1 Sources of authority

Contents

Rules .............................................................................................. 3
  Academic Costume Rules ......................................................... 3
  Academic Senate Rules .............................................................. 4
  Affiliation of Residential Colleges Rules ............................... 7
  Council Rules ........................................................................... 7
  Faculty Rules ........................................................................... 8
  Fees Rules ................................................................................ 11
  Nominations Committee rules ............................................. 13
  Rule for the Election of Chancellor ....................................... 13
  Student Misconduct and Discipline Rules ............................ 14

Social legislation ........................................................................ 17

General Coursework Rules ........................................................ 19

Higher Doctoral Degree Rules ............................................... 23

Higher Degree Research Rules ................................................. 25
Academic Costume Rules

1. Chancellor, Deputy Chancellor, Vice-Chancellor, Deputy Vice-Chancellor, Pro 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 Pro Vice-Chancellor—a robe of black damask figured silk as for the Chancellor but with trimmings of silver, and a black velvet bonnet trimmed with silver. In undress, as approved by the Council.

(f) For a Member of the Council—a gown 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 University regularly reviews and amends the content and form of the Calendar of Governance, Legislation and Rules with the latest version published on the University website http://universitycouncil.mq.edu.au.

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 BUSINESS, 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 small silk for the Degree of Doctor of Business, 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 smalt silk for the Degree of Doctor of Business, 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 lined with silk of a lighter shade of claret.

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 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 a lighter shade of claret.

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 faced with silk of Malachite Green for the Degree of Doctor of Education, of Small for the Degree of Doctor of Business Administration, of New Red for the Degree of Doctor of Medicine, 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: Dioptase: 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.

Academic Senate Rules

Part 1 Preliminary

1. Name of Rules
These Rules may be cited as the ‘Academic Senate Rules’.

2. Enactment
These are Rules made by the Council of Macquarie University under section 29 of the Macquarie University Act 1989.

3. Commencement
These Rules take effect on the day on which they are published on the Internet by means of the website of the University or in another official University publication under section 29(c) of the Macquarie University Act 1989 and section 35(4) of the Macquarie University By-law 2005.

4. Application
The Academic Senate Rules apply to the Academic Senate which is the principal academic body in the University and is to have such powers and duties as may
be delegated to it by the Council, subject to the By-law and to any resolution of the Council.

5. Purpose
The purposes of these Rules are to outline the composition; elections procedures; proceedings and functions; and connected matters of the Academic Senate at Macquarie University.

Part 2 Interpretation

6. Interpretation
In these Rules:

Academic Senate means the Academic Senate of the University.

By-law means the Macquarie University By-law 2005.

Council means the Council of the University.

Faculty means an administrative grouping of research, academic and professional staff and students based on the area they teach, support and study.

MGSM means the Macquarie Graduate School of Management.

University means the Macquarie University established by the Macquarie University Act 1989.

Note: The Interpretation Act 1987 of New South Wales applies to these Rules.

Part 3 Substantive provisions

7. Composition
(1) The Academic Senate comprises ex-officio and elected members:
(a) the Vice-Chancellor;
(b) the Chair of Academic Senate;
(c) the Deputy Chair of Academic Senate;
(d) the Deputy Vice-Chancellors and the Pro Vice-Chancellors;
(e) the Executive Deans of Faculties;
(f) the Dean of Higher Degree Research;
(g) the Dean of the MGSM;
(h) the Director of Learning and Teaching Centre;
(i) the Head of Department of Indigenous Studies;
(j) the University Librarian;
(k) four members from each Faculty;
(l) one member from the MGSM;
(m) one member from the non-Faculty electorate;
(n) student members from Faculty electorates; and
(o) up to four additional members appointed by resolution of Academic Senate.

(2) Any member identified under rule 7(1)(a), 7(1)(b), 7(1)(c), 7(1)(d), 7(1)(e), 7(1)(f), 7(1)(g), 7(1)(h), 7(1)(i), 7(1)(j) is considered an ex-officio member.

(3) Any member under rule 7(1)(k), 7(1)(l) or 7(1)(m) is elected by and from the academic staff from the respective electorates in accordance with Schedule 1 of the By-law provided that:
(a) only members of the academic staff who are full-time or part-time continuing, or fixed term for 3 or more years and with fractional appointment of 50% and above are eligible to participate in the election and to be elected; and
(b) of the members elected from each Faculty electorate must:
   (i) at least one must be a Head of Department or Professor; and
   (ii) members must be from different departments.

(4) Any student member from a Faculty electorate under rule 7(1)(n) is elected annually in accordance with Schedule 1 of the By-law, being one student member from each electorate:
(a) enrolled in an undergraduate program;
(b) enrolled in a postgraduate coursework program; and
(c) enrolled in a postgraduate higher degree research program.

8. Elections (Procedures for elections in Schedule 1 of the By-law)
(1) The elections to Academic Senate will be held biennially in November and the term of office of a member elected at any such election will commence the following January and will expire two years from commencement.

(2) A member who is an ex-officio member of Academic Senate is ineligible for election and if a member elected takes up an ex-officio position, the place occupied by that member will immediately become vacant.

