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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 Melbourne University, 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 Principal, 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, by virtue of University Statute 5.1, the faculties each have the flexibility to determine their own structure and governance arrangements to suit their particular scale and requirements.

1.3. Changes to Statutes and Regulations in 2016
A statute is the primary legislative instrument that can be made by the University under Victorian legislation. Statutes can be enacted, amended and repealed only by University Council, and any statutes enacted, amended or repealed must receive approval of the relevant state Minister before they can take effect. They must be enacted by Victorian legislation. Otherwise they typically establish significant University policies and provisions applying to a group of entities or people. Matters of detail subject to frequent change and matters related to the detailed implementation of policy are dealt with at a lower level of legislation such as in regulation. The Regulations are linked to the Statutes to which they relate.

At the time of writing, there are a number of proposed changes to the University’s Statutes and Regulations. In 2015 the University Secretary led an extensive review which the University
describes as a ‘once-in-a-generation’ opportunity to examine the University’s legislative needs from first principles. Through this review, the University hopes to:

- Remove duplication and anachronism in the University’s statutes and regulations;
- Develop a regulatory framework consistent with principles of good governance;
- Maximise institutional autonomy and organisational agility – the latter particularly with respect to the volume of current statutes requiring Ministerial approval;
- Simplify and amend for greater efficiency where practical; and
- Ensure alignment with the Melbourne Operating Model.

The revisions are intended to fit into the following draft regulatory framework comprising:

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

Ultimately this will result in a revised framework which is designed to replace the existing 17 statues with one and the current 39 regulations with just three which echo the tripartite structure under the new operating model.

Watch this space.

1.3.1. University Council Committees

The Committees of University Council are very high level. They typically make determinations on issues which have been investigated, analysed and consulted on extensively prior to arriving at these Committees for final voting and approval. This doesn’t mean they are no more than “rubber stamping” bodies, however it is important to understand their function as decision makers on matters which are at the top of an often lengthy development process.
1.3w.2. Academic Board Committees
1.3.3. Governance of the faculties

The governance arrangements of the University’s 11 faculties are approved by Council Nominations and Governance Committee (CNGC) on behalf of University Council.

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 like this:

where the Program Advisory Boards, Undergraduate, Graduate and research faculty 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.
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.

1.3.4.1. Chancellery
Comprises the Offices of the Provost, Research, Administration and Finance, Engagement, Policy and Projects and Operations. 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.

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

1.3.4.3. 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. A very brief overview of each committee follows – however the Terms of Reference of each of these Committees can be found in full at Appendix A.

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.

The APC reports to Academic Board after each meeting.

The Committee Secretary is Bernadette Harris.

2.1.2. Building and Estates Committee [University Council]
Exercises governance responsibilities on behalf of Council in the oversight of the planning, development and stewardship of the University’s real property and physical assets.

The Committee Secretary is Natasha Smith.

2.1.3. Finance Committee [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.

The Committee Secretary is Katerina Kapobassiss.

2.1.4. Information Technology Committee (ITC) [Academic Board]
Contributes to the successful delivery of major IT projects in the University, by ensuring that the needs of academic users are taken into account in their design and implementation.

IT Committee reports to the Academic Board after each meeting.

The Committee Secretary is Elena Goodey.

2.1.5. Legislation and Trusts Committee [University Council]
Advises Council on the appropriate form for draft Statutes and Regulations of Council and oversees the University’s stewardship of endowments and trusts.

The Committee Secretary is Kathy Menezes.

2.1.6. Libraries and Academic Resources Committee (LARC) [Academic Board]
Develops appropriate qualitative and quantitative indicators of the quality of the University’s scholarly information services and resources (including libraries and information technology), and oversees, monitors and reviews their use.

LARC reports to the Academic Board after each meeting.

The Committee Secretary is Sarah Charing.
2.1.7. Melbourne Custom Programs Committee (MCPC) [Academic Board]

Advise the Academic Board of the University on all matters of policy relating to higher education courses of the School of Melbourne Consulting and Custom Programs, taking into account international best practice in order to ensure that courses are of the highest quality and standards.

MCPC reports to the APC after each meeting.

The Committee Secretary is Megan Schulz.

2.1.8. Research Higher Degrees Committee (RHDC) [Academic Board]

Advises on all matters of policy and course approvals relating to postgraduate courses in which the research component is at least 66%, including the degrees of Doctor of Philosophy, Master of Philosophy and other research higher degrees comprising research and coursework.

RHDC reports to the Academic Board after each meeting.

The Committee Secretary is Elena Goodey.

2.1.9. Selection Procedures Committee [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.

The Committee Secretary is Jeremy Cohen.

2.1.10. Teaching and Learning Development Committee (TALDEC) [Academic Board]

Advises and make recommendations on the development of staff and facilities in order to enhance the quality of teaching and learning and academic programs, and provide students with a wider range of enhanced learning opportunities in the University.

TALDEC reports to the Academic Board after each meeting.

The Committee Secretary is Sandra Macriyannis.

2.1.11. 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.

TALQAC reports to the Academic Board after each meeting.

The Committee Secretary is Holly Davis.

2.1.12. 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.

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

2.1.1. 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.

