



Position title:	Student member – 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
Further information from:	Governance and Policy Team Email: <a href="mailto:academic.secretariat@federation.edu.au">academic.secretariat@federation.edu.au</a>

## Position summary

The Academic Board is the principal academic body of the University with the purpose to provide academic oversight of academic courses across higher education and TAFE in the University, and to provide advice to University Council on the conduct and content of those courses. For more information on its functions, membership and governance, please explore the [Academic Board website](#).

The higher education student member holds an elected position on the Academic Board and is also co-opted onto Federation University’s Student Senate. This provides a valuable opportunity to engage in Student Senate activities and participate in the induction program alongside other elected students from across the University, if desired. It also fosters a connection between the Board and the Senate, enhancing communication.

In accordance with the Academic Board Charter, this position is open to all students studying at a Federation University campus or online enrolled at a fraction of 0.5 FTSL or more. The successful student elected to this position will carry out the role for a 12-month term. Meetings are conducted online, eliminating any travel requirements.

Visit the [Academic Board website](#) for further information and links to its standing committees.

The [Student Senate website](#) also provides information to students.

## Key responsibilities

1. Attend up to 6 (six) meetings of Academic Board across the calendar year which are held online, and usually on a Tuesday from 1-3pm.
2. Attend up to 8 (eight) meetings of Student Senate across the year and commit to a minimum of 2 hrs per week on Senate business. (optional)
3. Advocate for students on issues related to academic governance of university projects and processes.
4. Prepare for meetings by reading agenda papers and being prepared to contribute to discussions.
5. Provide a verbal or written report on occasions to meetings.
6. Undertake the responsibilities of the position adhering to:
  - the [Student Code of Conduct](#), [Child Safe Code of Conduct](#), and [Conflict of Interest Policy and 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.

### Portfolio

The Academic Board aims to establish and maintain 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 academic governance system to meet the requirements of the Higher Education Standards Framework (Threshold Standards) 2021 and other regulatory standards.

The University relies on the Academic Board to:

1. Achieve effective academic oversight of the quality of learning and teaching, research and research training
2. Approve proposed new academic and other courses leading to an award
3. Set and monitor institutional benchmarks for academic and research quality and outcomes
4. Oversee and monitor risks to academic and research integrity and brief the University's Audit and Risk Management Committee on matters that may result in regulatory risk
5. Provide advice to management, the Vice-Chancellor and the Council on academic and related matters, including advice on academic outcomes, policy and practices
6. Monitor and report to Council on academic and research quality and standards
7. Monitor the occurrence and nature of formal complaints relating to academic matters and the actions taken to address underlying causes
8. Receive advice on academic matters from University advisory bodies
9. Confirm that delegations of academic authority are exercised appropriately
10. Recommend to Council the conferral of higher education and vocational education and training qualifications
11. Between meetings, decide urgent matters by circular resolutions, which matters have been referred to it for decision by the Academic Board Administrative Committee
12. Consider issues referred to it by the Council for consideration.

### 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, 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.*