



BUILDING TOMORROW'S LEADERS TODAY

Student Representative Council Policy

2023

APC Student Representative Council Statement

The SRC offers a variety of services to individual students and different student groupings and in offering these services the SRC exercises political, economic and administrative authority in order to manage the activities of student life. As such, the SRC is the highest decision-making structure of student governance at Arthur Portland College.

In line with the definition of governance, the roles and responsibilities of the SRC include:

1. Participating in institutional decision-making structures.
2. Advising and supporting the delivery of effective and efficient student support services.
3. Managing and administering student representation at different levels.
4. Advising on the development of academic programmes and student-learning experiences.
5. Participating in the development and implementation of institutional and national policies on higher education.

STUDENT REPRESENTATIVE COUNCIL POLICY

1. INTRODUCTION

1.1. Arthur Portland College makes it a requirement to have representation by tertiary students as part of the Institution’s governing structures. Student governance entails representation on communication processes where Students are equipped on how to effectively channel their concerns and grievances, and this involves student representation at various levels. The College student governing body shall be called a Student Representative Council (SRC).

1.2. APC deems student welfare, of which student representation is a part, as a critical component of the learning process as this in turn contributes towards the development of a holistic product that can fit appropriately into the society.

1.3. The SRC is an integral part of the student support system and shall act as a formal channel of communication between the students and staff on student governance issues as elaborated on the APC Statutes.

1.4. Procedures on the conduct of elections, campaigns for representation, provision of resources, duties, functions, privileges, and term of office shall be as stipulated in the SRC Constitution.

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2. DEFINITIONS

2.1. Constitution – a document that sets out approved procedures and rules governing the conduct and standards that shall guide the operations of the SRC. This is a set of basic principles and rules that describe the duties and roles of the SRC and its composition.

2.2. Registered Student – an APC registered tertiary student whose application and admissions forms have been accepted and the required fee/part fee paid for the purpose of completing an accredited programme.

3. PURPOSE

3.1. This Policy is intended to guide the operations and implementation of student governance affairs of the APC and to ensure that all activities run by the student governing body are done in the best interest of the students and the College. Arthur Portland College deems it necessary to include students as part of the institution's governance for transparency purposes as well as to improve student welfare, create harmony and enhance communication and information sharing between students and the Management of APC.

3.2. APC recognizes that student participation in its governance structures encourages them to take responsibility for their learning. The SRC assists in the management of the learning process and helps give the management feedback on the challenges the students are experiencing, hence assurance of quality service and effective delivery.

3.3. The following are some of the benefits of student governance at APC. It:

3.3.1. Improves students' ownership of college business.

3.3.2. Serves as a communication and collaboration channel between students and the College.

3.3.3. Serves as liaison between the College and the student.

3.3.4. Improves transparency between the students and the College.

3.3.5. Updates the College on the needs of the students.

3.3.6. Gives students opportunities to contribute to APC governance.

3.3.7. Gives the student a sense of belonging.

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4. SCOPE

This Policy shall be used by tertiary students and staff as a reference point on issues of student governance and applies to all registered tertiary students of Arthur Portland College. It serves as reference on standards for both staff and students executing SRC functions. The duties, functions, privileges, and terms of office shall be as set out in the SRC Constitution approved by the College.

5. POLICY STATEMENT

5.1. This Policy gives guidance on student governance oversight. The purpose of the SRC is to represent students in the College governance activities.

The SRC is a vital stakeholder within the College governance, since various decisions require consultation with this body. By institutionalizing the SRC, APC is therefore embracing collaborative governance with the students. This is a structure in which students are empowered to set up their own governance initiatives and manage them. All issues related to student governance requiring the College attention will be channelled through the SRC as the student advocacy arm.

5.2. All APC registered students shall be entitled to stand for SRC elections and have a right to vote.

6. IMPLEMENTATION

There roles and responsibilities for the implementation of this Policy are as follows:

6.1. SRC Committee Members.

The role of the Committee Members in the SRC shall only be facilitative, while the actual running of the affairs of the SRC shall be conducted by the students. To this end, SRC Committee Members shall;

6.1.1. Ensure that SRC representatives sit in the Board and any other College Committee as stipulated in the University Statutes and assign any other duty as necessary.

6.1.2. provide resources at the request of the students as determined from time to time.

6.1.3. facilitate approval of the SRC Constitution.

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6.1.4. make the students aware of the roles, responsibilities and resources for the Student Representative Council.

6.2. Student Liaison (Policy, Planning & Student Governance)

Based at AP House, the office provides oversight and technical direction for the establishment and functioning of the SRC within the College, acting as the main liaison between students and staff on all matters and activities of the SRC. More specifically, the role is responsible for.

6.2.1. Development of procedures and guidelines for Policy implementation.

6.2.2. Coordination of the SRC Constitution development, approval and implementation.

6.2.3. Training of SRCs on roles and responsibilities.

6.2.4. Management of all SRC records for the College.

6.2.5. Monitor operations of SRCs in on campus and carry out periodic audits to ensure compliance to prevailing policy framework and standards.

6.3. Student Representative Council - the College shall have a Student Representative Council with office bearers as stipulated in the SRC Constitution. Notwithstanding the functions of the SRC as stipulated in the Statutes and other College publications, the SRC shall be responsible for:

6.3.1. the development and implementation of a Constitution that guides processes, procedures and operations of the SRC, which shall be approved by the College.

6.3.2. ensuring that open, fair and free elections are conducted, as per agreed timelines and procedures, with all registered students having an equal opportunity to put themselves forward to become representatives and, to vote for and nominate candidates of their choice

6.3.3. Fund-raising and resource mobilization to sustain its operations.

7. REVIEW

This Policy will be reviewed every three years or earlier as necessary.

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