



# Student Representation and Participation Policy

## 1. Purpose

- 1.1 Western Sydney University International College (WSUIC) acknowledges the need for students to be represented equitably and fairly.
- 1.2 Student representation is important as student representatives are a critical component of effective communication between students and WSUIC. The voice of the student body is important in the governance of WSUIC as student representatives suggest, develop, and implement solutions that will improve WSUIC operations and the total student experience at WSUIC.
- 1.3 The overarching purpose of student representation at WSUIC is to provide students with an opportunity to voice their views, suggestions and concerns through a proper and efficient process.

## 2. Definitions

### *'Student Council'*

Refers to a council consisting WSUIC students which aims to facilitate the discussion and resolution of issues relating to students at WSUIC.

### *'Student Services and Amenities Fee'*

A fee payable by students of WSUIC to WSUIC under the [Higher Education Legislation Amendment \(Student Services and Amenities\) Bill 2010](#) for the purposes of providing students with access to services and resources.

### *'Student Representation'*

Refers to formal processes and structures that:

- Allow the student voice to be represented effectively at WSUIC for the purposes of enhancing programs of study and improving the student learning experience.
- Provide a mechanism for feeding back the outcomes of this representation.

## 3. Policy Statement

- 3.1 WSUIC is committed to ensuring that all students have the opportunity to participate in optimising the quality of the total student experience at WSUIC. WSUIC recognises the role that active student participation has in fostering a vibrant learning community, and promotes all forms of student participation such as student representation on the Academic Board and being actively involved in clubs, committees and campus activities.



- 3.2 WSUIC is committed to student representation and participation through:
- 3.2.1 The establishment of a Student Council which allows representation of students in the Academic Board, Academic Quality Committee and Appeals Committee.
  - 3.2.2 The participation of students in matters affecting their interests at WSUIC
  - 3.2.3 The provision of opportunities for students to have input into the direction and coordination of campus activities and events
  - 3.2.4 The establishment of recognised means of communication between students and the academic, student support and administrative arms of WSUIC
  - 3.2.5 Ensuring processes are in place that encourage and promote equity and fairness for all WSUIC students in decision-making.
- 3.3 The Student Council is an important and key element in ensuring effective and comprehensive student representation and participation.
- 3.4 The guiding principles for this policy involve:
- 3.4.1 Independent and accountable student representation
  - 3.4.2 Meaningful processes for consultation between WSUIC and student representatives
  - 3.4.3 The participation of students in college life
  - 3.4.4 Ensuring the effective functioning of the Student Council
  - 3.4.5 Establishing the proper support structures for student representatives
  - 3.4.6 A commitment to an overall culture of respect, civility and transparency.
- 3.5 WSUIC will undertake a process of consultation with student representatives and the wider student community on the expenditure of any collected Student Services and Amenities Fees from students.
- 3.6 WSUIC Student Services staff are responsible for the effective functioning and efficient execution of this policy.
- 3.7 The WSUIC Academic Quality Committee undertakes a review of the Student Council Terms of Reference every two years to ensure consistency, unless required earlier.



