THE UNIVERSITY of ADELAIDE

STUDENTS AS PARTNERS
STAFF
HANDBOOK

A Guide to Student Partnership

Principles

Inclusive   Empowered   Relevant

Inclusive – all students have voice

Partnerships proactively seek diverse representation that reflects the university's student cohort, ensuring opportunities are accessible to all students, regardless of background. Partnership opportunities should consciously identify and remove barriers to student participation such as financial, time, and confidence constraints that could limit the diversity of input and quality of outcomes.

Empowered – student voice has impact

Partnership opportunities acknowledge that a student's lived experience provides a different but equally valuable contribution. Clearly defining this value ensures student feedback and input is positioned as both genuinely valued and prioritised. Partnerships should only occur if student voice is listened to, acted upon, and outcomes fed back. Appropriate role description, onboarding and ongoing support seeks to ensure student partners are positioned to provide high quality input.

Relevant – impact is on areas important to students

Student partnerships should have value and benefit to both the university and students. For student partners, this means contributing to projects seeking to enhance the student experience that are meaningful and they care about. In addition, partnership participation should enhance student partner's skills, knowledge, and growth personally and professionally. To support this, student's motivations and expectations should be understood and consideration of reward and recognition made.

Student as Partners Staff Resource

Engage and involve students in your project as early as possible. Students bring the value of their experience of being a student, embrace that knowledge and experience!

First: Complete your SaP Project Scope form with the details of your project and send back to the SaP Team.

Second: Work with the SaP team for the recruitment and onboarding of your SaP team

**Not sure on best practice to onboard? Here are some key tips!**

Welcome Email: Send an introductory email outlining who you are, the project's purpose, and the value the students bring as team members. Remember to include all project members in the email to foster a welcoming environment.

Initial Meeting (Online or In-Person): Set up a meeting to discuss various aspects of the project, including:
- The role and objectives for the students
- Expected contact hours
- Preferred methods of communication
- Project goals and desired outcomes
- Clear representation of responsibilities

Additional Support:
- If you need further assistance or if expectations aren't being met, don't hesitate to contact the Student as Partners team for support and guidance.
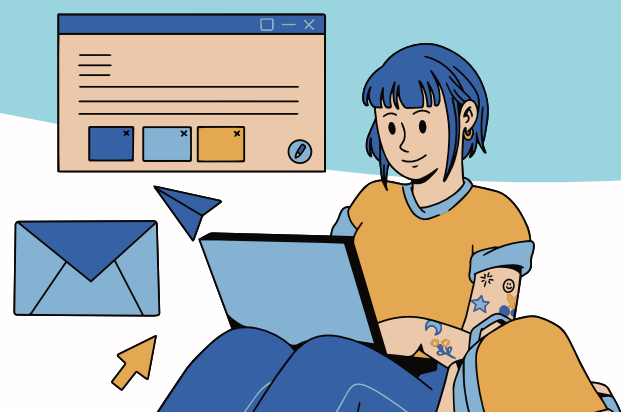
ACADEMIC STUDENT REPRESENTATIVES [ASR]

For staff who look after Faculty and Program Representatives

Staff Checklist

Make sure your Representatives undergo a proper induction and onboarding process, which includes:

☐ Sending a welcome email that introduces all committee members and outlines their respective roles to familiarise students before their first meeting.
Tip: Copy in all members for them to also welcome the Academic Student Rep (ASR).

☐ Include relevant attachments to your email for the student to refer to until you meet.
- Previous minutes
- Membership + Terms of reference

☐ Organise a time to meet (online or in person) to go over the expectations of their role within the community and answer any questions the rep may have.

☐ Arranging a meet-up to discuss:
- The student's role within the committee.
- The purpose and objectives of the role.
- Meeting formats and procedures.
- Communication methods.
- Desired outcomes and goals.
- Clarification of responsibilities.

☐ Organise to meet the ASR 5 minutes before the first meeting at a certain location to enter their first meeting with them

☐ Clearly outlining the expectations placed on the student.

☐ Sharing minutes from the previous meeting to ensure everyone is up to date and clear about ongoing matters.

☐ Refer to the Student as Partners team for support and assistance or if expectations are not being met.

☐ Ensuring that specific roles are designated for each committee member:
- Chairperson
- Student representatives
- Minute taker
- Timekeeper

☐ Establishing a transparent process for taking actions, specifying how and when to carry out tasks, and assigning accountability.

☐ Distributing the meeting agenda ahead of time and encouraging feedback before the meeting occurs.

Recuritment Process for Program Representatives

Please note, Faculty Board Student Representatives are elected. The below process is outline for Program Representatives only.

Recruitment Process: SaP team to complete
1. **Announcement:** SaP team to announce the recruitment of student representatives through CareerHub in October (second year and above) and February for first years.
2. **Application Period:** Open applications for a period of 3 weeks for second years and beyond, during which students are invited to apply.
3. **Application Submission:** Interested students respond to 2 behavioural questions as part of their application on CareerHub.
4. **Initial Shortlist:** The initial shortlist of applicants is compiled by the Student as Partners team. This step involves reviewing applications and selecting candidates who meet the discussed criteria.

