

FEIT Student Clubs - Affiliation Form 2027

Form Preview

FEIT Student Clubs - Affiliation Form 2027

FEIT AFFILIATION/RE-AFFILIATION REQUEST

Please use this form to request affiliation with the Faculty of Engineering and Information Technology.

The **CLUB PRESIDENT** is required to complete the FEIT Affiliation Form.

Each FEIT Affiliation application will be individually assessed and provided an outcome to within 4-weeks of submitting.

All requests for 2027 Affiliation must be completed and submitted before Monday, the 1st of February 2027. By submitting this form, you declare that:

- You have already received UMSU and/or GSA affiliation, and can provide proof of this
- You are a club with at least 30 members
- At least 30% of your members are graduate coursework students within the Faculty of Engineering and Information Technology
- You have the upfront funds to cover the cost of your events and activities ***Note:** *As an affiliated club, you will be entitled to club funding to cover partial costs of events so long as the funding request meets our requirements, however, this amount is reimbursed to you AFTER showing appropriate use of funds through receipts and invoicing the Faculty.*

Clubs Obligations and Requirements:

- Maintain ongoing communication about group activities and always inform FEIT of any changes in group details (e.g. committee structure, bank details, social media etc.);
- At minimum, ONE member of the Club Executive Leadership Committee MUST attend monthly FEIT Student Leadership Committee meetings. Other committee members are welcome to attend. Failure to adhere to this could result in funding being withdrawn and / FEIT affiliation revoked.
- Declare an accurate and current group size to FEIT based on a membership list
- At minimum, ONE member of the Club Executive Leadership Committee MUST attend the Professional Development sessions that the faculty organises/runs.
- Spend FEIT funds appropriately according to FEIT funding requirements
- When requested, promote FEIT activities to student club members via email, social media, and use promotional materials appropriately
- Be timely in responding to FEIT requests and participate in related events when called upon
- Submit an annual report to FEIT every twelve months outlining all events that have been held (due December 1 of each year)
- Adhere to UMSU, GSA* and FEIT policies and procedures, as well as the general University policies and procedures at all times; and All committee members must familiarise, understand, and follow all guidelines outlined in the Student Club Handbook and FEIT Student Club webpages. ***Note:** You do not need to adhere to GSA policies and procedures unless you are affiliated with them. Likewise, you do not need to adhere to UMSU policies and procedures unless you are affiliated with them.

Privacy Collection Notice

FEIT Student Clubs - Affiliation Form 2027

Form Preview

The collection of personal information by the University of Melbourne (**University**) is governed by the *Privacy and Data Protection Act 2014* (Vic) and *Health Records Act 2000* (Vic) (together, **Privacy Laws**). The University is also considered to be a data controller for the purposes of the EU General Data Protection Regulation 2016/679 (**GDPR**) in relation to the collection of personal information from individuals located in the European Union (**EU**), while conducting certain activities. The University is committed to protecting your privacy and processing your personal information fairly and lawfully in compliance with the Privacy Laws and the GDPR, as applicable.

The information on this form is being collected by the Faculty of Engineering and Information Technology for the purposes of reviewing FEIT Affiliated clubs. The information you provide will be used by the Student Enrichment and Belonging Team, and may be shared with relevant academic and professional staff within the Faculty. We will not disclose your personal information to anybody else unless you have given consent, or we are authorised or required to do so by law.

The University stores personal information in both electronic and paper based form and does not segregate or treat personal information differently based on your geographical location. The University takes all reasonable steps to ensure that the information we hold is accurate and complete, and that we implement and maintain appropriate technical and organisational security measures to protect personal information transmitted, stored or otherwise processed, from accidental or unlawful destruction, misuse, loss, alteration, unauthorised access or disclosure.

We will retain your personal information only for as long as required for the purpose it was collected and in accordance with our legislative obligations. This information is then securely destroyed in accordance with the [University's retention and disposal authority](#).

You may request access to, or correction of, information we hold about you, or exercise rights of access, rectification, erasure and other rights under the GDPR, at any time. Please refer to our [Privacy webpage](#) for information on how to contact us about privacy, how to lodge a complaint and for the contact details of the University's Privacy and Data Protection Officer.

