



MONASH  
University

MALAYSIA



# MUPA ANNUAL ELECTION

## 2024

Appendix 2:  
Guidelines



# EXECUTIVE COMMITTEE POSITIONS

- President
- Vice President
- Secretary
- Treasurer
- Activities Manager
- Welfare Executive
- Publicity & Media Executive
- Student Representatives:
  - School of Arts & Social Sciences
  - School of Business
  - School of Engineering
  - School of Information Technology
  - School of Medicine & Health Sciences
  - School of Pharmacy
  - School of Science
  - Coursework Student Representative
  - International Student Representative



# ELIGIBILITY

A full-time student who needs the following to complete his/her degree:

At least  
**18**  
credit points per  
semester

**AND**

At least  
**36**  
credit points over two  
semester

**OR**

At least  
**12**  
months left  
(for full-time higher degree research student)

# HOW TO RUN?

There are three options:

Running  
**individually**

**OR**

Running with  
another person for  
the same position  
**(sharing position)**

**OR**

Running on a  
**ticket**  
with a group of six  
or more

# TICKET REGISTRATION

## JOINING WITH YOUR FRIENDS?

**Ticket registration period:**

- 4th October 2024 - 14th October 2024 (8AM-6PM)

## **Regulation:**

- Running in a group of six or more
- RM100 refundable deposit (returned after submission of passport photos & policy speech)
- Refer to Election Regulation 17(vi) for name selection

## **Forms:**

- Ticket Name Application Form
- Nomination Form for each candidate on the ticket

# NOMINATION FORM

## Nomination period:

- 4th October 2024 - 14th October 2024 (8AM to 6PM)

## Nominators and seconders:

- Nominators and seconders must be postgraduate students (please see Clause 4.1.9 and Clause 27.1 of the Constitution)
- Attach screenshots of the Research/Coursework Enrolment Summary from WES as proof of their student status
- School representatives must be nominated by students from their respective school.

## NOMINATION FORM

I, \_\_\_\_\_, of  
\_\_\_\_\_  
\_\_\_\_\_ (Current Postal Address),  
\_\_\_\_\_ (Monash ID), \_\_\_\_\_ (Contact), \_\_\_\_\_ (Monash E-mail)

Nominate for : \_\_\_\_\_ (Position)  (Signature)

Nominate by : \_\_\_\_\_ (Name) |  (Signature)  
\_\_\_\_\_ (Monash ID)

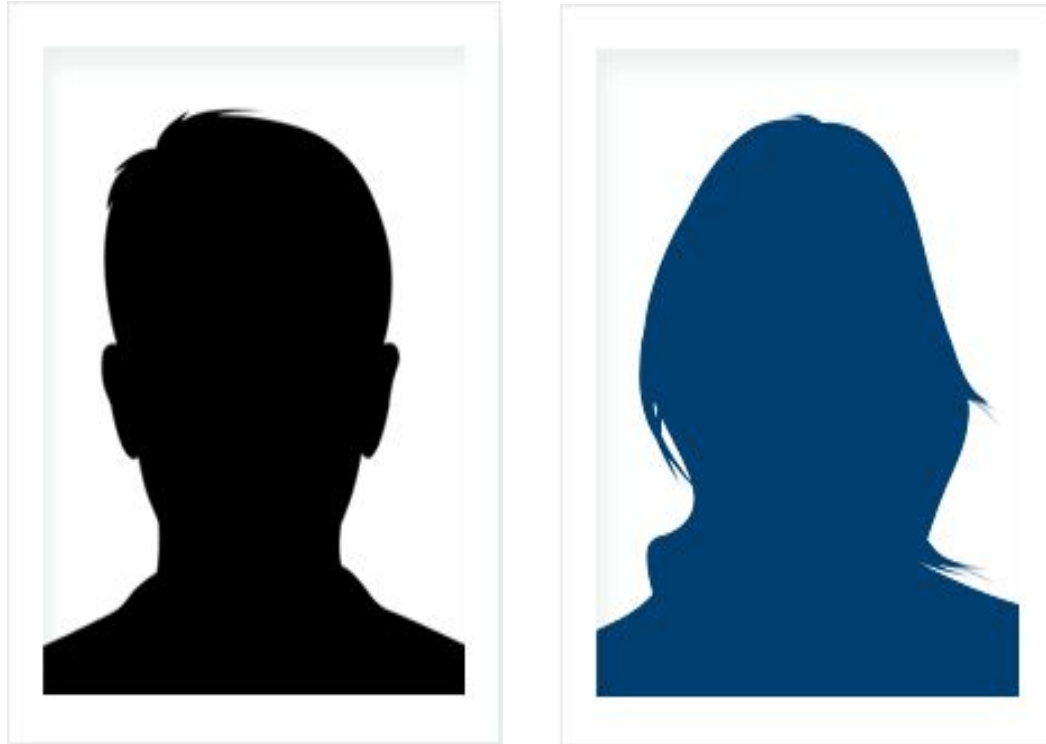
Seconded by : \_\_\_\_\_ (Name) |  (Signature)  
\_\_\_\_\_ (Monash ID)

