

Anatomy & Physiology Students' Society (APSS)



THE UNIVERSITY OF
MELBOURNE

Terms of Reference
School of Biomedical Sciences
Department of Anatomy and Physiology

Committee Name

Anatomy & Physiology Students' Society (APSS) for the Department of Anatomy and Physiology, School of Biomedical Sciences.

1. Type

- 1.1. The Anatomy & Physiology Students' Society (APSS) is an Advisory Committee of the Department of Anatomy and Physiology (hereafter known as the Department);
- 1.2. Working groups may be formed to undertake specific tasks under the APSS terms of reference and ad hoc items which may periodically arise.

2. Purpose

The Anatomy & Physiology Student's Society (APSS) aims to support Graduate students to achieve research excellence within the Department of Anatomy and Physiology. The APSS group is a graduate student-led initiative established by, and for, graduate students within the Anatomy & Physiology department, within the School of Biomedical Sciences. The Society will facilitate networking and promote career development opportunities among graduate students within the Department.

3. Values of the Students' Society

Consistent with the University and Faculty of Medicine, Dentistry and Health Sciences (MDHS) strategic imperatives in the pursuit of excellence, the Anatomy and Physiology Students' Society's values are:

- 3.1. Integrity and Accountability - maintaining the highest international standards of ethics and quality in research;
- 3.2. Compassion and Collaboration - sustaining a diverse, inclusive and harmonious scholarly community committed to supporting employees and students to realise their full potential; and
- 3.3. Respect - maintaining a safe, collegial and rewarding learning and working environment.

4. Scope

The Society is responsible for:

- 4.1. To advocate for Graduate student support and advise on graduate students needs to the Head of Department.
- 4.2. To facilitate communication between the APSS with other similar groups internally within the School of Biomedical Sciences and the University.
- 4.3. To organise APSS-focused activities and events providing opportunities for:
 - Academic, career and social networking
 - Engagement with School and the broader University leadership.
 - Research activity, research grants and career development
 - Sharing good practices for balancing personal well-being with professional development
 - Cross-disciplinary collaboration
 - Identify suitable external programs/forums for Graduate students
 - To identify opportunities for Graduate students to contribute to the Department (e.g. mentoring, leadership roles)
 - Create a solid support network for Graduate students
 - Actively support career development of Higher Degree by Research (HDR) students

5. Authority

The Society will approve and subsequently make recommendations to the Head of Department, and the Graduate Student groups in the School of Biomedical Sciences.

6. Membership

The Society is Chaired by the Co-Presidents of APSS, or if absent the Deputy. The remaining members represent designated portfolios within the Department, and will submit their *Expression of Interest (EOI)* to the Chair and are then appointed following a vote from attendees at the Annual General Meeting (AGM).

- Co-Presidents; Mitchell Ringuet & Jasmine Sloan
- Vice President (Deputy); Sudipta Datta
- Secretary; Yaan-Kit NG
- Treasurer; Benjamin Czaplá
- Student Support Officer; Sabrina Poon
- Higher Research Degree (HDR)/ PhD Representative: Amy Vuong
- Masters Representative; Wayne Du
- Honours Representative; Amin Abedini
- Social Media Liaison; Anita Leembruggen
- Communications Officer; John Nguyen

Portfolio holders will serve for their term of appointment, which is nominally for one year, with an opportunity to be reappointed for a further year (maximum two-year term).

7. Meeting arrangements

- 7.1. The Society will meet bi-monthly (or at more frequent intervals as determined);
- 7.2. A quorum will deem to be the Chair (or nominee) plus 50% of the remaining committee members (to the nearest whole number);
- 7.3. Agendas and minutes of previous meeting will be prepared by the Secretary of the Society, and distributed by email to members prior to the meeting;
- 7.4. Apologies are to be submitted in advance;
- 7.5. Minutes of meetings are recorded and are confirmed at the following meeting;
- 7.6. Communications between meetings will be by email.

8. Reporting

- 8.1. All working groups shall operate under the strategic direction of the Society to which they shall report quarterly or more frequently as the Society requires and to which they can make recommendations.

9. Resources and budget

Meeting rooms will be booked by the Secretary, and all expenditure planned from the Society will be approved by the Head of Department.

10. Review

The Terms of Reference will be reviewed annually by the APS Society.