

RULES

(Approved by the Macquarie University Council pursuant to By-law 35(1))

Academic Costume Rules

1. Chancellor, Deputy Chancellor, Vice-Chancellor, Deputy Vice-Chancellor and Members of Council

The academic costume for the Chancellor, Deputy Chancellor, Vice-Chancellor, and members of the Council shall be:

- (a) For the Chancellor — a robe of black damask figured silk trimmed with gold lace, similar to that worn by the Chancellor of the University of London but without a train, and a black velvet square cap trimmed with gold lace or a black velvet bonnet trimmed with gold. In undress, as approved by the Council.
- (b) For the Deputy Chancellor — a robe of black damask figured silk as for the Chancellor but with trimmings of silver, and a black velvet square cap trimmed with silver lace or a black velvet bonnet trimmed with silver. In undress, as approved by the Council.
- (c) For the Vice-Chancellor — a robe of black damask silk trimmed with gold lace, similar to that worn by the Vice-Chancellor of the University of London, and a black velvet square cap trimmed with gold lace or a black velvet bonnet trimmed with gold and black. In undress, as approved by the Council.
- (d) For a Deputy Vice-Chancellor — a robe of black damask silk as for the Vice-Chancellor but with trimmings of silver, and a black velvet square cap trimmed with silver lace or a black velvet bonnet trimmed with silver and black. In undress, as approved by the Council.
- (e) For a Member of the Council — a gown of the same shape as that worn by Doctors of Philosophy of the University of London, who are also members of Convocation of the University of London, of colour tartan green lined and trimmed with avocado green and a black cap of the square mortar board pattern with black tassel or a black

velvet bonnet with a black tassel; or alternatively, the habit of his or her degree.

The following academic costume rules apply to those graduating from the University after 1 January 2009:

2. Doctors

The academic costume for doctoral degrees shall be:

- (a) DOCTORS OF LAWS, DOCTORS OF LETTERS, DOCTORS OF SCIENCE AND DOCTORS OF THE UNIVERSITY (HONORIS CAUSA)

Gown: a festal gown of scarlet cloth similar to that worn by graduates holding the Degree of Doctor of Letters or Doctor of Science in the University of Cambridge with facings and sleeve-linings of amethyst silk for the Degree of Doctor of Laws, of white silk for the Degree of Doctor of Letters, of tartan green silk for the Degree of Doctor of Science and of bunting yellow silk for the degree of Doctor of the University (honoris causa).

Cap: a black velvet bonnet of the Oxford pattern with a gold cord and tassel.

Hood: a hood of scarlet cloth of the Cambridge pattern lined with amethyst silk for the Degree of Doctor of Laws, with white silk for the Degree of Doctor of Letters, with tartan green silk for the Degree of Doctor of Science and with bunting yellow silk for the degree of Doctor of the University (honoris causa).

- (b) DOCTORS OF PHILOSOPHY

Gown: a festal gown of claret cloth of the Cambridge pattern faced with silk of a lighter shade of claret.

Cap: a black velvet bonnet of the Oxford pattern with claret cord and tassel.

Hood: a hood of claret cloth of the Cambridge pattern lined with silk of a lighter shade of claret and edged with gold silk.

- (c) FACULTY DOCTORATES

Gown: a festal gown of claret cloth of the Cambridge pattern faced with silk of Malachite Green for the Degree Doctor of Education, of Smalt for the degree of Doctor of Business Administration, of the

Faculty colour for all other faculty doctorates.

Cap: a black velvet bonnet of the Oxford pattern with a claret cord and tassel.

Hood: a hood of claret cloth of the Cambridge pattern lined the same colour silk as the facing of the gown.

3. Masters

(a) MASTER OF PHILOSOPHY

Gown: a festal gown of black cloth of the Cambridge pattern faced with claret silk.

Cap: a black cloth trencher cap.

Hood: a hood of black cloth of the Cambridge pattern lined with claret silk.

(b) FACULTY MASTERS DEGREE

Gown: a gown of black cloth similar to that worn by graduates holding the degree of Master of Arts in the University of Cambridge.

Cap: a black cloth trencher cap

Hood: a hood of gold silk of the Cambridge pattern lined with silk of the relevant Faculty or professional degree colour.

4. Bachelors

Gown: a gown of black cloth similar to that worn by graduates holding the degree of Bachelor of Arts in the University of Cambridge.

Cap: a black cloth trencher cap.

Hood: a hood of gold silk of the Cambridge pattern lined with gold silk and edged to 5 centimetres with the relevant Faculty or professional degree colour.

5. Diplomas

(a) GRADUATE AND POSTGRADUATE DIPLOMAS

Gown: A gown of black cloth similar to that worn by graduates holding the degree of Bachelor of Arts in the University of Cambridge.

Cap: A black cloth trencher cap.

Stole: A stole of gold silk edged with 5 centimetres of white silk.

In the case of a diplomate holding a degree the academic costume appropriate to that degree may be worn.

(b) DIPLOMAS (other than Graduate and Postgraduate Diplomas)

Gown: A gown of black cloth similar to that worn by graduates holding the degree of Bachelor of Arts in the University of Cambridge.

Cap: A black cloth trencher cap.

Stole: A stole of gold silk edged with 5 centimetres of malachite green silk.

In the case of a diplomate holding a degree the academic costume appropriate to that degree may be worn.

6. Honorary Fellowships

Gown: a gown of black cloth similar to that worn by graduates holding the degree of Bachelor of Arts in the University of Cambridge.

Cap: a black cloth trencher cap.

Stole: a stole of gold silk with the Arms of the University affixed to the facings.

In the case of an Honorary Fellow holding a degree the academic costume appropriate to that degree may be worn.

7. Faculty and Professional Degrees Colours

The Colours referred to in the above rules are:

Faculty of Science	Tartan Green: G11
School of Advanced Medicine	New Red: R14

Faculty of Arts	White: N14
Department of Law	Amethyst: P22

Faculty of Human Sciences	Diopase: T12
Doctor of Education	Malachite Green: G41

Faculty of Business and Economics	Electric Blue: B21
Graduate School of Management	Smalt: B51

(The colours are identified in terms of the Australian Standard 2700S – Colour Standards for General Purposes.)

8. Aboriginal and Torres Strait Islander Colours

Graduates of the University who wish to signify their Aboriginal or Torres Strait Islander background may wear a stole of the following colours with their academic costume:

Aboriginal: A stole of equal vertical bands of black silk and post office red silk with a yellow sun disk and a red fringe at each end.

Torres Strait Islander: A stole of equal vertical bands of Lark Spur silk and Juniper silk separated by a narrow band of black silk with a white headpiece and a white fringe at each end.

The following academic costume rules apply to those graduating from the University after 1 January 2001 and before 1 January 2009:

2. Doctors

The academic costume for doctoral degrees shall be:

- (a) DOCTORS OF LAWS, DOCTORS OF LETTERS, DOCTORS OF SCIENCE AND DOCTORS OF THE UNIVERSITY (HONORIS CAUSA)

Gown: a festal gown of scarlet cloth similar to that worn by graduates holding the Degree of Doctor of Letters or Doctor of Science in the University of Cambridge with facings and sleeve-linings of amethyst silk for the Degree of Doctor of Laws, of white silk for the Degree of Doctor of Letters, of tartan green silk for the Degree of Doctor of Science and of bunting yellow silk for the degree of Doctor of the University (honoris causa).

Cap: a black velvet bonnet of the Oxford pattern with a gold cord and tassel.

Hood: a hood of scarlet cloth of the Cambridge pattern lined with amethyst silk for the Degree of Doctor of Laws, with white silk for the Degree of Doctor of Letters, with tartan green silk for the Degree of Doctor of Science and with bunting yellow silk for the degree of Doctor of the University (honoris causa).

- (b) DOCTORS OF PHILOSOPHY

Gown: a festal gown of claret cloth of the Cambridge pattern faced with silk of a lighter shade of claret.

Cap: a black velvet bonnet of the Oxford pattern with claret cord and tassel.

Hood: a hood of claret cloth of the Cambridge pattern lined with silk of a lighter shade of claret and edged with gold silk.

- (c) DIVISIONAL DOCTORATES

Gown: a festal gown of claret cloth of the Cambridge pattern faced with silk of the Divisional colour.

Cap: a black velvet bonnet of the Oxford pattern with a claret cord and tassel.

Hood: a hood of claret cloth of the Cambridge pattern lined with silk of the relevant Divisional colour.

3. Masters

- (a) MASTER OF PHILOSOPHY

Gown: a festal gown of black cloth of the Cambridge pattern faced with claret silk.

Cap: a black cloth trencher cap.

Hood: a hood of black cloth of the Cambridge pattern lined with claret silk.

- (b) DIVISIONAL MASTERS DEGREES

(for those graduating after 1 January 2001)

Gown: a gown of black cloth similar to that worn by graduates holding the degree of Master of Arts in the University of Cambridge.

