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University of New South Wales Rules

Current as at 8 April 2019



These rules are made by Council under the *University of New South Wales Act 1989* (“The Act”) and in particular under section 28 (the general power to make rules) and clause 64 (the general power of Council to make rules) of the University of New South Wales By-law (“By-law”).

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1. The Council

Meetings and Rules of Procedure

- 1.1 The Council must ordinarily meet on at least 6 occasions in each year, on dates to be determined by the Council and on such other days as may be necessary.
- 1.2 The Chancellor or, in the absence of the Chancellor, the Deputy Chancellor or, in the absence of both, the President and Vice-Chancellor may call a special meeting of the Council to meet at any time in the interval between ordinary meetings.
- 1.3 Upon the written request of any 5 members of the Council, the Chancellor, Deputy Chancellor or President and Vice-Chancellor or, in their absence, the University Secretary must convene a special meeting of the Council to be held within 14 days after the receipt of the request. The written request must specify the matters which the 5 members wish the Council to consider.
- 1.4 Any meeting of the Council may be adjourned to a later date.
- 1.5 The University Secretary must provide each member of the Council a notice of meeting specifying the date of the next meeting of the Council and whether the meeting is an ordinary or special meeting. The notice of meeting must, so far as practicable, be provided 7 days prior to the date of the meeting. All matters to be considered at any meeting must be stated in the notice of meeting or in a supplementary notice of meeting which must be provided to each member of the Council, so far as practicable, 3 days before the meeting. Where practicable, the notice of meeting or supplementary notice of meeting must be accompanied by supporting statements in sufficient detail to allow members the opportunity to consider the matters prior to the meeting.
- 1.6
 - (a) At ordinary meetings, unless otherwise decided by the Council, no motion initiating any subject for discussion must be made except in pursuance of a notice of motion given to the University Secretary 10 days before the meeting of the Council at which the motion is to be moved.
 - (b) At special meetings, unless otherwise decided by the Council, no motion must be made on any matters other than those listed in the notice of meeting or supplementary notice of meeting.
- 1.7 If a quorum of the Council is not present within half an hour after the time set for any meeting, the members then present may set a convenient future day as the day on which the meeting must be held. The day set may be the day of the next ordinary meeting of the Council but in any case must be such as to enable the University Secretary to give all members 7 days' notice of the meeting, in accordance with Rule 1.5. Where the set day is the day of the next ordinary meeting of the Council, the business which was to have been dealt with at the meeting lacking a quorum must take precedence over the business of the ordinary meeting of the Council.
- 1.8 The minutes of any meeting of the Council which have not been approved as being a true record must be circulated to members prior to the next ordinary meeting of the Council. Upon being approved as correct, such minutes must be signed by the Presiding Member as being the true record.

Conduct of elections for Council Members

- 1.9 The following Council elections are to be held in accordance with the procedures detailed in Section 5:
- (a) Elections to elect 2 members of the academic staff of the University and a member of the non-academic staff of the University to the Council are to be held on such day as the Council may from time to time appoint.
 - (b) Elections to elect an undergraduate student of the University and a postgraduate student of the University to the Council are to be held on such day as the Council may from time to time appoint.

Casual vacancy in office of elected member

- 1.10 If there is a casual vacancy in the office of an elected member of the Council and 12 months or more of the former elected member's term remains from the date of commencement of the vacancy, the Returning Officer is to conduct a new election for the vacant office in accordance with the provisions of these Rules.
- 1.11 If the office remains vacant after that election, the Council is to resolve either:
- (a) to fill the vacancy in such manner as the Council determines after appropriate consultation, or
 - (b) not to fill the vacancy.
- 1.12 If there is a casual vacancy in the office of an elected member of the Council and less than 12 months of the former member's term remains from the date of commencement of the vacancy, the Council is to resolve either:
- (a) to fill the vacancy in such manner as the Council determines after appropriate consultation, or
 - (b) not to fill the vacancy.
- 1.13 In this section:

casual vacancy, means a vacancy referred to in clause 2 of Schedule 1 to the Act.

2. The Academic Board

Role of Academic Board

- 2.1 The Academic Board is the principal academic body of the University, established under Section 14 of the University of New South Wales Act 1989. As the principal academic body of the University, the Academic Board's role is to:
- (a) promote excellence and oversee maintenance of high standards in the University's teaching and learning, research and research training;
 - (b) oversee the University's academic policy and programs, in accordance with statutes and regulations;
 - (c) oversee quality assurance and quality implementation in relation to the academic functions of the University, as per the Higher Education Standards Framework; and
 - (d) contribute to the delivery of the University's Strategy in regard to the academic matters of the University, including through effective communication with the University community.

Functions of Academic Board

- 2.2 The functions of the Academic Board set out in Clause 56 of the *University of New South Wales By-law 2005* are:
- (a) to be the principal academic body of the University;
 - (b) to oversee academic governance and the maintenance of academic standards;
 - (c) to advise the President and Vice-Chancellor and Council on matters relating to the conduct and standards of teaching, scholarship and research within the University;
 - (d) to consider and report on matters referred to it by the Council or by the President and Vice-Chancellor;
 - (e) any functions delegated to it by the Council; and
 - (f) any other functions as may be prescribed by the Rules.
- 2.3 Subject to the functions of the Academic Board and to any resolution of the Council, the Academic Board:
- (a) may request, consider and act on reports relating to academic matters from faculties and boards of studies, university committees and divisions, and
 - (b) may refer academic matters to faculties, boards of studies, university committees and divisions for consideration and report, and
 - (c) may submit recommendations to the Council with respect to the selection of academic, teaching and research staff, and

- (d) is to submit a report on its proceedings to the meeting of the Council next following that of the Academic Board and an annual report on actions by the Academic Board and its committees and the university committees.

Members of Academic Board

2.4 The members of the Academic Board are as follows:

- (a) the President and Vice-Chancellor,
- (b) 2 Deputy Vice-Chancellors, nominated by the Vice-Chancellor in consultation with the President of the Academic Board,
- (c) the persons appointed to be:
 - (i) the Provost,
 - (ii) the Deans of the faculties,
 - (iii) the Rector of UNSW Canberra,
 - (iv) the Pro-Vice-Chancellor (Education),
 - (v) the Pro-Vice-Chancellor (Research)
 - (vi) the Dean of Graduate Research, and
- (d) 18 persons elected by and from the eligible professors of the University,
- (e) 18 persons elected by and from the eligible non-professorial members of the academic staff,
- (f) 2 persons, elected by and from the enrolled undergraduate students,
- (g) 2 persons, elected by and from the enrolled postgraduate coursework students,
- (h) 2 persons, elected by and from the enrolled higher degree research students,
- (i) the President of the UNSW Student Representative Council (SRC),
- (j) the Chair of the Arc@UNSW Board,
- (k) the President of the UNSW Postgraduate Council (PGC), and
- (l) such other persons as the Council may appoint after considering the advice of the Academic Board.

Terms of Office

2.5 A member of the Academic Board holds office as follows:

- (a) in the case of members appointed in accordance with Rules 2.4 (a), (b), (c), (i), (j) and (k), while the member holds the office by virtue of which he or she is a member,
- (b) in the case of members appointed in accordance with Rule 2.4 (l), for such term as may be specified in the member's instrument of nomination or appointment,
- (c) in the case of members elected in accordance with Rules 2.4 (d - h), for a term not exceeding 2 years commencing on 1 January following the member's election,
- (d) the Council may, by majority decision, determine to remove a member from the Academic Board who has been found to have breached a University code of conduct.

2.6

- (a) The President and the Deputy Presidents hold office for a term not exceeding 2 years commencing on 1 January following their election.
- (b) A President or a Deputy President is entitled to serve up to 3 consecutive terms in that office.

Election of Staff Members

2.7

- (a) The elections provided for in Rule 2.4 (d) and (e) must be held in even numbered years and must be conducted in the manner set out in section 5 of these Rules.
- (b) For or the purposes of the election to Academic Board, each eligible professorial and eligible non-professorial academic staff member of the University must belong to one of the following nine electorates.
 - (i) Electorate A: UNSW Business School;
 - (ii) Electorate B: Faculty of Art and Design;
 - (iii) Electorate C: Faculty of Arts and Social Sciences;
 - (iv) Electorate D: Faculty of the Built Environment;
 - (v) Electorate E: Faculty of Engineering;
 - (vi) Electorate F: Faculty of Law;
 - (vii) Electorate G: Faculty of Medicine;
 - (viii) Electorate H: Faculty of Science; and
 - (ix) Electorate I: UNSW Canberra
- (c) For the electorates in 2.7(b) the number of persons to be elected by and from the eligible professorial members of the academic staff of each electorate is 2.
- (d) For the electorates in 2.7(b) the number of persons to be elected by and from the eligible non-professorial members of the academic staff of each electorate is 2.
- (e) Each eligible professorial and eligible non-professorial academic staff member of the University will belong to the electorate where that person's professional time is occupied, subject to Rule 2.7(f).
- (f) Where a member of the academic staff is employed to undertake duties in more than one faculty or program that person will be included on the roll of electors for the electorate where the greater amount of that person's professional time is occupied. In the event that equal time is spent in more than one faculty, that person must nominate to the electorate in which he or she wishes to belong.
- (g) The Returning Officer will determine the appropriate electorate for an eligible professorial or eligible non-professorial academic staff member who does not belong to an electorate by the operation of 2.7 (e) and (f).
- (h) Eligible professorial and non-professorial academic staff are those who have an appointment equal to or greater than 0.5.
- (i) Those eligible professorial and non-professorial academic staff who are members of an electorate on the last day for receipt of nominations for the election will be eligible to stand for election and vote.

