



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

# **Student Representative Council Terms of Reference**

### SECTION 1

#### Purpose

1. The Terms of Reference (ToR) of the IHM Student Representative Council (SRC) outline the purpose, function and associated procedures.
2. IHM's SRC will be concerned with improvements of the student experience for all IHM students studying on all campus location and online.

#### Responsibility

3. The Academic Dean has the overall responsibility for this policy. The Academic Dean will review and update the Terms of Reference in response to legislative changes that may require amendments.

#### Scope

4. The Terms of Reference have been developed and implemented to support and provide clear instruction and guidance for students and Institute faculty and staff about SRC matters.
5. Enable IHM to fulfil its constitutional requirement with respect to student representation on boards, councils and committees, thereby enabling IHM students to have a voice on issues that affect them.

#### Definitions

6. **Assessment** - The process of attributing value to the outcome of any assessment task that a student undertakes.
7. **Chair** – The elected Chair shall be the official spokesperson of the SRC. The Chair is responsible for leading the meetings including approving agendas and running meetings keeping the discussions focused, engaging and balanced.
8. **Credit transfer** - Awarding credit towards one qualification based on a student having completed a course, or components of a course, or other formal learning that is demonstrably equivalent to an IHM course.
9. **Deputy Chair** – the Deputy Chair fulfills the role of the Chair in the Chair's absence
10. **Deputy Secretary** - the Deputy secretary fulfills the role of the Secretary in the absence of secretary
11. **Recognition of Prior Learning (RPL)** - A process of evaluating a student's prior learning (formal, informal, non-formal learning) to determine equivalence and credit that may be granted towards a course of study.
12. **Secretary** – The person responsible for making meeting arrangements and keeping records of the meeting process and decisions and minutes.
13. **Student Representative Council (SRC)** – A group of students who represent all students currently registered in any award course.
14. **Student** - A person who has enrolled in and been admitted to a course or unit of study at IHM.
15. **Unit of study** - A Unit of Study relates to a single component of a course/qualification, or a stand-alone unit, that has been approved/accredited.

### Consultation

16. 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,
17. Students are able to raise any matters of concern relating to courses of study, units of study, assessments, teaching quality, credit transfer, Recognition of Prior Learning (RPL), student amenities, student activities, discrimination, sexual harassment and other issues that may arise.

### Roles and Responsibilities

The roles and responsibilities of the SRC are to:

18. Provide input into the Institute for the development of policies and services that support students and advance the quality of learning and teaching activities,
  - a) Act as a channel for providing feedback to students and sharing Institute initiatives resulting from student feedback,
  - b) Convene student working groups where needed to assist the Institute with developing or improving services and increasing student engagement in campus events,
  - c) Provide an opportunity to discuss IT related matters directly with management, and discuss improvements to the digital experience for IHM students,
  - d) Promote student surveys and help the Institute address issues raised,
  - e) Organise sporting events that involve students and staff,
  - f) Organise cultural activities that involve students and staff,
  - g) Provide leadership in promoting educational support activities like a journal club, language club, social club, etc.

### Suite documents

19. This Policy is linked to the following:
  - a) Student Code of Conduct
  - b) Student Handbook

## SECTION 2

### Policy Statement

20. The Institute is committed to providing effective engagement with the student body.
21. The SRC provides a forum for students to develop soft skills like organising, leading, communicating, mentoring new students etc.
22. Students are able to raise any matters of concern relating to courses of study, units of study, assessments, teaching quality, credit transfer, Recognition of Prior Learning (RPL), student amenities, student activities, discrimination, sexual harassment and other issues that may arise.
23. The purpose of an SRC at IHM is to act as a key source of communication between the

student body and IHM.

24. Student Representatives should be sought from both online and on-campus cohorts.
25. The responsibilities for implementation of this policy would be the Registrar, Academic Directors and Campus Managers

### **SRC Membership**

26. Membership of the IHM SRC will include membership that is representative of all campuses and online.
27. The SRC will comprise of 5-10 members: 2 students per campus and 2 students for online cohorts.
28. Students of Aboriginal and Torres Strait Islander descent will be encouraged to participate in SRC and other IHM activities including Board and Committee participation.
29. Members will normally be appointed for a term of one year with a renewal option for one additional year.
30. The SRC may be supported by the members of the Registrar, Student Administration Manager and/or teaching staff during set-up and to function.
31. Students nominating for SRC membership may be class representatives and/or independent students.
32. All nominations must be submitted to the Registrar. Where there are more than 10 nominations, a ballot may be held.
33. The SRC members at their first meeting selects a Chair, Deputy Chair, Secretary and Deputy Secretary or other positions deemed necessary, for a term of office.
34. The final list of SRC members, including their roles is sent to the Registrar.
35. The Registrar will send the list of SRC members to Campus Managers to be post on Campus Noticeboards.

### **Conduct of Meetings**

36. The Registrar or delegate will provide support to the SRC to arrange, run and record meetings.
37. The SRC will meet at least bi-monthly via Microsoft Teams or Zoom.
38. Meetings will be called and conducted by the Chair or in their absence the Deputy Chair
39. Meeting minutes will be recorded by the Secretary or in their absence the Deputy Secretary.
40. Observers and invited guests may attend meetings by invitation from the Chair or their Deputy.
41. The Secretary shall notify members of meetings and provide an agenda at least one week (5 working days) in advance of a meeting.
42. The agenda will include Correspondence that will be presented by the Secretary.

### **Recording and Reporting**

43. All SRC documentation and records are to be filed in the folder "Meetings" in Knowledge Hub.
44. Situations involving complaints, e.g., against a staff member are to be reported to the

Academic Dean and Human Resources (HR).

45. Access to SRC records by students shall be by written application to the Academic Dean.

### SECTION 3

#### Associated information

<b>Related Internal Documents</b>	Student Representative Council Procedure
<b>Related Legislation, Standards, and Codes</b>	Tertiary Education and Quality Standards Agency Act 2011 Higher Education Standards Framework (Threshold Standards) 2015 TEQSA Guidance Notes: Education Services for Overseas Students Act 2000 National Code of Practice for Providers of Education and Training to Overseas Students 2018 Disability Discrimination Act (1992) Disability Standards for Education 2005
<b>Date Approved</b>	20/01/2021 (EMC)
<b>Date Endorsed</b>	03/02/2021 (Academic Board)
<b>Date of Effect</b>	21/01/2021
<b>Date of Review</b>	04/01/2021
<b>Approval Authority</b>	Executive Management Committee (EMC)
<b>Responsibility for implementation</b>	Academic Dean
<b>Document Custodian</b>	Chair, Executive Management Committee
<b>Key Stakeholders</b>	Students, Academic Staff, Registrar, Campus Managers
<b>PinPoint DocID</b>	IHM – RSCP1

#### Change history

Version Control		Version 2
<b>Change Summary</b>	Date	Short description of the change, incl version number, changes, who considered, approved, etc.
	04/01/2021	<ol style="list-style-type: none"> <li>1. Involvement of IHM alumni at SRC is removed</li> <li>2. Roles and responsibilities of Campus Manager is changed to Registrar</li> <li>3. Registrar will provide the list of SRC members to Campus Managers, who will post the list of SRC members on the campus notice boards</li> <li>4. Meetings now occur bi-monthly</li> <li>5. Responsibility for the ToR has changed from the Director of Studies is changed to the Academic Dean</li> </ol>