# NOMINATION FORM

- If running with another person for the same position, fill up the “*If sharing a position*” section
- If running on a ticket, fill up the “*If running on a ticket*” section
- If running individually, leave these sections blank

<b><u><i>If running on a ticket:</i></u></b>			
<input type="text"/>	(Ticket Name)	<input type="text"/>	(Signature)
<b><u><i>If sharing a position:</i></u> I nominate to share this position with:</b>		<input type="text"/>	(Student Name)
		<input type="text"/>	(Monash ID)
		<input type="text"/>	(Signature)
<b><u><i>If sharing a position:</i></u> Where this nomination is for an office-bearer position, the person to be the voting member on all MUPA bodies where that office-bearer has a vote will be:</b>			
<input type="text"/>	(Student name)	<input type="text"/>	(Signature)

# SUPPORTING DOCUMENTS



One (soft copy) passport-sized photographs

my.monash | WES home | Email Faculty

**Web Enrolment System**

Enrolment / Re-Enrolment

Fees / Scholarships

Student Services

Course Progression

Enrolment Access Dates

WES Guides

**Monash Links**

my.monash

Allocate+ (Class Allocation)

Class timetable (prev. MUTTS)

**Web Enrolment System**

Enrolment / Re-Enrolment

- Enrolment / Re-enrolment  
Includes: Unit Enrolment, Area of Study, Questionnaire, CSP, HECS-HELP, FEE-HELP, SA-HELP
- Research enrolment summary**
- Intermission
- Deferral
- Course dis
- Common

my.monash | WES home | Email Faculty

Check Faculty and Course requirements before enrolling. It is your responsibility to ensure your enrolment complies with course requirements. Arrange a meeting with your Course Adviser if you are unsure.

**Enrolment Summary**

Course: Doctor of Philosophy (2625)

Campus:	MALAYSIA	Attendance Type:	FT
Academic Unit:	MALAYSIA SCH OF PHARMACY	Research percentage:	100%
Research commencement date:	24/11/2017	Thesis Submission Date:	26/08/2020
Thesis Title:	[REDACTED]		
Thesis Status:	PENDING		
Supervisor:	[REDACTED]	Type: ASSOCIATE	Percentage: 20%
Supervisor:	[REDACTED]	Type: ASSOCIATE	Percentage: 20%
Supervisor:	[REDACTED]	Type: ASSOCIATE	Percentage: 20%
Supervisor:	[REDACTED]	Type: MAIN	Percentage: 40%
Milestone Type: CONFIRMATION	Due Date: 28/05/2018	Milestone Status: ACHIEVED	Date Reached: 28/05/2018
Milestone Type: PROGRESS REVIEW	Due Date: 28/05/2019	Milestone Status: PLANNED	Date Reached:
Milestone Type: FINAL REVIEW	Due Date: 27/05/2020	Milestone Status: PLANNED	Date Reached:

If the details above are incorrect, please contact: [mge.candidature@monash.edu](mailto:mge.candidature@monash.edu)

For information regarding Faculty/Departmental Tuition Scholarships or Sponsorships please contact your

Screenshot of Research/Coursework Enrolment Summary from WES



# DOCUMENTS NEEDED

	Running individually	Sharing position	Running on a ticket
Nomination form	✓	✓	✓
Passport photo <ul style="list-style-type: none"><li>• Softcopy □ 1 copy</li></ul>	✓	✓	✓
Research/Coursework Enrolment Summary for nominee	✓	✓	✓
Research/Coursework Enrolment Summary for nominators and seconders	✓	✓	✓
Nomination form ( <i>"If sharing a position"</i> )		✓	✓ sharing a If you are position
Ticket name application form			✓
Nomination form ( <i>"If running on a ticket"</i> )			✓

# WHO TO CONTACT?

Email: [mum.mupa.election@monash.edu](mailto:mum.mupa.election@monash.edu)

## Deputy Returning Officer

Ms. Thiviya

School of Pharmacy

## Returning Officer

Dr. Mrudula Guggilla



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