

FACULTY BOARD - NOMINATION FORM - STUDENTS

Term of Office: 1 January 2027 – 31 December 2028



Faculty Boards form a critical component of the University's academic governance framework. Each Faculty Board considers and endorses the curriculum for that Faculty's courses and makes recommendations to the Executive Dean on the academic governance of the Faculty.

- **TWO (2) STUDENTS FROM EACH FACULTY ON THE:**
 - Faculty of Arts Faculty Board
 - Faculty of Medicine, Health and Human Sciences Faculty Board
 - Faculty of Science and Engineering Faculty Board
 - Macquarie Business School Faculty Board

Eligibility (pursuant to the [Macquarie University By-law 2005](#), and the [Faculty Rule](#))

To be eligible to be nominated as a candidate, a student must be:

- enrolled and proceeding to a degree, diploma or certificate at Macquarie University as at the date and time of close of nominations (3.00 pm on Wednesday 16 September 2026); and
- enrolled in at least one (1) unit of study at the date and time of the close of (3.00 pm on Wednesday 16 September 2026); and
- enrolled in a course within the relevant Faculty as either identified on their internal transcript or determined by the first major in which they enrolled.

A separate nomination form must be completed for each candidate. A nomination form must be:

- signed by two (2) persons qualified to vote at the election (i.e. students who meet the criteria outlined above), one of whom is the proposer and one of whom is the seconder; and
- endorsed with, or accompanied by, the written consent of the candidate to their nomination.

Important Information regarding Electorates and Electoral Rolls

Students can only be nominated, or act as a proposer or seconder for the electorate in which they are enrolled. For example, a student seeking nomination as a student member from the Faculty of Arts, must be enrolled in the Faculty of Arts, **and** so must their proposer and seconder.

Faculty of enrolment will be based on **which Faculty a student's course belongs to**, or the first major a student has enrolled in. It is not possible to choose your home Faculty, it is determined by your enrolment. **It is very important for students in a double degree to check which Faculty the degree belongs to. A double degree belongs to only one Faculty.**

To find out your Faculty, go to <https://coursehandbook.mq.edu.au/search>

Enter your course name on the search bar. Use the double degree tab if you are enrolled in a double degree. Use the drop-down menu to view the information relevant to the year you enrolled in your course. The home Faculty for the course will appear in the banner above the course name.

Examples below:

By Faculty ▾

Home / Bachelor of Commerce and Bachelor of Laws

Faculty of Arts

Bachelor of Commerce and Bachelor of Laws

Double Degree | 400 credit points

You are viewing the 2025 version

2025 ▾

The deadline for submission of nomination forms is **3.00 pm Wednesday 16 September 2026**
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Master of Security and Strategic Studies

Course | 120 credit points

You are viewing the 2023 version

2023 ▾



Remember to check the home Faculty for **all three students** signing the form – the candidate, the proposer and the seconder. If you are not sure, please contact election@mq.edu.au with details of your course and student number for confirmation of your Faculty.

The final validity check for nominations is conducted as at the close of nominations date – **Wednesday 16 September 2026 at 3pm**. If you are organising updates to your enrolment information, please ensure they are completed by this date. Please contact election@mq.edu.au as soon as possible if you become aware of a delay.

Important Dates

Notice of Election and Nominations open	Wednesday 2 September 2026	Week 6
Nominations close	Wednesday 16 September 2026, 3.00 pm	Week 8
Ballot Draw with Scrutineers Briefing session	Tuesday 6 October 2026; 1.30-3.00pm 3.00 – 4.00pm	Week 9
Recess	Mon 21 September – Monday 5 October 2026 (Labour Day Public Holiday)	Recess
Voting opens	Wednesday 14 October 2026, 3.00 pm	Week 10
Voting closes	Wednesday 28 October 2026, 3.00 pm	Week 12
Vote Counting	Thursday 29 October 2026, 2.00 pm	Week 12

Questions?

