

GENERAL REGULATIONS OF THE MONASH POSTGRADUATE ASSOCIATION INC.

REPRINTED INCORPORATING AMENDMENTS AS FROM THE FIRST PROMULGATION ON 15 JUNE 2001, AMENDED 10 APRIL 2003, AMENDED 16 JUNE 2003, AMENDED 26 MAY 2004, AMENDED 28 MAY 2007, AMENDED 30 NOVEMBER 2009, AMENDED 22 MARCH 2016, AMENDED 17 FEBRUARY 2017.

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General Regulations of the Monash Postgraduate Association Inc

1. Title

These Regulations may be cited as the General Regulations of the Monash Postgraduate Association.

2. Authorising Provision

These Regulations are made pursuant to the Associations Incorporation Reform Act 2012 (Vic) and subject to the Constitution of the Monash Postgraduate Association Incorporated.

3. Objective

The objective of these Regulations is to provide for the method and manner of operation and administration of the Monash Postgraduate Association Inc.

4. Abbreviations

- 4.1 The Monash Postgraduate Association Inc shall be referred to as the MPA.
- 4.2 The Monash Postgraduate Executive Committee shall be referred to as the MPAEC.

5. Election of MPAEC Office-bearers

- 5.1 The office-bearers of MPAEC are those specified in clause 14 of the MPA Constitution.
- 5.2 Nominations for the positions of office-bearers shall be called for at the first meeting of the newly elected MPAEC for each new calendar year.
- 5.3 Members holding campus-tagged representative positions are eligible to hold any office-bearer position on the MPAEC, except that of President or Vice President.
- 5.4 No postgraduate can hold a position on the MPAEC while simultaneously holding a staff position with, or committee member position on, an undergraduate student representative body, as recognised under Monash University (Council) Regulation 66.

- 5.5 A postgraduate cannot hold any single office-bearer position for more than a total cumulative period of two terms.
- 5.6 Only women postgraduates can stand for the position of Women’s Officer.
- 5.7 Only international postgraduates can stand for the position of International Students’ Officer.
- 5.8 Only indigenous postgraduates can stand for the position of Indigenous Students’ Officer.
- 5.9 Members of the MPAEC may nominate for more than one office-bearer position on the MPAEC but shall not hold more than one position of office-bearer.
- 5.10 In the event that more than one nomination is received for any office-bearer position, an immediate and secret ballot of the MPAEC shall be conducted.
- 5.11 In the case of a secret ballot, the vote will be decided by an absolute majority of the MPAEC.
- 5.12 The outcome of the election for each office-bearer position shall be declared before nominations are called for the following position.
- 5.13 Elections for office-bearers must be held in the following order: President, Vice – President, Education Officer (research), Education Officer (coursework), Women’s Officer, Queer Officer, International Students’ Officer, Indigenous Students’ Officer, and Access and Equity Officer.
- 5.14 MPAEC office-bearer position descriptions are set out in Schedule 1.

6. Role of the MPAEC

- 6.1 Without limiting the generality of clause 11 of the MPA Constitution, members of the MPAEC shall:
 - 6.1.1 employ such methods and implement such guidelines and policies to ensure the pursuit of MPA purposes and objects as set out in the MPA Constitution; and
 - 6.1.2 attend and participate in, meetings of the MPA, MPAEC and any subcommittee meetings and report on the outcome in a manner provided by the MPAEC; and
 - 6.1.3 provide the MPAEC and MPA staff with feedback from postgraduate constituents on any matter relevant to MPA whatsoever and raise same for discussion in meetings; and

- 6.1.4 take such steps and implement such guidelines and policies to ensure that they are accessible to postgraduate constituents, be informed about issues affecting constituents, communicate information relevant to constituents to appropriate bodies and staff, ensure MPA activities and services are provided in response to demands of constituents; and
 - 6.1.5 assist, direct or seek advice from the MPA staff in the preparation of submissions, proposals, policies and the like and to report to the MPA staff on matters pertaining to the MPAEC and MPA; and
 - 6.1.6 in the event of failing to attend three consecutive MPAEC meetings without prior leave, be automatically excluded from the MPAEC. An excluded member may apply to be co-opted to a vacancy in the membership of the MPAEC or to re-nominate in the MPAEC elections.
- 6.2 Where the MPAEC resolves to discipline a member pursuant to clause 43 of the MPA Constitution, the MPAEC must consult with the MPA Executive Officer in order to verify if the member failed in his or her duties as a member, and if so:
- 6.2.1 must follow the process outlined in clause 42 and clause 43 of the MPA Constitution; and
 - 6.2.2 must give the member at least 14 days notice in writing that the MPAEC intends to take disciplinary action; and
 - 6.2.3 the notice must include a brief statement of the grounds on which the member is alleged to have failed in his or her duties.

