FAqs for student elections

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

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CALL FOR NOMINATIONS

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

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

Faculty Boards
Faculty Boards form a critical component of the University's academic governance framework. Each Faculty Board considers and endorses the curriculum for that faculty’s programs and makes recommendations to the Executive Dean on the academic governance of the faculty. You can find more information on the Faculty Boards webpage.

How much time do I need to commit to being a member of Academic Senate or a Faculty Board?
Allow 2 hours for each meeting, as well as 2 hours of pre-reading and any follow up. You may be invited to get involved with other committees and activities and that will require an additional time commitment. If you can’t afford the time – don’t put your hand up. It’s better to not offer than to offer and not deliver.

What are my responsibilities and duties?
- Attending meetings is the priority.
- Be prepared for the meeting – read the agenda before the meeting.
- Contribute to discussions at the meeting and provide perspectives from a student point of view.
- Communicate the work, discussions, and decisions of Academic Senate to students/student cohorts.

What skills do I need to participate on Academic Senate or Faculty Board?
- You need to be willing to express your perspectives and ask questions at the meetings.
- You need to be willing to collaborate and co-operate with the other members.
- You need to be able to manage your time and prioritise your study and work commitments to ensure you have capacity to prepare for and attend meetings.
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Who will support me?
- The relevant Governance Officer will provide organisational support to help you meet the requirements of your role. They will send you the agendas, minutes and papers, and keep you informed of what you need to do and when.
- You will be offered a mentor, who will usually be a member of Academic Senate or the Faculty Board you join. Together you will develop a mentoring plan and have regular catch ups before meetings to discuss items and ensure you are achieving your goals.
- The Chair of the relevant Committee/Board can also provide you with advice if needed.

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

Is my involvement acknowledged?
Yes. You will receive acknowledgment of your participation as an extra-curricular activity on your AHEGS – this will be based on an assessment of your contribution to Academic Senate or Faculty Board including your attendance at meetings and involvement in discussions at meetings.

Do I get paid?
No. But this may provide an advantage to your resume and in career opportunities.
FILLING OUT THE NOMINATION FORM

Where can I find the eligibility criteria for the position I am interested in?
The eligibility criteria for each position are listed on the relevant nomination forms. Contact election@mq.edu.au if you have any questions about these.

I’m aiming to complete my degree at the end of next year. Can I still nominate for a position?
A student who is enrolled on the date that nominations close is eligible to nominate for a position in these elections. There is no requirement to prove that you will be enrolled for the full term of membership. If a student elected to a position completes their studies before the end of their membership term, they automatically cease being a member of the body or committee to which they were elected.

Can I nominate for more than one position?
In most cases you won’t be able to nominate for more than one position. Examples of where you could nominate for more than one position are:

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

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

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

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

Who can be my proposer and seconder?
Students can only be nominated, or act as a proposer or seconder for the electorate in which they are enrolled. For example, if you want to nominate to be the Undergraduate Student Member from the Faculty of Arts on Academic Senate, you need to be enrolled in an undergraduate course in the Faculty of Arts, and your proposer and seconder also need to be enrolled in an undergraduate course in the Faculty of Arts. Two students can be in the same lecture, tutorial or lab group, but be enrolled in courses offered in different faculties, so please check!

Faculty of enrolment will be based on which Faculty a student’s course belongs to, or the first major a student has enrolled in. To find out your home Faculty, go to the online Handbook or Handbook Archive if you started your course before 2020, select the year of your commencement and enter your course name on the search bar.
Examples below:

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

A friend has asked me to sign their nomination form as proposer or seconder. Can I do this?
You need to check that you meet the same eligibility criteria that your friend does for the position they are nominating for. You need to be able to vote for them if there is an election. As an example, if your friend is nominating to be the undergraduate representative from the Faculty of Science and Engineering, you need to be an enrolled undergraduate student in the same Faculty. Two students can be in the same lecture, tutorial or lab group, but be enrolled in courses offered in different
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faculties, so please check! See the example above about how you can work out which Faculty you are in.

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

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

What is a “ticket”?
A ticket is a group of students who have joined up with other like-minded students to run as a
named group in the elections. They will campaign as a group on common issues and will usually have
a “how-to-vote” sheet which identifies which of the group members is standing for which position
on Academic Senate or the Faculty Boards.

Does being on a ticket guarantee I will get elected to my preferred position?
No, being on a ticket doesn’t guarantee you will be elected to your preferred position. However, you
may want to be involved with a ticket so that you can campaign with a group of other students.

My friend wants me to join their ticket. Should I?
You should only agree to be on a ticket if you are interested in being an active member on Academic
Senate or a Faculty Board. See some of the FAQs above about what is involved in being a member
before making a final decision.

If you’re not interested in coming to meetings and reading agenda papers, offer to campaign for
your friend instead.

I’ve already submitted a nomination, but I’ve been asked to join a ticket. Is it too late?
No, you can agree to join a ticket after you nominate, so long as you do so before voting and
campaigning starts on Wednesday 19 October 2022.
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ELECTIONS AND NEXT STEPS

When are the elections?
The nominations and voting periods for the current Academic Senate and Faculty Board elections are:
- Nominations period: Wednesday 31 August until Wednesday 28 September at 3.00 pm
- Voting and campaigning period: Wednesday 19 October at 3.00 pm until Wednesday 2 November at 3.00 pm.

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

What are the rules of campaigning?
Student candidates must attend a compulsory Election Conduct Briefing session on Wednesday 11 October 2022 from 3.30 pm and adhere to the campaigning rules which will be provided at the Briefing. Attendance may be in person or via Zoom video/teleconference.

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

What are the “election rules” I must follow?
Candidates and campaigners must comply with the Code of Conduct for Elections. More information will be provided to candidates at the Briefing Session.

Who can vote in this election?
You can vote for the electorate you are enrolled into. For example, if you are enrolled in a postgraduate coursework course owned by the Faculty of Arts, you can vote for the following positions:
- Student Members to the Faculty of Arts Faculty Board; and
- Postgraduate Coursework Course Student members on Academic Senate.

If you’re an international student studying, for example, an undergraduate degree in the Macquarie Business School, you can vote for the following positions:
- Student Members to the Macquarie Business School Faculty Board;
- Undergraduate Student Member of the Macquarie Business School on Academic Senate; and
- International Student Member on Academic Senate.

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

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

How is voting counted?
Most of the positions to be filled only require one person, so the candidate who has received the highest number of first preference votes will be declared elected.
For the Faculty Board elections, and for the two Postgraduate Coursework Course Student Members on Academic Senate, the result of the ballot will be determined in accordance with the procedures set out in the *Proportional Representation Manual: Rules for Conducting Elections by the Quota Preferential Method*. 