



1.0 WELCOME AND OPENING

2.0 ACKNOWLEDGEMENT

3.0 ATTENDANCE

4.0 MOTIONS ON NOTICE

4.1. Approves the Postgraduate Student Association Rules

Moved: Joseph Chan
Seconded: Joanne Sun

4.2. Approves the Postgraduate Student Association Election Rules

Moved: Joseph Chan
Seconded: Joanne Sun

5.0 GENERAL BUSINESS

6.0 CLOSE AND NEXT MEETING

POSTGRADUATE STUDENTS ASSOCIATION RULES			
Commencement Date:	January 2021	Review Date	January 2023
Division/ Person	PSA President		
Responsible:			
Category:	Department		
Relevant Regulation(s):	r. 39		
Approval Authority	Guild Council		

Preliminary

1 Establishment and Particulars

These rules are created under regulations 39 of the *Guild Regulations*.

2 Definitions and Interpretations

- (1) In these Rules, unless the contrary intention appears –
- (a) **CAPA** means the Council of Australian Postgraduate Association, or other such national representative body of postgraduate students as may exist from time to time;
 - (b) **Day** means any 24 hour period reckoned from and to midnight and includes public holidays, University holidays and weekends;
 - (c) **General Guild Elections** means the election of positions specified in the *Guild Election Regulations*, and which are conducted in accordance with the requirements of the *Guild Election Regulations*;
 - (d) **General Meeting** means a general meeting of the Members of the PSA;
 - (e) **Governance Committee** means the Governance Committee of the Guild Council;
 - (f) **Guild** means the Student Guild, as established by *the University of Western Australia Act 1911*;
 - (g) **Guild Council** has the same meaning as defined in the UWA Statute.
 - (h) **Guild Councillor** means a “Student Guild Councillor” as defined in the *Guild Regulations*;
 - (i) **Guild Regulations** means the *Guild Regulations* made by the Senate of the University;
 - (j) **Guild Year** has the meaning given in the *Guild Regulations*, which at the date of these Rules is:
 - the period from 1 December to 30 November of the following year;
 - (k) **Guild Member** means a member of the Guild which includes Ordinary Members, Associate Members, and Honorary Life Members;
 - (l) **Member** means member of the PSA as prescribed in rule 4(1);

- (m) **Objects** means the Objects of the PSA set out in rule 3;
 - (n) **President** means the President of the PSA or a co-President under rule 5, as the case may be;
 - (o) **PSA or Association** means the Association referred to in rule 3 of these Rules;
 - (p) **PSA Committee** means the committee of the PSA established under rule 6;
 - (q) **PSA Executive** means the governing committee of the PSA established under rule 8;
 - (r) **PSA website** means the official website of the PSA;
 - (s) **Second Semester** has the meaning given in the *Guild Regulations*, which at the date of these Rules is:
 - the University's main teaching period in the second half of the academic year the dates for which are determined by the Academic Council and published on the University's website;
 - (t) **University** means the University of Western Australia, as established by the *University of Western Australia Act 1911*;
 - (u) **University Working Day Working Day** means any day other than a Saturday, Sunday and a day specified by in the University calendar as a University holiday;
 - (v) **UWA Act** means the *University of Western Australia Act 1911*;
 - (w) **UWA Statute** means the University of Western Australia Statute made by the Senate of the University; and
 - (x) **UWA or University** means The University of Western Australia.
- (2) The Guild Council may, upon a recommendation from the PSA President, amend these Rules.
- (3) The Guild Governance Committee shall have the power to interpret any part of these Rules, or any rules made hereunder, as required.

Postgraduate Students Association

3 Objects

- (1) The Objects of the Postgraduate Students Association shall be to –
 - (a) Provide an independent voice for postgraduate students including higher degree by research and higher degree by coursework students at the University and at an Australian national level (including by joining relevant representative bodies and associations);
 - (b) Represent and promote the interests of postgraduate students including higher degree by research and higher degree by coursework students to the University;

- (c) Promote interdepartmental academic and social contact between Members in order to create a postgraduate community;
- (d) Disseminate information of interest to Members;
- (e) Obtain amenities and services for Members;
- (f) Facilitate professional development of Members of the PSA;
- (g) Facilitate in the advancement of knowledge through postgraduate learning, teaching and research at the University; and
- (h) Fulfil its obligations as a department of the Guild as set out in the *Guild Regulations*.

4 Membership of the PSA

- (1) Students will be members of the PSA if they are currently:
 - (a) A student the University defines as a postgraduate student; and
 - (b) A member of the Guild.
- (2) Members of the PSA have the right to apply for any position outlined within these Rules unless otherwise specified.
- (3) No person who is not a Guild Member may act as a member of the PSA or hold a position outlined in these Rules.
- (4) The PSA President shall have the power to reverse or alter any decision made by an PSA Member in relation to the PSA.
- (5) There shall be no membership fees payable by Members.

5 PSA President

- (1) The PSA President must provide for the information of the Guild Strategic Resources Committee, a copy of the PSA budget for the current Guild Year together with its financial statements.
- (2) Notwithstanding the *Guild Regulations* and these Rules, the purposes for which the funding provided to the PSA is expended at the discretion of the PSA President.
- (3) Acting President
 - (a) In the event of any Presidential absence, the PSA President shall nominate the Vice-President (Coursework), the Vice-President (Research) or, in their absence, another member of the PSA Executive to serve as Acting President.
 - (b) Should the President resign, the Vice-President (Coursework) and Vice-President (Research) shall jointly serve as Acting President during the period between the President's resignation and the election of a new President pursuant to the *PSA Election Rules*.

PSA Committee

6 PSA Committee Roles and Powers

- (1) The role of the PSA Committee is to –
 - (a) Assist the PSA President;
 - (b) Address all matters referred to it by the Guild Council; and
 - (c) Give effect to the objects of the PSA as set out in rule 3.
- (2) The PSA Committee may co-opt members to undertake tasks at the PSA and Guild level which may arise from time to time.