Cap: a black cloth trencher cap.

Hood: a hood of gold silk of the Cambridge pattern lined with silk of the relevant Divisional colour.

4. Bachelors

(for those graduating after 1 January 2001)

Gown: a gown of black cloth similar to that worn by graduates holding the degree of Bachelor of Arts in the University of Cambridge.

Cap: a black cloth trencher cap.

Hood: a hood of gold silk of the Cambridge pattern lined with gold silk and edged to 5 centimetres with the relevant Divisional colour.

5. Diplomas

- (a) GRADUATE AND POSTGRADUATE DIPLOMAS

Gown: A gown of black cloth similar to that worn by graduates holding the degree of Bachelor of Arts in the University of Cambridge.

Cap: A black cloth trencher cap.

Stole: A stole of gold silk edged with 5 centimetres of white silk.

In the case of a diplomate holding a degree the academic costume appropriate to that degree may be worn.

- (b) DIPLOMAS (other than Graduate and Postgraduate Diplomas)

Gown: A gown of black cloth similar to that worn by graduates holding the degree of Bachelor of Arts in the University of Cambridge.

Cap: A black cloth trencher cap.

Stole: A stole of gold silk edged with 5 centimetres of malachite green silk.

In the case of a diplomate holding a degree the academic costume appropriate to that degree may be worn.

6. Honorary Fellowships

Gown: a gown of black cloth similar to that worn by graduates holding the degree of Bachelor of Arts in the University of Cambridge.

Cap: a black cloth trencher cap.

Stole: a stole of gold silk with the Arms of the University affixed to the facings.

In the case of an Honorary Fellow holding a degree the academic costume appropriate to that degree may be worn.

7. Divisional Colours

The Divisional Colours referred to in the above rules are:

Early Childhood and Education Malachite Green	G41
Economic and Financial Studies Mace	X53
Environmental and Life Sciences Tartan Green	G11
Graduate School of Management Smalt	B51
Humanities White	N14
Information and Communication Sciences Brick Red	R12
Law Amethyst	P22
Linguistics and Psychology Diopbase	T12
Society, Culture, Media and Philosophy Begonia	R21

(The colours are identified in terms of the Australian Standard 2700S – Colour Standards for General Purposes.)

8. Aboriginal and Torres Strait Islander Colours

Graduates of the University who wish to signify their Aboriginal or Torres Strait Islander background may wear a stole of the following colours with their academic costume:

Aboriginal: A stole of equal vertical bands of black silk and post office red silk with a yellow sun disk and a red fringe at each end.

Torres Strait Islander: A stole of equal vertical bands of Lark Spur silk and Juniper silk separated by a narrow band of black silk with a white headpiece and a white fringe at each end.

The Following Academic Costume Rules Apply to Those Graduating From the University With a Master or Bachelor Degree Prior to 1 January 2001:

MASTERS

Gown: a gown of black cloth similar to that worn by graduates holding the degree of Master of Arts in the University of Cambridge.

Cap: a black cloth trencher cap.

Hood: a hood of gold silk of the Cambridge pattern lined with silk of the following colours:

Degree of Master of Arts or honours degree of Master of Arts — white.

Degree of Master of Science or honours degree of Master of Science — tartan green.

Degree of Master of Economics or honours degree of Master of Economics and the degree of Master of Commerce — mace.

Degree of Master of Business Administration — smalt.

Degree of Master of Laws or honours degree of Master of Laws — amethyst.

Degree of Master of Environmental Studies — tartan green and edged to 5 centimetres with white silk.

Degree of Master of Urban Studies — white and edged to 5 centimetres with mace silk.

Degree of Master of Public Administration — pompadour.

Degree of Master of Environmental Planning — white and edged to 5 centimetres with tartan green silk.

Degree of Master of Computing — apple green.

Degree of Master of Geoscience — tartan green and edged to 5 centimetres with Kenya red silk.

Degree of Master of Applied Statistics — post-office red silk.

Degree of Master of Clinical Psychology — white and edged to 5 centimetres with smalt silk.

Degree of Master of Public Management — peacock blue silk.

Degree of Master of Applied Finance — mace and edged to 5 centimetres with empire blue silk.

Degree of Master of Urban Planning — white and edged to 5 centimetres with nasturtium silk.

Degree of Master of Transport Economics — mace and edged to 5 centimetres with primrose silk.

Degree of Master of Transport Planning — mace and edged to 5 centimetres with nasturtium silk.

Degree of Master of Applied Psychology — white and edged to 5 centimetres with parma violet silk.

Degree of Master of Applied Social Research and the degree of Master of Policy and Applied Social Research — white and edged to 5 centimetres with heliotrope silk.

Degree of Master of Education or Honours Degree of Master of Education— water green and edged to 5 centimetres with malachite green silk.

Degree of Master of Chiropractic — tartan green and edged to 5 centimetres with honeysuckle silk.

Degree of Master of Chiropractic Science — honeysuckle silk.

Degree of Master of Applied Linguistics — ruby and edged to 5 centimetres with oatmeal silk.

Degree of Master of Commercial Law — mace and edged to 5 centimetres with mineral blue silk.

Degree of Master of Early Childhood — malachite green and edged to 5 centimetres with gold silk.

Degree of Master of Environmental and Local Government Law — amethyst and edged to 5 centimetres with reseda silk.

Degree of Master of Mineral and Energy Economics — petrol blue and edged to 5 centimetres with mace silk.

Degree of Master of Mineral Exploration Technologies — petrol blue and edged to 5 centimetres with brick red silk.

Degree of Master of Politics and Public Policy — cinnamon and edged to 5 centimetres with begonia silk.

Degree of Master of Audiology — diopase.

Degree of Master of Management — smalt edged to five centimetres with white silk.

Degree of Master of Psychology — parma violet.

Degree of Master of Chiropractic Sports Science — honeysuckle edged to 5 centimetres with chartreuse green silk.

Degree of Master of Environmental Education — chartreuse yellow edged to 5 centimetres with tartan green silk.

Degree of Master of Sociology — heliotrope.

Degree of Master of Technology — brick red.

Degree of Master of Clinical Neuropsychology — parma violet edged to 5 centimetres with white silk.

Degree of Master of Media and Cultural Studies — ruby.

Degree of Master of Counselling Psychology — parma violet.

Degree of Master of Organisational Psychology — parma violet.

Degree of Master of Clinical Audiology — diopase.

Degree of Master of Applied Linguistics (Teaching) — ruby edged to five centimetres with oatmeal silk.

Degree of Master of Applied Linguistics (TESOL) — ruby edged to five centimetres with oatmeal silk.

Degree of Master of Applied Linguistics (Literacy) — ruby edged to five centimetres with oatmeal silk.

Degree of Master of Education and Work or the honours degree of Master of Education and Work — water green edged to five centimetres with malachite green silk.

Degree of Master of Special Education or the honours degree of Master of Special Education — water green edged to five centimetres with malachite green silk.

Degree of Master of Environmental Management — tartan green edged to five centimetres with white silk.

Degree of Master of Environmental Science — tartan green edged to five centimetres with white silk.

Degree of Master of Wildlife Management — tartan green edged to five centimetres with white silk.

Degree of Master of Accounting — white edged to five centimetres with empire blue silk.

BACHELORS

Gown: a gown of black cloth similar to that worn by graduates holding the degree of Bachelor of Arts in the University of Cambridge.

Cap: a black cloth trencher cap.

Hood: a hood of gold silk of the Cambridge pattern lined with silk of the following colours:

Degree of Bachelor of Arts or honours degree of Bachelor of Arts — gold.

Degree of Bachelor of Arts with the degree of Bachelor of Laws or honours degree of Bachelor of Arts with the degree of Bachelor of Laws — gold and edged to 5 centimetres with amethyst silk.

Degree of Bachelor of Legal Studies — gold and faced to 5 centimetres with amethyst silk.

Degree of Bachelor of Science or honours degree of Bachelor of Science — gold and edged to 5 centimetres with tartan green silk.

Degree of Bachelor of Science with the degree of Bachelor of Laws or honours degree of Bachelor of Science with the degree of Bachelor of Laws — gold and edged to 5 centimetres with amethyst silk and to a further 5 centimetres with tartan green silk.

Degree of Bachelor of Economics or honours degree of Bachelor of Economics and the degree of Bachelor of Commerce or honours degree of Bachelor of Commerce — gold and edged to 5 centimetres with mace silk.

Degree of Bachelor of Economics with the degree of Bachelor of Laws or honours degree of Bachelor of Economics with the degree of Bachelor of Laws and the degree of Bachelor of Commerce with the degree of Bachelor of Laws or honours degree of Bachelor of Commerce with the degree of Bachelor of Laws — gold and edged to 5 centimetres with amethyst silk and to a further 5 centimetres with mace silk.

