

**Murdoch University
Academic Council**



Statement of Governance Principles

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Introduction



Academic Council is the senior decision-making body on academic matters within the University. On matters of academic policy it makes the final decision.

It is also the body which awards degrees, diplomas, and certificates of Murdoch University on behalf of the Senate.

While Academic Council is concerned primarily with academic policy-making, it also advises on the budget process and academic staffing policy. Decisions on staffing, industrial issues, strategic planning and resources allocation rest with the Vice-Chancellor or the Senate.

On matters that require changes to Statutes or Regulations, Academic Council must recommend to Senate - and in the history of the University its recommendations are rarely overturned.

The functions of Council are more fully prescribed in the *University Act, Clause 21(4)* [see *Section #1 herein*], *Statute No. 5* [see *Section #2 herein*] and Academic Council's Statement of Purpose [see *Section #3 herein*].

Academic Council has eight scheduled meetings per year, usually held on Wednesday afternoons commencing 1.30pm.

Each Council meeting usually has substantive debate on major educational issues, usually following reports from committees.

Section 1: Murdoch University Act 1973



The Murdoch University Act 1973, section 21(4) states that: "the functions of the Academic Council shall include:

(a)	the discussion and submission to the Senate of opinions and recommendations on academic policy, academic development, the admission of students, instruction, studies and examinations, research, the admission to degrees, the discipline of the University and any other matters which in the opinion of the Academic Council are relevant to the objects of this Act;
(b)	the furnishing to the Senate of reports on all matters referred to it by the Senate for consideration; and
(c)	such other acts or matters as may be conferred or imposed by Statute, and the Academic Council shall have all such powers as may be necessary to discharge its functions."

Section 2: Statute No. 5 – Academic Council



Statute No. 5 - Academic Council

(approved 5/6/1974) (last amended 20/01/2009)

1.	The Academic Council shall be a committee constituted by this Statute for the purposes of section 18(1) of the Murdoch University Act 1973 and is the principal academic body of the University. Subject to the authority of the Senate, the functions of the Academic Council are:
	(a) to determine the policies of the University on academic aspects of the University, including teaching and learning, admission of students, credit for prior learning, assessment and academic progress of students, and research, and to make Rules on such matters where it deems this appropriate;
	(b) to determine the courses and majors to be offered by the University, subject to the authority of the Vice Chancellor as academic principal and chief executive officer of the University;
	(c) to recommend to the Senate on the making, amending or repealing of Regulations concerning the requirements for the award of degrees, diplomas and certificates (other than honorary awards), the Faculty Regulations and the Library Regulations; Senate shall make or amend Regulations in these areas only after considering the advice of the Council;
	(d) to conduct periodic reviews of the quality of teaching and research within Schools;
	(e) to award degrees, diplomas and certificates on behalf of the Senate;
	(f) to award University Medals;
	(g) to perform such other functions conferred on Council by Statute, Regulations or resolution of the Senate;
	(h) to advise the Senate and the Vice Chancellor on the University's strategic plan, on any matters either of them refer to it, and on any broad issues of importance to the academic life of the University community;
	(i) to consider reports and recommendations from the Faculties or the Guild of Students on any matters relevant to the functions of Council.
2.	The members of the Academic Council shall be:
	(a) A President elected by the members of the Academic Council from among the full-time academic staff of the University of the rank of Associate Professor or above.
	(b) The persons holding the following offices, ex officio: Vice-Chancellor; Faculty Deans; President of the Guild of Students;

		Deputy Vice-Chancellor (Academic); Deputy Vice-Chancellor (Corporate); Deputy Vice-Chancellor (Research); Deputy Vice-Chancellor (Faculty, Enterprise & International); Education Vice-President of the Guild of Students; Guild General Secretary.
	(c)	Twelve persons elected by and from among the permanent and temporary academic staff of the University with contracts 50% or more full-time.
	(d)	One academic staff member from the regional campuses. This person shall be elected from among the permanent and temporary academic staff of the University with contracts 50% or more full-time: (i) whose contract specifies that they are based at a campus other than the Murdoch Campus, or (ii) whose primary office is located at a campus other than the Murdoch Campus, or (iii) who are employees of Murdoch University clinics or research centres that are based in the City of Rockingham, the Town of Kwinana or the Peel region (as defined in the W.A. Regional Development Commissions Act). In addition to these people, all coordinators of units taught at a campus other than the Murdoch Campus in the year of the election are entitled to vote for this position.
	(e)	Three elected students: one elected by and from among the postgraduate students, one elected by and from among the undergraduate students, and one elected by and from the students whose course is based at one of the regional campuses. A person who is a member of the staff of the University with a contract 50% or more full-time is not eligible for election as a student member.
	(f)	Two persons elected by and from among the permanent and temporary general staff of the University with contracts 50% or more full-time.
	(g)	Any person or persons co-opted under section 21(2)(d) of the Act.
3.	(1)	Elections for the President and members of the Academic Council shall be conducted in the manner prescribed by the Election Regulations.
	(2)	The President and elected staff members of Council shall hold office for three years, commencing and ending at the start of second semester in the relevant year. The elected student members shall hold office for one calendar year.
	(3)	The election of staff members to Council shall be staggered such that four of the academic staff elected under section 2(c) shall be elected each year, the regional academic staff member shall be elected every third year and the general staff members shall be elected in separate years.
	(4)	Any elected member shall cease to hold office when he or she ceases to be eligible for election to that position, or resigns. The following arrangements shall apply for filling casual vacancies: <ul style="list-style-type: none"> ▪ President of Council: an election shall be held to fill the balance of the term. ▪ Elected staff member: an election shall be held to fill the balance of the member's term, unless that balance is less than six months. ▪ Elected student member: the Secretariat of the Guild of Students shall appoint a replacement member from among those students eligible for election to the position.

	(5)	An elected member who has served two successive terms is not eligible for re-election until twelve months after the second term expires.
4.		The Council shall appoint a Deputy President from among its elected members, to hold office for a calendar year. In the absence of the President of the Academic Council the Deputy President shall act as Chair at any meeting. In the absence of the President and Deputy President the Council shall elect a Chair for the meeting.
5.	(1)	The quorum for meetings shall be one half or the next higher whole number of members of the Council for the time being, or ten members, whichever is the less.
	(2)	Each member shall have a deliberative vote at any meeting of the Academic Council and where there is an equality of votes, the Chair shall have the casting vote as well as a deliberative vote.
	(3)	A meeting of the Academic Council may be held at any time on the initiative of the Vice-Chancellor or President of the Academic Council. A meeting shall be held within fourteen days after lodgement with the Secretary of a request for a meeting signed by not less than three members of the Council.
	(4)	The position of any member of the Academic Council who has been absent from three consecutive meetings of the Council, without leave of the Council, shall become vacant.

