VERSION CURRENT AS OF 1 JANUARY 2015

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 of the By-law (the general power of Council to make rules).

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1. The Council

Meetings and Rules of Procedure

1.1 The Council shall 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 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 Vice-Chancellor or, in their absence, the University Secretary shall convene a special meeting of the Council to be held within 14 days after the receipt of the request. The written request shall 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 shall 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 shall, so far as practicable, be provided 7 days prior to the date of the meeting. All matters to be considered at any meeting shall be stated in the notice of meeting or in a supplementary notice of meeting which shall 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 shall 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 shall 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 shall 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 shall be held. The day set may be the day of the next ordinary meeting of the Council but in any case shall 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 shall 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 shall be circulated to members prior to the next ordinary meeting of the Council. Upon being approved as correct, such minutes shall be signed by the Presiding Member as being the true record.
2. The Academic Board

Functions of Academic Board

NOTE – Clause 56 of the University of New South Wales By-law 2005 states as follows:
The functions of the Academic Board are:
(a) to be the principal academic body of the University, and
(b) to oversee academic governance and the maintenance of academic standards, and
(c) to advise the Vice-Chancellor and Council on matters relating to the conduct and standards of teaching, scholarship and research within the University, and
(d) to consider and report on matters referred to it by the Council or by the Vice-Chancellor, and
(e) any functions delegated to it by the Council, and
(f) any other functions as may be prescribed by the rules.

2.1 Subject to the functions of the Academic Board as set out in clause 56 of the By-law, and to any resolution of the Council, the Academic Board:

(a) may request reports from faculties and boards of studies, and
(b) may consider and take action on reports submitted to it by any faculty or board of studies, and
(c) may refer matters to faculties or boards of studies for consideration and report, and
(d) may, on the recommendation of the faculties, boards of studies and other academic units, determine matters concerning the courses of study or examinations in any faculty, board of studies or academic unit, and
(e) may, after receiving reports from the faculties, boards of studies and other academic units concerned:
   (i) determine the conditions for the admission to candidature for, and the award of, degrees, diplomas and graduate certificates, and
   (ii) recommend to the Council that a person who has been awarded a degree, diploma or graduate certificate in another university or educational establishment be admitted to a degree, diploma or graduate certificate in the University of New South Wales, and
(f) may submit recommendations to the Council with respect to the selection of academic, teaching and research staff, and
(g) may perform the duties of a faculty or a board of studies for all courses not relating to any faculty or board of studies and perform any function conferred or imposed on it by the By-law or these Rules, although any faculty or board of studies may have failed to report, and
(h) may submit recommendations to the Council or to the Vice-Chancellor with respect to any other matters relating to academic standards or facilities, and
(i) may submit recommendations to the Council with respect to the filling of casual vacancies in Council membership, and
(j) is to submit a report on its proceedings to the meeting of the Council next following that of the Academic Board.

2.2 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.

2.3 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.
Members of Academic Board

2.4 The members of the Academic Board are as follows:

(a) the 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 Deans of the faculties, and
   (ii) the Rector of UNSW Canberra, and
   (iii) the Pro-Vice-Chancellor (Students)
   (iv) the Dean of Graduate Research

(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) 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) and (c), 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 (i), 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) and (e), for a term not exceeding 2 years commencing on 1 January following the member’s election,

(d) in the case of members elected in accordance with Rules 2.4 (f), (g) and (h), for a term not exceeding 1 year commencing on 1 January following the member’s election.

(e) 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 (e) and (f) shall be held in even numbered years and shall be conducted in the manner set out in section 5 of these Rules.

(b) For the purposes of the election to Academic Board, each eligible professorial and eligible non-professorial academic staff member of the University shall 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
(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 shall 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 shall 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 shall nominate to the electorate in which he or she wishes to belong.

(g) The Returning Officer shall determine the appropriate electorate for a 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 a full-time appointment or not less than 0.5 fractional appointment.

(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 shall be eligible to nominate candidates, stand for election and vote.

Election of Student Members

2.8 (a) The elections provided for in Rule 2.4 (f), (g) and (h) shall be held annually and shall be conducted in the manner set out in section 5 of these Rules.