Degree of Bachelor of Education and the degree of Bachelor of Education in Early Childhood and the degree of Bachelor of Education (Early Childhood Education) or honours degree of Bachelor of Education (Early Childhood Education) — gold and edged to 5 centimetres with malachite green silk.

Degree of Bachelor of Technology or honours degree of Bachelor of Technology — gold and edged to 5 centimetres with brick red silk.

Degree of Bachelor of Teaching (Early Childhood) — gold and edged to 5 centimetres with water green silk.

Degree of Bachelor of Laws — gold and edged to 5 centimetres with amethyst silk and to a further 5 centimetres with oatmeal silk.

Degree of Bachelor of Medical Sciences — gold and edged to 5 centimetres with kenya red silk and to a further 5 centimetres with tartan green silk.

Honours degree of Bachelor of Psychology — gold and edged to 5 centimetres with parma violet silk.

Degree of Bachelor of Environmental Science or honours degree of Bachelor of Environmental Science — gold edged to 5 centimetres with white silk.

Degree of Bachelor of Business, Hospitality & Tourism — gold edged to 5 centimetres with mace silk and to a further 5 centimetres with empire blue silk.

Degree of Bachelor of Social Science or honours degree of Bachelor of Social Science — gold edged to 5 centimetres with heliotrope silk.

Degree of Bachelor of Applied Finance — gold edged to 5 centimetres with empire blue silk.

Degree of Bachelor of Business Administration or honours degree of Bachelor of Business Administration — gold edged to 5 centimetres with smalt silk.

Degree of Bachelor of Speech and Hearing Sciences — gold edged to 5 centimetres with dioptase silk.

Degree of Bachelor of Creative Arts — gold edged to 5 centimetres with malachite green silk and to a further 5 centimetres with white silk.

The colours for those graduating prior to 1 January 2001 are as defined in the *British Colour Council Dictionary of Standard Colours*, 1951 edition, and the numbers which follow are those by which the Dictionary identifies the colours approved for the purpose of academic costume:

Amethyst	(BCC28)
Apple Green	(BCC22)
Avocado Green (Almond Shell)	(BCC67)
Begonia	(BCC183)
Brick Red	(BCC125)
Bunting Yellow	(BCC113)
Chartreuse green	(BCC171)
Chartreuse yellow	(BCC75)
Cherry (Scarlet)	(BCC185)
Cinnamon	(BCC204)
Claret	(BCC38)
Diopase	(BCC203)
Empire Blue	(BCC87)
Gold	(BCC114)
Heliotrope	(BCC178)
Honeysuckle	(BCC62)
Juniper	(BCC192)
Kenya Red	(BCC237)
Larkspur	(BCC196)
Mace	(BCC73)
Malachite Green	(BCC23)
Mineral Blue	(BCC46)
Nasturtium	(BCC96)
Oatmeal	(BCC222)
Parma Violet	(BCC216)
Peacock Blue	(BCC120)
Petrol Blue	(BCC227)
Pompadour	(BCC194)
Post Office Red	(BCC209)
Primrose	(BCC111)
Reseda	(BCC77)
Ruby	(BCC38)
Smalt	(BCC147)
Sulphur	(BCC112)
Tartan Green	(BCC26)
Water Green	(BCC99)
White	(BCC1)

Academic Senate Rules

1. (1) These rules may be cited as the ‘Academic Senate Rules’.

(2) The Academic Senate is the principal academic body in the University and, subject to the By-laws and to any resolution of the Council shall have such powers and duties as may be delegated to it by the Council.

(3) The Academic Senate may establish committees to assist it in connection with the exercise of any of its functions. It does not matter that any or all of the members of the Committee are not members of the Academic Senate.

2. (1) The Academic Senate shall consist of the categories of members set down in By-law 27, provided that:

- (i) (a) the two members from each Division elected by and from the continuing academic staff of the Division pur-

- suant to By-law 27 (1) (d), shall not be from the same Department;
- (b) of the two members from each Division elected by and from the continuing academic staff of the Division pursuant to By-law 27 (1) (d), at least one shall be a Head of Department or a Professor;
- (ii) of the three students who are elected pursuant to By-law 27 (1) (e)
- (a) one shall be enrolled at the University as a candidate for a postgraduate degree or diploma or a postgraduate qualifying program, and
 - (b) two shall be enrolled at the University as candidates for the degree or honours degree of Bachelor or an undergraduate or graduate diploma,
- provided that the three students shall be registered as candidates in programs located in different Divisions. The three students shall be elected annually in the following manner:
- (iii)(a) Each year, the Registrar shall give notice to the students of the University that an election will be held to elect the three students referred to in By-law 27 (1) (e) and shall invite nominations for that election.
- (b) The Registrar shall thereafter, conduct the election of the three students elected pursuant to By-law 27 (1) (e) at the same time and in accordance with the same procedures for the election referred to in Schedule 1 of the By-law.

A member who is a Dean of Division shall be ineligible for election under By-law 27 (1) (d) and if a member elected under that By-law subsequently becomes a Dean of Division, the place occupied by that member shall thereupon become vacant.

(2) The elections provided for in By-law 27 (1) (d) shall be held triennially, and the term of office of a member elected at any such election shall commence on the first day of January next following the member's election and shall expire three years thereafter.

(3) Where a casual vacancy occurs in the office of a member of the Academic Senate being a member of the continuing academic staff holding office under By-law 27 (1) (d) or a student holding office under By-law 27 (1) (e) the remaining members of the Academic Senate shall proceed to fill the vacancy by co-opting to membership a member of the continuing academic staff, or a student member, as the case may be.

(4)(i) A member of the Academic Senate shall be deemed to have vacated office if that member:

- (a) dies;
- (b) resigns that office by notice in writing addressed to the Vice-Chancellor;
- (c) proceeds on leave of absence for a period exceeding nine months;
- (d) is absent without leave of the Academic Senate from three consecutive meetings of the Academic Senate, or
- (e) in the case of a student member elected pursuant to By-law 27 (1) (e), ceases to be a student.

(ii) Where a member of the Academic Senate being a member holding office under By-law 27 (1) (d) or By-law 27 (1) (e) proceeds on leave of absence from the University for a period exceeding three months but less than nine months, the Academic Senate shall co-opt a member of the continuing academic staff or a student of the University, as the case may be, to fill the vacancy for the period of absence but not beyond the expiry of the term of office on Senate of the member proceeding on leave, and the member on leave, at the conclusion of that period of leave, shall resume membership of Academic Senate for the balance of the term of office.

(5)(i) Where a person other than a member of the Academic Senate is appointed Acting Dean of a Division, that person shall for the purposes of these rules be a member of the Academic Senate during the period of such appointment.

(ii) Where a member of the Academic Senate being a member of the continuing academic staff of a Division is appointed Acting Dean of a Division the members of the Academic Senate may co-opt to membership a member of the continuing academic staff from the same Division as the member so appointed to hold office during the period of appointment of such Acting Dean of the Division.

3. The Registrar of the University shall be Secretary to the Academic Senate.

4. The Vice-Chancellor shall be the President of the Academic Senate and may take the Chair at meetings of the Senate.

5. The Deputy Vice-Chancellor (Provost) shall be the Deputy President of the Academic Senate.

6. (1) The members of staff who are, pursuant to By-law 27 (1) (a) to (d), to be members of the Academic Senate for the triennium commencing on the first day of January next following their election and the student members for the time being shall elect:

- (i) a person who is eligible to be a member of the Academic Senate pursuant to By-law

27 (1) to be Vice-President of the Academic Senate; and

- (ii) a person who is eligible to be a member of the Academic Senate pursuant to By-law 27 (1) to be Deputy Vice-President of the Academic Senate to hold office for the next ensuing triennium.

(2) A casual vacancy in the office of either the Vice-President or the Deputy Vice-President of the Academic Senate shall be filled by members electing an eligible person (as defined in By-law 27 (1)) to be Vice-President or one of their number to be Deputy Vice-President as the case may be, who shall hold office for the residue of the term of office of the Vice-President or Deputy Vice-President whose place that person has filled.

(3) Where the Vice-President for the time being of Academic Senate being a member of Senate pursuant to By-law 27 (1) (c) ceases to be a Dean of Division, he or she shall, subject to the provisions of Rule 2 (5) of these rules, remain Vice-President and continue to be a member of Senate for the balance of the triennium for which he or she was elected Vice-President.

7. The Vice-Chancellor may delegate the Chair at meetings of the Academic Senate to the Deputy President or to the Vice-President of the Academic Senate or in the absence of the Vice-President to the Deputy Vice-President of the Academic Senate.

8. In the absence of the Vice-Chancellor, the Deputy President may take the Chair at meetings of the Academic Senate or may delegate the Chair to the Vice-President of Academic Senate or in the absence of the Vice-President to the Deputy Vice-President of the Academic Senate.

