

Activity Categories (for charging determination)

No Charge Organisation	No Charge Activity
Academic Staff: Timetabled teaching & Exams	Unit code must be quoted and published in the class timetable
Academic Staff: Non-timetabled teaching	Summer schools, residentials, block teaching. Unit code and Department must be quoted to identify the booking.
Academic staff, General staff & Campus Experience: meetings in meeting rooms	Faculty or Office and activity must be quoted. Single session. Single venue.
Academic staff, General staff & Campus Experience: all other University activities	Careers, Enrolment, Global Leadership Program, Graduation, "O" Week, OFM Maintenance, Transition Program, Diversity Week. No entry charge.
Student clubs	Various activities without entry charge. Clubs must be registered with U@MQ.
Academic staff: Conferences & Seminars	Conferences & seminars for staff & students. No entry charge. Includes lunch time or full day seminars.
General staff: Marketing, Alumni & Institutional Advancement	Official University Events (Eg. Open Day). Partner Schools Events. Fundraising Events. No entry charge.
Other organisations	By approval from the Vice Chancellor's Office

Chargeable Organisation	Chargeable Activity
Student clubs	Activities where entry fees are charged.
Student clubs not registered with Campus Experience	Any activity.
Academic staff: Conferences, Seminars & other Events where entry fees are charged.	Conferences, seminars & other events open to the general public. Entry fee charged.
General staff: Marketing, Alumni, Institutional Advancement Campus Experience	Events where fees are charged. Non-University events involving outside organisations
Academic associations/clubs/ societies	Any activity.
Professional/ Commercial groups	Any activity.
Cultural/Community groups	Any activity. Includes concerts, films, dances, meetings.
Charity/Non-profit groups	Any activity.
Government bodies	Any activity. Includes Non-Partner Schools