Election of Student Members

2.8

- (a) The elections provided for in Rule 2.4 (f), (g) and (h) must be held annually and must be conducted in the manner set out in section 5 of these Rules. One (1) student member in

each of the cohorts specified in Rule 2.4 (f), (g) and (h) must be elected annually for a term not exceeding 2 years.

- (b) Undergraduate students are enrolled students proceeding towards a bachelor's degree or non-graduate diploma.
- (c) Postgraduate coursework students are enrolled students proceeding towards a degree (other than a bachelor's degree, or a Doctoral or Masters Degree by Research), graduate diploma or graduate certificate.
- (d) Higher degree research students are enrolled students proceeding towards a Doctoral or Masters Degree by Research.
- (e) A person who is eligible as a staff member to stand for election and vote under Rule 2.7 must not be eligible as a student member under Rule 2.8.
- (f) A student who is eligible to stand for election in more than one electorate may only stand in one electorate and must identify the relevant electorate on the nomination form.
- (g) Those undergraduate students, postgraduate coursework students and higher degree research students who are enrolled on the last day for receipt of nominations for the election will be eligible to stand for election and vote.
- (h) For the purpose of this rule 2.8, a student ceases to be enrolled:
 - (i) on the date their withdrawal from their enrolled program becomes effective (provided they do not immediately enrol in another degree of the type for which they were elected); or
 - (ii) by not re-enrolling by the deadline for re-enrolment (for Semester 1 or 2); or
 - (iii) on the date their application for program leave becomes effective or on the date they commence enforced medical or other leave; or
 - (iv) on the date they are suspended or excluded from enrolment by the University; or
 - (v) on their Completion Date, being the date recorded within the UNSW student information system and on their Academic Transcript indicating that they have satisfied all requirements for the award of the degree or diploma.

Appointed Members

2.9 The term of office of a member of the Academic Board appointed by the Council will be as the Council determines on the recommendation of the Academic Board. Appointments may be renewed.

Election of President and Deputy Presidents

2.10

- (a) In accordance with clause 57(1) of the By-law the members-elect of the Academic Board are to elect from their number a President and two Deputy Presidents immediately following the elections held in accordance with Rules 2.7 and 2.8, and must be conducted in the manner set out in section 5 of these Rules.
- (b) As soon as practicable after the ballot has been declared in the elections held in accordance with Rules 2.7 and 2.8 the Returning Officer must issue a notice calling for nominations to the positions of President and Deputy President. The notice must be issued to ex-officio members of the Academic Board, appointed members who will continue in or take office and to the members-elect who will take office on 1 January following that election.

- (c) Persons who are to take office in the Academic Board on 1 January following the election will be eligible to stand for election and vote.
- (d) Candidates may nominate for one position or both positions on the understanding that the election of the President will be determined first.
- (e) Where a ballot is being conducted for both offices the votes for the President will be counted before the votes for the Deputy Presidents. If one of the candidates for the offices of Deputy President has already been declared elected as President, that candidate will then be excluded from the election for Deputy President and any ballot paper for that election in which such candidate receives a vote will be counted as though the candidate's name did not appear on the ballot paper.

Casual vacancies of members

2.11 A member of the Academic Board is deemed to have vacated office if he or she:

- (a) being an ex-officio member, ceases to hold the office entitling that person to be a member of the Academic Board;
- (b) is excluded from the Academic Board by virtue of rule 2.5(d).
- (c) being a member elected by and from the academic staff who have an appointment equal to or greater than 0.5:
 - (i) dies;
 - (ii) resigns office by letter addressed to the President and Vice-Chancellor;
 - (iii) leaves the service of the University; or
 - (iv) is absent without leave of the Academic Board from 3 consecutive meetings of the Academic Board;
- (d) being a student member:
 - (i) dies;
 - (ii) resigns office by letter addressed to the President and Vice-Chancellor;
 - (iii) discontinues her or his enrolment or is excluded from the University; or
 - (iv) is absent without leave of the Academic Board from 3 consecutive meetings of the Academic Board; or
- (e) being an appointed member:
 - (i) dies;
 - (ii) resigns office by letter addressed to the President and Vice-Chancellor; or
 - (iii) is absent without leave of the Academic Board from 3 consecutive meetings of the Academic Board.

2.12 When a casual vacancy occurs in the office of an elected member of the Academic Board, the remaining members of the Academic Board must appoint a person to fill the vacancy by co-opting to membership from the appropriate electorate, a member of the eligible professorial or eligible non-professorial academic staff or a student, as the case may be.

2.13 A co-option to fill a casual vacancy in the office of an elected member will be conducted in the following manner:

- (a) Where twelve months or more of the former member's term remains from the date of the commencement of the vacancy, the candidate with the second highest number of votes at the previous election be offered the position. Should that person decline, then the Academic Board must fill the vacancy in such manner as the Academic Board determines.

- (b) Where less than twelve months of the former member's term remains from the date of the commencement of the vacancy, the Academic Board must fill the vacancy in such manner as the Academic Board determines.

2.14 Where an elected member ceases to be eligible for membership of the electorate which elected him/her to the Academic Board, otherwise than as provided in rule 2.11 (b), (c) or (a) casual vacancy will be deemed to have occurred in that electorate. The Academic Board may, at its discretion, recommend to Council that the person be appointed to the Academic Board under Rule 2.4 (l) for the remainder of the period for which he or she was originally elected.

2.15 Where an elected member is granted a leave of absence from the Academic Board for a period in excess of 3 months, their position may be filled from the relevant electorate by the President of the Academic Board on advice of the Dean of the Faculty (for academic staff members) or the student organisations for student members.

Casual vacancy in office of President or Deputy President

2.16

- (a) The members of the Academic Board are to fill a casual vacancy in the office of the President or of a Deputy President by electing one of their number to the vacant office.
- (b) Any person so elected is to hold office with the same rights and powers as, and for the balance of the term of, the President or Deputy President whose place that member has filled.
- (c) There is a casual vacancy in the office of President or of a Deputy President if the President or Deputy President concerned:
 - (i) dies, or
 - (ii) resigns the office by letter addressed to the President and Vice-Chancellor, or
 - (iii) being a member of the academic staff of the University, leaves the service of the University or proceeds on leave of absence for a period exceeding 2 months, or
 - (iv) for any other reason ceases to be a member of the Academic Board.
- (d) If a person is elected to fill a casual vacancy in an office in which less than 1 year of the term of office remains, then that term of office is not to be counted as a term of office for the purpose of Rule 2.6.

Proceedings of Academic Board

2.17

- (a) The Academic Board must meet at the discretion of the President or upon the written request of the Chancellor or President and Vice-Chancellor or any 10 members of the Academic Board.
- (b) All questions which come before the Academic Board at which a quorum is present, except where otherwise provided by these Rules, must be decided by the majority of members present and voting, and the President must have a vote and, in the case of an equality of votes, a casting vote.
- (c) The number of Academic Board members that constitutes a quorum is 20.
- (d) All meetings of the Academic Board must be convened by a notice from the Academic Board Secretary specifying the time, place and agenda of the meeting.

- (e) A report of the proceedings of the Academic Board must be circulated to members of the Council with the notice or supplementary notice of matters to be considered at the meeting of the Council next following that of the Academic Board.

2.18

- (a) The Academic Board will issue Academic Board Standing Orders consistent with these Rules to govern the conduct of its meetings.
- (b) The Academic Board may act notwithstanding that there may be a vacancy or vacancies in the office of any member or members of the Academic Board or a committee.

2.19 If the Academic Board does not approve without amendment any recommendation made by a faculty or a board of studies, the Academic Board is to, if requested to do so by the faculty or board of studies, transmit the recommendation to the Council for final decision.

2.20 The Council may at any time, of its own motion or at the request of a faculty or a board of studies, review any decision of the Academic Board.

3. University and Academic Board Committees

- 3.1 There are to be the following University Committees:
- (a) University Academic Quality Committee;
 - (b) University Research Committee; and
 - (c) University Higher Degree Research Committee.
- 3.2 Schedules 4-6 will have effect as the Terms of Reference for the University Committees.
- 3.3 There are to be the following standing Committees of the Academic Board:
- (a) Academic Board Advisory Committee;
 - (b) Academic Board Programs Committee; and
 - (c) Program Review Committee.
- 3.4 Schedules 1-3 will have effect as the Terms of Reference for the standing Committees of the Academic Board.

4. The Faculties

Interpretation

4.1 For the purpose of section 4 of these Rules:

- (a) a reference to a faculty is to be interpreted to include UNSW Canberra;
- (b) a reference to a Dean is to be interpreted to include the Rector, UNSW Canberra.

Functions of Faculties

4.2 Each faculty is:

- (a) to supervise the teaching, research student supervision and assessment with which the faculty is concerned, and
- (b) to support and encourage scholarship and research, and
- (c) to consider and report on all matters referred to it by Council, the President and Vice-Chancellor or the Academic Board, and
- (d) to act on matters as directed by Academic Board under the Delegations to Academic Board.

4.3 Each faculty is to consider and report to the Academic Board, through the Faculty Board on matters relating to teaching and learning, research, research training and other academic matters in the faculty.

