



IONA COLLEGE
TRINITY

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Student Representative Election Policy and Procedure

Approved by the Board of Directors on 27 October 2022

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1. Purpose

The Student Representative Election Policy and Procedure sets out a process for the election of a student representative on the Iona Trinity College of Higher Education (the College) Academic Board.

2. Scope

This Policy applies to:

- Enrolled students of the College
- All College staff, and
- Members of the College's Governing Bodies.

3. Policy

The College encourages students to participate in the governance of academic matters and other aspects of the College's operations.

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

A Student Representative may also be invited to attend a meeting of the Teaching and Learning Committee.

4. Procedure

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

4.1 Election Process

If more than one student has expressed an interest:

- Call for an election of a Student Representative by all enrolled students. In calling the election, the Student Services Manager will set a deadline, two (2) weeks from when the election is called, for the student population to cast their vote
- After voting has closed, the Student Services Manager will count the vote, overseen by the Principal
- The Principal will inform the student who has received a majority of the votes and who will become the Student Representative sitting on the Academic Board
- Upon notifying the successful student, the Principal will announce to the College community the Student Representative on the Academic Board.

If only one student has expressed an interest in becoming a Student Representative, the Principal will announce to the College community the Student Representative on the Academic Board.

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

- The Principal will invite a student to attend an Academic Board meeting
- The student attending the Academic Board meeting will be different for each meeting

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

4.2 *Expectations on Student Representative*

An Induction session will be provided to the Student Representative.

Induction will cover:

- Expectations
- Governance meetings dates
- Conduct during meetings

The Student Representative will also be provided with the Terms of Reference for the College'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 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 for students who wished to remain anonymous).

4.3 *Confidential Items*

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

If upon invitation by the Teaching and Learning Committee, a Student Representative attends the meeting of the Committee, the same rule applies with respect to confidential matters that the Committee has to consider.

5. **Responsibilities**

The Student Services Manager is responsible for:

- Coordinate the election of a student representative to the Academic Board
- Recommend to the Academic Board, the student to be appointed as the Student Representative, based on outcomes of the student election
- Facilitate initiatives to promote student participation in governance.

6. **Definitions**

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

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|------------------------|--|
| Student Representative | The student who represents the student population (through election or by invitation from the Principal) on the Academic Board or invited to attend the Teaching and Learning Committee |
| College community | Encompasses currently enrolled students, staff and members of the College's Governing Bodies |
| Governing Bodies | Consists of the College's Board of Directors, Academic Board, Course Committee and Teaching and Learning Committee, and any other committees established by the Board of Directors or the Academic Board |

7. Version history

| Version # | Changes | Approval Body | Approval Date |
|-----------|------------------|--------------------|---------------|
| 1.0 | Original Version | Board of Directors | 27/10/22 |

8. Additional Information

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| Policy Status | Approved |
| Policy Owner | Principal |
| Next Review Date | 3 years from Approval Date |
| Associated Internal Documents | Terms of Reference: Academic Board |
| Higher Education Standards Framework (Threshold Standards) 2021 | Standards 6.1.4 and 6.3.3 |
| National Code of Practice for Providers of Education and Training to Overseas Students 2018 | No applicable standards |
| Other Applicable Legislation and Instruments | No applicable legislation or regulatory instruments |

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