. In making the decision whether a gift will be accepted by the University, the Committee must consider whether, in the light of all available information, the best interests of the University of Melbourne are served in accepting or declining the gift in question.
- 3.7. Review any concern raised about a gift that has already been accepted by the University and decide whether it is appropriate to retain the existing gift, to return the gift to the donor (where possible at law) or to take any other action in relation to the gift.

Trusts

- 3.8. Consider any matters referred to it by Council relating to trusts and endowments, and refer issues to Council that require decisions by Council as they arise.
- 3.9. Review and approve for recommendation to Council all proposals for the establishment of any new trusts (or amendments to existing trusts) as proactive fundraising trusts.
- 3.10. Receive reports from all University trusts which have been established as proactive fundraising trusts.¹
- 3.11. Provide advice to Council on the policy and practices that the University is to apply in relation to the proper administration and performance of trusts and other funds involving fiduciary obligations, including the proper content and form of University instruments recording trust obligations and related administrative arrangements.
- 3.12. Review and provide such advice to Council as the committee considers appropriate on the report to be provided annually by the Vice-Chancellor on the administration and performance of trusts and other funds.
- 3.13. Recommend to Council for approval the gift level chart as outlined in the Naming Policy or when changes to the chart are considered desirable by the Vice-Principal Advancement.

IV. Frequency of Meetings

At least four times a year, or as required.

IV. Reporting to Council

The Chair will provide a written report on the outcomes of matters considered by the Committee. The report will be considered at the first meeting of Council held after the Committee meeting.

(Approved by Council August 2018).

HIGHER DEGREE BY RESEARCH COMMITTEE

about.unimelb.edu.au/strategy/governance/peak-bodies-structures/academic-board/academic-board-committees

I. Membership

Ex Officio members

- President of the Academic Board or nominee
- Pro Vice-Chancellor, Graduate Research
- A Chairperson appointed by the Academic Board
- Two nominees of the President of the Graduate Students Association (GSA) both of whom must be enrolled in a research higher degree
- Academic Secretary or Academic Governance Officer
- Research Higher Degree Candidature Manager
- Director of the Centre for the Study of Higher Education or nominee
- Chair of the Academic Programs Committee or nominee

Elected members

- Six members of the academic staff, who are active in research and supervision of higher degree candidates, elected by the Academic Board for a term of three years

Appointed members

- Up to six members who are active in research and supervision of higher degree candidates to be appointed annually by the President of the Board in consultation

with the Chair having regard to gender balance and disciplinary expertise of the membership

- Two representatives from Associate Deans, Research Training, one from STEM and one from HASS disciplines, nominated by the Chair in consultation with the President
- Up to three members appointed by the Committee for the duration of a particular inquiry or project
- Up to two additional members, not being members of the Academic Board, nominated annually by the President of the Academic Board having regard to gender balance and disciplinary expertise of the membership

II. Chairperson

Academic Board must appoint a person to chair the Committee for a period of up to two years. A person so appointed will be eligible for re-appointment. Academic Board must also appoint two Deputy Chairpersons, in consultation with the Chairperson, one of whom will chair the committee's scholarships sub-committee. Quorum

A quorum for the committee is 3 or 20% of the current membership, whichever is greater. A meeting may only proceed where there are at least two academic staff members present.

III. Quorum

A quorum for the committee is 30% of the current membership; 50% of those in attendance must be academic staff members.

IV. Terms of Reference

- 4.1. To advise the Board on all matters of policy relating to research higher degrees.
- 4.2. To review and make recommendations to the Board on proposals for new and amended research courses and programs, including coursework in research higher degrees, and proposals to discontinue or suspend research courses and program
- 4.3. To provide advice to the Academic Programs Committee (APC) on the research components of coursework higher degrees on matters including

research supervision, the appointment of examiners, and, the content and assessment of the research component.

- 4.4. To advise the Academic Board on resolutions, policy and procedures relating to all graduate research courses, programs and studies to ensure they are supporting the University's strategic objectives.
- 4.5. To regularly monitor research programs to ensure consistency and compliance with University statutes, regulations, policies and procedures and, where appropriate, make recommendations to the Academic Board.
- 4.6. To monitor the implementation of the research higher degree programs in graduate research courses.
- 4.7. To monitor the delegations to the deans to ensure that they are regularly reviewing the appropriateness of existing research programs and any delegations for approving minor program or course changes.
- 4.8. The Committee, on its own initiative or on referral from the Board, may recommend to the Board criteria to be used by faculties in the development of proposals for new research degrees and programs.
- 4.9. On receipt of annual reports from deans, advise the Board on matters affecting candidature and examination, including approval of admissions to candidature, confirmation of candidature, variations in conditions of candidature, and the appointment of examiners.
- 4.10. To monitor any tools used for monitoring of candidature progress.
 - To advise and make recommendations concerning the selection of students into research programs including but not limited to
 - policies, procedures and guidelines;
 - entry requirements;
 - pathways to research programs;
 - English language standards, and oversight and input into any tools

used for the purpose of selection.