9. (1) The Academic Senate shall determine how frequently it shall meet and may fix the dates of its meetings. A special meeting may be convened by the Vice-Chancellor, Deputy Vice-Chancellor or Vice-President, and shall be convened by the Registrar on the requisition of any five members addressed to the Registrar. Attendance at special meetings of the Academic Senate convened specifically to consider the results of students in courses or programs of study offered by the University in accordance with the Bachelor Degree Rules shall be confined to persons who are members of the academic staff of the University and members of Academic Senate ex officio.

(2) At least seven days' notice of ordinary meetings shall be given in writing to the members of the Academic Senate by the Registrar, specifying the time and place and agenda of the meeting.

10. All questions which shall come before the Academic Senate shall be decided by the majority of the members present and voting at the meeting and the member presiding at the meeting shall have a deliberative vote and, in the case of an equality of votes, a casting vote.

11. The number of members who shall constitute a quorum shall be fifteen.

12. A person elected pursuant to By-law 27 (1) (d) shall not be eligible for election to the Academic

Senate for more than two consecutive periods of three years.

13. Nothing in these rules shall apply to or in respect of the Academic Senate in office prior to the date on which these rules came into operation.

Affiliation of Residential Colleges Rules

Establishment of Colleges

1. The Council may permit a residential college to be established in association with the University.

Affiliation of Colleges

2. Subject to the provisions of these rules and upon such conditions as it may determine the Council may grant affiliation with the University to a residential college whether upon land vested in or acquired by the University or upon other land if the college is established and maintained in accordance with these rules.

Resident Members

3. (1) Except in special cases determined by the Council, a college shall not during University terms permit a person (other than a member of the staff of the college) to reside at the college unless he or she is a resident member of the college.

(2) A college shall not admit a person to a resident membership unless he or she:

- (a) is enrolled for a course of study leading to a degree or diploma of the University;
- (b) is engaged in research at the University; or
- (c) is a member of the research, teaching, library or administrative staff of a recognised university.

(3) In admitting persons to resident membership, a college shall give preference to applicants of the categories described in sub-paragraphs (a) and (b) of paragraph (2) of this rule over applicants of the category described in sub-paragraph (c) thereof.

(4) The number of residents of a college (other than members of its domestic staff) at any time who upon their admission to the college had not reached an educational standard comparable, in the opinion of the Council, with the educational standard of students entering the University for degree courses, shall not exceed ten percent of the total number of residents of the college at that time.

Non-resident Members

4. A college may admit to non-resident membership of the college:

- (a) any person who is not disqualified for admission to residential membership under the last preceding paragraph; and
- (b) members of Convocation.

No Religious Test

5. A college shall not impose any religious test as a condition of membership of the college and shall not require of any member that he or she participate in any religious observance.

Constitution of College

6. (1) The constitution of an affiliated college shall be approved by the Council and without limiting the generality of the foregoing provision shall provide:

(a) for one member of the governing body of the college to be appointed by the Council from time to time and for such period as the Council determines;

(b) for the appointment, conjointly by the governing body of the college and the Council, of a Visitor to the college to discharge such powers authorities and functions as the Council may from time to time determine.

(2) The constitution of an affiliated college shall not be altered or amended except with the prior approval of the Council.

Withdrawal of Affiliation

7. At any time, after giving two months' notice in writing to the governing body of a college that in the opinion of the Council it has failed to comply with these rules or with the conditions upon which affiliation has been granted, the Council may by resolution withdraw the affiliation of a college with the University

Before forming such opinion the Council shall:

(a) give notice in writing to the governing body of the college, specifying the matters in respect of which it is alleged that the college has failed to comply with these rules or with the conditions upon which affiliation has been granted and stating that such failure may result in the withdrawal of such affiliation, and

(b) give the governing body an opportunity to show cause why the affiliation should not be withdrawn.

Convocation Rules

1. Convocation shall meet in ordinary meetings at least once in every year.

2. Meetings of Convocation are to be convened as required, by the publication of a notice of meeting within the University and once in a daily newspaper circulating nationally, and the business of those meetings is to be conducted in the same manner as meetings of the Council.

3. A quorum of meeting of Convocation shall be twenty-five members.

4. Convocation shall have power:

(a) to submit for the consideration of the Council such suggestions as it thinks fit

with respect to the welfare of the University; and

(b) to report to the Council on any matters referred to it by the Council for report.

5. Convocation may hold special meetings as required by the Standing Committee.

6. All meetings shall be convened by the Standing Committee provided that if the Standing Committee fails to convene an ordinary meeting within fifteen months of the last ordinary meeting any ten members of Convocation may by requisition under their hand require the Secretary to convene a meeting.

7. There shall be a Standing Committee of Convocation comprising:

(a) twelve members of Convocation appointed following a nomination process, for a period of three years provided that the members appointed in accordance with this rule shall each year be appointed to the vacancies arising from the retirement of four members;

(b) the Vice-Chancellor;

(c) the member elected to take the Chair at meetings of the Finance Committee of Council;

(d) the members of the University Council appointed under section 9(1)(g).

8. The office of a member of the Standing Committee shall become vacant if the member resigns office in writing or if the member is absent from three consecutive meetings without leave of the Standing Committee.

9. A casual vacancy in the membership of the Standing Committee shall be filled in accordance with the nomination process described in clause 24 for the remainder of the term of the vacant position.

10. The term of office of a member co-opted by the Standing Committee to fill a casual vacancy shall terminate at the time of the next ordinary meeting of Convocation.

11. Meetings of the Standing Committee of Convocation and of any other committee of Convocation are to be convened and the business at these meetings is to be conducted in the same manner as meetings of the Council.

12. At the first meeting of the Standing Committee held each year after the Annual General Meeting of Convocation, the Standing Committee shall elect one of its members to occupy the Chair for the following year.

13. The member elected pursuant to Rule 12 of these rules shall take the Chair at meetings of Convocation and of the Standing Committee provided that the Chancellor may preside at any meeting.

14. There shall be a Secretary of Convocation who shall be appointed by the Standing Committee and the Secretary shall remain in office until the Standing Committee otherwise directs or until the Secretary resigns from office.

15. At the first meeting each year, the Standing Committee may elect a member from among their number to take the chair at meetings of Convocation and of the Standing Committee of Convocation in the absence of the member elected pursuant to Rule 12 of these rules or if the member elected pursuant to Rule 12 chooses not to take the chair.

16. A quorum for meetings of the Standing Committee shall be six and so long as there is a quorum present, the Standing Committee may act notwithstanding any vacancy in its numbers. No business shall be transacted in the absence of a quorum.

17. The Standing Committee shall report to Convocation and Convocation shall report to Council at least once in every year.

18. All questions which come before any meeting of Convocation or of the Standing Committee shall be decided by the majority of members present. In the event of an equality of votes, the member elected pursuant to Rule 12 of these rules shall have a casting as well as a deliberative vote.

19. The Standing Committee shall cause minutes to be made and kept of the resolutions and transactions of Convocation and of the Standing Committee and such minutes, when confirmed, shall be signed by the member elected pursuant to Rule 12 of these rules.

20. There shall be an account known as the "Macquarie University Convocation Projects Account" to be held within Macquarie University Specific Purposes Account.

21. All moneys payable to Convocation shall be paid through the Chief Financial Officer to the said account.

22. All moneys disbursed by Convocation shall be payable at the direction of the Standing Committee unless Convocation otherwise directs.

23. The Standing Committee shall have the power to carry on the business of Convocation between ordinary meetings of Convocation, and for that purpose may expend any necessary moneys.

24. Nomination Procedures for Members of the Standing Committee appointed under Rule 7(a)

(a) The Nominations Committee of the Standing Committee of Convocation will comprise:

Deputy Vice-Chancellor, Development & External Relations

Chair of the Standing Committee of Convocation provided that the Chair is not at that time a candidate for re-appointment

A member of the Standing Committee who is a member pursuant to clause 7(d) above

The Director of the Alumni Office

The quorum shall be 3.

(b) At least 6 months before the term of office of members of the Standing Committee appointed under Rule 7(a) expires, the Nominations Committee is:

- (i) to identify the expertise and experience that will be needed to complement that of the other members of the Standing Committee,
 - (ii) to seek expressions of interest via a public process from members of Convocation for appointment to the Standing Committee;
 - (iii) to identify persons who may be suitable for appointment as such a member.
- (c) The Committee is:
- (i) to determine which of those persons are to be recommended to the Standing Committee, and
 - (ii) to recommend the length of appointment for each such person, and
 - (iii) to forward its recommendations to the Standing Committee.
- (d) In determining the persons to be recommended under subclause (c)(i), the Nominations Committee is to take into consideration:
- (i) whether a person has developed, or has the capacity to develop:
 - (1) a good understanding of what the alumni community needs from the University, and
 - (2) strong external networks that may benefit the University, and
 - (ii) whether a person will contribute to the effective working of the Standing Committee, and
 - (iii) whether a person has the expertise and experience (identified under subclause (b)) needed to complement that of existing members of the Standing Committee, and
 - (iv) whether a person has an appreciation of the object, values, functions and activities of the University, and
 - (v) such other matters as the Nominations Committee considers appropriate.
- (e) The Nominations Committee's recommendations under subclause (c) are to include its assessment of the recommended persons against the matters referred to in subclause (d).
- (f) The Standing Committee is:
- (i) to consider the recommendations forwarded by the Nominations Committee, and
 - (ii) to determine which of the recommended persons are to be appointed.