7 Membership of the Committee

- (1) All Committee members shall have full voting rights.
- (2) All members of the PSA Committee will retire from office at the end of the Guild Year.
- (3) The members of the PSA Committee, their process of appointment, and their role are listed in Table 1 below:

TABLE 1. PSA COMMITTEE			
Item	Position	Process of Election or Appointment	Role
Executive			
1	PSA President	Elected at the General Guild Elections in accordance with the <i>Guild Election Regulations</i> and <i>PSA Election Regulations</i> .	The role of the PSA President is to – <ol style="list-style-type: none"> (a) Be the nominal head of the PSA (b) Represent the Postgraduate student body at UWA Senate; (c) Call and convene all General Meetings and PSA Committee meetings; (d) Be available to Members; (e) Manage relations with sponsors or supporters of the PSA; (f) Coordinate the organisation of PSA activities; (g) Liaise with CAPA to ensure postgraduate representation at a national level; (h) Present a report at the AGM of the PSA; (i) Carry out other such duties as the PSA Executive, PSA Committee, the Association or Guild Council may reasonably direct; and (j) Represent the postgraduate student body on the University Club of Western Australia Board of Advisors, or provide a nominee.
2	Vice-President (Coursework)	Elected in accordance with the <i>PSA Election Rules</i> .	The role of the Vice-President (Coursework) is to – <ol style="list-style-type: none"> (a) Assist the President in the performance of their duties; (b) Serve as liaison officer to Guild sub-committees when appropriate; (c) Attend Guild Education Council meetings; (d) Take responsibility for education issues pertaining to coursework postgraduates at the University; (e) Represent and promote the interests of postgraduates that include, but are not limited to,

			<p>all higher degree by coursework students at the University;</p> <ul style="list-style-type: none"> (f) Liaise with the PSA Faculty or PSA Board of Studies representatives; (g) Liaise with on-campus higher degree by coursework groups, including but not limited to Faculty Societies; (h) Implement PSA polices relating to higher degree by coursework students (i) Inform the PSA General Secretary of contact details for relevant higher degree by coursework groups; (j) Promote the interests of postgraduate students involved in tutorials, lectures and lab demonstrations; (k) Research and promote events and materials for higher degree by coursework groups (l) Attend a majority of General Meetings and PSA Committee Meetings; (m) Carry out other such duties as the President, PSA Executive, PSA Committee, the Association or Guild Council may reasonably direct; and (n) Act as an Editor for the PSA Magazines, PostScript.
3	Vice-President (Research)		<p>The role of the Vice-President (Research) is to –</p> <ul style="list-style-type: none"> (a) Assist the President in the performance of their duties; (b) Serve as liaison officer to Guild sub-committees when appropriate; (c) Attend the Guild Education Council meetings; (d) Take responsibility for education issues pertaining to research postgraduates at the University; (e) Represent and promote the interests of postgraduates that include, but are not limited to, all higher degree by research students at the University; (f) Liaise with the PSA Faculty or PSA Board of Studies representatives; (g) Liaise with on-campus higher degree by research groups including but not limited to Faculty Societies; (h) Implement PSA policies relating to higher degree by research students; (i) Inform the PSA General Secretary of the contact details for relevant higher degree by research groups; (j) Represent postgraduate students in matters affecting their appointment as teaching staff; (k) Research and promote events and materials for higher degree by research groups (l) Attend a majority of General Meetings and PSA Committee Meetings;

			<ul style="list-style-type: none"> (m) Carry out other such duties as the President, PSA Executive, PSA Committee, the Association or Guild Council may reasonably direct; and (n) Act as an Editor for the PSA Magazines, PostScript.
4	Vice-President (Engagement)		<p>The role of the Vice-President (Engagement) is to –</p> <ul style="list-style-type: none"> (a) Plan PSA social and networking events; (b) Find sponsorship for PSA events; (c) Coordinate the members of the Engagement sub-committee; (d) Liaise with the President and General Secretary to propose an adequate budget for the coming year’s planned events; (e) Ensure that the PSA provides a variety of social and networking events that appeal to, and can be accessed by, a diverse range of postgraduates; (f) Ensure that the PSA provides at least two social or networking events each semester; (g) Attend a majority of PSA General Meetings and Committee Meetings; and (h) Carry out other such duties as the President, PSA Executive, PSA Committee, the Association or Guild Council may reasonably direct.
5	General Secretary		<p>The role of the General Secretary is to –</p> <ul style="list-style-type: none"> (a) Attend to any correspondence as appropriate; (b) Prepare all agendas, which must be available to the PSA Committee before the scheduled meeting; (c) Keep adequate minutes of all General Meetings, PSA Executive Meetings and PSA Committee meetings, including a record of the members present; (d) Follow up resolutions and actions of previous meetings prior to the meeting; (e) Contact Faculty and School Managers to ensure an up-to-date contact directory of Postgraduate Student Representatives; (f) Ensure an up-to-date contact directory of services available for postgraduate students; (g) Ensure that the PSA is informed about current issues in the University community and the higher education sector; (h) Work with the PSA President prepare the PSA budget submission for the Guild Council budget meeting; (i) Ensure timely payment of liabilities of the PSA; (j) Provide a report of all PSA accounts to the PSA Executive on a monthly basis or when deemed necessary by the PSA Executive; (k) Liaise with the Guild General Secretary in respect of the PSA budget; (l) Present a report at the PSA AGM; (m) Attend a majority of General Meetings and PSA Committee Meetings; and

			(n) Carry out other such duties as the President, PSA Executive, PSA Committee, the Association or Guild Council may reasonably direct.
Non-executive			
8	Equity Officer	Elected in accordance with the <i>PSA Election Rules</i> .	<p>The role of the Equity Officer is to –</p> <ul style="list-style-type: none"> (a) Represent the interests of postgraduate students at all appropriate Guild Committees including, but not limited to the Equity and Diversity Committee; (b) Promote the interests of postgraduate students; (c) Liaise with the PSA Executive in order to effectively represent equity groups and communicate their needs to the PSA; (d) Liaise with on-campus equity groups and services; (e) Liaise with CAPA and sector equity groups; (f) Implement the Association’s policy relating to postgraduate welfare issues; (g) Inform the PSA General Secretary of contact details for relevant equity groups; (h) Attend a majority of General Meetings and PSA Committee Meetings; and (i) Carry out such other duties as the PSA Executive, PSA Committee, or the Association may reasonably direct.
7	International Students’ Officer		<p>The role of the International Students’ Officer is to –</p> <ul style="list-style-type: none"> (a) Be an international student; (b) Represent and promote the interests of international postgraduate students; (c) Liaise with the PSA Executive in order to effectively represent international students and communicate their needs to the PSA; (d) Liaise with the on-campus international students’ groups including but not limited to the International Students’ Department; (e) Implement the PSA’s policies relating to international students; (f) Inform the PSA General Secretary of contact details for relevant international groups; (g) Research and promote events and materials for international students; (h) Attend a majority of General Meetings and PSA Committee Meetings; and (i) Carry out such other duties as the PSA Executive, PSA Committee, or the Association may reasonably direct.
8	Media Officer		<p>The role of the Media Officer is to –</p> <ul style="list-style-type: none"> (a) Liaise with the PSA Executive in order to effectively communicate appropriate information to postgraduates;

