

UON STUDENT ADVISORY COUNCIL – TERMS OF REFERENCE

1.0 Purpose

1.1 The Student Advisory Council was established by the Vice-Chancellor on 14 March 2017 with the following functions:

- 1.1.1 to provide advice on the education and social life of students
- 1.1.2 to act as a channel for communication between the University and the student community on matters affecting the academic and social wellbeing of students
- 1.1.3 to consult, advise and make recommendations to the Deputy Vice- Chancellor (Academic).

2.0 Scope and Responsibilities

2.1 The Student Advisory Council will be responsible for advising the Deputy Vice-Chancellor (Academic) on:

- 2.1.1 the effectiveness and comprehensiveness of student service delivery
- 2.1.2 teaching and learning matters of concern to students
- 2.1.3 policies and procedures affecting students
- 2.1.4 campus life and activities, and
- 2.1.5 the potential uses of SSAF funds that align with the student lifecycle and priority support categories as permitted under the legislation.

3.0 Membership

| STUDENT MEMBERS | MODE OF ELECTION/APPOINTMENT |
|--|--|
| Student Member on University Council | Elected student member on University Council |
| Student Representative of Academic Senate | Elected by and from all of the student members of Academic Senate |
| Postgraduate HDR Student Representative | Elected by and from all of the elected HDR student members on Faculty Boards |
| Postgraduate Coursework Representative | Elected by and from all of the elected Postgraduate Coursework student members on Faculty Boards |
| Undergraduate Student Representative, Faculty of Business and Law | Elected undergraduate student on Faculty Board |
| Undergraduate Student Representative, Faculty of Education and Arts | Elected undergraduate student on Faculty Board |
| Undergraduate Student Representative, Faculty of Engineering and Built Environment | Elected undergraduate student on Faculty Board |
| Undergraduate Student Representative, Faculty of Health and Medicine | Elected undergraduate student on Faculty Board |
| Undergraduate Student Representative, Faculty of Science | Elected undergraduate student on Faculty Board |

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|---|---|
| Indigenous Student | Elected |
| International Student | Elected |
| Ourimbah Student | Elected |
| Sydney Student | Elected |
| Port Macquarie Student | Elected |
| Student Representative – NUPSA | Appointed by and from the elected student members of the NUPSA |
| Student Representative – NUSA | Appointed by and from the elected student members of the NUSA Council |
| Student Representative – Yourimbah | Appointed by and from the elected student members of the Board of |
| Student Representative – NU sport | Appointed by and from the elected student members of the Board of |
| English, Language and Foundation Studies (ELFS) Student | Elected |
| Student Accommodation Representative | Elected |
| UNIVERSITY STAFF MEMBERS AND RIGHTS OF AUDIENCE | |
| Deputy Vice Chancellor (Academic) | Member |
| Deputy Vice-Chancellor (Research and Innovation) or nominee | Member |
| Deputy Vice-Chancellor (International and Advancement) or nominee | Member |
| Pro Vice-Chancellor (Learning and Teaching) | Rights of Audience |
| Pro Vice-Chancellor (Indigenous Education and Research) | Rights of Audience |
| Academic Registrar | Rights of Audience |
| Dean of Students | Rights of Audience |

4.0 Chair

4.1 The Student Advisory Council will be chaired by a student elected annually from the student membership.

5.0 Rights of Audience and Debate

5.1 The SAC may co-opt additional members for specified purposes as required

5.2 The SAC may seek provision of support and advice from areas within the University

6.0 Student Members

- 6.1** Student members must be enrolled in at least one course in a UON program of study to be eligible for membership. If a student member withdraws from their program of study or takes leave of absence, their position will be declared vacant and filled in accordance with the provisions of the membership vacancies outlined in Clause 8.
- 6.2** An individual student may represent more than one category of student membership but will carry only one vote.

7.0 Elections

- 7.1** The election of student members elected directly to the SAC will align with (or form part of) the annual UON student election process.
- 7.2** Student Members in cohort- or campus-specific membership categories, shall be elected directly by students from the relevant cohort or campus.

