

CO-CURRICULAR RECOGNITION (UOWx) POLICY

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First Approved by:	University Council		
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Responsible Division & Unit:	Deputy Vice-Chancellor (Education)		
Supporting documents, procedures & forms of this policy:	Co-curricular Recognition Procedure UOW Education Strategy 2013-2018 Privacy Policy Student Conduct Rules		
Relevant Legislation & External Documents:	<i>Fair Work Act 2009 (Commonwealth)</i>		
Audience:	Public – accessible to anyone		

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1 Purpose of Policy

1. This Policy provides UOW students, UOW staff, UOWx Activity Coordinators and UOWx Volunteering Providers with detailed information about the operation of the University's Co-curricular Recognition Framework: UOWx.
2. The purpose of the UOWx Co-curricular Recognition Framework is to formally recognise the contribution and development experiences students have outside of their academic coursework, which contribute to their learning, success and employability. This contribution to the university and broader community allows them to extend their skills, attributes, leadership experience and personal qualities, preparing them to contribute positively to society and their future workplaces.
3. UOWx draws together a range of existing co-curricular programs and activities, validates student's involvement and formally recognises those non-academic achievements at the end of a student's course. There are three ways that students can receive recognition:
 - a. UOWx Record
 - b. UOWx Learning Stream Awards
 - c. UOWx Award
4. Students who achieve the UOWx Award will also receive the UOWx Record.
5. The UOWx Record and UOWx Award are intended for use alongside the student's academic transcript and resume to highlight student achievements to prospective employers or to academic entry assessors for further study.
6. Students can access the online system to record and track their co-curricular involvement via the central UOWx website: www.uow.edu.au/uowx.

2 Definitions

Word/Term	Definition
Active Participation	Attend, interact and engage with the seminar presenter, facilitator or content and other participants through face to face or online opportunities.
Recognised Activity	Each activity must have been assessed by the Senior Manager, Student Equity & Success according to Appendix 3 – UOWx Activity Eligibility Framework which states that the activity must involve- training/professional development, a minimum commitment by the student, compliance with UOW policy and increasing students' knowledge and skills according to the development areas.
Award	Within this policy context award refers to the formal recognition of completion of the UOWx Award requirements.
Co-curricular	Learning experiences students have outside of their academic coursework, which contribute to their personal and professional development.
Co-curricular Involvement	Being involved in a co-curricular activity validated by the University.
Co-curricular Recognition	Formal recognition by the University in the form of a UOWx Record or a UOWx Award.

Co-curricular Activities	An activity that a student takes on, which is separate to their academic coursework and which contributes to their learning and development.
Co-curricular Workshops/Seminars/Conferences	An internal or external workshop, seminar or conference that develops a student's knowledge and understanding of the identified learning streams.
Community Volunteering	Undertaking activity for a not-for-profit organisation or school, external to the University, of the individual's own free will, for no financial payment, to benefit society and the volunteer with an Australian organisation (for example: volunteer surf lifesaver, volunteer rural fire-fighter)
Eligible Student	A person who meets the eligibility criteria for the UOWx Award or Record.
Engaged	A student who has actively met the requirements of the program
Highly Engaged	An exceptional student who has gone above and beyond in their contribution to the program
Learning Stream	An overarching category of Co-curricular activities that has a specific learning outcome.
Official documentation	Official documentation produced by the University for its students at the end of their course such as the enrolment record, academic transcript, testamur, co-curricular record.
Reflective Piece	A piece of work created by students, which communicates how they have developed personally and professionally through their co-curricular learning experiences.
Regional / Metropolitan Campus / Sydney Business School, UOW	The following campuses are included under this title for the purpose of UOWx: Batemans Bay, Bega, Southern Sydney, South Western Sydney, Shoalhaven, Southern Highlands or Sydney Business School, UOW.
Regional / Metropolitan / Sydney Business School, UOW Student	A student who is enrolled in a course code that is assigned to either the Batemans Bay, Bega, Southern Sydney, South Western Sydney, Shoalhaven, Southern Highlands or Sydney Business School, UOW campus.
Student	A person registered for a course at the University.
UOWx Interactive Seminar	A seminar where students engage intellectually and verbally in a specific issue or topic. They may involve a presentation and then facilitated discussion in a face to face or online environment.
UOWx Steering Committee	The UOWx Steering Committee is chaired by the Pro Vice-Chancellor (Students) and considers and makes recommendations on strategic direction of UOWx.
UOWx Award Eligibility Framework	Recognition honouring significant co-curricular involvement, contribution and learning whilst studying at UOW. Awards can be received through significant involvement in a Learning Stream or with the overall UOWx Award.

