

Appointment of Student Representative Policy and Procedure

Purpose	2
Scope	2
Policy	2
Procedure	2
Appointment Process	2
Responsibilities of the Student Representative	3
Confidential Items	3
Definitions	3
Version history	3
Additional Information	3

Purpose

This Policy and Procedure describes a process for the appointment of a Student Representative to the Academic Board of Australia Institute of Future Education (**AIFE**).

Scope

This Policy applies to:

- Enrolled students
- All AIFE staff, and
- members of AIFE's Governing Bodies.

Policy

Students will be encouraged to participate in the governance of academic matters and other aspects of AIFE's operations.

The Academic Board is required under its Terms of Reference to appoint to a member, who is a Student Representative of the student body to serve a term of one year.

Procedure

At the commencement of AIFE's first academic calendar year as a higher education provider, enrolled students will be invited to express an interest in sitting as a Student Representative on the Academic Board.

Selection Process

If more than one student has expressed an interest:

- The Academic Board will evaluate all expressions of interest by students for appointment to the Academic Board. Subsequent to candidate evaluation, the Academic Board will select and appoint a Student Representative. The Academic Board retains the right to appoint more than one candidate if deemed appropriate.
- Upon notifying the successful student, the Dean will make a general announcement regarding the Student Representative on the Academic Board.

If only one student has expressed an interest in becoming a Student Representative, the Dean will make a general announcement regarding the Student Representative on the Academic Board.

If no student expressed an interest in being a Student Representative on the Academic Board:

- Ongoing attempts will be made to recruit a Student Representative.
- The Dean will then invite a student to attend an Academic Board meeting.
- The student attending the Academic Board meeting may be different for each meeting.

One month before the academic calendar year is to end, enrolled students will be invited to express an interest in sitting as a Student Representative on the Academic Board and the process set out in this Procedure will be followed.

Responsibilities of the Student Representative

The Student Representative will attend an induction session, which will cover:

- Expectations of the role of Student Representative.
- Academic Board meetings dates, and
- Protocols during Academic Board meetings.

The Student Representative will also be provided with the Terms of Reference for AIFE's Governing Bodies.

The Student Representative is expected to attend all Academic Board meetings.

- One week prior to an Academic Board meeting, the Student Representative will invite the student population to provide feedback and raise concerns/issues via email (or in person via video conferencing if the student wishes to remain anonymous) that they want the Academic Board to be informed about.
- No later than one week after the Academic Board meeting, the Student Representative will report back to the student population via email (or in person via video conferencing for students who wished to remain anonymous).

Confidential Items

The Academic Board can ask the Student Representative to step out of the meeting when considering items of a confidential nature.

Definitions

For the purposes of this Policy and Procedure, the following terms are defined as follows:

Student Representative	The student who represents the student population on the Academic Board
Governing Bodies	Consists of the Board of Directors, Academic Board, Course Development Committee and, the Learning and Teaching Committee, and any other committees established by the Board of Directors or the Academic Board

Version history

Version #	Changes	Approval Body	Approval Date
1.0	New policy	Board of Directors	09 November 2022
2.0	Updated policy	Board of Directors	April 2025

Additional Information

Policy Status	Pending
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Policy Owner	CEO
Next Review Date	3 years from Approval Date
Related Internal Documents	Terms of Reference: Academic Board
Higher Education Standards Framework (Threshold Standards) 2022	Standards 6.1.4 and 6.3.3
Other legislative or regulatory instruments	Not applicable

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