2.1.2. Intersection with professional advocacy
The staff of the 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 Reps. The 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.
EFFECTIVE PARTICIPATION: MAXIMISING YOUR CONTRIBUTION
THREE PS –

1. Preparation
2. Professionalism
3. Participation
3.1. Preparation
3.1.1. 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 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?

3.2. 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 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.

3.3. 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.

3.3.1. 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).

3.3.2. Know how it works – Meeting Protocols

University meetings follow a very similar custom and practice which has been codified into Statute 1.3 – Meetings (Appendix B).

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 (on p. 39).

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

3.3.2.1. 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.

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.
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.

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.

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.

4 SOURCES OF SUPPORT

4.1. 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.

4.2. 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.

4.2.1. UMSU Education (Public) Officers
4.2.2. 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.

4.2.2. 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.

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

4.2.1. GSA Policy Coordinator and GSA Higher Education Manager
The GSA employs specialist staff to support Graduate student representatives on University committees with policy research and advice.

4.2.2. GSA Research Students Department
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.

4.3. 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 or 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 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.

4.2.4. GSA Policy Coordinator and GSA Higher Education Manager
The GSA employs specialist staff to support Graduate student representatives on University committees with policy research and advice.

4.2.5. GSA Research Education 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.
KEY CONTACTS

5.1. GSA Student Representatives
GSA Coursework Education Officer
coursework@gsa.unimelb.edu.au
GSA Research Education Officer
research@gsa.unimelb.edu.au

5.2. UMSU Student Representatives
UMSU Education (Academic) Officers
educationacademic@union.unimelb.edu.au
UMSU Education (Public) Officers
educationpublic@union.unimelb.edu.au

5.3. The UMSU Advocacy Service
Student Services Officer
Tel: 8344 6546
suashelp@union.unimelb.edu.au

5.4. GSA Policy and Research staff
GSA Policy Coordinator
Tel: 8344 8559
emily@gsa.unimelb.edu.au
GSA Higher Education Manager
Tel: 8344 8380
beornn@gsa.unimelb.edu.au

5.5. Academic Board and Academic Board
Committee Contacts
Penelope Pepperell
Academic Secretary
Tel: 8344 7527
pdp@unimelb.edu.au
acad-sec@unimelb.edu.au
Lydia McDonnell
Academic Governance Officer,
Policy and Projects
Tel: 8344 3801
lfiranyi@unimelb.edu.au
Jeremy Cohen
Executive Officer
Selection Procedures Committee
Tel: 8344 7529
cohenj@unimelb.edu.au

Elena Goodey
Executive Officer, Research Higher
Degrees Committee, Information
Technology Committee
Tel: 8344 6169
e.goodey@unimelb.edu.au

Bernadette Harris
Executive Officer,
Academic Programs Committee
Tel: 9035 4765
bernadette.harris@unimelb.edu.au

Sandra Macriyiannis
Executive Officer, Teaching and Learning
Development Committee
Tel: 9035 7405
sandra.macriyiannis@unimelb.edu.au

Holly Davis
Executive Officer, Teaching and Learning
Quality Assurance Committee
Tel: 8344 6424
hdavis@unimelb.edu.au

Sarah Charing
Executive Officer, Libraries and Academic
Resources Committee
Tel: 9035 4437
scharing@unimelb.edu.au

5.6. University Secretary’s department
Gioconda Di Lorenzo
University Secretary
Tel: 8344 7117
gdlo@unimelb.edu.au

Katerina Kapobassis
Finance Committee Secretary
Tel: 8344 4312
kkap@unimelb.edu.au

Kathy Menezes
Legislation and Trusts Committee
Secretary
Tel: 8344 5003
kmenezes@unimelb.edu.au

Natasha Smith
Building and Estates Committee
Tel: 9035 8963
smithnj@unimelb.edu.au
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ACADEMIC PROGRAMS COMMITTEE

I. Membership
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
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
Two 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
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.

IV. Terms of Reference
4.1. The Academic Programs Committee, on its own initiative or on referral from the Board, will, in consultation with the Academic Secretary, develop policies relating to all courses, including teaching and learning practices, for approval by the Board, taking into account national and international best practice in order to ensure that academic programs are of the highest quality and standards.

4.2. The Academic Programs Committee shall regularly monitor compliance with the policies referred to in 4.1 and, where appropriate, shall make recommendations to the Board.

4.3. The Academic Programs Committee, on its own initiative or on referral from the Board, shall determine criteria to be used by faculties in the development of proposals for new courses.

4.4. In accordance with Statute 11.1, Academic Board policies, procedures and guidelines and principles developed by the Committee, the Academic Programs Committee shall review and, as appropriate, make recommendations to the Board on all proposed new courses, discontinuation and/or suspension of courses.
4.5. In accordance with Statute 11.1, with Academic Board policies, procedures and guidelines and with principles developed by the Committee, the Academic Programs Committee shall review and, as appropriate, make recommendations to the Board for major changes to courses.

4.6. The Academic Programs Committee shall advise the Board on proposals for the suspension of subjects.

4.7. The Academic Programs Committee shall be responsible for monitoring delegations to faculties, graduate schools and course standing committees to ensure that they are regularly reviewing the appropriateness of existing courses and the delegated responsibility for approving minor course changes.

