


POLICY		
Ref. to Legislative Frameworks: HESF 2021: Standard 6.1.4 / 6.3.3	Student Participation in Decision-Making	
Version: 3.0	Policy Owner: Board of Directors	Issued on: 15/04/2026 Review by: 15/04/2028

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
2.0	Update to HESF 2021 Expanded Policy Statement and added rationale for student participation. Updated Student Focus Group definition Updated Responsibilities	CEO	22/05/2023
3.0	Periodical review, added point 4 – closing the loop and updated responsibilities.	CEO	15/04/2026

PURPOSE

This policy documents 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

Student participation ensures that student voices are taken into account in academic, administrative and developmental decisions. It sets the foundation for the shared values, including inclusivity, respect, shared responsibility, transparency, collaboration, empowerment, feedback and reflection, and accountability.

AAPoly considers student participation in decision-making as allows a for a better understanding of students' needs and to provide students with opportunities to be involved in decision-making. This policy aims to establish guidelines and procedures for facilitating student participation through student focus groups.

SCOPE

This policy applies to students enrolled at AAPoly and covers their involvement in student focus groups related to academic governance processes.

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 the development of, monitoring of adherence to and review of policies and procedures.
Academic Governance	Refers to the subset of institutional governance responsible for the quality and integrity of teaching, learning, and research. It comprises the policies, processes, and decision-making structures that ensure quality assurance and that academic standards are met and continuously improved ¹ .
Student Focus Group	A gathering of students, facilitated by AAPoly staff, allowing students to discuss and provide feedback on academic, administrative and developmental issues or or operational matters.

POLICY

1. Students are key stakeholders in AAPoly's mission. AAPoly students in each campus are provided with the opportunity to participate in the Student Focus Groups, which are conducted twice a year.
2. The Facilitator of the Student Focus Group will encourage students to discuss:
 - a. Feedback on learning outcomes, teaching staff and resources by subjects;
 - b. Feedback on services provided by students, including student services, counselling services, facilities and learning resources, IT equipment, and education agents;

¹ TEQSA Guidance note: Academic governance, Available at <https://www.teqsa.gov.au/guides-resources/resources/guidance-notes/guidance-note-academic-governance>, Accessed 12/03/2026

- c. Their experience during the admission into the course, student orientation and enrolment.
3. The Student Focus Group was established with the principles of:
 - a. **Inclusivity.** AAPoly is committed to ensuring that students participating in the focus groups are representative of the diverse student population, considering factors such as discipline of study, year of study, and cultural background.
 - b. **Transparency.** AAPoly ensures transparency in the establishment, functioning and outcomes of the Student Focus Groups, including sharing relevant information and updates with the student body.
 - c. **Respect and Collaboration.** AAPoly fosters an environment where all students can express their opinions freely and constructively.
 - d. **Feedback Integration.** The feedback received from the student focus groups is discussed, considered and integrated into decision-making processes, policies and initiatives, promoting a student-centred approach.
 4. Closing the Loop (Communication of Outcomes)

After the Student Focus Groups are conducted:

 - a. A summary report of key issues raised during Student Focus Groups and the corresponding actions taken or planned by management is prepared by the CEO and presented to the Academic Board and Board of Directors. An update on the agreed actions is reported by the CEO on a regular basis.
 - b. Agreed actions as a result of the Student Focus Groups are disseminated to the broader student body via the Student Handbook, campus noticeboards, or the LMS.
 - c. Agreed actions are recorded with subsequent administrative changes in the Continuous Improvement register to ensure long-term quality assurance

RESPONSIBILITIES

- The Board of Directors is responsible for the provision of and overseeing the adherence to this policy.
- The Academic Board and the Academic Dean consider what areas of feedback are required from the student population to be included in the Student Focus Groups in accordance with academic governance.
- The CEO, with the Designated Head of Student Services (DH-SS), proposes administrative feedback to be sought during the Student Focus groups, analyses, and proposes actions to address feedback raised during the Student Focus Groups and provides regular updates on those actions. She also develops and maintains this policy, subsequently communicating it to the Academic Dean and 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), inviting students to the Focus Groups, and answering the questions that students may have at any time.
- Academic Dean, with the Academic Board, proposes academic feedback to be sought during the Student Focus groups, analyses, and proposes actions to address feedback raised during the Student Focus Groups and provides regular updates on those actions. He also ensures that all students and academic staff receive, understand and adhere to this policy.

- Head of Secretariat - Acts as the primary coordinator for "Closing the Loop": Compiles the Summary of Outcomes from all Focus Groups, updates the Continuous Improvement Register with student-led changes, and publishes the "Closing the Loop" report to the student portal.

FEEDBACK

Please email the CEO through suggestionstotheceo@aapoly.edu.au if 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.

REFERENCES

Source	Document Title
Internal	AAPoly Student Participation in Decision Making Procedure
	Academic Board Charter
External	Higher Education Standards Framework (Threshold Standards) 2021
	TEQSA Guidance note: Academic governance
	National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018