



---

# Student Experience Advisory Group

## Terms of Reference

October 2019

---

### Purpose

These terms of reference define the function, membership and procedures of the Student Experience Advisory Group (SEAG). The purpose of SEAG is to strengthen the impact of students' voice by providing an opportunity to engage student leaders and align student voice across a diverse range of representative areas at RMIT.

### Objectives

The objectives of SEAG are to:

- Provide ongoing input to RMIT's annual student experience planning including feedback on implementation and development of new initiatives.
- Highlight areas of priority for Student Services Amenities Fees Expenditure and Student Experience Project Expenditure (Property Services).
- Discuss issues of interest for the student population and escalate where appropriate to university committees or strategic advisory groups.
- Facilitate dialogue and information sharing between RMIT and student leaders.
- Strengthen diversity of students' voice by providing alignment for student voice channels across RMIT.

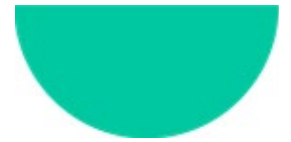
### Scope

The SEAG will foster collaboration and sharing among RMIT's wide range of student representatives and leaders, to leverage opportunities for alignment of students' voice across strategic projects. The scope of SEAG will primarily explore the following topics:

- Student Services Amenities Fees
- Student Experience Property Projects
- Student Leadership Development
- Emerging themes and issues raised in annual surveys such as the Student Experience Survey, SSAF Student Consultation Survey and the International Student Barometer

*Co-Chairs may refer additional issues to the group where suitable.*





## Approach

The SEAG is a key channel in RMIT's approach to strengthening the diversity and impact of student voices in RMIT decision-making. This approach is guided by the '[Students and tertiary education providers undertaking partnership for quality enhancement Principles](#)' formulated by Professor Sally Varnham's 2017 Fellowship and sector-wide consultation on Student Voice.

Creating an authentic partnership, the SEAG will be anchored by:

- Strong student leadership,
- Honest, transparent communication,
- Diversity of voice; and
- A supportive environment that provides training and support for student members.

Intended outcomes include; developing capability and confidence, a culture of collaboration and students feeling valued and recognised.

## Structure

**Co-Chairs:** President of RUSU and the Executive Director Students

**Secretariat Support:** Senior Adviser Student Partnerships

**Student Members:** Membership will be based on representative position held or nomination;

- 2 RMIT Sports representatives
- 2 RMIT Creative representatives
- 2 Academic Club representatives
- 2 Cultural Club representatives
- 1 RUSU Club Council representative
- 1 RUSU Volunteer Council representative
- RUSU Indigenous officer
- RUSU Vocational Education Officer
- RUSU Sustainability Officer
- RUSU International Officer
- RUSU Postgraduate Officer
- HDR Representative nominated by SGR
- DGSS Co-Chair or RUSU Queer Officer
- 2 SSCC representatives from each College
- 2 MATES or SLAMS Team Leaders
- 2 Student Residential Advisers

### Total Members 29

*The Co-Chairs can co-opt relevant Staff guests as needed. Leaders of business units whose activities impact on the student experience will be invited to contribute to the Committee as appropriate.*

**Alternate Co-Chairs:** General Secretary of RUSU and the Executive Director Students

### Quorum

A quorum consists of half of the members plus one member.

### Meeting Frequency

The SEAG will meet a minimum of 4 times per year.

*If members fail to attend or provide a suitable delegate, their membership will be reviewed by the Co-Chairs.*

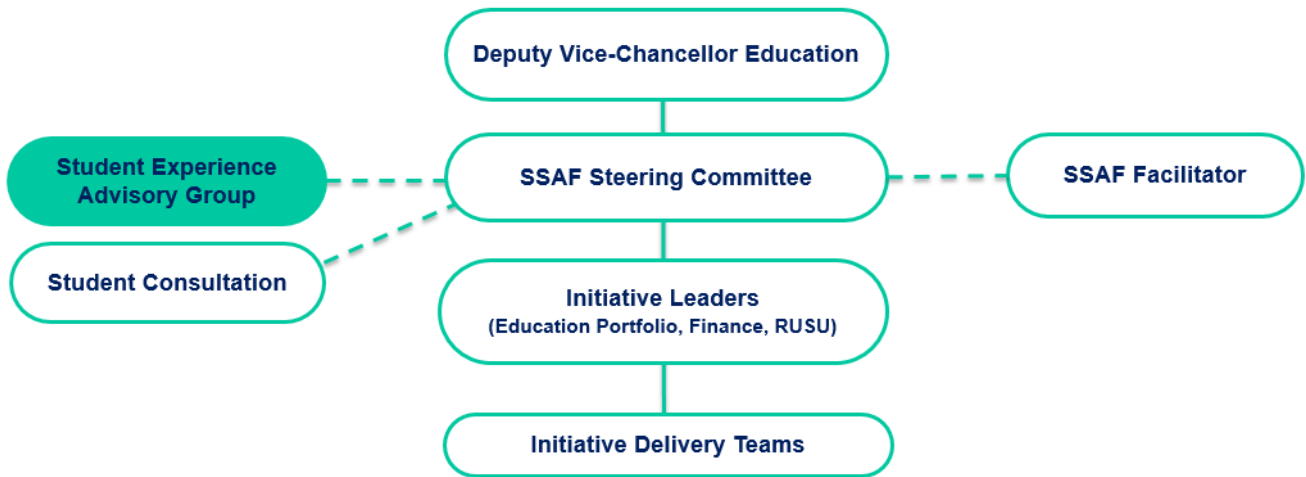




### Member Responsibilities

- Serve a 12-month term from December to November.
- Attend advisory group meetings - with appropriate apologies sent to the chair if unable to attend.
- Communicate outcomes and insights from Student Experience Advisory Group to the student communities they represent.
- Follow up on action items and issues raised where appropriate.

### Incorporation in the RMIT SSAF Governance Framework



**Policy Drivers**

Higher Education Legislation Amendment (Student Services and Amenities) Act 2011  
 Student Services, Amenities, Representation and Advocacy Guidelines  
 HESA Administration Guidelines  
 RMIT Rules, Codes, Policies and Procedures

### Communication

- The Executive Director Students & Student Life reports quarterly to the Deputy Vice-Chancellor Education regarding the business of the SEAG.
- Matters of significant interest to students and progress reports will be communicated to students via the Student Voice website.

### Review and Improvement

The Executive Director Students is responsible for developing Terms of Reference for the SEAG. As part of the continuous improvement cycle for Student Voice at RMIT, the Terms of Reference will be reviewed and presented to the SEAG members for endorsement on an annual basis. Any major change recommendations will be escalated to the Deputy Vice-Chancellor Education.

