

Open Polytechnic Student Advisory Group

Terms of Reference

1. Purpose

1.1 The purpose of the Open Polytechnic Student Advisory Group is to:

- 1.1.1 Strengthen Polytechnic/student relationships;
- 1.1.2 Provide different perspectives on the products and services provided by the Polytechnic;
- 1.1.3 Raise issues and provide feedback to the Polytechnic on issues that affect some or all of its students;
- 1.1.4 Act as a critical sounding board and assist in the development of new ideas and initiatives to support quality teaching at all levels of the Polytechnic.
- 1.1.5 Provide feedback or comment on customer services and enrolment processes, teaching practices and resource provision, learning support and online courses, information contained in student newsletters and the Open Polytechnic website and social media channels, changes affecting the Open Polytechnic student body, and new initiatives as deemed appropriate for consultation by the Polytechnic.

2. Membership

Composition of membership

Membership on the Group shall be voluntary and composed of:

- 2.1.1 the 3 student members on the Academic Board by virtue of their office,
- 2.1.2 9 other student members to be appointed by the Chief Executive on the recommendations of the Academic Board from nominations sought from current Open Polytechnic students. Nominations to be sought through a notice on Open Polytechnic online channels. Nominations must be submitted on an approved form provided by the Polytechnic.
- 2.1.3 Members will be selected on the following criteria:
 - 2.1.3.1 Have an interest in distance education
 - 2.1.3.2 Show in their nomination form that they have the qualities and skills that will enable them to contribute to the Open Polytechnic Student Advisory Group
 - 2.1.3.3 Have been a student of the Open Polytechnic for a reasonable length of time (i.e. have used our services for at least 24 weeks)
 - 2.1.3.4 Have access to the Internet so that they can participate in online discussions

2.2 ***Eligibility***

To be eligible to serve on the Open Polytechnic Student Advisory Group members must be:

- 2.2.1 currently enrolled at the Polytechnic at the time of their appointment,
- 2.2.2 not current employees of the Polytechnic or a spouse, partner or dependant of a current employee of the Polytechnic.

2.3 **Term**

The term of membership to Open Polytechnic Student Advisory Group shall be for a 2-year term but members may be reappointed in the same way they were originally appointed for a maximum of 3 terms.

2.4 **End of Membership**

The membership of the Open Polytechnic Student Advisory Group shall end:

- 2.4.1 if they are not reappointed at the end of their initial or renewed term of office,
- 2.4.2 at the end of their 3rd consecutive term of office,
- 2.4.3 if they are no longer a currently enrolled student at the Polytechnic and haven't been for an unbroken period of 12 months,
- 2.4.4 if they become an employee of the Polytechnic or a spouse, partner, or dependant of a current employee of the Polytechnic,
- 2.4.5 if they cease to be active members of the Open Polytechnic Student Advisory Group in the reasonable opinion of the Academic Board Chair,
- 2.4.6 if the Academic Board student members on the Group cease to be members of the Academic Board,
- 2.4.7 if the Student Advisory Group is disestablished by the Chief Executive for any reason whatsoever.
- 2.4.8 If the member formally resigns from the position

3. **Chair of the Student Advisory Group**

- 3.1 The Chair of the Group will be elected by the student members of the Group. They may seek advice from the Open Polytechnic's Executive Director Academic Services for guidance on holding an election.
- 3.2 An election for the role of Chair will be carried out at the end of the current Chair's term as per 2.3, or if the Chair resigns from the position or the Group altogether.

4. **Process**

- 4.1 The Group will operate as follows:
 - 4.1.1 at a distance through an Online Campus forum facilitated by the Open Polytechnic Corporate & Customer Communications Manager or his/her nominee,
 - 4.1.2 at meetings to be held on the Waiwhetu campus as may be called by the Executive Director Academic Services from time to time. Open Polytechnic Council members may also call for members of the Group to attend Open Polytechnic Council meetings on-campus

- 4.2 The Polytechnic will advise the Group of opportunities to provide feedback and provide any necessary information the Group may need for that purpose.
- 4.3 The Polytechnic will record feedback received and provide a summary to Group members after every online forum or meeting.
- 4.4 The Group may choose to report on its activities to the Open Polytechnic student body through the Open Polytechnic online channels.
- 4.5 Group members will not be paid a fee for their participation in online Group activities but will be paid a meeting fee for every formal meeting they attend on campus as per the arrangement for Academic Board student members. Members will also be reimbursed for any public transport travel expenses incurred in attending meetings at the Polytechnic, or airport parking for 1 day.
- 4.6 Administrative services for the Group will be provided through the Corporate & Customer Communications Manager and the Quality and Academic Development Manager (Academic Services will provide the minutes of all on-campus meetings). They will both be jointly responsible for communication with the student advisory group.

5. Responsibility of Members

Members must act in the interests of all stakeholders including fellow students, and should not represent any particular organisation whilst participating in Group activities.

6. Confidentiality and Official Information

- 6.1.1 Advice or information provided to Group members by Polytechnic Officers will be treated in confidence.
- 6.1.2 Members will not disclose any confidential information on material provided to the Group by the Polytechnic.
- 6.1.3 The Official Information Act 1982 will apply without exception to the activities of the Group.
- 6.1.4 Any media statements from the Group will be made in-line with Open Polytechnic's Communication Policy.