7. Conduct of Meetings

- 7.1 All meetings of MPA and MPAEC shall be held in accordance with the MPA Constitution.
- 7.2 Any matters not dealt with in the MPA Constitution or regulations shall be governed by the principles of good faith and where set out in the latest edition of Guide For Meetings by N E Renton.
- 7.3 The MPA Executive Officer shall be responsible for the provision of secretarial and administrative services required for meetings.
- 7.4 The President may, at his or her discretion, convene meetings of the MPA office bearers.
- 7.5 The MPAEC requires notice of at least 14 days for all motions to be put at an AGM; and
- 7.6 At least 21 days prior to the AGM, the MPA must notify all members and advertise to postgraduates this requirement of notice, and call for motions to be placed on notice for the AGM; and

7.7 The call for motions is to be advertised on the MPA noticeboard, to be sent out to MPA email lists, as well as advertised within the University.

8. Email voting by the MPAEC

8.1 The MPAEC may vote by email where the MPA President, in consultation with the MPA Executive Officer, determines that:

8.1.1 a decision is required urgently; and

8.1.2 the decision cannot be held over until the next regular MPAEC meeting.

8.1.3 the MPA Executive Officer or nominee must act as Returning Officer for an email vote.

8.2 In the case of an email vote, all MPAEC members must be sent an email that includes:

8.2.1 the proposed motion; and

8.2.2 the name of the mover; and

8.2.3 all available explanatory material relevant to the motion; and

8.2.4 the date by which the vote must be received by the Returning Officer.

8.3 An email vote is only valid if an absolute majority of the MPAEC membership participates in the vote.

8.4 The vote will be decided by a simple majority unless specified otherwise by the MPA constitution.

8.5 The results of an email vote must be sent to the MPAEC membership as soon as practicable after the closing date for voting.

8.6 The results of an email vote must be noted at the next regular MPAEC meeting and included in the minutes of that meeting.

9. Cooption to the MPAEC

Vacancies in office bearer positions and campus-tagged positions must be filled as soon as practicable.

9.1 Postgraduates wishing to coopt to the MPAEC must:

9.1.1 attend at least one meeting of the MPAEC prior to applying to be coopted; and

- 9.1.2 prior to the close of the agenda for the meeting at which their cooption application will be considered, provide a brief written statement outlining their reasons for wishing to be coopted; and
- 9.1.3 be elected by an absolute majority of the MPAEC.
- 9.2 Postgraduates may nominate for more than one vacancy on the MPAEC but shall not hold more than one office-bearer position.
- 9.3 Cooptions shall be held in the following order: Berwick campus representative, Peninsula campus representative, Parkville campus representative, Clayton campus representative, Caulfield campus representative and General member.
- 9.4 Cooptions shall be made taking into consideration:
 - 9.4.1 the applicant's interest in applying for a vacant office-bearer position if coopted; and
 - 9.4.2 the gender balance of the committee; and
 - 9.4.3 the balance of research and coursework members on the committee; and
 - 9.4.4 unrepresented faculties on the committee.
- 9.5 The MPAEC Cooption application form is set out in Schedule 2

10. Nomination of Postgraduate Representatives to University Committees

- 10.1 Subject to Monash University Statutes and Faculty policies the MPA shall nominate postgraduate representatives to Monash University Committees as and when same may come into existence or become vacant.
- 10.2 The MPA shall keep a record of current postgraduate representatives appointed to university committees.
- 10.3 Vacancies for postgraduate representative positions on University committees will be advertised electronically and/or in hardcopy to the wider postgraduate community in any practicable manner with a due closing date for submission of applications.
- 10.4 All applications shall be in the prescribed form of the MPA Nomination of Postgraduate Representatives to University Committees, Schedule 3 to these regulations.
- 10.5 In the event that there is only one applicant for a particular committee position, same will be appointed to the position unless he/she is deemed unqualified or unsuitable for the position by the MPA Executive Officer's nominee.

