

Policy number	P47	Version	3
Approved by Board on	9 June 2022	Scheduled review date	June 2025

1. Purpose

The purpose of this policy is to articulate the role and responsibilities of candidate and student representatives on the Academic Board of Governance (ABG), along with the procedures for determining representation.

2. Scope

The policy is an Academic Board of Governance policy relevant to the ABG, candidates and students.

3. Policy Statement

Candidate and student representation reflects NIODA's values of openness, collaboration, respect and dialogue. Including the voice of candidates and students in academic governance ensures engagement and the relevance and applicability of outcomes.

4. Role and Responsibilities

Each candidate and student representative is a full member of the Academic Board of Governance for a twelve-month period.

The candidate is currently enrolled in the PhD program. The student representative is a third year master's student.

The role of candidate/student representative is as follows:

- to contribute to the activities and responsibilities of the ABG from both their experience as a candidate/student currently enrolled in the PhD and MLM(OD) courses and their professional experience
- to canvas and represent the views of current candidates/students on matters before the ABG that would benefit from direct candidate/student input
- to monitor the effectiveness of ABG 'governance' in support of valid candidate/student expectations for quality teaching and learning in the PhD and MLM(OD) courses
- to assist the ABG to 'keep in mind' and understand the candidate/student experience
- candidate/student representatives should report back to the learner cohort the decisions taken, in a timely manner and seek any further feedback as to the implications of decisions taken for learners.

5. Processes for determining the candidate and student representatives

Current PhD candidates are emailed information about the candidate representative role, asking for expressions of interest. In the case of more than one expression of interest, an election is held with voting rights limited to current PhD candidates. The Academic Programs Lead is the responsible person for this process.

Third year MLM(OD) students are emailed information about the student representative role, asking for expressions of interest. In the case of more than one expression of interest, an election is held with voting rights limited to third year students. The Academic Programs Lead is the responsible person for these processes.

6. Processes for representation

This process is designed to promote two-way communication between the candidate/ student bodies and the ABG.

1. All candidates/students have access to ABG agendas and meeting minutes on the student internal platform.
2. Academic governance items that candidates/students wish to bring to the attention of the ABG are to be communicated to the candidate/student representatives at least two weeks prior to the meeting date.
3. The candidate/student representatives submits those items to the Chair of the ABG with a request for them to be placed on the agenda.
4. ABG deliberations on the item/s are recorded in the meeting minutes which are available in the candidate/student internal platform of the NIODA website (<https://sites.google.com/nioda.org.au/internalplatform/home>) within two weeks of the meeting date.

7. Related Documents

Academic Board of Governance Terms of Reference