

THE STUDENT REPRESENTATIVE NETWORK (SRN)

POLICY AND PROCEDURES

UNIVERSITY OF MELBOURNE STUDENT UNION

1. PURPOSE OF THE Student Representative Network (SRN)

The purposes of the Student Representative Network is to:

- 1.1. Ensure that there is adequate student representation on all relevant decision-making boards, councils and committees of the University of Melbourne;
- 1.2. Enable students at the University of Melbourne to have a voice on issues that affect them and their peers;
- 1.3. Train and improve the skills of students with respect to student representation, enabling students to effectively advocate;
- 1.4. Engage students with the University of Melbourne Student Union (UMSU);
- 1.5. Involve students with the development of relevant UMSU policy;
- 1.6. Facilitate the University of Melbourne to fulfil its constitutional requirement with respect to student representation on boards, councils and committees.

2. Scope of the SRN

- 2.1. The UMSU Education Office Bearer(s) shall appoint students to represent UMSU on the following committees:
 - 2.1.1. Academic Board and all Academic Board Sub-Committees
 - 2.1.2. Academic Consultation and Coordination Committee
 - 2.1.3. All Course Standing Committees
 - 2.1.4. University Occupational Health and Safety Committee
 - 2.1.5. All Faculty Boards and Other Faculty Committees
 - 2.1.6. Lorna Stirling Estate Committee
 - 2.1.7. Any VCA Committees
 - 2.1.8. Any other committees as indicated by the University under 3.1.2 (1)
 - 2.1.9. Representatives to all other committees as directed by the UMSU Student Council

3. PROCEDURE FOR APPOINTMENT OF STUDENTS TO RELEVANT COMMITTEES

- 3.1. Communication with the University Secretariat to determine the Relevant Committees
 - 3.1.1. Communication with the University Secretariat is the responsibility of the Education Academic Officer(s).
 - 3.1.2. In fulfilling their responsibilities with respect to the Student Representative Network under this head, the Education Academic Officer(s) should:

- (1) Contact the University Secretary by the end of Week 9 of Semester 2 in order to determine the relevant committees for student representation;
- (2) Arrange for all committee papers for the relevant committees to be copied to a designated “drive”, accessible to Education Academic Officer(s) in the following year.

3.2. Call for Nominations

- 3.2.1. The Call for Nominations and Appointment of students to Committees is the responsibility of the UMSU Education Academic Office-Bearer(s).
- 3.2.2. In fulfilling their responsibilities under this head, the UMSU Education Academic Office-Bearer(s) should:
 - (1) Publish the list of relevant committees and open student representative positions alongside a summary of their terms of reference;
 - (2) Provide a standard form for nominations, incorporating fields for student details, current course, the committees the student is interested in, relevant experience, and their CV or Resume;
 - (3) Communicate the opening of these nominations on the UMSU Website, the UMSU Newsletter, the UMSU Facebook, and other forms of Student Union Communication, with this commencing within a week from opening of the nominations;
 - (4) Close nominations one month after the nominations have been opened.

3.3. Appointment of Students to Committees

- 3.3.1. The Appointment of Students to Committees is the responsibility of the UMSU Education Academic Office Bearer(s);
- 3.3.2. The UMSU President, UMSU General Secretary, and representatives from UMSU Advocacy and Legal Service should advise the UMSU Education Academic Office Bearer(s) in the selection process;
- 3.3.3. Appointments for the SRN should be made in November in time for the commencement of committees in February (or whenever that may be);
- 3.3.4. It is recognised that certain committees should necessarily have some form of representation from the incoming UMSU President, the incoming UMSU General Secretary, and the incoming UMSU Education Academic Officer(s).
 - (1) Note if all relevant persons relinquish their responsibility to these following positions, then these positions should be filled by applicants to the SRN, or any eligible person deemed suitable by the UMSU Education Academic

Officers.

- (2) The Academic Board should be represented by the UMSU President and one of the Education Academic Officer(s).
- (3) Each of the Academic Programs Committee (APC), Selection Procedures Committee (SPC), Teaching and Learning Quality Assurance Committee (TALQAC), should be represented by at least one of the UMSU President, UMSU General Secretary, or UMSU Education Academic Office Bearer(s).