UOWx Co-curricular Recognition Framework	The Co-curricular Recognition Policy, the Co-curricular Recognition Procedure, UOWx Activity Eligibility Framework and supporting materials.
UOWx Activity Coordinators	Staff members who oversee and manage on-campus UOWx recognised co-curricular activities.
UOWx Activities	A set of related activities with a particular long-term aim that has been approved for inclusion under the Co-curricular Recognition Policy (e.g. AIME or Univariate).
UOWx Record	A transcript-style document that lists a student's validated co-curricular activities while studying at UOW.
UOWx Activity Eligibility Framework	This framework (set out in Appendix 3) details the requirements that a co-curricular activity must meet to be included in the UOWx Record and UOWx Award.
Wollongong Campus Student	A University of Wollongong student who is studying at either the Innovation Campus or the Wollongong Campus.

3 Application & Scope

1. This policy applies to:
 - a. UOW staff involved in the oversight and administration of UOWx activities and the UOWx Co-curricular Recognition Framework;
 - b. UOW students; and
 - c. UOWx Activity Coordinators
2. This policy is applicable to all Australian UOW campuses, UOW Online students as well as offshore students at UOW Dubai.
3. This policy does not apply to the UOW College or offshore students not enrolled at UOWD
4. This policy does not cover co-curricular involvement undertaken prior to January 2015.

4 The UOWx Record

1. The UOWx Record is a transcript-style document that lists a student's co-curricular involvement whilst studying at UOW.
2. The UOWx Record can list one or more Recognised Activities.
3. The University will validate Recognised Activities of each student before they are listed on the student's UOWx Record (refer to the Co-curricular Recognition Procedure).
4. All Recognised Activities will be validated by the relevant UOWx Activity Coordinators using the online system. For further information on the validation process, refer to the Co-curricular Recognition Procedure.

5 The UOWx Learning Stream Awards

1. The UOWx Learning Stream Award recognises the student's employability skills and ability to be active citizens within six learning streams:

- a) Leadership
 - b) Mentoring & Wellbeing
 - c) Innovation & Creativity
 - d) Global & Cultural Awareness
 - e) Collaboration & Communication
 - f) Community & Social Change
2. 'Learning Stream' Awards that can be awarded throughout a student's degree. These Awards will be added to a student's UOWx Record.
 3. In order to satisfy the requirements of a Learning Stream Award, a student must:
 - a) Satisfy the activity requirements of that Learning Stream (as per Appendix 2)
 - b) Submit a Reflective Piece (as per the Co-Curricular Recognition Procedure).

6 The UOWx Award

1. The UOWx Award is given in honour of excellent co-curricular achievement. It is a non-academic award given to students in recognition of the exceptional commitment they have made to the University and/or broader community whilst studying at UOW. Through their involvement in co-curricular activities, they have extended their skills, attributes, leadership experience and personal qualities, preparing them to contribute positively to society and their future workplaces.
2. To qualify for the UOWx Award, a student must:
 - i. Satisfy the requirements of 2 Learning Stream Awards, plus complete the UOWx Award Program.

7 Internal Activity Eligibility

1. 'Recognised Activities' must be approved by the Senior Manager, Outreach & Equity in accordance with the requirements of the UOWx Activity Eligibility Framework (see Appendix 3). The elements of the UOWx Activity Eligibility Framework, permitting the inclusion of an activity for co-curricular recognition are as follows:
 - a. Involvement in Training and/or Professional Development
 - b. Students must not receive academic credit, course recognition or professional accreditation by undertaking the activity
 - c. A student can be recognised for their participation in a paid/volunteer/compensated activity, if the paid/volunteer/compensated activity contributes to the core business of the University and/or supports the sense of community at UOW.
 - d. Activities must comply with UOW policy and the Fair Work Act 2009 requirements, where applicable.
 - e. Activities must provide development that satisfies the requirements of the Learning Streams.
2. The UOWx Steering Committee reviews and recommends updates to the UOWx Activity Eligibility Framework, with amendments approved by the delegated authority.