Section 3: Academic Council Statement of Purpose



Following a joint Senate/Academic Council review in late 2002, the following Statement of Purpose was adopted (S/95/2002):

1.	To discharge its statutory responsibilities under the Murdoch University Act and any other relevant legislation.
2.	To provide a forum for staff and student debate, acting as the collegial voice. Academic Council should be the main locus of opinion of the University community on all academic matters affecting the University.
3.	To give effect to those aspects within the University's strategic plan, as approved by Senate, that fall within its jurisdiction.
4.	To decide academic policy matters, including setting academic planning priorities and ensuring the quality of academic activities.
5.	To advise the Senate and the Vice-Chancellor on budgetary priorities in the formulation of the annual University budget.
6.	To advise the Senate and the Vice-Chancellor (as appropriate) on the academic staffing policies of the University.
7.	To consider any matter referred to the Academic Council by the Senate or the Vice-Chancellor.

Section 4: The Senate and the President of Academic Council



- The President of Academic Council is not *ex officio* a member of the Senate of Murdoch University but attends Senate meetings.
- At Senate meetings the President of Academic Council speaks at the invitation of the Chancellor.
- Academic Council meeting Minutes are included in Senate meeting papers, and the President of Academic Council may speak to those minutes if requested, and respond to questions arising from them at Senate.
- The President of Academic Council may request to speak on other Senate Agenda items.

Section 5: Meetings of Academic Council



	1.	Frequency: There are eight scheduled meetings of Academic Council per year, usually held on Wednesday afternoons commencing 1.30pm.
	2.	Agenda:
<u>Agenda deadline:</u>		The agenda deadline is ten days prior to the meeting date, although members are requested to submit items earlier than this if possible.
<u>Agendas:</u>		About three weeks before each meeting, members are emailed to ask if they have any items or questions (see questions on notice) that they would like on the agenda. Please feel free to discuss this with the Secretary of Council if you are uncertain whether or not to raise something, or how to do so. If you would like to include an item on an agenda, you will need to supply a clear outline of what you want discussed. Sometimes you will be asked to also provide a short position paper to facilitate the discussion at Council.
		The Council agenda is available electronically on the Wednesday or Thursday preceding the meeting. The electronic agenda and attachments are published at the following website: http://www2.murdoch.edu.au/admin/cttees/ac/agmin.html Printed versions of the agenda will be circulated on the Thursday or Friday preceding the meeting to members who have specifically requested receipt of a printed agenda. Student members who have requested a printed agenda and use the Guild as their address should remember to call in at the Guild to collect their agenda. Where unavoidable, additional information may be circulated in a Supplementary Agenda.
		If you have requested a printed agenda and this has not been received by the Friday afternoon prior to the Council meeting, please contact the Secretary on ext 6839 to ascertain if there have been delays in printing, or if necessary, to obtain a spare copy.
		The agenda is not confidential and is available to all Murdoch University staff members: you are entitled to consult members of the Murdoch Community and seek whatever advice or information you want in preparing for the meeting. For this reason it is advisable to read the agenda well in advance of the actual meeting. If there are ever any confidential items these will be clearly highlighted.
		The agenda is in three parts: <ul style="list-style-type: none"> ▪ Confirmation of the minutes of the last meeting. ▪ Part A: items for discussion.

		<ul style="list-style-type: none"> ▪ Part B: <i>en bloc</i> items (including acceptance of any recommendations shown), unless any member requests that an item be reserved for discussion.
		Items are listed in Part B either because they are for information only, or because the recommendation is thought to be non-controversial. Given the large amount of business which Council is required to transact, it is necessary to have most of the agenda in Part B.
		There is no such item as "other business": any matter to be discussed must have three days notice (this is a requirement in the Standing Orders). Where less than three days notice has been given, Council can consider other business only by agreement of an absolute majority of members.
		Regular business includes reports on research grants; recommendations on the award of degrees and diplomas; reports on major decisions taken by sub-committees and consideration of recommendations for changes to regulations, policy or procedures.
	<u>Further information:</u>	If you would like further information concerning any item on the agenda, you are encouraged to obtain this in advance of the meeting (rather than hold up the meeting by straightforward requests for information). You can obtain this either from the body originating the agenda item, or from the Secretary of Council.
	<u>Council briefing session:</u>	You are encouraged to attend the Council briefings, which are held on the Monday prior to the Council meeting. The briefing is designed as an open forum for members, and to answer any questions about items on the agenda, so that you can be fully informed and contribute to debate. These are held from 12.30 – 1.30 pm and are informal. Feel free to bring your lunch.
	<u>Motions & resolutions:</u>	After you receive the agenda, if you want to foreshadow a motion and resolution or suggest drafting changes, it is useful to advise the Secretary so that any drafting can be prepared before the meeting and, if appropriate, included with a supplementary agenda to be tabled at the meeting. The objective is to aim for more efficient meetings.
		The Secretary and the President are happy to advise you on the drafting of any motion you are preparing.
	<u>Apologies:</u>	If you are unable to attend a meeting of Council, you should advise the Secretary beforehand. If you are an <i>ex officio</i> member, you can nominate another person to attend in your place. (Elected members cannot send anyone else in their place). There is no provision for proxy voting (i.e. you cannot have another member of Council vote on your behalf as well as exercising their own vote). If you are absent from three (3) consecutive meetings without the leave of the Council your position will become vacant.
	3.	Meeting Procedures
		Members may sit anywhere they like at the Council table, other than at the far western end, where the President, Secretary and Vice Chancellor sit. Those persons with rights of attendance and

