

Governance of Faculties, Colleges, College Boards, Boards of Studies, Departments, Schools and Committees

Latest amendment approved by: Senate on 19 September 2011
Date of effect: 19 September 2011

RESOLUTIONS OF THE SENATE

- **Faculties, Colleges, College Boards, Boards of Studies, Departments, Schools and Committees**
 - **Departmental and School Boards**
 - **Student Membership of the Faculties, College Boards and Boards of Studies**
 - **Faculty Standing Committees on Courses of Study**
 - **Research Staff**
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Governance of Faculties, Colleges, College Boards, Boards of Studies, Departments, Schools and Committees

Faculties and college boards

1. A faculty or college board shall consist of the full-time permanent and fractional permanent members of the academic staff of departments and schools in the faculty or college and such other persons or classes of persons as are prescribed in the by-laws and by resolution of the Senate.
2. Notwithstanding any other provision of these resolutions a faculty or college board shall exercise its powers and functions subject to the authority of the Senate and the Academic Board and to any determination of, appointment by or reference made by, the Senate or the Board.
- 3.1 Subject to sections 2 and 3, a faculty or college board shall determine all matters concerning the degrees and diplomas in that faculty or college.
- 3.2 Without limiting the generality of section 3.1, a faculty or college board may:
 - 3.2.1 admit to and determine candidature for the degrees and diplomas in that faculty or college;
 - 3.2.2 appoint supervisors and examiners of candidates for higher degrees in that faculty or college;
 - 3.2.3 subject to section 3.3, on the recommendation of a professor in respect of a course of study in the field of his or her chair or of the head of the department or school concerned, approve courses of study for the degrees and diplomas in the faculty or college and arrangements for teaching such courses;
 - 3.2.4 determine the nature and extent of examining in the courses of study in the subjects for the degrees and diplomas in the faculty or college;
 - 3.2.5 determine the grades of pass to be awarded, and the conditions for granting deferred or supplementary examinations in respect of the courses of study in the subjects for the degrees and diplomas in the faculty or college; and
 - 3.2.6 supervise the work of departments and schools and members of the faculty or college under paragraphs 3.2.2, 3.2.3, 3.2.4 and 3.2.5.
- 3.3 Where a proposal for a new or revised course of study will affect a student enrolled in another faculty or college or in a board of studies, the person or body authorised to approve that proposal shall ensure that the dean of that other faculty or the

chairperson of that board of studies or college board has been consulted before a decision is taken on the proposal.

4. Definition

Each unit of study is the responsibility of an academic unit. It is often a department but may be a centre, faculty or interdisciplinary committee. In this section 'department' and 'head' refer to that academic unit and its head.

- 4.1 The head of the relevant department shall be responsible for all academic aspects of the conduct of examinations in the undergraduate and postgraduate units of study taught by that department and shall ensure that they are conducted in accordance with the policies and directions of the Academic Board and the relevant faculty. The head shall determine the unit of study results of each of the candidates concerned after considering the recommendations of the Principal Examiner(s) appointed for the unit of study by the head. The head may formally appoint a departmental examination board to facilitate this function.
- 4.2 In cases where the teaching of a unit of study is shared by more than one department, the relevant Dean(s) will appoint a head to undertake the responsibilities of a head as set out in section 4.1 above, following consultation between the departments concerned.
- 4.3 The relevant faculty shall determine the award of honours degrees and the levels at which they are awarded.
- 4.4 The relevant faculty shall establish mechanisms for review of results, including those for students affected by illness or misadventure, in accordance with any policies of the Academic Board.
- 5.1 Except as provided in section 5.2 or where the Senate otherwise determines, each faculty or college board shall appoint from its members a board of postgraduate studies which shall exercise in respect of each candidate for a postgraduate degree or diploma the powers and functions of the faculty or college board and shall exercise such other powers and functions in respect of postgraduate degrees and diplomas as the faculty or college board may determine.
- 5.2 In the case of the Faculties of Dentistry, Medicine, Nursing and Midwifery and Pharmacy:
 - 5.2.1 a joint board of postgraduate studies in Dentistry, Medicine, Nursing and Midwifery and Pharmacy shall be appointed which shall exercise in respect of each candidate in the Faculties of Dentistry and Medicine with respect to a postgraduate degree, diploma or certificate, and in the Faculties of Nursing and Midwifery and Pharmacy with respect to a postgraduate research degree, the powers and functions of each faculty and shall exercise such other powers and functions in respect of postgraduate degrees, diplomas and certificates as each faculty may determine;
 - 5.2.2 the membership of this committee shall consist of nominees of the Faculties of Dentistry, Medicine, Nursing and Midwifery and Pharmacy as determined by resolution of the relevant faculty in consultation with the Provost;
 - 5.2.3 the Chair of the Joint Board of Postgraduate Studies in Dentistry, Medicine, Nursing and Midwifery and Pharmacy shall be appointed by the Provost in consultation with the Deans concerned;
 - 5.2.4 postgraduate course advisory committees may be appointed for any or all of the postgraduate courses in each faculty, as the faculty concerned sees fit; and
 - 5.2.5 the Joint Board of Postgraduate Studies in Dentistry, Medicine, Nursing and Midwifery and Pharmacy shall seek the advice of relevant postgraduate course advisory committees before making recommendations to the faculty concerned regarding curriculum matters.
- 5.3 A person (other than a member of the teaching staff or the research staff) who is a candidate for a degree or diploma of the University shall not:
 - 5.3.1 be present at any discussion at a meeting of a board of postgraduate studies;
 - 5.3.2 participate in any decision; or

