

Student Representation Policy

Policy Category	Academic		
Document Owner	Dean		
Responsible Officer	Registrar		
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Related Documents	<i>Academic Board Student Member Expression of Interest Governance Charter Program Development Policy Program Review Policy Quality Assurance Framework Student Representative Council By-Laws Student Support Framework</i>		
Version	Authorised by	Approved	Effective Date
1.0	Academic Board	29/09/2018	29/09/2018

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. Definitions

Affiliate: any person appointed or engaged by AIBI HE to perform duties or functions for the institution other than students and staff, and including members of advisory committees and governing bodies, contractors, consultants, and agency staff.

3. Scope

This Policy applies to AIBI HE students, staff and affiliates.

3.1. Policy Principles

The key principles informing this Policy are:

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

4. 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 a member of the Academic Board and Learning and Teaching Committee. This is a key role that brings the student voice to life at the most senior level of management. The successful applicant will gain the opportunity to contribute to and enhance the student experience.

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.

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

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

Refer to the *Student Representative Council Charter* for more information on the composition, standing orders, and by-laws of the Student Representative Council.

A representative from the Student Representative Council will be responsible for liaising with AIBI HE executive team on all matters relating to the Student Representative Council.

The Registrar is responsible for supporting the operations of the Student Representative Council by organising the elections of the forum and providing advice and access to AIBI HE resources as appropriate.

5. Breaches

If a student or staff member is found to be in breach of this Policy, she or he may be subject to disciplinary action in accordance with the relevant *Code of Conduct* and *Misconduct Procedure*, which can be accessed from the AIBI HE website.

6. Appeals

Appeals concerning any decision taken in relation to this Policy should be made under the relevant *Complaints and Appeals Policy*, which can be accessed from the AIBI HE website. Overseas students may lodge an appeal with the Overseas Students Ombudsman.

7. 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