4.8. The Academic Programs Committee shall monitor non-award courses at undergraduate and postgraduate level offered under the name of the University of Melbourne and, as required, develop policies regarding these programs for approval by the Board.

4.9. The Academic Programs Committee shall monitor policies regarding the University of Melbourne Extension Program for approval by the Board.

4.10. To receive and make recommendations to the Board on reports from the Melbourne Custom Programs Committee.

4.11. The Academic Programs Committee may from time to time make recommendations to amend these terms of reference or the specification of its delegated authorities or to provide for the regulation of its own procedures.

V. Reporting

The Academic Programs Committee will report to the next meeting of the Board after each meeting of the committee.

VI. Secretariat

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

Approved 8/2/2013; 26/2/2014; 4/12/2014

BUILDING AND ESTATES COMMITTEE

The Buildings and Estates Committee exercises governance responsibilities on behalf of Council in the oversight of the planning, development and stewardship of the University’s real property and physical assets.

I. Membership

Chairperson – an external member of Council, appointed by Council

Up to two Council members or Council Fellows, appointed by Council Vice-Chancellor or nominee

President of the Academic Board or nominee

Chairs of the Building Design Review, Heritage and Landscape and Open Space Sub-Committees

Senior Vice-Principal or nominee

President of the University of Melbourne Student Union (UMSU) or nominee

President of the University of Melbourne Graduate Student Association (GSA) or nominee

Co-opted members

II. Terms of Reference

The functions of the Buildings and Estates Committee are:

a. To oversee the development and periodic review of Master Plans for each of the University’s campuses and recommend to Council any amendments to the University Master Plan;

b. To monitor the implementation of the University’s rolling infrastructure program to ensure congruence with the Master Plan, including monitoring the design and implementation of physical infrastructure projects, with a particular emphasis on Major Projects, with a value in excess of $10 million;

c. To oversee the development of a campus precincts strategy that seeks to establish coherent University learning and research communities, within the framework of the University’s Master Plan;

d. To oversee the development and monitoring of University design, construction and space management
policies and practices that support the effective use of University space and provide for the efficient application of University infrastructure funds;

e. To oversee the development of a campus amenities strategy that ensures the development of the University’s physical environment in a manner that is congruent with the University’s mission and educational values;

f. To monitor and advise Council on the likely impact that proposed buildings, land use and infrastructure projects at the University are likely to have on external communities and the likely impact on the University of land use and associated developments in areas adjacent to it;

g. To make recommendations to Council with respect to its policies specifically:
   • Policy and Naming Guidelines for Naming Proposals
   • Policy for Outdoor Sculpture
   • Memorial Tree Policy and Guidelines

And to exercise such authorities as are conferred on the Committee in accordance with these policies;

h. To make recommendations to Council with respect to signage policy for the University.

III. Delegations

The Committee holds the following delegated authorities:

a. To approve the inclusion in a register for University purposes of names of architects and consultants from whom appointments to specific projects may be made;

b. To approve the inclusion in a register for University purposes of the names of builders and contractors for the purpose of inviting tenders;

c. To establish such subcommittees and working groups as it finds necessary to carry out its functions.

IV. Reporting

a. The Committee reports after each meeting to the University Finance Committee and Council on matters relating to its terms of reference. The Committee makes recommendations to Finance Committee and Council about the design and project implementation arrangements relating to University capital projects, including Major Projects, with a project value in excess of $10 million.

b. Sub-committees that report to the Building and Estates Committee are:
   • Building and Design Review
   • Heritage
   • Landscape and Open Space

[amended by Council 21/3/11]

FINANCE COMMITTEE

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 and, within delegated authority, acts on behalf of Council on those matters.

I. Membership

Chairperson - an external member of Council, appointed by Council
The Chairperson of Audit Committee
The Chairperson of University Risk Committee
The Chairperson of Investment Management Committee
Up to two other Council members or Council Fellows, at least one of whom is an external member of Council with financial expertise

The Vice-Chancellor

The President of the Academic Board
One member nominated by the Chairperson, in consultation with the President of UMSU Inc. (“UMSU”) 
One member nominated by the Chairperson, in consultation with the President of the University of Melbourne Graduate Student Association (“GSA”) 
Up to three other persons appointed by the Chairperson, taking into account the need for additional expertise.
II. Terms of Reference

The functions of the Finance Committee are –

1. To review and make recommendations to Council on policies, including financial delegations, with respect to the control and management of financial resources, the ownership, management and divestment of assets, including properties, investments, borrowings and management of funds.

2. To exercise governance accountabilities in relation to oversight of the identification and management of financial risk, including commercial risk exposures arising from the operations of controlled entities, associated companies*, auxiliary operations and significant business ventures, and as otherwise mandated by the University’s Commercial Activities Guidelines.

3. To advise the Vice-Chancellor annually of the amount of resources available for preparation of the operating and capital expenditure budget and to review and recommend to Council the University’s annual (recurrent and capital expenditure) budget and forward estimates for adoption.

4. To monitor the University’s financial performance against budget and the performance against plan of the annual infrastructure program.

