

# Student Representation and Election Policy and Procedure

<b>Approving body</b>	Governing Board (GB)
<b>Date approved</b>	24 Apr 2025
<b>Date of effect</b>	Commencement of operation
<b>Next scheduled review</b>	Two years from when policy commences
<b>Policy owner</b>	Chief Executive Officer (CEO)
<b>Policy contact</b>	Chief Executive Officer (CEO)
<b>Related Documents</b>	Academic Board Terms of Reference Learning and Teaching Committee Terms of Reference Governing Board Terms of Reference <a href="#"><u>Stakeholder Feedback Policy</u></a>
<b>Related Legislative and Regulatory Instruments</b>	HESF Standard 6.1.4 HESF Standard 6.3.3 <i>Education Services for Overseas Students Act 2000 (Cth)</i> <i>National Code of Practice for Providers of Education and Training to Overseas Students 2018 (Cth)</i> <i>Education Services for Overseas Students Regulations 2001 (Cth)</i>

## Purpose

1. This Policy provides a framework for facilitating and encouraging student participation in the governance of **Zenith Innovation Institute (Zenith / the Institute)**.

## Scope

2. This Policy applies to:
  - (a) all the Institute staff
  - (b) students of the Institute and
  - (c) members of the governing bodies.

## Policy

3. The Governing Board (GB) takes steps to ensure that students have opportunities to participate in the deliberative and decision-making processes at the Institute.
4. The Institute is committed to providing opportunities to students to participate in the governance of academic matters and other aspects of the operations of the Institute.

## Procedure

### Student representation in governance

5. Upon registration as an Institute of Higher Education, Zenith will provide students the opportunity to participate in the Institute's academic governance and deliberative and decision-making processes:
  - (a) the Terms of Reference of the Academic Board (AB) provide for the appointment of a student representative elected by the student body. As a member of the AB, it should be noted that the student representative will have voting rights on the AB, as per other members and
  - (b) the Terms of Reference of the Teaching and Learning Committee provide for a student representative to attend upon invitation.

### Student Representative Council (SRC)

6. Upon registration and when students have enrolled in its courses, the Institute will establish a Student Representative Council (SRC) to provide advice regarding student experience. The members of the SRC will have direct access to the Student Services Manager and the Academic Dean.
7. The SRC may issue recommendations to the Academic Dean and/or Student Services Manager for consideration by the Executive Management Team.
8. The purpose, membership and other key features of the SRC are listed in Table 1.

*Table 1 | Student Representative Council (SRC) key features*

Feature	Description
Purpose	The SRC serves as an independent student forum to express student concerns, discuss academic and non-academic matters, and coordinate student initiatives. It facilitates direct communication between students and Institute staff, ensuring that student needs and feedback inform Institute policies and initiatives.

Feature	Description
Membership	Three (3) members, including a Student President, elected from students enrolled at the Institute.
Chair and Student President	The Student President is Chair. The Student President is also the primary point of contact for Zenith's staff.
Invitees	Institute staff members may be invited to attend SRC meetings through the Student Services Manager.
Term	One (1) year but may stand for re-election.
Meeting frequency	At a minimum once every study period.
Additional matters	Academic Dean and/or Student Services Manager may submit matters to the SRC for consultation or feedback purposes.

## SRC Activities and Engagement Initiatives

9. The SRC plays a pivotal role in fostering a vibrant and inclusive student community. Through a range of academic and social initiatives, the SRC ensures that students feel supported, engaged, and empowered throughout their studies. Some of the activities include but are not limited to:

- (a) Academic Support and Enrichment: The SRC facilitates student-led study groups, helping students connect with peers in similar courses to enhance collaborative learning and academic success. Peer mentoring programs allow senior students to guide newer students through academic challenges, coursework expectations, and effective study techniques;
- (b) Networking and Professional Development: The SRC organises networking sessions where students can interact with industry professionals, faculty members, and alumni, creating pathways for career development and real-world insights. Specialised workshops on leadership, career readiness, and professional communication further support student career progression;
- (c) Cultural and Social Events: The SRC celebrates diversity by hosting cultural festivals, themed events, and awareness campaigns that promote inclusion and cross-cultural understanding. Social gatherings, such as welcome events and student mixers, encourage a sense of belonging within the Institute's community;
- (d) Well-being and Mental Health Support: To promote student welfare, the SRC coordinates well-being workshops, mindfulness sessions, and stress management seminars. These initiatives aim to equip students with tools to maintain a balanced and positive academic experience;
- (e) Student Feedback and Advocacy: Acting as a direct bridge between students and the Institute, the SRC hosts student feedback forums to gather opinions, suggestions, and concerns about academic programs, campus facilities, and student services. This feedback is then formally communicated to the Academic Dean and Student Services Manager for review and action;
- (f) Community Engagement and Volunteering: The SRC encourages students to participate in volunteering projects, fundraising activities, and social responsibility initiatives, strengthening connections between students and the broader community.