Council Rules

1. An ordinary meeting of the Council shall be held at least once every two months.

2. The Chancellor or Vice-Chancellor shall have power to call a special meeting for the consideration of business which either may wish to submit to the Council.

3. A special meeting of the Council shall be convened by either the Chancellor or the Vice-Chancellor or, in their absence, by the Registrar, upon the written request of six members setting forth the objects for which the meeting is required to be convened and the meeting shall be held within fourteen days after the receipt of such request.

4. (1) The Registrar shall transmit by post or deliver to each member of the Council a written or printed notice of the date, time and place of, and agenda for, the next ensuing meeting of the Council, whether such meeting is an ordinary or a special meeting.

(2) Such notice shall, except in any case of emergency, be so transmitted or delivered at least seven days before the day of the meeting.

5. The Council may adjourn any meeting to a later date.

6. No member shall make any motion initiating a subject for discussion at any meeting of the Council except in pursuance of notice given to the Registrar at least ten days previously, except that at any meeting the Chancellor, or the Council, may permit the introduction of any subject for discussion.

7. If a quorum of the Council is not present within half an hour after the appointed time for a meeting whether special or ordinary all business which should have been transacted at such meeting shall unless a special meeting is summoned in the meantime for the transaction of that business stand over for the next ordinary meeting and take precedence thereat.

8. There shall be committees of the Council as the Council may determine and each such committee shall consist of such persons being members of Council, officers of the University, students (within the meaning of section 9(1)(f) of the Act) or other persons and shall be authorised to exercise such powers and functions as the Council may from time to time determine.

9. Subject to the provisions of the Act the Council may make rules for the procedure at and in respect of Council meetings, for the convening and holding of meetings of any committee of the Council and for the conduct of the proceedings of any such committee.

10. (1) The Chancellor and Deputy Chancellor may call for such documents and expend money to obtain such legal advice as may be required for University purposes, subject to subsequent report to the Council.

(2) Requests for documents should be made to the Vice-Chancellor or to the Council Secretary who will obtain the required materials and forward them

forthwith to the Chancellor or Deputy Chancellor as the case may be.

(3) Notification of the expenditure of money by the Chancellor or Deputy Chancellor to obtain legal advice should be provided to the Vice-Chancellor or to the Council Secretary who will authorise payment of associated accounts.

(4) The Council Secretary will arrange for Council to be advised of any documents sought by the Chancellor or Deputy Chancellor or of any expenditure by the Chancellor or the Deputy Chancellor to obtain legal advice.

Courses and Degrees Rules

1. (1) Enrolment for any course of study and continuance of any course of study shall be subject to such terms and conditions as the Council may specify by rule.

(2) The Council may from time to time make rules with respect to the enrolment of students.

2. (1) The Council may from time to time make rules for or with respect to:

- (a) the constitution of an Academic Senate within the University;
- (b) the constitution by the Academic Senate of any committee; and
- (c) the powers, authorities, duties and functions of the Academic Senate or any such committee.

(2) There shall be within the University such Faculties, Institutes, Departments, and other organisations for teaching and research as may be determined by the Council from time to time.

(3) The Council may from time to time make rules as to the constitution and administration of any such Faculty, Institute, Department or other organisation.

3. (1) The Council may confer the following degrees:

The several degrees of Bachelor and the several honours degrees of Bachelor specified from time to time in the "Bachelor Degree Rules" approved by Council.

The several degrees of Master specified from time to time in "Rules for the Degree of Master" approved by Council.

The several honours degrees of Master specified from time to time in "Rules for the Honours Degree of Master" approved by Council.

The degree of Doctor of Philosophy (PhD)

The degree of Doctor of Business Administration (DBA)

The degree of Doctor of Applied Linguistics (DAppLing)

The degree of Doctor of Philosophy/Master of Clinical Psychology (PhD/MClinPsych)

The degree of Doctor of Philosophy/Master of Clinical Neuropsychology (PhD/MClinNeuPsych)

The degree of Doctor of Philosophy/Master of Organisational Psychology (PhD/MOrgPsych)

The degree of Doctor of Philosophy/Master of Counselling Psychology (PhD/MCounsPsych)

The degree of Doctor of Professional Communication (DProfComm)

The degree of Doctor of Psychology (Clinical Psychology) (DPsych[ClinPsych])

The degree of Doctor of Psychology (Clinical Neuropsychology) (DPsych[ClinNeuro])

The degree of Doctor of Psychology (Counselling Psychology) (DPsych[CounsPsych])

The degree of Doctor of Psychology (Organisational Psychology) (DPsych[OrgPsych])

The degree of Doctor of Science (DSc)

The degree of Doctor of Letters (DLitt)

The degree of Doctor of Laws (LLD)

The degree of Doctor of Education (EdD)

The degree of Doctor of Medicine (DMed)

and such other degrees, diplomas and certificates as it may determine by rule.

(2) The Council may admit any person approved by the Council, *Honoris Causa*, to the following:

(a) The degree of Doctor of Business (Hon.DBus),

(b) The degree of Doctor of Science (Hon.DSc),

(c) The degree of Doctor of Letters (Hon.DLitt),

(d) The degree of Doctor of Laws (Hon.LLD),

(e) The degree of Doctor of the University (Hon.DUniv).

(2A) The Council may award an Honorary Fellowship to any person approved by the Council.

(3) Subject to the Act and these rules, the Council may make rules:

(a) determining the requirements for the award of degrees, diplomas and certificates;

(b) determining procedures for the approval of students' programs of study.

and to such other Faculties, Departments and other academic organisational units within the University as the Council may from time to time determine.

2. *Repealed*

Executive Deans of Faculties

3. The Executive Deans of Faculties shall be appointed by such procedures and for such terms of office as the Council may determine.

4. The Executive Dean of Faculty shall take the Chair at meetings of the Faculty subject to clause 16(1) of these Rules, and shall be executive head of the Faculty and, subject to the By-laws, shall supervise and be responsible for exercising and discharging such academic and administrative powers, authorities, duties and functions as may be assigned to the Executive Dean of Faculty from time to time by the Council of the University.

Heads of Departments

5. The Heads of Departments shall be appointed by such procedures and for such terms of office as the Vice-Chancellor may determine.

6. The Head of Department shall take the Chair at meetings of the Department and shall be responsible for exercising and discharging such academic and administrative powers, authorities, duties and functions as may be delegated to the Head of the Department.

7. Should the Head of a Department be absent from the University or temporarily unable to act, the Dean may appoint an Acting Head of the Department for a period not exceeding six months.

8. If the office of the Head of a Department becomes vacant by death, resignation or otherwise a successor shall be appointed in accordance with Rule 5 of these rules as soon as conveniently may be. Pending such appointment, the Executive Dean of Faculty may appoint an Acting Head of that Department.

9. *Repealed*

10. *Repealed*

11. *Repealed*

12. *Repealed*

The Faculties

13. Each Faculty shall consist of:

(a) the Executive Dean of the Faculty, who shall take the Chair at meetings of the Faculty;

(b) the continuing academic staff of that Faculty;

(c) students elected annually for a term of one year, according to the procedure set out in the Schedule to these Rules, provided that such students shall be three in number or one-tenth of the aggregate (rounded to the next higher whole number) of the members referred to in clauses (a) and (b) of this Rule, whichever is the greater;

Faculty Rules

1. (1) These rules may be cited as the 'Faculty Rules'.

(2) These rules shall apply to the following Faculties and organisational units:

Faculty of Business and Economics

Faculty of Arts

Faculty of Human Sciences

Faculty of Science

Graduate School of Management

Australian School of Advanced Medicine

- (d) such persons who may be co-opted by members of the Faculty for a term of not more than one year from among the continuing non-academic staff of the Faculty;
- (e) such persons who may be co-opted by members of the Faculty for a term of not more than one year from among the academic staff of the University;
- (f) such persons who have attained distinction in the practice of a discipline offered by the Faculty and who are not at the time of co-option members of the staff of the University or students of the University, who may be co-opted for a term of not more than one year, by not less than two-thirds of the members of the Faculty present and voting at a meeting of the Faculty convened in accordance with these rules.
- (g) The total number of persons who may be co-opted under sub-paragraphs (d) to (f) of paragraph 1 of this rule shall not exceed one-fifth of the number of members referred to in sub-paragraph (a) and (b) of paragraph (1) of this rule.

