

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 that their interests and concerns are expressed through dialogue and discussion in various SCEI-HE forums. Members of the SRC are selected from student volunteers, ensuring inclusivity and broad representation. This TOR aligns with the HESF 2021 Standards, ensuring that student perspectives inform academic and operational decision-making.

2. Functions

- 2.1 Advise on student matters, advocate for student interests, and facilitate communication between students, the institution's administration, and academic staff..
- 2.2 To contribute to the shaping of student-relevant policies and procedures
- 2.3 To contribute to ensuring that processes are fair and transparent.
- 2.4 To provide respectful feedback on academic and administrative services.
- 2.5 To offer respectful insights on continuous improvement actions regarding both academic and administrative matters.
- 2.6 To provide insights into the student experience, academic and administrative, covering the entire student life cycle from application to post-graduation.
- 2.7 To assist in the dissemination of information to students.
- 2.8 To promote student participation in matters affecting them
- 2.9 To assist SCEI-HE official representatives in maintaining and developing relationships with appropriate cultural groups and other stakeholders.

3. Responsibilities

- 3.1 Serve as a point of contact and liaison for students with SCEI-HE academic and administrative entities.
- 3.2 Seek and represent student opinions on matters affecting study, well-being, and campus life and post-graduation.
- 3.3 Provide input to inform the development and review of student-relevant policies and procedures.
- 3.4 To advocate for student interests, promote fairness, transparency, and equity in SCEI-HE processes.
- 3.5 Provide constructive feedback on academic services and teaching quality.
- 3.6 Offer insights for continuous improvement in both academic and administrative services.
- 3.7 Support the dissemination of information to the student body.
- 3.8 Assist SCEI-HE representatives in maintaining and strengthening relationships with student cultural groups and other relevant stakeholders.

4. Decisions

- 4.1 The elected SRC has the authority to submit items for discussion to the Academic Board and its subcommittees in accordance with standard meeting protocols.
- 4.2 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.
- 4.3 SRC submissions to the Academic Board will be considered as part of formal quality assurance and governance processes.

5. Membership

The SRC will comprise a minimum of 3 and a maximum of 7 currently enrolled students from various cohorts, campuses and fields 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.

6. Term

One year.

7. 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. The Chair is responsible for ensuring that student perspectives are accurately represented in reporting to governance.

8. Agenda

Meetings are scheduled and informed to all attendees at least 1 week in advance, together with the meeting agenda. Minutes are recorded and maintained. Agenda items should include topics covering both academic and non-academic matters.

9. 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. All motions must align with HESF 2.4 (Student Engagement) and reflect input from the student body.

10. 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, they will automatically cease to be a member of the SRC. If necessary, a replacement can be appointed in due course. Meetings should be timed to align with Academic Board and governance reporting cycles to ensure student input informs decision-making (HESF 2.4.1, 4.1.3)

11. 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.

12. Reporting

- 12.1 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.
- 12.2 Reports should explicitly include student feedback on academic and administrative services and highlight issues affecting equity, diversity, and inclusion.
- 12.3 Matters pertaining to SCEI-HE are not to be shared with members of the media or public unless the SCEI-HE Chief Executive Officer authorises content.
- 12.4 The SRC is required to maintain the meeting minutes in compliance with SCEI-HE governance requirements.

13. Conflicts of Interest

- 13.1 Members of the SRC are required to declare any conflicts of interest they might have in carrying out their duties.
- 13.2 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.

14. 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.

15. Support for student Reps

- 15.1 SCEI-HE will provide induction and orientation to all members of the SRC to ensure they understand their roles, responsibilities, and governance context.
- 15.2 Student representatives will be provided with access to relevant governance documents and prior minutes

- to support their effective participation in meetings and decision-making processes.
- 15.31 Administrative and secretariat support will be provided to ensure that meetings are scheduled, agendas distributed, and minutes recorded in compliance with institutional governance requirements.
- 15.4 Reasonable allowances and flexibility will be given to SRC members in recognition of their contribution to governance, ensuring participation does not adversely affect their academic studies.
- 15.5 The SCEI-HE Quality Assurance and Risk Manager, or delegate, will act as the staff liaison officer to the SRC and guide as required.
- 15.6 Student representatives will be encouraged and supported to seek feedback from the broader student body, including through structured surveys, forums, or informal engagement, to ensure a broad representation of student views.
- 15.7 SCEI-HE will allocate a modest annual budget to the SRC to support its activities, including engagement initiatives, communication, and training, subject to approval by the SCEI-HE Chief Executive Officer.
- 15.8 Certificates of service will be issued to student representatives upon completion of their term, acknowledging their governance contribution to SCEI-HE.

DOCUMENT AND RECORD CONTROL	
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