		observers are requested to sit on the chairs at the side of the room.
<u>Quorum:</u>		A quorum of ten members must be present before the meeting can start.
		The meeting commences with recording of any apologies, plus approving the minutes of the last meeting. It then discusses the major issues for the meeting, which constitute Part A.
<u>Part A:</u>		Part A includes a report by the Vice-Chancellor. The written report is usually supplemented with an oral report on more recent or sensitive matters. Following this, members may ask questions or make comments.
<u>Debate Topic</u>		<p>Part A also includes a Debate Topic. At each Academic Council meeting, half an hour will be set aside for members to debate a "hot topic" relevant to Academic Council's brief. The debate topics are:</p> <ul style="list-style-type: none"> ▪ to be generated by members; ▪ to be scheduled/published in advance to allow members time to prepare should they wish; and ▪ to be supported by a provocative one-page brief designed to stimulate debate (in some cases an article in the Higher Education Supplement or a report on some aspect of higher education may inspire a topic). <p>The purpose of the debate is to stimulate discussion and create a forum in which issues can be discussed freely and different viewpoints be aired.</p> <p>Each Academic Council member is expected to suggest a topic, from which the President can draw up a list of topics for discussion.</p> <p>Time for the debate topic is limited to thirty minutes, subject to extension with the approval of the meeting.</p>
<u>Questions on Notice</u>		Members of Council are also encouraged to put questions to the Vice-Chancellor, Deputy Vice-Chancellors, Faculty Deans of Faculties, and the President and Education Vice-President of the Guild of Students. In order to manage the agenda and allow provision of detailed answers, these questions should be provided on notice.
<u>Conduct at meetings:</u>		If you would like to speak, you should first attract the attention of the President (usually by raising your hand) and wait for acknowledgement that it is OK for you to speak. This procedure allows the President to ensure that several members don't speak at once, and that everyone who wants to speak gets their turn.
		You don't have to stand to speak; you should remain seated.

		Council meetings normally don't follow strict rules of debate (e.g. speakers alternating between those for and against the motion, no member being allowed to speak more than twice during a debate), unless the debate is complex or highly controversial, in which case the President may switch to a more formal debate. The President exercises a considerable amount of discretion in running the meeting, so as to facilitate resolution of issues.
		Often Council reaches agreement on a matter without having a formal motion moved and voted on: the President may simply summarise the mood of the meeting (e.g. "I take it that we are agreeing to..") and, unless anyone objects, the matter is passed and the meeting will move on to the next item.
		The President may request a member to move a motion, in order to focus debate. Every motion must be seconded by another member, except for motions moved by the President.
		Often the Secretary, or the mover of the motion, will be asked to read it to the Committee prior to it being voted on.
		An amendment to a motion must be voted on before the motion itself. Sometimes it may not be necessary to proceed with an amendment, if the mover and seconder are prepared to modify their motion accordingly. If the amendment is the opposite of the intent of the motion, then it should instead be a foreshadowed motion, which is voted on only after the original motion has been considered.
		When a motion is put, you can vote for or against, or abstain. If you strongly disagree with the motion, you can ask that your dissent be recorded in the minutes.
		Sometimes the drafting of a motion is left to the Secretary and/or the President to finalise after the meeting, once it is clear what the intent of the meeting is.
		Academic Council tries to get through the business of the meeting by about 4pm. However, Council can sometimes go to 5 or 6pm if there is a lot of debate.
		If you have any problems with the way Council is working, please feel free to raise your concerns with the President or the Secretary.
		The <i>Standing Orders for Academic Council and Subordinate Bodies</i> [see Section #6 herein], which govern meeting procedures, are accessible at the following website: http://www.murdoch.edu.au/admin/legsln/so/acadcouncil.html It is worth familiarising yourself with them before your first meeting.
	4.	Minutes
		A summary of Council decisions is emailed to all University staff after each meeting. The full minutes are available on the web during the week after the meeting, at the website: http://www2.murdoch.edu.au/admin/cttees/ac/agmin.html
		The minutes will be attached to the electronic and printed versions of the following agenda.

		Minutes are not transcripts or verbatim records, and normally individuals are not identified (though sometimes the background of the speaker - e.g. "a student member", "the Dean of ..." - is indicated where this is significant).
		Not all matters agreed upon at a meeting are recorded in the minutes as resolutions. Where it is a matter that does not require a resolution and a motion has not been moved, then often it will be recorded in the text of the minutes instead. Conversely, many resolutions do not record motions moved at the meeting: they instead are matters upon which agreement was reached, and on which a formal resolution is needed in order to recommend to Senate, satisfy legal requirements, or formally to approve or amend a policy.
		Where pertinent information comes to light after the meeting, or clarification has been sought, this new information may be included in the minutes by way of a Secretary's Note.
		The minutes are available to all Murdoch University staff and student members of Academic Council.
		If you believe the minutes are inaccurate, please discuss your concerns with the Secretary: often there will be a simple explanation, but if the minutes do need correcting, a proposed amendment will be drafted and incorporated in the agenda for the next meeting.
		There is an annual index of decisions made by Academic Council, which is circulated in February.

Section 6: Standing Orders for Academic Council and Subordinate Bodies



These Standing Orders apply to Council, its Committees, Faculty Committees, and School Boards.

Holding of Meetings	
1.	Each year Academic Council shall determine a schedule of its meetings for the following year and arrange for these to be published on the web. All subordinate bodies are expected to set a schedule of meeting dates for the coming year, either at the first meeting of the year or towards the end of the preceding year.
2.	The minutes of each meeting shall include the date of the next meeting, unless this has not yet been set.
3.	Any meeting may be cancelled by the Chair if there is insufficient business. However, where cancellation would result in a Board or Committee not satisfying a statutory or regulatory requirement to meet within a certain period, an invitation to submit agenda items must be issued to members before a decision on cancellation is taken.
4.	In addition to the scheduled meetings, a special meeting may be convened at any time by the Chair or the Vice-Chancellor, or by a written request from at least three members outlining the proposed business of the meeting. If it has been requested by members, the meeting must be held within fourteen days. [Statute No. 5, s.5(3)].
5.	All members shall be given three working days written notice of a meeting and of its business, with notice dispatched in time to be received by members at least three working days prior to the meeting. Shorter notice is permitted only where there is urgent business which must be transacted in a shorter period. Notice of meetings shall normally be given by circulation of an agenda, without requiring a separate notice in advance. Additional information about an item already on the agenda may be circulated with a supplementary agenda or be tabled at the meeting, so long as three days notice has been given of the nature of the item. (See s.11 re consideration of items with less notice).
6.	Members wishing to place an item on the agenda shall provide the Secretary with written notice at least seven days prior to the meeting. The Chair may exercise discretion as to whether or not to include it in the agenda. If any three members of Council request that an item be placed on the agenda, it shall be included.
7.	The quorum for Academic Council is ten members. [Statute No. 5, s. 5 (1)] The quorum for all other subsidiary bodies is one third of the members or, if that is a fraction, the next higher whole number. The exception to this is that the quorum for School Boards is five members or one third of the membership, whichever is greater. Staff who are on an Outside Studies Programme are not to be included in the calculation of a quorum.
8.	Members serving <i>ex officio</i> may appoint someone to serve in their place [Statute No. 8, s. 5(d)], but elected members and others cannot do so.