8 External Activity Eligibility

1. Students from any UOW campus, can apply for retrospective recognition for their contribution to volunteer based external co-curricular activities.

2. The responsibility is on the student to identify, provide evidence and request to have external co-curricular activities recognised by UOWx and provide clear linkages as to how this activity has enhanced their knowledge and skills according to the learning stream development areas outlined in the Activity Eligibility Framework.

It is the responsibility of the volunteer organisation and the student to enter into a volunteering relationship that is mutually beneficial to both parties and is managed under the volunteer organisations' policies and procedures. UOW's involvement extends to a retrospective recognition relationship.

9 Validation of Student Involvement

1. Students are required to record their contribution to their UOWx activity in a form through the UOWx online system (or through mechanisms identified by the UOWx Activity Coordinator, which will then be uploaded into the online system). The Co-curricular Recognition Procedure provides detailed information on the validation process and logging requirements for recognition of involvement in the various co-curricular activities on the UOWx Record and/or UOWx Award.

10 Claiming for a UOWx Record and/or UOWx Award

1. In order to attain the UOWx Record and/or UOWx Award, students are required to actively claim their co-curricular involvement through the online system. If students do not make a claim using the online system, their involvement will not be included on their UOWx Record or count towards their UOWx Award.
2. The Co-curricular Recognition Procedure sets out the process and timeframes to follow when making or assessing claims for a UOWx Record and UOWx Award.
3. The students' Reflective Piece will need to be submitted as per the instructions on the UOWx website.

11 Issue & Recognition of UOWx Record and/or UOWx Award to Students

1. As of November 2016, the UOWx Award and/or UOWx Record will be issued in conjunction with the UOW Official Academic Documents to students who have:
 - a. Completed their academic course; and
 - b. Have had their co-curricular involvement recorded and validated as per this policy.
2. Students issued with the UOWx Award will be recognised by:
 - a. Receiving a certificate acknowledging their achievement; and
 - b. The inclusion of approved notation on their Australian Higher Education Statement (AHEGS).
3. If a UOWx Award is requested prior to conferral, this would be for special circumstances only, and at the discretion of the Deputy Vice-Chancellor (Education) (DVCE). This would require written approval from the DVCA.
4. Additional copies of the UOWx Record or UOWx Award can be purchased from Student Central. Students need to refer to the Student Charges page for information on applicable charges and apply for additional copies via the Student Forms & Documents page.
5. Students can, at any point, download a copy of their interim UOWx Record on the online system.

12 Roles & Responsibilities

1. The UOWx Steering Committee has a responsibility to:

- a. review and provide advice on the UOWx Co-curricular Recognition Framework (in the case of the Activity Eligibility Framework) and UOWx Award Eligibility Framework) and review appeals for UOWx Activity and Award recognition as required;
 - b. monitor, assess and provide advice on changes to the Co-curricular Recognition Policy and Procedures;
 - c. receive reports as frequently as appropriate on outcomes relevant to the UOWx Co-curricular Recognition Framework, including:
 - i. deviations from strategic intent and standards;
 - ii. corrective and preventative actions; and
 - iii. other matters deemed relevant by the Committee;
 - d. invite and receive discussion or proposal papers from the University community towards informing the work of the Committee;
 - e. provide advice or recommendations to the Student Academic Experience Sub Committee with respect to UOW's approach to UOWx Co-curricular Recognition; and
 - f. undertake tasks as directed by the Student Academic Experience Sub Committee.
2. The DVC(A) portfolio has a responsibility to:
- a. Ensure that this Policy and the accompanying Procedure are accessible to all staff and students;
 - b. Ensure Activity Coordinators undertake good practice in considering UOWx recognition claims, including:
 - i. Timeliness of response;
 - ii. Fairness and equitable consideration;
 - iii. Compliance with privacy requirements; and
 - iv. Clear information on rights and responsibilities in relation to UOWx.
 - c. Provide administrative support for the implementation of this Policy;
 - d. Confirm student eligibility for the UOWx Award;
 - e. Provide advice to the UOWx Steering Committee on this Policy;
 - f. Ensure UOWx Activity Coordinators are aware of their record keeping requirements as documented in the Co-curricular Recognition Procedure.
 - g. Ensure that the records and data pertaining to activity participation and completion for the purposes of producing activity recognition documents (UOWx Record and UOWx Award) are provided to the Student and Accommodation Services Division;
 - h. Assist with the resolution of any disputes about the application of the Co-curricular Recognition Framework; and
 - i. Ensure that the Roles & Responsibilities under clause 12 are understood and promoted.
3. The Student and Accommodation Services Division has a responsibility to:
- a. Import records and data relating to UOWx activity completions into the SMP system;
 - b. Produce and issue UOWx recognition documents (UOWx Record and UOWx Award); and
 - c. Include approved notations of the UOWx Award on the Australian Higher Education Graduate Statement.
4. UOWx Activity Coordinators have a responsibility to:

- a. Approve all student involvement in their activity accurately by the dates specified using the online Co-curricular system (or interim recording methods as instructed by UOWx Staff);
 - b. Ensure they keep accurate records relating to student involvement in their activities.
 - c. Undertake good practice when considering and responding to UOWx co-curricular recognition claims, including:
 - i. Timeliness of response;
 - ii. Fairness and equitable consideration;
 - iii. Respect for privacy and compliance with the [Privacy Policy](#); and
 - iv. Clear information on rights and responsibilities in relation to the UOWx Co-curricular Recognition Framework.
 - d. Provide information on the UOWx Co-curricular Recognition Framework to students as part of their training or induction process.
 - e. Advise the UOWx staff of changes to their programs that might affect their activity eligibility application.
 - f. Promptly manage any student disputes or grievances specific to the UOWx activities that they oversee in relation to claims made prior to the final decision on the UOWx Record or UOWx Award being made.
5. IMTS Division has a responsibility to:
- a. Support the relevant systems, which facilitate the management and maintenance of the UOWx Co-curricular Recognition Framework.
6. Students have a responsibility to:
- a. Use their initiative to apply for and get involved in co-curricular activities;
 - b. Record their involvement in Recognised Activities on a regular basis, and submit their forms as directed within the Co-curricular Recognition Procedure;
 - c. Check they have been approved for all activities they have claimed prior to their conferral deadline; and
 - d. Act in accordance with all UOW rules, guidelines, policies and procedures while they are participating in any activity for the purpose of claiming UOWx recognition because these activities are undertaken in their capacity as a UOW student.

13 Version Control and Change History

Version Control	Date Effective	Approved By	Amendment
1	5 February 2016	University Council	First Version
2		Deputy Vice-Chancellor (Academic)	Minor amendment following a 12 month review of the Policy, including clarification of requirements for regional campus students.
3	1 January, 2017	Deputy Vice-Chancellor (Academic)	Minor amendment following 18 month review of UOWx and subsequent improvements regarding operations.
4	1 January, 2018	Deputy Vice-Chancellor (Academic)	Minor amendment following review of UOWx and subsequent improvements regarding operations.
5	1 January 2020	Vice-Chancellor	Minor amendment including nomenclature amendments and inclusion of UOW Dubai and UOW Online students in UOWx Program.
6	2 March 2020	Vice-Chancellor	Minor amendments and addition of UOW Online and UOWD.
7	18 December 2020	Deputy Vice-Chancellor (Education)	Administrative amendments to reflect divisional and faculty realignments.

Appendix 1: UOWx Activity Eligibility Framework

Activities included on the UOWx Record and form the eligibility criteria for the UOWx Award, must make a significant contribution to student learning and/or the UOW community. For an activity to be recognised by UOWx, the activity must:

1. Identify the activity type that the activity applies to; and
2. Apply the minimum criteria and learning stream development areas listed for the activity type selected to their co-curricular activity.