			<ul style="list-style-type: none"> (b) Be responsible for updating, moderating and maintaining all social media which the PSA chooses to use, including but not limited to: <ul style="list-style-type: none"> (i) PSA Website; (ii) PSA Noticeboard; (iii) PSA Facebook page; and (iv) PSA Instagram account. (a) Coordinate the members of the Media Sub-Committee; (b) Be responsible for the PSA’s advertising; (c) Act as Editor-in-Chief of PostScript; (d) Design and print materials for PSA advertising purposes and as needed for events and activities; (e) Attend a majority of General Meetings and PSA Committee Meetings; and (f) Carry out such other duties as the PSA Executive, PSA Committee, or the Association may reasonably direct.
9	Off Campus Officer		<p>The role of the Off Campus Officer is to –</p> <ul style="list-style-type: none"> (a) Represent and promote the interests of postgraduates that include, but are not limited to external students, students located on the Albany and Nedlands campus and those centred elsewhere such as hospitals; (b) Liaise with the appropriate Faculty representatives of external students to ensure learning material and resources are available to off-campus students; (c) Promote a sense of unity between on-campus and off-campus postgraduate students; (d) Provide off-campus postgraduates with information about University and Guild services available to them; (e) Attend a majority of General Meetings and PSA Committee meetings by correspondence; and (f) Carry out such other duties as the PSA Executive, Postgraduate Students’ Association Committee, or the Association may reasonably direct.
11	A Higher Degree by Coursework Representative for each Faculty of the University or Board of Study of the University (as established by the University from time to time)		<p>The role of the Higher Degree by Coursework Faculty Representatives is to –</p> <ul style="list-style-type: none"> (a) Liaise with the appropriate Faculty Societies to ensure that sufficient representation, advocacy and resources are available to students in each Faculty; (b) Represent the Faculty Postgraduate body at Faculty Boards and Committees related to Higher Degree by Coursework students; (c) Meet with the Faculty Dean or Manager at least twice per year;

			<ul style="list-style-type: none"> (d) Liaise with postgraduate student representatives within each school of the University (School); (e) Promote the establishment of postgraduate student representatives of Schools where they do not exist; (f) Inform the PSA General Secretary of contact details for School postgraduate representatives, and postgraduate students' groups; (g) Report to the PSA President and each PSA Committee Meeting on any relevant actions or activities within the Faculty Board; (h) Promote the interests of postgraduate students in the faculty; and (i) Carry out such other duties as the PSA Executive, PSA Committee, or the Association may reasonably direct.
12	A Higher Degree by Research Representative for each Faculty of the University or Board of Studies (as established by the University from time to time)		<p>The role of the Higher Degree by Research Faculty Representatives is to –</p> <ul style="list-style-type: none"> (a) Liaise with the appropriate Faculty Societies to ensure that sufficient representation, advocacy and resources are available to students in each faculty; (b) Represent the Faculty Postgraduate body at Faculty Boards and Committees related to Higher Degree by Research students; (c) Meet with the Faculty Dean or Manager at least twice per year; (d) Liaise with postgraduate student representatives within Schools; (e) Promote the establishment of postgraduate student representatives of Schools where they do not exist; (f) Inform the PSA General Secretary of contact details for School postgraduate representatives, and postgraduate students' groups; (g) Report to the PSA President and each Committee Meeting on any relevant actions or activities within the Faculty board; (h) Promote the interests of postgraduate students in the Faculty; and (i) Carry out such other duties as the PSA Executive, PSA Committee, or the Association may reasonably direct.
13	No more than four Ordinary Committee Members		<ul style="list-style-type: none"> (a) Attend a majority of General Meetings and PSA Committee Meetings; and (b) Carry out such other duties as the PSA Committee or the Association may reasonably direct.
13	Aboriginal and Torres Strait	Appointed by the Western Australian Aboriginal Students' Corporation, or	<ul style="list-style-type: none"> (a) Promote and represent the interests of Aboriginal and Torres Strait Islander postgraduate students;

Islander Students' Officer	where they are unable or unwilling to appoint such a person, the WASAC Chair shall hold the position until a suitable candidate is appointed.	<ul style="list-style-type: none"> (b) Liaise with the PSA Executive in order to effectively represent Aboriginal and Torres Strait Islander students and communicate their needs to the PSA; (c) Liaise with the School of Indigenous Studies; (d) Liaise with the National Aboriginal & Torres Strait Islander Postgraduate Association (NATSIPA); (e) Liaise with the WA Student Aboriginal Corporation (WASAC); (f) Implement the PSA's policies relating to Aboriginal and Torres Strait Islander students; (g) Seek to organise at least one event focused on Aboriginal and Torres Strait Islander students per year; (h) Attend a majority of General Meetings and PSA Committee Meetings; and (i) Carry out such other duties as the PSA Executive, PSA Committee, or the Association may reasonably direct.
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8 Powers of the PSA Executive

- (1) The PSA Executive shall be responsible for carrying out the everyday business of the PSA and shall report to the PSA Committee.
- (2) The PSA Executive shall be required to meet at least once a month or when deemed necessary by the President.
- (3) The PSA President and/or PSA General Secretary shall have the power to enter into financial commitments on behalf of the PSA.
- (4) The PSA Executive shall have the power to use property belonging to the PSA for the furtherance, promotion and execution of the Objects of the PSA.
- (5) Where an issue is not covered by an existing PSA Stance, the PSA Executive may temporarily determine an interim PSA Stance pursuant to regulation 14(3) of the *Guild Regulations*.

9 Resignations

- (1) A member of the PSA Committee may resign at any time by tendering a written resignation to the General Secretary of the PSA and such a resignation shall take effect when the General Secretary receives the written resignation.
- (2) Should the General Secretary wish to resign, they shall tender their resignation to the PSA President.
- (3) A member of the PSA Committee may be dismissed from office for failing to comply with these Rules if a two-thirds majority of the PSA Committee vote in favour of the dismissal.
- (4) Casual vacancies will be filled per rule 37 and 38 of the *PSA Election Rules*.

