



[CALL FOR NOMINATIONS \(Information about Academic Senate, Faculty Boards and what is involved in membership\)](#)

[FILLING OUT THE NOMINATION FORM \(Information for nominees, proposers and seconders\)](#)

[NEXT STEPS \(What happens after lodging a nomination, when are the elections\)](#)

CALL FOR NOMINATIONS

I've seen the email calling for nominations. Can you tell me more about Academic Senate and Faculty Boards?

Academic Senate

Academic Senate is the principal academic governing body of the University. The student members of Academic Senate engage with academic leaders and are the voice of students on critical issues that shape the learning and teaching environment, including curriculum and academic policies. Student members on Academic Senate can also be involved in the various standing committees and working groups of Senate. You can find more information on the [Academic Senate webpage](#).

Faculty Boards

Faculty Boards form a critical component of the University's academic governance framework. Each Faculty Board considers and endorses the curriculum for that Faculty's courses/units of study and makes recommendations to the Executive Dean on the academic governance of the Faculty. You can find more information on the [Faculty Boards webpage](#).

How much time do I need to commit to being a member of Academic Senate or a Faculty Board?

Allow two (2) hours for each meeting, as well as two (2) hours of pre-reading and any follow up. You may be invited to get involved with other committees and activities and that will require an additional time commitment. If you can't afford the time – don't put your hand up. It's better to not offer than to offer and not deliver.

What are my responsibilities and duties?

- Attending meetings is the priority.
- Be prepared for the meeting – read the agenda before the meeting.
- Contribute to discussions at the meeting and provide perspectives from a student point of view.

What skills do I need to participate on Academic Senate or Faculty Board?

- You need to be willing to express your perspectives and ask questions at the meetings.
- You need to be willing to collaborate and co-operate with the other members.
- You need to be able to manage your time and prioritise your study and work commitments to ensure you have capacity to prepare for and attend meetings.

Who will support me?

- The relevant Governance Officer will provide organisational support to help you meet the requirements of your role. They will send you the agendas, minutes and papers, and keep you informed of what you need to do and when.



FAQs for student elections

- You will be offered a mentor, who will usually be a member of Academic Senate or the Faculty Board you join. Together you will develop a mentoring plan and have regular catch ups before meetings to discuss items and ensure you are achieving your goals.
- The Chair of the relevant Committee/Board can also provide you with advice if needed.

What will I learn from my involvement?

All the skills listed will be further enhanced and developed through your participation. The skills and experience gained may be a real asset on your resume and as part of building your career.

Is my involvement acknowledged?

Yes. You will receive acknowledgment of your participation as an [extra-curricular activity](#) on your AHEGS – this will be based on an assessment of your contribution to Academic Senate or the Faculty Board, including your attendance at meetings and involvement in discussions at meetings.

Do I get paid?

No. But this may provide an advantage to your resume and in career opportunities.

FILLING OUT THE NOMINATION FORM

Where can I find the eligibility criteria for the position I am interested in?

The eligibility criteria for each position are listed on the relevant nomination forms. Contact election@mq.edu.au if you have any questions about these.

How are the eligibility criteria confirmed?

Degree level and type (undergraduate, postgraduate coursework and graduate research degree) and domestic / international student status is determined using information from a student's internal transcript. You can view your internal transcript on [eStudent](#).

The electoral roll for Indigenous students is generated based on their enrolment information and in consultation with Walanga Muru. Information on evidencing Aboriginal and/or Torres Strait Islander identity can also be found in the [Evidencing Aboriginal and/or Torres Strait Islander identity Policy](#).

Who can be my proposer and seconder?

Students can only be nominated, or act as a proposer or seconder for the electorate in which they are enrolled. For example:

- if you are nominating for student member from the International cohort, your proposer and seconder must also be International students;
- if you are nominating for Graduate Research course student member, your proposer and seconder must also be enrolled in graduate research courses; or
- if you are nominating for the Undergraduate student member from the Faculty of Arts on Academic Senate, your proposer and seconder also need to be enrolled in an undergraduate course in the Faculty of Arts. If they are studying a double degree please see the next question and confirm in the handbook.

What determine your Faculty of enrolment?

Faculty of enrolment will be based on which Faculty a student's course belongs to, or the first major a student has enrolled in.

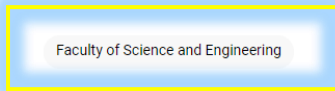


FAQs for student elections

To find out your home Faculty, go to coursehandbook.mq.edu.au/search. Enter your course name on the search bar. Use the double degree tab if you are enrolled in a double degree. Use the drop-down menu to view the information relevant to the year you enrolled in your course. The home Faculty for the course will appear in the banner above the course name. Double degrees have one home Faculty - it is not possible to choose your Faculty, it is determined by the Handbook.

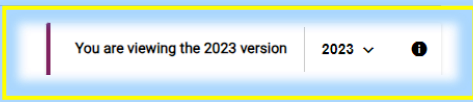
If you started your course before 2020, use the [Handbook Archive](#).

Examples below:



Bachelor of Arts and Bachelor of Science

Double Degree | 320 credit points



MACQUARIE University SYDNEY · AUSTRALIA

MACQUARIE HOME STUDENTS STAFF

STUDY RESEARCH CONNECT ABOUT

2018 HANDBOOK

Undergraduate
Graduate
Research Training
Postgraduate
Degrees, diplomas and certificates
Articulation and nested awards
Specialisations
Units
Macquarie University

AWARD DETAILS PROGRAM SPECIFICATIONS INHERENT REQUIREMENTS

Master of Ancient History AHIS18MTV1

Faculty: Faculty of Arts

Award: Master of Ancient History (MAH)

Admission Requirement: Australian level 7 bachelor's qualification or recognised equivalent in ancient history, Egyptology, history, classics, or a related discipline; or Australian level 7 bachelor's qualification or recognised equivalent and 18 months full-time equivalent relevant work experience

English Language Proficiency: IELTS of 6.5 overall with minimum 6.0 in each band, or equivalent

Study Mode: Full-time, Part-time

Attendance Mode: Internal, External

Candidature Length: Full-time: 1 year - 1.5 years depending on RPL granted

If you've checked the Handbook information and are still not sure, please contact election@mq.edu.au for help in confirming your faculty.