(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 nominate candidates, stand for election and vote under Rule 2.7 shall not be eligible as a student member under 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 the last day for receipt of nominations for the election shall be eligible to nominate candidates, 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 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 shall be as the Council determines on the recommendation of the Academic Board.

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 shall be conducted in the manner set out in section 5 of these Rules.

Note – this is to ensure that the President and Deputy Presidents are elected by the newly elected membership of the Academic Board and are able to commence their terms as President and Deputy Presidents on 1 January.

(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 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 shall be eligible to nominate candidates, 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(e).

(c) being a member elected by and from the full-time academic staff:

(i) dies;
(ii) resigns office by letter addressed to the 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 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 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 shall 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, a new election shall be held in accordance with section 4 of these Rules.

(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 shall fill the vacancy in such manner as the Academic Board shall determine.

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 (d) 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 (i) for the remainder of the period for which he or she was originally elected.

Casual vacancy in office of President or Deputy President

2.15 (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 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.

(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

2.16 (a) The Academic Board shall meet at the discretion of the President or upon the written request of the Chancellor or Vice-Chancellor or any 5 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, shall be decided by the majority of members present, and the President shall 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 shall be convened by a notice from the University Secretary specifying the time, place and agenda of the meeting.

(e) A report of the proceedings of the Academic Board shall 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 and shall be laid on the table of the Council at that meeting.

2.17  
(a) The Academic Board may approve procedures 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.

(c) The Academic Board may establish an Advisory Committee which shall have the Terms of Reference as set out in Schedule 1.
3. University Committees

3.1 There are to be the following University Committees:

(a) University Academic Quality Committee;
(b) University Academic Programs Committee;
(c) University Research Committee; and
(d) University Higher Degree Research Committee.

3.2 Schedules 2 -5 shall have effect as the Terms of Reference for the University Committees.
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 in the subjects with which the faculty is concerned, and

(b) to be responsible, with the assistance of such examiners as the Academic Board may from time to time appoint on the report of the faculty or of the Dean of the faculty, for the conduct of examinations in those subjects, and

(c) to support and encourage scholarship and research in those subjects, and

(d) to consider and report on all matters referred to it by the Council, the Vice-Chancellor or the Academic Board.

4.3 (a) Each faculty is to consider and report to the Academic Board on matters relating to the studies, lectures, examinations, degrees, diplomas and graduate certificates of the faculty.

(b) The matters concerned include, for example, the following:

(i) the annual descriptions of subjects for lectures that the faculty is responsible for supervising,

(ii) all admissions ad eundem gradum to degrees, diplomas and graduate certificates of the faculty,

(iii) all admissions with advanced standing to courses in the faculty.

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

Deans

4.5 (a) The Council is to appoint a Dean to each faculty to serve 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 shall have a Faculty Board.

(b) Schedule 6 shall 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 that board of studies.

(i) Council has established a Deputy Vice-Chancellor (Academic) Board of Studies. Schedule 8 shall 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 a full-time or at least a 0.5 fractional appointment 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 a casual vacancy occurs the Returning Officer shall 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 shall 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 shall 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 shall 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, shall 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, shall 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 shall 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 shall 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 shall be empowered to nominate a student for appointment to the vacancy.

(e) A student who has ceased to be enrolled shall not retain membership of the Faculty Board to which he or she has been elected except where the student has ceased to be enrolled by reason of having completed the program requirements between the time of election and the close of the period for which elected.

Faculty Committees

4.9 Each faculty shall 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; and
(iii) the research activities in or associated with the Faculty; and
(iv) proposals for the establishment, revision or discontinuation of academic programs and courses;

(a) Faculty Academic Committee;

(i) The members of a committee established under this section shall 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 shall include at least one student enrolled in programs of the Faculty).

(ii) The Dean shall nominate the Chair from amongst the members of the committee.

(b) Faculty Research Committee

(i) The members of a committee established under this section shall be 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 shall include at least one student enrolled in programs of the Faculty).

(ii) The Dean shall 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 committees 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 shall 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 shall 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 shall be decided by the majority of the members present and voting and the Chair shall have a vote, and in the case of an equality of votes, a casting vote.

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

The School Board

4.15 (a) Each School shall 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 7 shall 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).
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 Academic Board, Faculty Boards and offices within those boards.