PSA Sub-Committees

10 PSA Sub-committees

- (1) The PSA may appoint any other sub-committees deemed necessary by the PSA Executive.
- (2) The PSA President and the General Secretary shall be *ex-officio* members of all sub-committees.
- (3) The PSA President may exercise a deciding vote in the event of a tie in all sub-committees.

11 Awards and Grants Sub-committee

- (1) The PSA Committee shall appoint a Sub-committee known as the Awards and Grants Sub-committee at the first convened meeting of the PSA Committee.
- (2) The membership of the Awards and Grant Sub-committee are listed in table 2 below:

TABLE 2. MEMBERS OF THE AWARDS AND GRANTS SUB-COMMITTEE	
Item	Member
1	Research Vice President
2	PSA General Secretary
3	Up to two members co-opted at the discretion of the PSA Committee.

- (a) The members of the Sub-committee will remain constant for the duration of the PSA Committee's term, except in the event of a member resigning from the PSA Committee.
 - (b) At least two of the members of the Awards and Grants Sub-committee must be a woman or non-binary person.
 - (c) At least one Postgraduate Coursework Representative
 - (d) At least one Postgraduate Research Representative
 - (e) The Chair of the Awards and Grants Sub-Committee shall be the Research Vice-President.
- (3) The Awards and Grants Sub-committee is responsible for:
 - (a) the ethical and rigorous assessment of all submissions for PSA awards and grants; and
 - (b) the maintenance and updating of the guidelines of the PSA awards and grants.
 - (4) The Awards and Grants Sub-committee shall be required to meet at least three times a year and when deemed necessary by the member of the PSA Executive on the Sub-committee.
 - (5) At the beginning of any Awards and Grants Sub-committee meeting members are required to declare conflicts of interest.

- (6) Eligibility for Awards and Grants
 - (a) The members of the Awards and Grants Sub-committee are ineligible to apply for a PSA award or grants during their term on the Sub-committee.
 - (b) Once appointed to the Awards and Grants Subcommittee, members will be ineligible to apply for a PSA award or grant until the following Guild year.
 - (c) All other members of the PSA Committee (excluding the PSA Executive) are eligible to apply for a PSA award or grant.
- (7) Appeals
 - (a) Any Award and Grant applicant wishing to appeal a decision of the sub-committee may submit, in writing, an appeal to the PSA President within two weeks of receipt of the decision.
 - (b) The appeal must:
 - (i) Outline which aspect of the allocation of grants or awards the applicant wishes to appeal;
 - (ii) State the applicant's reasons for appealing the decision; and
 - (iii) Suggest the action the applicant wishes the sub-committee to take.
 - (c) All appeals received within the deadline must be reviewed by the Awards and Grants sub-committee and the PSA President before the final grant and awards allocations are submitted to Guild Finance for distribution.
 - (d) One reviewed, the PSA President shall inform the appealing applicant of the outcome of their appeal.
 - (e) An applicant may only appeal an allocation of a grant or award once.

12 Engagement Sub-committee

- (1) The PSA Committee shall appoint a Sub-committee known as the Engagement Sub-committee within the first three months of the Guild Year.
- (2) The membership of the Engagement Subcommittee is set out in table 3 below:

TABLE 3. MEMBERS OF THE ENGAGEMENT SUB-COMMITTEE	
Item	Member
1	Engagement Vice-President
2	One Postgraduate Coursework representative.
3	One Postgraduate Research representative,
4	Up to two members co-opted at the discretion of the PSA Committee.

- (a) The members of the Sub-committee will remain constant for the duration of the PSA Committee's term, except in the event of a member resigning from the PSA Committee.

- (b) At least two of the members of the Awards and Grants Sub-committee must be a woman or non-binary person
- (c) The Chair of the Awards and Grants Sub-Committee shall be the Engagement Vice-President.
- (3) The Engagement Sub-committee shall be responsible for the organisation of events held by the PSA at the direction of the President and Vice President (Engagement).
- (4) The Engagement Sub-committee shall be required to meet at least two times a year and when deemed necessary by the PSA Executive member of the Sub-committee.

13 Media Sub-committee

- (1) The PSA Committee shall appoint a Sub-committee known as the Media Sub-committee within the first three months of the Guild Year.
- (2) Membership
 - (a) The Media Subcommittee shall be chaired by the Media Officer.
 - (b) The PSA Committee shall co-opt ordinary PSA Members who are not members of the PSA Committee as members of the subcommittee.
- (3) The Media Sub-committee shall be responsible for the coordination of communications on behalf of the PSA at the direction of the President and Media Officer.
- (4) The Media Sub-committee shall be required to meet at least two times a year and when deemed necessary by the member of the PSA Executive on the Media Sub-committee.

Department Meetings

14 General Meetings

- (1) All meetings of the PSA are conducted in accordance with the Standing Orders of the Guild and these Rules.
- (2) At least 14 days' notice shall be provided prior to a General Meeting as follows:
 - (a) Notice shall be posted in the PSA newsletter, on the PSA website, on the PSA noticeboard and on other social media utilised by the PSA; and
 - (b) The notice shall include a copy of, or a link to, the agenda for the General Meeting.
- (3) At any General Meeting 20 PSA members shall constitute quorum.

15 Annual General Meeting

- (1) There shall be an Annual General Meeting (AGM) in the month of October each year.

- (2) The order of business for an AGM of the PSA shall include -
 - (a) A written and oral Annual Report by the President; and
 - (b) A written and oral Financial Statement by the General Secretary.
- (3) Chair
 - (a) The PSA President is to preside as chair of the AGM.
 - (b) In the absence of the PSA President, or where the PSA President elects not to chair a meeting, the role of Chair is elected by voting attendees of the AGM.
- (4) A copy of the President's Annual Report shall be submitted to the Guild, where possible at the next regular Guild Council meeting after the AGM.

16 Special General Meetings

- (1) Special General Meetings (SGM) can be called at the written request of 10 Members (Petitioners) or the PSA Executive.
- (2) An SGM shall be called by the President, or, in the absence of the President, by either of the Vice-Presidents, within 14 days of the written request.
- (3) At least 7 days' notice shall be provided prior to an SGM in accordance with rule 15(2).
- (4) If the President and Vice-Presidents have resigned or do not call such a meeting, the Petitioners may themselves call it in accordance with rule 15(2).

17 Committee Meetings

- (1) The PSA Committee shall meet no less than once a month and shall be called at the discretion of the President.
- (2) Notice
 - (a) At least three University Working Days' notice of meetings must be given to members.
- (3) Chair
 - (a) The PSA President shall act as chair of PSA Committee meetings.
 - (b) In the absence of a chair, or where the chair elects not to chair a meeting, the role of chair is filled by a nominee of the PSA President.
- (4) Quorum of a PSA Committee meeting consists of two members of the PSA Executive and three other PSA Committee members.

