

# Student Consultation Process

## Legislative requirements

The [Higher Education Support \(Student Services, Amenities, Representation and Advocacy\) Guidelines 2022](#) ('the Guidelines') requires the University to support student engagement by:

- establishing a process through which students are consulted regarding the specific uses of proceeds from Student Services and Amenities Fee (SSAF); and
- establishing a process through which enrolled students are consulted generally and made aware of the avenues available for students to be involved in decision making processes.

## Student Consultation Process

ECU supports student engagement and representation through the provision of consultative arrangements. The Student Consultation Process references current mechanisms through which ECU engages with students, such as the ongoing consultation with the ECU Student Guild, Vice-Chancellor's Student Advisory Forum, and the inclusion of students on various decision-making committees, boards, and working groups. Additionally, this process aligns with the provisions outlined in *University Statute No. 29 – Student Services and Amenities*.

### **Student consultation in relation to SSAF**

Under the *Edith Cowan University Act 1984* (WA), the University must pay to the ECU Student Guild ('the Guild') at least 50% of the SSAF proceeds collected each year.

Annually, the University will consult with students on the uses of SSAF proceeds in accordance with *University Statute No. 29 – Student Services and Amenities* ('Statute 29') by undertaking the following steps:

- As part of ECU's biennial Student Services and Facilities Feedback Evaluation (SSAFE) survey, students are invited to share their views on how the SSAF proceeds should be allocated;
- consulting with University management on the proposed expenditure priorities for the following year, as part of the University's annual financial planning;
- consulting with the Guild on the proposed expenditure priorities for the Guild's share of the SSAF proceeds;
- publishing the proposed expenditure priorities on the University's website for feedback from enrolled students;
- inviting the Guild to publish the proposed expenditure priorities on their website and/or social media platforms; and
- convening a meeting of the SSAF Advisory Forum to consider proposals from the University and the Guild on the proposed allocation and expenditure of SSAF proceeds, and any feedback provided by enrolled students.

The University also invites students to provide feedback on the use of SSAF proceeds at any time, by emailing [SSAF@ecu.edu.au](mailto:SSAF@ecu.edu.au), and by encouraging students to approach representatives of the Guild in relation to any services or amenities that they believe the University needs, or needs to improve.

# Student Consultation Process

## **Consultation with the ECU Student Guild**

The University recognises the Guild as the representative voice of the student body and will consult with the Guild on matters pertaining to the interests of students by:

- Inviting elected representatives of the Guild to meet with the Vice-Chancellor (or delegate) and senior staff;
- Including a representative of the Guild as an accredited observer of Council, as members of Academic Board and its committees, and other committees and working groups as detailed in Schedule 1.
- Considering reports or submissions from the Guild; and
- Requesting opinion or comments from the Guild.

## **Vice-Chancellor's Student Advisory Forum**

The University has established the Vice-Chancellor's Student Advisory Forum (VC's Student Advisory Forum) to provide a forum for students to raise issues and provide advice to the Vice-Chancellor and senior staff on any matters that would lead to improving the experiences and outcomes of students. The membership includes all elected representatives of the Guild, the student members of University Council, other enrolled students from each of the Schools including the Graduate Research School, students enrolled at the South West Campus, and First Nations students nominated by Kurongkurl Katitjin.

The VC's Student Advisory Forum typically meets four times per year.

## **Vice-Chancellor – Student Forums**

Each year, the Vice-Chancellor hosts Student Forums to engage with students about their experiences at ECU. During the forums, the Vice-Chancellor shares a summary of the University's achievements over the past year and outlines its vision for the future. There is no membership requirement; all enrolled students are welcome to participate. These informal gatherings are held across all Campuses.

## **Student members of decision-making bodies**

ECU includes students in decision-making and advisory bodies as detailed in Schedule 1. From time to time, these student members may be consulted on specific matters pertaining to the interests of students.

## **Review and improvement**

This process will be reviewed and approved annually by the University Council, as required by the Guidelines. Prior to this, the process will be presented to the SSAF Advisory Forum and made available to students for comment. Any major change recommendations will be submitted to the Vice-Chancellor for endorsement prior to being reviewed by the Council.

# Student Consultation Process



For queries related to this document please contact the University Secretary at ([universitygovernance@ecu.edu.au](mailto:universitygovernance@ecu.edu.au)).

| Process approved by:            | Council          |
|---------------------------------|------------------|
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| Next revision due:              | 2026             |

## Schedule 1

### Student members of decision-making bodies

**Academic Board** – Guild President or nominee; Postgraduate student nominated by the Guild

**Council** – 1 Undergraduate student and 1 Postgraduate student, elected annually

**Disability Access and Inclusion Sub-Committee** – 3 students who have a disability or who have carer responsibilities for a person(s) appointed by the Chair following an expression of interest process and Guild Vice-President, Social Responsibility or a Student Representative nominated by the Student Guild

**ECU South West Campus (Bunbury) Advisory Board** – 1 student enrolled at the South West campus appointed by the Council following an expression of interest process

**Education Quality and Standards Committee** – Guild President or nominee and Postgraduate student nominated by the Guild

**Equity and Diversity Committee** – Guild Equity Officer

**Honorary Awards Committee** – Guild President

**Kudjikat Wow-r-ing Committee** – Guild President or nominee and up to 2 Aboriginal and Torres Strait Islander students

**Pride at ECU Committee** – Student Representative, nominated by the ECU Student Guild

**Research and Higher Degrees Committee** – Guild President or nominee and Postgraduate student nominated by the Guild

**Respect at ECU Advisory Group** – Guild President or nominee; minimum of three student representatives nominated by the Chair; Guild Advisory Service Coordinator nominated by the Guild President

**Schools Consultative Committees** – 1 current student or graduate

**Schools Curriculum Teaching and Learning Committees** – One student endorsed by the Student Guild

**Schools Research and Research Training Committees** – A Postgraduate student representative endorsed by the Student Guild

**Sports and Fitness Committee** – Guild Vice-President (Activities and South West) and Guild Sports Officer

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**Student Appeals Committee** – Guild President or nominee

**Student Services Amenities Fee Advisory Forum** - Guild President, Undergraduate student member of Council and/or 1 Undergraduate student nominated by the Guild, Postgraduate student member of Council and/or 1 Postgraduate student nominated by the Guild, and as observer participants – the Guild Operations Manager and Guild Financial Controller

**Vice-Chancellor's Student Advisory Forum** - Elected representatives of the Guild, the student members of University Council, other enrolled students from each of the Schools including the Graduate Research School, students enrolled at the South West Campus, and First Nations students nominated by Kurongkurl Katitjin

**WAAPA Advisory Board** - 1 student enrolled at WAAPA appointed by the Council following an expression of interest process