


Policy title	Policy Student Representative Committee	Year	2017
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1. PURPOSE OF THE STUDENT REPRESENTATIVE COMMITTEE (SRC) POLICY

This document provides the rules for the student representative committee and the guidelines relating to voting and SRC processes.

2. SRC AND THE VOTING PROCESS

2.1 The SRC consists of one elected committee members from each second year stream (coaching science, fitness and sport management) plus one bursary student from each stream in first year who will be nominated by their class lecturer.

2.2 Potential committee members nominate themselves and should be available for the SRC.

2.3 Once nominations are clear, the nominated list is posted on the student notice board and voting for the new committee occurs as per procedure.

2.4 Voting is managed by the outgoing committee but the first voting process on a campus will be managed by the academic head assisted by faculty.

2.5 Committee members are inducted by the outgoing committee, so that there is a one term transition period from old to new committee.

3. SRC RESPONSIBILITIES AND ACTIVITIES

The SRC will be responsible for the following:

- Liaising with faculty on student issues and needs.
- Coordinating sport and fitness activities on campus.
- Organising the end of year function.

4. SRC INVOLVEMENT WITH QUALITY ASSURANCE OR QUALITY ENHANCEMENT PROCESSES

The SRC will be responsible for the following providing feedback to **eta** on teaching and assessment. This will be done via the **eta** survey and evaluation procedure and attending academic meetings to ensure information flow from students to the **eta** Academic Manager of **eta**'s Centre for Academic Development and vice versa

5. ELECTING THE SRC

Election of second year students to the SRC occurs in the beginning of first term. At the end of first term, first year students elect their class representatives. The class representatives work through the SRC.

6. SRC REPRESENTATIVES

6.1 Representative from each year group, each stream = two per stream, total of six per year.

6.2 Representative from each year group bursary students = two.

6.3 Where applicable, SRC representatives (1=M, 1=F) from third year group = 2.

6.4 Total representatives on SRC = 10

7. VOTING THE FOR START OF THE SRC

7.1 Each 2nd year class votes only for their nominations from their class on secret ballot (the elected 2nd year representatives will represent the interests of the first years for term 1).

7.2 At the end of term 1, a representative from each first year class will be elected to directly represent the interest of first years. First year students do not elect a representative until the end of their first term as they will need this time to get to know each other.

8. SRC IMPLEMENTATIONTerm 1

Week 1: week of getting nominees from second years

Week 2: Monday election day & results

Last week, before assessment week: nominees from 1st years; Thursday election day and results

Term 3:

Two weeks before assessment week election campaign for the following year SRC;

Thursday before assessment week election & results

9. SRC AND LIAISING WITH FACULTY

- 9.1 If applicable, third years will manage the election with faculty. In the absence of third years, faculty will manage the election process.
- 9.2 SRC to meet with academic staff once a term at the end of the term.
- 9.3 This meeting will occur after the review of lecturers and SRC will give input to **eta** current courses and material as well as the management systems, customer service etc.
- 9.4 SRC will manage themselves but will coordinate with the Academic Head

10. NOMINATIONS

- 10.1 A nomination form must be completed with five signatures from class members endorsing their nomination.
- 10.2 The election committee (two 3rd year students or two faculty members and the Academic Manager) will validate nominations by evaluating academic progress. If student has bad track record on class attendance or low standard of achievement (suggest above 60% average) they are not eligible. Currency of fee payments are also important, poor payment of fees will cause student to be ineligible.

11. SUGGESTED SRC STRUCTURE

Executive: The executive will be representative of the SRC and directly meet on regular basis with the academic head.

Chair: Main spokesperson on behalf of student body, co-ordinate student activities and leads students, chairs the SRC meetings.

Vice Chair: Support the functions of the Chair.

Secretary: Keeps records of meetings and general administrative functions of the SRC.

12. ORDINARY MEMBERS OF THE SRC

All other representatives will form part of the monthly SRC meetings. They will be given different functions and portfolios to manage on behalf of the SRC. These portfolios and functions can be developed during the first term and incorporated within the SRC constitution.