Returning Officer

5.2 The University Secretary shall be the Returning Officer. 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. 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 nominate candidates, stand for election and vote in an election shall be as prescribed in any applicable By-law, Rule or resolution of the Council or Academic Board.

Nominations

5.4 (a) Not less than 14 days before the close of nominations, and at least 28 days before the close of the ballot, 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 5.4 (a), the notice must:

   (i) state that an election is to be held to fill the position or positions concerned;
   (ii) specify the time appointed for the conduct of election;
   (iii) invite the nomination of persons for 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) state that (in the case of a postal ballot) ballot papers will be posted to persons entitled to vote in the election and that ballot papers which do not reach the Returning Officer by close of ballot will not be counted in the election;
   (viii) give details of the number of positions to be filled and of their respective terms, and
   (ix) contain such other information relating to the election as the Returning Officer may determine.

5.5 Nominations are made by sending or delivering a nomination to the Returning Officer no later than the time and date specified in the notice under rule 5.4(b)(v). A nomination shall not be valid unless it is endorsed by the candidate and is received by the Returning Officer before the close of nominations. There must be a separate nomination paper for each candidate.

5.6 (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. That information may include, for example, such of the following as may be applicable to the candidate:

   (i) name;
   (ii) faculty, school or department;
   (iii) course and academic year;
   (iv) academic qualifications;
   (v) occupation and experience;
   (vi) positions or offices held at any time in public bodies, clubs and institutions (including University clubs and societies) with dates of tenure, and
   (vii) honours and distinctions.
(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 5.6 (b).

5.7 The Returning Officer may edit statements supplied. Statements containing more than 150 words will be reduced so as not to exceed that limit.

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

(a) the nomination is not duly made; or

(b) the person nominated is not eligible to be elected.

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

5.10 As soon as practicable after the close of nominations, in such places and in such manner as the Returning Officer shall determine, the Returning Officer shall publish by notice in writing:

(a) a list of the candidates and the names of their nominators;

(b) where the number of candidates in any electorate does not exceed the number of vacancies, a declaration that the candidates are elected, and

(c) where the number of candidates in any electorate exceeds the number of vacancies in that electorate, the date upon which an election shall be held.

(d) Where no, or insufficient, nominations are received the Returning Officer shall, after making any relevant declarations under rule 5.10(b), call ("second call") for further nominations for the vacancies remaining to be filled. The second call shall follow the procedures set out above in section 5 as if for a fresh election. Notwithstanding that a second call may not result in a sufficient number of candidates to fill all vacancies or to cause a ballot to be conducted, no further calls may be made.

5.11 Where an election is required to be held, the Returning Officer shall, 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) make 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.

5.12 The above notice must specify the date of any election to be held.

Ballots

5.13 Ballots may be conducted by post, by personal voting or by way of an electronic voting program where such a program has been approved for use by the University Secretary. Subject to the Act, the By-law and these Rules the Returning Officer shall determine which method or methods shall be used for any particular ballot. “Ballot paper”: In this section 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.

5.14 The University Secretary may approve an electronic voting program for use where he or she is satisfied 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.

5.15 The order of candidates on the ballot paper is to be determined randomly in a manner
determined by the Returning Officer.

5.16 A voter is to mark a vote on the ballot paper by placing the symbol specified in the voting
instructions accompanying the ballot paper opposite the name of the candidate(s) for whom the
voter desires to give a vote.

5.17 Each candidate is entitled to nominate one scrutineer. A candidate who wishes to nominate a
scrutineer must notify the Returning Officer by close of business 7 days before the close of
ballot and provide contact details for the scrutineer. For the avoidance of doubt, a candidate
may not be a scrutineer.

5.18 For a postal ballot:
(a) Each voter is to be sent (at least 14 days prior to the close of ballot) a ballot paper, a
notice setting out how the ballot paper is to be completed and specifying the date and
time of the close of ballot, and 2 envelopes, one marked “Ballot Paper” and the other
addressed to the Returning Officer.
(b) The edited statements, and a copy of any photograph supplied, are to be printed and
distributed with the ballot papers.
(c) There must be printed on the envelope addressed to the Returning Officer a form of
declaration of identity and entitlement to vote to be signed by the voter.
(d) The fact that a person whose name is on the relevant roll did not receive a ballot paper
does not invalidate an election.
(e) A ballot paper must be initialled by the Returning Officer or by a person authorised by the
Returning Officer to do so. A ballot paper stamped with a facsimile of the relevant initials
is taken to be initialled in accordance with this rule 5.18(e).
(f) The voter is to send or deliver to the Returning Officer the ballot paper enclosed (without
anything else) and sealed in the envelope marked “Ballot Paper”, which must be
enclosed and sealed in the other envelope addressed to the Returning Officer, with the
form of declaration as to identity and entitlement to vote duly completed.
(g) All envelopes received by the Returning Officer must remain unopened until the close of
the ballot.