A friend has asked me to sign their nomination form as proposer or seconder. Can I do this?

You need to check that you meet the same eligibility criteria that your friend does for the position they are nominating for. You need to be able to vote for them if there is an election. As an example, if your friend is nominating to be the Undergraduate student member from the Faculty of Science and Engineering, you need to be an enrolled undergraduate student in the same Faculty. See the example above about how you can work out which Faculty you are in.



FAQs for student elections

My legal name is different to the preferred name I use at University. Can I use my preferred name on the ballot?

If you have a preferred name that you use at University, for instance a middle name instead of your legal first name, a shorter version of your name (e.g. Beth rather than Elizabeth), or an 'English name', this can be used on the ballot form. Please fill in the preferred name field on the nomination form.

I'm aiming to complete my degree at the end of next year. Can I still nominate for a position?

A student who is enrolled on the date that nominations close is eligible to nominate for a position in these elections. There is no requirement to prove that you will be enrolled for the full term of membership. If a student elected to a position completes their studies before the end of their membership term, they automatically cease being a member of the body or committee to which they were elected.

Can I nominate for more than one position?

In most cases you won't be eligible to nominate for more than one (1) position. Examples of where you could nominate for more than one (1) position are:

- being an international student and wanting to nominate for the International Student position on Academic Senate and one of the other student positions on Academic Senate, or for a position on a Faculty Board; or
- nominating for one of the undergraduate, faculty-specific positions on Academic Senate and nominating for a position on the same Faculty's Faculty Board.

Please note that if you do nominate for more than one position on Academic Senate you will only be able to hold membership in one position regardless of the election result.

Is it possible to hold a position on Academic Senate or Faculty Board and live outside Sydney?

Where you live is not a criterion for nominating for a position on Academic Senate or the Faculty Boards. However, meetings of Academic Senate and Faculty Boards are usually held face-to-face. Members can attend these meetings by Zoom video/teleconference, but there are limits to the sound and vision quality.

If you are studying remotely, be aware of the time difference. Academic Senate meets from 9:30 am to 12 noon (Australian Eastern Standard Time) while Faculty Board meetings can be from 10 am to noon, 2 pm to 4 pm or 3 pm to 5 pm (Australian Eastern Standard Time) depending on the Faculty. Work out what these times are in your time zone and think about whether you will be able to attend the meeting.

What should I include in my candidate statement?

Your candidate statement should outline your capabilities, skills, and experience in relation to the position you are applying for and why you believe you would be successful in the position. This information will appear on the ballot, and it is your way of convincing people to vote for you.



FAQs for student elections

What kind of photo do I need to provide?

The best photo to provide is a head, or head and shoulders shot of you, as it will be used on the ballot. People voting on their mobile phones will only see a small photo, so we won't use full length photos. We also won't use photos including other people or logos (including Macquarie University logos).

ELECTIONS AND NEXT STEPS

When are the elections?

The nominations and voting periods for the current Academic Senate and Faculty Board elections are:

- Nominations period: Wednesday 28 August 2024 until Wednesday 11 September 2024 at 3.00 pm: and
- Voting and campaigning period: Wednesday 9 October 2024 at 3.00 pm until Wednesday 23 October 2024 at 3.00 pm.

I don't want to participate in the student elections, can I be removed from the mailing list?

We understand that this may be frustrating but according to the rules for student elections, the University must deliver a notice of election to the email address of each person entitled to vote at that election. As such, we cannot remove you from the mailing list. Having your say about your student representatives is important and so you are encouraged to vote.

What are the rules of campaigning?

Student candidates must attend a compulsory Election Conduct Briefing session on **Tuesday 1 October 2024 from 4.30 to 5.30 pm** in The Chancellery, 19 Eastern Road, Wallumattagal Campus . Candidates must also adhere to the campaigning rules which will be provided at the Briefing. Attendance may be via Zoom video/teleconference on request. Non-attendance at the briefing session may lead to a candidate's eligibility being reviewed.

Note that these rules also apply to campaigners and scrutineers. Contact election@mq.edu.au if you have any questions about the rules.

What are the "election rules" I must follow?

Candidates and campaigners must comply with the [Code of Conduct for Elections](#). More information will be provided to candidates at the Briefing Session.

Who can vote in this election?

You can vote for the electorate you are enrolled into. For example, if you are enrolled in a postgraduate coursework course owned by the Faculty of Arts, you can vote for the following positions:

- Student Members on the Faculty of Arts Faculty Board; and
- Postgraduate Coursework Course Student members on Academic Senate.

If you're an international student studying, for example, an undergraduate degree in the Macquarie Business School, you can vote for the following positions:

- Student Members on the Macquarie Business School Faculty Board;
- Undergraduate Student Member of the Macquarie Business School on Academic Senate; and
- International Student Member on Academic Senate.

FAQs for student elections



MACQUARIE
University

Where and how do I vote?

The voting is conducted electronically. Students who are eligible to vote will receive an invitation email via their University email address with a personalised voting link to the online ballot.

You must **not** forward this personalised voting link to anyone as it will invalidate the link.

How is voting counted?

The result of the ballots are determined in accordance with the procedures set out in the [*Proportional Representation Manual: Rules for Conducting Elections by the Quota Preferential Method.*](#)