Please see the elections website '[Forms and FAQs](#)' page for more information, or email us at: election@mq.edu.au

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NOMINATION FORM

We, the undersigned, being qualified to vote in the above election, do hereby nominate (*Please type or PRINT*)

Full name of Nominee :			
Preferred name (for Ballot)			
Student number:		Phone number:	
Course Enrolled in:			
Faculty your course belongs to:	A course belongs to one Faculty. See page 2 to confirm your course Faculty.		
Student Email address:			
	Candidates must use their @students.mq.edu.au email address to submit this form		

as a candidate for election to the Faculty Board, in the role of (**tick appropriate – one box only**):

Student Member from

- ☐ Faculty of Arts
 ☐ Faculty of Medicine, Health and Human Sciences
☐ Macquarie Business School
 ☐ Faculty of Science and Engineering

*Note: The proposer and seconder must be eligible to vote and enrolled in the **same electorate** as the candidate – e.g. enrolled in the same Faculty)*

Full name of Proposer :			
Student number:		Phone number:	
Course Enrolled in:			
Faculty your course belongs to:	A course belongs to one Faculty. See page 2 to confirm your course Faculty.		
Email address:			
Signature		Date	

Full name of Seconder :			
Student number:		Phone number:	
Course Enrolled in:			
Faculty your course belongs to:	A course belongs to one Faculty. See page 2 to confirm your course Faculty.		
Email address:			
Signature		Date	

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Checklist:

Student nominees are asked to review and complete this Checklist to demonstrate that they have read and understood the requirements of their role on the Academic Senate prior to submitting their nomination form.

☐	Pre-nomination requirements - nominee I declare that I meet the eligibility criteria set out for the role I am nominating for.
☐	Pre-nomination requirements – proposer and seconder I declare that my proposer and seconder meet the eligibility criteria to vote in the electorate for the role I am nominating for. e.g. for the Faculty of Arts student member – proposer and seconder must be enrolled in the Faculty of Arts. Double degree students please see page 2 of this form and check the Handbook
☐	Code of Conduct for Elections (Schedule 1) I agree to abide by the Code of Conduct for Elections
☐	Faculty Board Terms of Reference I have read and understood the Faculty Board Terms of Reference and Faculty Rule
☐	Information for students seeking election I note that further information and FAQs are available on the University website for elections .

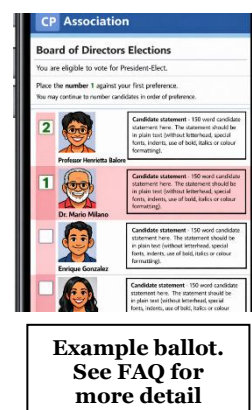
Statement and Photo:

1. Candidates should **attach to the email submitting this nomination form:**

- a statement relating to their candidacy – not exceeding 150 words; and
- a photograph – for circulation to voters (submit as a jpeg file).

Nominations, including a statement and photograph, must be received by **3.00 pm on Wednesday 16 September 2026** by email to election@mq.edu.au
If you do not wish to include a statement or photo on the ballot, please advise this in writing when submitting your nomination.

2. Candidates are advised that upon a formal written request and following the approval of the Returning Officer / Deputy Returning Officer, election data may be released to students. This data may include the candidates' full name and election results.



**Example ballot.
See FAQ for
more detail**

Ballot Draw and Briefing Session

- Each candidate is entitled to appoint a Scrutineer to attend the candidate draw to determine the order in which candidates will appear on the ballot. The candidate draw will occur on **Tuesday 6 October 2026; 1.30-3pm** on campus. Further information will be provided to those who have registered to attend. Scrutineer forms are available from the [election forms](#) website.
- All candidates are required to attend a **compulsory** election briefing meeting on on **Tuesday 6 October 2026 from 3.00 to 4.00 pm** on the Wallumattagal Campus. Non-attendance at the briefing session may lead to a candidate's eligibility being reviewed.

Candidate Consent:

I hereby consent to this nomination, declare that I meet the eligibility criteria set out for the role I am nominating for and agree to abide by the Code of Conduct for Elections (attached as Schedule 1 to this nomination form):

Signature of Candidate		Date	
All signatures on this form must be written signatures (form is printed, signed, then scanned), or e-signatures.			

Once this form is completed, it must be submitted by the candidate from their [@students.mq.edu.au](mailto:students.mq.edu.au) address to election@mq.edu.au

Questions?

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Schedule 1: Code of Conduct for student elections

Note: A reference to Returning Officer also includes the Deputy Returning Officer.

