

## Student Representative Committee Terms of Reference HETOR07

### 1. Overview

The purpose of the Student Representative Committee (SRC) is to represent the student voice when engaging with various SCEI-HE boards, committees and departments. The SRC fulfils important responsibilities in ensuring that the student voice is duly represented and their interests and concerns are expressed via dialogue and discussion in various SCEI-HE forums.

### 2. Functions

- 2.1 To act as a point of contact for students and as a liaison between students as well as informal and formal SCEI-HE entities.
- 2.2 To seek student opinions about study matters and concerns relevant to them.
- 2.3 To contribute to the shaping of policy (both new policy and redeveloping existing policies).
- 2.4 To engage through informed debate and discussion in representing the student voice.
- 2.5 To contribute to ensure that processes are fair and transparent.
- 2.6 To provide respectful feedback on academic services.
- 2.7 To offer respectful insights on continuous improvement actions regarding both academic and non-academic matters.
- 2.8 To provide insights into the student experience covering the entire student life cycle.
- 2.9 To assist in the dissemination of information to students.
- 2.10 To assist SCEI-HE official representatives in maintaining and developing relationships with appropriate cultural groups and other stakeholders.

### 3. Decisions

- 3.1 The elected SRC has the authority to submit items for discussion to the Academic Board in accordance with standard meeting protocols.
- 3.2 A nominated representative from the SRC is expected to attend Academic Board meetings when required. Such meetings may consider course content and wider issues of teaching and learning.

### 4. Membership

The SRC will be comprised of 4 currently enrolled students who are over 18 years of age and 1 member must be drawn from the student alumni. Current student members should have no enrolment impediments (such as outstanding fees or charges or outstanding library materials or fines) at any time during their tenure.

### 5. Term

One year.

### 6. The Chair

The Chair of the SRC will direct and lead the SRC meetings. The Chair will ensure that meetings are conducted in an orderly and proper fashion and that minutes are recorded and maintained.

### 7. Agenda

Meetings are scheduled and informed to all attendees at least 2 weeks in advance, together with the meeting agenda. Minutes are recorded and maintained.

### 8. Motions

Any member of the SRC may introduce a motion to be voted on. The Chair will decide the most appropriate means of voting (show of hands or secret ballot). If a majority of the SRC votes in favour of the motion, the motion is considered to have been passed and in the case of a tied vote the Chair has a casting vote.

### 9. Frequency of Meetings

The SRC is to meet 4 times per year at intervals as stipulated by the Governance Calendar. Members are expected to attend all meetings. If a member fails to attend 3 meetings in succession he/she will automatically cease to be a member of the SRC. If necessary, a replacement can be appointed in due course.

## 10. Quorum

A quorum will be half of the appointed members if the number of members is even; or a majority of the appointed members if the number of members is odd. In the case of a tied vote the Chair has the casting vote.

## 11. Reporting

11.1 The SRC reports directly to the Academic Board (AB) and the Chair of the SRC is required to attend and report at each AB meeting. Student Representatives are expected to maintain confidentiality around all matters discussed at any official meetings unless given permission to disseminate content back to the student body.

11.2 Matters pertaining to SCEI-HE are not to be shared with members of the media or public unless content is authorised by the Chief Executive Officer.

11.3 The SRC is required to maintain documentation in compliance with SCEI-HE governance requirements.

## 12. Conflicts of Interest

12.1 Members of the SRC are required to declare any conflicts they might have in carrying out their duties.

12.2 Where a conflict of interest exists, and depending on the severity, a student member may be restricted from voting on certain issues, restricted from gaining any knowledge of particular issues, and/or may be required to resign from the position.

## 13. Appraisal

An annual review of the student representatives on the SRC, as to the execution of their role will be undertaken. Additionally, an annual review of the SRC's functioning will be undertaken by the Quality Assurance and Risk Manager to ensure that the limitations and extent of the SRC are appropriate to student and organisational needs.

DOCUMENT AND RECORD CONTROL	
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