Finance

18 Finance

- (1) Withdrawals from all accounts including cheques or from petty cash shall be conducted in accordance with the *Student Guild Regulations*.

- (2) The General Secretary shall present a report on all accounts to the PSA Executive on a monthly basis and when deemed necessary by the Executive.
- (3) The General Secretary shall present to the Annual General Meeting a balance sheet and a statement of income and expenditure at the end of the PSA's financial year.

19 Honoraria

The PSA's budget shall include the President's honorarium, the value of which is defined to be 60% of the value of the Guild President's honorarium as defined in the *Student Guild Regulations*.

Amendments

20 Amendments to these rules

- (1) These rules may be amended by acceptance by a two-thirds majority of the Members present at a General Meeting.
- (2) Proposed amendments may be formulated as follows:
 - (a) Amendments by the PSA Committee: The PSA Committee must call a General Meeting to vote on the proposed amendments. The PSA will call a General Meeting in accordance with rule 15(2).
 - (b) Amendments by the Governance Committee: The Governance Committee may present proposed amendments to the PSA Committee. Upon receipt of the proposed amendments, the PSA must call a General Meeting within four weeks in accordance with rule 15(2) to vote on the proposed amendments.
 - (c) Amendments other than by the PSA Committee or Governance Committee: Seven Members may present proposed amendments to the PSA Committee. Upon receipt of the proposed amendments, the PSA must call a General Meeting within four weeks in accordance with rule 15(2) to vote on the proposed amendments.
 - (d) Amendments to these Rules (or to proposed amendments) may be proposed from the floor at an AGM or SGM.
- (3) If a quorum is not reached at a General Meeting at which an amendment to these Rules is put to the vote, the amendment will not be passed.
- (4) All amendments to these Rules shall be put to the Guild Council for approval prior to being enacted. A simple majority of those present and voting at a meeting of the Guild Council shall constitute approval.
- (5) The proposed amendments will become effective as from the date of the General Meeting at which the changes are approved, or the date in which the amendments are approved by the Guild Council, whichever is later.

POSTGRADUATE STUDENTS ASSOCIATION ELECTION RULES			
Commencement Date:	January 2021	Review Date	January 2023
Division/ Person	PSA President		
Responsible:			
Category:	Department		
Relevant Regulation(s):	r. 39		
Approval Authority	Guild Council		

Preliminary

1 Establishment and Particulars

These rules are created under regulation 39 of the *Guild Regulations*.

2 Definitions and Interpretations

- (1) In these Rules, unless the contrary intention appears –
 - (a) **Candidate** means a Member standing for election;
 - (b) **Determination** means any order, ruling or direction validly made under these Rules by the Returning Officer;
 - (c) **Election** means an election for a position on the PSA as set out in the Schedule under these Rules (or as renamed from time to time);
 - (d) **Electoral Roll** has the meaning given in rule 11(1);
 - (e) **Electronic Media** means any public social media profile created for the express purpose of the Election, including but not limited to:
 - (i) Stand-alone websites hosted by the Guild;
 - (ii) Facebook;
 - (iii) Google+;
 - (iv) Instagram;
 - (v) Twitter;
 - (vi) YouTube;
 - (vii) WeChat;
 - (viii) WhatsApp; and
 - (ix) Snapchat
 - (f) **Formal Defect** includes only those errors or omissions which do not constitute a lack of substantial compliance;
 - (g) **Member** means member of the PSA as prescribed in rule 5(41) of the *PSA Rules*;
 - (h) **Nomination Period** has the meaning given to that term in rule 14(1);
 - (i) **Permitted Campaigning** has the meaning given to that term in rule 26(1);

- (j) **Returning Officer** means the person appointed by the PSA Committee, Guild Councillor or Electoral Commissioner to fulfill the position of returning officer under these rules;
 - (k) **Scrutineer** means a person appointed in accordance with rule 29(1);
 - (l) **Student Guild Election Regulations** means the Student Guild Election Regulations made by the Senate of the University;
 - (m) **Week** means any seven day period reckoned from and to Saturday midnight;
- (2) These rules should be read in conjunction with the *PSA Rules* and the *Guild Election Regulations*.
 - (3) The Returning Officer or Governance Committee shall have the power to interpret any part of these Rules as required.

Administrative Appointments and Powers

3 Appointment of a Returning Officer

- (1) The Returning Officer must be the Managing Director of the Guild.
- (2) If the Managing Director of the Guild is unable or unwilling to act or has a conflict of interest, the Associate Director – Human Resources of the Guild or their nominee must act as Returning Officer.

4 Eligibility for appointment as Returning Officer

A person shall only be eligible to serve as Returning Officer if that person:

- (a) Is not a member of the PSA and has not been anytime in the last 2 years;
- (b) Has not been a candidate in a Guild Election anytime in the last 2 years;
- (c) Is over 18 years of age or older;
- (d) Is capable of administering all aspects of the Election efficiently; and
- (e) Is impartial.

5 Responsibilities of the Returning Officer

The Returning Officer is responsible for ensuring:

- (a) The fair conduct and administration of the Election held under these Rules for which they are appointed;
- (b) That Elections are conducted in accordance with these Rules, the *PSA Rules* and the *Student Guild Election Regulations*;
- (c) That Elections preparations are complete and timely;
- (d) That the duties expressly or implicitly required in these Rules are carried out; and
- (e) The maintenance of security in respect to the Electoral Rolls and online voting systems.

6 Powers of the Returning Officer

The Returning Officer shall have the power to:

- (a) Issue any determination in whatever terms they see fit for the fair conduct and administration of any Election for which they are appointed;
- (b) Act on their own motion to prevent a breach or attempted breach of these Rules;
- (c) Spend any monies assigned by the PSA Committee for the purposes of the administration of an Election;
- (d) Direct any person wilfully interfering, obstructing or disrupting procedures at the poll or count; and
- (e) Take any other reasonable action they deem appropriate to ensure the fair conduct and administration of an Election.

7 Time and Duration of Appointment

- (1) Except where a Returning Officer is appointed under rule 8(3) the Returning Officer shall be appointed no later than one week prior to the opening of nominations.
- (2) The appointment of the Returning Officer shall be effective from the date of appointment until the declaration of the Election for which that Returning Officer has been appointed.