- 5.3.3 except to the extent, if any, to which provision is made otherwise by or under any Act, have the right of access to any material, including material produced for the purpose of an examination or assessment within the faculty or college concerned,
being a discussion, decision or material, as the case may be, relating to any matter in respect of any candidature for a degree or diploma.
- 5.4 A member of a board of postgraduate studies who is a member of the teaching staff or the research staff and who is a candidate for a degree or diploma of the University shall not:
- 5.4.1 be present at any discussion at a meeting of a board of postgraduate studies;
- 5.4.2 participate in any decision; or
- 5.4.3 except to the extent, if any, to which provision is made otherwise by or under any Act, have the right of access to any material, including material produced for the purpose of an examination or assessment within the faculty or college concerned,
being a discussion, decision or material, as the case may be, relating to any matter in respect of the member's own candidature for a degree or diploma.
- 6.1 A member of a faculty or college board who is a member of the teaching staff or the research staff and who is a candidate for a degree or diploma of the University shall not:
- 6.1.1 be present at any discussion at a meeting of a faculty or college board;
- 6.1.2 participate in any decision; or
- 6.1.3 except to the extent, if any, to which provision is made otherwise by or under any Act, have the right of access to any material, including material produced for the purpose of an examination or assessment within the faculty or college concerned,
being a discussion, decision or material, as the case may be, relating to any matter in respect of the member's own candidature for a degree or diploma.
- 6.2 A person (other than a member of the teaching staff or the research staff) who is a candidate for a degree or diploma of the University shall not:
- 6.2.1 be present at any discussion at a meeting of a faculty or college board;
- 6.2.2 participate in any decision; or
- 6.2.3 except to the extent, if any, to which provision is made otherwise by or under any Act, have the right of access to any material, including material produced for the purpose of an examination or assessment within the faculty or college concerned,
being a discussion, decision or material, as the case may be, relating to any matter in respect of any candidature for a degree or diploma.
- 7.1 A faculty or college board with more than one hundred members as at 1 January in each year shall, and other faculties and college boards may, appoint annually a standing committee on courses of study.
- 7.2 A standing committee referred to in section 7.1 shall be appointed in the manner and for the period prescribed by Senate resolution.
- 7.3 A standing committee referred to in section 7.1 shall consist of the dean of the faculty or chairperson of the college board and the heads of the departments or schools of the faculty or college or their nominees and such other members of the faculty or college as the faculty or college board may appoint.
- 7.4 A standing committee referred to in section 7.1 shall consider and make recommendations to the faculty or college board or, if so empowered by the faculty or college board, make decisions on proposals for new courses of study and on such proposals for revised courses of study as the dean after consultation with the Registrar may determine.
8. A faculty or college board may appoint, in addition to any standing committee appointed under section 7.1, other standing committees with such powers and functions, not being those referred to in section 7.4, as the faculty or college board may determine and any such committee may exercise such of the powers and functions of the faculty or college board as

are specified in the resolution constituting the committee or in any subsequent resolution of the faculty or college board.

9.1 Where a faculty or college board approves an inter-departmental or inter-school course of study or research, the faculty or college board shall appoint from the persons nominated in accordance with section 9.2 an inter-departmental or inter-school committee to be responsible for that course of study or research.

9.2 The head of each department or school from which the staff teaching a course, or supervising research, referred to in section 9.2 is to be drawn shall nominate one or more persons for membership of any committee referred to in that subsection.

10. A faculty or college board shall consider and report on all matters referred to it by the Senate, the Vice-Chancellor or the Academic Board, and may of its own motion report to the Academic Board on all matters relating to research, studies, lectures, examinations, degrees and diplomas in the faculty or college.

11.1 A faculty or college board shall meet at least once a semester.

11.2 The quorum of a faculty or college board shall be forty members of the faculty or college board or one-eighth of the membership of the faculty or college board as at 1 January in each year, whichever is the lesser.

11.3 Notwithstanding section 11.1, where a meeting of a faculty or college board is not held in any semester the dean or chairperson shall report accordingly to the Academic Board at the next meeting of the Board held after the end of that semester.

Boards of studies

12. A board of studies shall consist of such persons or classes of persons as are prescribed in the by-laws and by resolution of the Senate.

13.1 A board of studies shall have such powers and functions as may be determined by resolution of the Senate.

13.2 Without limiting the generality of section 13.1, the Board of Studies in Music shall have the same powers and functions as a faculty in relation to courses provided for the curriculum leading to any degree or diploma under its control.

14.1 A member of a board of studies who is a member of the teaching staff or the research staff and who is a candidate for a degree or diploma of the University shall not:

14.1.1 be present at any discussion at a meeting of a board of studies;

14.1.2 participate in any decision; or

14.1.3 except to the extent, if any, to which provision is made otherwise by or under any Act, have the right of access to any material, including material produced for the purpose of an examination or assessment within the board of studies concerned,

being a discussion, decision or material, as the case may be, relating to any matter in respect of the member's own candidature for a degree or diploma.