4.11. To advise and make recommendations concerning research scholarships, student awards and prizes, including but not limited to

- policies, procedures and guidelines;
- proposals for new or revised scholarships, awards and prizes;
- selection of candidates for scholarships, awards and prizes;
- the academic progress of recipients of research scholarships; and
- oversight and input into any tools used for the purpose of selection and award of students.

4.12. To monitor the distribution of RTP and other RHD stipends in faculties and receive annual reports on the equity and transparency of the selection process of distribution of APAs and other stipends;

4.13. To receive and make recommendations to the Board on reports from the RHD Scholarships Sub-committee.

4.14. To periodically review these terms of reference and make recommendations to the Board to provide for the regulation of its own procedures.

V. Reporting

5.1. The Research Higher Degrees Committee must report to the next meeting of the Academic Board after each committee meeting.

5.2. To provide an annual report on its activities under its terms of reference to the Academic Board.

VI. Secretariat

The Academic Secretary or nominee will provide secretariat support to the committee. Academic Board approval, meeting dates: A.B.

27/8/98, 17/12/98, 24/6/99, 28/3/02, 12/12/02, 24/3/05, 23/3/06, 22/3/07, 01/02/08, 16/10/2014

HDR SCHOLARSHIPS SUB-COMMITTEE

I. Membership

- Five academic staff members of RHDC appointed annually by the President of the Board in consultation with the Chair of RHDC, the majority of whom will be members of the Board.
- Five academic staff members appointed annually by the President of the Board in consultation with the Chair of RHDC, the majority of whom will be members of the Board.
- A chairperson appointed by the President, who will be a deputy chair of the RHDC.
- Up to three members appointed by the chair in consultation with the chair of RHDC for the duration of a particular inquiry or project.
- Manager of Scholarships, Fees and Bursaries, or nominee

II. Chairperson

The President will appoint a chair, who will be a deputy chair of the RHDC, who will hold office for a period of up to two years. A person so appointed will be eligible for re-appointment.

III. Quorum

A quorum for the committee is 3 or 20% of the current membership, whichever is greater.

IV. Terms of Reference:

- 4.1. To monitor the distribution of APAs and RHD stipends in faculties and receive annual reports on the equity and transparency of the selection process of APA distribution from RHDC members;
- 4.2. To provide advice on the design and maintenance of any tools necessary for selection into and award of RHD scholarships and stipends
- 4.3. To be responsible for overseeing procedures in faculties and to provide

reports to RHDC. In this matter each member of the sub-committee will be assigned to one faculty, other than their own faculty

4.4. To:

- Score and make recommendations on the award of the Faye Marles Scholarship and Human Rights Scholarships and the Harbison-Higinbotham Research Scholarship
- Make recommendations on the award of Rae & Edith Bennett Travelling Scholarship
- Make recommendations on the awarding and distribution of funds related to the Melbourne Abroad Travel Scholarship (MATS) and Overseas Research Experience Scholarship (ORES) following their ranking and scoring by faculties
- Make recommendations on prestigious scholarships, as required

4.5. To provide advice on, score and award/oversee or make recommendations on any other graduate research scholarships as required including:

- The W.E.J. Craig Travelling Scholarship
- Sir Arthur Sims Travelling Scholarship

V. Reporting

The Research Higher Degrees Scholarships Sub-committee will report to the next meeting of the Research Higher Degrees Committee after each sub-committee meeting.

VI. Secretariat

The Academic Secretary or nominee will provide secretariat support to the committee.

Academic Board approval, meeting dates:
A.B. 16/10/14

SELECTION PROCEDURES COMMITTEE

about.unimelb.edu.au/strategy/governance/peak-bodies-structures/academic-board/academic-board-committees

I. Composition Ex Officio Members

- President of the Academic Board or

nominee

- Vice-President of the Academic Board or nominee
- Deputy Vice-Chancellor (International)
- Academic Secretary or Academic Governance Officer
- Director, Centre for the Study of Higher Education or nominee
- Associate Director, Office of Admissions
- Executive Director, International
- Manager, Scholarships, Bursaries and Fees
- A faculty Academic Services Officer, or equivalent
- The President of UMSU or nominee and one additional nominee
- The President of GSA or nominee and one additional nominee

Elected members

- Five members of the Board elected by the Board for a term of three years
- Three members of the academic staff, not being members of the Board, elected by the Board for a term of three years
- Up to four members appointed by the Board on advice from the Committee for a term not exceeding two years
- Up to three members appointed by the Committee for the duration of a particular inquiry
- Up to two additional members, not being members of the Academic Board, nominated annually by the President of the Academic Board having regard to gender balance and disciplinary expertise of the membership.