The University encourages and supports students engaging with student election activities. The University appreciates the need for election materials to be placed on the University's campuses during the campaign period, and for candidates to have areas where they can campaign. However, this need must be balanced with consideration for the campus population and sensitivity to other social, cultural or academic bodies that also wish to publicise their activities, and respect for the campus environment.

PART 1 - PRINCIPLES

1. This Code of Conduct applies to any person involved in a student election at the University, including staff and students of the University, eligible voters, campaigners, candidates and scrutineers.
2. All applicable University policies apply during student election, including the [Student Code of Conduct](#), [Acceptable Use of IT Resources Policy](#), and the [Discrimination, Bullying and Harassment Prevention Policy](#).
3. No person shall engage in dishonest or misleading practices of any kind during the course of an election.
4. All information provided to the Returning Officer and election staff, on official forms, in correspondence and/or verbally, must be true and accurate and not misleading.
5. The directions of the Returning Officer must be followed at all times.

PART 2 – NOMINATIONS

Nominations Period: Wednesday 2 September 2026 - Wednesday 16 September 2026 at 3.00pm

6. The nomination form must be:
 - a) accompanied by the signed written acknowledgement and consent of the candidate to his or her nomination and agreement to abide by the Code of Conduct; and
 - b) signed by two (2) persons eligible to participate in the election of the person being nominated, one of whom is proposer and one the seconder.
7. The candidate must complete all mandatory fields on the nomination form, and must submit the nomination from their @students.mq.edu.au email account.
8. The candidate may provide a statement, not exceeding 150 words, at the time of nomination, along with a photograph.
9. The Returning Officer may reject a statement or photo if in their opinion it is inappropriate.
10. The Returning Officer may make minor edits to the statement, and/or minor adjustments to crop a photo to head and shoulders.
11. A nominated candidate may request the withdrawal of their nomination by giving written notice to the Returning Officer, at any time before the commencement of the Ballot Draw.
12. A candidate may nominate for any and all positions on a governing or representative body for which they are eligible. If they are successfully elected for more than one (1) position they will be asked to choose the position they wish to hold and will relinquish their right to any other position on the governing or representative body to which they have been elected.

PART 3 – CAMPAIGNING

Campaigning Period: Wednesday 14 October 2026 at 3.00 pm -Wednesday 28 October 2026 at 3.00 pm

During the voting period, candidates may wish to promote the fact that they are a candidate for an election, known as 'campaigning'.

13. Campaigning is defined as any activity or material that in the opinion of the Returning Officer:
 - a) identifies a person as a candidate; or

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- b) affiliates a person with the election.
14. All requirements regarding campaigning apply in person as well as to campaigning on electronic platforms and through social networks.
 15. The time period during which campaigning can take place for any specific election will be determined by the Returning Officer in line with the [Macquarie University By-Law 2005](#).
 16. Candidates are allowed to nominate people to help them in their election campaign (**campaigners**).
 17. To nominate a campaigner, a candidate must use the campaigner registration form to provide the name, student number and contact details in writing of any campaigner, which must be signed by the campaigner and sent to the Returning Officer (via election@mq.edu.au) prior to that campaigner undertaking any campaign work.
 18. A campaigner may only campaign for one (1) candidate during an election.
 19. A candidate is, at all times, responsible for the conduct of any person who they have nominated as a campaigner.
 20. A campaigner must abide by this Code of Conduct.
 21. A campaigner must be eligible to vote in the election they campaign for.
 22. A campaigner will not be registered if they have been prohibited from campaigning.
 23. All persons involved in campaigning activities on campus are strongly encouraged to engage in safe public health behaviours. This includes (but is not limited to):
 - **Briefing your campaigners.** Candidates are to give an introductory talk to their campaigner/s to remind them of the importance of **good handwashing, cough/sneeze hygiene and other [public health behaviours](#)**.
 - **Stay home when unwell.** If you are feeling unwell, please [seek support and advice](#), and consider your need to attend campus.
 24. Locations where campaigning activity can occur are:
 - a) along Wally's Walk;
 - b) in front of the Library; and
 - c) within the Central Courtyard.
 25. Candidates must ensure that no walkways, or doors are blocked by any equipment or attendees.