8.0 Vacancies

- 8.1** Where no student nomination is received for a particular category of membership or a vacancy occurs, the relevant DVC, PVC, Dean or Director will be responsible for nominating an eligible student that the SAC may then appoint to the position to ensure representation for that cohort, until such time as regular student election processes occur.

9.0 Quorum

- 9.1** The quorum for meetings of the SAC will be a minimum of six student members.

10.0 Term of Office

- 10.1** The term of office for elected student members to the SAC is one year.
- 10.2** If a student member ceases to be a member of the board/committee or group on which their membership is based, their position will be declared vacant.

11.0 Establishment of Working Groups

- 11.1** The Student Advisory Council may establish working groups of an *ad hoc* nature as it deems appropriate.

12.0 Roles and Responsibilities of Student Members

- 12.1** Engage with peers to seek out views, concerns, suggestions and feedback on relevant matters;
- 12.2** Present views in an objective, accurate and respectful manner;
- 12.3** Actively contribute to the SAC including preparation for, and participation in, meetings;
- 12.4** Relay meeting outcomes to peers;
- 12.5** Contribute to the consultation process for the annual allocation of SSAF funding;
- 12.6** Provide a brief biography and email contact details for inclusion on the SAC webpage and available to all UON students.
- 12.7** The Chair shall:

- 12.7.1** Set each meeting agenda following consultation with SAC members and relevant University staff as required;
- 12.7.2** Act as the primary point of contact between UON and SAC members;
- 12.7.3** Ensure all student inquiries are directed to the appropriate SAC representative for action;
- 12.7.4** Represent the SAC in University matters and meetings as appropriate; and
- 12.7.5** Create a list of priority areas and a work plan for the SAC for discussion at the first meeting of the year.

13.0 Committee Servicing

- 13.1** The University will provide secretarial and administrative support to the SAC.
- 13.2** The call for agenda items will be no less than four weeks before each meeting and will be based on the priority actions created by the committee.
- 13.3** The agenda will be circulated no less than five working days before each meeting.
- 13.4** Minutes and action items will be circulated within one week following each meeting.
- 13.5** Following confirmation, meeting minutes will be made available to all students through the UON website.
- 13.6** Responses to action items from the University will be made in a timely manner
The Secretary to the SAC will ensure actions on University staff are reported to the next meeting of the committee.

14.0 Frequency of Meetings

- 14.1** Meetings of the SAC will be held at least four times per year, with at least two meetings per semester.
- 14.2** The SAC may schedule additional meetings when deemed necessary.
- 14.3** Students who attend 75% of meetings in a year will have their membership recorded on their Australian Higher Education Graduation Statement (AHEGS).

15.0 Reporting

- 15.1** The SAC will report via Minutes to the Deputy Vice Chancellor (Academic) after each meeting.
- 15.2** The Deputy Vice Chancellor (Academic) will report annually to the Executive Committee and the University Council on the activities of the SAC

16.0 Performance Review

- 16.1** The SAC will review the Terms of Reference annually.
- 16.2** The SAC will assess its performance annually related to its purpose, duties and responsibilities.

Document History

| Effective Date | Approved By | Amendment |
|-----------------------|--------------------------------------|---|
| 27/2/2019 | Deputy Vice-Chancellor (Academic) | Clause 3.1 promoted to Clause 4.0 Re-numbering subsequent clauses as appropriate. Amendment of Clause 10.0 Committees and Sub-Groups to 11.0 Establishment of Working Groups and deletion of sub-clauses 10.2 and 10.3 Addition of Clause 12.0 Roles and Responsibilities of Student Members and sub-clauses 13.2, 13.3 and 13.4 related to Agenda setting and committee paper distribution, and sub-clause 13.6 related to actions on UON staff. Addition of Clause 16.0 Performance Review. |
| 24/11/2017 | Student Advisory Council | Amendments to include provisions for student members of the SAC to be directly elected by their relevant representative cohort. |
| 2/5/2017 | Student Advisory Council | Amended by the UON SAC at its inaugural meeting to change the appointment mode for the HDR Student Representative to be on the nomination of the Dean of Graduate Research, update the reference to the UON Student Living Student Representative, and include provisions for the establishment of working groups. |
| 14/3/2017 | Vice-Chancellor | SAC Terms of Reference First Approved by Vice-Chancellor |