



POLICY: STUDENT REPRESENTATIVES

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Related documents			
Da Vinci documents (e.g. Policies, Regulations, Guidelines, Contracts) <ul style="list-style-type: none"> • Code of Conduct • Policy: Appeals • Guidelines: Code of Conduct • Procedure: Code of Conduct • Student Contract 		Other (e.g. Legislation, DHET and CHE directives and guidelines) <ul style="list-style-type: none"> • Constitution of the Republic of South Africa: 1996 • Higher Education Act (Act 101 of 1997) • NQF Act, No. 67 of 2008 • CHE: Higher Education Quality Committee (HEQC) Criteria for Programme Accreditation: November, 2004 • CHE: Distance Higher Education Programmes in a Digital Era: Good Practice Guide 	
Website address of this document:		www.davinci.ac.za	

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1.PREAMBLE

This policy forms part of the set of quality management policies of The Da Vinci Institute for Technology Management.

Da Vinci offers outcomes based, distance education opportunities. This policy details the principles and processes that will ensure that learning programme offerings are aligned to the principles of a Mode 2 higher education institution, whilst adhering to the required academic standards and empowering students with the knowledge, skills and values to contribute to their communities, society and economy of the future.

The following sections of the *Higher Education Act* provide for Student representation in the Institute's governance structures:

- Section 27, subsection 4(f)
“The council of a public higher education institution must consist of not more than 30 members, made up of ... (f) a student or students of the public higher education institution, elected by the students' representative council”
- Section 28, subsection 2(f)
“The senate of a public higher education institution must consist of... (f) members of the students' representative council”
- Section 31, subsection 2(f)
“The institutional forum of a public higher education institution must consist of a representative or representatives of... (f) the students”

The Da Vinci Council has therefore approved Student Representation on the following Da Vinci Governance structures:

- 🌀 Da Vinci Council
- 🌀 Academic Board
- 🌀 Examination and Assessment Committee
- 🌀 Ethics Committee
- 🌀 Institutional Forum
- 🌀 Disciplinary Committee

The Da Vinci Institute regards the various portfolios within the SRC as prestigious leadership positions. An SRC member forms the pivotal link between the student body and The Da Vinci Management and relevant stakeholders.

2. SCOPE OF POLICY

- 🌀 Student Representatives
- 🌀 Students

This policy should be read in conjunction with all Da Vinci policies available on the Da Vinci Website.

3. PURPOSE

The Student Representatives, as part of the Da Vinci Governance structures, should **strive** to:

- 🌀 Cultivate a healthy student culture that enriches student life, supports quality of education and promotes the participation of every Da Vinci student
- 🌀 Embrace the vision, mission and strategic plan of The Institute, through, amongst other things, the development of plans and goals by the students he/she represents
- 🌀 Embrace the Code of Conduct and values of The Institute
- 🌀 Respect differences that arise due to socio-economic status, sponsors, race, gender, culture, religion, age and politics. Kindly refer to the comprehensive list set out in clause 9(3) (entitled "Equality") of the Constitution of the Republic of South Africa 108 of 1996
- 🌀 Commit to exemplary student leadership, aim to encourage academic excellence and promote equality of opportunities through efficient and transparent governance

4. DEFINITIONS

Student Representative

A *bona fide* registered Da Vinci student who was elected by other registered Da Vinci students as student representative to have representation on Da Vinci Governing bodies or the SRC committee

Student Body

Active *bona fide* registered Da Vinci students

Governance structures

Da Vinci governing bodies listed under section 1 of this policy

Code of Conduct

The Code of Conduct policy describes the level of professionalism and integrity expected from Da Vinci students in all of their engagements with Da Vinci

Ethical behaviour

Student behaviour promoting and upholding the ethical conduct described in the Da Vinci Student Code of Conduct and Student Contract

Misconduct

Student behaviour transgressing, or preventing the Da Vinci students' Code of Conduct and the Student Contract from being fully operational or by not upholding the prescribed rules and regulations

Ethics committee

A committee mandated by The Da Vinci Council to be the custodian of academic ethics and integrity of all learning and research. The committee will conduct Ethics hearings if required and decide on the outcomes and penalty(ies) of such hearings which may include referral to the Student Disciplinary Committee

Student Disciplinary Committee

An ad hoc committee that is constituted by the Registrar when the following needs arise:

- Infractions of the code of conduct including ethical and academic misconduct or dishonesty
- Infractions of the terms and conditions of the student contract
- Bringing The Institute into disrepute

Appeal

The student may appeal the decision and penalty of the Disciplinary Committee through the Appeals Process. The Appeal will be heard by the Executive Dean

Student Grievance Procedure

To be initiated when an academic grievance could not be resolved by open discussion and/or negotiations. A formal complaint will be directed to the Programme Co-ordinator or Registrar as laid out in the Appeals policy.

Student Contract

Document to be signed by every registered Da Vinci Student containing basic rules and which regulates the legal relationship between parties

5. SRC ROLES AND RESPONSIBILITIES

In line with the definition of Governance, the **roles and responsibilities** of the student representative can be listed as follows:

-  Participate in institutional governing structures

- ☞ Contribute to effective functioning of The Institute through Governance structures
- ☞ Provide representation for students attending hearings when required
- ☞ Encourage and support active participation among students with regards to Da Vinci related events and activities
- ☞ Support staff with regards to Da Vinci related events, such as open days and graduation, as a means of showing support from the student body
- ☞ Advise and provide support towards the delivery of effective and efficient student support services
- ☞ Advise on student learning experiences
- ☞ Garner and express opinions on relevant student matters
- ☞ Represent students in all institutional matters affecting them both as individuals and as a group and to serve the student fraternity
- ☞ Act as a channel of communication between:
 - Students and their class representatives
 - Administration
 - Staff
 - Governance structures of The institute
 - Other stakeholders.