PART 4 - ELECTION MATERIAL

26. Election material is defined as any physical, online or social media content that in the opinion of the Returning Officer is intended to promote the electoral prospect of a candidate in an election. Election material includes content on Facebook, Twitter/X, Instagram, Snapchat, TikTok and any other social media activity. Content shared in private extracurricular groups is also considered election material. Private messages between two individuals is exempt.
27. All election material must be approved prior to its use in the election. Your proposed campaign material must be submitted to election@mq.edu.au to obtain a registration approval number. Copies of approved material will be retained on file.
28. All election material must:
 - a) comply with the University's [Student Code of Conduct](#);
 - b) clearly display the name of the candidate on whose behalf the material is posted, displayed or distributed;
 - c) contain the words "authorised by the Returning Officer" in every copy of election material displayed, distributed or posted;
 - d) display the registration approval number;
 - e) be placed on campus in accordance with the University's policies relating to posters and advertising; and
 - f) not use, contain or refer to, a Macquarie University logo.
29. Candidates are responsible for removing election material (e.g. posters) at the conclusion of the campaigning period.

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30. Glue is not to be used to post any campaign materials. Glued materials will be removed and this may be done at the candidate's expense. Sticky tape or Blu Tack may be used to post campaign materials.
31. Election materials may only be placed or distributed by the candidate or their registered campaigner/s.
32. Election materials should not be placed in excessive numbers to preclude the posting of election materials by others.
33. The placement of banners is not permitted except for general promotion of the election period by the University.
34. Election materials must only refer to one (1) candidate. A ticket, or group of candidates campaigning together, will not be approved. Materials that include third party logos that are likely to be used by multiple candidates and infer membership of a ticket will not be approved.
35. Campaigners and candidates should ensure that if third parties are being used in election material (for example photos with other people, memes), that consent from these people has been provided. Evidence of consent is required prior to approval. If stock photos or footage are being used, a link to the original source is to be provided. If realistic photos or footage is AI generated, it should be noted in a watermark or text, and a screenshot of the prompt to generate the image is to be provided.
36. Candidates are encouraged to be considerate in their use of physical leaflets and flyers for both environmental and public health reasons. One alternative is to generate QR codes for election materials using online tools like the [QR Code Generator](#).
37. Campaigners and candidates may not use personal information, such as email addresses, for campaigning purposes where consent has been provided for another purpose, e.g. campaigners and candidates are not to use email distribution or membership lists for a club or society to send campaign messages.

Locations for Election Material

38. Locations where election materials may be displayed are:
 - a) the colonnade pillars and adjacent walls of the MUSE Building (18WW) on Level BG including the walls of the external stairs (up until the level of the top step) leading from Central Courtyard to the Wally's Walk level of the MUSE Building (18WW);
 - b) the colonnade pillars and the walls of the MUSE Building (18WW) on the Ground Floor (Wally's Walk entrance);
 - c) the Student Notice Board on the rotunda on the southern side of Wally's Walk opposite the entry to the MUSE Building (18WW);
 - d) all internal uncovered display boards provided in various building entrances, foyers and covered walkways. Material must not obscure other information being displayed on these boards; and
 - e) for locations within Faculty Buildings, students should comply with any Faculty requirements for the use of display boards or digital signage. For the Faculty of Arts, please contact arts.concierge@mq.edu.au for information regarding the use of digital flyers.
39. Chalk may only be used:
 - a) on exterior footpaths (not steps) exposed to rainfall. The use of crayons, felt tip pens etc. or any type of paint is not permitted; and
 - b) on the asphalt surface outside of the University Library (16MW) but not on the paved forecourt outside the entry doors.
40. Chalk must not be used in the following locations:
 - a. Central Courtyard precinct- all paved areas (including stairs and surrounds) between:
 - i. MUSE (18 Wally's Walk);
 - ii. 16 Wally's Walk;
 - iii. 14 Sir Christopher Ondaatje Ave;
 - iv. 1 Central Courtyard (1CC); and
 - v. Residential 1 and Residential 2 Towers.
41. Election materials **must not be placed** in any other location including but not limited to:
 - a) on the internal and external glass windows, walls and columns of the University Library (16MW) or Library Cafe;
 - b) on the internal and external glass windows, walls and columns of 1 Central Courtyard (1CC) and the Lincoln Building (16WW);

