

Position description	
Position title:	Student member (higher education, higher degrees by research HDR, or TAFE) – Academic Board
Classification:	Volunteer
Time commitment:	Up to 4 hours per meeting (2-hour meeting plus reading, preparation)
Term of office:	12-month elected term (<i>or as otherwise stated</i>)
Further information from:	Governance and Policy Team Email: academic.secretariat@federation.edu.au

Portfolio overview

The Academic Board aims to establish and monitor academic leadership at an institutional level in accordance with the [Federation University Australia Statute 2021](#).

As the peak academic governing body of the University, the Academic Board oversees the University's academic governance system consistent with the requirements of the [Higher Education Standards Framework \(Threshold Standards\) 2021](#) and other regulatory standards.

For more information regarding the role and responsibilities of the Academic Board, please refer to the [University website](#).

Position summary

This position applies to eligible students of Federation University Australia who are elected as a member of the Academic Board under one of the following categories:

- higher education;
- higher degrees by research (HDR); or,
- TAFE.

Students are elected to the above positions for a 12-month term. Meetings are conducted online, eliminating any travel requirements.

Student Senate ex-officio membership

**not applicable for TAFE and HDR members*

The higher education member is also appointed to Federation University's [Student Senate](#). This provides a valuable opportunity to foster a connection between the Board and the Senate, enhancing the robustness of governance decision through the involvement of the student voice.

A requirement of Student Senate ex-officio membership is to maintain a minimum attendance of 75% of meetings of the Student Senate across the year and commit to approximately 2 hours per week on Senate business, per the responsibilities outlined in the [Student Senate Charter](#) and [Student Senate Induction Manual](#).

Eligibility

In accordance with the [Academic Board Charter](#), this position is open to any students studying at a Federation University campus or online enrolled at a fraction of 0.5 FTSL or more.

Members are appointed via an election process conducted in accordance with the [Federation University Australia \(Operations\) Regulations 2022 \(Division 3\)](#).

Key responsibilities

1. Maintain a minimum attendance of 75% of meetings of the Academic Board across the calendar year. Meetings are conducted online and usually held on a Tuesday from 1-3pm.
2. Advocate for students on issues related to academic governance of university projects and processes.
3. Prepare for meetings by reading agenda papers and being prepared to contribute to discussions.
4. Provide a written report to meetings as required, outlining key activities and/or issues relevant to the governance responsibilities of the Academic Board as prescribed in its Charter.
5. Undertake the responsibilities of the position adhering to:
 - the [Student Code of Conduct](#), [Child Safe Procedure](#), and [Managing Conflicts of Interest Procedure](#);
 - Equal Opportunity and anti-discrimination legislation and requirements;
 - the requirements for the inclusion of people with disabilities in work and study;
 - Occupational Health and Safety (OHS) legislation and requirements; and
 - Public Records Office of Victoria (PROV) legislation.

Benefits

1. Invaluable governance experience of the University.
2. Develop and enhance leadership and communication skills
3. Opportunities to increase networks through engagement with both staff and students
4. Professional development opportunities
5. Demonstrated committee experience to include in a CV/resume.

Background

At Federation University, we are driven to make a real difference to the lives of every student, and to the communities we serve.

We are one of Australia's oldest universities, known today for our modern approach to teaching and learning. For over 150 years, we have been reaching out to new communities, steadily building a generation of independent thinkers united in the knowledge that they are greater together.

Across our University and TAFE campuses in Ballarat, Berwick, Gippsland, Melbourne and the Wimmera, we deliver world-class education and facilities. With the largest network of campuses across Victoria, we are uniquely positioned to provide pathways from vocational education and skills training at Federation TAFE through to higher education.

To be successful at Federation University you must be willing to enthusiastically embrace the University's ambition as expressed in the [2021-2025 University Strategic Plan](#) and share the University's values of:

INCLUSION, we celebrate our diversity, particularly valuing Aboriginal and Torres Strait Islander cultural heritage, knowledge and perspectives.

INNOVATION, we are agile and responsive to emerging opportunities.

EXCELLENCE, we act with integrity and take responsibility for achieving high standards.

EMPOWERMENT, we create a supportive environment to take informed risks in pursuit of success.

COLLABORATION, we establish genuine partnerships built on shared goals.

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.

Effective date: August 2025