

THE EDUCATION DEPARTMENT

Responsible Person:	Coordinator, Student Representation
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The Education Department

The Education Department is made up of two parts, Academic Affairs and Public Affairs. Education Academic (EdAc) is the link between students and the university's academic policy and processes. We're here to help represent you in discussing any ideas and concerns you might have with the university. Education Public (EdPub) is all about building activist campaigns to fight for student rights both at the University of Melbourne, and across Australia. We're here to enforce student rights, and ensure your ideas and concerns are listened to.

You'll find EdAc sitting on university academic committees representing students to feedback on how the university is being run, with the goal of steering teaching and learning towards a higher quality of education. As members of the Elected Representatives Committee, EdAc works closely alongside the President and General Secretary in directing feedback and escalating concerns directly to University Chancellery and Services. EdAc coordinates the Student Representative Network (SRN)—a group of students that have been selected to sit on university committees, so that we, the students, can have a say in the decisions the university makes. EdAc's prerogative is to help all students find the right services and contacts to address any academic issues that they may come across, including special consideration, assessment disputes, and appeals. This has been recently compiled in publications such as the 'Know Your University' handbook! EdAc also update, maintain, and invite contributions to the Counter Course Handbook to provide an avenue for subject feedback aside from official university surveys.

EdPub on the other hand is the staunch UMSU department focused on standing up for student rights! Be it concerns about cuts to staff and subjects, COVID-safety on campus, whatever you can think of- that affects students - we're here to stand up for your rights! EdPub are all about great events and campaigns which centre accessibility, transparency and intersectionality in our activism. This half of the Education Department also looks after the Education Collectives, provides grants for students to attend the National Union of Students' Education Conference, and publishes the 'Know Your Rights' handbook for students on campus.

Composition of the Education Department

The Education Department is composed of the following voluntary positions::

- One or two elected Education (Academic Affairs) Office Bearer/s;
- One or two elected Education (Public Affairs) Office Bearer/s;
- Up to seven elected Committee Members; and
- At least one Collective, open to any students, as facilitated by the Committee.

The Aims and Objectives of the Education Department

It is the responsibility of the Education Officers and Committee to ensure that the aims and objectives of the Education Department are upheld, through the means of events, projects, and/or campaigns implemented throughout their term. The aims and objectives of the Education Department include:

- a) To initiate and coordinate education campaigns, particularly with regard to access and equity for all Students;
- b) to raise awareness of educational issues among staff and Students;
- c) to campaign and advocate on issues relating to the quality of education, Student rights, and the needs of specific groups of Students at all campuses; and
- d) to monitor the implementation of education policy and teaching arrangements within the University.

The Education (Academic Affairs & Public Affairs) Officers

Roles and Accountability of the Education (Academic Affairs) & Education (Public Affairs) Officers

The Education (Academic Affairs) and Education (Public Affairs) Officers must use their best endeavours to implement or carry out the Constitutional purposes of UMSU, the aims and objectives of the Education Department and the decisions of the Education Committee. The Education Officers are accountable to, and subject to the direction of, the Education Committee and Students' Council. The Officers must provide support and resources for their Committee and the Students' Council over the course of their term. All Officers must act in accordance with the requirements of UMSU's Constitution (together with all UMSU Policies and Regulations), the *Associations Incorporation Reform Act 2012* (AIR Act) and the requirements of the Australian Charities and Not-for-profit Commission (ACNC), including the ACNC Governance Standards. The Education Officers must exercise reasonable care and diligence in carrying out their duties as a member of Council as well as all additional duties arising from their Office.

Duties of Officers

The Education Officers of UMSU each have an obligation to:

- Attend and participate in an induction program at the beginning of their term, as well as any ongoing trainings throughout their term.
 - Of importance to the Education Officers is UMSU Advocacy's governance training to ensure an understanding of the university's governance structures and how to navigate them.
- In conjunction with the Education Committee, prepare and implement the departmental budget for their year in office.
- Engage in a courteous and respectful manner with members of Council, their Committee, and UMSU staff.
- Ensure they are accessible to students for a reasonable proportion of hours each week, with availability indicated on their office door and the UMSU website.
 - A reasonable proportion of hours per Office being approximately 25 per week, where held solely by one Officer, or 15 hours per week for each officer, when the office is managed jointly.
- Have familiarity with and provide information and assistance to students with regards to UMSU Regulations and Policy.