5. To oversee the preparation of the annual Financial Statements of the University and recommend to Council their adoption.

6. In relation to matters coming within the University’s Commercial Activities Guidelines:
   • To provide advice to Council on policies and procedures for the establishment, management and operation of auxiliary operations, subsidiary entities and other commercial activities of the University;
   • To make recommendations on the creation of new entities or participation in significant commercial activities, having satisfied itself that all assessments and measures required under the Guidelines have been completed;
   • To monitor the financial performance of these bodies and activities including quarterly and annual reports, business plans, financial statements and auditors’ reports;
   • To report annually to Council on any significant issues relating to the performance of subsidiaries, joint ventures or the commercial undertakings;
   • To monitor what should be considered as a “commercial activity” for the purposes of the Guidelines, having regard also to the significance of the expenditure to be committed for the purpose, and other relevant factors, as reflected in the Guidelines;
   • Subject to the foregoing sub-paragraph, to determine whether the University should enter into a commercial activity on the recommendation of the Vice-Chancellor on advice from the Chief Financial Officer or the Deputy Vice-Chancellor (Research), as the case may be, and report any such decisions to Council; and
   • To receive reports from the Chief Financial Officer and the Deputy Vice-Chancellor (Research), as the case may be, on determinations made by them as to what does not constitute a commercial activity for the purposes of the Guidelines, and University entry (or otherwise) into the relevant activity or undertaking on that basis.

7. To provide advice to Council on the investment objectives of the University and to monitor the Investment Management Committee in securing performance of these objectives.

8. To oversee management of the University’s asset portfolio and exercise governance oversight of major infrastructure projects (ie. Projects in excess of $20million), providing advice on how the planning and implementation of major new initiatives might be enhanced for the long term benefit of the University.
9. To review all proposals for University participation in an outside company (whether for commercial purposes or otherwise), including approval of applicable constitutions and amendments thereto, save that the creation of any controlled entities (including approval of any constitution and amendments thereto) or participation in a significant commercial activity (section 8(3)(h) of the University of Melbourne Act 2009) always requires the approval of Council on the recommendation of the Finance Committee and the Vice-Chancellor.

III. Sub-Committees and Working Groups

- 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 chairperson, the Vice-Chancellor (or nominee) and at least two other external members of Council who are members of the Committee.
- The Committee may establish such ad hoc working groups as may be required from time to time to facilitate the conduct of its business.
- The Investment Management Committee is a standing sub-committee.

IV. Delegations

Finance Committee holds delegated authority to:

1. Authorise the writing off of bad or doubtful debts.

2. Approve on the advice of the Investment Management Committee the asset allocation and related principles for the University's investment portfolio.

3. Approve on the advice of the Investment Management Committee the appointment of funds managers and custodial administration in relation to the stewardship of the University's investment portfolio.

4. Approve recommendations from the Vice-Chancellor for settlement of any claims on infrastructure contracts.

5. Authorise levels of charges for University services, agreements with and budgets of outside or self-governing institutions, and the use of accounting (including purchasing) systems generally.

6. Approve placement of the University's insurances.

7. Approve in advance, significant acquisitions, divestments and investments, company creations and contractual arrangements proposed by subsidiary companies, providing that any such approvals are to be reported to Council.

8. Approve asset acquisitions, disposals and property leasing matters within principles and policy approved by Council.

9. Authorise the Chief Financial Officer and the Deputy Vice-Chancellor (Research), as the case may be, to make determinations in respect of matters related to compliance with the University's Commercial Activities Guidelines and entry (or otherwise) into all transactions related thereto, all such determinations to be reported to the Committee, save that:

i. The entry into any commercial activity, University membership of any company, or the entry into any other activity where a financial commitment of $10 million (cash) or more is proposed or may arise over the life of the project, requires the approval of Finance Committee and the Vice-Chancellor (on the recommendation of the Chief Financial Officer or Deputy Vice-Chancellor (Research) as the case may be) and reporting to Council; and

ii. The creation of any controlled entities (including approval of any constitution and amendments thereto) or participation in a significant commercial activity (section 8(3)(h) of the University of Melbourne Act 2009) always requires the approval of Council on the recommendation of Finance Committee and the Vice-Chancellor.
INFORMATION TECHNOLOGY COMMITTEE

I. Composition
President of the Academic Board or nominee
Vice-President of the Academic Board or nominee
Chairperson appointed by the President
IT Strategy and Planning Lead
Director Infrastructure Services
Deputy Vice-Chancellor Research (or nominee)
University Librarian (or nominee)
Chair of Libraries and Academic Resources Committee (or nominee)
Chair of TALDEC (or nominee)
Academic Secretary or Academic Governance Officer
Director, Academic Administration
Four members of the Academic Board elected by the Academic Board for a term of two years (two members to retire each year)
Up to two 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
The President of UMSU (or nominee)
The president of GSA (or nominee)
Up to four additional members, not being members of the Academic Board, nominated 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
Up to three members appointed by the committee for the duration of a particular enquiry

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 a Deputy Chairperson, in consultation with the Chairperson.

