

3.10.6 The Student Representative Committee

The student representative committee (SRC) provides representation for learners in the college's academic governance through elected SRC members of Programme Boards and Academic Council, and enables the student body to become active partners in the college's overall governance and operation. They play a critical role in promoting the student voice at ICD Business School and in enhancing and assuring the quality of the college's programmes, services, and learner supports.

The committee is comprised of elected student representatives from each stage of each of the college's programmes.

Functions

The student representative committee shall have the following responsibilities:

1. To play an active role in the governance and quality assurance structures of the college
2. To represent their peers' opinions and interests and actively address issues that impact upon the quality of their experience at the college
3. Gathering the collective views of the student body and conveying these accurately and impartially to the college
4. To participate in, support, and promote initiatives aimed at soliciting feedback from learners and actively improving the student learning experience
5. To represent the views and interests of the student body at Programme Board meetings
6. To feed back information to learners as appropriate
7. To maintain contact and coordinate with fellow student representatives
8. To advise the college and provide constructive feedback – from the learner's perspective – on matters such as programme assessment strategies, learner workloads, programme development, the college's learning environment, its tangible learning resources, pastoral supports and student services, academic governance, and general academic policies and regulations
9. To liaise with Programme Directors, the Head of Academic Development and the Registrar to represent the student voice
10. To request the addition of agenda items at Programme Board meetings, via Programme Directors

11. To provide representation for students who request representation as part of any processes relating to appeals, academic integrity/misconduct, general misconduct, complaints, or RPL applications or appeals
12. To provide supports for students, as appropriate
13. To continuously review student support infrastructure at ICD and to advise the college on how student supports can be improved
14. SRC members (one per programme) shall also be elected by the SRC to sit on their respective Programme Board.
15. The SRC shall also elect one currently enrolled SRC member (enrolled learner) who will sit on Academic Council.

Meetings

Members of the SRC are encouraged to convene at least one student representative caucus meeting per semester.

Training and Induction

Newly elected student representatives will be expected to attend training and information sessions convened by the college for their induction.

The Registrar is responsible for supporting students in relation to room-bookings and will provide an induction to the SRC in committee procedures and minute-taking.

The Head of Academic Development is responsible for ensuring the SRC are provided with internal induction and externally provided training on their role.

Election of student representatives

Any student can nominate themselves for a position on the Student Representative Committee (SRC). These are presently limited to one student per stage per programme, though the college is open to learners proposing the creation of special representative positions (e.g. for mature learners).

SRC members will hold a term of office of one academic year and shall be eligible for re-election.

Election of student representatives will normally be held every year to ensure every stage of every programme has an SRC representative. Ad-hoc elections will be held to fill any vacancies which may arise. More than one SRC representative can be elected per stage per programme, at students' discretion (e.g. to achieve gender balance).

Current Voting Arrangements

Elections to the SRC involve staff members (ordinarily a member of the Management Team, or administrative office, or a Programme Director, or Head of Academic Development) inviting students in the early weeks of the first semester of any academic year to make nominations to the SRC, which are then voted on by students.