14. Each Faculty shall meet not less than four times each year:

- (a) to consider general academic matters pertaining to the Faculty and in particular to consider and formulate recommendations to the Academic Senate with respect to:
 - (i) the academic advising of students;
 - (ii) the schedule of units of study to be offered by the Faculty;
 - (iii) the results of students in units or programs of study offered by the Faculty in accordance with the Degree Rules;
 - (iv) any other academic matter referred to it by the Academic Senate or the Vice-Chancellor or the Deputy Vice-Chancellor (Provost).

Provided that at meetings of the Faculty held to consider matters referred to it in paragraph (iii) attendance shall be confined to persons who are members of the staff of the University;

- (b) to discuss and to express views about other matters which the Faculty considers relevant to its academic mission;
- (c) in any case where the rules require or empower the Academic Senate to decide upon any matter on the recommendation of the Faculty, to make a recommendation concerning such matters to the Academic Senate.

14A. The Faculty may establish a committee of its members and delegate to it the authority to carry out the functions referred to in Section 14.

15. A quorum at any such meeting shall be one-third of the full number (or where one-third of the full number is not a whole number then the whole number next higher than one-third of the full number) of members of the Faculty other than those

absent on approved leave and student members elected under clause 13(c).

16. (1) At the first meeting of each year each Faculty may elect a member of the Faculty from among the persons referred to in sub-rule 13(b) to take the Chair at meetings of the Faculty provided that the Executive Dean of Faculty may choose to preside at any meetings of the Faculty.

(2) In the absence of the Executive Dean of Faculty and the member of the Faculty elected pursuant to sub-rule (1) of this Rule from a meeting of the Faculty the members present may elect one of their number to take the Chair at that meeting.

17. Every decision of the Faculty shall be by the vote of the majority of the members present and voting at the meeting. The person presiding at the meeting shall have a deliberative vote and, in the event of an equality of votes, a casting vote.

18. Meetings of the Faculty shall be convened by the Executive Dean of the Faculty or on the written requisition of at least one-third of the full number of members of the Faculty. Notice of meeting shall be in writing specifying the time and place of the meeting and shall be given to members of the Faculty at least seven days prior to the meeting.

19. The Faculty may appoint committees to report to the Faculty upon matters such as programs of study for undergraduates, postgraduate studies, research, teaching and learning. Membership of such committees need not be confined to members of the Faculty.

20. A report of the proceedings of the Faculty for the year will be submitted annually to the first meeting of the Academic Senate in the following year.

21. For the purposes of Rule 13(g), where the words 'the number of members' appear and in Rule 15 where the words 'the full number of members of the Faculty' appear and in Rule 24(d) where the words 'the number of members' appear, these shall be interpreted as meaning the total number of the members of the staff of the Faculty (as the case may be) at the time of the first meeting of the Faculty in each year.

22. None of the provisions of these rules shall affect or abridge the responsibility of an Executive Dean of Faculty to the Council or to the Vice-Chancellor or to the Deputy Vice-Chancellor (Provost).

23. (1) No act, proceeding or decision made by a Faculty or the Executive Dean of Faculty or any act, proceeding or decision of any committee or body within the University which includes amongst its members a representative of a Faculty, whether taken or occurring before or after the commencement date of this Rule, shall be invalidated solely by reason of:

- (a) any vacancies in the membership of the Faculty;
- (b) any defects in the appointment of the Executive Dean of Faculty;
- (c) any disqualifications of any members of the Faculty;

- (d) any irregularities in the manner in which any meetings of the Faculty have been convened or conducted; or
- (e) the presence or participation, at any meetings of the Faculty, of any persons not entitled to be present or to participate at those meetings.

(2) Nothing in this Rule shall be taken or construed to limit or otherwise affect the power of the Council to set aside an act, proceeding or decision on the basis of any of the matters set forth in paragraph (1)(a)-(e).

The Departments

24. Each Department shall consist of:

- (a) the Head of the Department who shall take the Chair at meetings of the Department;
- (b) the continuing academic staff of that Department;
- (c) such persons who may be co-opted by the Department for a term of not more than one year from among the continuing non-academic staff of the Department and from among the academic staff of the University;
- (d) the total number of persons who may be co-opted under sub-paragraph (c) of this Rule shall not exceed one fifth of the number of members referred to in sub-paragraphs (a) and (b) of this Rule.

25. Each Department will meet as required including to consider matters referred to it by the Faculty or the Executive Dean of the Faculty.

26. A quorum at meetings of the Department shall be one third of the full number (or where one-third of the full number is not a whole number then the whole number next higher than one-third of the full number) of members of the Department other than those absent on approved leave.

Schedule

1. In each Faculty, the Executive Dean of Faculty or the Executive Dean's nominee (hereinafter called the Returning Officer) shall conduct the election of students referred to in Rule 13(c) of these Rules.

2. The students elected as members of the Faculty shall include at least one student who is a candidate for the degree or honours degree of Bachelor or a graduate diploma and at least one student who is a candidate for a postgraduate degree or diploma.

3. The student members of a Faculty shall be elected by and from those students who are registered at the time of the election in a program located in the Faculty but, subject to clause 2 of this Schedule, the Executive Deans of Faculties may determine that such student members shall be elected in a way that is representative of programs that are taught by the departments of the Faculty.

4. In each Faculty, the elections of students by students referred to in Rule 13(c) of the Faculty Rules shall be conducted by the Returning Officer,

according to procedures determined by the Returning Officer, provided that:

- (a) as far as is practicable, every student registered in the programs located in the Faculty shall be notified of the elections by some or all of the following means, where appropriate:
 - (i) by announcements in classes;
 - (ii) by notification in course material issued to students;
 - (iii) by notification in despatches to external students;
 - (iv) by notices displayed prominently in the Faculty and in other appropriate locations;
- (b) each nomination of a candidate for election must be seconded by a student eligible to vote in the same Faculty election and must be accompanied by the consent of the candidate;
- (c) in each Faculty, the election shall be conducted over a period of five consecutive weeks of teaching, provided that nominations shall be accepted during the first two weeks; voting by secret ballot shall take place in the third and fourth weeks, and the fifth week shall be available for the resolution of any polling disputes, for public declaration of the poll and for notification of the results of the poll to the Registrar.

5. In each Faculty the Returning Officer shall inform the Registrar in writing by not later than the end of the eighth week of teaching in the first half of each year of the names of the students who have been elected to membership of the Faculty under the provisions of Rule 13(c) of the Faculty Rules, and the students so elected as members of the Faculty shall take office at the beginning of the ninth week of teaching. At the same time, each Returning Officer shall publish the names and means of contact of the students elected as members of the Faculty.

6. In the event of the number of nominations received for election being equal to or fewer than the number of places available in any Faculty, the persons nominated shall be declared elected and the other positions (if any) will remain vacant.

7. A Faculty may co-opt a student to fill a casual vacancy in a position of an elected student member of the Faculty. A student member of the Faculty shall be deemed to have vacated office if that student:

- (a) resigns;
- (b) dies;
- (c) is absent without leave of the Faculty from three consecutive meetings of the Faculty which the student is eligible to attend.
- (d) ceases to be eligible as a candidate for election to that Faculty.

Fees Rules

Preliminary

1. The Council may impose and determine from time to time by rule the fees and charges to be paid for examinations, for the granting of degrees, diplomas and certificates, for attendance at the lectures and classes of the University, including facilities associated with student residences, playing fields and with all other activities of the University.
2. Where the Council has resolved that a fee or charge should be imposed in relation to any matter but has not determined the amount of such fee or charge, the Vice-Chancellor may from time to time determine the fee or charge payable in relation to that matter and that the fee or charge shall be the amount payable until such time as the Council otherwise determines.
3. Any student who fails to complete the payment of fees by the time determined by the Council shall be liable to pay such late fees as the Council may from time to time determine.
4. The Academic Registrar may exclude from an examination and from the use of any facilities of the University any student who has not paid the fees due and who has not discharged any indebtedness to the University.
5. The Council may make provision for waiving fees and late fees in full or in part.

Fees publicised on Macquarie University's website are current at the time of publication but maybe amended by the University Council or Vice-Chancellor without notice.

Fees

1. (1) The fees to be paid to the University by students shall be as prescribed by these rules.
- (2) For the purpose of these rules:
 - (i) a student, who is a candidate for a degree or diploma, shall be regarded as full-time, part-time, or external as designated by the rules pursuant to which the course or program of study in which the student is enrolled is offered;
 - (ii) the dates of the first half-year and second half-year shall be as determined from time to time and shown in the University Calendar;
 - (iii) a non-award student is a student who is enrolled in one or more units from the University's award program but who is not enrolled for an award;
 - (iv) a Continuing Education student is a student who is enrolled in one or more units conducted by the University, but who is not enrolled as an award, non-award, enabling or cross-institutional student;
 - (v) an international student is a student who is not an Australian or New Zealand citizen nor the holder of permanent residence sta-

tus in Australia and who is enrolled in a program of study on a fee-paying basis.