Attendance

- Members must attend 50% of scheduled meetings per year to retain their membership, unless the Chair approves a leave of absence. Any position so vacated will be filled by appointment. The Board officers in consultation with the chair will appoint a person to fill the position for the remainder of the term of office in the position so vacated.
- Academic Board must appoint a person to chair the Committee. In consultation

with the Chair, Academic Board must also appoint two persons from the Committee to act as Deputy Chairs, one of whom will be the committee's scholarships and awards coordinator.

II. Chairperson

Academic Board must appoint a person to chair the Committee. In consultation with the Chair, Academic Board must also appoint two persons from the Committee to act as Deputy Chairs, one of whom will be the committee's scholarships and awards coordinator.

III. Quorum

A quorum for the committee is 30% of the current membership; 50% of those in attendance must be academic staff members.

IV. Terms of Reference

A quorum for the committee is 30% of the current membership; 50% of those in attendance must be academic staff members.

- 4.1. To advise and make recommendations to the Academic Board on:
 - policies, procedures and guidelines on the selection and admission of students into courses, and subjects for which enrolment is or may be restricted;
 - minimum entry requirements for consideration for selection into courses and programs;
 - issues relating to admissions not based solely on the Australian Tertiary Admission Rank (ATAR) or academic achievement levels;
 - pathways to award or non-award courses, including pathways with guaranteed entry;
 - English language standards required for admission to coursework courses;
 - recognition of institutions, programs and courses for the purposes of admission;
 - approval of admissions criteria in addition to the ATAR;
 - approval of preparatory programs of study in prior learning;
 - approval of special admission schemes, including Access programs; and
- credit transfer policy for all coursework courses.
- 4.2. To advise the Academic Board on resolutions, policy and procedures relating to all undergraduate and graduate coursework studies to ensure they are supporting the University's strategic objectives.
- 4.3. To conduct reviews and undertake other quality assurance activities as appropriate to ensure that the University maintains high international academic standards in its courses, selects only from among applicants those likely to succeed in its courses, and selects in a manner consistent with Board policies and procedures concerning access, equity and conflict of interest.
- 4.4. To advise and make recommendations concerning coursework scholarships, awards and prizes, including but not limited to
 - policies, procedures and guidelines;
 - proposals for new or revised scholarships, awards and prizes;
 - selection of candidates for scholarships, awards and prizes;
 - the academic progress of recipients of coursework scholarships.
- 4.5. The Committee may recommend the Board approve delegations of decisions that do not create precedents and that clearly meet current guidelines approved by the Committee to the Committee's Scholarship and Awards Coordinator, and may delegate routine decisions concerning the administration of scholarships for which academic judgment is not required to the Melbourne Scholarships.
- 4.6. To consider and report on any matter referred to it by the Academic Board, the Vice Chancellor, Academic Board committees or the President of the Academic Board.
- 4.7. From time to time to make recommendations which might amend these terms of reference or provide for specification of delegated authorities or provisions by which the Committee might regulate its own affairs.

V. Reporting

- 5.1. The Selection Procedures Committee must report to the next meeting of the Academic Board after each committee meeting.
- 5.2. The committee must provide an annual report on its activities under its terms of reference to the Academic Board.

IV. Secretariat

The Academic Secretary, or nominee, will provide secretarial support to the Committee.

Academic Board approval meeting dates: A.B. 25/11/88, 21/9/89, 23/3/89, 22/11/90, 26/3/92, 26/8/93, 21/4/94, 23/6/94, 22/9/94, 26/9/96, 23/9/98, 18/2/99, 24/6/99, 24/2/00, 24/8/00, 22/11/01, 20/2/03, 24/3/05, 22/2/07, 01/02/08, 11/4/13, 5/8/13, 4/12/14, 28/5/15

TEACHING AND LEARNING QUALITY ASSURANCE COMMITTEE (TALQAC)

about.unimelb.edu.au/strategy/governance/peak-bodies-structures/academic-board/academic-board-committees

I. Composition

Ex Officio Members

President of the Academic Board

- Vice-President or Deputy Vice-President of the Academic Board
- Provost or Pro-Vice Chancellor (Academic)
- A chairperson appointed by the President
- Director, Business Intelligence Reporting (or nominee)
- Director, Student Success
- A senior member of the Centre for the Study of Higher Education, nominated by the President of the Academic Board for a term of up to two years
- Academic Secretary or Academic Governance Officer

- Director, Academic Strategy
- Two nominees of the University of Melbourne Graduate Student Association
- Two nominees of the University of Melbourne Student Union
- One student nominated by the University of Melbourne Student Union (International)

Elected members

- Four members of the Board elected by the Academic Board for a term of two years; two members to retire each year
- Two members of the academic staff not being members of the Academic Board, elected by the Academic Board for a term of two years; one member to retire each year
- Up to six members of the academic staff at Lecturer B or C level not being members of the Academic Board, elected by the Academic Board for a term of two years; one member to retire each year

Appointed members

- An academic staff member with expertise in indigenous studies, appointed by the President, for a period of up to two years
- Up to four members of the Academic Board appointed as members of the Committee by the President of the Academic Board for a term of up to two years in order to take into account matters such as the balance of membership by discipline and expertise in teaching and learning
- Up to nine additional members, not being members of the Academic Board, appointed by the President of the Academic Board for a term of up to two years having regard to gender balance and disciplinary expertise of the membership.