14.2 A person (other than a member of the teaching staff or the research staff) who is a candidate for a degree or diploma of the University shall not—

14.2.1 be present at any discussion at a meeting of a board of studies;

14.2.2 participate in any decision; or

14.2.3 except to the extent, if any, to which provision is made otherwise by or under any Act, have the right of access to any material produced for the purpose of an examination or assessment within the board of studies concerned, being a discussion, decision or material, as the case may be, relating to any matter in respect of any candidature for a degree or diploma.

Graduate schools

15. A graduate school shall consist of such persons or classes of persons as are either prescribed in the by-laws or by resolution of the Senate.

Departments and schools

16.1 A department or school shall consist of such of the members of the teaching staff and the research staff of the University and such other persons or classes of persons as

- are appointed to it or assigned to it by the Senate or the Vice-Chancellor on the recommendation of the faculty or college board concerned.
- 16.2 A department or school shall be placed by the Senate or the Vice-Chancellor under the supervision, referred to in section 3.2.6, of a faculty, college or board of studies.
17. Subject to the authority of the Senate, the Academic Board and the faculties and boards of studies, a department or school shall encourage and facilitate teaching, scholarship and research and coordinate the teaching and examining duties of members of staff in the subjects or courses of study with which it is concerned.
- 18.1 Whenever the headship of a department or school is about to fall vacant, the relevant dean, after seeking advice from a range of staff from within the department or school, and the Provost and Deputy Vice-Chancellor, will determine whether it should be advertised internally and externally or, alternatively, offered to an existing member of the department or school.
- 18.2 Should the relevant dean determine that a vacant headship should be advertised internally and externally, the recruitment of the new head of department or school shall be made in accordance with the terms of the University's recruitment policy and procedures.
- 18.3 Should the relevant dean determine that a vacant headship should be offered to an existing member of the department or school, she or he will seek advice from a range of staff from within the department or school and the Provost and Deputy Vice-Chancellor regarding the appropriate process for internal appointment. After considering this advice the dean shall determine whether the appointment should be by nomination, expressions of interest or internal advertisement. If the dean considers it appropriate, after considering advice, she or he may recommend a direct appointment or establish a faculty committee to consider internal applicants and recommend a suitable appointment to the Provost. All Heads of School appointments require the approval of the Provost. Any such appointment shall be for a period not exceeding four years.
- 18.4 After consulting a range of staff of the department or school and the Provost and Deputy Vice-Chancellor, an existing head of department or school may be recommended for re-appointment by the dean for a further period not exceeding four years.
- 18.5 The head of a department or school shall be responsible to the Senate and the Vice-Chancellor through the dean of the faculty or chairperson of the board of studies or college board by which the department or school is supervised for administering the department or school according to the policies and decisions of the Senate, the Academic Board and the faculty, college board or board of studies concerned.
- 18.6 The head of a department or school shall:
- 18.6.1 arrange to consult from time to time with students on courses of study, teaching and examining within the department or school and report annually to the faculty or college board concerning these arrangements;
 - 18.6.2 arrange to consult and inform members of the departmental or school board on matters of policy and administration at least once each semester; and
 - 18.6.3 undertake such other responsibilities and carry out such other duties relating to the work of the department or school as may be required from time to time by the dean of the faculty or chairperson of the board of studies or college board by which the department or school is supervised, by the Vice-Chancellor, or by the faculty, college board or board of studies concerned.
- 19.1 A professor, in respect of the field of his or her chair, shall be responsible for initiating proposals for courses of study, for supervising and participating in teaching and examining and for promoting advanced study and research.
- 19.2 Subject to section 19.1 and to section 20 the head of a department or school shall:
- 19.2.1 submit to the faculty, college board or board of studies concerned proposals relating to courses of study and examinations in the department or school;
 - 19.2.2 organise the teaching and examining of courses of study as approved in general form by the faculty, college or board of studies concerned;

- 19.2.3 allocate administrative duties within the department or school; and
- 19.2.4 allocate and supervise the expenditure of funds allotted to the department or school.

Departmental and school boards

- 20.1 Within each department and school there shall be a departmental or school board.
- 20.2 A departmental or school board shall consist of the following members:
 - 20.2.1 the full-time and fractional members of the teaching staff and the research staff assigned to a particular department or school;
 - 20.2.2 at least one student, not being a member of the full-time teaching staff, enrolled for a degree or diploma either supervised by a member of, or taking courses in, that department or school, to be selected in a manner to be determined by the full-time members of the teaching staff of the department or school concerned; and
 - 20.2.3 persons of such other classes as may be prescribed from time to time by the Senate.
- 20.3 A departmental or school board shall consider and make representations on any matters pertaining to the department or school referred to it by the head of the department or school and may in addition make representations on any matter pertaining to the department or school:
 - 20.3.1 to the head of the department or school; and
 - 20.3.2 through the head of the department or school, to the faculty, college board or board of studies concerned, the Vice-Chancellor or other appropriate officers of the University.
- 20.4 A person who is a candidate for a degree or diploma of the University shall not:
 - 20.4.1 be present at any discussion at a meeting of a departmental or school board;
 - 20.4.2 participate in any decision; or
 - 20.4.3 except to the extent, if any, to which provision is made otherwise by or under any Act, have the right of access to any material, including material produced for the purpose of an examination or assessment within the faculty, college or board of studies concerned,being a discussion, decision or material, as the case may be, relating to any matter concerning the person's own candidature for a degree or diploma.
- 20.5 A person (other than a member of the teaching staff or the research staff) who is a candidate for a degree or diploma of the University shall not:
 - 20.5.1 be present at any discussion at a meeting of a departmental or school board;
 - 20.5.2 participate in any decision; or
 - 20.5.3 except to the extent, if any, to which provision is made otherwise by or under any Act, have the right of access to any material, including material produced for the purpose of an examination or assessment within the faculty, college or board of studies concerned,being a discussion, decision or material, as the case may be, relating to any matter in respect of any other person's candidature for a degree or diploma which is either the same as, or deemed by the faculty, college board or board of studies concerned to be of a standing equivalent to or higher than, the degree or diploma for which the first-mentioned person is a candidate.
- 20.6 A departmental or school board shall meet at least once each semester.
- 20.7 The person who shall preside at meetings of a departmental or school board shall be determined in a manner to be prescribed by resolution of the Senate.