4.4 Each faculty is to have such other delegations and duties as may from time to time be assigned to it by Council.

Deans

4.5

- (a) The Council is to appoint a Dean to each faculty to service for such periods as the Council may determine.
- (b) The Council may appoint Deans in areas other than faculties, and those Deans are also to serve for such periods as Council may determine.
- (c) The Dean appointed to any faculty is a member of the faculty and of any committee within the faculty, and may, if he or she so desires, preside at any meeting of such faculty or committee.

The Faculty Board

4.6

- (a) Each faculty must have a Faculty Board.
- (b) Schedule 7 is to have effect as the Terms of Reference for each Faculty Board.
- (c) A board of studies established by Council is authorised to act as a Faculty Board to the extent required to discharge functions in relation to the academic administration of the courses and programs governed through the board of studies.

- (i) Council has established a Deputy Vice-Chancellor (Academic) Board of Studies. Schedule 8 is to have effect as the Terms of Reference for the Deputy Vice-Chancellor (Academic) Board of Studies.

Election of staff members to Faculty Boards

4.7

- (a) Any academic staff member who has an appointment equal to or greater than 0.5 within that Faculty, on the last day for receipt of nominations for an election, shall be eligible to stand for, and vote in an election for membership of that Faculty Board.
- (b) Elections for staff members of Faculty Boards will be conducted by the Returning Officer in the manner set out in section 5 of these Rules. The term of office of a member elected at any such election shall be for a term of two (2) years commencing on 1 January next following his or her election.
- (c) When casual vacancy occurs, the Returning Officer is to appoint to the vacancy for the remainder of the period of membership the candidate, if any, who polled the greatest number of votes of the unsuccessful candidates at the most recent election. Where the casual vacancy cannot be filled in accordance with this section the relevant Faculty Board is to be empowered to nominate an eligible staff member for appointment to the vacancy.
- (d) Where an academic staff member is employed to undertake duties in more than one Faculty or program that person must be included on the roll of electors for the Faculty where the greater amount of that person's professional time is occupied. In the event that equal time is spent in more than one faculty, that person must nominate to the faculty in which he or she wishes to belong.

Election of student members to Faculty Boards

4.8

- (a) Any student enrolled for a program leading to a degree, diploma or certificate awarded by a faculty, at the date on which nominations close, will be eligible to stand for election and vote in an election for membership of that Faculty Board.
- (b) Any student enrolled for a program leading to degrees, diplomas or certificates awarded by more than one faculty at the date on which nominations close, will be eligible to stand for election, and vote in an election for membership of each such Faculty Board, provided that the student is enrolled in a course controlled by that faculty in that year.
- (c) Subject to the requirements of this rule 4.8, and so far as is applicable, student member elections will be conducted annually by the Returning Officer in the manner set out in section 5 of these Rules. The term of office of a member elected at any such election will be for a term of twelve (12) months commencing on 1 January next following his or her election.
- (d) When a casual vacancy occurs the Returning Officer must appoint to the vacancy for the remainder of the period of membership the candidate, if any, who polled the greatest number of votes of the unsuccessful candidates at the most recent election. Where the casual vacancy cannot be filled in accordance with this section the relevant Faculty Board must be empowered to nominate a student for appointment to the vacancy.
- (e) A casual vacancy will be deemed to occur where a student member of a Faculty Board ceases to be enrolled, and it is likely that they will not be enrolled for a significant period of their elected term.

Faculty Committees

4.9 Each faculty must establish the following Faculty committees to ensure oversight of the following functions:

- (i) the quality of the Faculty's teaching and learning;
- (ii) the assessment and progress of students;
- (iii) the research activities in or associated with the Faculty;
- (iv) higher degree research matters, and
- (v) proposals for the establishment, revision or discontinuation and review of academic programs and courses.

(a) Faculty Academic Committee;

- (i) The members of a committee established under this section will be the Dean (or their nominee), relevant Associate Dean(s) (for example Education), at least 1 representative of each school of the Faculty (nominated by that School), and such other persons as the Dean appoints (which must include at least one student enrolled in coursework programs of the Faculty).
- (ii) The Dean must nominate the Chair from amongst the members of the committee.

(b) Faculty Research Committee

- (i) The members of a committee established under this section is to include the Dean (or their nominee), the relevant Associate Dean(s) (for example, Research and Research Training), at least 1 representative of each school of the Faculty (nominated by that School), and such other persons as the Dean appoints (which must include at least one student enrolled in HDR programs delivered by or through the Faculty).
- (ii) The Dean must nominate the Chair from amongst the members of the committee.

4.10

- (a) The Faculty Board may determine to split the Faculty Academic Committee into such committee as will fulfil the functions of the Rules (for example, this could be a Faculty Academic Quality Committee and a Faculty Academic Programs Committee).
- (b) The Faculty Board may determine to split the Faculty Research Committee into such committees as will fulfil the functions of the Rules (for example, this could be a Faculty Research Committee and a Faculty Higher Degree Research Committee).

4.11 The quorum for each Faculty Committee will be a simple majority of the membership.

4.12

- (a) Two or more Faculties may establish a Cross-Faculty Standing Committee or Committees to exercise such duties and powers in relation to cross-faculty interdisciplinary programs as may be assigned to them by Council on the recommendation of the participating Faculty Boards through the Academic Board.
- (b) The members of a Cross-Faculty Standing Committee must be determined by the Academic Board on the recommendation of those Faculties establishing the committee.
- (c) Except as specifically provided for in this Rule, a Cross-Faculty Standing Committee must be dealt with and treated as if it were a Faculty Committee.

4.13 Except where otherwise provided by these Rules all questions which come before a meeting of a Faculty Board or Faculty Committee at which a quorum is present must be decided by the majority of the members present and voting and the Chair will have a vote, and in the case of an equality of votes, a casting vote.

- 4.14 Nothing in these in these Rules affects the precedence or authority of the Council, the Chancellor, the Deputy Chancellor, the President and Vice-Chancellor or the Dean of any Faculty.

The School Board

- 4.15
- (a) Each School is to have a School Board.
 - (b) The requirement in 4.15 (a) to have a School Board does not apply to schools within a faculty with only one school.
 - (c) Schedule 9 is to have effect as the Terms of Reference for each School Board.
- 4.16 Centres that enrol students and run programs, and are not aligned to a School, will be required to comply with the requirements of rule 4.15 (a) and (c).

5. Election Procedures

Application of these procedures

- 5.1 Except as otherwise provided in the Act, the By-law and other sections of these Rules, the election procedures (“Election Procedures”) set out in this section 5 are prescribed for the conduct of elections to Council, Academic Board, Faculty Boards and offices within those boards.

Returning Officer

- 5.2
- (a) An election referred to in this section 5 is to be conducted by the University Secretary, who is to be the Returning Officer for the election.
 - (b) The Returning Officer may appoint a Deputy Returning Officer and delegate to the Deputy Returning Officer any one or more of the Returning Officer’s powers and functions under these Rules. References in this section 5 to the Returning Officer will include the Deputy Returning Officer exercising the relevant power or function under delegation.
 - (c) The Returning Officer may prescribe any necessary procedures or forms for the conduct of the election, provided they are not inconsistent with these Election Procedures or any other instruments under which the election is conducted.
 - (d) The Returning Officer’s decision is final on all matters affecting the eligibility of candidates, the conduct and results of an election and such other matters as may from time to time affect the conduct of an election.

Eligibility

- 5.3 Eligibility criteria to stand for election and vote in an election must be as prescribed in any applicable By-law, Rule or resolution of the Council or Academic Board.

Timing of Elections

- 5.4
- (a) Elections to elect members of the Boards are to be held at times specified in these Rules.
 - (b) The Election process will be conducted within the timeframes set out in the table below:

| Event | Minimum Number of Days prior to Close of Ballot |
|---|---|
| Issue of Notice of Election and Call for Nominations | 21 |
| Closing Date for Nomination of Candidates | 14 |
| Notification by email (pursuant to cl.5.18 (a) to eligible voters of ballot details | 7 |

Notice of Elections

- 5.5
- (a) The Returning Officer must issue a notice. The notice must be:

- (i) published on the University website, and
 - (ii) published in such other places as the Returning Officer may determine.
- (b) For the purposes of rule 5.5(a), the notice must:
- (i) state that an election is to be held to fill the position or positions concerned;
 - (ii) specify the time and date appointed for the conduct of the election;
 - (iii) invite eligible persons to nominate to be a Candidate for the election;
 - (iv) specify the way in which nominations are to be made;
 - (v) specify the date and time by which nominations must reach the Returning Officer (being a date that is at least 14 days before the close of ballot);
 - (vi) state how voters may cast a vote;
 - (vii) give details of the number of positions to be filled and of their respective terms, and
 - (viii) contain such other information relating to the election as the Returning Officer may determine.

Nominations

5.6

- (a) Nominations are to be made personally by eligible candidates who wish to stand for election.
- (b) Nominations are made by sending or delivering a nomination in the form prescribed under rule 5.5(b)(iv) to the Returning Officer no later than the time and date specified in the notice under rule 5.5(b)(v). A nomination will not be valid unless it is received by the Returning Officer before the close of nominations.

5.7

- (a) A candidate may provide with the nomination a recent photograph and a statement of not more than 150 words containing information relating to the candidate that he or she wishes to supply ("**Candidate Statement**").
- (b) The Returning Officer may issue guidelines that regulate the conduct of candidates during an election period (being the period from the close of nominations to the close of ballot).
- (c) Each candidate must comply with any guidelines issued by the Returning Officer from time to time pursuant to rule 5.7 (b).