Selection Process: SaP team to complete with support
1. **Final Approval:** The final list of approved student representatives is determined through a collaborative decision-making process involving the Student as Partners team and either the Student Experience Associate Deans (SEAD), Dean Learning Quality or the committee chair. This step may include interviews or further assessments.

Appointment Process: SaP team to complete
1. **Appointment Notification**: Once the final list of student representatives is approved, successful candidates are formally notified of their appointment. Students will then be directed to complete their training modules.

Onboarding Process: SaP team to complete
1. **Student Leader Training:** Appointed student representatives are required to complete a student leadership training MyUni course. The online module cover topics such as leadership skills, committee protocols, and understanding the role. Student Representatives are then encouraged to attend a face to face training day.

Chair's Welcome Email and Catch-Up:
1. **Welcome Email:** The committee chair sends a welcoming email to the newly appointed student representative. This email should introduce the student to the committee and its members, including staff and other student representatives.
2. **Catch-Up:** The chair should also complete an informal catch-up to give the new student representative insight into what to expect at their first committee meeting. This may include details about the agenda, meeting documentation, and committee expectations.

Program Representatives PD

Please note, Faculty Student Representatives are elected. The below process is outline for Program Representatives only.

Position Overview: The Program Representative role forms as part of the Academic Student Representative (ASR) program and plays a pivotal role in representing the student body, fostering open communication, and ensuring that the concerns, feedback, and perspectives of fellow peers are heard and addressed. This position involves being approachable, proactive, and acting with honesty, discovery, and integrity. Program Student Representatives are to report to the Chair and Faculty Board Student Representatives.

Key Responsibilities:
Voice of the Student Body:
- Represent yourself and share your story from your own lived experiences. You are not required to represent your entire cohort nor expected to communicate with each individual student. Refer to the handbook on ways to engage with your cohort.
- Serve as an advocate for the concerns, needs, and opinions of your fellow students and influence the decision-making processes.
- Act as a liaison between students and the university to ensure that the student voice is being included and hear in discussions and decisions.

Approachability and Openness:
- Be approachable and open to discussions with peers, creating an environment where students feel comfortable sharing their concerns and suggestions.
- Foster a culture of inclusivity, ensuring that all students, regardless of background, feel welcome to engage and voice their opinions.

Honesty, Discovery, and Integrity:
- Uphold the principles of honesty, discovery, and integrity in all interactions.
- Demonstrate a commitment to communicating the genuine concerns and needs of students and relay this information transparently.
- Build trust by acting with integrity and maintaining honesty in all communication and representation.

Raise Campus Issues:
- Actively identify and voice concerns related to campus life, academic experiences, and other pertinent issues.
- Collaborate with relevant committee members, staff and students to address and resolve identified issues.
- Keep the student body informed about ongoing campus developments, changes, and initiatives.

Meeting Attendance and Equal Voice:
- You must attend 3 meetings per semester for consistent representation and participation. Proxys are possible as required.
- Act as an equal voice in committee discussions, providing input and perspectives that reflect the interests and concerns of the student body.

Reporting lines
- Academic Student Representatives at the Program level will report to the Committee Chair
- Academic Student Representatives will also have a dotted line to the Faculty Board Student Representatives to ensure communication is clear to feed up to Faculty Learning and Teaching Boards.
- Student as Partners team – as required and desired

Qualifications and Attributes:
- Strong Communication Skills: Effective verbal and written communication skills to convey information clearly and engage with peers.
- Approachability: Friendly and approachable to encourage open communication and make students feel comfortable approaching you.
- Proactivity: Take initiative to attend lectures, initiate discussions, and actively seek out student perspectives.
- Integrity: Demonstrate honesty, ethical conduct, and a commitment to representing the best interests of the student body.
- Collaboration: Ability to collaborate with various stakeholders, including committee members, faculty, and administrators.

Eligibility Criteria
- Current student enrolled in program / faculty at the University of Adelaide
- All year levels
- Must attend all scheduled meetings (online or face to face) 3 per semester

Term of Appointment: The position is typically for one academic year, with the possibility of reappointment based on performance and commitment.

How to Apply:
- Interested candidates should submit a brief statement of interest and answer of 2 questions.
1. How do you plan to actively foster an inclusive and open environment, ensuring that all students, regardless of background, feel comfortable sharing their concerns and suggestions with you in your role as the Academic Student Representative?
2. Can you outline your strategy for utilising multiple communication channels effectively to keep the student body informed about committee discussions, decisions, and outcomes, considering both online and offline methods to ensure a diverse range of students are reached?

THANK YOU

THE UNIVERSITY of ADELAIDE

150 YEARS