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

IV. Terms of Reference
1. To define the forms of academic input that are important to the University’s IT initiatives, and to define how these can be incorporated into the University’s strategic decision making with regard to IT and communicated to the academic community.
2. To help to ensure that the University’s IT policies and developments respond to academic input about their impact on teaching and learning, research, and the working lives of academic staff.
3. To monitor the quality of IT policies and practices with regard to the support of high academic standards in academic divisions, as realized in deployment of services and resources.
4. To contribute academic leadership in advising the Academic Board, Provost, Senior Vice Principal, and Chief Information Officer on priority areas for IT innovation in academic research, teaching and learning, and the daily management of academic work.
5. To receive reports from the University’s Information Technology strategy groups, and in relation to IT matters when appropriate, the relevant University committees.

V. Reporting
The Academic Programs Committee will report to the next meeting of the Board after each meeting of the committee.

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

Approval
LEGISLATION AND TRUSTS COMMITTEE

The Legislation and Trusts Committee advises Council on the appropriate form for draft Statutes and Regulations of Council and oversees the University’s stewardship of endowments and trusts.

I. Membership
Chair – an external member of Council, appointed by Council
Three persons appointed by Council (at least two to be Council members or Council Fellows)
The President of the Academic Board
Senior Vice-Principal or nominee
University Secretary
Up to three additional members with expertise in legal drafting or trusts co-opted annually by the Committee One member nominated by the Chair, in consultation with the President of the UMSU Incorporated
One member nominated by the Chair, in consultation with the President of The University of Melbourne Graduate Students Association, Inc

II. Terms of Reference
The functions of the Legislation and Trusts Committee are -

1. To consider all proposals for Statutes and Regulations, and any Standing Resolutions of Council referred by the Vice-Chancellor or Council, in the light of the policy which they are intended to implement and the requirements of the University of Melbourne Act 2009, and to certify to Council that any such proposals are in a form proper to be made by Council.

2. To advise Council on issues relevant to any policies of the University, whether proposed or existing, which may be referred by the Vice-Chancellor or Council for that purpose.

3. To advise Council on any comments on legislation or policies made by stakeholder groups.

4. To 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.

5. To 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 with fiduciary obligations, but without having any obligation to review issues in connection with any particular trust account which remains a management responsibility.

6. To consider and report to Council on such other matters relating to University legislation, policies, trusts and endowments as the Council or the Vice-Chancellor may from time-to-time refer to it.

LIBRARIES AND ACADEMIC RESOURCES COMMITTEE

I. Composition
President of the Academic Board or nominee
Vice-President, Academic Board or nominee
University Librarian
Manager, Academic Skills
A chairperson appointed by the President of Academic Board
Academic Secretary or Academic Governance Officer
Four members of the Academic Board elected by the Academic Board for a term of two years (Two members to retire each year)
Up to two 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
The president of UMSU or nominee
The president of GSA or nominee
Up to six additional members, not being members of the Academic Board, nominated by the President of the Academic Board for a term of up to two years having regard to gender balance, disciplinary expertise and faculty distribution of the membership
Manager, Grainger Museum
University Archivist
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 a Deputy Chairperson, in consultation with the Chairperson.

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

IV. Terms of Reference
4.1. In collaboration with the Provost, Faculties, Graduate Schools and related Academic Board committees, to develop appropriate qualitative and quantitative indicators of the quality of the University’s scholarly information services and resources (including libraries and information technology), taking into account national and international recommended practices, and to oversee, monitor and review their use.

4.2. To monitor the quality of the University’s scholarly information services and resources and to ensure these are appropriate to academic teaching and research programs, taking account of international developments and best practice in order to ensure that services and resources are of the highest possible quality and standards.

4.3. To advise the Provost and Academic Board on priority areas for resourcing and development of scholarly information services and resources.

4.4. To advise the Academic Board on policy matters relating to access to and use of all University’s scholarly information services and resources including library use and user services.

4.5. To receive reports from University of Melbourne Archives Committee and the Grainger Museum.

V. Reporting
The Library and Academic Resources Committee will report to the next Academic Board after each meeting of the committee.

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

Academic Board approval, meeting dates:
A.B. 21/03/96, 18/04/96, 18/02/99, 24/06/99, 22/02/01, 21/06/01, 22/11/01, 01/02/08, 07/04/11, 28/02/13, 4/12/2014

MELBOURNE CUSTOM PROGRAMS COMMITTEE

I. Composition
President of the Academic Board or nominee
Executive Dean of the School of Melbourne Custom Programs or nominee
Two members of the Academic Board appointed annually by the Board
Academic Registrar or nominee
Up to four members appointed annually by the School of Melbourne Custom Programs
Up to four members appointed annually by the Academic Board chosen to reflect Faculty engagement with the School
One student member appointed annually by the University of Melbourne Graduate Student Association

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 a Deputy Chairperson, in consultation with the Chairperson.

III. Quorum
A quorum for the committee is 3 members or 20% of the current membership, whichever is greater, provided that the President of the Board, or nominee, and at least one other member of the Board, or nominee is present.
IV. Terms of Reference

4.1. To advise the Academic Board of the University on all matters of policy relating to higher education courses of the School of Melbourne Custom Programs (‘the school’), taking into account international best practice in order to ensure that courses are of the highest quality and standards.

