Faculty Postgraduate Representative Committee

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
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
1. Faculty Postgraduate Student Representative (ex officio) Convener
2. Associate Dean – HDR (ex officio) Nominee of the Postgraduate Student Representatives of:
3. Australian School of Petroleum
4. Chemical Engineering
5. Civil, Environmental and Mining Engineering
6. Computer Science
7. Electrical and Electronic Engineering
8. Mathematical Sciences
9. Mechanical Engineering
10. Centre for Automotive Safety and Research
11. Teletraffic Research Centre

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3.2 How are members appointed? Membership categories 1 and 2 are *ex officio* 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 *ex officio* 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 *ex officio* capacity.

3.6 Administration Confirmed minutes to be sent to HDR Convenor 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

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 Convenor.

5.4 Meeting Agendas Prepared by the Nominee Secretary in liaison with the Convenor 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