Meetings of boards, faculties, college boards, committees and departmental and school boards

- 21.1 A meeting of a faculty, college board or board of studies or a committee shall be convened at the direction of the Vice-Chancellor, the dean or the chairperson, as the case may be, or on the written requisition of any five members addressed to the Registrar.
- 21.2 A meeting of a departmental or school board shall be convened:

- 21.2.1 by the person who would, in the normal course of events, preside at meetings of the board:
 - 21.2.1.1 at the direction of the Vice-Chancellor given to the person;
 - 21.2.1.2 where that person is not the head of the department or school concerned, at the direction of that head given to the person; and
 - 21.2.1.3 where required by section 20.6 and at any other time the person considers appropriate; and
 - 21.2.2 by the head of the department or school concerned, on the written requisition of at least three or one-quarter, whichever is the greater, of the total of the members of the teaching staff and the research staff assigned to that department or school addressed to that head.
 - 21.3 A person shall convene a meeting of a departmental or school board pursuant to section 20.3 (whether or not at the direction of the Vice-Chancellor or of the head of the department or school concerned), by arranging for written notice to be given to the members of the board of the time and place fixed for the meeting, but no such meeting shall be convened for such time or place that a Fellow, by attending the meeting, would be prevented from attending any regular meeting of the Senate.
 - 21.4 The Registrar shall give written notice of the time and place fixed for any meeting of the Academic Board, a faculty, college board, board of studies or a committee but no such meeting shall be convened for such time or place that a Fellow, by attending such meeting, would be prevented from attending any regular meeting of the Senate.
 - 21.5 Except where otherwise provided, at any meeting three members shall form a quorum.
 - 21.6 If the person previously elected or appointed to preside at meetings is absent, a member elected by the members present shall preside.
 - 21.7 The person presiding at any meeting shall have a vote and in the case of an equality of votes a second or casting vote.
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Departmental and School Boards

The following additional resolutions concerning departmental and school boards have been prescribed by the Senate:

1. The full-time and fractional teaching staff and research staff of a department or school, acting through the head of the department or school shall report biennially to the faculty, college board or board of studies concerned the procedures the department or school has adopted for the selection of at least one student to be a member of the departmental or school board.
2. The full-time and fractional teaching staff and research staff of a department or school, acting through the head of the department or school may recommend to the faculty, college board or board of studies concerned for its approval the provision for additional members of a departmental or school board from the following categories of staff of, and students taking courses within or supervised by, the department or school, to hold office for a specified period of time not exceeding two years:
 - 2.1 other members of staff;
 - 2.2 undergraduate and postgraduate students; and
 - 2.3 honorary staff.
- 3.1 Subject to 3.2 and 3.3 below the total number of additional members recommended under section 2 shall not exceed one quarter of the total number of full-time and fractional members of the teaching staff of the department or school at the time the recommendation is made.
- 3.2 A department or school with between one and five members inclusive, comprising the full-time and fractional members of the teaching staff may provide for one additional member of the departmental or school board.
- 3.3 A department with between six and nine members inclusive, comprising the full-time and fractional members of the teaching staff may provide for up to two additional members of the departmental or school board.

4. If the faculty, college board or board of studies concerned does not approve any recommendations for the provision of additional members of a departmental or school board, the faculty, college board or board of studies shall forward the recommendation to the Academic Board for its determination.

5.1 The head of a department or school may preside at meetings of the departmental or school board.

5.2 If the head of a department or school does not wish to preside at meetings of the departmental or school board the members of the board may elect one of their number to preside at meetings, such election to be for a specified period within the term of office of the appointed head of the department or school at the time of the election.

5.3 For purposes of this section, the term of office of an appointed head of a department or school shall be deemed to be the period ending at:

5.3.1 the date up to which the head at the time of the election has, in writing from the Registrar, been appointed; or

5.3.2 any earlier date at which the head at the time of the election ceases, by death, disqualification or resignation, to be the appointed head of the department or school concerned.

6. All questions which come before a departmental or school board shall be decided at any meeting duly convened, at which a quorum is present, by a majority of the votes of the members of the board present and voting.

