POLICY	

Ref. to Legislative Frameworks: SRTO 2015: Standard 2.2 / 2.4 HESF2015: Standard 6.1.4 / 6.3.3	**Student Participation in Decision-Making**	
Version: 1.0	Policy Owner: Board of Directors	Issued on: 25/01/2018 Review by: 25/01/2020

Revision History

Current Version	Description of Change	Policy Developer(s)	Effective Date
1.0	N/A (New)	CEO Quality Assurance Support Officer	25/01/2018

PURPOSE

This policy iterates the principles by which Academies Australasia Polytechnic (AAPoly) provides avenues for students (and recent graduates) to be engaged in academic governance and decision-making processes.

POLICY STATEMENT

AAPoly considers students' welfare, progression and satisfaction central to management planning and resource allocation. To better understand students' needs and provide students with opportunities to be involved in decision making, AAPoly facilitates the students' involvement in a range of academic governance and decision-making activities.

SCOPE

This policy applies to all domestic as well as international students enrolled at AAPoly. Recent graduates will be involved in the implementation of this policy, i.e. in the role of student representative in the Academic Board.

DEFINITIONS

Academic Board	An elected academic governance body consisting of distinguished members from industry, academia and management of AAPoly – whose primary role is to develop academic rigour and quality through development of, monitoring of adherence to and review of policies and procedures
Higher Education Courses Committee	A standing committee of AAPoly Academic Board, the Higher Education Courses Committee (HCC) has the delegated responsibilities to: • develop new higher education (HE) courses; • review existing HE courses; and • monitor of the quality of delivery and outcomes of all HE courses while they are offered by AAPoly.
Higher Education Quality Committee	Another standing committee of AAPoly Academic Board, the Higher Education Quality Committee (HQC) has the delegated responsibilities to: • ensure that the delivery of Higher education (HE) programs aligns with AAPoly's quality assurance principles, relevant policies and the expectations of the Higher Education Standards Framework (HESF); • ensure teaching practitioners, scholarly activities and learning experiences are consistently of high quality and provide an optimum higher education teaching and learning environment; and • ensure the AB is informed regularly of emerging academic risks and of intervention outcomes.
Student Focus Group	A six-monthly gathering of randomly selected students, several student mentors, CEO and members of the Board of Directors, purposed to gather feedback from the students on governance and/or operational matters

POLICY

1. Students are key stakeholders in AAPoly's mission. AAPoly students or graduates are provided the following opportunities to participate in academic governance and decision-making processes:

   a. Participation in the deliberation of academic governance matters (only one recent graduate is eligible for this role);
   b. Participation at the HCC – an active (enrolled) student is eligible for this role;
   c. Participation in the HQC – one space is available for a current student;
   d. Participation in six-monthly Student Focus Groups– available to current enrolled students, in each teaching location.

2. Students may also participate in the following academic governance and decision-making activities which pertain more specifically to teaching and learning:

   a. Student feedback on teaching and subjects;
   b. Student feedback on services – Student Services, Library, ICT, Finance and Education Agents;
   c. Student orientation and feedback.

RESPONSIBILITIES

- The Board of Directors is responsible for the provision of and overseeing the adherence to this policy.
- The Academic Board ensures that the student representative is included in the HCC and HQC.
- The CEO develops and maintains this policy, subsequently communicating it to the Academic Dean and Designated Head of Student Services (DH-SS).
- DH-SS is responsible for including this policy in the Student Handbook accessible via the AAPoly website (for prospective, new and current students) and answering the questions that students may have at any time.
- Academic Dean ensures that all students and academic staff receive, understand and adhere to this policy.

FEEDBACK

Please email the CEO through suggestionstotheceo@aapoly.edu.auif you have any question or feedback about this Policy. The CEO will respond to your written question or feedback within two (2) weeks after the receipt, unless extenuating circumstances require an urgent response. The query or feedback will be recorded in the Continuous Improvement or Corrective Action register for quality assurance purposes.

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REFERENCES

Source	Document Title	Version/Date
Internal	AAPoly Academic Board Charter	v. 3.6 / 06082017
	AAPoly Academic Governance Responsibilities and Relationships	Published 20 Nov. 2017
	AAPoly Terms of Reference for Higher Education Quality Committee	Published 13 Nov. 2017
	AAPoly Terms of Reference for Higher Education Courses Committee	Published 13 Nov. 2017
External	ASQA Standards for Registered Training Organisations	2015
	Higher Education Standards Framework	2015
	National Code of Practice for Providers of Education and Training to Overseas Students	2018