(3) Elected members to Academic Senate are eligible to be elected to 3 consecutive terms of office.

(4) When a vacancy occurs in the office of a member of the Academic Senate due to the failure of an electorate to elect a member to the eligible positions, the Academic Senate is to co-opt to membership an eligible member from the relevant electorate, as the case may be.

(5) Where a casual vacancy occurs in the office of an elected member of the Academic Senate the remaining members of the Academic Senate must proceed to fill the vacancy by co-opting to membership an eligible member from the relevant electorate, as the case may be.

(6) A member of the Academic Senate will be deemed to have vacated office if that member:
(a) dies;
(b) resigns that office by notice in writing;
(c) resigns from the University;
(d) proceeds on leave of absence for a period exceeding 9 months;
(10) A panel comprising the Executive Dean of the relevant Faculty, or if applicable the Dean of the MGSM and elected members from the relevant electorate will nominate eligible staff for co-option with the exception of appointments made in accordance with 7(1)(o).

(11) The members of the Academic Senate will elect from the members of Academic Senate:

(a) any full-time academic staff member at level D or E to be Chair of Academic Senate; and

(b) any academic staff member to be Deputy Chair of Academic Senate;

to hold office for the ensuing biennium.

(12) The elections of Chair and Deputy Chair of Academic Senate will be held biennially in June and the term of office of a member elected at any such an election will commence on the first day of July following the member’s election and expire 2 years from commencement.

(13) The Chair and Deputy Chair of Academic Senate are eligible to be elected to 3 consecutive terms of office.

(14) A casual vacancy in the office of either the Chair or Deputy Chair of Academic Senate:

(a) is to be filled by members electing 1 of their number to be Chair or Deputy Chair as the case may be; and

(b) will result in that person holding office for the residue of the term of office of the Chair or Deputy Chair whose place that person has filled.

(15) Any period served in filling a casual vacancy under rule 8(14) does not preclude a person from serving a full 3 terms in that position if elected at a biennial election.

9. Proceedings

(1) The Registrar of the University, or nominee, is Secretary to the Academic Senate.

(2) The number of members who constitute a quorum must be half the membership plus 1.

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

(4) The Academic Senate may:

(a) determine its own procedures;

(b) request that other persons attend meetings of Academic Senate; and

(c) establish committees to assist it in connection with the exercise of any of its functions.

10. General functions of Academic Senate

(1) Advise the Council and the Vice-Chancellor on:

(a) academic matters and related activities of the University;

(b) measures to safeguard the academic freedom of the University;

(c) academic standards and quality, and on teaching effectiveness at the University; and

(d) academic priorities of the University.

(2) Provide a forum to facilitate information flow and debate within the University and between the senior executive officers of the University and the wider academic community.

(3) Consider and report on matters referred to it by the Council or by the Vice-Chancellor.

(4) Undertake such other functions as specified in Council resolutions.

11. Specific functions of Academic Senate

(1) Approve policies on academic matters.

(2) Approve the establishment, dis-establishment or changes to a degree, diploma, certificate or other award course, including programs of study, majors and award Rules and academic requirements to be offered by the University or through a third party provider.

(3) Request, consider and take action on reports from Faculties, the MGSM and organisational units engaged in supporting the academic activities of the University.
The University regularly reviews and amends the content and form of the Calendar of Governance, Legislation and Rules with the latest version published on the University website http://universitycouncil.mq.edu.au.

Part 4 General

12. Notes

Notes in these Rules do not form part of these Rules.

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 in a program of study leading to a degree, associate degree or diploma of the University;

   (b) is enrolled in a program of study leading to a masters, postgraduate diploma or postgraduate certificate of the University;

   (c) is enrolled in a unit, or units, as offered by:

      the Macquarie University English Language Centre (ELC), or

      the Sydney Institute of Business and Technology (SIBT);

   (d) is enrolled in a unit, or units, as a non-award student;

   (e) is engaged in research at the University; or

   (f) is a member of the academic or professional staff of a recognised university.

(3) In admitting persons to resident membership, a college shall give preference to applicants of the categories described in 2(a), 2(b) and 2(c) of this rule over applicants of the category described in 2(d) 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 per cent 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 Rule 3(4); 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.
Calendar of Governance, Legislation and Rules – 2014

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 Council Secretary, 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 Council Secretary shall transmit by post, electronic or other means of delivery to each member of the Council a 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 Council Secretary 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. Meetings of Council may be called or held using any technology consented to by all members of the Council. The consent may be a standing one.

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.

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

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;

(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 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
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 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 may be 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:
      (a) a student, who is a candidate for a degree or diploma, shall be regarded as full-time, part-time, internal or external as designated by the rules pursuant to the award in which the student is admitted, or the unit or program of study in which the student is enrolled;
      (b) the dates of the University study periods shall be as determined from time to time and shown in the University Calendar;
      (c) a non-award student is a student who is enrolled in one or more units from the University’s Schedule of Units, but who is not admitted to an award;
      (d) 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;
      (e) an international student is a student who is not an Australian or New Zealand citizen, nor the holder of permanent residence status in Australia, and who is admitted to an award 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 or non-award programs 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.