- 10.6 Where postgraduate applicants also hold staff positions with the University, the MPA Executive Officer's nominee must ensure that there is no conflict of interest in the applicant being appointed to a postgraduate representative role on that committee.
- 10.7 If an applicant is deemed unsuitable for a committee position pursuant to clause 10.5 of these regulations the matter will be referred for a final decision to an ad-hoc subcommittee of the MPAEC that will be constituted for this purpose.
- 10.8 An ad-hoc subcommittee of the MPAEC shall comprise no less than one MPAEC member and the MPA Executive Officer's nominee.
- 10.9 In the event that there is more than one applicant for a particular committee position then:
 - 10.9.1 where the university agrees to provide the MPA with email access to the complete list of electors within the relevant cohort, the MPA will run an election.
 - 10.9.2 where the MPA is not provided with access to the complete list of electors within the relevant cohort, an ad-hoc subcommittee of the MPAEC shall be formed as per clause 10.7 of these regulations and shall select the representative having regard to the application forms submitted by the applicants, and interviews at the subcommittee's discretion.
- 10.10 At any time during the selection process, the MPA Executive Officer's nominee and/or the MPAEC may choose to interview any postgraduate applying through the MPA for a postgraduate representative position on a University committee.
- 10.11 The MPA Executive Officer's nominee shall notify the MPA President of the requirement to form an ad-hoc subcommittee.
- 10.12 The decision of the ad-hoc committee shall be final.
- 10.13 The *Expression of Interest in MPA Postgraduate Representative Positions on University Committees* form is set out in Schedule 4.
- 10.14 The *Responsibilities of MPA postgraduate representatives on university committees* form is set out in Schedule 5.

These Regulations came into effect on June 15, 2001. An amendment was made on 10 April 2003. A further amendment was made on 16 June 2003. A further amendment was made on 26 May 2004. A further amendment was made on 28 May 2007. A further amendment was made on 30 November 2009. A further amendment was made on 31 May 2011. A further amendment was made on 22 March 2016. A further amendment was made on 17 February 2017.

Schedule 1: MPAEC Office-bearer position descriptions

1. The President:
 - 1.1 The duties of the President shall be as specified in the Constitution and these regulations and shall include:
 - 1.1.1 initiating and maintaining liaison with the University and its representatives in order to promote the MPA and its activities;
 - 1.1.2 advocating for the collective interests of Monash postgraduates by attending, and preparing speeches, reports and papers for, relevant meetings, conferences and forums;
 - 1.1.3 chairing all meetings of the MPA and the MPAEC;
 - 1.1.4 liaising with MPAEC members to ensure their active participation in MPA events and meetings;
 - 1.1.5 hearing grievances, complaints or suggestions to do with any aspect of the workings of the MPA from any postgraduate student or any member of the MPAEC, and to ensure that appropriate action is taken;
 - 1.1.6 presenting and negotiating the MPA budget submission;
 - 1.1.7 implementing the decisions of the MPAEC in consultation with the MPA staff;
 - 1.1.8 ensuring all activities are carried out in accordance with the Act by the Secretary;
 - 1.1.9 applying for membership on University Council and Academic Board, where possible;
 - 1.1.10 working a minimum of 15 hours per week, inclusive of out-of-hours/office dealings and preparation for MPA activities;
 - 1.1.11 being physically located at the MPA central office for the equivalent of at least one half day per week;
 - 1.1.12 registering as a signatory to the MPA accounts and ensuring that all cheques are signed in a timely manner;
 - 1.1.13 establishing and maintaining good working relationships with the Presidents of the Monash University undergraduate student associations, and the Presidents of other Australian university postgraduate associations;