8 Resignation of a Returning Officer

- (1) The Returning Officer may resign by lodging a written resignation with the President of the PSA and the President of the Guild.
- (2) The resignation shall be effective from the time and date it is received by the PSA President.
- (3) Should a Returning Officer resign, a new Returning Officer will be appointed by the Associate Director – Human Resources of the Guild.

9 Storage and destruction of election materials

Throughout the PSA Elections, the Returning Officer shall adhere to the record keeping, storage and destruction requirements of the Guild.

Eligibility

10 Eligibility to vote

All Members of the PSA at the close of the Nomination Period shall be entitled to vote for all positions in an Election held according to these Rules.

11 Electoral roll

- (1) The Guild must provide the Returning Officer with a roll containing the names of all Members eligible to vote (**Electoral Roll**) before the end of the Nomination Period.
- (2) The Returning Officer may amend the Electoral Roll if the Returning Officer reasonably determines that an error exists.
- (3) The Returning Officer shall delete from the Electoral Roll the names of persons who, after the date of receipt by the Returning Officer of such Electoral Rolls, ceased to be entitled to vote in the Election prior to the close of nominations.
- (4) A copy of the Electoral Roll shall be retained by the PSA for inspection after the Election, and for archival purposes.

12 Eligibility to nominate

- (1) To be eligible to nominate for a position listed in the Schedule, a person must at the end of the Nomination Period:
 - (a) Be a Member of the PSA;
 - (b) Be an enrolled postgraduate student;
 - (c) Not have been:
 - (i) previously convicted of an offence and sentenced to imprisonment;
 - (ii) currently be under sentence; or
 - (iii) given a spent conviction;
 - (d) Not be ineligible to hold a sought position due to any statute, regulation, by-law or rule;
 - (e) Not be an undischarged bankrupt or have entered into a scheme of arrangement with creditors;
 - (f) Not be certified as mentally unfit; and
 - (g) Not be an employee of the Guild.
- (2) No person shall be elected to or otherwise hold the office of President on more than one occasion. A person who fills a casual vacancy for the PSA President pursuant to rule 37 will not be eligible to subsequently nominate for the role of PSA President.

Nominations

13 Submission of Nominations

- (1) Nominations shall be in the form and submitted in the manner prescribed by the Returning Officer.
- (2) The process for the nominations shall be communicated through all channels deemed appropriate by the Returning Officer such as:
 - (a) The PSA website;

- (b) The PSA Facebook page;
 - (c) The Guild Facebook page;
 - (d) The PSA Newsletter;
 - (e) Guild Weekly; and
 - (f) Emails to Members.
- (3) All nominations must be endorsed by at least two Members of the PSA who are not themselves nominating for the same position.
- (4) A Member may nominate under any name that, in the opinion of the Returning Officer, best reflects their identity.

14 Timing of the nomination process

- (1) Nominations shall be open for a period of at least two weeks and shall close no later than one Business Day before the open of polls (**Nomination Period**).
- (2) Nominations must be received by the Returning Officer by 5.00 pm on the Day that nominations close.

15 Nomination for multiple positions

An eligible Member may nominate for more than one position at the same Election and must provide to the Returning Officer the order of their preferred positions.

16 Validity checking

On an ongoing basis throughout the Nomination Period, the Returning Officer shall check the validity of nominations lodged.

17 Formal Defect

- (1) The Returning Officer may, in their absolute discretion, accept a nomination which, in their opinion, substantially complies with the nomination requirements.
- (2) The Returning Officer may allow a nominee to alter or correct any Formal Defect in a nomination or supplementary information and documents lodged by the close of nominations whenever this is practicable.

18 Rejection of nomination

- (1) If a nominee is ineligible as a result of a by statute, by-law, regulation or rule, the nomination shall be declared invalid.
- (2) The Returning Officer shall take reasonable steps to notify any nominee before the close of the Nomination Period of the rejection of that person's nomination and reasons for that rejection.
- (3) Any nomination rejection must be confirmed in writing.

19 Withdrawal of nomination

- (1) A person nominated as a Candidate may withdraw their nomination by lodging a notice of withdrawal with the Returning Officer until the declaration of the results.
- (2) Unless the withdrawal is lodged personally with the Returning Officer, it shall be signed by the nominee and witnessed by another person who shall be an elector for the position for which the nomination refers.
- (3) When the withdrawal of nomination is received, the withdrawing nominee shall have their name excluded from the voting system or not have the votes for them counted (as applicable).

20 Death of a nominee

- (1) Where a nominee dies before the declaration of nominations, their name shall not be declared as a Candidate and the Election shall proceed as normal.
- (2) Where a nominee dies during the voting period, they shall have their name excluded from the voting system or not have the votes for them counted (as applicable).

21 Declaration of nominations

The Returning Officer shall display on an appropriate forum the list of Candidates for each position and any other relevant details as soon as practicable after the close of Nominations Period.

22 Single nominee

When only one eligible nomination is received for a particular position at the close of the Nominations Period, that nominee will be declared as elected to that position and no vote will occur in respect of that position.

Materials and Campaigning

23 Submission of materials

- (1) Subject to rule 25, PSA Presidential Candidates shall be entitled to submit to the Returning Officer, no later than the end of the Nominations Period, the following material:
 - (a) One photograph depicting the Candidate, taken within the prior 12 months;
 - (b) An electronic A4 poster ; and
 - (c) A statement of up to 500 words.
- (2) Subject to rule 25, other Candidates shall be entitled to submit to the Returning Officer, no later than the end of the Nominations Period, the following material:

- (a) One photograph depicting the Candidate, taken within the prior 12 months;
- (b) An electronic poster of A4 dimensions; and
- (c) A statement of up to 200 words.

24 Permitted materials

- (1) No material submitted to the Returning Officer or otherwise used by a Candidate shall depict or reference any other Candidate, including in the form of How-to-Vote materials.
- (2) No material submitted to the Returning Officer or otherwise used by a Candidate shall depict or reference any other person in a rude, derogatory, defamatory, insulting or offensive manner or in a manner that identifies another Candidate, or has the effect of targeting another Candidate.

25 Publishing materials

The Returning Officer shall publish all submitted material that complies with these Rules through the PSA website and/or via any other method that the Returning Officer deems appropriate, such as those in rule 13(2).

26 Campaigning

- (1) Campaigning may only occur once nominations are declared under rule 21 and must cease when electronic voting closes in accordance with rule 28 or when the recount has concluded in accordance with rule 30 (whichever is later, as applicable). All Electronic Media shall be removed in the month immediately after the declaration of the Election results.

