

STUDENT REPRESENTATIVE COMMITTEE - TERMS OF REFERENCE

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Purpose

The Student Representative Committee (SRC) at the Engineering Institute of Technology (EIT) serves as the official body representing the collective voice of the student community. The SRC provides input into institutional decision-making processes, advocates for student interests, and promotes student engagement, inclusivity, and academic quality.

Two (2) duly elected members of the Committee will represent the student body on the Academic Board, the Chair of the SRC, who will attend each meeting, and a second member position that will rotate among other SRC members on a meeting-by-meeting basis.

Scope

The SRC represents all students enrolled in Higher Education programs at EIT, including on-campus and online cohorts, domestic and international students.

Functions

- Foster active student participation and communication across the student body to enhance academic and student life at EIT.
- Contribute to the development and continuous improvement of courses and units by incorporating student feedback, academic research, and current industry issues.
- Participate in the review and development of EIT policies, procedures, and governance documents, particularly those relating to student support, assessment, and teaching quality.
- Represent the student voice in EIT Academic Board Meetings.
- Review and monitor student-related processes at EIT to make sure they are clear, fair, and

consistently applied.

- Offer feedback on campus facilities, online learning environments, and the provision of academic and non-academic services.
- Advocate for initiatives that promote student well-being, equity, diversity, and inclusion.
- Disseminate information from EIT governance bodies to the wider student community in a clear and timely manner.

Decisions

Student representatives are expected to actively contribute by submitting agenda items for discussion at the Academic Board and other committees on which they serve. Two delegates from the Student Representative Committee (current students) will attend each Academic Board meeting to represent the student body.

Membership

The Student Representative Committee (SRC) shall consist of eight (8) student representatives supported by designated EIT staff. All members must remain in good standing with EIT for the duration of their appointment.

The membership will consist of:

- Chairperson - Elected by the SRC from among the eight student representatives.
- Up to 8 Student Representatives, selected to ensure:
 - Representation from each of EIT's four academic disciplines across both Bachelor and Master's programs
 - A mix of online and on-campus students
 - Diversity in gender, cultural background, and level of study
- 1 Alumni Representative, appointed to provide continuity and contribute post-study perspective (subject to an available position and recent graduate status)
- Academic Staff Liaison (non-voting) – Appointed by the Deputy Dean
- Student Services Liaison (non-voting) – Appointed by the Higher Education Manager

Term of Office

The standard term of office is one (1) year and may be renewed once. Membership will cease upon course completion and subsequent end of enrolment, unless the individual transitions into an alumni role and a designated alumni position is available.

Responsibility and Role of the Chair

The Chair is responsible for making sure the Committee runs smoothly and effectively. This includes scheduling meetings, making sure they are well-organised, that minutes are recorded and shared, and that everyone has a chance to contribute to discussions. The Chair is also expected to lead by example,

upholding professional and ethical standards, representing EIT appropriately, and guiding other members when needed. If there's a tied vote during a meeting, the Chair has the deciding vote.

Quorum

To achieve a quorum a minimum of 50% of members must be present either in person or via electronic interface.

Motions

The introduction of motions is open to any member of the Student Representative Committee. The Chair shall decide on the form of voting, whether verbal or show of hands or secret ballot.

For a motion to be considered passed a majority of votes must be obtained. In the event of a tied decision the Chair shall hold the casting vote.

Frequency and Scheduling of Meetings

The Student Representative Committee is required to meet a minimum of four (4) times annually, at regular intervals. The Committee Chair shall determine the specific schedule. Continued membership is in part dependent on members attending scheduled meetings. If a member fails to attend three (3) consecutive meetings their membership, and all associated rights and privileges, is automatically forfeited.

Conflicts of Interest and their Declaration

Any conflicts of interest are to be declared at the commencement of meetings so that a determination can be made prior to Committee discussion on agenda items. The Chair shall determine the actions to be taken based on the specific circumstances of the member. Actions may include the member abstaining from a vote on that matter, the member may be restricted from knowledge on that matter by removing themselves from the meeting for the entirety of discussion on that matter, by respecting the confidentiality of the discussion by not seeking information from other members or seeking information in other ways. In the event that a serious conflict of interest occurs this must be reported to EIT's Higher Education manager. A serious conflict of interest may result in the member's voluntary or enforced resignation from the Committee.

Member Appraisal

An annual review of the efficacy and good standing of the Committee will be undertaken by EIT's compliance team to determine if they are fulfilling their functions with their stakeholders. The review will also consider future resourcing needs, limitations or concerns as expressed by the Chair as a representative of EIT student views.