

Approved	Academic Board
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Responsible Officer	Dean
Author(s) and Role(s) from most recent	D. Speed (Dean), W. Wilson (Chair of Academic Board)
Related Documents (explicitly cross-referenced)	Academic Board Terms of Reference
Higher Education Standards (2015)	6.3.3
National Code (2018) (if directly relevant)	

ACADEMIC BOARD STUDENT REPRESENTATIVE POLICY AND PROCEDURES

Policy

1. The purpose of this policy is to support the institution in academic quality assurance in respect of the academic program and the entire academic environment.
2. The Membership requirements set out in the Academic Board Terms of Reference include a student representative member.
3. The student representative will have a voice and vote on behalf of all students enrolled in SCD.
4. The student representative will be enrolled in a Sydney College of Divinity course for the duration of the membership.
5. The student representative may be either undergraduate or postgraduate.
6. Because the work of the Board includes various student matters, some of which may be confidential because they relate to specific students, it will be at the discretion of the Chair of the Academic Board to determine whether the student representative should remain in a meeting of the Board or be exempted from the meeting during discussion and voting on specific student matters.
7. As for all other members of the Board, the student representative will have full speaking and voting rights on all matters, other than those where the Chair determines that it is inappropriate for the student representative to be present for a particular item.

8. The duration of the appointment will be for one academic year corresponding to the calendar year. The appointee may choose to nominate for a second term if desired, subject to continued enrolment, but may serve no more than two years in total.
9. Throughout the duration of the appointment, the student representative will exercise the right to consult with other students for advice and input where appropriate.
10. The student representative will be obliged to conform with all College policies and procedures whilst performing this role.

Procedures

1. As the position is representational, the procedure for selection will be through democratic election.
2. No later than early October each year, unless the current student representative nominates for a second and final year, the Office of the Dean will call for nominations from all College teaching bodies. Every currently enrolled student will receive an invitation to nominate on the pro-forma provided. The call for nominations will be accompanied by a letter from the Chair of Academic Board.
3. Nominations must be signed and supported by two other students eligible to vote as currently enrolled students.
4. Nominations will close before the last meeting of the Academic Board and the result will be announced at the last meeting of the Academic Board.
5. Where there are multiple nominations, a blind election process will be conducted by the Office of the Dean.
6. Where there is only one nomination, that nominee will be declared duly elected.
7. In the event that there are no nominations forthcoming, the College Dean will contact all Heads of the teaching bodies to seek their further encouragement of student nominations with a new closing date.
8. At the conclusion of the selection process, the successful appointee will be notified in writing by the SCD Dean in December to take up the position from the beginning of the following year.
9. If there are no nominations two weeks before the first Academic Board meeting of the following year, the Dean in consultation with the Chair of the Academic Board will approach a teaching body Principal from whose institution there has been no recent student representative seeking a suitable nomination of an eligible and willing student by the Principal. This process will be repeated until a student representative has been identified and accepted this invitation.