7. Subject to section 22.5 of the resolutions of Senate concerning the faculties, colleges, college boards, boards of studies, departments, schools and committees, a departmental or school board may determine the number of members of the board who shall form a quorum, provided that the number shall not exceed one half of the total number of members of the board.

Student Membership of the Faculties, College Boards and Boards of Studies

The Senate has made the following resolutions relating to the election or appointment of students to membership of the faculties, college boards and boards of studies:

Student membership of each faculty, college board and board of studies

1.1 There shall be four student members of the **Faculty of Agriculture, Food and Natural Resources**, namely:

1.1.1 two undergraduate students enrolled as candidates for the degree of Bachelor of Science in Agriculture or the degree of Bachelor of Agricultural Economics or the degree of Bachelor of Environmental Systems or the degree of Bachelor of Resource Economics or the degree of Bachelor of Environmental Systems; and

1.1.2 two postgraduate students enrolled as full-time candidates for a postgraduate degree or diploma in the Faculty of Agriculture, Food and Natural Resources, not otherwise eligible for membership of the Faculty.

1.2 There shall be five student members of the **Faculty of Architecture, Design and Planning**, namely:

1.2.1 the President of the Sydney University Architecture Society, provided the President is enrolled as a candidate for a degree in the Faculty;

1.2.2 two candidates enrolled as candidates for the degrees of Bachelor of Design in Architecture or Bachelor of Design Computing;

1.2.3 one candidate enrolled for a postgraduate degree undertaken by coursework, or graduate diploma or graduate certificate in the Faculty; and

1.2.4 one candidate for a postgraduate degree in the Faculty, undertaken by research.

1.3 There shall be eight student members of the **Faculty of Arts**, namely:

1.3.1 six undergraduate students, provided they are enrolled as candidates for a degree in the Faculty of Arts; and

- 1.3.2 one postgraduate coursework student, provided they are enrolled for a postgraduate coursework award course in the Faculty of Arts; and
- 1.3.3 one postgraduate student, provided they are enrolled for a postgraduate research degree in the Faculty of Arts.
- 1.4 There shall be five student members of the **Faculty of Dentistry**, namely:
 - 1.4.1 The President of the Sydney University Dental Undergraduates' Association, provided the President is enrolled as a candidate for a degree or diploma in the Faculty of Dentistry;
 - 1.4.2 four elected students, being:
 - 1.4.2.1 three undergraduate students enrolled as candidates for a degree in the Faculty of Dentistry; and
 - 1.4.2.2 one postgraduate student enrolled as a candidate for a postgraduate degree or for a diploma in the Faculty of Dentistry.
- 1.5 There shall be six student members of the **Faculty of Economics and Business**, namely:
 - 1.5.1 three undergraduate students enrolled as candidates for an undergraduate degree in the Faculty; and
 - 1.5.2 two postgraduate students enrolled as candidates for a postgraduate coursework degree in the Faculty; and
 - 1.5.3 one postgraduate student enrolled as a candidate for a postgraduate research degree in the Faculty.
- 1.6 There shall be up to five student members of the **Faculty of Education and Social Work** of any combination of post- and undergraduate and Social Work and Education students, provided they are enrolled as candidates for a degree or diploma offered by the Faculty of Education and Social Work.
- 1.7 There shall be five student members of the **Faculty of Engineering and Information Technologies**, namely—
 - 1.7.1 The Third-Year Vice-President of the Sydney University Engineering Undergraduates' Association, unless, at its last meeting in each year, the Committee of the Association elects to membership of the Faculty a member of the Executive Committee of the Association other than the Third-Year Vice-President, in which case the member so elected shall be a member of the Faculty instead of the Third-Year Vice-President, provided that in either case the person concerned is enrolled as a candidate for the degree of Bachelor of Engineering.
 - 1.7.2 four elected students being:
 - 1.7.2.1 three undergraduate students enrolled as full-time candidates for an undergraduate degree in the Faculty of Engineering and Information Technologies;
 - 1.7.2.2 one postgraduate student enrolled as a full-time candidate for a postgraduate degree or for a diploma in the Faculty of Engineering and Information Technologies, not otherwise eligible for membership of the Faculty.
- 1.8 There shall be seven student members of the **Faculty of Health Sciences**, namely:
 - 1.8.1 five students enrolled as candidates for an undergraduate degree or diploma offered by the Faculty; and
 - 1.8.2 one student enrolled as a candidate for a postgraduate coursework degree or diploma or certificate offered by the Faculty; and
 - 1.8.3 one student enrolled as a candidate for a postgraduate research degree offered by the Faculty.
- 1.9 There shall be five student members of the **Faculty of Law**, namely:
 - 1.9.1 one student enrolled as a candidate for a postgraduate coursework degree or diploma in the Faculty of Law;
 - 1.9.2 one student enrolled as a candidate for a postgraduate research degree in the Faculty of Law;
 - 1.9.3 two students enrolled as candidates for the degree of Bachelor of Laws, but not including a candidate referred to in section 1.9.4;