	Members cannot assign their voting rights to another member as a proxy; no member can exercise more than one deliberative vote. When an appointed member of a Board or committee will be absent for six months or longer, the appointing body may appoint a replacement member for that period.	
8A.	For Council committees, the positions of members of committees appointed by Council, and elected student members of Council committees, who are absent from three consecutive meetings without leave of that committee, shall become vacant.	
9.	(1)	Any member unable to attend a meeting may record her or his apology by advising the Secretary or Chair prior to the meeting.
	(2)	Where a member anticipates being absent for two or more consecutive meetings, he or she should apply to Academic Council for leave of absence. Leave of absence may be granted only by resolution of Academic Council. Academic Council may grant leave of absence for reasons such as travel commitments, illness, bereavement (or similar compassionate grounds), or for any other reason Academic Council considers appropriate.
10.	Where the President of Academic Council decides a meeting of Academic Council is not feasible or is not warranted due to lack of sufficient business, or decides that a matter is urgent and requires determination before the next meeting, he or she may authorise a matter to be determined by circulation. Any decision made by this means has the full authority of an Academic Council decision. The following procedural requirements apply:	
	(a)	The item will be circulated by email.
	(b)	The proposal must contain adequate background information to explain the matter; an explicit recommendation on which all members are asked to vote; the name of the person or body making the recommendation; and a deadline for voting which is at least three working days. Members must be given the options of declaring an interest, voting yes or no, or suggesting an amendment or alternative, or requesting that the matter be considered at a meeting.
	(c)	Voting can be by email, letter or fax.
	(d)	The majority needed for a decision is a majority of all members, i.e. an absolute majority.
	(e)	Non-respondents are not counted; it is not permissible to treat silence as a vote for or against the proposal.
	(f)	If an absolute majority vote in favour of the proposal prior to the deadline, then that can be taken as a decision and actioned then, rather than having to wait for the deadline.
	(g)	If five members request that a meeting be held to decide the matter, then the item shall be held over to the next meeting or a special meeting convened.
	(h)	The decision shall appear as an information item in the agenda of the next meeting ["Decisions taken by Circulation"], and be included as part of the minutes of that meeting, with a resolution number and the date the decision took effect.
11.	In exceptional circumstances, and with the consent of the President, a member may participate in the meeting by teleconference, videoconference or other electronic means.	

	Any such participation shall be indicated in the minutes. Subject to the prior consent of two thirds of the members, a meeting may be held entirely by any of these means, provided all participating members are capable of communicating with each other instantaneously at all times during the proceedings.
Conduct of Business	
12.	The Deputy President of Academic Council is elected for a one year term. (Statute No. 5, s. 4). Each other committee shall elect a Deputy Chair annually from amongst its members; normally this shall take place at the first meeting of the year, and the Deputy Chair's term shall be for a calendar year.
13.	In the absence of the Chair, the Deputy Chair shall chair the meeting. If both are absent, the meeting shall elect a Chair for that meeting. (Statute No. 5, s.4).
14.	The meeting shall not consider any items of business of which three working days notice has not been given, unless an absolute majority of the members agree.
15.	The order of business outlined in the agenda may be altered by the agreement of a majority of members present.
16.	Where an item of business is of a confidential nature, the meeting may move into camera to discuss it. If the meeting wishes to resolve upon a matter which was discussed in committee, it should first resolve to resume from committee and then resolve upon the matter. The minutes shall not record the discussion in committee.
17.	A special meeting shall consider only the business specified in the agenda or notice of meeting, unless an absolute majority of members agree to consider another item or items.
18.	A meeting may adjourn any business to a future meeting. An adjourned meeting shall consider only the uncompleted business of that meeting, unless an absolute majority of members agree to consider another item or items.
19.	Except where these Standing Orders require an absolute majority (i.e. 50% of the total membership at that time, whether or not all members are present), all decisions require only a simple majority (i.e. a majority of those present and voting).
Rules of Debate	
20.	The Chair exercises a considerable amount of discretion in running the meeting. The meeting is not required to follow strict rules of debate unless the meeting so resolves or the Chair so rules.
21.	The Chair shall call speakers in the order which their intention to speak was noticed by the Chair, except that:
	(a) precedence shall be given to the Vice-Chancellor or any person acting in that position, if he or she so wishes;
	(b) the Chair may call speakers in a different order if the Chair believes that this would facilitate resolution of the business before the meeting;
	(c) members raising points of order, points of explanation or points of clarification take precedence over substantive debate.

22.	Where a member is outlining a point of order, explanation or of clarification, the Chair may instruct the member to discontinue speaking if the Chair believes that the point is not valid or that sufficient explanation has been given.
23.	A motion or amendment may be moved by any member, including the Chair. Except for motions or amendments moved by the Chair, every motion must be seconded by another member; any motion or amendment not seconded shall not be discussed further.
24.	A motion may be amended or withdrawn by the mover. If the seconder does not agree to such an amendment of the motion, the amended motion must find another seconder if it is to be considered by the meeting.
25.	An amendment to a motion must be voted on <i>before</i> the motion itself. Sometimes it may not be necessary to proceed with an amendment, if the mover and seconder are prepared to modify their motion accordingly. If the amendment negates the intent of the motion, then it should instead be a foreshadowed motion, which is voted on only <i>after</i> the original motion has been considered. If all amendments are defeated or withdrawn, the question shall be put as originally proposed.
26.	At the discretion of the Chair, a "straw vote" may be conducted to test the feeling of the meeting, but such vote shall have no formal standing.
27.	The Chair may rule that the meeting or a part of it follow strict rules of debate, or the meeting may so resolve. In such cases the meeting shall then follow these additional procedures:
	(a) a matter shall not be discussed unless there is a motion which has been moved and seconded;
	(b) speakers shall alternate between those for and against the motion;
	(c) no member shall speak twice during a debate;
	(d) a procedural motion cannot be moved by a member who has already spoken on the matter under debate;
	(e) the mover of the motion is entitled to a right of reply before the motion is put to a vote.
28.	Any procedural motions, if seconded, shall be put to a vote immediately without amendment or debate, unless the Chair declines to accept the motion. The motions are: <ul style="list-style-type: none"> ▪ That debate on this item be limited to a further x minutes. ▪ That the question be put (<i>i.e. that the motion or amendment be put to an immediate vote</i>). ▪ That the speaker be no longer heard (<i>i.e. that the member then speaking not be allowed to continue</i>). ▪ That the meeting proceed to the next item of business (<i>i.e. that no further discussion or vote take place on the current item</i>). ▪ That the motion lie on the table (<i>i.e. not be considered further at this meeting</i>). ▪ That the debate on this item be adjourned (<i>i.e. to another date or indefinitely</i>). ▪ That the meeting do now adjourn (<i>i.e. that the meeting finish and any unfinished business be postponed till an adjourned meeting</i>).

