

# 2018 Student and Staff Elections



# Benefits of Participation

- Being a member of a Board or Committee will give you valuable experience on how these bodies operate.
- The skills that you will learn will benefit you in your working life. It will also increase your networks.
- Student and staff input into the Boards and Committees gives management insight into what is important to students and staff. This helps in developing future strategies.

# Positions for 2019

- Both academic staff and student positions are available on Academic Senate
- Student positions are available on
  - University Council
  - Swinburne Student Life
  - Faculty Student Consultative Committees



# Election Information

## 1. Candidates nominate

- If there is only one nominee for a position this is deemed to be an uncontested position.

## 2. Electorate votes

- If there is more than one nominee for a position, then an election is held. The candidate that has the most votes wins the election for that position.

# Important Dates

- Nomination open: 9.00am, Monday 17 September 2018
- Nomination close: 5.00pm, Friday 28 September 2018
- Voting open: 9.00am, Monday 8 October 2018
- Voting close: 12.00pm (midday), Monday 15 October 2018
- Results announced: Thursday 18 October 2018

<http://www.swinburne.edu.au/corporate/registrar/elections/welcome.html>

# Student Electorates

Position	Body	Term
1 student representative	University Council	1 year
1 PAVE student nominee director	Swinburne Student Life	2 years
1 student from AQF level 1 to 6	Academic Senate	1 year
1 student from AQF level 7 to 9	Academic Senate	1 year
1 HDR (higher degree by research) student	Academic Senate	1 year
3 undergraduate students	FBL Student Consultative Committee	1 year
3 postgraduate students	FBL Student Consultative Committee	1 year
3 international students	FBL Student Consultative Committee	1 year
3 undergraduate students	FHAD Student Consultative Committee	1 year
3 postgraduate students	FHAD Student Consultative Committee	1 year
3 international students	FHAD Student Consultative Committee	1 year
3 undergraduate students	FSET Student Consultative Committee	1 year
3 postgraduate students	FSET Student Consultative Committee	1 year
3 international students	FSET Student Consultative Committee	1 year



# Eligibility Criteria for Students

- Is 18 years of age or older at nomination;
- Is studying the equivalent of 50% or more of a full time load at the point of nomination and for the duration of their term;
- Australian resident (ie. living in Australia);
- Is attending the University solely or primarily as a student rather than as an employee of the University and is not also a student or staff member at another university; and
- Satisfies any regulatory probity requirements.

# Staff Electorates

Position	Body	Term
1 higher education academic at large	Academic Senate	2 years
1 PAVE staff at senior educator and above	Academic Senate	2 years
1 level D/E academic from FBL	Academic Senate	2 years
1 level D/E academic from FHAD	Academic Senate	2 years
1 level D/E academic from FSET	Academic Senate	2 years



# Eligibility Criteria for Staff

- Holds a 0.5 or more on-going or fixed-term appointment at nomination and for the duration of their term;
- Australian resident (ie. living in Australia);
- Is attending the University solely or primarily as a staff member rather than a student and is not also a staff member or student at another university;
- Completed probationary period of employment; and
- Satisfies any regulatory probity requirements.

# Campaigning

Candidates are encouraged to campaign during the election period. This can be done by the following means:

- Picture and a campaign statement which will be available to voters when they vote
- Flyers
- Talking to fellow students and staff.



# Prohibited Conduct

Elections shall be conducted in a manner befitting a professional organisation, including maintaining campaigning and electioneering within responsible, sensible limits and ensuring that a spirit of collegiality and essential fairness prevails.

The following includes prohibited conduct and prohibited publicity for the purposes of the elections:

- Publicity, or campaigning which is in contravention of the orderly conduct of the elections.
- Any dishonest conduct.
- Any conduct likely to mislead or deceive a voter.
- Providing false information in or interfering with any material or documentation lodged with the Returning Officer.
- Interfering with ballot materials.
- Violating the secrecy of the ballot.
- Unfairly interfering with a candidate's publicity.
- Offering free gifts, services, facilities, receptions or items and services, which in the opinion of the Returning Officer can be related in any way to campaigning or an inducement to vote.
- Failing to comply with a direction of the Returning Officer.
- Impeding in any way the conduct of an election.
- Impeding the conduct of candidate's campaign through acts of harassment, intimidation or mischief.

# Any concerns about conduct

- Complaints can be made through the online complaints form (<https://www.swinburne.edu.au/corporate/feedback/>).
- Complaints will be investigated and may result in action being taken in accordance with the Student General Misconduct Regulations, and relevant People & Culture processes.