- 1.9.4 a student enrolled as a candidate for a combined law degree and enrolled in one or more of the units of study in Combined Law I, II or III.
- 1.10 There shall be six student members of the **Faculty of Medicine**, namely:
- 1.10.1 the Senior Graduate President of the University of Sydney Medical Society, provided that person is a candidate for the degrees of Bachelor of Medicine and Bachelor of Surgery in the Faculty;
- 1.10.2 the President of the Faculty of Medicine Postgraduate Society, provided that person is a candidate for a postgraduate degree in the Faculty; and
- 1.10.3 five elected students, being:
- 1.10.3.1 one student who at the time of the election was enrolled as a candidate for the degrees of Bachelor of Medicine and Bachelor of Surgery in the First Year of that course;
- 1.10.3.2 one student who at the time of the election was enrolled as a candidate for the degrees of Bachelor of Medicine and Bachelor of Surgery in the Second Year of that course;
- 1.10.3.3 one student who at the time of the election was enrolled as a candidate for the degrees of Bachelor of Medicine and Bachelor of Surgery in the Third Year of that course;
- 1.10.3.4 one student enrolled as a full-time candidate for a postgraduate research degree in the Faculty.
- 1.10.3.5 one student enrolled as a full-time candidate for a postgraduate coursework degree or diploma in the Faculty.
- 1.11 There shall be up to five student members of the **Faculty of Nursing and Midwifery**.
- 1.12 There shall be four student members of the **Faculty of Pharmacy**, namely:
- 1.12.1 two students enrolled as candidates for the Bachelor of Pharmacy, and
- 1.12.2 two students enrolled as candidates for a postgraduate degree or diploma in the Faculty of Pharmacy.
- 1.13 There shall be six student members of the **Faculty of Science**, namely:
- 1.13.1 the president of SCISOC, provided that person is enrolled as a candidate for a degree in the Faculty of Science;
- 1.13.2 five elected students, being –
- 1.13.2.1 one postgraduate coursework student elected by and from the postgraduate coursework student members of the Faculty provided the student is enrolled as a candidate for a postgraduate degree in the Faculty of Science;
- 1.13.2.2 two postgraduate research students elected by and from the postgraduate research student members of the Faculty provided the students are enrolled as a candidate for a postgraduate degree in the Faculty of Science; and
- 1.13.2.3 two undergraduate students elected by and from the undergraduate student members of the Faculty provided the students are enrolled as candidates for an undergraduate degree in the Faculty of Science.
- 1.14 There shall be three student members of the **Faculty of Veterinary Science**, namely:
- 1.14.1 two undergraduate students enrolled as candidates for an undergraduate degree offered by the Faculty of Veterinary Science; and
- 1.14.2 one postgraduate student enrolled as a full-time or part-time candidate for a postgraduate degree or diploma in the Faculty of Veterinary Science, not otherwise eligible for membership of the Faculty.
- 1.15 There shall be four student members of the **Sydney College of the Arts Board**, namely:
- 1.15.1 two students enrolled as candidates for an undergraduate degree or diploma offered by the College;
- 1.15.2 one student enrolled as a candidate for a postgraduate coursework degree or diploma offered by the College; and
- 1.15.3 one student enrolled as a candidate for a postgraduate research degree offered by the College.

- 1.16 There shall be two student members of the **Sydney Conservatorium of Music Board** enrolled as candidates for an undergraduate or postgraduate degree or diploma offered by the Conservatorium.
- 1.17 There shall be up to two student members of the **Board of Studies in Indigenous Studies** namely:
 - 1.17.1 up to two Aboriginal or Torres Strait Islander students elected by and from the Aboriginal and Torres Strait Island student body of the University.

Timing of elections

- 2.1 Except as provided in section 3.2, the election of the elected student members of each Faculty, College Board and Board of Studies shall be held in second semester of each year, and the notice of election will be given by the end of Week 4 of the second semester at the latest.
- 2.2 The Registrar may, at his or her discretion, allow elections to be run at a later date in second semester than that given in section 2.1.

Terms of office

- 3.1 Except as provided in sections 3.2 and 3.3 and in section 4, the term of office of a student elected to membership of a Faculty, College Board or Board of Studies shall be for a period of one year from 1 January in the year following the election.
- 3.2 The names of the student members of the Faculty of Science referred to in sections 1.13.1 and 1.13.2 shall be notified to the Dean of the Faculty by the Council or Executive, as the case may be, of the respective Association not later than the first week of September in each year and, except as provided in Section 4, the term of office shall be for a period of one year from 1 January in the year following the nomination by the Council or Executive.
- 3.3 Except as provided in section 4, the term of office of the student member of the Faculty of Engineering and Information Technologies referred to in section 1.7.1 shall be for the period from the date of the last meeting of the Committee of the Association in each year to the date of the last meeting of the Committee in the following year.

4. A student member of a Faculty, College Board or Board of Studies shall cease to hold office upon ceasing to hold the qualification by virtue of which the student is eligible for membership of the Faculty, College Board or Board of Studies or upon otherwise becoming a member or becoming eligible for membership of that Faculty, College Board or Board of Studies.