II. Chairperson

The President of the Academic Board must appoint a person to chair the Committee for a period of up to two years. A person so appointed will be eligible for re-appointment. The President must also appoint a Deputy Chairperson, in consultation with the Chairperson.

III. Quorum

A quorum for the committee is 30% of the current membership; 50% of those in attendance must be academic staff members.

IV. Terms of Reference

- 4.1. To advise the Academic Board on quality assurance policy for teaching and learning in undergraduate and graduate award courses and subjects, including
- 4.2. course structure and coherence;
- 4.3. appropriateness and quality of assessment;
- 4.4. assessment and examination policies;
- 4.5. course management, learning support and student progress.
- 4.6. To advise the Academic Board on resolutions, policy and procedures relating to all undergraduate and graduate coursework studies to ensure they are supporting the University's strategic objectives.
- 4.7. In collaboration with Academic Divisions, related Academic Board committees, the Centre for the Study of Higher Education, the Business Intelligence and Reporting Unit and the Provost, to develop, monitor and review the use of appropriate qualitative and quantitative measures of performance of teaching and learning, taking into account national and international recommended practices, including the quality framework of the Tertiary Education Quality and Standards Agency (TEQSA).
- 4.8. To advise the Academic Board on priority areas for evaluation and quality assurance of academic programs and associated student support programs.
- 4.9. In collaboration with the Provost to recommend the annual schedule of cyclical evaluations of academic units and areas of teaching and learning to review and evaluate quality in teaching and learning of all award courses and programs, and associated student support services and programs.
- 4.10. To make recommendations to the Academic Board on appropriate actions to improve the quality of teaching

and learning in courses and programs following the evaluations referred to at 4.5.

- 4.11. To monitor and evaluate systems and structures for the effective interaction between academic divisions, Board committees and University Services in the development and use of measures to encourage adoption of good practice in academic programs.
- 4.12. To advise and liaise with the Provost, the Director of the Centre for the Study of Higher Education, Deans, Course Standing Committee Chairs, related Board and academic division committees, and associated student and administrative supporting programs and services on matters within the committee's terms of reference.
- 4.13. To monitor the quality and effectiveness of programs designed to facilitate the transition of students into undergraduate and postgraduate courses and from courses into careers.
- 4.14. To receive final reports provided by Professional Associations on course accreditation on behalf of the Board.

V. Reporting

- 5.1. The Teaching and Learning Quality Assurance Committee reports to the next Academic Board after each meeting of the Committee.
- 5.2. To provide an annual report on its activities under its terms of reference to the Academic Board.

VI. Secretariat

The Academic Secretary, or nominee, will provide secretariat support to the committee. Academic Board approval, meeting dates:

21/3/96, 18/4/96, 18/2/99, 24/6/99, 22/2/01, 22/11/01, 20/6/02, 23/10/03, 21/7/05, 22/6/06, 22/2/07, 7/4/11, 24/10/13, 4/12/14, 20/1/15, 8/12/16

APPENDIX B

COUNCIL REGULATION PART 2

Council Regulation can be found at:

about.unimelb.edu.au/strategy/governance/regulatory-framework/legislative-framework

COUNCIL ELECTIONS AND PROCEEDINGS SECTION 7: MEETINGS

1. In accordance with the Act, no question must be decided at any meeting of Council unless there is a quorum of at least 8 members present.
2. Council may make standing orders for Council meeting proceedings.
3. In accordance with University policy and procedures, the University Secretary must retain minutes, approved by Council, of Council meetings.
4. The University Secretary may publish on the University website:
 - a. standing orders for the Council meeting proceedings; and
 - b. guidelines for meeting proceedings for University bodies.
5. Special meetings of Council must be held if called by the Chancellor, Vice-Chancellor, University Secretary, or requested in writing by eight members of Council.

APPENDIX C

STANDING ORDERS OF THE ACADEMIC BOARD GENERAL

about.unimelb.edu.au/strategy/governance/peak-bodies-structures/academic-board/about/information-for-academic-board-members

1. These Standing Orders are made by the Academic Board pursuant to the power conferred on it in that behalf by the Academic Board Regulation 8(3).
2. In these Standing Orders :-