29.	Each resolution shall be decided on the voices or by a show of hands, unless the meeting resolves to conduct a ballot. Each member (including the Chair) shall have one deliberative vote. Where there is an equal number of votes recorded for and against, the Chair shall have the casting vote. [Statute No. 5, s.5(2)]. Any member who voted against or who abstained from voting on a motion which was passed by the meeting, may require that this be recorded in the Minutes.
30.	No resolution may be rescinded or substantially amended within six months except by the agreement of an absolute majority of members, unless a higher body has referred the resolution back for reconsideration. A meeting shall not rescind a motion carried at an earlier stage of that meeting.
31.	Any of these Standing Orders concerning rules of debate may be suspended for the time being if a motion to that effect is carried by a majority of members present. Should questions which are not dealt with in these Standing Orders arise at any meeting, the decision of the Chair shall be final.
32.	A member can move dissent from a ruling of the Chair on whether or not to allow a motion or from a ruling not covered by Standing Orders, but not on matters of procedure or points of order. If such a motion is moved, the Chair shall vacate the chair while the motion is under consideration. The mover and the Chair shall have the opportunity to speak, after which the motion shall be put to the vote.
Observers	
33.	Members of the university are entitled to attend as non-participating observers, provided they advise the Secretary in advance and space is available. However, the meeting may resolve to exclude any or all observers for the discussion of particular items of business. The meeting may, at its discretion, invite an observer to participate in the discussion.

Section 7: Subordinate Committees of Academic Council



Council deliberations are assisted by a number of subordinate committees:

- * **Academic Quality Audit Committee**
- * **Committee on University Entrance**
- * **Learning and Teaching Committee**
 - * **Educational Technology Committee**
 - * **Student Appeals Committee**
- * **Research Degrees and Scholarships Committee**
- * **Student Equity and Social Justice Committee.**

The Student Appeals Committee is a subordinate committee of the Learning and Teaching Committee established under the Discipline Statute but with its members appointed by Academic Council.

If at Academic Council issues are raised that fall within the responsibilities of a subordinate committee, normally Council would refer the matter to the Committee for advice before reaching a decision. The terms of reference and constitution of these committees are as follows:

Academic Quality Audit Committee (AQAC)



The Academic Quality Audit Committee (AQAC) is a subordinate committee of Academic Council. AQAC was established to monitor academic quality assurance within the University.

Terms of Reference:

The current terms of reference for the Academic Quality Audit Committee (AQAC) were approved [AC/63/2008 (ii)]:

1. To advise Academic Council and its standing committees on relevant internal and external benchmarks and other educational issues that can help determine appropriate academic and quality standards for all academic policies and procedures.
2. To oversee the Academic Organisational Unit (AOU) Review process and monitor progress in implementing associated Action Plans and to advise Academic Council of any issues arising from these reviews.
3. To act as an oversight and reference committee during preparation for any Whole-of-Institution or Australian Universities Quality Agency (AUQA) audit and to monitor progress implementing any recommendations, affirmations and other self-identified opportunities for improvement arising from these audits.
4. To promote and monitor the effectiveness of the University's Quality Management Framework, including the Transnational Education (TNE) Quality Management Framework.
5. To provide advice to Academic Council on the relevance, collection and interpretation of data used to assess academic quality and standards.
6. To report to Academic Council at least twice a year (June and November meetings) and to Senate's Internal Audit and Risk Management Committee at least annually (June meeting).

Membership:

- Deputy Vice Chancellor (Academic) – Chair
- Director, Internal Audit and Risk Management
- Education Vice-President of the Guild of Students
- Faculty Dean, appointed by Academic Council on the nomination of the DVC (FEI)
- Manager, Academic Reviews, Secretary
- Member of Academic Council as nominated by President of Academic Council and DVC (A)
- Member of Management Reporting functional area of the University
- Quality Audit Co-ordinator
- School Dean, appointed by Academic Council on the nomination of the President of Academic Council and DVC (FEI), with the School Dean and Faculty Dean to be from different faculties.

- Ability to co-opt up to three additional members when required, the co-opted members to be appointed for a term of up to 12 months which may be renewed

Current membership of the Academic Quality Audit Committee can be seen at the url below:

<http://www.murdoch.edu.au/quality/aqac/membership.html>

Terms of Office:

The terms of the appointed members is three years.

Standing Observers:

There are no standing observers. The Committee may invite non-members to take part in discussion and provide advice from time to time.

Secretary:

Manager, Academic Reviews.

Meetings:

Approximately 8 meetings are held per year.

Quorum:

One third of the members or, if that is a fraction, the next higher whole number.

Committee on University Entrance (CUE)



The Committee on University Entrance (CUE) is a subordinate committee of Academic Council. Its main role is to have oversight of admission into the University.

Terms of Reference:

1. Develop and recommend to Academic Council on policy in the following areas, and to monitor the impact of these policies in order to see whether changes are needed:
 - 1.1 admission to the University of all students (including international), other than research students;
 - 1.2 selection into courses of study, other than research degrees and professional doctorates; and
 - 1.3 awarding credit, for both credentialed and uncredentialed prior learning.
2. To monitor changes to post-compulsory schooling, and advise Academic Council where, in its view, these require changes by the University in its admission policy or first year teaching.
3. To develop and exercise oversight of alternate entry paths available into the University, and to recommend to Academic Council on the introduction of any such alternatives.
4. To determine the award of credit for particular qualifications, in accordance with the Rules on Credit and Exemptions.
5. To recommend to Academic Council on any amendments to regulations (other than those for research degrees) that involve a change in policy related to admissions or accreditation.
6. To provide an annual report to Academic Council on its activities in the previous year.
7. To provide an annual report to the Learning and Teaching Committee on defined cohorts of students who have entered Murdoch University as a result of CUE Policy.