5.19 For a personal ballot:
(a) Notices specifying the time(s) and location(s) appointed for the election are to be
published on the University website and in such other places as the Returning Officer
may determine at least 7 days prior to the close of ballot.
(b) The edited statements, and a copy of any photograph supplied, are to be displayed at the
polling location(s).
(c) A ballot paper must be initialled by the Returning Officer or by a person authorised by the
Returning Officer to do so at the time of issuing the ballot paper to the voter.
(d) The voter is to place his or her ballot paper in the ballot box provided at the voting
location.

5.19A Voters who are unable to attend campus to cast a personal vote because of program
requirements, and who request a vote, shall, if practicable, be allowed the opportunity to vote by
an electronic or postal vote as determined by the Returning Officer.

5.20 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 and setting out instructions on how to access the electronic voting program. The Returning Officer may, at his or her discretion, allow the opportunity for postal voting by a voter who, due to special circumstances peculiar to him or her, is unable to access the electronic voting program and who makes a timely request for a postal vote.

(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 5.20(a) does not invalidate an election.

(c) The edited statements, 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 5.20(a).

(d) The voter is to submit his or her vote in accordance with the instructions provided in the electronic voting program.

5.21 All formal ballot papers received by the Returning Officer before the close of ballot are to be counted in the ballot.

5.22 No voter shall vote more than once in any election.

5.23 No ballot paper shall be issued or accepted after the close of the ballot.

**Procedure on close of ballot**

5.24 As soon as practicable after the close of ballot, the Returning Officer, in the presence of those scrutineers that choose to be present, is to count the votes and ascertain the result of the ballot in the manner set out below.

5.25 The Returning Officer is to reject any informal ballot papers and count the formal ballot papers.

5.26 A ballot paper shall 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.

5.27 The Returning Officer is to count the number of votes for each candidate.

5.28 The candidate(s) having the highest numbers of votes, being a number of candidate(s) equal to the number of positions to be filled, shall be declared elected.

5.29 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 shall be declared elected, and
(d) this process is to continue until all remaining positions are filled.

5.30 The Returning Officer shall 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 his or her absolute discretion, provide in writing details of the most recent vote count upon written request of a person eligible to nominate candidates, stand for election and vote.

5.31 (a) The result of the count must remain confidential until the declaration of the election by the Returning Officer.

(b) The Returning Officer, any person appointed by the Returning Officer and any scrutineers 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 Operations, Vice-President University Services, Director Academic Administration, Director Facilities Management, and Associate Director Facilities Management are prescribed to be members of the body corporate of the University.

Effective 1 January 2015
SCHEDULE 1
Terms of Reference - Academic Board Advisory Committee

1. Purpose of this Committee
   1.1 This 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 and structure of the Committee.

2. Roles and responsibilities
   2.1 The Committee is responsible for the management of business to the Academic Board: namely agenda setting for Academic Board meetings and advisory committee for President, Academic Board; and to serve as a forum for the Chairs of the University Committees to discuss relevant matters.
   2.2 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 Vice-Chancellor or the Dean of any Faculty.

3. Composition and Structure
   3.1 The Committee will comprise the Chairs of each of the University Committees, as well as the President of the Academic Board and the Deputy Presidents.
   3.2 The Committee Chair will be the President of the Academic Board.

4. Meetings and attendance
   4.1 The Committee will normally meet at least 8 times per annum, excluding December 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 Committee Chair be absent from the meeting, one of the Deputy Presidents will chair that meeting.
   4.4 The secretary of the Committee will be a representative from Governance.
   4.5 The agenda will be set by the Chair in consultation with the members and any 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 for discussion at the meeting.
   4.6 Minutes of all meetings shall be approved by the Committee and signed by the Chair of the next Committee meeting.
   4.7 The Chair may exclude student members from those parts of meetings which discuss matters affecting identifiable students.

