

Name: Faculty Student Consultative Councils  
Terms of Reference

Approved by: Senior Deputy Vice Chancellor and Provost

Contact: University Secretary

Last reviewed: [insert date]

## PURPOSE

The purpose of this document is to set out the terms of reference, composition and operating arrangements of the Student Consultative Councils (SCCs) for each Faculty.

## ADVISORY BODIES

SCCs are consultative and advisory forums.

## ACTIVITIES

The SCCs are established in each Faculty to:

- Provide a forum for discussion of and consultation on matters relevant to students in the Faculty
- Without limiting the above, provide a forum for the consideration of academic support and wellbeing requirements of students in the Faculty
- Support communication between students and Faculty management
- Enable students to be updated on University decisions affecting students
- Facilitate liaison with students on academic and student experience matters
- Promote consultation on and input into a range of Faculty and University activities and initiatives such as orientation, transition programs, student mobility opportunities, scholarships, prizes and awards
- Consider other relevant matters referred to the SCC by the Executive Dean or the SDVC and Provost

Student members of SCCs are expected to:

- be the contact and voice of the students in their Faculty and School.
- consult with their fellow students on relevant issues, present such issues for discussion at SCC meetings and report back
- be members of academic progress review panels.

## COMPOSITION

### Membership

Name	Type of Appointment	Term of Office
Chair drawn from the Executive Dean and Deans of the Faculty	By appointment of the Executive Dean	As determined by Executive Dean
Two senior academic staff of the Faculty	By appointment of the Executive Dean	As determined by Executive Dean

Faculty manager	Ex-officio	
Up to three undergraduate students of the Faculty*	Elected by and from the undergraduate students of the Faculty	One calendar year
Up to three postgraduate students of the Faculty*	Elected by and from the postgraduate students of the Faculty	One calendar year
Up to three international students of the Faculty*	Elected by and from the international students of the Faculty	One calendar year

\* If there are multiple schools in a Faculty then the students will be drawn from and elected by the students of those schools, with the aim of broadening representation. "Up to three" students means that if three or more nominations for election from each category are received, then three students will be elected. However if only two, one or no nominations in a category are received, then the number of student positions on the SCC for that category for that year will be reduced accordingly.

### **SRC**

Students elected to a SCC will be members of the University's Student Representative Council (SRC).

### **One seat only**

With the aim of maximising and broadening student participation, a student cannot hold:

- Multiple SCC positions
- A SCC position and another elected position, namely on Academic Senate or on SSAA.

## **OPERATING PROCEDURES**

### **Quorum**

A quorum of the Committee will consist of half the members then in office and must include the Chair and one senior academic staff of the Faculty.

### **Meetings**

1. Where practicable, the agenda together with the papers will be forwarded to members in sufficient time to enable consideration prior to meetings.
2. Minutes will be kept of each meeting of the Committee. The minutes of a meeting shall be submitted to committee members for ratification at the next subsequent meeting of the Committee.
3. The SCCs will meet as required throughout the year, with a calendar of meeting set at the first meeting of each year. It is expected that a SCC will meet twice each semester.
4. The Chair calls the meetings.
5. The Chair may invite other persons to attend a meeting or part thereof.
6. The Chair is responsible for the development of the agenda for meetings.

### **Executive support**

Executive support will be provided by the University.

**Reports**

The SCC through the Chair will provide an annual report to the SDVC and Provost.