

Faculty Postgraduate Representative Committee



FACULTY OF ENGINEERING, COMPUTER AND MATHEMATICAL SCIENCES

FACULTY RESEARCH COMMITTEE SUB-COMMITTEE

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| 1 | Establishment of the Sub-Committee | |
| 1.1 | Title | Faculty Postgraduate Representative Committee |
| 1.2 | Nature | The Faculty Postgraduate Representative Committee is established to provide feedback, report on matters and suggest solutions to matters facing postgraduate students within the Faculty. |
| 1.3 | Established | 2016 |
| 1.4 | Reports to | Confirmed minutes to be sent to Faculty HDR Convenor who will table Confirmed Minutes at the next scheduled Faculty Research Committee meeting. Draft minutes to be sent to HDR Convenor as soon as possible. |
| 2 | Role/Terms of Reference | <ol style="list-style-type: none">1. Acts as an interface and communication channel between the Faculty and the postgraduate body.2. Provide a forum for discussion of potential ideas and issues of Faculty and wider significance among the postgraduate body.3. Advises on behalf of the postgraduate body.4. Promote collaboration for social and professional means among the Schools.5. Encourage opportunities for better postgraduate student experiences and after-study choices. |
| 3 | Membership | |
| 3.1 | Composition | <ol style="list-style-type: none">1. Faculty Postgraduate Student Representative (<i>ex officio</i>) Convenor2. Associate Dean – HDR (<i>ex officio</i>)
<i>Nominee of the Postgraduate Student Representatives of:</i>3. Australian School of Petroleum4. Chemical Engineering5. Civil, Environmental and Mining Engineering6. Computer Science7. Electrical and Electronic Engineering8. Mathematical Sciences9. Mechanical Engineering10. Centre for Automotive Safety and Research11. Teletraffic Research Centre |

3.2	How are members appointed?	Membership categories 1 and 2 are <i>ex officio</i> Membership categories 3–11 are elected by their postgraduate constituents
3.3	Length of terms	Annual for nominated and elected members and duration in office for <i>ex officio</i> members.
3.4	Proxies	Proxies are permitted with the prior approval of the Convener.
3.5	How is convener appointed?	The Convener is the Faculty Postgraduate Representative, serving in an <i>ex officio</i> capacity
3.6	Administration	Confirmed minutes to be sent to HDR Convener for tabling at the Faculty FRC meeting. These will then be archived as part of the FRC minutes.
4	Frequency of Meetings	To be determined at the commencement of each semester, but usually every 2 (two) months
5	Management	
5.1	Business procedures	<ol style="list-style-type: none"> 1. Determined by the Faculty Postgraduate Representative Committee 2. Amendments to the constitution of the Committee are to be approved by the Faculty Board.
5.2	Reporting	As per 1.4.
5.3	Quorum	Half the full membership plus one
5.4	Agreements	Agreements are made by majority vote of the membership present at a quorum; excluding proxies. Ties are decided by the Convener.
5.4	Meeting Agendas	Prepared by the Nominee Secretary in liaison with the Convener and distributed at least five working days prior to the meeting.
5.5	Minutes Distribution	Distributed by the Nominee Secretary within five working days after the meeting.
6	Contact Person	Faculty Postgraduate Representative Nominee Deputy Faculty Postgraduate Representative Nominee Secretary