

AIHE Student Connect Terms of Reference

1. Purpose

The Adelaide Institute of Higher Education-Student Connect (AIHE-SC) was established in April 2026 through the consolidation of the Student Voice Committee and the Student Ambassador Program to streamline and strengthen student partnership, engagement, and representation. This initiative aligns with AIHE's Strategic Plan and its commitment to enhancing the student experience. AIHE-SC aims to:

- 1.1 facilitate effective communication between students and staff;
 - 1.2 provide a platform for student feedback and consultation;
 - 1.3 enhance student engagement and participation in institutional activities;
 - 1.4 support the development of a positive and inclusive student community;
 - 1.5 support the planning and delivery of student engagement activities and events;
- and
- 1.6 enable student representation in institutional governance, including the nomination of student representative to the Academic Board and to the Student Appeals Committee.

2. Functions and Responsibilities

2.1 Representation

- a. Provide a structured forum for consultation between students and staff on academic and student-related matters;
- b. Raise and communicate student feedback on teaching and learning, timetabling, workload, and student services;
- c. Contribute to institutional initiatives, policy discussions, and continuous improvement activities; and
- d. Facilitate student representation in institutional governance, including the nomination and support of a student representative to the Academic Board

2.2 Student Engagement

- a. Support and participate in student orientation programs;
- b. Plan, organise, and deliver student engagement activities and events, at least one per Study Period;
- c. Contribute to student communications (e.g. announcements, and engagement campaigns) and publish a Newsletter before the end of each Study Period; and
- d. Promote student engagement initiatives across the Institute to enhance participation and sense of belonging.

2.3 Advisory Role

- a. Provide input into student-related strategies, initiatives, and developments;
- and
- b. Support the development of a positive, inclusive, and supportive student community

2.4 Scope Limitation

The AIHE-SC will not consider individual complaints, grievances, or appeals. Such matters must be addressed through the relevant institutional policies and procedures.

3. Membership

AIHE-SC members will serve a term of one (1) year with option to renew subject to the approval of the Chair. Membership of AIHE-SC includes:

- Head of School or delegate (Chair)
- Academic and professional staff members (two members)
- AIHE-SC members (ten members - five from Adelaide Campus and five from Melbourne Campus)

Students who are enrolled and in good standing may be appointed through an initial nomination process to the AIHE-SC, with membership maintained on a rolling basis. Where vacancies arise, replacement members will be appointed to serve the unexpired portion of the term of the member being replaced.

Members of the AIHE-SC will elect from among themselves, the Student Representatives to the Academic Board and to the Student Appeals Committee.

4. Meetings

AIHE-SC will meet at least thrice per year. Additional meetings or working sessions may be scheduled for specific engagement activities or events.

5. Honorarium

To recognise and support student contributions, AIHE-SC members will receive an honorarium at the end of each Study Period. The honorarium will be linked to active participation, attendance, and contribution to agreed activities and will be approved by the Head of School or delegate.

Student Representatives elected to serve on the Academic Board and the Student Appeals Committee will also receive an additional honorarium for each meeting attended in their representative capacity.

6. Agenda and Records

An agenda will be circulated at least two (2) working days prior to meetings. A record of the meeting will be maintained and shared with members within ten (10) working days.

7. Reporting

AIHE-SC will report to the Head of School through the provision of meeting minutes. The minutes will summarise key student feedback, discussion outcomes, and any recommendations for consideration.

AIHE-SC's nominated representative to the Academic Board (AB) will report to the Chair of the AB.

AIHE-SC's nominated representative to the Student Appeals Committee will report to the Head of School or to the CEO, as appropriate, depending on the nature and subject matter of the appeal.

8. Review

These Terms of Reference will be reviewed periodically to ensure alignment with institutional priorities and regulatory requirements.

Version	Author / Owner	Summary of Changes	Approved By	Approval Date
1.0	Chair AIHE-SC	Initial version	CEO and Head of School	22 April 2026