Membership:

- Chair appointed by Academic Council (at Associate Professor or Professor level)
- Deputy Vice-Chancellor (Academic), *ex officio*
- Deputy Vice-Chancellor (Faculty, Enterprise and International), *ex officio*
- One Academic Staff member from each Faculty appointed by Academic Council, including at least 2 persons who are elected members of Council
- General Manager, International Student Liaison and Recruitment (or nominee)
- Guild Education Vice-President (or nominee)
- Accreditation Officer
- Director, Student Liaison and Recruitment

- General Manager, Domestic Student Liaison and Recruitment, *ex officio*
- International Accreditation Officer (observer with speaking rights).

Current membership of CUE can be seen at the url below:
<http://www.murdoch.edu.au/admin/cttees/cue/#Membership>:

Terms of Office:

Elected and appointed members' terms are for three years.

Standing Observers:

There are no standing observers. The Committee may invite non-members to take part in discussion and provide advice from time to time.

Secretary:

Accreditation Officer/International Accreditation Officer.

Meetings:

Approximately 10 meetings are held per year.

Quorum:

One third of the members or, if that is a fraction, the next higher whole number.

Educational Technology Committee



The Educational Technology Committee (ETC) is a Subordinate Committee of the Learning and Teaching Committee. Its main role is to develop and recommend policies, procedures and guidelines on matters relating to the application of educational technology to learning and teaching at Murdoch University.

Terms of Reference:

1. Develop and recommend policies, procedures and guidelines to the Learning and Teaching Committee on matters relating to the application of educational technology to learning and teaching at Murdoch University.
2. Co-ordinate the implementation of the use of technology to support the objectives and educational strategies as articulated in the Learning and Teaching Plan.
3. Collaborate with Faculties, Information Technology Services, the Library, Educational Development Group, Organisational Capability, Student Life and Learning and other relevant organisational units to ensure that staff and students are able to derive maximum benefit from the use of technology in learning and teaching, including the evaluation, design and implementation of educational technologies, staff development and support, and the development of student capability.
4. Develop discussion papers and proposals concerning emerging technologies and the application of existing educational technology to learning and teaching for consideration of the Learning and Teaching Committee.
5. Promote the appropriate use of educational technology at Murdoch through seminars, workshops and other activities and communication strategies.
6. Collaborate with Faculties and other stakeholders to ensure that staff and students at international and regional campuses are able to derive maximum benefit from the use of technology in learning and teaching.
7. To report to Learning and Teaching Committee at least twice a year (June and November).

Membership:

- Manager, Educational Development (Chair)
- Director, Information Technology Services
- Director, Library Services
- Chair of Faculty Learning and Teaching Committee (or Nominee) [One from either FAE; FLB or FCTM]
- Chair of Faculty Learning and Teaching Committee (or Nominee) [One from either FHS; FME or FSELS]
- Undergraduate student representative (1yr appointment) or nominee
- Postgraduate student representative (1yr appointment) or nominee.

The Committee may co-opt up to three members for terms of up to two years.

Terms of Office:

The terms of the appointed and members shall be for three years and for co-opted members shall be for one year.

Standing Observers:

There are no standing observers. The Committee may invite non-members to take part in discussion and provide advice from time to time.

Secretary:

Assistant Secretary to Academic Council.

Meetings:

Approximately 10 meetings are held per year.

Quorum:

One third of the members or, if that is a fraction, the next higher whole number.

Research Degrees and Scholarships Committee



The Research Degrees and Scholarships Committee is a subordinate committee of Academic Council. It has oversight of all Higher Degree Research matters.

Terms of Reference:

The Committee has the power, under authority delegated by Academic Council:

1. To recommend to Academic Council on policy regarding admissions and candidature for higher degrees by research and professional doctorates.
2. To recommend to Academic Council on proposals for new or amendments to postgraduate research degrees and professional doctorates.
3. To recommend to Academic Council on amendments to the postgraduate research degree regulations and professional doctorate regulations.
4. To approve Programmes of Study.
5. To consider the reports of the examiners and make recommendations to Academic Council for the award of degrees.
6. To allocate Australian Postgraduate Awards, Murdoch University Research Studentships, and other postgraduate scholarships awarded by the University.
7. To make recommendations to Academic Council on policy or procedural issues affecting postgraduate research students.
8. To review and evaluate the procedures and outcomes of admissions, award of postgraduate research scholarships, candidature, progress and award of degrees to ensure that procedures and outcomes meet the objectives of the university.
9. To undertake such other tasks as may be referred to it by Academic Council.

Membership:

- Dean of Graduate Studies (Chair)
- Three members from the Faculty of Arts and Education
- Two members from each of the Faculties of:
 - Creative Technologies and Media
 - Health Science
 - Sustainability, Environmental and Life Sciences
- One member from each of the Faculties of:
 - Law and Business
 - Minerals and Energy
- One postgraduate research student.

Terms of Office:

The terms of the members shall be for a period of three years.

Standing Observers:

There are no standing observers. The Committee may invite non-members to take part in discussion and provide advice from time to time.

Secretary:

The Manager of the Graduate Centre.

Meetings:

Approximately eight meetings are held per year.

Quorum

One third of the members or, if that is a fraction, the next higher whole number.

Learning and Teaching Committee



The Learning and Teaching Committee (LTC) is a subordinate committee of Academic Council.

The role of LTC is to develop and recommend policies and guidelines to Academic Council on Learning and Teaching.

As a sub-committee of Academic Council, LTC's role is to develop and recommend policies and guidelines to Academic Council on Learning and Teaching matters.