5. Reporting
   5.1 The Committee reports to the Academic Board and Committee meeting minutes will be provided to the Academic Board for noting.

6. Review
   6.1 The Committee will review the Terms of Reference annually to keep it up to date and consistent with the Committee’s authority, objectives and responsibilities. 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 2
Terms of Reference - University Academic Quality Committee

1. Purpose of this Committee

1.1 The UNSW 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 and structure of the Committee.

2. Roles and responsibilities

2.1 The Committee has responsibility to conduct detailed examination of matters set out in 2.2 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) considering strategy as it relates to the academic quality of learning and teaching activities;

(b) receiving and considering learning and teaching quality reports and other matters that speak to academic quality and standard setting such as assessment reports;

(c) considering and recommending action to the Academic Board based upon the review of courses, streams and programs;

(d) monitoring and overseeing the integrity of results and examinations;

(e) recommending policy relating to the following matters to the Academic Board for its consideration and endorsement:

   (i) the functions conferred on Academic Board under the by-law and Rules;

   (ii) student academic and student conduct (including disciplinary) matters; and

   (iii) student admission, including special admission schemes.

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 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 (Academic) or his/her nominee;

(b) Pro-Vice Chancellor (Students);

(c) 1 nominated member of each Faculty (this may be the Associate Dean (Education));

(d) up to 5 members of the Academic Board, one of whom is to be the President, one of whom is to be one of the Deputy Presidents and 3 to be elected members of the Academic Board who are nominated by the Academic Board;

(e) 2 undergraduate students (1 who is a member of the Academic Board and 1 nominated by the Academic Board);

(f) 2 postgraduate coursework students (one who is a member of the Academic Board and 1 nominated by the Academic Board);

(g) up to 3 such other persons nominated by the Chair (for example, this may include but is not limited to senior academics, Heads of School, centre directors or experts).

3.2 The Committee Chair will be the Deputy Vice-Chancellor (Academic) or his/her nominee.

3.3 The composition of the Committee will be reviewed at least once every two years.
3.4 Nominations shall be for a two year period, except for student members who shall be for a one year period.

3.5 A quorum shall be 9 of the members.

3.6 Decisions (including recommendations) shall be made by a majority of members present and voting. The Chair shall have a vote and in the case of equality of votes, a casting vote.

4. Meetings and attendance

4.1 The Committee will normally meet at least 8 times per annum, excluding December 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 Committee Chair be absent from the meeting, the members of the Committee present at the meeting shall choose one of their number to chair that meeting.

4.4 The secretary of the Committee shall be a representative from Governance.

4.5 The agenda will be set by the Committee Chair and 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 for discussion at the meeting.

4.6 Minutes of all meetings shall be approved by the Committee and signed by the Chair of the next Committee meeting.

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

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

5. Reporting

5.1 The Committee provides reports to the Academic Board and relevant parts of Committee meeting minutes will be provided to the Academic Board for noting.

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

6. Review

6.1 The Committee will review the Terms of Reference annually to keep it up to date and consistent with the Committee’s authority, objectives and responsibilities. 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 3
Terms of Reference - University Academic Programs Committee

1. Purpose of this Committee

1.1 The UNSW Academic Programs 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 and structure 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 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) considering strategy relevant to academic coursework offerings;

(b) in relation to coursework programs, considering and recommending to the Academic Board for approval the establishment, review, revision or termination of a degree, diploma, certificate, enabling program or other award program, including program and award rules and academic requirements and general education requirements;

(c) considering and providing advice to the Academic Board on broad issues relating to the quality and standards of academic coursework programs across UNSW.

(d) recommending policy relating to the following matters to the Academic Board for its consideration and endorsement.

   (i) the functions conferred on Academic Board under the by-law and Rules;

   (ii) student academic and student conduct (including disciplinary) matters; and

   (iii) student admission, including special admission schemes.

