

FREEDOM OF INFORMATION ACTS, 1989
Section 14(1)(b) and (3)

SUMMARY OF AFFAIRS
of the
MACQUARIE UNIVERSITY

SECTION 1 Policy Documents

1.1 Policies within the Macquarie University Act

1.1.1 By-law relating to

Interpretation
The University Council
Election of Members of Council
The Use of the Common Seal
The Election of and Powers of Chancellor and Deputy Chancellor
The Powers of the Vice-Chancellor and other University Officers,
Disciplinary Provisions
Management and Administration
Matriculation
Courses and Degrees
Convocation
Fees
Arms of the University
Academic Costume
Student Misconduct and Discipline
Affiliation of Residential Colleges
University Residential Accommodation

1.1.2 Regulations and Rules relating to

Academic Costume
Academic Senate - its composition, conduct of meetings
Convocation - composition of Standing Committee, conduct of meetings
Fees - including Student Activities Fee, Continuing Education Fees,
Tuition Fees for Specified Postgraduate Courses, Higher
Education Contribution Scheme, Overseas Students Fees, Late
Fee, Housing Occupation Fee, etc.
University Housing, - composition of Board, conditions of licence.
Interdisciplinary Centres
Schools - election of Head of School, composition of Schools, conduct
of School meetings
Bachelor Degree - requirements of courses, non-compliance,
discontinuance of studies etc.
Rules Governing the Enrolment of Students
Rules Governing the Admission of Students who are not candidates for
an Award
Graduate Diploma Rules
Diploma in Community Management Rules

Rules Governing Students' Conduct in Examinations
Rules for Higher Doctoral Degrees
Rules for Doctoral Degrees
Rules for the Degree of Master by Research
Rules for the Degree of Master by Coursework
Rules for Postgraduate Diplomas
Rules for Postgraduate Certificates
Rules on Charges for Examinations, Academic Records, Replacement
Testamurs

1.2 Other Policy Documents

1.2.1 Policies Relating to the Conduct of Council Meetings

Policy on Council Meeting procedures - Confidential Items
Policy on Addresses to Council by Members of the University
Community

1.2.2 Policies Relating to Social Legislation

Equal Opportunity Policy
Occupational Health and Safety Policy
Freedom of Information Policy
Policy on Safety in the Workplace
Policy on Safety - Children in Laboratories
Policy on Protective Clothing

1.2.3 Policies Relating to Courses and Awards

Policy on Admission to Degrees and Diplomas
Policy on Special Admissions
Policy on Advanced Standing
Policy on Externally funded Postgraduate Scholarships
Policy on Externally funded Undergraduate Scholarships
Policy on Award of Prizes
Policy on Award of Medals
Policy on Award of Degrees and Diplomas
Policy on Australian Postgraduate Awards

1.2.4 Policies Relating to Students

Policy on Enrolments
Policy on Changes to Enrolment Program
Policy on Confidentiality of Scholarship Rankings
Policy on Continuing Education Courses
Policy on Discrimination and Harassment
Policy Guidelines on Electronic Harassment
Grievance Policy for Students
Policy on Theses Moratoria
Policy on Thesis Submission
Policy on Non-traditional Thesis Submission
Policy on Student Discipline
Policy on Appeals against Student Discipline
Policies on Assessment of Students' Work

Policy on Appointment of Examiners for Research Theses
Code of Supervisory Practice (Research Degree Candidates)
Policy on Examinations
Policy on Disposal of Examination Transcripts
Policy on Plagiarism
Policy on Assessment Procedures
Policy on Student Publications
Policy on Racial Discrimination to Students
Policy on Student Loan Funds
Policy on Student Welfare Service
Policy on Concurrent Enrolment
Policy on Availability of Student Examination Scripts, Marks and Grades
Policy Concerning Students with Disabilities
Policy on Residential Schools
Policy on Confidentiality of Information on Student Files

1.2.5 Policies relating to Human Resources

The Macquarie University Enterprise Agreement 2003-2006 covers a whole range of policies related to staffing the University including -

Advertising for Academic Staff
Academic Salaries
Salaries (General Staff)
Establishment of and Appointment to Chairs
Conditions of Academic Appointments
Appointment of Academic Directors or Assistant Directors
Appointment of Heads of Schools
Academic Appointments on Probation
Procedures for Academic Promotion
Appointment of Emeritus Professor
Academic Tenure
Grants-in-Aid to attend Australian and Overseas Conferences
Exchange/Secondment to other Institutions
Removal and Travel Expenses
Long Service Leave
Maternity/Paternity/Adoption Leave
Recreation Leave (Academic Staff)
Recreation Leave (General Staff)
Repatriation
Outside Studies Program Leave
Outside Employment
Selection Procedures for Academic Staff
Allowances for Travel and Entertainment
Appointment of General Staff (Temporary and Part-Time)
Grant-in-Aid - Staff Development
Study Leave - Staff Development
Overtime (General Staff)
Job Rotation

