A128 Student Representation Policy

Policy Category	Academic	
Responsible Officer	Academic Dean	
Review Date	September 2026	
Related documents	Governance Charter Student Representative Council Terms of Reference	
Version	**Authorised by**	**Approval Date**
2.0	Academic Board	19/03/2024

1. Context

This Policy supports AIBI Higher Education (AIBI HE)'s commitment to student engagement and participation in AIBI HE operations through formal representation.

2. Scope

This Policy applies to AIBI HE students, and staff involved in the establishment and operation of the Student Representative Council.

2.1. Policy Principles

The key principles informing this Policy are:

- ensuring student engagement and participation that is truly independent;
- open, regular, and formal consultation between management and students; and
- ensuring a culture of good governance in student affairs.

3. Policy Details

AIBI HE is committed to a student voice in its academic processes. AIBI Higher Education will provide students with the opportunity to be selected as members of the Academic Board and Teaching and Learning Committee. These are key roles that bring the student voice to life at the most senior level of management. The successful applicants will gain the opportunity to contribute to and enhance the student experience. Additionally, AIBI HE will establish a forum for student representation named the "Student Representative Council".All enrolled students have access to formal representation through the Student Representative Council.

3.1. Student Representative Council

The Student Representative Council (SRC) is a forum of elected AIBI HE students established to support student engagement and participation in AIBI HE's operations. It is a forum for:

- Discussion of matters raised by AIBI HE students for potential representation to AIBI HE management and governance entities;
- consultation by AIBI HE management on matters impacting on student cohorts' educational experience; and
- organising committee of student-led activities in the context of AIBI HE operations.

Membership and meeting times of the Student Representative Council:

- All students are eligible for selection to the SRC.
- The minimum number of students on the SRC will be the equivalent of two students from each campus.
- There must be at least one representative from each faculty.
- Students will be selected via application or ballot if applications exceed the number of available spots on the SRC.
- The SRC will meet formally at least once a trimester. This will be a minuted meeting.
- The Governance Coordinator will assist in the operation of the SRC.

The above sections form the Terms of Reference for the Student Representative Council.

3.2. Academic Board

One student member is required for the AIBI HE Academic Board.

- The term is for a minimum of 12 months and a maximum of 24 months.
- The member may be selected via application or nomination from the SRC with final approval from the Academic Board.
- The student will be a voting member of the Academic Board.
- There is no remuneration for the role, however it will be listed on the student's transcript and Australian Higher Education Graduation Statement (AHEGS).

3.3. Teaching and Learning Committee

One student member is required for the AIBI HE Teaching and Learning Committee.

- The term is for a minimum of 12 months and a maximum of 24 months.
- The member may be selected via application or nomination from the SRC with final approval from the Chair of the Teaching and Learning Committee.
- The student will be a voting member of the Teaching and Learning Committee.

- There is no remuneration for the role, however it will be listed on the student's transcript and Australian Higher Education Graduation Statement (AHEGS).

4. Acknowledgements

In developing this Policy, AIBI HE acknowledges:

- *Western Sydney Student Representation and Participation Policy*

Document History:

Version	Date	Author	Reason	Sections
0.1	31/08/2018	Julien Marechal	As requested by the Academic Board at its 29/08/18 meeting	All
1.0	5/10/2018	Julien Marechal	Amended as requested by the Academic Board at its 29/09/2018 meeting.	5
1.1	10/05/2022	Chaido Kiourkou	Amended to reflect new corporate name Australian Institute of Business Intelligence; abbreviated to the Institute and new logo.	All
2.0	19/03/2025	Amon Broughton	Updated for use. Inclusion of Academic Board and Teaching and Learning Committee membership.	All