5.8

The Returning Officer may edit any Candidate Statement for the purpose of correcting obvious errors or to ensure that a Candidate Statement contains no more than 150 words.

5.9

The Returning Officer is to reject a nomination if satisfied that:

- (a) the nomination is not made in accordance with these Rules; or
- (b) the person nominated is not eligible to be elected.

5.10

Prior to the expiration of the time for receiving nominations the Returning Officer must keep confidential information concerning particular nominations, but nothing in this rule 5.10 will prevent the Returning Officer from disclosing to the presiding member or officer of the relevant body whether sufficient nominations have been received.

5.11

A person may withdraw their nomination at any time prior to the date on which a notice under clause 5.18(a) is emailed to voters.

Notification of Candidates

5.12 As soon as practicable after the close of nominations, in such places and in such manner as the Returning Officer determines:

- (a) the Returning Officer will publish by notice a list of the candidates;
- (b) where the number of candidates in any electorate is the same as the number of vacancies, the Returning Officer will publish by notice a declaration that the candidates are elected;
- (c) where the number of candidates in any electorate exceeds the number of vacancies in that electorate, the Returning Officer will publish by notice the date upon which an election will be held.
- (d) where here the number of candidates in any electorate is less than the number of vacancies, the Returning Officer will:
 - (i) publish by notice a declaration that all of the candidates are elected, and
 - (ii) at the same time or after the publication of the notice referred to in Rule 5.12 (d)(i), publish by notice a declaration that the persons appointed in accordance with Rule are deemed to be elected.
- (e) Where no, or insufficient, nominations are received in respect of an electorate, the Returning Officer will:
 - (i) notify the President and Vice-Chancellor, President of the Academic Board, and the Dean of the Faculty involved of that fact; and
 - (ii) request that the applicable Appointor set out in the Table below, following consultation, select and appoint a person in respect of each vacancy:

| BODY | ELECTED POSITION/VACANCY | APPOINTER | CONSULTATION |
|---|--------------------------|--------------------------|-------------------------|
| University Council | Academic Staff | University Council | |
| | Non-Academic Staff | | |
| | Undergraduate Student | | Relevant student bodies |
| | Postgraduate Student | | |
| Academic Board | Professorial Member | Academic Board President | Relevant Faculty Dean |
| | Non-Professorial Member | | Relevant student bodies |
| | Undergraduate Student | | |
| | Postgraduate Student | | |
| Faculty Board (s) – including UNSW Canberra at ADFA | Faculty Staff | Faculty Dean | |
| | Student | | Relevant student bodies |

5.13 Where an election is required to be held, the Returning Officer will, in such manner as the Returning Officer determines:

- (a) Prepare a roll of eligible voters, for each relevant electorate, as at the close of nominations; and
 - (b) provide a list of the names on the relevant roll available for inspection by any person eligible to vote in the election during the period from the close of nominations to the close of ballot.
- 5.14 Notices required under clause 5.12 concerning candidates may be made by way of email notification. The notice must specify the date of any election to be held.

Ballots

- 5.15 Ballots are to be conducted by way of an electronic voting program which has been approved for use by the Returning Officer, based on the independent assurance referred to in Rule 5.16.

In this Rule 5 a reference to “ballot paper” includes, where the context requires, a document upon or through the medium of which a person may cast a vote.

- 5.16 The Returning Officer may approve an electronic voting program for use where he or she has received independent assurance from an appropriately qualified person that the program:
- (a) will provide a voter with instructions on how to vote;
 - (b) will allow a voter to indicate his or her choice of candidate(s);
 - (c) gives a voter an opportunity to correct any mistakes before submitting his or her vote;
 - (d) will allow a voter to make an informal vote;
 - (e) will not allow a person to find out how a particular voter cast his or her vote;
 - (f) will not allow a voter to vote more than once for any ballot;
 - (g) will only allow a voter to vote in an election for which he or she is eligible to vote, and
 - (h) is designed to give the same result as would be obtained if the ballot were conducted by post or by personal voting.

The Returning Officer may from time to time commission a security and integrity review of an approved electronic voting program.

- 5.17 The order of candidates on the ballot paper is to be determined randomly by the Returning Officer.
- 5.18 For an electronic ballot:
- (a) Each voter is to be emailed (at least 7 days prior to the close of ballot) a notice detailing the nature of the election, a list of the candidates, and setting out instructions on how to access the electronic voting program, and the closing date and time by which a vote can be submitted.
 - (b) The fact that a person whose name is on the relevant Roll of the University did not receive the email notice described in rule 5.18(a) does not invalidate an election.
 - (c) Each candidate Statement, and a copy of any photograph supplied, are to be published online and accessible by way of a link included in the e-mail sent to each voter in accordance with rule 5.18(a).

- (d) The voter is to submit his or her vote in accordance with the instructions provided in the electronic voting program.
- 5.19 All formal ballot papers received by the Returning Officer before the close of ballot are to be counted in the ballot.
- 5.20 No voter may vote more than once in any election.
- 5.21 No ballot paper will be issued or accepted after the close of ballot.

Procedure on close of ballot

- 5.22 As soon as practicable after the close of ballot, the Returning Officer is to count the votes and ascertain the results of the ballot in the manner set out below.
- 5.23 The Returning Officer is to reject any informal ballot papers and count the formal ballot papers.
- 5.24 A ballot paper will be informal if:
 - (a) marked other than in accordance with the voting instructions accompanying the ballot paper;
 - (b) no vote for any candidate on the ballot paper has been indicated;
 - (c) votes for more candidates than are to be elected are indicated on the ballot paper.
- 5.25 The Returning Officer is to count the number of votes for each candidate.
- 5.26 The candidate (s) having the highest numbers of votes, being a number of candidate (s) equal to the number of positions to be filled, will be declared elected.
- 5.27 If an equality of votes between two or more candidates prevents the declaration of elected candidates, the vote count will proceed as follows:
 - (a) the names of those candidates with such an equality of votes will be written on separate and similar slips of paper,
 - (b) the slips must be folded so as to prevent identification and mixed and drawn at random,
 - (c) the candidate whose name is first drawn will be declared elected, and
 - (d) this process is to continue until all remaining positions are filled.
- 5.28 The Returning Officer will make available details of the most recent vote count to any member of the University or of its Professional and Technical staff. The Returning Officer may, in their absolute discretion, provide in writing details of the most recent vote count upon written request of a person standing for election.
- 5.29
 - (a) The result of the count must remain confidential until the declaration of the result of the ballot by the Returning Officer.
 - (b) The Returning Officer must not in any way disclose or aid in disclosing the manner in which any voter has voted.

6. Miscellaneous

Membership of the Body Corporate

- 6.1 For the purposes of section 4 (b) of the Act, and in accordance with Clause 65 of the By-law 2005, the persons appointed to the offices of Vice-President Finance and Operation, Vice-President, Campus Life and Community Engagement, Director Academic Administration, Director Facilities Management, and Associate Director Facilities Management are prescribed to be members of the body corporate of the University.

SCHEDULE 1

Terms of Reference – Academic Board Advisory Committee

1. Purpose of this Committee

- 1.1 The Academic Board Advisory Committee is a committee of the Academic Board, established by Council under the Rules.
- 1.2 These terms of reference set out the roles and responsibilities, composition, structure and general operation of the Committee.

2. Roles and responsibilities

- 2.1 The Committee is responsible for the management of the business of the Academic Board, to advise the President of the Academic Board, to coordinate the work of the Academic Board and University Committees, to respond to matters referred to it by the Academic Board and to consult with the relevant formulators of academic policy.
- 2.2 The Committee will address the Higher Education Standards Framework relevant to its functions.
- 2.3 Nothing in these Terms of Reference affects the precedence or authority of the Council, the Chancellor, the Deputy Chancellor, the President and Vice-Chancellor or the Dean of any Faculty.

3. Composition and Structure

- 3.1 The Committee will comprise:
 - (a) the President of the Academic Board;
 - (b) the Deputy Presidents of the Academic Board;
 - (c) the Provost;
 - (d) the Chairs of each of the Academic Board and University Committees; and
 - (e) the Director of Governance
- 3.2 The Committee Chair will be the President of the Academic Board.

4. Meetings and attendance

- 4.1 Quorum will be 5 of the members.
- 4.2 The Committee will meet at least 6 times per annum, and the schedule of meetings for each year will be circulated in the preceding December.
- 4.3 The Chair may convene additional meetings or alter meeting dates and times on reasonable notice.
- 4.4 Should the Committee Chair be absent from the meeting, a Deputy President will chair that meeting.
- 4.5 The secretary of the Committee will be a representative from Governance.
- 4.6 The agenda will be set by the Chair in consultation with the members and any supporting papers and minutes of the previous meeting will be delivered to Committee members in

advance of the meeting. At the discretion of the Chair of the meeting, additional papers may be tabled at the meeting.