Fees for domestic students

4. (1) All awards offered by the University for domestic students shall be defined as either a Domestic Fee Paying Place (DFP) or a Commonwealth Supported Place (CSP), with the possible exception of students referred to in Rule 7.
   (2) (a) Students who are admitted to an award, or are enrolled in a program of study, offered as a Domestic Fee Paying Place shall observe the following:
Calendar of Governance, Legislation and Rules – 2014

(i) Students shall be liable to pay tuition fees as approved by the Vice-Chancellor. These rates are published on Macquarie University’s website: www.mq.edu.au/unifees.

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

(iii) 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.

(iv) Save as provided in Rule 4(2)(a)(v), a student who withdraws from a unit for a program of study or award for which tuition fees are payable by the relevant study period census date shall be granted a refund of fees paid in respect of that unit.

(v) The Vice-Chancellor may determine special conditions under which refunds of tuition fees may be made in respect of a particular program of study, or award, where the Vice-Chancellor considers that the provisions of Rule 4(2)(a)(iv) are inappropriate for that program of study.

(vi) The Higher Education Loan Program (HELP), via FEE-HELP, allows eligible students to defer their tuition fees. The Higher Education Loan Program is administered by the Australian Taxation Office.

(b) Students who are admitted to an award, or are enrolled in a program of study, offered as a Commonwealth Supported Place shall observe the following:

(i) 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 Industry, Innovation, Science, Research and Tertiary Education (DIISRTE) and approved by the Vice-Chancellor.

(ii) The student contribution shall be payable for the total Equivalent Full-Time Student Load for which a student is enrolled in each study period.

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

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

5. (Repealed)

Fees for 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.

Fees for higher degree research students

7. The fees to be paid by higher degree research 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

8. (1) A late fee may be payable if an application for admission is lodged after the day specified by the Registrar. Late fee amounts are generally aligned with the Universities Admissions Centre’s schedule of late fees for the relevant admission period.

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

(2) A late fee may be payable if enrolment in a unit after the day specified by the Registrar is requested, and approved, by the Registrar. In exceptional circumstances the Vice-Chancellor may waive the payment of the late enrolment fee.

(3) A late fee is payable if tuition fees or student contribution fees are outstanding beyond the due date specified by the Chief Financial Officer. The late payment fee shall be $200.

9. (Repealed)

Charges

10. 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

11. 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 fee due date are required to pay their own fees. A refund will be processed after a recognised enrolment voucher or letter of authority has been lodged.

Extension of time for payment

12. 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 payment fee becomes payable, pursuant to Rule 8(3).

Failure to meet liabilities
13. (1) Students who are indebted to the University for less than $200 will be denied permission to re-enrol, and denied access to final examination results and official academic transcripts.

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

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

Student Services and Amenities Fee
14. (1) In accordance with the Higher Education Support Act 2003 (as amended), students may be liable to pay a Student Services and Amenities Fee (SSAF) as determined and approved by the Vice-Chancellor.

(2) The fee amount for any given year shall be as determined and approved by the Vice-Chancellor, but shall be no more than the maximum amount as specified each year in the Higher Education Grants Index.

(3) The fee amount shall be calculated in accordance with a student’s classification as full-time or part-time, or as otherwise determined by the Vice-Chancellor. Where a student enrolls in, or withdraws from, a unit or units for a program of study, within the relevant timeframes for a study period, and where this results in the student being reclassified as full-time, part-time, or discontinued, the fee shall be adjusted accordingly.

(4) The Higher Education Loan Program (HELP), via SA-HELP, allows eligible students to defer their Student Services and Amenities Fee. The Higher Education Loan Program is administered by the Australian Taxation Office.

Schedules 1–4
(Repealed)

Nominations Committee Rules
1. Council shall establish a Nominations Committee pursuant to and subject to By-law 14.

2. For the purposes of By-law 15 the Council Secretary (or nominee) will convene the Committee.

3. The Chancellor (or nominee) may 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 or Council Secretary, as appropriate, 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 Council Secretary (or nominee), as appropriate, 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 or wishes to nominate for the role of Chancellor, then the Council shall nominate an external member of Council (in addition to the external member already appointed to the Search Committee) to be Chair:
  - the Vice-Chancellor;

The University regularly reviews and amends the content and form of the Calendar of Governance, Legislation and Rules with the latest version published on the University website http://universitycouncil.mq.edu.au.
Calendar of Governance, Legislation and Rules – 2014

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

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

   (3) The Registrar shall forthwith report to the Executive Dean of Faculty in writing any instance coming to the Registrar's notice of breach or...
suspected breach of discipline or misconduct at a University final 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 final 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 Chair of the Academic Senate, a member of Council selected by the Council, four Executive Deans of Faculties selected biennially by the Academic Senate (or their delegates), a student member of the Academic Senate selected by the Academic Senate and any other persons appointed from time to time by the Vice Chancellor.

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

(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. 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 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 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 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 Standing Committee on Appeals, 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 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 Registrar may accept a notice of appeal delivered to him or her within such period as is, in the Registrar’s opinion, reasonable in the circumstances where the period specified in Clause 9(1) has expired and where, in the 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).