- i. the expression “the Board” means the Academic Board;
 - ii. the expression “the Presiding Officer” means the person presiding at a meeting of the Board.
3. Any matter of procedure which is not dealt with by the University of Melbourne Act 2009 or by any Statute made pursuant to that Act or by these Standing Orders shall be determined by the Presiding Officer.
 4. These Standing Orders shall apply at every meeting of the Board unless the Board resolves that any part of these Orders be suspended for the whole or any part of a meeting.
 5. Notice of a meeting and a copy of the business papers shall be circulated electronically by the Academic Secretary five working days before the meeting. No business papers that require a decision shall be circulated later than 2 working days before the meeting with the exception of meetings called pursuant to order [6]). The Presiding Officer may allow additional business to be tabled at the meeting. Such business shall not be considered if the Board resolves that it be held over to a subsequent meeting.
 6. If the President of the Board or the Vice-Chancellor rules that a matter is urgent, a special meeting may be called by electronic means or otherwise, provided four hours notice is given. The first business of a meeting so called shall be to resolve whether the matter is urgent. If the Board so resolves the meeting shall continue to consider the business arising out of such matter, but otherwise it shall lapse.
 7. Any notice of motion, report, or other business must be submitted in writing to the Academic Secretary eight clear working days before the day of the meeting. Matters submitted after this time may be accepted at the discretion of the President of the Board.
 8. The president of the Board, by virtue of that office, or, in the absence of the president, the vice-president or, in the absence of the vice-president, the deputy vice-president or, in the absence of the

deputy vice-president, another member elected by the members present, is to preside.

9. The quorum for any Board meeting is 12 members.
10. Meetings of the Board shall not exceed two hours in duration unless there is a specific motion for an extension beyond two hours.
11. The whole of committee reports submitted to the Board shall be taken as moved and seconded.
12. The President may admit observers to all or any part of a meeting.

ORDER OF BUSINESS

13. The normal order of business at each regular meeting shall be as follows -
 - a. Starring of additional items (only those items which have been starred will be discussed).
 - b. Confirmation with or without amendment of the minutes of the previous meetings.
 - c. Business arising out of the minutes not listed in the agenda
 - d. Matters dealt with by the President.
 - e. Reports, if any, from the President of the Board and the Vice-Chancellor.
 - f. Questions with or without notice and oral statements by members.
 - g. Motions of which notice has been given.
 - h. Matters for discussion
 - i. Reports of the Standing Committees and of bodies reporting through those committees.
 - j. Reports from the Deputy Vice-Chancellors
 - k. Unstarred reports from the Academic Board appeal committees and Legislation and Trusts Committee
 - l. Other Items.
 - m. Adoption or receipt of unstarred items.

The Presiding Officer may alter the normal order of business.

14. Any item on the agenda may be taken out of order by the Presiding Officer unless the Board resolves that the written order of business be retained. If the Board resolves the order of business may be altered.
15. No business other than that specified in Order 5 shall be considered at any meeting unless the Presiding Officer with the approval of the meeting permits debate on a matter arising from a question without notice or an oral statement.

ORDINARY RULES OF DEBATE

14. Subject to Order 30, the Board shall ordinarily conduct its business in accordance with Orders 15 to 29 and, in particular,
 - a. any member desirous of moving a motion or an amendment or of taking part in any debate shall raise their hand Chair.
 - b. the member first observed raising their hand by the Presiding Officer shall be given priority in speaking.
 - c. a speaker shall keep to the particular matter before the meeting and shall not introduce irrelevant material.
 - d. a member may speak more than once on any question but does not have the right to do so if the Presiding Officer considers that other members are being denied the right to speak or that the member is being unduly repetitious.
 - e. the Presiding Officer may participate in the debate from the Chair, or he or she may vacate the Chair and call upon any member to act as Presiding Officer while he or she speaks from the floor.
 - f. if the Presiding Officer rises during the debate a member speaking or offering to speak shall cease and the Presiding Officer shall be heard without interruption.

- g. the Presiding Officer may “ask approval” and in the absence of dissent assume that the matter has been approved nem con.
- h. the sense of a motion may be expressed but the actual wording may be left to the Presiding Officer and secretary.
- b. “that the Board do now adjourn”
- c. “that the question be now put”
- d. “that the speaker be no longer heard”
- e. “that the matter be referred back to the committee which submitted the proposal”

Such motions do not require a seconder. Any such motion may not be moved by a person who has already spoken to the motion or to an amendment.

MOTIONS AND AMENDMENTS

15. A motion or amendment shall be couched in definite and precise language and should normally be affirmative in form.
16. In the absence of a member who has given notice of motion, a motion shall lapse unless another member present is prepared to move it.
17. A motion may be amended or withdrawn by the mover with the consent of the meeting.
18. A member who, without comment, seconded a motion or amendment shall not be deemed to have spoken.
19. Subject to Orders 20 and 25, any motion or amendment not seconded shall not be debated or put.
20. A motion moved from the Chair shall not require a seconder.
21. An amendment shall relate to the matter involved in the motion and not to some other matter.
22. An amendment which is a direct negative of the motion shall be disallowed.
23. Only one amendment may normally be accepted at a time. However, a member may speak against an amendment by drawing attention to a foreshadowed amendment to be moved if the amendment before the meeting is defeated.
24. i. If an amendment has been carried, an amendment which is substantially the same as the original motion is out of order.
ii. If an amendment has been defeated, an amendment which is substantially the same as that amendment is out of order.
25. Debate on a motion or amendment shall be immediately suspended, even if a person is speaking, if any of the following motions is moved;
 - a. “that the Board proceed to the next business”

Any of the above motions except (e) shall immediately be put without amendment or debate, except that the Presiding Officer may express the view that the matter has not been adequately debated and that the procedural motion should not be carried. If (c) above is carried in relation to an original motion, the mover of that motion may reply before the motion is put. If (e) above is moved debate may continue on matters to which the committee's attention should be drawn.