- Ensure any Education Department publications are compliant with the standards set out in the *Publishing Regulations, Student Media Policy, and Social Media Publishing Policy and Procedure*.
- Liaise with other UMSU Departments and student organisations to further the interests of students and the betterment of UMSU activities.
 - The Education Academic are expected to meet regularly with UMSU Advocacy to ensure that relevant information is passed on to case-management Advocates and the year's Policy, Research and Campaign Advisor. These staff members can provide the office bearers with professional input into any correspondence.
- Maintain the Education Department web page with the actions and decisions made by the Education Committee
- Liaise with grant applicants and recipients at the direction of the Committee, particularly for the annual Education Conference of the National Union of Students (NUS).
- Attend and prepare appropriately for all Students' Council and Committee meetings, including taking the time to read and consider all papers in advance.
 - Students' Council and the Education Committee both meet fortnightly within Semester and monthly during summer and winter breaks
- Attend and prepare appropriately for all Office Bearer meetings scheduled by the General Secretary.
- Attend and prepare appropriately for meetings of any Student Advisory Groups (SAG) in which the Officer is a member, including reporting back to the Education Committee on any actions made.
 - See *Advisory Groups Policy* for list of SAGs, membership, and Terms of Reference.
- Attend, prepare appropriately, and facilitate where necessary, all Working Groups in which the Officer has either voluntarily committed, been directed by Committee or Students' Council, or is required by Regulation to participate.
- Facilitate the meetings of the Education Committee, including determination of meeting schedule, preparation and distribution of notice and papers, chairing of meetings, and the recording and publishing of minutes.
- Report in writing to each ordinary Students' Council and Committee meeting an accurate summary of their actions and achievements, a record of monies approved for expenditure, funds expended, and reporting on any conferences attended in their capacity as an Officer, since the previous report.
- Compile an annual report for the Students' Council and the Education Committee at the end of their term, summarising their actions and achievements throughout

the year and relevance to the Department, an evaluation of the success or otherwise of events, projects and campaigns undertaken throughout the year, and any recommended Department actions to be considering for implementation by future Officers.

- At the end of their term, complete all handover duties reasonably required by the General Secretary.
- Act in accordance with the Council Charter at all times while in office.

Further, the Education Academic Affairs Officer has an obligation with respect to the Student Representative Network (SRN) Policy to:

- Communicate with the University Secretariat by the end of Week 9 of Semester 2 to determine the relevant committees for student representation
- 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.
- Call for nominations and appoint students to represent UMSU on the relevant committees
- Present the list of recommendations to the UMSU Education Committee to be voted upon for approval.
- Organise and chair SRN meetings at least two times each semester.

With regard to the Elected Representatives Committee, the Education Academic Affairs Officer should:

- Collaborate with the President and General Secretary to ensure student issues are raised at a timely manner with University Administration
- Collaborate with other UMSU Departments to help raise or escalate issues affecting the broader student body, or their restricted constituencies

The organisation of collectives and public campaigns are jointly held, though mostly organised under the direction of the Education Public Affairs Officer due to the nature of their role. This primarily concerns the Education Action Collective, and has also included the Rural, Regional and Interstate Students Collective in recent years.

If an Officer is unable to fulfil any or all of the above obligations due to extenuating circumstances or disability, supports with and/or adjustments will be made available.

Implementation

The Education Officers are the heart of the Education Department, elected to be the executor of all things to do with education affairs, both public and academic.

Collaborating with their Committee, Students' Council, the Student Representative Network, the University, other Departments, and external organisations, the Education Officers will spend their term implementing the aims and objectives of the Education Department through means of liaising with the university and Student Representative Network, sitting on academic committees, running events, projects, and/or campaigns. They will fulfil their fiduciary duties as an elected representative by acting honestly, in good faith, and through acting in the best interests of UMSU to the best of their abilities. The Officer will also uphold their obligations to the UMSU Constitution and good governance practices through facilitating regularly scheduled committee meetings, responsibly managing their department budget, and reporting back on their activities to the Committee and Students' Council meetings. The Education Officers will also assist their Committee in fostering and resourcing any Collectives existing within the Department. Finally, the Education Officers above all will be, to their best capacity, accessible and available to students, and act in good faith as their elected representative.

Time Commitment & Recognition of Services

The Education (Academic Affairs) and Education (Public Affairs) Officers are expected to be accessible to students for a reasonable proportion of their weekly hours, as well as making themselves available for their commitments during semester times, including:

- Students' Council Meetings (fortnightly);
- Education Department Committee Meetings (fortnightly);
- Officer Bearer Meetings (fortnightly);
- All scheduled training;
- All scheduled meetings of any Working Groups of which they are a member;
- All scheduled meetings of University committees of which they are a member;
- All events, campaigns, collectives, and/or projects in which they are coordinating;
- and
- General administration work in maintaining the Department.

In recognition of these services and activities, Officers are awarded an honorarium, as set by Students' Council. The honorarium is an *ex-gratia* payment, i.e., an honorary reward for voluntary services. For 2024, the honorarium was set at **\$26 836** for an Office held individually, with Officers holding an Office **jointly receiving 60%** of the set honorarium per Office Bearer. Students' Council is responsible for reviewing honoraria as part of its

annual budget process. Upon completion of their term, all UMSU elected representatives are also eligible for a Melbourne Plus digital credential.

