



USASA Student Voice Delegate – Formal Inquiries Role Description

BACKGROUND

The University of South Australia Student Association (USASA) is a student-run non-profit organisation that exists to support UniSA students across all metropolitan and regional campuses. USASA is governed by an elected Board of student representatives and one of its core missions is to provide a strong voice for students in University decision-making. One of the ways USASA achieves this mission beyond the capacity of the Board is by nominating USASA Student Voice Delegates from the wider student-body to sit on Formal Inquiries as they arise.

PURPOSE OF POSITION

The Student Voice Delegate will sit on Formal Inquiries committees when they are scheduled. These committees are established under Section 9 of the University's Assessment Policies and Procedures Manual (APPM), and only meet when a student has been accused of academic misconduct. The decisions made by these committees may have serious consequences for the students they affect, ranging from zero grades for assignments to expulsion from the University.

These committees need to balance the needs of the student, the student body, and the University - it is important that there is a member of the committee who understands the challenges and context of contemporary student life. By becoming a USASA Student Voice Delegate, you will play a part in ensuring that University policies are applied in a way that is fair, proportionate, and educative for the students involved.

KEY RESPONSIBILITIES

- Preparing for, attending, and contributing to Formal Inquiry meetings as assigned to you
- Interpreting and applying the APPM and other relevant University policies to your decision-making
- Making decisions based on documentary evidence
- Maintaining the confidentiality of documentation and meeting proceedings
- Representing the student body with professionalism and a high standard of personal presentation

PERSONAL DEVELOPMENT

This position will suit someone with the following attributes:

- Exceptional punctuality and reliability
- Ability to communicate confidently in a professional environment
- Ability to understand and apply University policy

Participants in this program will develop the following skills:

- Strong interpersonal communication skills
- Negotiation, persuasion and influencing
- Demonstrated ability to uphold confidential information
- Awareness of the academic and support services provided by the University

TRAINING REQUIREMENT

All new Delegates will be required to participate in an initial 2-hour training session held via Zoom. For any students also undertaking the UniSA+ program this training session may be counted towards this. This training will cover many aspects including:

- What to expect at a Formal Inquiry
- Your role and being an effective committee-member
- Guidance on Academic Policy likely to be raised during the proceeding

TIME COMMITMENT

Formal Inquiries will go for anywhere between 30-60 mins and will require approximately 1 hour of preparation time. They are only convened when required and so their frequency varies throughout the year. The time commitment for each USASA Student Voice Delegate is negotiable and will be based on your own availability.

LOCATION

These meetings may occur on all UniSA metropolitan campuses and/or online via Zoom and will be assigned according to preferences and availabilities. Your involvement is not limited to the campus you are studying at.

ELIGIBILITY

To be eligible to be a Student Voice Delegate - Formal Inquiries you must be currently enrolled in at least one course (minimum 4.5 units).

For any further questions please email usasa.studentvoice@unisa.edu.au