- 1.1.14 preparing monthly activity reports for submission to the MPAEC meetings; and
 - 1.1.15 other responsibilities as may be determined by the MPAEC from time to time.
2. The Vice President:
- 2.1 The duties of the Vice President shall be as specified in the Constitution and these regulations and shall include:
 - 2.1.1 liaising with office bearers and university personnel to advise the MPAEC on university policy matters pertaining to postgraduates;
 - 2.1.2 attending relevant meetings of CAPA and coordinating attendance of MPAEC members for the annual CAPA conference and Council meeting;
 - 2.1.3 updating the MPAEC on the activities of CAPA, including requesting and presenting quarterly financial reports from CAPA, where possible;
 - 2.1.4 ensuring the preparation of the annual budget submission, in consultation with the MPA staff, the MPA President, and subject to the direction of the MPAEC;
 - 2.1.5 ensuring that all financial transactions comply with the MPA Constitution and MPA policies as exist from time to time including financial regulations;
 - 2.1.6 ensuring the preparation of the agenda for MPAEC meetings;
 - 2.1.7 overseeing the discipline, expulsion or suspension of members from the MPAEC in accordance with section 43 of this constitution;
 - 2.1.8 deputising for the President when necessary;
 - 2.1.9 preparing monthly activity reports for submission to the MPAEC meetings; and
 - 2.1.10 other responsibilities as may be determined by the MPAEC from time to time.
3. The Education Officer (research):
- 3.1 The duties of the Education Officer (research) shall be as specified in the Constitution and these regulations and shall include:

- 3.1.1 attending or ensuring that research postgraduates are represented at any conferences dealing with issues relating to them;
- 3.1.2 coordinating and attending research-specific activities and events to improve communication between research postgraduates and the MPA;
- 3.1.3 seeking feedback from Monash research postgraduates regarding issues pertaining to them, where possible, and advising the MPAEC of these issues;
- 3.1.4 providing MPA responses to changes to important research-related policies, procedures and regulations of the university;
- 3.1.5 liaising with the relevant CAPA Officer in relation to issues pertaining to research postgraduates;
- 3.1.6 applying for membership on, and attending relevant university boards and committees where possible;
- 3.1.7 preparing monthly activity reports for submission to the MPAEC meetings; and
- 3.1.8 other responsibilities as may be determined by the MPAEC from time to time.

4. The Education Officer (coursework):

- 4.1 The duties of the Education Officer (coursework) shall be as specified in the Constitution and these regulations and shall include:
 - 4.1.1 attending or ensuring that coursework postgraduates are represented at any conferences dealing with issues relating to them;
 - 4.1.2 coordinating and attending coursework-specific activities and events to improve communication between coursework postgraduates and the MPA;
 - 4.1.3 seeking feedback from Monash coursework postgraduates regarding issues pertaining to them, where possible, and advising the MPAEC of these issues;
 - 4.1.4 providing MPA responses to changes to important coursework-related policies, procedures and regulations of the university;
 - 4.1.5 liaising with the relevant CAPA Officer in relation to issues pertaining to coursework postgraduates;

- 4.1.6 applying for membership on, and attending, relevant university boards and committees, where possible;
- 4.1.7 preparing monthly activity reports for submission to the MPAEC meetings; and
- 4.1.8 other responsibilities as may be determined by the MPAEC from time to time.

5. The Women's Officer:

- 5.1 The duties of the Women's Officer shall be as specified in the Constitution and these regulations and shall include:
 - 5.1.1 attending or ensuring that women postgraduates are represented at any conferences dealing with issues relating to them;
 - 5.1.2 coordinating and attending women-specific activities and events to improve communication between women postgraduates and the MPA;
 - 5.1.3 seeking feedback from Monash women postgraduates regarding issues pertaining to them, where possible, and advising the MPAEC of these issues;
 - 5.1.4 providing MPA responses to changes to important gender-related policies, procedures and regulations of the university;
 - 5.1.5 liaising with the CAPA Women's Officer in relation to issues pertaining to women postgraduates;
 - 5.1.6 applying for membership on, and attending, relevant university boards and committees, where possible;
 - 5.1.7 preparing monthly activity reports for submission to the MPAEC meetings; and
 - 5.1.8 other responsibilities as may be determined by the MPAEC from time to time.