3.3.5. In appointing all further committee positions, the Education Academic Office Bearer(s) will

- (1) Recommend students as nominees to the University committees based off the merit of applications;
- (2) Recommendations should be based on the following guidelines
 - i. Ability of the nominee to sit on a committee under consideration (in terms of course enrolment and availability);
 - ii. Demonstrated areas of interest;
 - iii. Experience in areas of interest;
 - iv. Demonstrated commitment to effective representation;
 - v. Demonstrated commitment to attendance at respective University Committee and UMSU SRN Meetings;
 - vi. Relevance of a committee to an office bearing position;
 - vii. Relevance of a committee to the student's area of study;
 - viii. Should a relevant committee ask for a specific group of students, for this student to be relevant to this (such as international student status, sexuality, gender, or ethnicity);
 - ix. Recommendations should not be based on any discrimination of any kind, such as age, gender, sexuality, race, nationality, marital status, political orientation, or disability.
- (3) Present the list of recommendations to the UMSU Education Committee to be voted upon for approval. Clarification should be provided to any recommendations should the committee members ask for it.

(4) UMSU Education Academic Officers should report to UMSU Students' Council about these recommendations.

3.3.6. Should any appointment be disputed, then a written, formal complaint must be issued to council and council must accept this complaint with a simple majority vote.

3.3.7. If the Education Committee fails to approve the recommendations, then the recommendations should be approved by a motion from the UMSU Students' Council.

3.3.8. Should there be a delay in approving candidate(s) in a reasonable time frame, then the Education Academic Officers can appoint interim student representatives, until such time that recommendations can be confirmed.

3.4. Appointment to Vacancies

3.4.1. If a student is no longer unable to attend meetings of the SRN and the committee(s) they were appointed to, or they resign, the Education Academic Officers should reopen nominations for a one-week period following the same process as outlined in 3.3.5 to 3.3.8.

3.5. Appointee Absence

3.5.1. If a student gives notice of absence from a meeting, and the Education Academic Officer(s) believe it is beneficial to place a temporary representative in their place, then they may nominate a temporary replacement for the meeting that this student is absent from.

4. PROCEDURE FOR REGULAR SRN MEETINGS

4.1. The UMSU Education Academic Office-Bearer(s) should organise and chair SRN meetings two times each semester in their year of office. The UMSU Education Academic Office-Bearer(s) could call more than two meetings, if they believe it is necessary.

4.2. Invited attendees of such meetings shall be all SRN appointees.

4.3. Education Academic Office Bearer(s) could extend the invitation to any departments or individuals they think would add value to these meetings, including but not limited to the UMSU President, the UMSU INTL President, UMSU General Secretary, UMSU Advocacy and Legal, any other interested Office Bearers and;

4.4. The UMSU Education Academic Office-Bearer(s) shall collate and circulate the following at least 3 days before the meeting:

4.4.1. Notice of the meeting;

- 4.4.2. An agenda for the meeting, focusing on issues that are set to arise in upcoming University committee meetings.

5. EXPECTATIONS OF STUDENT APPOINTEES

5.1. Expectations at University Committee Meetings

- 5.1.1. Appointees are expected to attend all meetings of the committee that they are appointed to.
- 5.1.2. If an appointee cannot attend a meeting, they should provide notice of such to the Education Academic Officer(s) at least 24 hours before the meeting.
- 5.1.3. Appointees are expected to give all the meetings papers to the Education Academic Office Bearer(s) within two working days of the committee meeting.
- 5.1.4. Appointees are expected to submit a brief post-meeting report to the Education Academic Office Bearer(s) within five working days of the meeting. The report must include any relevant discussions and notes from the meeting.

5.2. Expectations at SRN Meetings

- 5.2.1. Appointees are expected to attend all SRN meetings .
- 5.2.2. If an appointee cannot attend a meeting, they should provide notice of such to the Education Academic Office Bearer(s) at least 24 hours before the meeting.
- 5.2.3. Appointees are expected to participate in policy discussions at SRN Meetings

5.3. Other Expectations

- 5.3.1. Appointees are expected to attend Advocacy and Legal Student Advisory Groups
- 5.3.2. Appointees are expected to attend any training for student representatives.
- 5.3.3. If an appointee cannot attend a session listed in 5.3.1 and 5.3.2, they should provide notice of such to the Education Academic Office Bearer(s) at least 24 hours before the meeting.
- 5.3.4. Appointees are expected to behave in accordance with UMSU regulations on the conduct of committee meetings.

5.4. Failure to meet Expectations

- 5.4.1. If a student fails to follow 5.1.2, 5.1.3, 5.2.2, 5.2.3, or 5.3, then;
 - (1) If an incident is isolated, then the Education Academic Officer(s) should provide a written reminder of the appointee's responsibilities

- (2) If the student breaches expectations twice, then they should be given a written warning about possible termination.
 - (3) If a warning from (2) is issued and the student continues to breach expectations, then the Education Academic Officer(s) should terminate the appointee as a member of the SRN.
- 5.4.2. If an appointee does not submit two post meeting report, as set out under 5.1.4, they can be terminated immediately from the SRN on the discretion of the Education Academic Office Bearer(s)