- ☞ Report back to students on the outcomes of relevant meetings attended
- ☞ Adopt and instil the Code of Conduct for Da Vinci Students
- ☞ Foster an institutional culture which promotes fundamental human rights and creates a conducive environment for teaching and learning
- ☞ Create a healthy social environment and lead by example
- ☞ To serve students and staff on campus as Da Vinci Ambassadors
- ☞ Any other activities that would enhance the student engagement with The Institute.

6. ELIGIBILITY TO SERVE AS A STUDENT REPRESENTATIVE

A student qualifies as a candidate for the SRC if:

- ☞ he/she has been registered for a formal undergraduate or postgraduate qualification during the year of nomination
- ☞ he/she must be proficient in communicating in English
- ☞ he/she must be available to attend regularly scheduled meetings of the governing bodies and any other required meetings
- ☞ study fees at the time of nomination and during the term of office must be in good standing
- ☞ the academic record of the student must be in good standing at the time of nomination
- ☞ he/she has not been found guilty by a duly authorised body of The Institute

for violation of the student code of conduct or any other rules and regulations of The Institute

- ☞ must not at any time bring The Institute into disrepute.

7. THE STUDENT BODY

7.1 SRC MEMBERSHIP AND VOTING RIGHTS

- ☞ All registered students shall be voting members of the Student Body
- ☞ Membership on the SRC is for one year and runs from 1 March to 31 March of the following year. This includes a one month overlap period for hand over to the next SRC member
- ☞ Current SRC members, who would like to serve another year on the SRC, should reapply for their position and should go through the same election process as all other students
- ☞ A SRC member may serve a maximum of three years either consecutively or non-consecutively
- ☞ In November of each year a request for nominations for student representatives will be emailed to the Student Body
- ☞ The SRC should have a minimum of 5 members but no more than 6
- ☞ The Student Body must ensure that their nominations meet the following criteria when allocating specific roles:
 - Da Vinci Council – as discussed under section 8 – SRC President
 - Academic Board - as discussed under section 8 – SRC Vice President
- ☞ SRC nominees must submit their both a CV and a profile to The Institute and be approved by the Registrar before the voting commences
- ☞ The Nominee profiles are sent out to the student body to vote for their preferred candidates
- ☞ The name of the nominees with the most votes are presented to The Da Vinci Council together with their CVs in February for notification
- ☞ Successful candidates must sign both an acceptance letter and the SRC Policy confirming their election.

8. COMPOSITION OF THE SRC

The SRC shall be composed of a President, Vice President, Secretariat and those members voted onto the SRC by the student body of The Da Vinci Institute.

- ☞ President
 - The Student Representative, represented on The Da Vinci Council will be the President of the SRC.

- The Institute recommends that the President be experienced in student governance at the institution
- The President is the convener of the SRC meetings and is responsible for overseeing the responsibilities and tasks of SRC members and making sure that their responsibilities and tasks are met timeously
- The President is responsible for planning the yearly calendar and making sure that responsibilities are equally shared between SRC members
- The President of the SRC must liaise with The Institute's Secretariat on roles and responsibilities of SRC members at Graduation
- The President of the SRC must liaise with the Registrar to support the nomination and voting processes

🌀 Vice President

- The function of the Vice President is primarily to support the President in the execution of his/her duties
- This portfolio will also serve as a proxy for the president in his or her absence. In addition, the President and Vice President share the direct management of all core SRC functions
- This person will also serve on the Academic Board.

🌀 Secretariat

- The secretariat supports the SRC in fulfilling administrative functions as needed, including but not limited to the distribution of the agenda and the keeping of minutes

The SRC may establish task groups (members only) and working groups (SRC members and non SRC persons) when necessary.

9. SRC MEETINGS

- 🌀 There has to be a minimum of 4 meetings per year (one per quarter). At the first meeting the President, Vice president and Secretariat of the SRC are elected
- 🌀 The SRC shall ensure that the Secretariat or a designated person shall keep minutes of the proceedings of each general meeting
- 🌀 The minutes of all meetings must be filed with the Secretariat of The Institute who will present the minutes to the Academic Board
- 🌀 If a council member misses 3 or more meetings, including the governing body meetings, their position on the SRC will be re-evaluated by the remaining members
- 🌀 Disputes will be resolved in consultation with the Registrar when members cannot resolve these internally

- Any additional meetings can be called by the President of the SRC as required.

10. TERMINATION OF MEMBERSHIP

- In the event that a member wishes to resign from the SRC, notice must be given 2 months in advance where possible
- Where the student's account fails into arrears and this has not been rectified in a mutually agreed time
- As a student representative the member is expected to abide by the Institute's code of conduct and any violation thereof could result in the member being withdrawn from the SRC following a disciplinary procedure. Kindly refer to the disciplinary procedures
- The vacant position will be filled through a similar voting process upon notice of the vacancy.

11. VERSION CONTROL

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