6. The Queer Officer:

- 6.1 The duties of the Queer Officer shall be as specified in the Constitution and these regulations and shall include:
 - 6.1.1 attending or ensuring that LGBTIQ postgraduates are represented at any conferences dealing with issues relating to them;

- 6.1.2 coordinating and attending LGBTIQ-specific activities and events to improve communication between LGBTIQ postgraduates and the MPA;
- 6.1.3 seeking feedback from Monash LGBTIQ postgraduates regarding issues pertaining to them, where possible, and advising the MPAEC of these issues;
- 6.1.4 providing MPA responses to changes to important LGBTIQ-related policies, procedures and regulations of the university;
- 6.1.5 liaising with the relevant CAPA Officer in relation to issues pertaining to LGBTIQ postgraduates;
- 6.1.6 applying for membership on, and attending relevant university boards and committees where possible;
- 6.1.7 preparing monthly activity reports for submission to the MPAEC meetings; and
- 6.1.8 other responsibilities as may be determined by the MPAEC from time to time.

7. The International Students' Officer:

- 7.1 The duties of the International Student's Officer shall be as specified in the Constitution and these regulations and shall include:
 - 7.1.1 attending or ensuring that international postgraduates are represented at any conferences dealing with issues relating to them;
 - 7.1.2 coordinating and attending international-student-specific activities and events to improve communication between international postgraduates and the MPA;
 - 7.1.3 seeking feedback from Monash international postgraduates regarding issues pertaining to them, where possible, and advising the MPAEC of these issues;
 - 7.1.4 providing MPA responses to changes to important international student-related policies, procedures and regulations of the university;
 - 7.1.5 liaising with the CAPA International Students' Officer in relation to issues pertaining to international postgraduates;
 - 7.1.6 applying for membership on, and attending, relevant university boards and committees, where possible;

- 7.1.7 preparing monthly activity reports for submission to the MPAEC meetings; and
- 7.1.8 other responsibilities as may be determined by the MPAEC from time to time.

8. The Indigenous Student's Officer:

- 8.1 The duties of the Indigenous Student's Officer shall be as specified in the Constitution and these regulations and shall include:
 - 8.1.1 attending or ensuring that Indigenous postgraduates are represented at any conferences dealing with issues relating to them;
 - 8.1.2 coordinating and attending Indigenous-student-specific activities and events to improve communication between Indigenous postgraduates and the MPA;
 - 8.1.3 seeking feedback from Monash Indigenous postgraduates regarding issues pertaining to them, where possible, and advising the MPAEC of these issues;
 - 8.1.4 providing MPA responses to changes to important Indigenous-related policies, procedures and regulations of the university;
 - 8.1.5 liaising with the CAPA Indigenous Peoples' Liaison Officer in relation to issues pertaining to Indigenous postgraduates;
 - 8.1.6 applying for membership on, and attending, relevant university boards and committees, where possible;
 - 8.1.7 preparing monthly activity reports for submission to the MPAEC meetings; and
 - 8.1.8 other responsibilities as may be determined by the MPAEC from time to time.

9. The Access and Equity Officer:

- 9.1 The duties of the Access and Equity Officer shall be as specified in the Constitution and these regulations and shall include:
 - 9.1.1 attending or ensuring that disadvantaged groups, including but not limited to, disabled, rural/isolated, socio-economically disadvantaged, distance education and postgraduates from non-English speaking backgrounds, of postgraduates are represented at any conferences dealing with issues relating to them;

- 9.1.2 liaising with the relevant University units on issues pertaining to said postgraduate groups;
- 9.1.3 introducing policies for discussion at the MPAEC meetings pertaining to the concerns of said postgraduates groups;
- 9.1.4 providing MPA responses to changes to important equity-related policies, procedures and regulations of the university;
- 9.1.5 liaising with the relevant CAPA Officers on issues pertaining to said postgraduate groups;
- 9.1.6 applying for membership on, and attending, relevant university boards and committees, where possible;
- 9.1.7 preparing monthly activity reports for submission to the MPAEC meetings; and
- 9.1.8 other responsibilities as may be determined by the MPAEC from time to time.