Salary Allowances for Jury Service
Code of Good Conduct
Procedures for Dealing with Misconduct in Research

1.2.6 Policies relating to Financial Administration

Financial Management Handbook
Policy on General Investment
Policy on Borrowings
Policy on Acceptance of Donations and Grants
Policy on Grants
Policy on Investment
Policy on Accounting Procedures
Policy on Printing Charges - Sale in Bookshop
Policy on Financial Planning
In determining whether to make a payment, Accounts Payable adheres to established policies and to statutory requirements as set out in the Public Finance and Audit Act 1983 No. 152.
Policy on Contribution to Infrastructure charges
Asset Management Policy and Procedures

1.2.7 Policies relating to Control on Campus

Macquarie University Campus Development Plan 2004
Policy on Hiring of University Space to Outside Organisations
Policy on Refurbishment Works Division and Office Accommodation
Furniture and Furnishing Handbooks
Policy on Maintenance of Buildings and Premises
Policy on Use of Land and Facilities
Policy on Naming of Buildings
Policy on Manning of Buildings and Grounds
Policy on Plaques and Posters on Campus
Policy on Installation of Telephones, Duplex Lines and Telex
Policy on Traffic and Parking
Policy on Travel Service for University

1.2.8 Policies relating to the conduct of research

Macquarie University Research Manual
Academic Manual - Research Section
Macquarie University Intellectual Property Policy
Macquarie University Commercialisation Policy
Macquarie University Invention Disclosure Procedure
Macquarie University Staff Consultancy Policy
Macquarie University Establishment and Management of Divisional and University Research Centres
Joint NHMRC/AVCC Statement and Guidelines on Research Practice (conduct)
Macquarie University Publications Categories for the Internal Allocation of Research Quantum
Macquarie University Code of Supervisory Practice applicable to Research Degree Candidates
Vancouver Protocol (ethics of authorship)

1.2.9 Policies relating to animal ethics

Australian Code of Practice for the Care and Use of Animals for Scientific Purposes NHMRC 6th edition 1997
NSW Animal Research Act 1985 No. 123
NSW Animal Research Amendment Act 1997 No. 25
NSW Animal Research Regulation 1995
2002 Animal Ethics Committee Policy for Re-Homing of Suitable Animals

1.2.10 Policies relating to human ethics

National Statement on the Ethical Conduct of Research involving Humans, NHMRC 1999
Commonwealth Privacy Act 1988
NSW Privacy and Personal Information Act 1998 No.133
Health Records and Information Privacy Act 2002 No.71
NSW Child Protection Act 2000

1.2.11 Policies relating to ethics (Biosafety)

Gene Technology Act 2000
Gene Technology (Licence Charges) Act 2000
Gene Technology Regulations 2001 (Office of the Gene Technology Regulator)

1.2.12 Policies relating to computing services

Policy on Security and Rules Governing The Use Of The Computing and Communications Facilities at Macquarie University
IT Guidelines for Campus
Policy on Copyright
Policy on Accessibility Guidelines
Policy on Epublishing
Policy on Modem use
Rules for Staff / Student Accounts
Rules for Remote Access for Students (OzEcampus)
Rules for Staff Every-one / Student Alerts, Current Alerts
Policy on Operational Hours & Maintenance
Policy on Inter University Use of PC Labs
Policy on Information Security
Policy on Password Selection and Management
ICT Policy Committee Membership & Meetings
ICT Policy Committee Terms of Reference

1.2.13 Other Policies

Policy on Macquarie University Records
Policy on Museums and Collections
Policy on University Centres
Policy on Committee Membership
Policy on Honorary Awards
Policy on Discipline for Sexual Harassment

Media Policy
Policy on Publishing Assistance
Policy on Statistics
Policy on Works of Art - Official Portraiture
Policy on Writing Style
Policy on Selection of Residents for Housing
Policy on Teaching Programs Publications
Policy on Intellectual Property
Policy on Availability of Various Forms of the Convocation Roll

SECTION 2 - Statement of Affairs

The University's latest Statement of Affairs is incorporated within its 2004 *Annual Report*. The Statement of Affairs is published in three places and it can be found at pages 23 to 30 of the hardcopy Macquarie University Annual Report 2004. The respective URL for the Statement of Affairs is