[Melbourne Plus](#) is the University's program for recognising your participation in co-curricular activities and the capabilities you develop through them. Serving as an elected student representative is eligible for recognition through Melbourne Plus as it helps students develop their capability in *People Leadership*. When students have completed their terms, they will have the opportunity to reflect on how their time at UMSU helped develop this capability; and will receive a digital credential that is verified by the University of Melbourne. This credential can be shared across networks and students may use it, along with the reflection piece, to demonstrate and articulate their capabilities in the future.

Education Committee Members

Composition of the Education Committee

- a) Seven voting representatives, of whom at least half, rounded up, must be Women. If at least this number of candidates are not Women, those places not filled by Women may be filled by other candidates;
- b) The relevant Officer or Officers as non-voting representative; and
- c) Up to three additional non-voting representatives co-opted by the Committee.

The Education Committee must comprise of Members of UMSU. The Committee is elected by all enrolled Students.

Roles and Accountabilities of Education Committee Members

The Education Department has a Committee, known by the name of its Department. The Education Committee must consist of the representatives elected, appointed, or co-opted to the Education Department. The Education Committee is responsible in the relevant area of activity to which the Committee relates for, in this case being education affairs for students, both public and academic. The role of the Education Committee includes:

- i. Setting the direction of the Department
- ii. Developing Department Policy
- iii. Developing and administering the Committee's budget and finances
- iv. Overseeing grants to Students
- v. Encouraging Student discussion of, and participation in, activities relating to the Department
- vi. Fostering, resourcing, and consulting a Collective corresponding to the Department which, unless restricted elsewhere, is open to all Students
- vii. Direction of the relevant Officer
- viii. Implementing the purposes of UMSU, and
- ix. Implementing the aims and objectives of the Department.

The Education Committee, whilst responsible for determining Policy and making decisions relevant to the Education Department, is subject to Students' Council. The Students' Council has overall responsibility for UMSU and ultimate decision-making power, however, may, to the extent consistent with the Purposes of UMSU, have due regard to the decisions and/or recommendations of the Education Committee regarding relevant determinations. All Committee Members must act in accordance with the requirements of UMSU's Constitution (together with all UMSU Policies and Regulations), the *Associations Incorporation Reform Act 2012* and the requirements of the ACNC,

including the ACNC Governance Standards. The Education Committee must exercise reasonable care and diligence in carrying out their duties.

Duties of Committee Members

In addition to upholding the aforementioned responsibilities, each member of the Education Committee has an obligation to:

- Attend and participate in an induction program at the beginning of their term, as well as any ongoing trainings throughout their term.
- In conjunction with the Education Officer, prepare and implement the departmental budget for their year in office, ensuring that the financial affairs of the Department are managed responsibly.
- Engage in a courteous and respectful manner with members of the Committee.
- Have familiarity with and provide information and assistance to students with regards to UMSU Regulations and Policy.
- Provide direction to their Officer towards the fulfilment of the Department's area of activity.
- Hold the Education Officer accountable to their obligations as Office Bearer.
- Attend and prepare appropriately for all Committee meetings, including taking the time to read and consider all papers in advance.
 - The Education Committee meets fortnightly within Semester and monthly during summer and winter breaks. Preparation and attendance of these committee meetings can range from 2-5 hours per fortnight.
- Elect representative(s) from the Committee to attend any Student Advisory Group (SAG) meetings in which the Education Department requires representation, as outlined in the *Advisory Group Policy*.
- Act in accordance with the Council Charter at all times while in office.

If any Committee Member is unable to fulfil any or all of the above obligations due to extenuating circumstances or disability, supports with and/or adjustments will be made available.

Implementation

The Education Committee is the body of the Education Department, elected by the students, for the students to represent all things regarding education affairs for students, both public and academic. Committee members will find themselves meeting regularly throughout the year with the Department Officer to make decisions around what events,

projects, and/or campaigns the Department will run. Committee members should be familiar with the UMSU Regulations & Policies when making any decisions or actions, and act in UMSU and the Department's best interests at all times. The Committee will also foster and resource any Collectives existing within the Department. Finally, it is up to the Committee to ensure that the direction and activities of the Education Department fulfil the Department's aims and objectives, to ensure that students on-campus get the fullest benefit the Department has to offer.

Versioning

TITLE	PARA. AMENDED	APPROVAL DATE
Statement Enacted		07/12/2022
Language amended	2, 5, 6, 9, 16	11/10/2023

Declaration

I acknowledge that I have read, understand, and agree to the role and responsibilities of my position as outlined in this document, and consent to act in the capacity of an elected representative of UMSU with effect from the date of my appointment or election.

I have read and agree to comply with the UMSU Constitution.

I have read and agree to comply with the UMSU Council Charter.

I have read and agree to comply with the Policies and Regulations of UMSU.

Elected Representative's Signature		Name	
		Date	