2. Repealed

Continuing Education and Non-Award

3. The fees to be paid by students enrolled in units conducted by the University under its Continuing Education Program, or by students enrolled as a non-award student, shall be as determined from time to time by the Vice-Chancellor, pursuant to By-law 35(2), who shall also determine the conditions under which refunds of such fees may be made.

Tuition Fees for Domestic Students

4. (1) Students who are enrolled in fee paying programs shall be liable to pay tuition fees as approved by the Vice-Chancellor. These rates can be found on Macquarie University's website: www.mq.edu.au/reforms/

(2) Tuition fees shall be payable each study period by a date specified by the Chief Financial Officer.

(3) Tuition Fees shall be payable for the total Equivalent Full-Time Student Load (EFTSL) value for which a student is enrolled in each study period.

(4) Save as provided in Rule 4(5), a student who discontinues, by the relevant study period census date, a unit for a program for which tuition fees are payable, shall be granted a refund of fees paid in respect of that unit.

(5) The Vice-Chancellor may determine special conditions under which refunds of tuition fees may be made in respect of a particular program where the Vice-Chancellor considers that the provisions of sub-rule (4) are inappropriate for that program.

(6) The Higher Education Loan Programme (HELP), via FEE-HELP, allows eligible students to defer their tuition fee which is administered by the Australian Taxation Office.

Commonwealth Supported Places

5. (1) In accordance with the *Higher Education Support Act 2003* (as amended), students who receive a Commonwealth supported place will be liable to pay a contribution based on the indexed rates provided by the Department of Education, Employment and Workplace Relations (DEEWR) and approved by the Vice-Chancellor.

(2) The Higher Education Loan Programme (HELP), via HECS-HELP, allows eligible students to defer their student contribution which is administered by the Australian Taxation Office.

(3) The student contribution shall be payable for the total EFTSL for which a student is enrolled in each study period.

(4) Where the student discontinues on or before the relevant study period census date, a unit or other component of a program taken, no student contribution shall apply in respect of that unit or component.

International Students

6. The fees to be paid by international students shall be determined, pursuant to By-law 35(2), by the Vice-Chancellor who shall also determine the conditions under which refunds of such fees shall be made.

Late Fees

7. (1) Late fee payable if application for admission is lodged after the day specified by the Academic Registrar- late fees similar to the UAC late fees for the relevant admission period.

The late application fee will not be refunded under any circumstances.

(2) Late fee payable if enrolment is completed after the day specified by the Academic Registrar or if fees are outstanding by the due date specified by the Chief Financial Officer - \$200 provided that in no case will enrolment be accepted more than one month after the day specified for the completion of enrolment except with the approval of the Academic Registrar. In exceptional circumstances the Vice-Chancellor may waive the payment of the late enrolment fee.

8. *Repealed*

Charges

9. Charges to be made for use of facilities or services provided by the University shall be as specified on the University's website:- www ofs.mq.edu.au/student_finances/index.htm

Assisted Students

10. Holders of scholarships or other forms of financial assistance who have not received an enrolment voucher or appropriate letter of authority from their sponsor by the due date to pay fees are required to pay their own fees. A refund will be made after the enrolment voucher or letter of authority has been lodged.

Extension of Time for Payment

11. Any student who owing to exceptional circumstances is unable to pay fees by the due date may apply in writing to the Chief Financial Officer for an extension of time. Such application must state clearly and fully the reasons why payment cannot be made and the duration of extension sought and must be lodged before the date on which a late fee becomes payable.

Failure to Meet Liabilities

12. (1) Students who are indebted to the University for less than \$200 will be denied access to examination results and permission to re-enrol.

(2) Students who are indebted to the University for amounts totalling \$200 or more will be warned that their enrolment will be cancelled, and if they remain indebted beyond a date determined by the Chief Financial Officer that their enrolment will be cancelled and that they will be denied permission to re-enrol and denied access to examination results.

(3) Students who are indebted to the University shall not be permitted to graduate until such debt is cleared.

SCHEDULES 1-4

Repealed

Foundation Studies Certificate Rules

1. There shall be a Foundation Studies Certificate.
2. The Council may award a Certificate to a candidate who has met the requirements of these Rules to the satisfaction of the Academic Senate.
3. A candidate for the award of a Foundation Studies Certificate shall be registered in an approved Foundation Studies Program and enrolled in a program of units approved by the Academic Senate.
4. A candidate for the Certificate shall complete a program of 8 units from a schedule of units approved by Academic Senate.
5. The determination whether a candidate has completed satisfactorily a unit forming part of the program of study and the grade of the candidate in that unit shall be made in accordance with the Bachelor Degree Rules.
6. The Coursework Studies Committee may declare that a candidate has completed any specified prescribed unit where other work completed by the candidate is deemed to be equivalent to the prescribed unit.
7. Notwithstanding anything to the contrary herein contained, the Academic Senate may, in any case in which it may deem it appropriate to do so, dispense with or suspend any requirements of or prescription by these rules. Any such action by the Academic Senate shall in every instance be reported forthwith to the Council.

Nominations Committee Rules

1. Council shall establish a Nominations Committee pursuant and subject to By-law 14.
2. For the purposes of By-law 15 the Registrar (or nominee) will convene the Committee.
3. The Registrar (or nominee) will seek expressions of interest from suitable persons who would be qualified to hold office under the specified category. Expressions of interest may be sought in any manner determined by the Committee except that, when expressions of interest are sought for appointment as graduate members, an advertisement must be placed once in a national newspaper and once in a newspaper circulating in NSW.
4. An expression of interest may be in any form but it must include a statement addressing the nominee's suitability for appointment in terms of the

qualifications/skills/knowledge sought, together with information and qualifications and experience and full contact details. It must be received by the Registrar by the due date for the particular round of considerations.

5. A person may be nominated by a member of the University or a person may self-nominate.

6. Contact with nominees will be through the Registrar (or nominee) unless otherwise authorised by the Chancellor. The Committee will at all times respect the right of any nominee to have their nomination treated in confidence.

Subject to By-law 15 considering nominations the Committee will consider whether those nominated

- have an appreciation of the values of Macquarie University and its core activities of teaching, research and community outreach, its independence and academic freedom;
- can contribute to Council by having (or having the capacity to develop) a good understanding of what the external community needs from the University and strong external networks of benefit to the University;
- will contribute to the effective working of the Council.

and ensure that they have complementary skills to those already serving on Council.

7. In making its recommendations to Council, the Committee will include in its report its assessment of the nominees against the factors listed above as well as any other relevant factors it has taken into consideration in coming to its decision. It may refer to the qualities of those not recommended but it will not identify them.

Rule for the Election of Chancellor

1. In the case where either the incumbent Chancellor's term is due to expire and he or she has indicated a wish to stand down from office, or where the office becomes vacant, the Council will appoint a Search Committee.

2. A Search Committee for Chancellor will comprise:

- the Deputy Chancellor (Chair). In the event that the Deputy Chancellor is unavailable to or unwilling to act, then the Council shall nominate an external member to be Chair;
- the Vice-Chancellor;
- the Vice-President of Academic Senate;
- one graduate member of Council;
- one external member of Council.

The Council Secretary (or delegate) will be the Secretary to the Search Committee.

3. The outgoing Chancellor will not be a member of the Search Committee but may be consulted on nominations.

4. Members of Council, including members of the Search Committee, and members of the University's senior management team will be invited to put forward nominations.

5. The Search Committee will receive and consider all nominations and may make such enquiries as it deems fit in respect of any potential candidate.

6. The role of the Chancellor includes:

- Governance
- Non-executive leadership
- Team building
- Advocacy and lobbying
- Ceremonial duties
- Facilitation
- Mentoring
- Reviewing the Vice-Chancellor's performance

In considering the suitability of potential candidates, the Search Committee will have regard to the attributes that a Chancellor should be expected to bring to the role.

7. An unofficial approach will be made to the person identified by the Search Committee as the favoured candidate. This approach would normally be made by the Chair of the Search Committee.

8. At the conclusion of its enquiries, the Search Committee shall provide the Returning Officer with one nomination for election or not as Chancellor by the Council, together with any information about that person which it considers relevant.

9. If a person is elected as Chancellor prior to the office becoming vacant, that person shall take office on the day after the office becomes vacant. In the event that the office of Chancellor is already vacant, the person elected shall take office from the date of the election.