- 4.7 Minutes of all meetings must be approved by the Committee and signed by the Chair of the next Committee meeting.
- 4.8 Meetings may be held by electronic means; however, the Committee must meet in person for at least 2 meetings per annum.
- 4.9 Matters before the Committee are expected to be resolved on a consensus basis. However, if there is a need for a vote, then the matter will be decided by the majority of the members present and voting. In the case of an equality of votes, the Chair will have the casting vote.
- 4.10 The Committee Chair may approve voting on motions by email circulation, in which case the matter may be approved only if a majority of Committee members vote in favour of the motion and there are no dissenting votes.
- 4.11 The Chair may adjourn a meeting in appropriate circumstances (for example, lack of a quorum).
- 4.12 Section 6 of the Academic Board Standing Orders provides a guide to meeting procedures.
- 4.13 It is incumbent on Committee members to attend meetings unless absent from the University or otherwise prevented from attending. Governance should be notified of intended absences ahead of the meeting. Governance will record absences and apologies lodged by members who are unable to attend a meeting.

5. Reporting

- 5.1 The Committee reports to the Academic Board, as required.

6. Review

- 6.1 The Academic Board will review the Terms of Reference at least every 2 years to ensure consistency with the Committee's role, objectives and responsibilities. The Academic Board will make recommendations for any amendments to Council.
- 6.2 Amendments to the Terms of Reference are to be approved by Council.

SCHEDULE 2

Terms of Reference – Academic Board Programs Committee

1. Purpose of this Committee

- 1.1 The Academic Board Programs Committee is a committee of the Academic Board, established by Council under the Rules.
- 1.2 These terms of reference set out the roles and responsibilities, composition, structure and general operation of the Committee.

2. Roles and responsibilities

- 2.1 The Committee has responsibility to conduct detailed examination of the matters set out in 2.2 and 2.3 below, and to report to and make recommendations on relevant matters to the Academic Board.
- 2.2 The Committee is responsible for the following matters:
 - (a) contributing to the delivery of the UNSW Strategy relevant to academic coursework programs;
 - (b) considering and recommending to the Academic Board for approval the establishment, major revision or termination of university coursework programs, including program rules and other academic requirements.
 - (c) considering and providing advice to the Academic Board on broad issues relating to the quality and standards of academic coursework programs.
 - (d) performing such functions as delegated to it by Council;
 - (e) responding to matters referred to it by the Academic Board.
- 2.3 The Committee will address the Higher Education Standards Framework relevant to its functions.
- 2.4 In accordance with Rule 4.14, nothing in these Terms of Reference affects the precedence or authority of the Council, the Chancellor, the Deputy Chancellor, the President and Vice-Chancellor or the Dean of any Faculty.

3. Composition and Structure

- 3.1 The Committee will comprise up to 23 members:
 - (a) Pro -Vice-Chancellor (Education) who is the Committee Chair;
 - (b) Deputy-Vice-Chancellor (Academic);
 - (c) Pro-Vice-Chancellor (International) or nominee;
 - (d) 1 nominated member of each Faculty (typically the Associate Dean (Education) or program director);
 - (e) 4 members of the Academic Board, including the President, a Deputy President and 2 elected staff members of the Academic Board nominated by the President of the Academic Board;

- (f) 3 undergraduate students (1 who is a member of the Academic Board and 2 nominated by the President of the Academic Board on advice of the student members of the Academic Board);
 - (g) 2 postgraduate coursework students (1 who is a member of the Academic Board and 1 nominated by the President of the Academic Board on advice of the student members of the Academic Board);
 - (h) Up to 2 such other persons nominated by the Chair (for example this may include but is not limited to senior academics, heads of school and centre directors).
- 3.2 The Committee Chair will appoint two Deputy Chairs from the Committee members.
- 3.3 Nominations must be for a two-year period, except for student members who must be for a one-year period. Nominations are renewable.

4. Meetings and attendance

- 4.1 Quorum will be 9 of the members.
- 4.2 The Committee will meet at least 6 times per annum, and the schedule of meetings for each year will be circulated in the preceding December.
- 4.3 The Chair may convene additional meetings or alter meeting dates and times on reasonable notice.
- 4.4 Should the Committee Chair be absent from the meeting, a Deputy Chair will chair that meeting.
- 4.5 The secretary of the Committee will be a representative from Governance.
- 4.6 The agenda will be set by the Committee Chair in consultation with the members and minutes of the previous meeting. Supporting papers will be delivered to committee members in advance of the meeting. At the discretion of the Chair of the meeting, additional papers may be tabled at the meeting.
- 4.7 Matters before the Committee are expected to be resolved on a consensus basis. However, if there is a need for a vote, the matter will be decided by the majority of the members present and voting. In the case of an equality of votes, the Chair will have the casting vote.
- 4.8 The Committee Chair may approve voting on motions by email circulation, in which case the matter may be approved only if a majority of Committee members vote in favour of the motion and there are no dissenting votes.
- 4.9 Minutes of all meetings must be approved by the Committee and signed by the Chair of the next Committee meeting.
- 4.10 Meetings may be held by electronic means; however, the Committee must meet in person for at least 2 meetings per annum.
- 4.11 The Committee may establish working groups to consider aspects of the business of the committee and to advise the full committee on those matters.
- 4.12 The Chair may exclude student members from those parts of meetings which discuss matters affecting identifiable staff or students.
- 4.13 The Chair may adjourn a meeting in appropriate circumstances (for example, lack of a quorum).

4.14 Section 6 of the Academic Board Standing Orders provides a guide to meeting procedures.

4.15 It is incumbent on Committee members to attend meetings unless absent from the University or otherwise prevented from attending. Governance should be notified of intended absences ahead of the meeting. Governance will record absences and apologies lodged by members who are unable to attend a meeting.

5. Reporting

5.1 The Committee will provide reports and minutes of meetings for noting, and an annual report on activities to the Academic Board.

5.2 The Committee will provide recommendations to the Academic Board by way of minutes, reports and such additional information as necessary, to allow informed decision making.

6. Review

6.1 The Academic Board will review the Terms of Reference at least every two years to ensure consistency with the Committee's role, objectives and responsibilities, and may recommend amendments to Council.

6.2 Amendments to the Terms of Reference are to be approved by Council.

6.3 The Committee's operation and governance process will be reviewed every three to five years.

SCHEDULE 3

Terms of Reference – Program Review Committee

1. Purpose of this Committee

- 1.1 The Program Review Committee is a committee of the Academic Board, established by Council under the Rules.
- 1.2 These terms of reference set out the roles and responsibilities, composition, structure and general operation of the Committee.

2. Roles and Responsibilities

- 2.1 The Committee has responsibility to conduct detailed examination of the matters set out in 2.2 and 2.3 below, and to report to and make recommendations on relevant matters to the Academic Board, UAQC, UHDRC, the Deputy Vice-Chancellor (Academic) and the Dean of Graduate Research.
- 2.2 The Committee is responsible for the following matters:
 - (a) overseeing the program review process;
 - (b) monitoring compliance with the program review policy and procedures;
 - (c) reporting to the Academic Board on program review compliance, outcomes and the implementation of recommendations and academic risk;
 - (d) making recommendations to the Academic Board that a program be reviewed early;
 - (e) making recommendations to the Academic Board, UHDRC and UAQC on policy, procedures and matters related to program reviews;
 - (f) performing such functions as delegated to it by Council; and
 - (g) responding to matters referred to it by the Academic Board.
- 2.3 The Committee will address the Higher Education Standards Framework relevant to its functions.
- 2.4 In accordance with Rule 4.14, nothing in these Terms of Reference affects the precedence or authority of the Council, the Chancellor, the Deputy Chancellor, the President and Vice-Chancellor or the Dean of any Faculty.

3. Composition and Structure

- 3.1 The Committee will comprise up to 12 members:
 - (a) President of the Academic Board or nominee;
 - (b) Pro-Vice-Chancellor (Education) or nominee;
 - (c) Dean of Graduate Research) or nominee;
 - (d) A Deputy-President of the Academic Board, nominated by the President of the Academic Board;
 - (e) two elected staff members of the Academic Board nominated by the President of the Academic Board;

(f) two students nominated by the President of the Academic Board on advice of the student members of the Academic Board; and

(g) up to four such other persons nominated by the President of the Academic Board.

3.2 The President of the Academic Board will appoint a Chair from among the members.

3.3 The Committee Chair will appoint a Deputy Chair from among the Committee members.

3.4 Nominations must be for a two-year period, except for student members who must be for a one-year period. Nominations are renewable.

4. Meeting and Attendance

4.1 A quorum will be 5 of the members.

4.2 The Committee will meet at least 4 times per annum.

4.3 Should the Committee Chair be absent from the meeting, the Deputy Chair will chair that meeting.

4.4 The Chair may convene additional meetings or alter meeting dates and times on reasonable notice.

4.5 The Secretary of the Committee will be a representative from Governance.

4.6 The agenda will be set by the Chair in consultation with the members. The minutes of the previous meeting and any supporting papers will be distributed to Committee members in advance of the meeting. At the discretion of the Chair of the meeting, additional papers may be tabled at the meeting.

4.7 Matters before the Committee are expected to be resolved on a consensus basis. However, if there is a need for a vote, then the matter will be decided by the majority of the members present and voting. In the case of an equality of votes, the Chair will have the casting vote.

4.8 The Committee Chair may approve voting on motions by email circulation, in which case the matter may be approved only if a majority of Committee members vote in favour of the motion and there are no dissenting votes.

4.9 Minutes of all meetings will be approved by the Committee and signed by the Chair of the next Committee meeting.

4.10 Meetings may be held by electronic means; however the Committee must meet in person for at least two meetings per annum.

4.11 The Chair may exclude student members from those parts of meetings which discuss matters affecting identifiable staff or students.