#### 4. Selection Procedures

- 4.1 The selection processes (including the nominations and voting processes) for the Student Council Positions are overseen by the Student Services Team. The selection Process will consist of three stages:
- **Advertising the vacancy:** The Student Services Manager will organise the advertisement for vacancy/vacancies. To ensure that all eligible students are provided with the opportunity to apply, the advertisement will be provided to the Marketing and Communication Manager to arrange for publication on the WSUIC notice boards and through identified social media platforms.
  - **Nominations process:** The advertisement provides a 'Survey tool' for completion by any WSUIC student wishing to nominate themselves. The 'Survey tool' contains sections where the nominee can write the reasons why their fellow students should give them their vote. The information collected as a part of this nomination process will be used during the voting phase.
  - **Student voting:** The Student Services Manager will review all nominations and confirm with the Academic Director to ensure the nominations received meet the following eligibility criteria: a) a current WSUIC student; and b) a minimum of four (4) months remaining in their current course of study; and c) have not received any misconduct warning; d) An enthusiastic person who has a passion to make valuable contributions towards the enhancement of the student experience at WSUIC.
- 4.2 Eligible candidate profiles will be made available to the students for electronic voting, which must record the student's (voters) name, identification number and phone number. Students are only entitled to vote once per candidate. Voting must remain open for ten (10) days allowing sufficient time for the student body to review the candidates and vote for their choice.
- 4.3 Candidates must receive a minimum of five (5) individual student votes throughout the voting period to be considered eligible for the position. The candidates who receive the highest number of votes in each position will be appointed to the role. Evidence of the votes will be sent to the Quality and Compliance Manager for record keeping.
- 4.4 If at the conclusion of the ten (10) day period there are no candidates who have met the minimum of five (5) individual votes, the voting period may be extended for up to another ten (10) days. At the conclusion of the extension period if the voting numbers remain insufficient the position will be re-advertised.
- 4.5 The current list of members will be sent to the College Director and Principal and the Academic Director by end of Week 4 of the term
- 4.6 The current list of members will be posted on WSUIC noticeboards and communicated to students via email by end of Week 4 of the term



## **5 Term of Office**

- 5.1 Once a person is appointed to an elected position within the Student Council they will be expected to continue in the position for the remainder of time they are a current student at WSUIC.

## **6 Early Termination**

- 6.1 An elected Student council member who wishes to terminate their term of office early must provide notification in writing to the Student Services Manager. In cases where an elected Student Council member is considered to be inactive in their role, they may be asked to terminate their term of office if they agree they are no longer able to successfully perform the role. This elected member must agree to terminate their term of office, otherwise they will be expected to continue to perform in the position.

## **7. Quality and Compliance**

- 7.1 This policy is reviewed periodically (at a minimum every two years) to ensure regulatory compliance, operational currency, the identification of continuous improvement opportunities and risk identification and mitigation. This review is reflected in WSUIC's Quality Management Framework and Risk Management Framework.
- 7.2 This policy will be available on the WSUIC website for students and the WSUIC SharePoint site for staff access.
- 7.3 Emails will be issued to all staff to inform and update them on any changes to the policy and/or procedures and guidelines.
- 7.4 New staff will receive policy information during the induction process where it relates to their position.

## **8. Related Forms and Documents**

- WSUIC Student Council Terms of Reference
- WSUIC Student Representative Report to the Academic Board

## **9. Related Policies, Procedures, Guidelines and Legislation**

- [Western Sydney University Student Representation and Participation Policy](#)
- [Higher Education Legislation Amendment \(Student Services and Amenities\) Bill 2010](#)



- Higher Education Standards Framework (HESF) 2021 Domain 2.2 Diversity and Equity.

**Approval and Amendment History**

<b>Approval Authority:</b>	Western Sydney University International College Academic Board
<b>Policy Owners:</b>	Student Services Manager/Student Services Team
<b>Approval Date:</b>	21/10/2016
<b>Date for Next Review:</b>	02/11/2025

<b>Amendments</b>		
<b>Revision Date</b>	<b>Version</b>	<b>Summary of changes</b>
21/10/2016	1	New policy developed
22/11/2016	1.1	Introduction of Clause numbering. Addition of Clauses 6 and 7 to maintain consistency with other policy documents, addition of links to WSU policy
23/8/2019	1.2	Reformatted document. Included reference to Student Council Terms of Reference Student Campus Council changed to Student Council Revised Selection Procedure to ensure transparency Revised definition of Student Council Removed reference to student representative bodies – this is now just student council
09/11/2021	1.3	Addition of AQC in Clause 3.2.1 and updates to reflect HESF 2021
02/11/2023	1.3	Policy reviewed; no amendments identified