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 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 (Academic) or his/her nominee;

(b) Pro-Vice Chancellor (Students);

(c) 1 nominated member of each Faculty (this may be the Associate Dean (Education) or program director);

(d) up to 5 members of the Academic Board, one of whom is to be the President, one of whom is to be one of the Deputy Presidents and 3 to be elected members of the Academic Board who are nominated by the Academic Board;

(e) 2 undergraduate students (1 who is a member of the Academic Board and 1 nominated by the Academic Board)

(f) 2 postgraduate coursework students (one who is a member of the Academic Board and 1 nominated by the Academic Board)

(g) up to 3 such other persons nominated by the Chair (for example this may include but is not limited to senior academics, Heads of School, centre directors, experts).

3.2 The Committee Chair will be the Deputy Vice-Chancellor (Academic) or his/her nominee.
3.3 The composition of the Committee will be reviewed at least once every two years.

3.4 Nominations shall be for a two year period, except for student members who shall be for a one year period.

3.5 A quorum shall be 9 of the members.

3.6 Decisions (including recommendations) shall be made by a majority of members present and voting. The Chair shall have a vote and in the case of equality of votes, a casting vote.

4. Meetings and attendance

4.1 The Committee will normally meet at least 8 times per annum, excluding December, 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 Committee Chair be absent from the meeting, the members of the Committee present at the meeting shall choose one of their number to chair that meeting.

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

4.5 The agenda will be set by the Committee Chair and 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 for discussion at the meeting.

4.6 Minutes of all meetings shall be approved by the Committee and signed by the Chair of the next Committee meeting.

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

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

5. Reporting

5.1 The Committee provides reports to the Academic Board and relevant parts of Committee meeting minutes will be provided to the Academic Board for noting.

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

6. Review

6.1 The Committee will review the Terms of Reference annually to keep it up to date and consistent with the Committee’s authority, objectives and responsibilities. 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 4  
Terms of Reference - University Research Committee

1. Purpose of this Committee

1.1 The UNSW 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 and structure 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 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) considering strategy relevant to research matters;

(b) considering matters relevant to research quality;

(c) considering matters relevant to research operations;

(d) recommending policy relating to the following matters to the Academic Board for its consideration and endorsement.

   (i) the functions conferred on Academic Board under the by-law and Rules;

   (ii) Research Code of Conduct and other related research policy under the Research Policy Framework.

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 Vice-Chancellor or the Dean of any Faculty.

3. Composition and Structure

3.1 The Committee will comprise up to 22 members:

(a) Deputy Vice-Chancellor (Research) or his/her nominee;

(b) Pro-Vice Chancellor (Research);

(c) Pro-Vice Chancellor (Research Training);

(d) 1 nominated member of each Faculty (this may be the Associate Dean (Research));

(e) up to 3 members of the Academic Board, one of whom is to be the President, one of whom is to be one of the Deputy Presidents and 1 to be an elected member of the Academic Board who are nominated by the Academic Board;

(f) 2 postgraduate research students (one who is a member of the Academic Board and 1 nominated by the Academic Board)

(g) up to 5 such other persons nominated by the Chair (this may include but is not limited to senior academics, Heads of School, centre directors, experts).

3.2 The Committee Chair will be the Deputy Vice-Chancellor (Research) or his/her nominee.

3.3 The composition of the Committee will be reviewed at least once every two years.

3.4 Nominations shall be for a two year period, except for student members who shall be for a one year period.

3.5 A quorum shall be 9 of the members.
3.6 Decisions (including recommendations) shall be made by a majority of members present and voting. The Chair shall have a vote and in the case of equality of votes, a casting vote.

4. Meetings and attendance

4.1 The Committee will normally meet at least 4 times per annum, excluding December, 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 Committee Chair be absent from the meeting, the members of the Committee present at the meeting shall choose one of their number to chair that meeting.

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

4.5 The agenda will be set by the Committee Chair and 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 for discussion at the meeting.

4.6 Minutes of all meetings shall be approved by the Committee and signed by the Chair of the next Committee meeting.

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

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

5. Reporting

5.1 The Committee provides reports to the Academic Board and relevant parts of Committee meeting minutes will be provided to the Academic Board for noting.

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

6. Review

6.1 The Committee will review the Terms of Reference annually to keep it up to date and consistent with the Committee’s authority, objectives and responsibilities. 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 5
Terms of Reference - University Higher Degree Research Committee

1. Purpose of this Committee

1.1 The UNSW 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 and structure 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 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) considering strategy as it relates to higher degree research;
(b) advising the Academic Board on higher degree administration and programs;
(c) considering and recommending to the Academic Board for approval, the establishment, review, revision or termination of a higher degree research programs, including program and award rules and academic requirements;
(d) recommending policy relating to the following matters to the Academic Board for its consideration and endorsement:
   (i) the functions conferred on Academic Board under the by-law and Rules;
   (ii) all policy relating to higher degree research matters under the Higher Degree Research Policy Framework.

