



# Student Representation Policy and Procedure

## **Purpose**

1. This Policy provides a framework for encouraging student participation in the governance of the Australian International Institute of Higher Education ('the Institute' or 'AIIHE').

## **Scope**

2. This Policy applies to all AIIHE staff, students and members of the Governing Bodies.

## **Policy**

3. The Institute is committed to providing opportunities for students to participate in the governance of academic matters and other aspects of the operations of the Institute.
4. Under provisions in the Institute's Corporate Governance Framework, the Governing Council takes steps to ensure that informed decision-making by students is supported and students have opportunities to participate in the deliberative and decision-making processes at the Institute.

## **Procedure**

### **Student representation in governance**

5. Under the provisions of the AIIHE Governance Framework, a student representative may be appointed to the Governing Council, Academic Board or Teaching and Learning Committee.

### **Student Representative Council**

6. The Institute has established a Student Representative Council to provide an independent student forum for the expression of views and discussion of concerns impacting on student experience at the Institute, and for coordination of certain student initiatives. The members of the Student Representative Council will have direct access to the Student Services Manager.
7. The Student Representative Council is composed of three (3) members, including a President, elected from students enrolled at the Institute at the date of the election.
8. The Student Representative Council may invite Institute staff members, through the Student Services Manager, as deemed appropriate to attend meetings of the Student Representative Council.
9. Members, including the President, are elected by enrolled students for one (1) year and may stand for re-election.
10. The Student Representative Council will convene at a minimum once every study period.
11. The President is responsible for chairing meetings of the Student Representative Council. The President is the primary point of contact for management.
12. Where a vote is required, it will be made by way of poll. A resolution is passed where a majority of the members vote in favour of the motion.
13. The Student Representative Council may issue recommendations to the Student Services Manager for consideration by the executive management team.



14. From time to time and where appropriate, the Student Services Manager may submit matters to the Student Representative Council for consultation or feedback purposes.

### **Responsibilities**

15. The Governing Council is responsible for overseeing student engagement in governance at the Institute.
16. The Student Services Manager will:
- a) coordinate the election of a student representative to the Governing Council or Academic Board
  - b) recommend to the Governing Council or Academic Board, the student representatives to be appointed, based on outcomes of the student election
  - c) facilitate the election of student representatives to the Student Representative Council
  - d) report to the executive management team concerns and issues raised by the Student Representative Council, and
  - e) facilitate Institute-led initiatives to promote student participation in governance.



## Associated information

<b>Approving body</b>	Governing Council
<b>Date approved</b>	23 October 2020
<b>Date of effect</b>	Commencement of operation
<b>Scheduled review</b>	Two years from when policy commences
<b>Current version approval date</b>	09/08/2024
<b>Next review date</b>	09/08/2026
<b>Policy owner</b>	Academic Dean
<b>Policy contact</b>	Academic Dean
<b>Related AIIHE Documents</b>	AIIHE Governance Framework Policy Development Policy Student Feedback Policy Student Support Framework
<b>Higher Education Standards Framework (Threshold Standards) 2021 (Cth)</b>	Standard 6.1, ss. 4 Standard 6.3, ss. 3
<b>Other related external instruments/documents</b>	<b>Related Legislation</b> <ul style="list-style-type: none"><li>Tertiary Education Quality and Standards Agency Act 2011 (Cth)</li></ul> <b>Good Practice Documents</b> <ul style="list-style-type: none"><li>TEQSA Guidance Note: Academic Governance, Version 3.1</li></ul>

## Document history

Version	Author	Changes	Approval Date
1.0	Not application	Original version	23 October 2020
1.1	Compliance Officer	Reviewed to align with the HESF 2021 and the footer was updated with current addresses.	9 August 2024

*N.B. The document is uncontrolled when printed! The current version of this document is maintained on the AIIHE website at [www.aiihe.edu.au](http://www.aiihe.edu.au).*