27 Permitted Campaigning

- (1) Candidates may only campaign via Electronic Media and may direct potential electors towards any location that the Returning Officer has displayed material in accordance with rule 25 (**Permitted Campaigning**).
- (2) Any materials used during Permitted Campaigning must comply with rule 25.
- (3) For the purposes of these Rules, the following will be Permitted Campaigning:
 - (a) Posting on Electronic Media; and
 - (b) Sending online messages (including emails) and text messages.
- (4) For the purposes of these Rules, the Returning Officer shall have the power to determine what is considered Permitted Campaigning.

28 Campaigning in breach of these rules

- (1) For the purposes of these Rules, the following will not be Permitted Campaigning:

- (a) Distributing hard copy materials (including badges, leaflets and posters);
 - (b) Speeches or presentations delivered publicly in person;
 - (c) Displaying or presenting materials in lectures, tutorials, seminars, laboratories, libraries, common areas or other similar venues on campus; or
 - (d) T-Shirts.
- (2) Candidates are responsible for monitoring campaigning, electronic or otherwise, made by non-Candidates which purport to endorse the candidate so that they comply with the requirements in rule 24 and 27.

29 External websites

At the request of the Returning Officer, the Candidate must provide to the Returning Officer, its representative or nominee, full access and control to external websites not hosted by the Guild in which the Candidate promotes/campaigns themselves.

Polling Procedure

30 Electronic Voting

- (1) Voting for Elections will occur electronically.
- (2) Voting will occur for positions that are contested.
- (3) The Returning Officer must ensure that the procedure for electronic voting will be reliable, fair and secure.
- (4) The Returning Officer shall have the power to determine the system or program by which electronic voting takes place, such that such a system ensures:
 - (a) Only eligible Members are able to vote;
 - (b) Electors may only vote once;
 - (c) Such a system allows for secret voting;
 - (d) That Candidates will not interfere with the voting system or program;
 - (e) That the system will be robust and not likely to fail;
 - (f) That secret voting can occur and elector anonymity will be maintained;
 - (g) Such a system allows for optional preferential voting as set out in rule 28(6);
 - (h) Such a system or program conforms to all other applicable rules and regulations; and
 - (i) Any other factors deemed relevant by the Returning Officer.
- (5) Electronic voting shall be open for a period of one week.
- (6) Electors shall indicate their voting preferences by numbering the Candidates in their order of preference, with the number "1" indicating their most preferred Candidate.

31 Scrutineers

- (1) Any Candidate for a position for which is being elected may appoint a scrutineer who is not also a Candidate for that same position (**Scrutineer**).
- (2) The PSA President, provided they are not a Candidate for which ballots are being counted, shall be allowed to be a Scrutineer without being appointed by a Candidate.
- (3) The appointment of a Scrutineer shall be done in writing by the Candidate to the Returning Officer.
- (4) Scrutineers are required to obey all reasonable instructions given to them by the Returning Officer.
- (5) Scrutineers may not interfere with the electronic voting system.
- (6) The Returning Officer shall have the power to dismiss any Scrutineer who has not been properly appointed or who, in the opinion of the Returning Officer, is acting in a way that is disrupting the electronic voting system or process.
- (7) When a Scrutineer is appointed, the Returning Officer may, as required:
 - (a) Explain how the electronic voting system operates;
 - (b) Undertake a test of the electronic voting system, including an example or 'dummy' run; and
 - (c) Explain the security protocols in place for the electronic voting system.

32 Recounts

- (1) A Candidate, or scrutineer on their behalf, may, anytime until the declaration of the results of an Election, request from the Returning Officer a recount of the votes for a position which that Candidate is contesting.
- (2) Such a recount must be held by the Returning Officer as soon as practical and the Returning Officer shall communicate the time of this recount to all Candidates for the position for which the recount has been requested.
- (3) The Returning Officer may, during the recount, overturn or otherwise change any decision made during the original count.
- (4) The result of the recount shall be final.

Positions not filled during the online voting process

33 Opening of positions not filled

- (1) Any positions not filled by the close of voting under rule 28 shall be advertised to be filled by the Returning Officer for a 7-day period (**Second Nominations Period**).
- (2) Subject to rule 31(1), nominations received must comply with the requirements set out in rule 13.

- (3) Candidates may engage in Permitted Campaigning in accordance with rule 26, for a 7 day-period commencing at the day after the close of the Second Nominations Period.
- (4) Voting for positions not filled will occur in accordance with rule 28 (**Second Vote**).

34 Positions vacant after a second vote

Any positions left vacant at the close of the Second Vote shall remain vacant until such time as filled in accordance with the casual vacancy provisions in rules 37 and 38.

Declaration

35 Declaration of nominations

- (1) Where at the close of the Nomination Period (or Second Nomination Period, as applicable) the number of Candidates equals the number of vacancies, the respective Candidates are declared elected, subject to any other Elections for more preferred positions where the Candidate is also running.
- (2) Where at the close of the Nomination Period (or Second Nomination Period, as applicable) the number of Candidates is less than the number of vacancies, the respective Candidates are declared elected, subject to any other Elections for more preferred positions where the Candidate is also running, and the vacancies shall be declared positions not filled.
- (3) Where at the close of the Nomination Period (or Second Nomination Period, as applicable) the number of Candidates is more than the number of vacancies:
 - (a) Where there is a single position to be filled, the Candidate with the highest number of votes for a position will be elected to that position; and
 - (b) Where there are multiple positions to be filled, the number of Candidates with the highest amount of votes corresponding with the number of positions will be elected to those positions.

36 Timing of declaration – contested positions

The Returning Officer shall declare the results of the Election as soon as practical and in any event by no later than 30 November in the relevant election year, by providing public notice, that has been signed and dated by the Returning Officer, on the Guild notice board or other location as the Returning Officer determines.

37 Validity of the result

No Election shall be liable to be questioned by reason of any:

- (1) Formal error or defect in any declaration or other instrument, or in any publication made under these Rules; or

- (2) Publication or declaration of the Election made under these Rules being out of time.

38 Term of positions

All members of the PSA Committee will retire from office at the end of the Guild Year.

Casual Vacancy

39 PSA President

- (1) Where the PSA President resigns or is otherwise removed on or before 31 May during their term, a replacement PSA President must be elected in accordance with rules 13 to 33 of these Rules.
- (2) Where the PSA President resigns or is otherwise removed on or after 1 June (**Outgoing President**), the Guild Council must appoint a Member to act as PSA President for the remainder of the Outgoing President's term (excluding a Member who has previously held the position of PSA President).

