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# National Academy of Professional Studies (NAPS)

## Student Representation Policy

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<b>Related Documents</b>	000 Student Handbook National Student Representation Protocols.
<b>HE Standards Framework 2021</b>	6.3.3 Framework for the election and integration of student representatives

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## 1. Policy Rationale

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NAPS is committed to providing a top-quality education and preparation for the professions. Our educational approach is to create a learning culture and climate in which the student and their learning outcomes is at the centre of everything we do.

## 2. Overview

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In our Student Handbook, NAPS students are reminded that their participation and engagement is a key element in our programs and their successful learning.

NAPS aims for a student-centred culture where NAPS staff will get to know our students and students will feel free to ask questions, practice their skills and develop their talents to the full. We encourage feedback on our services, our policies and programs to ensure that they meet student needs and interests and that students have opportunities to get involved.

Student engagement includes:

- attending all classes and ensuring you are prepared to participate fully and enthusiastically;
- joining student organisations and social groups at NAPS;
- students taking the initiative to create a new organisation that meets students' interests;
- being nominated or self-nominating as the student representative on NAPS' boards or committees;
- participating in professional programs, such as the CPA Student Ambassador Program; and
- helping to organise social activities or volunteer work. This will help students to build their networks and skills as well as further develop the positive NAPS community spirit.

NAPS student representation arrangements have been established in accordance with the National Student Representation Protocols.

## 3. Principles and Practices to Promote and Support Student Representation

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Our goal is to ensure students have a voice in the decision making that impacts upon them and their development. This is achieved by:

- a. Ensuring students have a representative on Academic Board;
- b. Ensuring students regularly report to NAPS Board of Directors and Council;
- c. Establishing professional student societies, including the election of student officers who regularly meet with the Dean and relevant administrators to express their views on issues impacting them;
- d. Ensuring student participation and involvement in course development;
- e. Securing and responding to student feedback in relation to our teaching, course reviews and course consultative committees;
- f. Developing a culture where we get to know each of our students so that they feel they are a valued part of our learning community;

- g. Encouraging students to become active in the various professional extra-curricular activities that enhance their learning experience and help them develop important skills;
- h. Creating a safe and welcoming physical space that encourages peer interactions among students and between students and academic and administrative staff;
- i. Developing a strong culture of 'service' and student centredness among our academic and administrative team;
- j. Through our Prizes and Awards policy, recognising and valuing student representation and the important role it plays.
- k. Designing and providing student orientation programs in which students develop important soft skills in leadership, project planning etc.
- l. Including in our 'Skills Hub' free online courses which provide further training and support in skills required for leadership and representation;
- m. Providing student representation through our Academic Appeals, Student Conduct and other student administration processes.

#### 4. Procedure

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Students are invited on our website and in the Student Handbook to nominate themselves or each other for Student Representative positions by contacting Student Services.

#### 5. Student Representation Opportunities

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NAPS is keen for students to have a voice in shaping policies that impact on their studies and to play a key role in campus life and activities.

There will be two student representatives (preferably one domestic and one international) on the:

- NAPS Academic Board,
- Student Experience Committee, and
- Teaching and Learning Committee.

Students also have a voice through the NAPS Student Representative Council.

#### 6. The NAPS Student Representative Council (SRC)

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The NAPS SRC is the 'voice' of NAPS students and your main representative group. It is comprised of and managed by a Student Executive Committee with the support of NAPS staff. The SRC reviews student needs and priorities with a student perspective and engages with NAPS administration on improving services for students. It coordinates social and academic events for students and provides an important foundation for networking. It is open to all students.

#### 7. The NAPS Professionals in Business Society

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The NAPS Professionals in Business Society is a student-driven initiative which will provide students with a forum to discuss their business, accounting, management, finance, marketing and related professional

issues. It is a forum to explore career opportunities, organise networking events and engage with NAPS academics, government and industry. For expressions of interest, please speak to the Student Services team.

Students are also encouraged to take the initiative to create new organisations that meet students' needs and interests, such as the International Students Society, the Society for Promotion of Entrepreneurship and an eLeadership Society. Contact Student Services if you would like help to form such a group.

## 8. Policy Review

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NAPS is committed to good Governance so will be reviewing this policy at least every three years to ensure it is still relevant and promoting best practice in this area. There may also be changes to this policy and related procedures at other times to improve the effectiveness of its operation. In this regard, any staff member who wishes to make any comments about this policy may forward their suggestions to their supervisor or to the NAPS Registrar.

## 9. Further Assistance

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For further Information on the work of the Academic Board, Teaching and Learning Committee and the SRC, or any of the student groups, students are asked to contact NAPS Students Services.

Any staff member who requires assistance in understanding this policy should contact the NAPS' Registrar.