4.2. To consider and make recommendations to the Academic Board of the University on any matter related to award courses undertaken at the School which may require action by the Board pursuant to the Statutes of the University or any resolution of the Board. In particular to deal with matters such as assessment, new or amended subject or course proposals, selection and unsatisfactory progress.

4.3. To consider reports from the School on the outcomes of quality assurance processes for its academic programs, having regard to international benchmarks, and, where appropriate, to make recommendations to the Academic Board based on these reports.

V. Frequency of Meetings

The Committee shall normally meet as required, and not less than four times per year.

VI. Reporting

The Committee will report to the Academic Board after each meeting.

VII. Secretariat

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

Academic Board approval meeting dates:
23/2/06, 24/8/06, 01/02/08, 27/03/08, 26/02/14

RESEARCH HIGHER DEGREES COMMITTEE

I. Membership

President of the Academic Board or nominee
Pro Vice-Chancellor, Graduate Research
A Chairperson appointed by the Academic Board
Six members of the academic staff, who are active in research and supervision of higher degree candidates, elected by the Academic Board (3 year term)
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 nominees of the President of the Graduate Students Association (GSA) both of whom must be enrolled in a research higher degree
Academic Secretary or nominee
Research Higher Degree Candidature Manager
Director of the Centre for the Study of Higher Education or nominee
Two representatives from Associate Deans, Research Training, one from STEM and one from HASS disciplines, nominated by the Chair in consultation with the President.
Two Deputy Chairpersons appointed by the President, from the committee membership, in consultation with the Chairperson. One Deputy Chairperson will chair the Research Higher Degree Scholarships Sub-committee.
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.

III. 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.

IV. Terms of Reference
4.1. To advise the Academic Board on all matters of policy relating to research higher degrees including the degrees of Doctor of Philosophy, Master of Philosophy, higher doctorates and other research higher degrees comprising research and coursework.

4.2. In accordance with Statute 11.1, Academic Board policies, procedures, guidelines and principles, the committee shall review and, as appropriate, make recommendations to the Board on all proposed new courses, discontinuation and/or suspension of research programs.

4.3. In relation to coursework components of research higher degrees:

• provide policy 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; and

• receive advice from the Chair of the APC in regard to consideration of the details of coursework requirements of research higher degrees and professional doctorates; and

4.4. 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.

4.5. To monitor the progress of the Doctor of Philosophy (PhD) programs.

4.6. The Committee will monitor delegations to faculties to ensure that they are regularly reviewing the appropriateness of existing research programs and the delegated responsibility for approving minor program changes.

4.7. The Committee, on its own initiative or on referral from the Board, shall determine criteria to be used by faculties in the development of proposals for new research degrees and programs.

4.8. On receipt of annual reports from faculties, 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.

4.9. To have oversight of and input into any tools used for monitoring of candidature progress.

4.10. 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 APAs 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 review the citations for PhD candidates to be presented at the graduation ceremonies.

4.15. 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
The Research Higher Degrees Committee will report to the next meeting of the Academic Board after each committee meeting.

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, 16/10/14

RHD 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 Subcommittee 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**

I. Membership

President of the Academic Board or nominee

Vice-President of the Academic Board or nominee

A chairperson appointed by the President

Deputy Vice-Chancellor (International)

Director, Centre for the Study of Higher Education or nominee

Director, International

Associate Director, Admissions

Manager, Scholarships, Bursaries and Fees

A faculty Academic Service Officer, or equivalent

Academic Secretary or Academic Governance Officer

One member nominated by the Academic Programs Committee

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

The President of UMSU or nominee and one additional nominee

The President of GSA or nominee and one additional nominee

Up to two 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 enquiry.

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. Chair and Deputy Chairs
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 is to be designated as the Committee's Scholarship and Awards Coordinator.

III. Quorum
A quorum for the committee is 30% of the current membership.

IV. Terms of Reference
4.1. To advise and make recommendations concerning the selection of students into courses, subjects or groups of subjects for which enrolment is or may be restricted, including but not limited to
• policies, procedures and guidelines;
• Academic Board Resolutions on Selection;
• appropriate communications with the Victorian Tertiary Admission Centre, the Victorian Curriculum and Assessment Authority and other bodies administering senior secondary school programs or equivalent programs;
• pathways to award or non-award courses, including pathways with guaranteed entry;
• Access programs;
• English language standards.

4.2. 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.

4.3. 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.

The Committee may delegate decisions that do not create precedents and that clearly meet current guidelines approved by the Committee to the Deputy Chair designated as 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.

4.4. 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
The Selection Procedures Committee will report to the next meeting of the Board after each meeting of the committee.

