



**IHM**<sup>®</sup>  
*Institute of Health and Management*

# **Terms of Reference- Student Representative Council (SRC)**

### 1. Policy Statement

This Policy outlines the purpose and function of Student Representative Councils (SRC).

### 2. Responsibility

The Director of Studies (DoS) has the overall responsibility for this policy. The DOS will review and update this policy in response to legislative changes that require amendments. Campus Managers are responsible to ensure the formation and maintenance of an SRC at their respective campuses.

### 3. Scope

The policy has been developed and implemented to support and provide clear instruction and guidance for students and Institute faculty and staff about SRC matters.

### 4. Policy Statement

The Institute is committed to providing effective engagement with the student body. The SRC provides a forum for students to develop soft skills like organising, leadership, communication, mentoring new students etc. Students are able to raise any matters of concern relating to delivery of courses, assessments, evaluate the quality of the teaching, credit transfer, Recognition of Prior Learning (RPL), student amenities, student activities, discrimination, sexual harassment and other issues that may arise.

### 5. Guidelines

The purpose of an SRC at IHM is to act as a key source of communication between the student body and the Institute. Student Representatives should be sought from all cohorts in all courses; IHM Alumni could also be invited to participate.

#### 5.1 Consultation

SRC members consult with fellow students to discuss emerging views, suggestions and issues about learning, teaching and student services. It is essential that the Institute is adequately represented at each SRC meeting in order to ensure that students are able present their ideas to senior IHM staff present at the meeting.

#### 5.2 Role and Responsibilities

The roles and Responsibilities of the SRC include:

- provides input to the Institute for the development of policies and services that support students and advance the quality of learning and research activities
- acting as a channel for providing feedback to students and sharing Institute initiatives resulting from student feedback.



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- may convene student working groups to assist the Institute with developing or improving services and increasing student engagement in campus events
- provides an opportunity to discuss IT related matters directly with management, and discuss improvements to the digital experience for IHM students
- promotes student surveys and addresses issues raised
- may organise sporting events that involve students and/or staff
- may organise cultural activities that involve students and/or staff
- Leadership in promoting educational support activities like journal club, language club etc.

### 5.3 Membership

Membership will include up to 5-10 Students and two Institute representatives. Members will normally be appointed for a term of one year. Membership may be approved for renewal when the term expires. Student’s nominating for SRC membership must submit their name to the Campus Manager. Where there are more than 10 students applying then a ballot should be held. The SRC membership must select at the first meeting students to act as Chair, Deputy Chair, Secretary and Deputy Secretary or such other positions as they deem necessary, for a term of one year. The Campus Manager will post a list of SRC members on the Campus Noticeboard.

### 5.4 Conduct of Meetings

The Campus Manager in consultation with the SRC will assist with the provision of a meeting place. Meetings will be called and conducted by the Chair or in their absence the Deputy Chair, Secretary or Deputy Secretary in that order. Observers and invited guests may attend meetings by invitation from the chair or their Deputy. The Secretary shall notify members of meetings and provide an agenda. At the meeting the Secretary or their deputy shall present correspondence and take minutes.

The SRC will meet every month. This may be face to face or via teleconference.

### 5.5 Recording and Reporting

All documentation and records are to be filed under the “meetings category” in Knowledge Hub. Situations involving complaints against a staff member are to be reported to the Director of Studies and Human Resources (HR). Access to these records by students shall be by application in writing to the DoS.

<b>Name of Document</b>	<b>Terms of Reference- Student Representative Council (SRC)</b>
<b>Approval Committee</b>	Academic Board
<b>Endorsement Committee</b>	Teaching and Learning Committee

<b>Policy Status</b>	new
<b>Date of Approval</b>	3/10/19
<b>Responsibilities for Implementation</b>	<ul style="list-style-type: none"> <li>• Director of Studies</li> <li>• Campus Manger</li> </ul>
<b>Key Stakeholders</b>	Students
<b>Date for Next Review</b>	22/10/20
<b>Policies Superseded by this Policy</b>	None

### Acknowledgement

- University of Sydney
- University of Melbourne