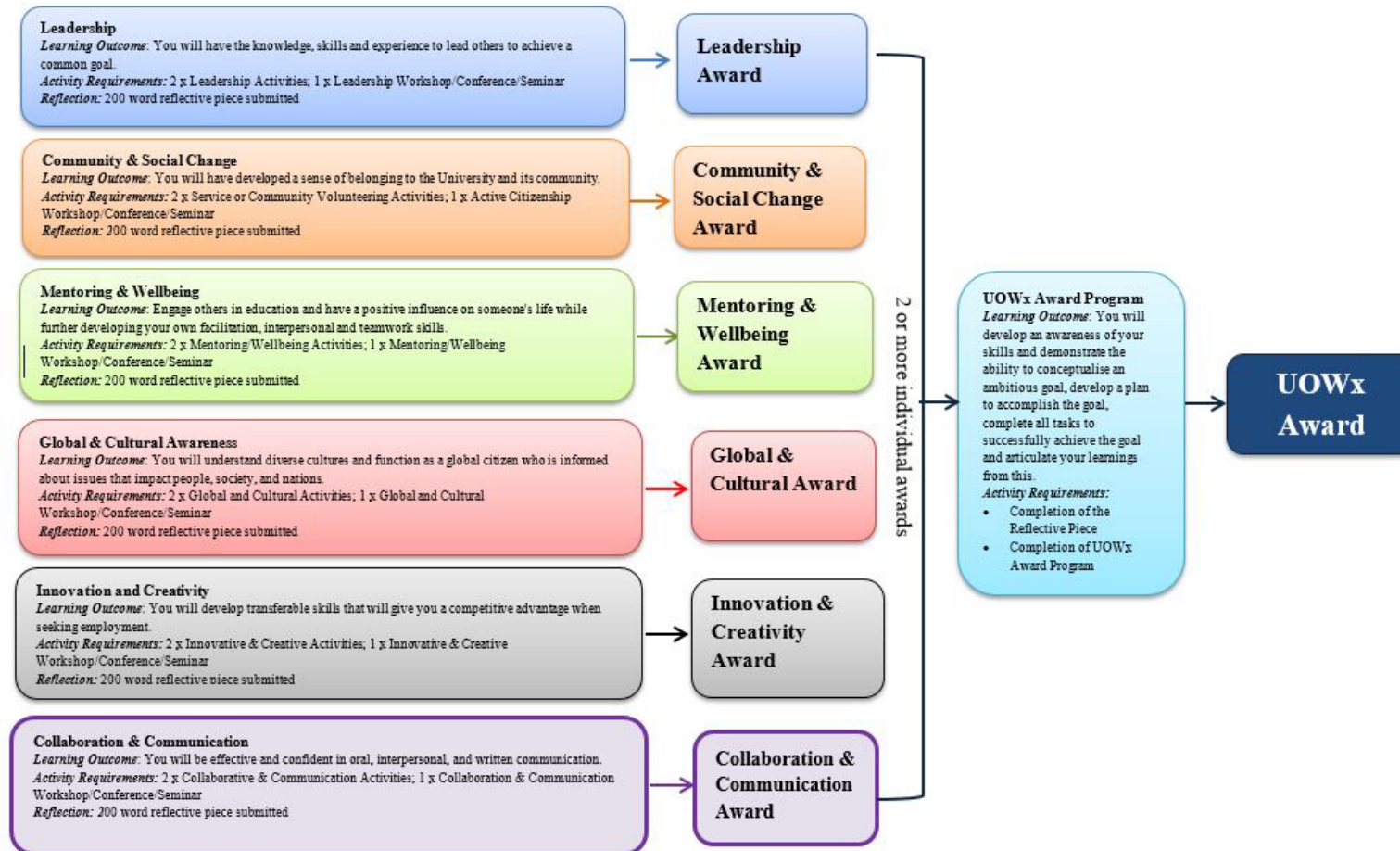
Co-Curricular Activity Type					
#	Criteria	Role	Program/Project Participant	Memberships and other Co-Curricular Engagement	Workshop/Conference/ Seminar Participant
1	Definition	A student who is recruited into a volunteer, paid or compensated role that contributes to the delivery of a University or Community based program/project (i.e. PASS Leader, Univariate Team Leader).	A student who voluntarily participates in or completes a University or Community program or project (i.e. Global Immersion Program Participant).	A student who is engaged in other 'one-off' co-curricular activities (i.e. Faculty/UOW Marketing Event Assistant, Community Volunteering Event Assistant).	A student who actively participates in a workshop, conference or seminar (i.e. Interactive Seminar Participant; Mental Health First Aid).
Essential Criteria (The co-curricular activity must meet all of the criteria listed in this section)					
2	Purpose of the Activity	The activity must: <ol style="list-style-type: none"> 1. Significantly and explicitly contribute to a student's learning and personal development outside of their academic curriculum; and/or 2. Actively and explicitly contributes to the University's community (either on campus or within UOW's geographical footprint) 			
3	Overview of the Activity	Articulate an overview of the activity, the objectives and learning outcomes of the activity and outline the student's role within the activity.			
4	Training/ Professional Development	A formal program that develops a student's knowledge and skills and incorporates ongoing mentoring and reflection during the program cycle.	An introductory session/briefing that highlights the program/project objectives, learning outcomes. Student also has the opportunity to reflect on their experience in the activity	Briefing or induction that enhances corporate knowledge, articulates engagement objectives and learning outcomes for the student. Student also has the opportunity to reflect on their experience in the activity.	Key note speaker or introductory session that provides background knowledge/context and learning outcomes of the workshop, conference or seminar. Student also has the opportunity to reflect on their experience in the activity.
5	Duration of Commitment	The Activity Coordinator to articulate the minimum engagement of a student within the activity, that is deemed reasonable by the UOWx Steering Committee and is consistent with the objectives of the activity (i.e. attendance at 80% of the program sessions).			
6	Remuneration	<p>UOW Based Activities A student can be recognised for their participation in a paid/volunteer/compensated activity, if the paid/volunteer/compensated activity contributes to the core business of the University and/or supports the sense of community at UOW. A student cannot be recognised if their participation in the activity already attracts academic credit, is a course requirement or is recognised under professional accreditation.</p> <p>Community (Externally Hosted) Activities A student can be recognised for their participation in an externally hosted community activity, if they have participated in the activity in a volunteer capacity. A student cannot be recognised if their participation in the activity already attracts academic credit, is a course requirement or is recognised under professional accreditation.</p>			