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 Vice-Chancellor or the Dean of any Faculty.

3. Composition and Structure

3.1 The Committee will comprise up to 21 members:

(a) Deputy Vice-Chancellor (Research) or his/her nominee;
(b) Pro-Vice Chancellor (Research Training);
(c) 1 nominated member of each Faculty (this may be the Associate Dean (Research Training));
(d) up to 4 members of the Academic Board, one of whom is to be the President, one of whom is to be one of the Deputy Presidents and 2 to be elected members of the Academic Board who are nominated by the Academic Board;
(e) 2 postgraduate research students (one who is a member of the Academic Board and 1 nominated by the Academic Board)
(f) up to 4 such other persons nominated by the Chair (this may include but is not limited to senior academics, Heads of School, centre directors, experts).

3.2 The Committee Chair will be the Deputy Vice-Chancellor (Research) or his/her nominee.

3.3 The composition of the Committee will be reviewed at least once every two years.

3.4 Nominations shall be for a two year period, except for student members who shall be for a one year period.
3.5 A quorum shall be 9 of the members.

3.6 Decisions (including recommendations) shall be made by a majority of members present and voting. The Chair shall have a vote and in the case of equality of votes, a casting vote.

4. **Meetings and attendance**

4.1 The Committee will normally meet at least 4 times per annum, excluding December, 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 Committee Chair be absent from the meeting, the members of the Committee present at the meeting shall choose one of their number to chair that meeting.

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

4.5 The agenda will be set by the Committee Chair and 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 for discussion at the meeting.

4.6 Minutes of all meetings shall be approved by the Committee and signed by the Chair of the next Committee meeting.

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

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

5. **Reporting**

5.1 The Committee provides reports to the Academic Board and relevant parts of Committee meeting minutes will be provided to the Academic Board for noting.

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

6. **Review**

6.1 The Committee will review the Terms of Reference annually to keep it up to date and consistent with the Committee’s authority, objectives and responsibilities. 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 6
Terms of Reference - Faculty Board

1. Purpose of the Board

1.1 These terms of reference set out the roles and responsibilities, composition and structure of a Faculty Board.

2. Roles and responsibilities

2.1 The functions of the Faculty Board are to:

(a) consider and provide 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) the assessment and progress of students including monitoring and overseeing the integrity of results and examinations;
   (iii) the 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;
   (vi) the academic governance arrangements of schools of the Faculty;
   (vii) any other academic matter related to the activities of the Faculty;

(b) perform such functions as delegated to it by the Council;

(c) provide advice to the Dean about the Faculty Committee structure in accordance with Part 4 of the Rules, and to consider such structure on an annual basis;

(d) recommend to the Dean the appointment of persons to the Faculty Committees in accordance with Part 4 of the Rules.

2.2 The Faculty 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. This may include recommendations relating to academic quality program matters. Alternatively, the relevant Faculty Committee, as determined by the Faculty Board, may perform the functions prescribed in 2.1 above.

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 Vice-Chancellor or the Dean of any Faculty.

3. Composition and Structure

3.1 The membership of each Faculty Board shall be approved by the Dean and shall comprise:

(a) the Dean of the Faculty;
(b) the Deputy and Associate Deans of the Faculty;
(c) the Heads of the Schools of the Faculty;
(d) at least 1 person elected by and from the academic staff of the Faculty (unless the Dean determines that all academic staff shall be members, in which case no elections are required);
(e) at least 1 person elected by and from the students enrolled in Faculty programs;
(f) such other persons as the Dean appoints.

3.4 Each Faculty Board shall be chaired by the Dean or the nominee of the Dean.

3.5 Quorum shall be determined by the Faculty Board, but shall be a minimum of one half of the membership or not less than ten (10) (whichever is the lesser) and no greater than twenty (20).
4. **Meetings and attendance**
   
4.1 Each Faculty Board will meet at least four (4) 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 Deputy Dean (or equivalent) shall 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 Faculty Board are expected to be resolved on a consensus basis. However, if there is a need for a vote, then the matter shall be decided by the majority of the members present; and in the case of an equality of votes, the Chair shall have a casting vote.