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

Academic Board approval, meeting dates:
TEACHING AND LEARNING DEVELOPMENT COMMITTEE (TALDEC)

I. Membership
President, Academic Board
Vice-President or Deputy Vice-President, Academic Board
Pro-Vice-Chancellor (Academic) or nominee
Chairperson appointed by the President
University Librarian or nominee
Director of eLearning
Director, Centre for the Study of Higher Education or nominee
Director, Scholarly Information or nominee
Academic Secretary or Academic Governance Officer
Director, Business Intelligence and Reporting
Associate Director Learning Environments
Four members of the Academic Board elected by the Board for a term of two years; two members to retire in alternate years
Two members of Academic Staff not being members of Academic Board for a term of two years, one member to retire in alternate years
Up to two additional members, holding appointments at Level C, nominated by President, Academic Board
Up to two members of Academic Staff and up to two members of the Professional Staff appointed by the Committee having regard to gender balance and their expertise in matters relevant to teaching and learning and the Terms of Reference of the Committee
Up to five members appointed by the Chair of TALDEC and President, Academic Board, having regard to gender balance and disciplinary expertise of the membership

PRESIDENT OF GSA OR NOMINEE
PRESIDENT OF UMSU OR NOMINEE

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 a Deputy Chairperson, in consultation with the Chairperson.

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 advise and make recommendations to the Academic Board (and/or other University bodies or officers, as appropriate), in consultation with the Provost on:
   i. The most effective ways to promote and encourage excellence, innovation and the support and development of staff and facilities in order to enhance the quality of teaching and learning and academic programs, and provide students with a wider range of enhanced learning opportunities in the University, taking into account the use of emerging technologies and new approaches to teaching and curriculum development, and learning-space design.
   ii. The progress and effectiveness of curriculum-based and enterprise-wide projects and programs in the University to enhance and encourage teaching and learning innovation and improvement, having regard to national and international benchmarks.
   iii. Strategies for implementation of improvements or initiatives proposed where relevant.
4.4. To communicate and work collaboratively with key internal stakeholder centres, groups and units, including, but not limited to, the Centre of Study of Higher Education, Student Success, University Library, Learning Environments, Planning, Associate Deans (Academic) and Course Standing Committee Chairs.
V. Reporting
The Teaching and Learning Development Committee will report to the next meeting of the Board after each meeting of the committee.

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


TEACHING AND LEARNING QUALITY ASSURANCE COMMITTEE

I. Composition
President of the Academic Board
Vice-President of the Academic Board or the 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
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
An academic staff member with expertise in indigenous studies, nominated 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 six additional members, not being members of the Academic Board, nominated 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.

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

Two nominees of the University of Melbourne Graduate Student Association
Two nominees of the University of Melbourne Student Union
One student nominated by the UOMSU International (University of Melbourne Student Union International)

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 a Deputy Chairperson, in consultation with the Chairperson.

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 advise the Academic Board on quality assurance policy and processes for teaching and learning in undergraduate and postgraduate award courses and subjects. As part of its responsibilities, and within the framework of Growing Esteem, TALQAC has 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.

4.2. In collaboration with Faculties, Graduate Schools, related Academic Board committees, the Centre for the Study of Higher Education, the Business Intelligence and Reporting Unit and the Provost, to develop 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), and to oversee, monitor and review their use.

4.3. To advise the Academic Board and the Provost on priority areas for evaluation and quality assurance of academic programs and their relationship to student support programs, and, in collaboration with the Provost, to recommend the academic units and areas of teaching and learning that are scheduled for forthcoming cycles of evaluations.

4.4. To review and evaluate quality in teaching and learning of all award courses and their relationship to student support services and programs, and to make recommendations to the Academic Board and through the Board to Council, on appropriate actions to improve the quality of teaching and learning in those courses and programs.

4.5. To evaluate systems and structures for the effective interaction between Faculties, Graduate Schools, Research and Research Training Committee, relevant Academic Board committees, and University Services in the development and use of measures to encourage adoption of good practice in academic programs.

4.6. To advise and liaise with the Provost, Director of the Centre for the Study of Higher Education, Deans, Course Standing Committee Chairs, related Academic Board committees, and associated student and administrative supporting programs and services on relevant matters to ensure high quality teaching and learning.

4.7. To monitor the quality and effectiveness of academic programs designed to facilitate the transition of students into undergraduate and postgraduate courses and from courses into careers.

4.8. To review Final Reports provided by Professional Associations on course accreditation on behalf of the Academic Board.

V. Reporting
The Teaching and Learning Quality Assurance Committee will report to the next Academic Board meeting after each meeting of the committee.

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, 26/2/2015
APPENDIX B
STATUTE 1.3 MEETINGS

QUORUM
1.3.1. Unless otherwise provided in the Act or in any statute or regulation, no question is to be decided at any meeting of a body unless at least three members or one fifth of the total membership of the body are present whichever is the greater.

PROCEDURE AT MEETINGS
1.3.2. Except where the Act or any statute or regulation provides to the contrary a meeting of any body of the University must be conducted in accordance with the following provisions:

a. if the quorum prescribed for meetings of the body is not present within thirty minutes of the time nominated for commencement of a meeting, the meeting is to be regarded as cancelled;

b. if a meeting is cancelled under the preceding sub-section, the business for that meeting of which notice has been given takes priority at the next scheduled meeting of the body;

c. if the chairperson of a body is absent or vacates the chair, a meeting must be chaired by the vice-chairperson or, if there is no vice-chairperson, by a person elected by a majority of votes of the members present;

d. a meeting may commence after a quorum is present and must continue until such time as business on the notice of business is completed or the meeting is adjourned or a member of the body draws the attention of the chairperson of the meeting to the absence of a quorum;

e. all questions which come before any meeting must be decided by a majority of votes of the members present and voting provided the number of votes in the majority is not less than half the number of members required to constitute a quorum;

f. the chairperson has a vote and, in case of an equality of votes, a casting vote;

g. a resolution at any meeting is not rendered invalid by the absence of any member of the body or by any defect in the election or appointment of a member attending the meeting if the defect is discovered at any time after the meeting is concluded.