# Further information

The elections website links to information on the electoral process, including:

- Notice of election
- How to nominate
- How to vote
- Board member commitments
- Results

<http://www.swinburne.edu.au/about/leadership-governance/elections/>

- BigPulse - the university election provider, specialising in secure online elections.

# Contacts

Council	Academic Senate	Swinburne Student Life	Faculty Student Consultative Committees	Returning Officer
Ms Emma Lincoln University Secretary and Director, Governance & Integrity t: 9214 5073 e: <a href="mailto:elincoln@swin.edu.au">elincoln@swin.edu.au</a>	Ms Karen Docking Manager Governance Planning t: 9214 5518 e: <a href="mailto:kdocking@swin.edu.au">kdocking@swin.edu.au</a>	Ms Emma Lincoln Company Secretary Swinburne Student Life t: 9214 5073 e: <a href="mailto:elincoln@swin.edu.au">elincoln@swin.edu.au</a>	Professor Glen Bates Pro Vice-Chancellor (Student Engagement) t: 9214 8100 e: <a href="mailto:gbates@swin.edu.au">gbates@swin.edu.au</a>	Ms Claire Hart Returning Officer t: 9214 8329 e: <a href="mailto:clairehart@swin.edu.au">clairehart@swin.edu.au</a>
Ms Karen Docking Manager Governance Planning t: 9214 5518 e: <a href="mailto:kdocking@swin.edu.au">kdocking@swin.edu.au</a>	Ms Amanda Wade Executive Officer Academic Senate t: 9214 4541 e: <a href="mailto:awade@swin.edu.au">awade@swin.edu.au</a>		Mr Paul Kneebone Academic Development Advisor (FHAD) t: 9214 8122 e: <a href="mailto:pkneebone@swin.edu.au">pkneebone@swin.edu.au</a>	



# University Council

# The role of Council

The role of Council is set out in the Swinburne University of Technology Act and the University's Governance Framework, which has been approved by Council.

Council has the general direction and superintendence of the University and may exercise all the powers, functions and duties of the University.

The primary responsibilities of the Council include:

- Appointing and monitoring the performance of the Vice-Chancellor
- Approving the mission and the strategic direction of the University and the annual budget and business plan
- Overseeing and reviewing the management of the University and its performance
- Establishing policy and procedural principles, consistent with legal requirements and community expectations
- Approving and monitoring systems of control and accountability, including general overview of any controlled entities
- Overseeing and monitoring the assessment and management of risk across the University, including commercial undertakings
- Overseeing and monitoring the academic activities of the University
- Approving significant commercial activities of the University
- Sections 9 and 10 of the Act also list specific powers and functions of Council. These include, consistent with TEQSA Provider Standard 3.1, conferral of higher education awards.



# Council member commitments

- One student representative for the term of one year, commencing January 2019.

Council members	Time commitments
Council	<ul style="list-style-type: none"><li>▪ Seven meetings per year</li><li>▪ Three hour meeting duration</li><li>▪ Five hours pre-reading and analysis per meeting</li></ul>
Council New Member Induction (on commencement)	<ul style="list-style-type: none"><li>▪ One hour meeting duration with the:<ul style="list-style-type: none"><li>▪ Chancellor;</li><li>▪ Vice-Chancellor;</li><li>▪ Chief Financial Officer; and</li><li>▪ University Secretary</li></ul></li></ul>
'Governance in the University Sector – Foundations of University Governance' course - Australian Institute of Company Directors	<ul style="list-style-type: none"><li>▪ Three days (may not be available for 2019)</li></ul>
Attend Graduation Ceremonies (Mar/Aug/Dec), Faculty Prize Ceremonies and other Alumni Events in an official capacity	<ul style="list-style-type: none"><li>▪ Occasionally</li></ul>

*Council members are expected to attend all Council meetings, most meetings are held at the Hawthorn campus. Council members are encouraged to attend events as an official guest pending availability*



# Swinburne Student Life



# Swinburne Student Life

Position: 1 PAVE student nominee director.

Swinburne Student Life (SSL) is an entity of the university that provides independent student amenities and services.

SSL facilitates support to students through:

- Activities, events and clubs
- Student wellbeing and support
- Advocacy and legal advice
- Financial and accommodation advice