(The procedural motions to adjourn debate to a later meeting of the Board or to dissent from a ruling by the Presiding Officer have not been provided for in the Standing Orders but could still be moved if the Board has agreed to the suspension of Standing Orders for that purpose. This procedure permits debate of the motion to suspend Standing Orders. Procedural motions in themselves may not be debated.)

26. As soon as the debate on a motion or amendment has concluded, the Presiding Officer shall put the motion or amendment.
27. No member may speak to a motion, except to raise a point of order, after it has been put by the Presiding Officer and the show of hands or ballot has been taken.

VOTING

28. Voting shall be decided by a show of hands unless a ballot is directed by the Presiding Officer or is demanded by at least five members. When a vote has been taken by a show of hands, any five members may, by rising in their seats, require that the vote be confirmed by a ballot.

29. Where a ballot is taken, it shall be conducted in such manner as the Presiding Officer shall decide, provided that secrecy is ensured.

FORMAL RULES OF DEBATE

30. If the Presiding Officer rules, or the Board by resolution determines, that a matter before a meeting shall be conducted in accordance with the formal rules of debate, then the following procedures shall apply:
- debate shall occur only on a formal motion before the Chair or on an amendment to such a motion. Any such motion or amendment shall be submitted in writing to the Presiding Officer but may be seconded orally.
 - no member shall speak on anyone motion for more than seven minutes except by leave of the Board given for an extension of time which shall not be more than five minutes.
 - unless the Board resolves, no member, except the mover of a motion, may speak twice to a matter before the Board except by explanation in reply to a question or by raising a point of order
 - the seconder of a motion may reserve his or her right to speak later, provided he or she does not otherwise speak when seconding the motion.
 - a member may speak to an amendment although he or she has spoken to the motion or a previous amendment.
 - the mover of a motion, but not of an amendment, shall have the right to reply. The mover's reply closes the debate.
 - the Presiding Officer may refuse to grant the mover of the motion the right to reply until he or she has assured himself or herself that no other member desires to speak or to move an amendment.

QUESTIONS

31. Questions relating to the affairs of the University may be put through the

Presiding Officer to any member present. The Presiding Officer may disallow any question. Subject to Order 13, answers to questions may not be debated or lead to a motion at that meeting.

THE PRESIDING OFFICER

32. The Presiding Officer may
- require a speaker who, in his or her opinion, is being unduly verbose or who is not keeping to the point under discussion to desist;
 - refuse to accept motions and amendments which are not couched in clear terms;
 - require withdrawal of offensive statements or the imputation of improper motives;
 - preserve order and prevent interference to speakers by private talk or heckling remarks;
 - require a person who persists in being disorderly to withdraw from the meeting.
33. The Presiding Officer may not adjourn the meeting to prevent its coming to a decision. He or she may not refuse to accept an amendment that is in proper form and relates to a motion under discussion.

LOSS OF QUORUM

34. When attention is drawn to the lack of a quorum the Presiding Officer shall adjourn all unfinished business to the next meeting of the Board.

MINUTES

35. The minutes shall record
- The nature of the meeting, whether ordinary or special.
 - The date, time and place of the meeting.
 - The names of the Presiding Officer and of all other persons present at the meeting.
 - The names of those members from whom apologies have been received.
 - A summary of the business conducted at the meeting including in the case of a motion which is carried:

- i. a brief statement of the reasons advanced in support of the motion, followed by the motion as carried;
- ii. at the request of any member, a noting that that member voted against the motion.

36. Unless the Presiding Officer or the Board directs otherwise, a record of the following matters need not be included:

- a. the names of the mover and seconder, if any, of a motion;
- b. any motion which is lost or withdrawn;
- c. any motion moved while the Board is conducting its business pursuant to Order 15 which is not seconded;
- d. except in the case where the Vice-Chancellor or the mover of motion has made a formal statement for report to the Council or elsewhere, the views expressed by an individual member.
A record of the matters set out in paragraph (a) and (b) of this Order shall be kept in respect of any business of the Board conducted under the provisions of Order 30.

37. A member may within two days after any meeting submit to the Presiding Officer through the Academic Secretary a brief statement of the views expressed at the meeting upon any matter. Such statement may or may not be included in the minutes at the discretion of the Presiding Officer.