40 PSA Committee member

Where a PSA Committee member resigns or is otherwise removed before the expiry of their term (**Outgoing Committee Member**), the remaining members of PSA Committee may appoint by majority a Member to fill the vacant position for the remainder of the Outgoing Committee Member's term.

Offences and Penalties

41 Offences

- (1) The offences provided for in the *Student Guild Election Regulations* will apply in these Rules, as applicable.
- (2) In addition, it shall be an offence for any person to:
 - (a) Campaign or distribute campaign material that is not in accordance with rules 24 and 26;
 - (b) Harass or inundate a person with Election materials or campaigning;
 - (c) Fail to obey any reasonable request from the Returning Officer, in relation to the Election;
 - (d) Destroy, deface or otherwise interfere with any voting system;
 - (e) Interfere with the act of voting, including by voting on another person's behalf;
 - (f) Forge, or lie on, an electoral form or electronic voting system;
 - (g) Wilfully or negligently breach any rule in this document;
 - (h) Breach the *University Code of Ethics, Code of Conduct or the Charter of Student Rights and Responsibilities*;

- (i) Commit any act or omission that is considered misconduct under the *Student Guild Regulations* Chapter 7 - Misconduct, under the *University Statute* Chapter 10 – Student Conduct and Discipline, and/or the Regulations for student conduct and discipline; or
- (j) Otherwise act in a way that hinders to proper conduct of the Election.

42 Enforcement

- (1) The Returning Officer is responsible for considering any complaint alleging an offence has occurred, and making a Determination in respect of any alleged offence, in relation to the administration of the Election.
- (2) A complaint must be submitted to the Returning Officer either during the Election or prior to the declaration of the Election. The complaint must be in writing and:
 - (a) state the ground of complaint and alleged offence;
 - (b) outline the facts and evidence relied upon;
 - (c) state the remedy sought; and
 - (d) state the contact details of the complainant.
- (3) The Returning Officer may make any Determination in response to a complaint received or subject to their own investigation, in the Returning Officer's sole discretion. The Returning Officer must provide the complainant and the person the subject of the Determination with written notice of the Determination.

43 Penalties

- (1) Where an individual has, in the opinion of the Returning Officer, committed an offence, the Returning Officer shall have the power to, at their discretion:
 - (a) Remove a Candidate's submitted material from display for any duration;
 - (b) Ban that person from any place associated with the Election;
 - (c) Strike a Candidate's name from the ballot, where, in the opinion of the Returning Officer, such offence has undermined the integrity of the ballot for which that person is a Candidate so that a fair Election cannot occur; or
 - (d) Take any other reasonable action or apply any reasonable penalty to ensure the fair conduct of the Election is maintained, including ordering a fresh Election where it is determined that the integrity of the ballot was compromised to an extent that a fair Election did not occur.
- (2) Any person that breaches the *Student Charter of Rights and Responsibilities, Code of Conduct*, in the course of the Election shall be referred to the Guild Misconduct Tribunal under Chapter 7 of the *Student Guild Regulations*.

- (3) Matters reported to the Guild or considered by the Guild Misconduct Tribunal may be referred to the university pursuant to regulation 88 of the *Student Guild Regulations*.

44 Objections and Appeals

- (1) An objection to the Determination of the Returning Officer in rule 40(1) must be submitted in writing to the Governance Committee within 5 days from date of the Determination and must:
 - (a) state the ground or grounds of objection from the Determination;
 - (b) summarise the basis for each ground or grounds;
 - (c) outline the facts and evidence relied upon;
 - (d) state the remedy sought; and
 - (e) state the contact details of the complainant.
- (2) The Governance Committee may confirm, dismiss or vary a Determination in response to an objection, within 5 days from date of receipt of the objection. The Governance Committee must provide the complainant and the person the subject of the Determination with written notice of its decision.
- (3) An appeal to a decision of the Governance Committee under rule 42(1) must be submitted in writing within 5 days from date of the decision to the Guild Council and must:
 - (a) state the ground or grounds of appeal from the decision;
 - (b) summarise the basis for each ground or grounds;
 - (c) outline the facts and evidence relied upon;
 - (d) state the remedy sought; and
 - (e) state the contact details of the complainant.
- (4) The Guild Council may confirm, dismiss or vary the decision of the Governance Committee in response to an appeal, within 5 days from date of receipt of the appeal. The Guild Council must provide the appellant and the person the subject of the Determination with written notice of its decision.

Amendments

45 Proposing amendments

- (1) The PSA Committee, Governance Committee or 7 Members in writing, may propose amendments to these Rules.
- (2) The PSA Committee must call a General Meeting within four weeks of receiving a proposal to amend these Rules.

46 Members to vote on amendments

Changes to these Rules must be passed by a two-thirds majority of present Members eligible to vote at a General Meeting of the PSA.

47 Guild Council oversight

Changes to these rules must be passed by a simple majority of the Guild Council.

48 Commencement of new rules

The amended Rules will come into force upon approval at a PSA General Meeting and approval of the Guild Council.

49 Changes to be recorded

The amended version of these rules, once approved in accordance with rule 44 and 45, must be placed in the Guild By-Laws, in accordance with the Student Guild Regulations.

Schedule

- (1) President
- (2) Vice-President Coursework
- (3) Vice-President Research
- (4) Vice-President Engagement (Social)
- (5) General Secretary
- (6) Equity Officer
- (7) International Students' Officer
- (8) Media Officer
- (9) Up to 4 Ordinary Committee Members
- (10) Off Campus Officer,
- (11) A Higher Degree by Coursework Representative for each Faculty of the University,
 - (a) Higher Degree by Coursework - Faculty of Science Representative
 - (b) Higher Degree by Coursework - Faculty of Engineering and Mathematical Sciences Representative
 - (c) Higher Degree by Coursework - Faculty of Health and Medical Sciences Representative
 - (d) Higher Degree by Coursework - Faculty of Arts, Business, Law and Education Representative
- (12) A Higher Degree by Research Representative for each Faculty of the University
 - (a) Higher Degree by Research - Faculty of Science Representative
 - (b) Higher Degree by Research - Faculty of Health and Medical Sciences
 - (c) Higher Degree by Research - Faculty of Arts, Business, Law and Education
 - (d) Higher Degree by Research - Faculty of Engineering and Mathematical Sciences Representative