Student Representation Protocol

Section 1 - Governing Policy

(1) [Student Representation Policy](#).

Section 2 - Scope

(2) This protocol summarises how students can partner with QUT in decision making processes which guide the operation of the University. It outlines:

- a. formal consultation and committee representation processes (student membership on QUT Council and other university committees);
- b. support for the QUT Student Guild established under the [QUT Act](#); and
- c. other consultation from time to time with individual students and other student bodies.

Section 3 - QUT Student Guild

(3) QUT Council approves the QUT Student Guild constitution. All students are members of the Student Guild. The constitution provides for a variety of positions elected by and from the student body. Student representation on University level committees draws significantly, but not solely, on nominees of the Student Guild.

(4) The Vice-President (Administration) and University Registrar or nominated delegate meets regularly with the QUT Student Guild President, Student Guild General Manager and other Guild executive members as required to discuss current issues, referring matters as appropriate to other university officers for resolution.

Section 4 - Student representation on University committees

(5) Student representatives ensure student perspectives inform quality governance and decision making across the university. QUT students are provided with opportunities to participate in university decision making through membership of university committees, as determined from time to time.

Committee	Representation
QUT Council	One undergraduate student and one postgraduate student elected by and from the student body
University Academic Board	Three undergraduate students, nominated by QUT Student Guild Council. Three undergraduate students, including at least one international student, nominated by the Chair after receiving expressions of interest. Two postgraduate students nominated by the Head of Research Portfolio following consultation with Executive Deans.

This document may be varied, withdrawn or replaced at any time. Printed copies, or part thereof, are regarded as uncontrolled and should not be relied upon as the current version. It is the responsibility of individual reading this copy to always refer to the MOPP for the latest version.

Page 1 of 4

Committee	Representation
Appeals Committee	One student, nominated by and from QUT Student Guild. A postgraduate student nominated by the Head of Research Portfolio following consultation with Executive Deans, who is only a member when the Committee is considering research higher degree student appeals, or appeals from honours or coursework masters students which involve theses or research projects.
University Equity Committee	One undergraduate student and one postgraduate student nominated by the Vice-President (Administration) and University Registrar.
University Health, Safety and Environment Committee	One enrolled student nominated by the QUT Student Guild
Research Degrees Committee	Two postgraduate students nominated by the Head of Research Portfolio. One student will be selected from the Science, Engineering or Health Faculty, with the second student to be selected from the Business and Law Faculty or the Faculty of Creative Industries, Education and Social Justice. Student appointments will have staggered starting years wherever possible.
Indigenous Australian Advisory Committee	One Aboriginal and/or Torres Strait Islander student nominated by the Deputy Vice-Chancellor (Indigenous Australians).
Student Misconduct Committee	Two enrolled students nominated by the QUT Student Guild.
University Learning and Teaching Committee	One undergraduate student nominated by the Chair of University Academic Board after receiving expressions of interest. One postgraduate coursework student nominated by the Deputy Vice-Chancellor and Vice-President (Academic) following consultation with Executive Deans.
Curriculum Standards Committee	One student drawn for each meeting from student members of University Academic Board or nominated by the Chair of University Academic Board.
Faculty Academic Boards	Two students (one undergraduate and one postgraduate) nominated by the Chair following an expression of interest process conducted by the faculty.
Faculty Academic Misconduct Committees	One student of the Faculty nominated by the Faculty Academic Board.
Faculty Health, Safety and Environment committees	Two students (one undergraduate and one postgraduate) nominated by the Executive Dean (or their delegate) following consultation with the Faculty's students.

(6) If a student committee member is unable to attend a meeting, they should inform the committee secretary. For student members nominated by the Student Guild, the student member should also advise the Student Guild of their apology.

Section 5 - Induction of student committee members

(7) Following appointment of a student member the committee secretary will provide information on the following:

  a. Committee Terms of Reference/Charter;
  b. Contact point for committee matters and details on committee operations;
  c. Conflict of interest;
  d. Quorum;
  e. Confidentiality requirements;
  f. List of committee members; and
  g. Information on previous meetings and minutes.

This document may be varied, withdrawn or replaced at any time. Printed copies, or part thereof, are regarded as uncontrolled and should not be relied upon as the current version. It is the responsibility of individual reading this copy to always refer to the MOPP for the latest version.

Page 2 of 4

Section 6 - Consultation on Student Services and Amenities Fee spending priorities

(8) The approach to consultation on new initiatives which will be funded by the Student Services and Amenities Fee will include the following activities:

a. discussion at one or more regular meetings between the QUT Student Guild and the Vice-President (Administration) and University Registrar or nominated delegate;

b. publication of proposed spending priorities on the QUT website, and subsequently, the funded initiatives;

c. an invitation to students through broadcast communication requesting comments on proposed spending priorities;

d. managing a dedicated email contact point for student feedback and comment in the Vice-President (Administration) and University Registrar's Office.

Status and Details

Status	Historic
Effective Date	13th October 2022
Review Date	1st October 2023
Approval Authority	QUT Council
Approval Date	13th October 2022
Expiry Date	31st December 2023
Policy Owner	Derek Cordwell Director, Administrative Division
Author	Derek Cordwell Director, Administrative Division
Enquiries Contact	Derek Cordwell Director, Administrative Division