# Swinburne Student Life Director commitments

Swinburne Student Life Directors	Time Commitment
Swinburne Student Life Board	<ul style="list-style-type: none"><li>▪ Four meetings per year</li><li>▪ Two hour meeting duration</li><li>▪ Two hours pre-reading and analysis per meeting</li><li>▪ Occasional circulatory resolution by email</li></ul>
Governance briefing	<ul style="list-style-type: none"><li>▪ One hour</li></ul>
Briefing with Chair prior to first board meeting	<ul style="list-style-type: none"><li>▪ One hour</li></ul>
'Foundations of Directorship: Governance for Directors' course - Australian Institute of Company Directors	<ul style="list-style-type: none"><li>▪ One day</li></ul>
Student Representative Council members	Time Commitment
Students elected to Swinburne Student Life also form the SRC (eligible for scholarship payment if conditions met)	<ul style="list-style-type: none"><li>▪ Six meetings per year</li><li>▪ Two hour meeting duration</li><li>▪ One hour pre-reading per meeting</li><li>▪ Occasional circulatory resolution by email</li><li>▪ Twenty hours per semester of SRC related activities</li><li>▪ Two day induction</li></ul>
<i>Swinburne Student Life directors are expected to attend all board meetings, most meetings are held at the Hawthorn campus</i>	



# Academic Senate

# Functions and purpose of Academic Senate

## **Academic Integrity, Standards and Quality Assurance**

- Monitor academic and research quality and standards
- Supported by access to performance data and a reporting line to Council
- Independent from university management

## **Academic Regulations and Policies**

- Approve and monitor academic regulations and policies

## **Course Accreditation and Regulatory Compliance**

- Accredit and reaccredit courses of study
- Ensure compliance with Government regulations and professional or registration bodies



# Academic Senate comprises of:

As determined by Academic Senate Regulations

- Ex Officio members
  - Staff who hold a position based on their role at Swinburne
- Elected academic staff representatives
- Elected student representatives

# Positions in 2019

Position	Body	Term
1 higher education academic at large	Academic Senate	2 years
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Position	Body	Term
1 student from AQF level 1 to 6	Academic Senate	1 year
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1 HDR (higher degree by research) student	Academic Senate	1 year



# Senate commitments

Academic Senate Members	Time Commitment
Academic Senate meetings Eleven (11) elected <u>staff members</u> and three (3) elected <u>students</u>	<ul style="list-style-type: none"><li>• Six meetings per year</li><li>• Three hour meeting duration</li><li>• Usually three hours pre-reading per meeting</li><li>• Occasional circulatory resolution by email</li></ul>
Academic Senate New Member Induction (on commencement)	<ul style="list-style-type: none"><li>• Two hour induction</li><li>• Thirty minutes pre-reading</li><li>• Fifteen minute brief following meeting_01</li></ul>
Professional Development Sessions (optional)	<ul style="list-style-type: none"><li>• Various</li></ul>

# Sub-committee commitments

Sub-Committees Memberships	Time Commitment
<b>Academic Senate Courses Committee (ASCC)</b> Five (5) elected Academic Senate <u>staff members</u> are allocated to ASCC	<ul style="list-style-type: none"><li>• Six meetings per year</li><li>• Usually two hour meeting duration</li><li>• Usually two hours pre-reading per meeting</li><li>• Occasional circulatory resolution by email</li></ul>
<b>Academic Policy &amp; Quality Committee (APQC)</b> Three (3) elected Academic Senate <u>staff members</u> are allocated to APQC	<ul style="list-style-type: none"><li>• Six meetings per year</li><li>• Usually one and a half hour meeting duration</li><li>• Usually two hours pre-reading per meeting</li><li>• Occasional circulatory resolution by email</li></ul>
<b>Research Policy &amp; Quality Committee (RPQC)</b> Three (3) elected Academic Senate <u>staff members</u> are allocated RPQC The HDR <u>student</u> elected for Academic Senate will sit on RPQC	<ul style="list-style-type: none"><li>• Three meetings per year</li><li>• Usually one and a half hour meeting duration</li><li>• Usually two hours pre-reading per meeting</li><li>• Occasional circulatory resolution by email</li></ul>
<b>Student Representative Council (SRC)</b> Students elected to Academic Senate also form the SRC (eligible for scholarship payment if conditions met)	<ul style="list-style-type: none"><li>• Six meetings per year</li><li>• Two hour meeting duration</li><li>• One hour pre-reading per meeting</li><li>• 20 hours per semester of SRC related activities</li><li>• 2 day induction</li></ul>



# Faculty Student Consultative Committees (FSCCs)

# Faculty Student Consultative Committees (FSCCs)

- 9 elected student representatives per FSCC
- 3x Undergraduate; 3x International; 3x Postgraduate
- Meet regularly (at least 2 times per semester) with faculty management and key staff to discuss faculty and course related issues



# Student Representative Council (SRC)

- The Student Representative Council (SRC) is the collective body of students who have been elected by their peers to official boards and committees at Swinburne.
- As a group, the SRC come together to share information, discuss broad student issues and university policy.