4.12 The Chair may adjourn a meeting in appropriate circumstances (for example, lack of a quorum).

5. Reporting

5.1 The Committee will provide reports and minutes of meetings for noting and an annual report on activities to the Academic Board.

- 5.2 The Committee will provide recommendations to the Academic Board by way of minutes, reports and such additional information as necessary, to allow informed decision making.

6. Review

- 6.1 The Academic Board will review the Terms of Reference at least every two years to ensure consistency with the Committee's role, objectives and responsibilities, and may recommend amendments to Council.
- 6.2 Amendments to the Terms of Reference are to be approved by Council.
- 6.3 The Committee's operation and governance process will be reviewed every three to five years.

SCHEDULE 4

Terms of Reference – University Academic Quality Committee

1. Purpose of this Committee

- 1.1 The University Academic Quality Committee is a University-wide committee, established by Council under the Rules.
- 1.2 These terms of reference set out the roles and responsibilities, composition, structure and general operation of the Committee.

2. Roles and responsibilities

- 2.1 The Committee has responsibility to conduct detailed examination of matters set out in 2.2 and 2.3 below, and to report to and make recommendations on relevant matters to the Academic Board.
- 2.2 The Committee is responsible for the following matters:
 - (a) contributing to the delivery of the UNSW Strategy as it relates to the academic quality of learning and teaching activities;
 - (b) receiving and considering reports on learning and teaching quality, and other matters that relate to academic quality and standards.
 - (c) considering and recommending action to the Academic Board and faculties based on the review of coursework programs;
 - (d) monitoring student academic conduct and academic integrity;
 - (e) recommending student admission criteria and admission schemes;
 - (f) recommending policy relating to academic quality matters to the Academic Board for its consideration and endorsement;
 - (g) performing such functions as delegated to it by Council; and
 - (h) responding to matters referred to it by the Academic Board
- 2.3 The Committee will address the Higher Education Standards Framework relevant to its functions.
- 2.4 In accordance with Rule 4.14, nothing in these Terms of Reference affects the precedence or authority of the Council, the Chancellor, the Deputy Chancellor, the President and Vice-Chancellor or the Dean of any Faculty.

3. Composition and Structure

- 3.1 The Committee will comprise up to 24 members:
 - (a) Deputy Vice-Chancellor (Academic) who is the Committee Chair;
 - (b) Pro-Vice-Chancellor (Education);
 - (c) Provost or nominee;
 - (d) Pro-Vice-Chancellor (International) or nominee;

- (e) 1 nominated member of each Faculty (this may typically be the Associate Dean (Education));
- (f) 4 members of the Academic Board, including the President, a Deputy President and 2 elected staff members of the Academic Board nominated by the President of the Academic Board;
- (g) 3 undergraduate students (1 who is a member of the Academic Board and 2 nominated by the President of the Academic Board on advice of the student members of Academic Board);
- (h) 2 postgraduate coursework students (1 who is a member of the Academic Board and 1 nominated by the President of Academic Board on advice of the student members of Academic Board);
- (i) up to 2 such other persons nominated by the Chair (for example, this may include but is not limited to senior academics, Heads of School or centre directors).

3.2 The Committee Chair will appoint two Deputy Chairs from the Committee members.

3.3 Nominations must be for a two-year period, except for student members who must be for a one-year period. Nominations are renewable.

4. Meetings and attendance

4.1 Quorum will be 9 of the members.

4.2 The Committee will meet at least 6 times per annum, and the schedule of meetings for each year will be circulated in the preceding December.

4.3 The Chair may convene additional meetings or alter meeting dates and times on reasonable notice.

4.4 Should the Committee Chair be absent from the meeting, a Deputy Chair will chair that meeting.

4.5 The secretary of the Committee will be a representative from Governance.

4.6 The agenda will be set by the Committee Chair in consultation with the members. Supporting papers and minutes of the previous meeting will be delivered to committee members in advance of the meeting. At the discretion of the Chair of the meeting, additional papers may be tabled at the meeting.

4.7 Matters before the Committee are expected to be resolved on a consensus basis. However, if there is a need for a vote, then the matter will be decided by the majority of the members present and voting. In the case of an equality of votes, the Chair will have the casting vote.

4.8 The Committee Chair may approve voting on motions by email circulation, in which case the matter may be approved only if a majority of Committee members vote in favour of the motion and there are no dissenting votes.

4.9 Minutes of all meetings must be approved by the Committee and signed by the Chair of the next Committee meeting.

4.10 Meetings may be held by electronic means; however, the Committee must meet in person for at least 2 meetings per annum.

4.11 The Committee may establish working groups to consider aspects of the business of the committee and to advise the full committee on those matters.

- 4.12 The Chair may exclude student members from those parts of meetings which discuss matters affecting identifiable staff or students.
- 4.13 The Chair may adjourn a meeting in appropriate circumstances (for example, lack of a quorum).
- 4.14 It is incumbent on Committee members to attend meetings unless absent from the University or otherwise prevented from attending. Governance should be notified of intended absences ahead of the meeting. Governance will record absences and apologies lodged by members who are unable to attend a meeting.

5. Reporting

- 5.1 The Committee will provide reports and minutes of meetings for noting and an annual report on activities to the Academic Board.
- 5.2 The Committee will provide recommendations to the Academic Board by way of minutes, reports and such additional information as necessary, to allow informed decision making.

6. Review

- 6.1 The Committee will review the Terms of Reference at least every 2 years to ensure consistency with the Committee's role, objectives and responsibilities, and may recommend amendments to Council.
- 6.2 Amendments to these Terms of Reference are to be approved by Council.
- 6.3 The Committee's operation and governance process will be reviewed every three to five years.

SCHEDULE 5

Terms of Reference – University Research Committee

1. Purpose of this Committee

- 1.1 The University Research Committee is a University-wide committee, established by Council under the Rules.
- 1.2 These terms of reference set out the roles and responsibilities, composition, structure and general operation of the Committee.

2. Roles and responsibilities

- 2.1 The Committee has responsibility to conduct detailed examination of the matters set out in 2.2 and 2.3 below and to report to and make recommendations on relevant matters to the Academic Board.
- 2.2 The Committee is responsible for the following matters:
 - (a) contributing to the delivery of the UNSW Strategy relevant to research matters;
 - (b) considering matters relevant to research quality and integrity;
 - (c) considering matters relevant to research operations;
 - (d) recommending policy and procedures relating to research matters to the Academic Board for its consideration and endorsement;
 - (e) performing such functions as delegated to it by Council; and
 - (f) responding to matters referred to it by the Academic Board.
- 2.3 The Committee will address the Higher Education Standards Framework relevant to its functions.
- 2.4 In accordance with Rule 4.14, nothing in these Terms of Reference affects the precedence or authority of the Council, the Chancellor, the Deputy Chancellor, the President and Vice-Chancellor or the Dean of any Faculty.

3. Composition and Structure

- 3.1 The Committee will comprise up to 28 members:
 - (a) Deputy Vice-Chancellor (Research), who is the Committee Chair;
 - (b) Pro-Vice-Chancellor (Research) or nominee;
 - (c) Pro-Vice-Chancellor (Research Infrastructure) or nominee;
 - (d) Provost or nominee;
 - (e) Dean of Graduate Research;
 - (f) Executive Director Research;
 - (g) Director Knowledge Exchange;

- (h) University Librarian;
- (i) 1 nominated member of each Faculty (typically the Associate Dean (Research));
- (j) 4 members of the Academic Board, including the President, a Deputy President and 2 elected staff members of the Academic Board nominated by the President of the Academic Board;
- (k) 2 postgraduate research students (1 who is a member of the Academic Board and 1 nominated by the President of the Academic Board on advice of the student members of Academic Board);
- (l) up to 5 such other persons nominated by the Chair (this may include but is not limited to senior academics, Heads of School and centre directors).

3.2 The Committee Chair will appoint two Deputy Chairs from the Committee members.

3.3 Nominations must be for a two-year period, except for student members who must be for a one-year period. Nominations are renewable.

4. Meetings and attendance

4.1 Quorum will be 9 of the members.

4.2 The Committee will meet at least 4 times per annum, and the schedule of meetings for each year will be circulated in the preceding December.

4.3 The Chair may convene additional meetings or alter meeting dates and times on reasonable notice.

4.4 Should the Committee Chair be absent from the meeting, a Deputy Chair will chair that meeting.

4.5 The secretary of the Committee will be a representative from Governance.

4.6 The agenda will be set by the Committee Chair in consultation with the members and supporting papers and minutes of the previous meeting will be delivered to committee members in advance of the meeting. At the discretion of the Chair of the meeting, additional papers may be tabled at the meeting.

4.7 Matters before the Committee are expected to be resolved on a consensus basis. However, if there is a need for a vote, then the matter will be decided by the majority of the members present and voting. In the case of an equality of votes, the Chair will have the casting vote.

4.8 The Committee Chair may approve voting on motions by email circulation, in which case the matter may be approved only if a majority of Committee members vote in favour of the motion and there are no dissenting votes.

4.9 Minutes of all meetings must be approved by the Committee and signed by the Chair of the next Committee meeting.

4.10 Meetings may be held by electronic means; however, the Committee must meet in person for at least 2 meetings per annum.

4.11 The Committee may establish working groups to consider aspects of the business of the committee and to advise the full committee on those matters.

4.12 The Chair may exclude student members from those parts of meetings which discuss matters affecting identifiable staff or students.