38. The minutes of each meeting shall be submitted to the following meeting for confirmation. Debate on a motion that the minutes be confirmed shall be limited to the accuracy and adequacy of the minutes as presented, and the only motion which may be submitted during such debate shall be a motion that the minutes be amended to correct misstatements or to record more adequately the proceedings of the previous meeting. Except with the permission of the Presiding Officer or the meeting, a member may not request that a statement attributed to himself or herself be included. A matter decided at a previous meeting cannot be reopened during debate on a motion to confirm the minutes of that meeting.

39. The minutes when confirmed shall be

signed by the Presiding Officer as a true and correct record of the proceedings of the previous meeting.

40. Lengthy amendments to the minutes of a previous meeting shall be included in the minutes of the succeeding meeting. Other amendments shall be initialled by the Presiding Officer.

CONDUCT OF MEMBERS

41. A member shall

- a. confine himself or herself to the matter before the Board;
- b. not before the Board make offensive statements or impute improper motives to other members;
- c. when called to order by the Chair, cease speaking until the question of order is decided;
- d. not disclose how other members spoke or voted on matters coming before the Board;
- e. except with the permission of the Presiding Officer or the Board, not remain in a meeting when any matter relating to himself or herself personally (other than a motion that he or she be censured) is under consideration.

42. No motion that a member of the Board be censured by the Board shall be debated by the Board unless at least five clear working days' written notice of that motion, including a brief statement of the matters alleged against him or her, shall have been given to the member named therein, together with a notice that he or she may answer the charge if he or she so desires at the meeting. If the member charged so desires, he or she shall be given a reasonable opportunity to answer the charge during the debate on the motion.

AMENDMENT OF STANDING ORDERS

43. These Standing Orders may be amended only by a motion of which due notice of motion has been given.

SPECIAL RULES

44. The Board may adopt special rules for the conduct of its affairs and such rules shall be attached as an appendix to the Standing Orders.

APPENDIX 1

STATEMENT OF PRINCIPLES WHICH THE BOARD CONSIDERS ITS MEMBERS SHOULD OBSERVE IN RELATION TO DISCUSSIONS OUTSIDE THE BOARD

1. Members of the Board are encouraged to make information arising from the papers and discussion of the Board available to other members of the University and to stimulate discussion and understanding in their Departments except as set out in (ii) below.
 2. A member of the Board should not, without the approval of the President, discuss with or directly or indirectly disclose to a person not a member of the Board information received by virtue of membership of the Board concerning:
 - a. any matter listed as confidential on the business papers or in the minutes of the Board;
 - b. any personal matter affecting an individual ;
 - c. any business negotiation or other financial matter which might allow any person to profit;
 - d. any matter concerning the promotion of any member of the staff of the University;
-

APPENDIX 2

ELECTIONS

1. Every election of the president, the vice-president, the deputy vice-president and of members to be elected to such committees as the Board shall from time to time determine shall be by vote as hereinafter provided, and for this purpose the Academic Secretary shall act as returning officer.
2. The president, the vice-president and the deputy vice-president shall be elected at a single election.
3. In every election the returning officer shall
 - a. appoint a date for the election after the first day of Second Semester;
 - b. call for nominations not later than 3 weeks before the date of the election by written notice to each member of the Board;
 - c. accept nominations not later than 2 weeks before the date of the election;
 - d. if the number of nominations of candidates does not exceed the number of vacancies, declare that candidate or those candidates to be duly elected; but if the number of nominations of candidates exceeds the number of vacancies an election will be conducted
4. The election will be conducted by using

electronic ballots and Academic Board members will be requested to cast their vote through the electronic voting system ('EVS') on a web site established for the purpose.

5. The academic secretary will inform voters of the location of the EVS and of the opening and closing times of the ballot not less than one week before the date of the election.
6. A link to any electoral statements provided by the candidates will be available on the EVS web site.
7. The voting system will be optional preferential. The voter's order of preference shall be indicated by writing consecutive numbers beginning with 1 opposite the names of all or some or one of the candidates.
8. Provisions for scrutineering and the release of voting information will be as for Council elections.
9. Subject to section 8, neither the returning officer nor any person assisting him or her shall in any way whatever directly or indirectly divulge or disclose or aid in divulging or disclosing for what candidate or in what manner any voter has voted, or the number of votes which any candidate has received.

A.B. mtg: 3/2016 – 9/5/2016, 9/2010 - 02/12/2010, 24/6/99, 22/6/95, 23/6/94, 16/12/93, 22/2/90, 23/03/89, 25/ 11/88, 26/5 188, 23/8/84, 24/ 11/83, 23/3/82

2019 MEETING DATES

ACADEMIC BOARD (AB)

The Academic Board will meet from 2.15pm to 4.15pm on the following Thursdays in 2019:

21 February
28 March
16 May
20 June
25 July
5 September
17 October
5 December

ACADEMIC PROGRAMS COMMITTEE (APC)

The APC will meet from 10.00am to 12.00 noon, in the Jim Potter Room, Old Physics Building:

8 February
8 March
12 April
31 May
21 June & 28 June
16 August
20 September
8 November

HIGHER DEGREE BY RESEARCH COMMITTEE (HDRC)

The Committee will meet on the following Wednesdays from 2.15pm - 4.15pm in the Jim Potter Room, Old Physics Building (unless otherwise advised).