Contact Details

* indicates a required field

Student ID *

Must be a number.
Your UniMelb ID

Please confirm that you are the Club President leading into 2027 *

☐ I confirm that I am the Club President leading into 2027.

Applicant *

Title	First Name	Last Name

Applicant Primary Phone Number *

FEIT Student Clubs - Affiliation Form 2027

Form Preview

Must be an Australian phone number.

Applicant UoM Email *

Must be an email address.

Club Information

*** indicates a required field**

Executive Committee Details

Please ensure all details of the Club's Executive Committee are provided in this spreadsheet linked below:

[FEIT Student Club Representatives 2027](#)

Your application will not be considered if the details are not provided.

Club Membership Base

Please provide an EXCEL SPREADSHEET of Student ID's of your Club Membership Base *

Attach a file:

Must be an up-to-date Excel Spreadsheet with at least one column of Student ID's of club members.

Club External Support

Please upload a PDF document containing proof of UMSU and/or GSA affiliation approval (i.e., email confirmation) *

Attach a file:

Are you affiliated with any other Faculty across the University of Melbourne? *

☐ No, we are not affiliated with any other Faculty.

☐ Other:

If you are affiliated with another faculty, please select "other" and list the Faculty or Faculties that you are affiliated with.

FEIT 2035 Strategy

Please outline how your club addresses the Faculty of Engineering and Information Technology's strategic goals*[View FEIT's 2035 Strategy](#)**Prompts to help get you started:**How does your club contribute to innovation, excellence, or leadership in

FEIT Student Clubs - Affiliation Form 2027

Form Preview

Engineering and IT? In what ways does your club support student wellbeing, belonging, or professional development? Does your club engage with industry or research partners? If so, how? What steps does your club take to promote diversity and inclusion? Are there any initiatives your club runs that support sustainability or community impact? *Alignment with FEIT strategy does not automatically mean affiliation with FEIT. Affiliation is based on student membership being primarily FEIT students AND alignment with FEIT strategic priorities

Alignment with FEIT 2035 Strategy *

Word count:

Must be at least 100 words.

FEIT Clubs Marketing and Communications

* indicates a required field

FEIT Branding

FEIT Branding Expectations

To help recognise the partnership and support provided by the Faculty of Engineering and Information Technology (FEIT), clubs are expected to include the official FEIT logo on promotional materials for events and initiatives where FEIT has provided support.

This includes events where FEIT has:

- Provided grant funding or financial support
- Facilitated alumni or industry connections
- Assisted with venue bookings or event logistics
- Provided staff support, resources, or other significant assistance

The FEIT logo should be clearly visible on relevant promotional materials, including social media posts, posters, presentations, and event registration pages where appropriate.

The FEIT logo can be accessed here: [Promotion Guidelines](#).

If you are unsure whether the FEIT logo should be included for a particular event or activity, please contact the Student Enrichment and Belonging Team for guidance at engit-studentclubs@unimelb.edu.au

Club Promotional Assets

FEIT Student Clubs - Affiliation Form 2027

Form Preview

Promotional Materials

Please provide the most up-to-date versions of your club's promotional materials and information, including:

- Club name and acronym (if applicable)
- Club logo and branding assets
- Website and social media links
- A brief club description (2-3 sentences)
- Any additional promotional materials you would like FEIT to use when promoting your club

This information will be used to ensure FEIT's records are accurate and to support the promotion of your club and its activities.

Please provide a SQUARE logo

(1:1 Ratio) *
Attach a file:

Please provide a RECTANGULAR logo (3:2 Ratio) *

Attach a file:

Club Name *

Club Acronym *

Brief Description about club *

You may wish to include:
What your club does and its purpose
The students or disciplines your club represents
The types of events, activities, projects, or competitions you run
Opportunities for members to get involved
What makes your club unique

Declaration and Feedback

* indicates a required field

Student Declaration

I declare that all information provided in this application is true and correct and I consent to this information being used for the purposes of FEIT Club Affiliation.

I agree *

☐ Yes

☐ No

Please note that applications cannot be amended once submitted.