7	Compliance with UOW policy	The activity complies with the requirements of UOW policies, including the requirements of the <i>Fair Work Act</i> , with a UOW staff member (UOW Activity Coordinator) responsible for adhering to these requirements.
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Co-Curricular Activity Types					
#	Learning Streams	Role	Program/Project Participant	Memberships and other Co-Curricular Engagement	Workshop/Conference/Seminar Participant
8	Minimum Number of Learning Streams	4 Learning Streams	3 Learning Streams	2 Learning Streams	1 Learning Stream
9	Community & Social Change	Actively advocates and has contributed to the advancement of UOW or the local community and has developed a sense of pride in being a UOW student.	Develops a sense of belonging to the University and the community and has contributed individually or as part of a team to the advancement of UOW or the local community.	Develops a sense of belonging to the University and the community and has undertaken a role within a club or program that actively contributes to the advancement of UOW or the local community.	Develops a sense of belonging to the University and the community.
10	Leadership	Develops planning, implementation, influencing and evaluation skills to make an impact or achieve an outcome, individually or as a part of a team.	Develops planning, research and prioritising skills to be an engaged participant in a program that has a specific outcome or impact.	Contributes to the delivery of an event or activity individually or as a part of a team that has a specific outcome or impact.	Develops their understanding of leadership as an engaged participant workshop/seminar/conference.
11	Mentoring & Wellbeing	Contribution positively impacts learning of self and others and achieves a specific outcome.	Contribution positively impacts learning of self or enhances knowledge and skills related to the project/program objectives.	Contribution positively impacts learning of self and/or others.	Participation deepens knowledge and/or widens skill sets related to the workshop, conference, seminar content.
12	Collaboration and Communication	Development of effective relationship skills in a team environment. Successfully engages with stakeholders directly involved or external to the program.	Development of effective communication skills and networks at a student level.	Development of effective communication skills in a team environment. Successfully engages with stakeholders directly involved or external to the event or activity.	Development of effective networking skills and engaged in high level discussion that explores new ideas.
13	Global and Cultural Awareness	Demonstrates intercultural competence by working effectively in cross-cultural settings and contributing to the delivery of successful program outcomes.	Engages in intercultural experiences, engaging effectively in cross-cultural settings.	Develops intercultural awareness by working appropriately in cross-cultural settings and contributing to the delivery of a successful event or activity.	Engages in intercultural experiences, engaging effectively in cross-cultural settings.
14	Innovation & Creativity	Develop and demonstrate the ability to think in multiple ways including critically, analytically, conceptually, creatively and strategically to solve complex problems independently.	Develop and demonstrate the ability to think critically, analytically, conceptually, creatively or strategically to create ideas to solve problems.	Develop and demonstrate the ability to think critically, analytically, conceptually, creatively or strategically to create ideas to solve problems.	Develops the ability to think critically, creatively or strategically to create ideas to solve problems.
15	UOWx Award Program	Develops an awareness of skills and demonstrates the ability to conceptualise an ambitious goal, develops a plan to accomplish the goal, completes all tasks successfully to achieve the goal and articulates learnings from this.			