Filling of casual vacancies

- 5.1 Except as provided in section 5.2, any vacancy occurring by the death, disqualification or resignation of an elected student member shall be filled by the candidate, if any, who in the immediately preceding election polled the next highest number of votes to the member to be replaced or, if there is no such candidate, by the dean of the faculty, director of the college or the chairperson of the board of studies concerned, at the dean's, director's or the chairperson's discretion, either:
 - 5.1.1 appointing a duly qualified student on the recommendation of the remaining student members and, where such exists, the council, committee or executive of the society or association representative of the students enrolled in that faculty or college or under that board of studies, or
 - 5.1.2 directing that a by-election be held in accordance with the procedures for an election set out in section 9.
- 5.2 Any vacancy occurring by the death, disqualification or resignation of an elected student member subsequent to the commencement of second semester shall be filled by appointment by the dean of the faculty, director of the college or the chairperson of the board of studies concerned of a duly qualified student on the recommendation of the remaining student members and, where such exists, the council, committee or executive of the society or association representative of the students enrolled in that faculty or college or under that board of studies.

- 5.3 Any vacancy occurring by the death, disqualification or resignation of a student member of a faculty, college board or board of studies appointed to membership by virtue of holding office in, or having been duly nominated by, the society or association representative of the students enrolled in that faculty or college or under that board of studies, or by the Council of the Sydney University Postgraduate Representative Association, may be filled by nomination by the council, committee or executive of the society or association concerned within a period of 28 days of the vacancy occurring and the student so nominated shall hold office for the balance of the term of the student being replaced.

Insufficient nominations

- 6.1 Where an insufficient number of nominations has been received for a position of elected student member of a faculty, college board or a board of studies that position may be filled by appointment by the dean of the faculty, director of the college or the chairperson of the board of studies concerned of a duly qualified student after consultation with any other students who have been elected or appointed to that faculty, college board or board of studies for the term of office in question and, where such exists, the council, committee or executive of the society or association representative of the students enrolled in that faculty or college or under that board of studies.
- 6.2 Where the appointment of a student member of a faculty, college board or board of studies following the provisions for consultation prescribed in section 6.1 has not been made before 31 October, the dean, director or chairperson at his or her discretion may appoint a duly qualified student or direct that the position remain vacant.

Electoralates

7. Except as provided in section 8:
- 7.1 the electorate for the election of the undergraduate student member or members of a faculty, college board or board of studies shall comprise all students enrolled as candidates for a degree of bachelor or for an undergraduate diploma in that faculty or college or under that board of studies; and
- 7.2 the electorate for the election of the postgraduate student member or members of a faculty, college board or board of studies shall comprise all full-time and part-time students enrolled as candidates for a postgraduate degree or for a postgraduate diploma in that faculty or college or under that board of studies.
- 8.1 The electorate for the election of the student members of the Faculty of Agriculture, Food and Natural Resources referred to in section 1.1.2 shall comprise all full-time postgraduate students enrolled as candidates for a postgraduate degree or for a diploma in that Faculty.
- 8.2 The electorate for the election of the student members of the Faculty of Architecture, Design and Planning referred to in section 1.2.3 shall comprise all students enrolled as candidates for a postgraduate degree other than the degree of Bachelor of Architecture or the degree of Bachelor of Landscape Architecture or for a diploma in that Faculty.
- 8.3 The electorate for the election of the student members of the Faculty of Engineering and Information Technologies referred to in section 1.7.2.1 shall comprise all undergraduate students enrolled as candidates either for the degree of Bachelor of Engineering or for the degree of Bachelor of Science pursuant to section 13 of the resolutions of the Senate relating to the degree of Bachelor of Science.
- 8.4.1 The electorate for the election of the student member of the Faculty of Law referred to in section 1.9.1 shall comprise all candidates enrolled for a postgraduate degree or diploma in the Faculty of Law.
- 8.4.2 The electorate for the election of the student members of the Faculty of Law referred to in section 1.9.2 shall comprise all students enrolled as candidates for the degree of Bachelor of Laws.

- 8.4.3 The electorate for the election of the student member of the Faculty of Law referred to in section 1.9.3 shall comprise all students enrolled as candidates for the degree of Bachelor of Arts, the degree of Bachelor of Economics or the degree of Bachelor of Economics (Social Sciences) or the degree of Bachelor of Commerce or the degree of Bachelor of Commerce (Social Sciences) or the degree of Bachelor of Science or the degree of Bachelor of Engineering who are also enrolled in any one or more of the units of study in Combined Law I, II or III.
- 8.5.1 The electorate for the election of the student member of the Faculty of Medicine referred to in section 1.10.2.1 shall comprise all students enrolled as candidates for the degrees of Bachelor of Medicine and Bachelor of Surgery in the first year of that course.
- 8.5.2 The electorate for the election of the student member of the Faculty of Medicine referred to in section 1.10.2.2 shall comprise all students enrolled as candidates for the degrees of Bachelor of Medicine and Bachelor of Surgery in the second year of that course.
- 8.5.3 The electorate for the election of the student member of the Faculty of Medicine referred to in section 1.10.2.3 shall comprise all students enrolled either as candidates for the degrees of Bachelor of Medicine and Bachelor of Surgery in the third year of that course or as candidates for the degree of Bachelor of Science (Medical).
- 8.5.4 The electorate for the election of the student member of the Faculty of Medicine referred to in section 1.10.2.4 shall comprise all students enrolled as candidates for the degrees of Bachelor of Medicine and Bachelor of Surgery in the fourth year of that course.
- 8.5.5 The electorate for the election of the student member of the Faculty of Medicine referred to in section 1.10.2.5 shall comprise all students enrolled as candidates for the degrees of Bachelor of Medicine and Bachelor of Surgery in the fifth year of that course.