- 4.13 The Chair may adjourn a meeting in appropriate circumstances (for example, lack of a quorum).
- 4.14 Section 6 of the Academic Board Standing Orders provides a guide to meeting procedures.
- 4.15 It is incumbent on Committee members to attend meetings unless absent from the University or otherwise prevented from attending. Governance should be notified of intended absences ahead of the meeting. Governance will record absences and apologies lodged by members who are unable to attend a meeting.

5. Reporting

- 5.1 The Committee will provide reports and minutes of meetings for noting and an annual report on activities to the Academic Board.
- 5.2 The Committee will provide recommendations to the Academic Board by way of minutes, reports and such additional information as necessary, to allow informed decision making.

6. Reporting

- 6.1 The Committee will review the Terms of Reference at least every 2 years to ensure consistency with the Committee's role, objectives and responsibilities, and may recommend amendments to Council.
- 6.2 Amendments to the Terms of Reference are to be approved by Council.

SCHEDULE 6

Terms of Reference – University Higher Degree Research Committee

1. Purpose of this Committee

- 1.1 The University Higher Degree Research Committee is a University wide committee, established by Council under the Rules.
- 1.2 These terms of reference set out the roles and responsibilities, composition, structure and general operation of the Committee.

2. Roles and responsibilities

- 2.1 The Committee has responsibility to conduct detailed examination of the matters set out in 2.2 and 2.3 below and to report to and make recommendations on relevant matters to the Academic Board.
- 2.2 The Committee is responsible for the following matters:
 - (a) contributing to the delivery of the UNSW Strategy as it relates to higher degree research;
 - (b) considering and providing advice to the Academic Board on broad issues relating to the quality and standards of higher degree research programs, including admissions to programs, candidature, supervision and thesis examination;
 - (c) in relation to higher degree research programs and higher doctorates, considering and recommending to the Academic Board for approval the establishment, revision or termination of all award programs, including program rules and other academic requirements;
 - (d) considering and recommending actions to the Academic Board and Faculties based upon the review of research programs;
 - (e) recommending to the Academic Board candidates for award of Higher Doctorates;
 - (f) recommending policy relating to all higher degree research and higher doctorate matters under the Research Training Policy Framework to the Academic Board for its consideration and endorsement;
 - (g) performing such functions as delegated to it by Council; and
 - (h) responding to matters referred to it by the Academic Board.
- 2.3 The Committee will address the Higher Education Standards Framework relevant to its functions.
- 2.4 In accordance with Rule 4.14, nothing in these Terms of Reference affects the precedence or authority of the Council, the Chancellor, the Deputy Chancellor, the President and Vice-Chancellor or the Dean of any Faculty.

3. Composition and Structure

- 3.1 The Committee will comprise up to 23 members:
 - (a) Deputy Vice-Chancellor (Research), or his/her nominee, who will be the Committee Chair;

- (b) Dean of Graduate Research or his/her nominee;
- (c) 1 nominated member of each Faculty (this may be the Associate Dean (Research Training), or Associate Dean (Postgraduate Research) or similar);
- (d) 4 members of the Academic Board, including the President, a Deputy President and 2 elected staff members of the Academic Board nominated by the President of the Academic Board;
- (e) 2 postgraduate research students (1 who is a member of the Academic Board and 1 nominated by the President of the Academic Board on advice of the student members of the Academic Board);
- (f) 1 Early Career Academic nominated by the Chair; and
- (g) up to 5 such other persons nominated by the Chair (this may include but is not limited to senior academics, Heads of School or centre directors).

3.2 The Committee Chair will appoint two Deputy Chairs from the Committee members.

3.3 Nominations must be for a 2-year period, except for student members who must be for a one-year period. Nominations are renewable.

4. Meeting and attendance

4.1 Quorum will be 9 of the members.

4.2 The Committee will normally meet at least 4 times per annum, and the schedule of meetings will be agreed in advance.

4.3 The Chair may convene additional meetings or alter meeting dates and times on reasonable notice.

4.4 Should the Committee Chair be absent from the meeting, a Deputy Chair will chair that meeting.

4.5 The secretary of the Committee will be a representative from Governance.

4.6 The agenda will be set by the Committee Chair in consultation with the members and supporting papers and minutes of the previous meeting will be delivered to committee members in advance of the meeting. At the discretion of the Chair of the meeting, additional papers may be tabled at the meeting.

4.7 Matters before the Committee are expected to be resolved on a consensus basis. However, if there is a need for a vote, then the matter will be decided by the majority of the members present and voting. In the case of an equality of votes, the Chair will have the casting vote.

4.8 The Committee Chair may approve voting on motions by email circulation, in which case the matter may be approved only if a majority of Committee members vote in favour of the motion and there are no dissenting votes.

4.9 Minutes of all meetings must be approved by the Committee and signed by the Chair of the next Committee meeting.

4.10 Meetings may be held by electronic means; however, the Committee must meet in person for at least 2 meetings per annum.

- 4.11 The Committee may establish working groups to consider aspects of the business of the committee and to advise the full committee on those matters.
- 4.12 The Chair may exclude student members from those parts of meetings which discuss matters affecting identifiable staff or students.
- 4.13 The Chair may adjourn a meeting in appropriate circumstances (for example, lack of a quorum).
- 4.14 It is incumbent on Committee members to attend meetings unless absent from the University or otherwise prevented from attending. Governance should be notified of intended absences ahead of the meeting. Governance will record absences and apologies lodged by members who are unable to attend a meeting.

5. Reporting

- 5.1 The Committee will provide reports and minutes of meetings for noting and an annual report on activities to the Academic Board.
- 5.2 The Committee will provide recommendations to the Academic Board by way of minutes, reports and such additional information as necessary, to allow informed decision making.

6. Review

- 6.1 The Committee will review the Terms of Reference at least every 2 years to ensure consistency with the Committee's role, objectives and responsibilities, and may recommend amendments to Council. The Committee will make recommendations for any amendments to Council.
- 6.2 Amendments to the Terms of Reference are to be approved by Council.

SCHEDULE 7

Terms of Reference – Faculty Board

1. Purpose of this Committee

- 1.1 A Faculty Board is a governance body, established by Council under the Rules.
- 1.2 These terms of reference set out the roles and responsibilities, composition and structure of a Faculty Board.

2. Roles and responsibilities

- 2.1 A Faculty Board is responsible for the following matters:
 - (a) considering and providing advice to the Dean regarding the academic governance arrangements and oversight appropriate for the Faculty, which include:
 - (i) the quality of the Faculty's teaching and learning;
 - (ii) assessment and progress of students including monitoring and overseeing the integrity of results and examinations;
 - (iii) research activities in or associated with the Faculty;
 - (iv) matters associated with Higher Degree Research programs;
 - (v) proposals for the establishment, revision or discontinuation of academic programs and courses offered by the Faculty;
 - (vi) reviews of academic programs offered by the Faculty
 - (vii) the academic governance arrangements of schools of the Faculty; and
 - (viii) any other academic matter related to the activities of the Faculty;
 - (b) providing advice to the Dean about the Faculty Committee structure in accordance with Part 4 of the Rules, and considering such structure on an annual basis;
 - (c) recommending to the Dean the appointment of persons to the Faculty Committees in accordance with Part 4 of the Rules;
 - (d) performing such functions as delegated to it by the Council;
 - (e) responding to matters referred to it by the Academic Board;
 - (f) contributing to the delivery of UNSW strategic initiatives.
- 2.2 The Faculty Board will address the Higher Education Standards framework relevant to its functions.
- 2.3 The Faculty Board or relevant Faculty Committee may undertake the detailed examination of the matters referred to in 2.1 and 2.2 above and make recommendations to the relevant School, Faculty or University Committee. This may include recommendations relating to academic quality program matters.
- 2.4 In accordance with Rule 4.14, nothing in these Terms of Reference affects the precedence or authority of the Council, the Chancellor, the Deputy Chancellor, the President and Vice-Chancellor or the Dean of any Faculty.

3. Composition and Structure

- 3.1 The membership of a Faculty Board must be approved by the Dean and must comprise:
 - (a) the Dean of the Faculty;

- (b) the Deputy and Associate Deans of the Faculty;
- (c) the Heads of Schools of the Faculty;
- (d) the Faculty Executive Director (or equivalent);
- (e) at least 4 persons elected by and from the academic staff of the Faculty in accordance with Rule 4.7 (unless the Dean determines that all academic staff must be members, in which case no elections are required);
- (f) at least 3 persons elected by and from the students enrolled in Faculty programs, in accordance with Rule 4.8, including at least 1 undergraduate, 1 postgraduate coursework and 1 higher degree research student;
- (g) such other persons as the Dean appoints.

3.2 Each Faculty Board must be chaired by the Dean or the nominee of the Dean.

4. Meetings and attendance

- 4.1 Quorum will be a simple majority of the membership.
- 4.2 Each Faculty Board will meet at least 4 times per annum and the schedule of meetings for each year will be agreed in the preceding year.
- 4.3 The Chair may convene additional meetings or alter meeting dates and times on reasonable notice.
- 4.4 Should the Chair be absent from the meeting, another nominee of the Dean will chair the meeting.
- 4.5 The agenda will be set by the Chair in consultation with the members and minutes of the previous meeting, and supporting papers will be delivered to Board members in advance of the meeting. At the discretion of the Chair of the meeting, additional papers may be tabled at the meeting.
- 4.6 Matters before the Faculty Board are expected to be resolved on a consensus basis. However, if there is a need for a vote, then the matter must be decided by the majority of the members present and voting. In the case of an equality of votes, the Chair is to have the casting vote. The Dean may approve voting on motions by email circulation.
- 4.7 The secretary of a Faculty Board will be a representative from Governance.
- 4.8 Minutes of all meetings must be approved by the Board and signed by the Chair of the next Board meeting.
- 4.9 Meetings may be held by electronic means, however for at least 2 meetings per annum the Board must meet in person.
- 4.10 The Chair may exclude student members from those parts of meetings which discuss matters affecting identifiable staff or students.