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- c) inside 1 Central Courtyard (1CC), and the Lincoln Building (16WW);
 - d) on the windows or glass doors of the MUSE Building (18WW);
 - e) Residential 1 and Residential 2 Towers and any residential colleges including Herring Road Apartments, Dayman Place, the Macquarie University Village and Iglu;
 - f) on the glass fronts of display boards so as to cover material inside;
 - g) on campus light standards, directories, or street, traffic or parking signs, totems or plinths.
 - h) in any toilets or lifts;
 - i) in any bus bays and car parks structures or open areas;
 - j) on or against sculptures, trees, shrubs, rocks etc.;
 - k) on or against university furniture, including rubbish bins;
 - l) on building exteriors, entrances, doors, windows, steps, stairwells or interior surfaces.
 - m) on any construction hoarding or fencing;
 - n) at a level higher than 2 metres above the ground;
 - o) at Macquarie University Hospital or the Clinic Building; and
 - p) at locations external to the Wallumattagal Campus, or the City Campus including the Macquarie University train station.
42. Election material should be placed in such a way as to not adversely affect health or safety. Paper materials are not to be placed on the ground. Ensure paper materials that are placed on walls are securely attached so as not to fall to the ground due to wind or rain. Any material that falls or becomes a hazard will be removed.
43. Any election materials placed in contravention of these requirements are subject to immediate removal which may be at the expense of the candidate and may be subject to consequences by the Returning Officer, as per Part 6 of the Code of Conduct for student elections.
44. The Returning Officer may control the placement of election material in any way that they see fit.

PART 5 - PROHIBITED CONDUCT

Unauthorised campaigning

45. A person must not campaign on behalf of a candidate unless they have been nominated to campaign and they are not otherwise prohibited from campaigning.
46. A campaigner must not:
- a) accept or receive payment or payment in kind for their efforts;
 - b) use public address systems for campaign purposes; and/or
 - c) use facilities of the University not generally available to all students, including, but not limited to, office space, computers, photocopiers, stationery, telephones and facsimile machines, for campaigning.
47. A person must not campaign:
- a) during class times in classrooms and other premises used to conduct classes;
 - b) on any premises, such as the library and other similar areas reserved for teaching, study or research; and/or
 - c) in any online spaces reserved for classes, teaching, study or research (e.g. iLearn spaces for units, research support or study support).

Unauthorised Election Material

48. A person must not publish, display or post election material which has not been approved by the Returning Officer.
49. A person must not publish, display or post election material except in accordance with this Code of Conduct.
50. The use of mailing lists in campaigning, other than lists specifically created for the election, is forbidden.
51. Endorsement of a candidate by a student club, society or other organisation is forbidden.
52. A person must not present information about a candidate of any kind (including by making allegations in relation to a candidate) during an election period either in writing or verbally except where:
- a) that person is campaigning on behalf of a candidate in accordance with this Code of Conduct and the information presented is in relation to and approved by that candidate; or
 - b) the candidate in relation to whom the information is presented is present, the information presented is

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not rude, slanderous or calculated to embarrass and it is in a forum where in the Returning Officer's opinion that candidate has a fair and reasonable opportunity to respond directly.

Interference with secret ballot

- 53. A person must not by dishonest or clandestine means attempt to discover how another person has voted.
- 54. A person involved in administering the conduct of an election (including any scrutineer appointed under this Code) must not disclose or assist another person to disclose any information as to how a person voted at an election.

Inducement, bribery or interference

- 55. A person must not exercise violence or intimidation, or offer or give a bribe, with a view to:
 - a) inducing a person to submit or withdraw candidature for election; or
 - b) influencing the vote of a person at an election; or
 - c) otherwise interfering with the due course of an election.
- 56. In this section, **bribe** includes any pecuniary benefit or material advantage including food, drink or entertainment.

Illegal voting

- 57. A person must not dishonestly exercise, or attempt to exercise, a vote at an election to which that person is not entitled.