Procedure for conduct of election

9. Each election shall be conducted by the Secretary to Senate and the following procedures shall apply:
- 9.1 Not less than 14 days nor more than 28 days before the close of nominations a notice of the day of election shall be given by notice displayed at the University.
- 9.2 No person shall be eligible for election unless the person's name shall have been communicated to the Secretary to Senate not later than 5.00 pm on the day specified in the notice for nominations to close.
- 9.3 The nomination paper shall be signed by at least two qualified voters and shall be signed by the person nominated and shall signify consent to the nomination.
- 9.4 Each duly nominated candidate may provide at the time of nomination a statement of not more than 100 words containing the following information—
- 9.4.1 full name;
 - 9.4.2 academic year;
 - 9.4.3 degree(s) and/or diploma(s) held (if any);
 - 9.4.4 age;
 - 9.4.5 positions or offices (if any) held in public bodies, clubs, and institutions (including University clubs and societies), together with date(s) of tenure. This information shall be edited by the Secretary to Senate and printed as a summary of information about each candidate for distribution with the voting paper.
- 9.5 On each of the five working days prior to the day on which nominations close, the Secretary to Senate shall post on a University noticeboard the valid nominations, if any, received.
- 9.6 On the expiration of the time for receiving nominations:
- 9.6.1 should the number of nominations not exceed the number of vacancies in any category or categories, the Secretary to Senate shall declare that candidate or those candidates duly elected;

- 9.6.2 should the number of nominations exceed the number of vacancies in any category or categories, the election for that category or those categories shall be held as provided in section 9.7.
- 9.7 The election shall be conducted in the following manner:
- 9.7.1 The Secretary to Senate shall prepare a list of all persons entitled to vote in each category, completed to the last day for receiving nominations for the election and a copy of that list shall be available for inspection in the Secretary to Senate's Office at the University during normal working hours for a period of at least 14 days prior to the day of the election.
- 9.7.2 Not less than 14 days nor more than 28 days after the close of nominations, and not less than 14 days nor more than 28 days before the day of election, the Secretary to Senate shall forward to each voter at the voter's address last recorded by the Secretary to Senate—
- 9.7.2.1 a voting paper;
- 9.7.2.2 a summary of information in respect of each candidate who has provided information in accordance with section 9.7.2.4;
- 9.7.2.3 a form of declaration providing for the voter to state name and qualification for voting; and
- 9.7.2.4 two envelopes, one marked 'Voting Paper' and the other addressed to the Secretary to Senate.
- 9.7.3 The voting paper shall contain all duly nominated candidates arranged in alphabetical order, a rectangle opposite and to the left of the name of each candidate and instructions as to the manner in which the voting paper shall be completed.
- 9.7.4 The voter shall mark the voting paper by making a cross in the rectangle opposite the name of each candidate for whom the voter votes but the voter shall not vote for more candidates than the number of vacancies to be filled.
- 9.7.5 The voter, having marked the voting paper as provided in paragraph (iv), shall place the voting paper without any other matter in the envelope marked 'Voting Paper' which the voter shall seal.
- 9.7.6 The voter shall complete and sign the declaration and transmit to the Secretary to Senate in the second envelope the declaration and the sealed envelope marked 'Voting Paper'.
- 9.7.7 All voting papers so transmitted and received by the Secretary to Senate not later than 4.00 pm on the day prior to the election shall be counted in the ballot, which shall be conducted by the Secretary to Senate assisted by such persons as the Secretary to Senate may require.
- 9.7.8 Each candidate may appoint one scrutineer.
- 9.7.9 The Secretary to Senate shall reject any voting paper in which a voter has voted for more candidates than the number of vacancies to be filled or which is otherwise invalid, and in any case of doubt as to the validity of a voting paper the Secretary to Senate's decision shall be final.
- 9.7.10 Where at the close of counting two or more candidates have received an equal number of votes, the Secretary to Senate shall—
- 9.7.10.1 write the name of each candidate concerned on separate and similar slips of paper;
- 9.7.10.2 fold the slips so as to prevent identification; and
- 9.7.10.3 mix the slips and draw the slips at random, and for the purposes only of ranking among those candidates, a candidate whose name is drawn before another candidate shall be deemed to have received one less vote than the candidate whose name is drawn next.
- 9.7.11 The Secretary to Senate shall declare duly elected the candidate or candidates equal to the number of vacancies to be filled who have received the greatest number of votes.

Faculty Standing Committees on Courses of Study

- 1.1 A faculty with more than one hundred members as at 1 January in 1976 and in subsequent years shall appoint a standing committee on courses of study in second semester of each year.
 - 1.2 Subject to section 2 other faculties which have resolved to appoint a standing committee on courses of study may appoint such a committee at any time.
 2. Prior notice of the appointment of a standing committee on courses of study shall be given on the notice paper of the meeting at which the appointment is to be made.
 3. A person appointed to a standing committee on courses of study shall hold office from the date of appointment until the next annual appointment of the committee by the faculty.
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Research Staff

For the purposes of membership of the faculties, and departmental boards, the Senate defines 'research staff' as those staff who hold the title of research fellow, senior research officer, senior research fellow, research scientist, principal research fellow or senior principal research fellow.