5. Reporting

- 5.1 The minutes of each Faculty Board meeting must be tabled with the Academic Board.

6. Review

- 6.1 The Academic Board, in consultation with the Deans, will review these Terms of Reference at least every 2 years to ensure consistency with the Faculty Board's role, objectives and responsibilities. The Academic Board may make recommendations for any amendments to Council.
- 6.2 Amendments to the Terms of Reference are to be approved by Council.

SCHEDULE 8

Terms of Reference – Deputy Vice-Chancellor (Academic) Board of Studies

1. Purpose of this Committee

- 1.1 These terms of reference set out the roles and responsibilities, composition and structure of the Deputy Vice-Chancellor (Academic) Board of Studies.
- 1.2 These terms of reference fulfil the functions of a Faculty Board in relation to courses, streams and programs which are not the direct responsibility of a Faculty, including pre-University and alternative entry programs.

2. Roles and responsibilities

- 2.1 The functions of the Board are to:
 - (a) consider and provide advice to the Deputy Vice-Chancellor (Academic) regarding the governance arrangements and oversight appropriate for the Board of Studies which include:
 - (i) proposals for the establishment, disestablishment and major change relating to programs and courses for which it is responsible
 - (ii) proposals arising from program reviews;
 - (iii) the quality of teaching and learning in relation to courses, streams and programs for which it is responsible;
 - (iv) the assessment and progress of students including monitoring and overseeing the integrity of results and examinations;
 - (v) any other academic matter related to the activities of the Board
 - (b) perform such functions as delegated to it by the Council;
 - (c) provide advice to the Deputy Vice-Chancellor (Academic) about the Committee structure in accordance with Part 4 of the Rules, and to consider such structure on an annual basis;
 - (d) provide recommendations to the Deputy Vice-Chancellor (Academic) about the appointment of persons to the Committees in accordance with Part 4 of the Rules.
- 2.2 The Board may undertake the detailed examination of the matters referred to in 2.1 (a) above and make recommendations to the relevant School, Faculty or University Committee or Academic Board in relation to matters referred to in 2.1(a) above. This may include recommendations relating to academic quality program matters.
- 2.3 In accordance with Rule 4.14, nothing in these Terms of Reference affects the precedence or authority of the Council, the Chancellor, the Deputy Chancellor, the President and Vice-Chancellor or the Dean of any Faculty.

3. Composition and Structure

- 3.1 The membership of the Board must be approved by the Deputy Vice-Chancellor (Academic) and comprise:
 - (a) the Deputy Vice-Chancellor (Academic); or nominee;
 - (b) Pro-Vice-Chancellor (Education);
 - (c) relevant program directors;

- (d) at least two members who are either an Associate Dean Education or a Deputy Dean Education, or nominee appointed by the Deputy Vice-Chancellor (Academic);
 - (e) at least one elected staff member of the Academic Board;
 - (f) at least one student member of the Academic Board; and
 - (g) such other persons as the Deputy Vice-Chancellor (Academic) appoints.
- 3.2 The Board must be chaired by the Deputy Vice-Chancellor (Academic) or the nominee of the Deputy Vice-Chancellor (Academic).
 - 3.3 Nominations must be for a two-year period, except for student members who must be for a one-year period. Nominations are renewable.
 - 3.4 A Board member may appoint a person to be an Alternate Member in their absence. The appointment must be approved by the Chair of the Board. An Alternate Member is entitled to participate and vote in the Member's absence.
 - 3.5 Quorum must be determined by the Board, but must be a simple majority of membership. Membership should not be less than eight and no greater than fifteen.

4. Meetings and Attendance

- 4.1 The Board will meet at least four times per annum and the schedule of meetings will be agreed in advance.
- 4.2 The Chair may convene additional meetings at any time on reasonable notice.
- 4.3 Should the Chair be absent from the meeting, the Pro-Vice-Chancellor (Education) (or equivalent) must chair the meeting.
- 4.4 The agenda will be set by the Chair and supporting papers will be delivered to Board members in advance of the meeting. At the discretion of the Chair of the meeting, additional papers may be tabled for discussion at the meeting.
- 4.5 Matters before the Board are expected to be resolved on a consensus basis. However, if there is a need for a vote, then the matter must be decided by the majority of the members present; and in the case of an equality of votes, the Chair must have a casting vote.
- 4.6 The secretary of the Board will be a representative from Governance.
- 4.7 Minutes of all meetings must be approved by the Board and signed by the Chair of the next Board meeting.
- 4.8 Meetings may be held by electronic means, however for at least two meetings per annum the Board must meet in person.
- 4.9 The Chair may exclude student members from those parts of meetings which discuss matters affecting identifiable students.

5. Reporting

- 5.1 The minutes of each Board meeting must be tabled with the Academic Board.

6. Review

- 6.1 The Academic Board will review the Terms of Reference every two years to keep it up to date and consistent with the Board's authority, objectives and responsibilities. The Academic Board will make recommendations for any amendments to Council.
- 6.2 Amendments to the Terms of Reference are to be approved by Council.

SCHEDULE 9

Terms of Reference – School Board

1. Purpose of this Committee

- 1.1 A School Board is a governance body, established by Council under the Rules.
- 1.2 These terms of reference set out the roles and responsibilities, composition and structure of a School Board.

2. Roles and responsibilities

- 2.1 A School Board is responsible for the following matters:
 - (a) considering and providing advice to the Head of School regarding the academic governance arrangement and oversight appropriate for the School, which include:
 - (i) the quality of the School's learning and teaching;
 - (ii) the research activities in or associated with the School;
 - (iii) the assessment and progress of students including monitoring and overseeing the integrity of results and examinations;
 - (iv) matters associated with Higher Degree Research programs;
 - (v) proposals for the establishment, revision or discontinuation of academic programs and courses; and
 - (vi) any other academic matter related to the activities of the School.
 - (b) providing advice to the Head of School regarding the School Committee structure, and considering such structure on an annual basis;
 - (c) recommending to the Head of School the appointment of persons to the School Committees;
 - (d) performing such functions as delegated to it by Council; and
 - (e) contributing to the delivery of UNSW strategic initiatives.
- 2.2 A School Board or relevant committee established by the Head of School may undertake the detailed examination of the matters referred to in 2.1 above and make recommendations to the relevant Faculty Board or Committee.
- 2.3 At its final meeting for the year, the School Board must consider the committee structure recommended under 2.1 and make recommendations to the Head of School regarding any changes.
- 2.4 In accordance with Rule 4.14, nothing in these Terms of Reference affects the precedence or authority of the Council, the Chancellor, the Deputy Chancellor, the President and Vice-Chancellor or the Dean of any Faculty.
- 2.5 Nothing in these Terms of Reference affects the precedence or authority of the Head of School.

3. Composition and Structure

- 3.1 The membership of a School Board must comprise:
 - (a) the Head of School;

- (b) all academic staff holding an appointment equal to or greater than 0.5 within the School of one or more year's duration;
- (c) the School Manager or equivalent;
- (d) at least 3 students, elected or appointed (as determined by the Head of School); and
- (e) such other persons as determined by the Head of School.

3.2 The Head of School or their nominee will be the Chair of the Board.

4. Meetings and attendance

- 4.1 There will be no quorum requirements.
- 4.2 A School Board must meet at least twice per annum. The School Board may choose to meet more frequently.
- 4.3 The Chair may convene meetings or alter meeting dates and times at any time, on reasonable notice.
- 4.4 Should the Chair be absent from the meeting, a Deputy Head of School (or equivalent) will chair the meeting.
- 4.5 The secretary of a School Board will be appointed by the Head of School.
- 4.6 The agenda will be set by the Chair in consultation with the members and any supporting papers, and minutes of the previous meeting will be delivered to School Board members in advance of the meeting. At the discretion of the Chair of the meeting, additional papers may be tabled at the meeting.
- 4.7 Minutes of all meetings must be approved by the Board and signed by the Chair of the next Board meeting.
- 4.8 Matters before the School Board are expected to be resolved on a consensus basis. However, if there is a need for a vote, then the matter must be decided by the majority of the members present and voting. In the case of an equality of votes, the Chair is to have the casting vote. The Head of School may approve voting on motions by email circulation.
- 4.9 Meetings may be held by electronic means, however at least 2 meetings per annum must be held as face to face meetings.
- 4.10 The Chair may exclude student members from those parts of meetings which discuss matters affecting identifiable staff or students.

5. Reporting

- 5.1 The minutes of each School Board meeting must be tabled with the Faculty Board.
- 5.2 The School Board must report on its governance arrangements to the Faculty Board within the final minutes of the year.

6. Review

- 6.1 The Academic Board, in consultation with the Deans, will review these Terms of Reference at least every 2 years to ensure consistency with the School Board's role, objectives and responsibilities, and may recommend amendments to Council.
- 6.2 Amendments to the Terms of Reference are to be approved by Council.