- <http://www.reg.mq.edu.au/Sections/Publications/Homepage/2004PDF/4StatementofAffairs.pdf>

Copies of the *Annual Report* are available free of charge from the Publications Unit
Office of the Registrar and Vice-Principal
Macquarie University NSW 2109
Telephone (02) 9850 7381

While the URL's mentioned above are located within the web site structure the University has been mindful of the first time website visitor who will be searching for these vital publications. By selecting the front-page option *About Macquarie* a person can access the Annual Report, Summary of Affairs, and Statement of Affairs at the URL of <http://www.mq.edu.au/about/>.

If a website visitor searched for a staff member using the term - Freedom of Information – then the full contact details of Mr Lachlan Morgan – Manager Records and Archives Services and Macquarie University Freedom of Information Officer would be displayed. Also if a website visitor searched the Macquarie University website mq.edu.au the first two hits would be for the University Policy Statement Information Access – Freedom of Information and the University's Statement of Affairs.

The Macquarie University Policy Statement – Information Access Freedom of Information can be found at the URL of -

<http://www.reg.mq.edu.au/Sections/Publications/Homepage/FOI.pdf>

SECTION 3 - Contact Arrangements

3.1 Specific Policies

Inquiries should be directed, in the first instance, to the Officer indicated in the appropriate area. In general, personal inquiries should be made between 9.00 am and 5.00 pm Monday to Friday.

3.1.1 Student Related Policies

Assistant Registrar

Undergraduate Studies

Office of the Registrar & Vice-Principal

Macquarie University NSW 2109

Telephone (02) 9850 7318

Manager Postgraduate Studies (coursework)

Office of the Registrar & Vice-Principal

Macquarie University NSW 2109

Telephone (02) 9850 7342

Manager, Higher Degree Research Unit (research)

Vice-Chancellor's Office

Macquarie University NSW 2109

Telephone (02) 9850-7769

3.1.2 Human Resources and Related Policies

Director, Human Resources

Human Resources

Macquarie University NSW 2109

Telephone (02) 9850 9700

3.1.3 Policies relating to Financial Matters

Director, Financial Services and Bursar

Level 1

Building E11A

Macquarie University NSW 2109

Telephone (02) 9850 7201

3.1.4 Policies relating to Equal Employment Opportunity

Manager, Equal Employment Opportunity

Building E11A

Macquarie University NSW 2109

Telephone (02) 9850 7471

3.1.5 Policies relating to Occupational Health & Safety

Manager, Occupational Health and Safety

Human Resources

Macquarie University NSW 2109

Telephone (02) 9850 9723

3.1.6 Policies relating to animal ethics

3.1.7 Policies relating to ethics (human)

3.1.8 Policies relating to ethics (Biosafety)

The Ethics Officer
Research Office
Building E11A
Macquarie University NSW 2109
Telephone (02) 9850 7854

3.1.9 Policies relating to the conduct of research

The Director, Research and Research Training
Research Office
Building E11A
Macquarie University NSW 2109
Telephone (02) 9850 8611

3.2 General Inquiries

Non-specific inquiries should be directed to the
The Freedom of Information Officer
Building E11A
Macquarie University NSW 2109
Telephone (02) 9850 7362

3.2.1 Privacy Inquiries

The Privacy Contact Officer
Building E11A
Macquarie University NSW 2109
Telephone (02) 9850 7362

3.3 The University Calendar

The University Calendar is published in three volumes –

1. The Handbook of Undergraduate Studies
2. The Handbook of Postgraduate Studies
3. The Calendar of Governance, Legislation and Rules

The University Calendar is the official handbook published each year by the University. It is intended for use by prospective, new and continuing students, academic and administrative staff, other university and industrial colleagues, and the general public as the official reference to Macquarie University. The Calendar of Governance, Legislation and Rules includes the Macquarie University Act, By-laws, Regulations and Rules. This publication may be purchased from the Cashier, Level 1, Lincoln Building, and Macquarie University. The cost is \$7 or if posted, \$10 including postage and packing (within Australia) (outside Australia the cost is \$25). A web edition of the 2005 University Calendar is located at the URL: <http://www.handbook.mq.edu.au/> along with archive editions for the years – 1997, 1998, 1999, 2000, 2001, 2002, 2003, and 2004.



MACQUARIE UNIVERSITY

SUMMARY OF AFFAIRS

DECEMBER 2005

As required under Part 2 of the
Freedom of Information Act 1989

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