Appendix 2: UOWx Award Eligibility Framework

The UOWx Award Eligibility Framework is designed to educate the whole student through engagement in transformative Co-curricular activities that are on offer at UOW or within UOW's communities that complement their academic studies. Students need to complete a minimum of 2 Awards, plus complete the UOWx Award Program to achieve the UOWx Award.





Appendix 3 – UOWx Steering Committee Terms of Reference

Pro Vice-Chancellor Students

UOWx Steering Committee

Terms of Reference

The UOWx Steering Committee is formally constituted by the Pro Vice-Chancellor (Students) with particular responsibility for the integrity of UOWx, the University's co-curricular learning and recognition program.

The UOWx Steering Committee shall:

1. review and provide advice on the UOWx Co-curricular Recognition Framework (in the case of the Activity Eligibility Framework) and UOWx Award Eligibility Framework) and review appeals for UOWx Activity and Award recognition as required;
2. monitor, assess and provide advice on changes to the Co-curricular Recognition Policy and Procedures;
3. receive reports as frequently as appropriate on outcomes relevant to the UOWx Co-curricular Recognition Framework, including:
 - a. deviations from strategic intent and standards;
 - b. corrective and preventative actions; and
 - c. other matters deemed relevant by the Committee;
4. invite and receive discussion or proposal papers from the University community towards informing the work of the Committee;
5. provide advice or recommendations to the Student Academic Experience Sub Committee with respect to UOW's approach to UOWx Co-curricular Recognition; and
6. undertake tasks as directed by the Student Academic Experience Sub Committee.
7. to ensure the Committee is fulfilling its objectives, the Committee will conduct an annual assessment of its performance against its Terms of Reference and provide a report to the Student Academic Experience Sub-Group.

Membership

The membership of the UOWx Steering Committee shall consist of:

- Pro-Vice Chancellor (Students) (ex officio) as Chair;
- Senior Manager, Outreach & Equity (ex officio);
- Manager, Special Projects (ex officio);
- An Academic Director from either the Regional or Metropolitan Campuses;
- Student and Accommodation Services Division Representative, as appointed by the Director, SASD;
- Graduate Career Development & Employability Representative, as appointed by Director, GCDE;
- Two Academic Staff Representatives, as appointed by Associate Deans (Education);
- UOWDx Representative;
- 3 x Local Employers; and
- An Undergraduate and a Postgraduate Student Representative.



Wherever possible, the Committee will be representative of UOW's diversity community. The student representatives shall either be drawn from the Student Advisory Council, nominated by the Pro-Vice-Chancellor (Students) or a call for a broader expression of involvement will be undertaken.

Steering Committee Members are appointed for two to three years.

The Steering Committee will be supported by the UOWx Coordinator.

Committee members wanting to take leave of absence during their term should seek the approval of the Committee. Any short-term membership replacements will be a matter for the Chair and the Committee to determine.

Quorum

The quorum for a meeting shall be 50% of the membership, plus one.

Meeting Frequency

The Committee will meet a minimum of two times per year, and on more occasions if deemed necessary by the Chair.