10. The Campus Representatives:

- 10.1 The duties of the Campus Representatives shall be as specified in the Constitution and these regulations and shall include:
 - 10.1.1 initiating, organising and running campus-based postgraduate events, such as coffee clubs and HDR nights;
 - 10.1.2 assisting the Activities Officer in promoting inter/off-campus activities and events;
 - 10.1.3 attending biannual MPA event planning and other MPA meetings pertaining to events and activities;
 - 10.1.4 seeking feedback on, and advising the MPAEC of, campus-based issues pertaining to postgraduates, where possible;
 - 10.1.5 providing MPA responses to changes to important campus-related decisions of the university;
 - 10.1.6 applying for membership on, and attending, relevant University committees, where possible;
 - 10.1.7 preparing monthly activity reports for submission to the MPAEC meetings; and
 - 10.1.8 other responsibilities as may be determined by the MPAEC from time to time.

Schedule 2: MPAEC Cooption application



MPA COOPTION APPLICATION FORM

I am applying for a:

- General Representative position
- Campus-tagged Representative position (specify campus).....
- Women's Officer or Indigenous Officer or International Students' Officer or Queer Officer only (specify position).....

NOMINEE: **NAME:**.....

ID NO.:.....

NAME OF COURSE:.....

COURSE TYPE: Coursework (less than 66% of degree is research) or

Research (66% or more of degree is research)

STUDY MODE Full-time or Part-time

SCHOOL & FACULTY;.....

CAMPUS;.....

COURSE COMPLETION DATE:.....

PHONE NO. (business hours):.....

EMAIL.....

CONTACT ADDRESS: (Home or internal).....

.....

NOMINEE'S AGREEMENT

Part A: I agree to abide by the MPA Constitution and Regulations, and to serve the interests of the postgraduate community

above my own interests; and

Part B: I authorise the MPA staff to verify my enrolment status prior to my cooption and at any time during my term as an MPAEC member; and

Part C: I consent to my name, name of course, course type, enrolment status, faculty, campus and email address as shown

in this form, being a matter of public record; and

Part D: I agree to declare below any voluntary or paid positions I hold or have held with any other student body at Monash University, or any department, centre, school, section, subsidiary or company of Monash University; and

.....
.....

Part E: I agree to inform the MPA staff and MPAEC of any change in my enrolment status or any change in relation to

sections C and D of this Nominee's Agreement, that occurs during my term as an MPAEC committee member.

Signature: _____

Date: _____

This form must be accompanied by a statement of no more than 300 words, introducing yourself to the committee and explaining why you would like to join the MPAEC.

Please note that prior to being accepted for cooption, all applicants must attend an MPAEC meeting as an observer. Information on scheduled MPAEC meetings can be obtained by contacting an MPA office or emailing mpa@monash.edu

Schedule 3: MPA Nomination Form for a Postgraduate Representatives on a University or Faculty Committee

**2017 MPA NOMINATION FORM
for a postgraduate representative on a university or faculty committee**

This form should be used for nominations to a specific postgraduate representative vacancy on a university or faculty committee. This form should **not** be used for nominations to the MPA Executive Committee. All students enrolled in a recognised postgraduate degree or diploma on a Victorian campus of Monash University are eligible to nominate, subject to the terms of membership of each individual committee.

I am applying for the postgraduate representative position on _____ to be referred to in this form as the “named committee”.

NOMINEE:

PART 1 (of 3): NOMINEE DETAILS

NAME*.....

ID NO.

NAME OF COURSE*.....

COURSE TYPE* Coursework (less than 66% of degree is research) *or*

Research (66% or more of degree is research)

STUDY MODE* Full-time *or* Part-time

SCHOOL & FACULTY*.....

ANTICIPATED COMPLETION DATE OF COURSE*.....

CAMPUS*.....

PHONE NO. (business hours)

EMAIL*.....

** In the case of a poll, this information will be included on the electronic voting site along with your statement.*

PART 2 (of 3): NOMINEE’S STATEMENT

Nominees must supply a statement of not more than 250 words with their nomination form, which will be used in accompanying literature in the event of a poll. In all cases, editorial discretion remains with the MPA Returning Officer. No photographs, drawings or pictures will be accepted with this nomination form.

