

## STUDENT REPRESENTATIVE COMMITTEE GUIDELINES

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## 1. Purpose

Asia Pacific International College (APIC) is committed to formal representation and engagement with students through a Student Representative Committee. These Guidelines describe the role and function of the Student Representative Committee in promoting the interests of students to the College, its membership and the expectations of Committee members.

## 2. Student Representative Committee Role and Function

Student representation in higher education is important in ensuring effective communication between students and the College governance and administration. The overarching function of the Student Representative Committee is to provide students with an opportunity to voice the views, suggestions and concerns of their peers through the most appropriate channels. The College also acknowledges the important role that an active Student Representative Committee has in fostering a vibrant academic and social network.

The operations and activities of the Student Representative Committee should be guided by the following principles:

- independent, transparent and accountable student representation;
- meaningful and collegial communications between the College and elected student representatives;
- equity in student representation across all campuses on which APIC operates; and
- commitment to a culture of respect and inclusion.

Elected student members of the Student Representative Committee should expect to gain skills in communications, building and working in teams, and leadership.

All students at APIC should expect their elected representatives on the Student Representative Committee to act in the best interests of the whole student body at all times when dealing with other students and the College governing bodies and its administration.

The Student Representative Committee will be accountable to the Registrar.

## 3. Membership and Term

Nominations for Student Representative Committee membership will be called for at the commencement of each academic year. Nominations will be open to all currently enrolled undergraduate and postgraduate students. An individual student may only nominate for one position on the Student Representative Committee.

The Student Representative Committee shall be comprised of the following student members:

- Student Ambassador (Chair)
- Undergraduate students representative \* 2
- Postgraduate students representative \* 2
- Campus representative \* 2
- Secretary (non-voting)

The Student Representative Committee may invite additional non-voting members for a specified period to advise on student issues including and not limited to gender, race, culture, religion, and disability and equity.

On balance the composition of the Student Representative Committee will be such that an even representation from each of the campuses on which the College operates is maintained across the Committee. The composition of the Student Representative Committee should additionally seek to ensure continuity of membership.

Student Representative Committee members will be appointed for a term not greater than 14 months. The commencement of the term of office shall be from the Annual General Meeting after the commencement of the academic year until the follow year's Annual General Meeting. Any current student member at the time that elections are called can choose to nominate again for the same or a different position that to being then currently held.

Should any elected student member of the Student Representative Committee cease to be an enrolled student at any time during their term of appointment, their membership on the Committee will be forfeited and another enrolled student will be appointed to the vacated role for the remainder of the term.

### 3.1. Roles and responsibilities of Committee members

The role of the Student Representative Committee Chair within meetings will include chairing Student Representative Committee meetings efficiently, encouraging contributions by all Committee members, and seeking consensus when making decisions. The Chair will additionally assure that the Committee's activities are conducted in compliance with the relevant policies and guidelines of the College and within legislative and regulatory requirements.

The Student Ambassador is responsible for representing and promoting the interests of all students to the College providing leadership to the Student Representative Committee.

All student members of the Student Representative Committee will have the same shared responsibilities:

- making themselves known and available, as a Student Representative Committee member, to the APIC student community;
- representing students in matters relating to the APIC student community;
- making recommendations for changes for the benefit of the APIC student community;
- maintaining and improving collegial relations and communications between APIC staff and the student community; and
- attending training and meetings with APIC staff as requested.

A nominated staff member will be appointed by the College to the role of Student Representative Council Secretary to assist the Student Representative Council with advice and secretariat support.

### 3.2. Limits to responsibilities of Committee members

Neither the Student Representative Committee nor individual student representatives should be involved with the following matters:

- individual students' personal problems except when these raise more general concerns that might affect all other students;
- academic performance and progression of individual students; and
- allegations of bullying or harassment.

### 3.3. Removal of Committee members

A Student Representative Committee member can only be removed prior to the completion of their term by the President and PEO, upon recommendation by at least five voting members. Grounds for the removal of any Student Representative Committee member include:

- conduct by a member which brings the College, Student Representative Committee, or student body into disrepute (refer Code of Conduct for Students);
- inappropriate behaviour at a meeting of the Student Representative Committee, or any function whilst as a representative of the Student Representative Committee or the College; and
- any breach of the College policies or guidelines.

## 4. Terms of Reference

The Student Representative Committee will support the APIC student community by undertaking the following tasks:

- identifying and advancing the interests of all students to promote a positive student experience;
- maintaining meaningful and collegial communications between the College and the student community;
- actively contributing to College decisions as appropriate, and ensuring equity and fairness to all students in College decisions regardless of the students' mode of study or study location;
- promoting student participation in matters affecting their interests, encouraging feedback about students' experiences at the College, and sharing with students College initiatives resulting from their feedback;
- communicating with the Dean and President on matters of concern for the student body; and
- communicating with the Registrar about emerging issues for students within these Terms of Reference.

## 5. Meetings

The Student Representative Committee will normally meet four times each calendar year. Meeting dates for the calendar year will be agreed by the Student Representative Committee at their first meeting each year. The first meeting will be the Annual General Meeting and will normally be scheduled by the Student Ambassador within one month of the election of Committee members.

### 5.1. Quorum

The quorum of members of the Student Representative Committee necessary for the transaction of business shall be at least five voting members.

## 6. Minutes

The Student Representative Committee Secretary will record the proceedings of each meeting.

The Student Representative Committee Secretary will normally circulate unconfirmed minutes to Committee members within five working days of the meeting they record. The Committee will be asked to confirm the minutes by circulatory resolution.

The Chair shall sign the confirmed minutes and make these available by request to the Registrar.

## 7. Policy Suspensions

These Guidelines supersede the following:

Document ID	Approval Date
Asia Pacific International College General Regulations Section 13. Student Representative Body	12 August, 2015