6 March
17 April
3 July
11 September
6 November

SELECTION PROCEDURES COMMITTEE (SPC)

SPC meetings will be held on the following Mondays at 2.15pm - 4.15pm in the Jim Potter Room, Old Physics Building.

4 February
15 April
24 June

5 August
30 September
11 November

TEACHING AND LEARNING QUALITY ASSURANCE COMMITTEE (TALQAC)

The Committee will meet on the following Thursdays at 2.15pm - 4.15pm in the Jim Potter Conference Room, Old Physics Building, Parkville campus:

7 March
18 April
13 June
29 August
10 October
21 November

UNIVERSITY COUNCIL (UC)

Meetings commence at 8:30am.

Thursday 14 March
Wednesday 1 May
Wednesday 19 June
Wednesday 7 August
Friday 11 October
Tuesday 3 December

FINANCE COMMITTEE (FC)

Meetings commence at 3pm.

Mon 4 March
Mon 6 May
Mon 22 July
Mon 16 September
Mon 28 October
Mon 18 November
Mon 9 December

UoM FOUNDATION COMMITTEE (FTC)

Meetings held at 5.00pm.

Thu 7 February
Wed 10 April
Wed 31 July
Tue 12 November

APPENDIX D

2019 MEETING CALENDAR

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
JAN		1	2	3	4
	7	8	9	10	11
	14	15	16	17	18
	21	22	23	24	25
	29	30	31		
FEB					1
	4 SPC	5	6	7 FTC	8 APC
	11	12	13	14	15
MAR	18	19	20	21 AB	22
	25	26	27	28	1
	4 FC	5	6 HDRC	7 TALQAC	8 APC
	11	12	13	14 UC	15
	18	19	20	21	22
APR	25	26	27	28 AB	29
	1	2	3	4	5
	8	9	10 FTC	11	12 APC
	15 SPC	16	17 HDRC	18 TALQAC	19
MAY	22	23	24	25	26
	29	30	1 UC	2	3
	6 FC	7	8	9	10
	13	14	15	16 AB	17
	20	21	22	23	24
	27	28	29 HDRC	30	31 APC
JUN	3	4	5	6	7
	10	11	12	13 TALQAC	14
	17	18	19 UC	20 AB	21 APC
	24 SPC	25	26	27	28 APC

AB	ACADEMIC BOARD 2:15PM-4:15PM
APC	ACADEMIC PROGRAMS COMMITTEE 10AM-12PM
HDRC	HIGHER DEGREE BY RESEARCH COMMITTEE 2:15-4:15
SPC	SELECTION PROCEDURES COMMITTEE 2:15PM-4:15PM
TALQAC	TEACHING AND LEARNING QUALITY ASSURANCE COMMITTEE 2:15PM-4:15PM
UC	UNIVERSITY COUNCIL 8:30AM
FC	FINANCE COMMITTEE 3PM
FTC	UoM FOUNDATION AND TRUSTS COMMITTEE 5PM

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
JUL	1	2	3 HDRC	4	5
	8	9	10	11	12
	15	16	17	18	19
	22 FC	23	24	25 AB	26
AUG	29	30	31 FTC	1	2
	5 SPC	6	7 UC	8	9
	12	13	14	15	16 APC
	19	20	21	22	23
	26	27	28	29 TALQAC	30
SEP	2	3	4	5 AB	6
	9	10	11 HDRC	12	13
	16 FC	17	18	19	20 APC
	23	24	25	26	27
OCT	30 SPC	1	2	3	4
	7	8	9	10 TALQAC	11 UC
	14	15	16	17 AB	18
	21	22	23	24	25
NOV	28 FC	29	30	31	1
	4	5	6 HDRC	7	8 APC
	11 SPC	12 FTC	13	14	15
	18 FC	19	20	21 TALQAC	22
	25	26	27	28	29
DEC	2	3 UC	4	5 AB	6
	9 FC	10	11	12	13
	16	17	18	19	20
	23	24	25	26	27

- AB ACADEMIC BOARD 2:15PM-4:15PM
- APC ACADEMIC PROGRAMS COMMITTEE 10AM-12PM
- HDRC HIGHER DEGREE BY RESEARCH COMMITTEE 2:15-4:15
- SPC SELECTION PROCEDURES COMMITTEE 2:15PM-4:15PM
- TALQAC TEACHING AND LEARNING QUALITY ASSURANCE COMMITTEE 2:15PM-4:15PM
- UC UNIVERSITY COUNCIL 8:30AM
- FC FINANCE COMMITTEE 3PM
- FTC UoM FOUNDATION AND TRUSTS COMMITTEE 5PM

UMSU ADVOCACY SERVICE
LEVEL 4, UNION HOUSE
T: 8344 6546
umsu.unimelb.edu.au/advocacy