## Benefits of Joining the SRC

10. Participation in the SRC provides students with numerous academic, professional, and personal benefits, shaping them into well-rounded graduates equipped with valuable leadership and advocacy skills. Some of the benefits include but are not limited to:
  - (a) Leadership and Governance Experience: SRC members gain firsthand experience in student leadership, decision-making, and governance, strengthening their ability to represent student concerns effectively;
  - (b) Professional Skill Development: Being part of the SRC enhances critical thinking, public speaking, negotiation, and organisational skills, making members highly competitive in the job market;
  - (c) Enhanced Career Prospects: SRC involvement serves as a strong addition to resumes, demonstrating initiative, teamwork, and community engagement which are qualities highly valued by employers;
  - (d) Influence on Academic and Institutional Decisions: Students on the SRC have opportunities to contribute to course development, policy discussions, and institutional improvements through their representation on committees such as the Academic Board. This ensures that student perspectives are heard in shaping the future direction of programs and initiatives;
  - (e) Stronger Student Voice and Advocacy: The SRC provides a structured and recognised channel for students to express their concerns and suggestions. This ensures that feedback remains undiluted, impactful, and instrumental in driving positive changes at the Institute;
  - (f) Community Engagement and Volunteering: The SRC encourages students to participate in volunteering projects, fundraising activities, and social responsibility initiatives, strengthening connections between students and the broader community.

## Promotion and Visibility of the SRC

11. To ensure awareness and engagement, the Institute actively promotes the SRC through multiple channels, ensuring that all students are informed of its presence and role. Some of the channels include but are not limited to:
  - (a) Student Orientation: The SRC will be introduced during orientation sessions, where new students can learn about its function and how to get involved;
  - (b) Institute Noticeboards and Digital Screens: Information about the SRC, upcoming events, and contact details will be displayed on campus noticeboards and digital screens;
  - (c) Social Media and Email Announcements: The SRC will maintain visibility through regular social media updates, and email announcements, keeping students informed about activities, initiatives, and opportunities to participate;
  - (d) Institute Website: A dedicated section on the Institute's website will provide details on SRC members, upcoming meetings, and student advocacy projects;
  - (e) Campus Events and Information Stalls: The SRC will host student engagement days and promotional booths to directly connect with students, answer questions, and encourage participation;
12. By ensuring that the SRC is both visible and accessible, students will be more likely to engage with their representatives, contribute to discussions, and feel confident that their voices are valued in shaping their learning experience.

## Responsibilities

13. The Governing Board (GB) is responsible for overseeing student engagement in governance at the Institute and ensuring that students have opportunities to participate in the deliberative decision-making processes of the Institute.
14. The Student Services Manager will:
  - (a) coordinate the election of an SRC
  - (b) recommend to the AB, the student appointment provided in the Terms of Reference, based on outcomes of the student election
  - (c) facilitate the election of student representatives to the SRC
  - (d) report to the Executive Management Team concerns and issues raised by the SRC and
  - (e) facilitate Institute-led initiatives to promote student participation in governance.

## Definitions

15. There are no specific definitions for this policy and procedure.

## Version control

Version	Changes	Approval Body	Approval Date
1.0	New Policy	Governing Board (GB)	
1.1	Point 5 added "Zenith will.." Point 6 added "and when students have enrolled in its courses" Point 8 under Chair and Student President updated "staff management" to "Zenith's staff" Point 8 updated the purpose from "An independent student forum for the expression of views and discussion of concerns impacting on student experience at the Institute, and for coordination of certain student initiatives" to "The SRC serves as an independent student forum to express student concerns, discuss academic and non-academic matters, and coordinate student initiatives. It facilitates direct communication between students and Institute staff, ensuring that student needs and feedback inform Institute policies and initiatives." Added SRC activities and engagement initiatives; benefits of joining the SRC; promotion and visibility of the SRC.	Governing Board (GB)	
1.3	Point 9 replaced "is" with "are"	Governing Board (GB)	24 Apr 2025



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	Point 9 a) replaced “allows” with “allow” Point 10 replaced “is” with “are” Point 11 replaced “is” with “are”		
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