Persons acting on behalf of candidates not to assist voters

- 58. A person who is a candidate for election or acting on behalf of such a candidate (whether with or without the candidate's authority) must not act as an assistant to a person voting at the election.
- 59. A scrutineer (*refer to Part 8 of this Code*) must not act as an assistant to a person voting at an election.
- 60. Without limiting the generality of clauses 58 and 59, a person acts as an assistant by assisting another to submit a vote electronically.
- 61. A person who is a candidate for election or acting on behalf of such a candidate (whether with or without the candidate's authority) must not have in his or her possession, or attempt to gain possession of, another person's online voting link for that election.
- 62. During the voting period a person, other than the voter, must not:
 - a) be in contact with or in the immediate vicinity of a voter while that voter has the election webpage open on any electronic device; or
 - b) set up an electronic device and solicit voters to cast their vote using that electronic device.

Unlawful interference with computer programs

- 63. A person must not, without lawful authority to do so, tamper or interfere with a computer program, system or election website used for the purposes of an election.

Destruction of Property

- 64. A person must not cover, deface, mutilate, destroy or remove without the express permission of the publisher, election material which is displayed, posted or distributed.
- 65. A person must not damage public or private property, including that of the University.

PART 6 – ELECTION COMPLAINTS

- 66. Any candidate, campaigner, staff member or student is entitled to report an alleged breach of this Code.
- 67. A complainant must make his or her complaint in writing to the Returning Officer via the election@mq.edu.au email address.
- 68. A complaint must:

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- a) be submitted in a timely fashion, within 24 hours of the alleged breach;
 - b) be written clearly and entirely in English;
 - c) include the complainant's full name and contact details; and
 - d) provide a full description of the circumstances of the complaint and evidence to support the allegation.
69. The Returning Officer must provide the following to a person against whom a complaint is made:
- a) a statement of what is alleged; and
 - b) subject to (c), an opportunity to make a written or verbal representation to the Returning Officer in relation to the complaint.
 - c) The provisions of clause 69(b) do not apply when, in the opinion of the Returning Officer, the urgency of the matter so requires.
70. The Returning Officer must investigate all complaints and make a determination within 48 hours of receiving the evidence relating to the complaint in relation to whether a breach of this Code has occurred and the consequences.
71. The Returning Officer must communicate their determination on a complaint to the complainant and the respondent.
72. The Returning Officer may refer complaints about campaigning behaviour to be addressed through the University's [Student Conduct Procedure](#).
73. Complaints regarding inappropriate or unwanted behaviour, including discriminatory or threatening language, should be submitted via [Advocate](#).
74. The act of submitting vexatious or frivolous election complaints to the Returning Officer is considered to be a breach of this Code by that complainant.

PART 7 – CONSEQUENCES OF BREACH

75. The Returning Officer may, if satisfied that a person involved in an election has breached this Code or in any way acted improperly, dishonestly or unfairly at any time during the conduct of an election, enforce any of the below consequences or a combination thereof:
- a) direct that a person makes an apology verbally or in writing;
 - b) direct that, where possible, a candidate rectifies the matter which was the subject of the complaint;
 - c) direct any person to cease their behaviour;
 - d) direct a person or group of persons to cease and desist from any form of campaigning for such period of time as the Returning Officer deems appropriate, including this or any future election at the University;
 - e) recommend to an appropriate body that the person or group of persons be removed from the campus, for any period of time that the Returning Officer recommends;
 - f) charge any person or group of persons for the expenses resulting from any damage caused as a result of their prohibited conduct;
 - g) disqualify any candidate from the election; and/or
 - h) refer issues of a disciplinary nature regarding the conduct of students to the appropriate University bodies.
76. The Returning Officer may, acting in their discretion, dismiss any candidate immediately on the grounds of abuse, coercion, harassment or intimidation by that candidate or a campaigner acting on their behalf of other candidates, campaigners, voters or electoral officials.
77. A decision of the Returning Officer under clauses 75 and 76 is final and not subject to appeal.
78. Breach of this Code by any candidate or person campaigning may result in an investigation of misconduct by that person for the purpose of the University's conduct rules and policies.

PART 8 – SCRUTINEERING

79. Candidates are permitted to nominate another person to observe these election processes on their behalf (**scrutineer**), by submitting a scrutineer form.
80. The scrutineer form must be:
- a) signed by the candidate; and
 - b) signed by the scrutineer, including a written undertaking by the scrutineer to follow rules outlined on the scrutineer form for the observing of election processes.