MINUTES OF PREVIOUS MEETING
1.3.3.

1. A copy of the minutes of the previous meeting of a body of the University must be made available to members of the body before commencement of a meeting or must be read aloud after commencement of the meeting.

2. A motion to amend the minutes of a previous meeting may be made by any member and is to be determined by a majority of votes of members present.

3. Subject to any amendments proposed and approved under the preceding sub-section, the minutes of a previous meeting are to be regarded as a true and accurate record of that meeting and must be signed by the chairperson.

4. Minutes of meetings of Council and its committees, the Board, the faculties and such other bodies as Council may determine are to be retained by the university secretary and are to be regarded as official records of the University.
APPENDIX C
THE UNIVERSITY OF MELBOURNE

STANDING ORDERS OF
THE ACADEMIC BOARD

General
1. These Standing Orders are made by the Academic Board pursuant to the power conferred on it in that behalf by Statute 4.1.1(4).

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 pursuant to 4.1.R1(4)

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 six 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. Meetings of the Board shall not exceed two hours in duration unless there is a specific motion for an extension beyond two hours.

9. The whole of committee reports submitted to the Board shall be taken as moved and seconded.

10. The President may admit observers to all or any part of a meeting.

Order of Business
11. 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.
   f. Motions of which notice has been given.
   g. Matters for discussion.
   h. Reports of the Standing Committees and of bodies reporting through those committees.
   i. Reports from the Deputy Vice-Chancellors.
   j. Unstarred reports from the Academic Board appeal committees and Legislation and Trusts Committee.
k. Other Items.
l. Adoption or receipt of unstarred items.
m. The Presiding Officer may alter the normal order of business.

12. 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.

13. 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
   i. Presiding Officer and secretary.

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.  
   a. If an amendment has been carried, an amendment which is substantially the same as the original motion is out of order.  
   b. 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”  
   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.  

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:  
   a. 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.  
   b. 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.  
   c. 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  
   d. 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.
e. a member may speak to an amendment although he or she has spoken to the motion or a previous amendment.

f. the mover of a motion, but not of an amendment, shall have the right to reply. The mover’s reply closes the debate.

g. 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
   a. 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;
   b. refuse to accept motions and amendments which are not couched in clear terms;
   c. require withdrawal of offensive statements or the imputation of improper motives;
   d. preserve order and prevent interference to speakers by private talk or heckling remarks;
   e. 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
   a. The nature of the meeting, whether ordinary or special.
   b. The date, time and place of the meeting.
   c. The names of the Presiding Officer and of all other persons present at the meeting.
   d. The names of those members from whom apologies have been received.
   e. 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;
   e. any proposal that any person should be granted an honorary degree.

APPENDIX 2
HONORARY DEGREES
STATUTE 11.5.5

1. A recommendation from the Honours Committee for the award of an honorary degree of Doctor of Laws under section 5 of Statute 11.5 shall be forwarded to the Academic Board for consideration. A secret ballot shall be held to determine whether members of the Academic Board are in favour of the award of the degree and the result shall be reported to the Board and a recommendation made to Council in the Board’s report to Council. The ballot will be conducted 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. The Academic Secretary shall act as returning officer. If the recommendation is not approved by the Academic Board, it shall be referred back to the Honours Committee.

HONORARY DEGREES
STATUTE 11.5.3 & 11.5.4

2. A recommendation from a faculty for the award of an honorary degree of master pertaining shall be forwarded to the Board for consideration following a ballot of the faculty in accordance with the statute. A vote by a show of hands shall be held to determine whether members of the Academic Board are in favour of the award of the degree and the result and a recommendation made to Council in the Board’s report to Council.

3. A recommendation from a faculty for the award of an honorary degree of doctor any shall be forwarded to the Board for consideration, following a ballot of the faculty in accordance with the statute. A vote by a show of hands shall be held to determine whether members of the Academic Board are in favour of the award of the degree and the result and a recommendation made to Council in the Board’s report to Council.
**APPENDIX 3**

**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

5. 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.

6. 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.

7. A link to any electoral statements provided by the candidates will be available on the EVS web site.

8. 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.

9. Provisions for scrutineering and the release of voting information will be as for Council elections.

10. 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.

# Appendix D

## 2016 Meeting Calendar

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- **AB**: Academic Board
- **APC**: Academic Programs Committee
- **ITC**: Information Technology Committee
- **LARC**: Libraries and Academic Resources Committee
- **RHDC**: Research Higher Degrees Committee
- **SPC**: Selection Procedures Committee
- **TALDC**: Teaching and Learning Development Committee
- **TALQAC**: Teaching and Learning Quality Assurance Committee
- **UC**: University Council
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UMSU ADVOCACY SERVICE
LEVEL 3, UNION HOUSE
T: 8344 6546
umsu.unimelb.edu.au/advocacy