Terms of Reference:

1. Develop a Learning and Teaching Plan for the University for approval by Academic Council and implement and monitor this plan.
2. Recommend to Academic Council on the approval, amendment or recession of learning and teaching policies. These policies must support the learning, teaching and academic functions of the University both onshore and offshore.
3. Monitor the effectiveness of policies and ensure all policies recommended for approval by the Learning and Teaching Committee are reviewed every three years.
4. Establish appropriate working parties to discuss relevant learning and teaching issues. Working parties must develop a report, policy or recommendation to be recommended by the Learning and Teaching Committee to Academic Council.
5. Exchange and disseminate information on learning and teaching policies and innovations.
6. Provide advice to the Vice Chancellor (via the Deputy Vice Chancellor [Academic]) on setting teaching and learning strategic funding priorities for the University in line with the strategic initiatives approved by the University.
7. Receive reports on appeals and arising policy issues from the Student Appeals Committee.
8. Make recommendations to Academic Council on exemptions to learning and teaching policies.
9. Receive annual reports from The Committee on University Entrance (CUE) regarding the performance of cohorts of students who have entered as a result of CUE policy.
10. Annually develop Academic Planning Guidelines for approval by Academic Council which articulate the academic principles to be focuses on for the following year. As part of this the Learning and Teaching Committee will review planning templates to ensure they are updated and improved.
11. Receive reports which allow monitoring of grade ranges from Boards of Examiners via the Faculty Learning and Teaching Committees.
12. Report at least annually to Academic Council, including specific reports on terms of reference 1, 7, 8, 9 and 10.

Membership:

- DVC (Academic) Chair
- President of Academic Council (Deputy Chair)
- Chairs of the Faculty Learning & Teaching Committees
- 2 elected Members of Academic Council, appointed by Academic Council
- Chair Student Appeals Committee
- Chair Educational Technology Committee
- Guild Education Vice President (or nominee) *ex officio*
- Academic Council Postgraduate Student Representative (or nominee)
- A member of the University Administration staff. Appointed by Academic Council on nomination of the President, Academic Council.
- A member of the Division of Academic Affairs. Appointed by Academic Council on nomination of the DVC (A).

The Committee may co-opt up to 3 persons.

Terms of Office:

The terms of the appointed and members shall be for three years and for co-opted members shall be for one year.

Standing Observers:

There are no standing observers. The Committee may invite non-members to take part in discussion and provide advice from time to time.

Secretary:

Assistant Secretary to Academic Council.

Meetings:

Approximately 10 meetings are held per year.

Quorum:

One third of the members or, if that is a fraction, the next higher whole number.

Student Appeals Committee



The Student Appeals Committee is a subordinate committee of the Learning and Teaching Committee established under the Discipline Statute with its members appointed by the President of Academic Council. It has two distinct roles which are defined within their respective arenas:

- The Student Appeals Committee (consisting of the whole committee); and
- Student Appeals Hearings (Chair plus four members selected from the Committee and a student representative).

Terms of Reference:

The terms of reference shall be in accordance with the *Student Appeals* policy.

The **Student Appeals Hearing Panels** can consider appeals by individual students against the following:

1. The final grade awarded in a unit (including Honours);
2. The result of examination of a Doctoral or Masters thesis;
3. Inadequate provision of alternate arrangements for a student with a conscientious belief which is in conflict with a teaching or assessment practice;
4. Denial of deferred examination;
5. Denial of a Retrospective withdrawal from a unit;
6. Exclusion from the University or from a course (if the student has applied unsuccessfully to the Program Chair for continued enrolment);
7. Denial of admission to the University or to a course (following successful review by the Admissions Officer);
8. Denial of credit/exemption or advanced standing towards a University qualification;
9. The non-award of postgraduate or other scholarships;
10. Any finding of, or penalty for misconduct that the Student Discipline Regulations say will be dealt with by the Student Appeals Committee.

There is a full Student Appeals Committee (SAC) and a Student Appeals Hearing Panel (SAHP). The SAHP members are drawn from the SAC to hear appeals.

Student Appeals Committee (SAC) Membership:

- A Chair and an alternate for the Chair each appointed by Academic Council for a term of three years who shall be of the rank of Associate Professor or Professor, except where otherwise approved by Academic Council;

- Membership of SAC shall consist of two academic staff from each Faculty. The 12 Committee members are to be appointed by Academic Council for a term of three years;
- The President of the Guild of Students or a student nominated by her or him; and
- A Student Appeals Committee Officer (non-voting).

Faculty and School Deans are ineligible for appointment to the Committee.

Student Appeals Hearing Panel (SAHP) Membership:

Membership will consist of the following members of the Student Appeals Committee:

- The SAC Chair or Alternate Chair;
- Two additional Members of the SAC;
- Of the three academic staff representatives of SAC, one must be female, one male and all must be chosen from Schools other than those from which the appeal has arisen;
- The President of the Guild of Students or a student nominated by her or him; and
- A Student Appeals Committee Officer (non voting).

All members of the SAHP must be present for the hearing to proceed.

Current membership of the Student Appeals Committee can be seen at the url below:

<http://www.murdoch.edu.au/admin/cttees/ac/tor/student.html>

Terms of Office:

The terms of the appointed members shall be for three years and for co-opted members shall be for one year.

Standing Observers:

There are no standing observers. The committee may invite non-members to take part in discussion and provide advice from time to time.

Secretary:

Student Appeals Committee Officer.

Student Equity and Social Justice Committee



The Student Equity and Social Justice Committee is a subordinate committee of Academic Council which provides advice on the promotion of equity, diversity and social justice for the student body within the University.

Terms of Reference:

1. To provide advice on the promotion of equity, diversity and social justice for the student body within the University.
2. To recommend to Senate (after endorsement by Academic Council) on student equity priorities for the University, on a three year cycle.
3. To recommend KPIs for the student equity priority areas, using management recommendations as a starting point for discussion.
4. To review performance against targets in these areas, for each of the designated equity groups, and to report annually on these to Academic Council and Senate, including recommendations for changes to targets and/or strategies.
5. To provide ongoing review of the University's two disability plans, the Disability Action Plan (DAP) and Strategic Implementation Plan (SIP) and facilitate the State Government reporting requirements.
6. To advise on other issues related to equity, diversity and social justice as requested by the Vice Chancellor or Academic Council.

The Committee will not have responsibility for the management of staff EEO issues.

Membership:

- Deputy Vice Chancellor (Academic) – Chair
- President of Academic Council (or Nominee)
- The Manager, Equal Opportunity & Social Justice
- The Equity Coordinator
- Director, Kulbardi Aboriginal Centre
- A member of staff with expertise in the area of equity and social justice appointed by Academic Council
- The Guild Disabilities Representative or the Guild President

The committee may co-opt up to two other members

Standing Observers:

- The Human Resource Advisor – EEO

Current membership of the Student Equity and Social Justice Committee can be seen at the url: <http://www.tlc.murdoch.edu.au/eosj/committees/esjc.html>

Secretary:

Manager, Equal Opportunities and Social Justice

Meetings:

The Committee should meet at least twice per year with an agenda to:

- Review and amend annual plan;
- Review progress of annual plan; and
- Assess year's activities, committee performance and statistical reports.