10. In the case where the incumbent Chancellor has indicated that he or she wishes to continue in office at the completion of the current term, the Council Secretary will formally call for nominations for election or not as Chancellor by the Council. Such election would take place at a Council meeting prior to the completion of the Chancellor's term.

11. The Council Secretary (or delegate) shall be the Returning Officer for elections of Chancellor.

Rules Governing the Enrolment of Students

1. The Council may, after considering a recommendation by the Academic Senate, determine the maximum number of students who may be permitted to enrol in any given year for any course or any group of courses.

2. The Council may, after considering a recommendation by the Academic Senate, determine the maximum number of students who may be permitted to enrol in any year for any offering of a unit, for any unit or for any group of units.

3. (1) Candidates for any of the awards under the Bachelor Degree Rules or the Graduate Diploma Rules or for any of the undergraduate diplomas awarded by the University shall satisfy such requirements for admission to candidature as may be prescribed from time to time by the Academic Senate after considering a recommendation by the Coursework Studies Committee.

(2) Where the number of applicants who have satisfied the requirements determined under paragraph (1) of this rule exceeds the number of students who may be admitted to candidature for a course as determined by the Council pursuant to Rule 1, the Academic Senate, after considering a recommendation by the Coursework Studies Committee, shall determine the basis on which the applicants are to be selected.

4. (1) Candidates for any of the awards under the Doctoral Rules, Master Degree by Research Rules, Master Degree by Coursework Rules, Postgraduate Diploma Rules, or the Postgraduate Certificate Rules shall satisfy such requirements for admission to candidature as may be prescribed pursuant to those rules.

(2) Where the number of applicants who have satisfied the requirements determined under paragraph (1) of this rule exceeds the number of students who may be admitted to candidature for a course as determined by the Council pursuant to Rule 1, the Coursework Studies Committee, after considering a recommendation by the Executive Dean of the Faculty in which the course is offered, shall determine the basis on which such applicants are to be selected.

Student Misconduct and Discipline Rules

1. For breach of discipline or misconduct any member of the teaching staff may suspend any student from attendance at classes for a period not exceeding four weeks and from examination, or may impose a fine not exceeding ten dollars on the student, or may both so suspend and fine the student.

Provided that the circumstances relating to the suspension or fine shall be reported in writing by the member to the Vice-Chancellor forthwith:

Provided further that the authority hereby conferred shall extend only to any breach of discipline or misconduct committed in or with respect to the classes of such member, or committed in the member's presence.

2. For breach of discipline (including non-compliance with the rules for the use of the library as determined by the Vice-Chancellor from time to time) or misconduct the University Librarian may suspend any student from attendance at the library for a period not exceeding four weeks and from use of the facilities of the library, or may impose a fine on the student not exceeding an amount determined by Council from time to time, or may both so suspend and fine the student.

Provided that the circumstances relating to the suspension or fine (other than a fine imposed for the late return of library materials) shall be reported in writing by the University Librarian to the Vice-Chancellor forthwith:

Provided further that the authority hereby conferred shall extend only to any breach of discipline or misconduct committed in or with respect to the library or its precincts.

3. (1) Any student in respect of whom a decision of a member of the teaching staff or of the University Librarian has been made whereby such student has been suspended or fined or suspended and fined under Clause 1 or 2 may appeal to the Vice-Chancellor.

(2) The Vice-Chancellor, on appeal so made to him or her, may confirm, quash or vary any such decision or may refer the appeal to the Discipline Committee under Clause 6 for determination by it.

4. (1) The Academic Registrar, or any person authorised by the Academic Registrar in that behalf, may, for breach of discipline or misconduct at a University examination, exclude a student or candidate from attendance or further attendance at that examination.

(2) The person supervising the conduct of a University examination shall forthwith report to the Academic Registrar any instance coming to his or her notice of breach or suspected breach of discipline or misconduct or suspected misconduct at that examination.

(3) The Academic Registrar shall forthwith report to the Vice-Chancellor in writing any instance coming to the Academic Registrar's notice of breach or suspected breach of discipline or misconduct or suspected misconduct at a University examination.

(4) The Director, Office of Facilities Management, or any person authorised by him or her in writing in that behalf, may, for breach of discipline in relation to the bringing of any vehicle or thing on to or the management of any vehicle or thing upon the University site or premises or in relation to the use made of the University site or premises, impose on any student a fine not exceeding ten dollars.

(5) Any student in respect of whom a decision to impose a fine has been made under Clause 4(4) may appeal to the Vice-Chancellor within seven days of being served by post at the student's address last known to the Registrar with notice of the imposition of the fine and on appeal being so made to him or her, the Vice-Chancellor may confirm, quash or vary the decision appealed from or may refer the appeal to the Discipline Committee under Clause 6 for determination by it.

5. For breach of discipline or misconduct whether or not already dealt with under any of the foregoing provisions of this rule, the Vice-Chancellor may impose a fine not exceeding one hundred dollars on a student, or candidate at any University examination, or may exclude the student or candidate from the University or from any part thereof for a period not exceeding four weeks, or

may both so fine and exclude the student or candidate.

5A. A student indebted to the University by reason of the non-payment of any fine or fines aggregating fifty dollars or more imposed pursuant to the foregoing provisions of this rule and who has failed to discharge the student's indebtedness after notice from the Chief Financial Officer requiring payment by a date specified in the notice shall be excluded from the University forthwith after that date until that indebtedness is discharged in full.

Provided that in any case where it is made to appear to the Vice-Chancellor that the full application to a student of such exclusion would be inappropriate having regard to the circumstances, the Vice-Chancellor may direct that that exclusion or any specified incidence thereof shall not attach to the student concerned for such time as the Vice-Chancellor shall fix.

6. (1) There shall be a Discipline Committee which shall consist of the Chancellor or Deputy Chancellor, the Vice-Chancellor, the Vice-President of the Academic Senate, four Executive Deans of Faculties selected biennially by the Academic Senate (or their delegates), and a student member of the Academic Senate, selected by the Academic Senate.

(2) Four members of the Discipline Committee shall form a quorum.

(3) The Vice-Chancellor may refer to the Discipline Committee any matter involving any question as to breach of discipline or misconduct of any kind by any student, or by a candidate at any University examination. The Vice-Chancellor, upon or after making such reference, may suspend the student from the use of all or any of the facilities of the University and from attendance within the University premises and grounds pending investigation of and decision on the matter by the Discipline Committee and pending any appeal to the Council by the student from that decision. Any such suspension may be varied during its currency by the Vice-Chancellor or may be lifted by him or her.

(4) On such reference the Discipline Committee shall investigate matters which involve any question as to breach of discipline or misconduct of any kind by any student, or by a candidate at any University examination, and may impose penalties in accordance with academic usage.

(5) A report of the decision of the Discipline Committee in any matter shall be laid upon the tables of the Council and the Academic Senate as soon as possible after the meeting of the Discipline Committee at which the decision was given.

6A.(1) Where a decision under Clause 3, 4(5), 5 or 6(4), or a determination under Clause 8(1) has been made the Academic Registrar shall send to the person in respect of whom the decision or determination is made a notice setting forth details of the decision or determination.

(2) The notice referred to in Clause 6A(1) shall be sent by post to the person in respect of whom the decision or determination is made at that person's address last known to the Academic Registrar and

shall be deemed to be served on the day on which it would be delivered in the ordinary course of post.

7. (1) Any person in respect of whom a decision of the Vice-Chancellor or the Discipline Committee has been made under Clause 3, 4(5), 5 or 6(4) and who is aggrieved by the decision may, subject to Clause 9, appeal to the Council.

(2) The Council, on appeal made to it, may confirm, quash or vary any such decision.

8. (1) Where:

(a) a student has failed to supply information called for on an application for enrolment in the University or has furnished false or misleading information on such an application;

(b) any authority in the University has made a decision with reference to a student's admission, academic standing, or courses of study or otherwise concerning his or her academic program or academic progress within the University; and

(c) the authority is satisfied that the failure or the furnishing of such information resulted in the making of the decision, the authority may reverse, vacate, annul or vary the decision.

(2) A student in respect of whom a determination by any authority has, pursuant to Clause 8(1), been made reversing, vacating, annulling or varying such a decision may, subject to Clause 9, appeal to the Council.

(3) The Council, on appeal so made to it, may confirm, quash or vary any such determination.

9. (1) Notice of an appeal referred to in Clause 7(1) or Clause 8(2) shall be given in writing and shall be delivered to the Academic Registrar within twenty-eight days after the day on which the notice referred to in Clause 6A(1) is deemed to be served.

(2) Notwithstanding Clause 9(1) the Academic Registrar may accept a notice of appeal delivered to him or her within such period as is, in the Academic Registrar's opinion, reasonable in the circumstances where the period specified in Clause 9(1) has expired and where, in the Academic Registrar's opinion, illness or other circumstances beyond the control of the person giving the notice of appeal prevented the notice being given within the period specified in Clause 9(1).