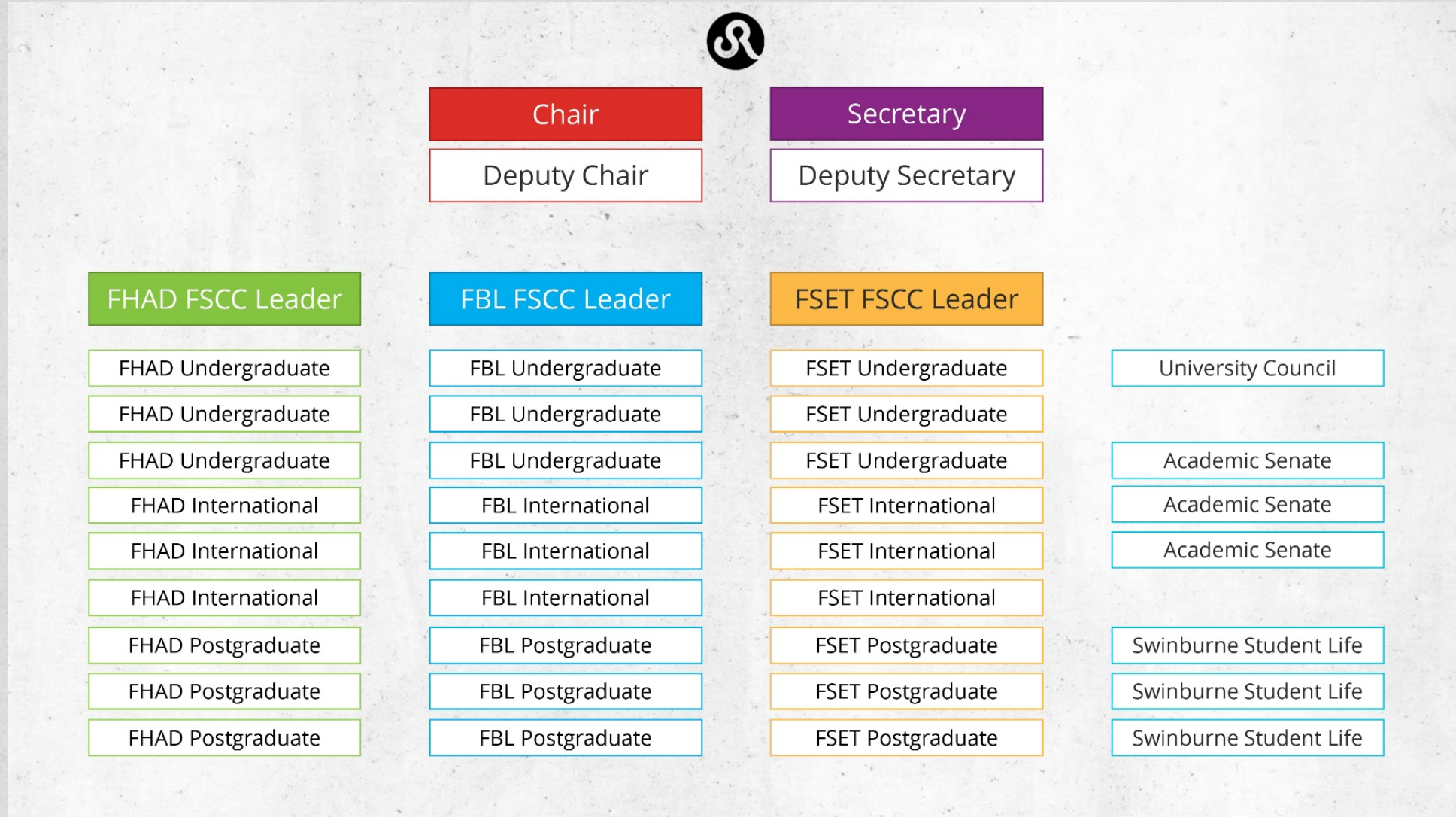
# SRC - continued



- The SRC also engage with students to develop an understanding of issues and ensure that their voice is heard



# SRC Structure



# SRC Scholarship

- SRC members receive a scholarship payment of \$1,500 per semester, provided conditions are met
- Conditions are based on meeting attendance and, in addition to this, a contribution of 20 hours SRC related work per semester (eg. stalls)
- Including meetings, the typical time commitment expected of an SRC member is about 30 hours



# The SRC Journey – Leinard Tapat

## A Student Perspective

# My Journey

- 2015 – 2018  
Student representative
- 2018 SRC Adviser  
(Staff role)





# Our Meetings

- We work in Collaboration to advocate for the student need!





# We are the Student Voice!





# Our Platforms!

- Weekly Stalls
- Email
- Website
- Facebook



# The Future of SRC

- Outdoor Marquee Stall
- Increased Student Interactions
- Increased Brand
- More visible to students







# Questions