Quorum:

One third of the members or, if that is a fraction, the next higher whole number.

Section 8: ***Review of Academic Council and its Subordinate Bodies policy***



PREAMBLE

Periodic and regular review of Academic Council and its subordinate committees is an important aspect of quality management and the effective operation of these bodies. This policy provides for regular review of Academic Council and its subordinate bodies.

POLICY

1. Academic Council shall be reviewed at least once every six (6) years. The review shall be a joint Senate/Academic Council review with the dates and composition of the review panel to be determined by the Chancellor and the President of Academic Council and approved by Academic Council and Senate.
2. Terms of reference for reviews shall be:
 - 2.1 to review the role and functions, membership, and committee system of Academic Council, links between Council and Senate, and links with the Leadership Management Group, and recommend any changes to these which it believes will benefit the University (including recommendations for any consequential changes to the Statutes and Regulations);
 - 2.2 to consider any other issues referred to the review panel by Senate and Academic Council; and
 - 2.3 to consult widely within the University community, including an e-mail to all staff inviting their comments and suggestions
3. All standing committees of Academic Council shall carry out a self review at least every three (3) years unless stated otherwise in their terms of reference.

The self review shall consider:

 - 3.1 the relevance of the terms of reference and membership of the committee;
 - 3.2 the effectiveness of the decision making processes of the committee;
 - 3.3 the implementation of any recommendations of the committee; and
 - 3.4 any other issued referred to the committee by the President of Academic Council.
4. The standing committee shall seek comments from the University community.
5. The standing committee shall provide a report of the outcomes of the self-review and any recommendations arising to Academic Council.

Working Parties of Academic Council



Academic Council and its sub-committees can establish a number of limited term Working Parties to investigate issues that do not fall within their brief.

General Principles:

The Working Parties associated with Academic Council and its Sub-Committees will:

- (a) agree with the parent Committee on the scope and purpose of their task, and reporting process and timetable;
- (b) in reaching recommendations, identify and consult with all key stakeholders.

The Working Parties operate within the Guidelines for Working Parties Established by Academic Council and its Sub-Committees (AC/163/2001), which are as follows:

1. Academic Council and its Sub-Committees may establish one or more working parties to advise or recommend on specific aspects of the University's activities that fall within the terms of reference of the parent committee.
2. Working Parties associated with Academic Council and its Sub-Committees will:
 - 2.1 agree with the parent committee on the terms of reference, membership, including appointment of the Chair, reporting process and timetable. The Chair of the Working Party does not have to be a member of the parent committee; and
 - 2.2 in reaching recommendations identify and consult with key stakeholders as appropriate.
3. At the next meeting of the parent committee following the Working Party's establishment, it will present a concept paper to the parent committee that will:
 - 3.1 outline the nature of the issue being addressed by the Working Party and its preliminary thoughts on any core questions or options being considered (for the parent committee's early input);
 - 3.2 make recommendations on and seek approval for any detailed terms of reference which will describe the scope, purpose, list of actions to be taken, including consultation procedures and content for the report and the reporting process and timetable;
 - 3.3 identify and report on the likely key stakeholders in the area under consideration. This identification of likely key stakeholders will be made by the Working Party and/or by self-identification following a call for expressions of interest; and
 - 3.4 make recommendations on any change to the membership of the Working Party, possibly to provide expertise in a specific area.;

Note: It is anticipated that the Working Party will have initial discussions with the key stakeholders prior to submitting the initial report to the Committee. It is expected that the Working Party Chair may consult freely with the Chair of Academic Council or the relevant sub-committee during this initial phase of the work.

4. A brief verbal or written update on the progress of the Working Party will be provided at each meeting of the parent committee during the life of the Working Party. The parent committee may at any time request an interim or partial report on particular aspects of the Working Party's deliberations or an overview of their progress.
5. Recommendations must not be inconsistent with the Murdoch Act, or with Statutes, By-Laws, Rules, Regulations or Policies.
6. Recommendations may include a requirement for the parent committee to review and report on any recommendations that have practical and demonstrable outcomes.
7. The Chair of the parent committee may invite the key stakeholders to comment on the recommendations prior to their final consideration by the parent committee.
8. The final report will be made at the agreed date, unless an extension is provided.
9. The Working Party's final report must include clear recommendations, together with the rationale supporting them. Where a draft policy is recommended it should be presented as a separate attachment. When this involves revision of an existing policy, it should further be presented with the changes highlighted (via **bold** for insertions and ~~strikethroughs~~ for deletions).
10. Where members and/or key stakeholders hold opposing views to the recommendations made in the report their perspective should be discussed in the report, and the reasons given why their position was not accepted by the Working Party
11. The final report will contain an executive summary, and appendices that give:
 - 11.1 membership of the Working Party;
 - 11.2 names and positions of those key stakeholders whom the Working Party consulted and the nature of the consultation;
 - 11.3 a list of all reference materials, including University documents; and
 - 11.4 must be presented to the parent committee over the signature of the Chair of the Working Party to confirm that the terms of reference have been followed and key stakeholders consulted.

Section 10: Current Year Information



1. Members of Academic Council:

A table listing all current members of Academic Council, the basis of their membership, and their contact details is at the following website:
<http://www2.murdoch.edu.au/admin/cttees/ac/acmemlis.html>.

Those *ex officio* positions listed at the foot of the table under the header "Right of Attendance" have speaking but not voting rights.

2. Academic Council Meeting Dates:

Academic Council normally meets at 1.30pm on Wednesday afternoons. The Council meeting dates for this year are recorded at the following website:
<https://www.murdoch.edu.au/admin/cttees/ac/2009/Mtg%20Dates/mtg2009.html>

It is advisable to record the time and dates in your diary/e-mail calendar.

3. Academic Council Contact Persons:

There are three positions, namely:

- The President of Academic Council
- The Secretary to Academic Council
- The Assistant to the President of Academic Council.

Names and contact details of the current holders of these positions are at the foot of website:

<http://www.murdoch.edu.au/admin/cttees/ac/acbrief2.html#contactpeople>

The Secretary to Academic Council is located on the fourth floor of the Chancellery building - Office of Legal and Governance and can be contacted via telephone on 9360 6839.