STUDENT SERVICES AND AMENITIES FEE (SSAF)

STUDENT CONSULTATIVE GROUP

TERMS OF REFERENCE

1.0 DEFINITIONS

1.1 **award** refers to the particular academic achievement – certificate, diploma, degree—established by Council and conferred following the successful completion of the requirements of an underlying program;

1.2 **enrolled student** means a student enrolled in a course at the University of Newcastle at the time of their election and during their term of office;

1.3 **postgraduate coursework student** means a student enrolled in a postgraduate coursework program of the University;

1.4 **program** means the program of study created and approved by Academic Senate leading to an established award;

1.5 **research higher degree student** means student enrolled in a postgraduate research higher degree program of the University;

1.6 **undergraduate student** means a student enrolled in an undergraduate program of the University;

1.7 **University** means the University of Newcastle, established by the Act.

2.0 ESTABLISHMENT

2.1 The SSAF Student Consultative Group (SSAFSCG) was established by the Vice-Chancellor in April 2012 following the University Council’s resolution to introduce a Student Services and Amenities Fee (SSAF) from Semester 2, 2012.

2.2 The SSAFSCG will operate as a consultative group providing advice to the Student Services and Amenities Fee Management Group (SSAFMG).

2.3 The SSAFSCG will continue the consultative process to ensure students have input into and provide comment on priorities for proposed SSAF expenditure.
3.0 RESPONSIBILITIES

3.1 The SSAFSCG will be responsible for providing comments and advice to the Student Services and Amenities Fee Management Group with respect to:

3.1.1 identification and/or review of priority areas for SSAF expenditure according to student needs and the legislative obligations;

3.1.2 development of ideas and suggestions for potential projects/initiatives;

3.1.3 support for ongoing services and potential projects/initiatives put forward for funding consideration by the University or other campus service providers;

3.1.4 any other activity as requested by the Student Services and Amenities Fee Management Group.

4.0 MEMBERSHIP

4.1 Ex-Officio Members

The SSAFSCG will consist of:

a. Director Regional Campuses as Chair
b. Academic Registrar or nominee as Deputy Chair

4.2 Elected Members

A minimum of 5 elected University enrolled student members, being no more than 1 elected in each of the following categories, other than 4.2(a) where up to 3 elected representatives may be members of the SSAFSCG. (Students may be eligible for election in more than 1 category).

a. 3 Undergraduate representatives
b. 1 Postgraduate
c. 1 International
d. 1 Indigenous
e. 1 Callaghan campus, Newcastle City Precinct
f. 1 Ourimbah, Port Macquarie or Sydney campus
g. 1 Off-campus, distance or online

4.3 Approved Members from Other Elected Positions

a. Five (5) student members, being at least one from each Faculty who are current elected members of Faculty Boards as nominated by the relevant Faculty Pro Vice-Chancellor, and appointed by the Chair, SSAFSCG.

b. Up to five (5) students from the elected student representative members of student associations, student entities and campus service providers, being no more than one
from any single association or entity and as nominated by the relevant Board/association executive and appointed by the Chair, SSAFSCG.

4.4 Additional Members

Additional student members may be co-opted or appointed by the Vice-Chancellor from time-to-time to ensure appropriate coverage across the student body or in response to special circumstances.

4.5 By Invitation

The Chair may invite any person, including University staff, to attend meetings of the SSAFSCG to provide information and assist as required.

5.0 TERMS OF OFFICE

5.1 Student representatives elected under section 4.2 or appointed under 4.3 shall serve for a term of office of one year from 1 January or as determined by the Vice-Chancellor.

5.2 Members may be re-elected or re-appointed to serve additional consecutive terms.

5.3 The maximum consecutive terms of office for an elected or appointed student member is two terms.

6.0 REPORTING

6.1 The Student Services and Amenities Fee Management Group will receive reports from all meetings of the SSAFSCG.

7.0 FREQUENCY OF MEETINGS

7.1 The SSAFSCG will meet at least twice a year or as frequently as determined by the Chair.

8.0 COMMITTEE SERVICING

8.1 Secretariat support for the meetings of the SSAFSCG will be provided by the Academic Division through the Office of the Deputy Vice-Chancellor (Academic) or Office of the Director Regional Campuses.

8.2 Student elections will be administered by the University Secretary.

Change history:

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