4.6 The secretary of the Board and Committees will be a representative from Governance.

4.7 Minutes of all meetings shall 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 Faculty Board meeting shall 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 Faculty 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 7
Terms of Reference - School Board

1. Purpose of the Board

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 The functions of the School Board are to:

(a) consider and provide advice to the Head of School about the academic governance arrangements 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) provide advice to the Head of the School about the School Committee structure, and to consider such structure on an annual basis;

(c) recommend to the Head of School the appointment of persons to the School Committee;

2.2 The School Board may undertake the detailed examination of the matters referred to in 2.1 above and make recommendations to the relevant Faculty Board or Committee. Alternatively, the Head of the School may choose to establish committees of the School Board to undertake the functions prescribed in 2.1 above.

2.3 At its final meeting for the year, the School Board shall 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 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 shall comprise:

(a) the Head of School;

(b) all academic and research staff holding a full-time appointment or not less than 0.5 fractional appointment within the School of one or more year’s duration; and

(c) such other persons, which may include students, as determined by the Head of School.

3.2 The Head of School will be the Chair of the Board.

3.3 There will not be any quorum requirements.

4. Meetings and attendance

4.1 The School Board shall meet at least twice per annum. The School Board may choose to meet more frequently.

4.2 The Chair may convene meetings at any time on reasonable notice.
4.3 Should the Chair be absent from the meeting, a Deputy Head of School (or equivalent) will chair the meeting.

4.5 The agenda will be set by the Chair and any supporting papers 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 for discussion at the meeting.

4.6 Minutes of all meetings shall be approved by the Board and signed by the Chair of the next Board meeting.

4.7 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 shall be decided by the majority of the members present; and in the case of an equality of votes, the Chair shall have a casting vote.

4.8 Meetings may be held by electronic means, however at least two meetings per annum must be held as face to face meetings.

4.9 If there are student members, the Chair may exclude those student members from those parts of meetings which discuss matters affecting identifiable students.

5. Reporting

5.1 The minutes of each School Board meeting shall 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 Faculty Board will review the Terms of Reference every two years to keep it up to date and consistent with the School Board’s authority, objectives and responsibilities. The Faculty Board will make recommendations to the Academic Board who in turn will 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 the Board

1.1 These terms of reference set out the roles and responsibilities, composition and structure of the Deputy Vice-Chancellor (Academic) Board of Studies.

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) the quality of teaching and learning in relation to courses, streams and programs which fall within the remit of the Board;
   (ii) the assessment and progress of students including monitoring and overseeing the integrity of results and examinations;
   (iii) the research activities in or associated with the Board;
   (iv) matters associated with Higher Degree Research programs;
   (v) proposals for the establishment, revision or discontinuation of academic programs and courses;
   (vi) 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. This may include recommendations relating to academic quality program matters. Alternatively, the relevant Committee, as determined by the Board, may perform the functions prescribed in 2.1 above.

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 Vice-Chancellor or the Dean of any Faculty.

3. Composition and Structure

3.1 The membership of the Board shall be approved by the Deputy Vice-Chancellor (Academic) and comprise:

(a) the Deputy Vice-Chancellor (Academic);

(b) the Pro-Vice Chancellor (Students);

(c) relevant program directors;

(d) at least 1 elected staff member of the Academic Board;

(e) at least 1 student member of the Academic Board;

(f) such other persons as the Deputy Vice-Chancellor (Academic) appoints.

3.3 The Board shall be chaired by the Deputy Vice-Chancellor (Academic) or the nominee of the Deputy Vice-Chancellor (Academic).
3.4 Quorum shall be determined by the Board, but shall be a minimum of one half of the membership or not less than ten (10) (whichever is the lesser) and no greater than twenty (20).

4. Meetings and attendance

4.1 The Board will meet at least four (4) 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 (Students) (or equivalent) shall 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 shall be decided by the majority of the members present; and in the case of an equality of votes, the Chair shall have a casting vote.

4.6 The secretary of the Board will be a representative from Governance.

4.7 Minutes of all meetings shall 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 shall 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.