PART 3 (of 3): NOMINEE’S AGREEMENT

For the duration of this election process and if nominated, during my term as a postgraduate representative position on the named committee, I agree to:

- a) abide by the MPA Constitution and Regulations, and to serve the interests of the postgraduate community above my own interests; and
- b) attend all meetings of the named committee; and
- c) the MPA staff verifying my enrolment status; and
- d) my name and email address being placed on the MPA website; and
- e) declare below any conflict of interest I may have in taking up and holding a postgraduate representative position; and
- f) inform the MPA staff of any changes in my enrolment status, contact details, potential conflicts of interest, that occurs during my term on the named committee.

-----Signature-----

-----Name-----

-----Date-----

Please send the completed form to mpa-reps@monash.edu by the advertised closing date.

Schedule 4: Expression of Interest in MPA Postgraduate Representative Positions on University Committees

Please note that this is an online form, located at:

<https://docs.google.com/a/monash.edu/forms/d/e/1FAIpQLSeIu62Koi-2al99O2eW9pQWykmBFUkd1rF6N6F6oMVZUo1pSw/viewform?c=0&w=1>

The information below is a summary of the information collected in the online form.

This form is designed for postgraduate students who are interested in being more involved in the postgraduate student experience at Monash University and would like to be considered for any such roles which become available. By completing this form, the MPA will keep your records in our database, and when a position relevant to you becomes available we will contact you directly, to discuss if you would be interested.

Name

Gender

Residential Address

Phone number

Alternate contact number

Monash email address

Course type

Course name

Department/School

Faculty

Study mode

Campus

Expected completion date

Do you work as a Monash University Employee?

Department/School and Faculty

Do you have a preference for any particular committee? Which committee?

Have you ever worked on a Monash University Committee?

Committee name

Start and end date of your term

Number of meetings held during your term?

Number of meetings attended by you?

Any additional comments you would like noted on your Expression of Interest form?

Schedule 5: Responsibilities of MPA postgraduate representatives on University committees.

Responsibilities of MPA postgraduate representatives on university committees

This document sets out the responsibilities of postgraduates who have been nominated by the Monash Postgraduate Association(MPA) as representatives on University Boards and Committees. The responsibilities have been set down to assist postgraduates in their role as MPA representatives.

Representation: You are on the committee to represent postgraduates, and not any other group with which you may also be involved. You are expected to declare any conflict of interest to the MPA President or Executive Officer.

Attendance: You are expected to attend all meetings of the committee to which you were appointed during the year. However, in the event that you are unable to attend a particular meeting, please forward your apologies to the secretary or administrative contact responsible for the committee prior to the meeting. Please also advise the MPA.

Reporting: All postgraduate representatives are invited to notify the MPA about postgraduate- specific changes or contentious issues raised during committee meetings.

Regular contact should be made with the MPA office for the benefit of the MPAEC and wider postgraduate community. It is not necessary to report on entire meetings. The MPA is interested in a brief summary of all topics affecting postgraduates. Relevant information should be emailed to mpa-reps@monash.edu as soon as possible after the meeting. Information on postgraduate matters will be forwarded to the MPAEC.

All postgraduate representatives are requested to attend the MPA Council meetings, which are held twice a year with the aim of bringing together all the MPA representatives on university committees with the MPAEC to discuss common issues across committees.

As an MPA representative, you have a standing invitation to attend MPA Executive Committee monthly meetings to report in person or to raise a topic for discussion. For meeting dates check with the MPA office.

Decision Making: You are required to make decisions for the general good of the postgraduate community and in line with any existing policy of the MPA.

Both staff and the MPA Executive Committee members are available to provide information and support to postgraduate committee representatives. Please feel free to contact the MPA office if you need some background information on a particular issue, or if you would like to talk to someone about an issue to be raised or which was raised during your committee's meeting. Time permitting you may place the matter on the agenda of the MPA Executive Committee meeting for comment, discussion or direction. However, in reality, you will often be required to make 'on the spot' decisions during a meeting. In this situation, you are expected to vote as you see fit.

The Postgraduate Perspective: Don't forget that you have as much right as any other committee member to express your opinion on any matter raised at meetings. Most committees are pleased to have postgraduates involved and will welcome any contribution you may wish to make.