



STUDENT REPRESENTATIVE COUNCIL POLICY

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STUDENT REPRESENTATIVE COUNCIL POLICY

1. INTRODUCTION

- 1.1. The Botswana Open University Statutes (Section XVII) make 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 University student governing body shall be called a Student Representative Council (SRC).
- 1.2. BOU 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 is able to 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 BOU 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.

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** – a BOU 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 of six months' duration or longer.

3. PURPOSE

- 3.1. This Policy is intended to guide the operations and implementation of student governance affairs of the Botswana Open University (BOU) and to ensure that all activities run by the student governing body are done in the best interest of the students and the University. Botswana Open University 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 University.
- 3.2. BOU 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 University 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 BOU. It:
 - 3.3.1. Improves students' ownership of University business;
 - 3.3.2. Serves as a communication and collaboration channel between students and the University;
 - 3.3.3. Serves as liaison between the University and the student;
 - 3.3.4. Improves transparency between the students and the University;
 - 3.3.5. Updates the University on the needs of the students;
 - 3.3.6. Gives students opportunities to contribute to BOU governance;
 - 3.3.7. Gives the student a sense of belonging.

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 the Botswana Open University. 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 University.

5. POLICY STATEMENT

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

The SRC is a vital stakeholder within the University governance, since various decisions require consultation with this body. By institutionalizing the SRC, BOU 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 University attention will be channeled through the SRC as the student advocacy arm.

- 5.2. All BOU 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. Executive Management

The role of the Executive Management 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, Executive Management shall;

- 6.1.1. Ensure that SRC representatives sit in the University Senate and any other University 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.
- 6.1.4. make the students aware of the roles, responsibilities and resources for the Student Representative Council.

6.2. Specialist (Policy, Planning & Student Governance)

Based at Headquarters, the office provides oversight and technical direction for the establishment and functioning of the SRC within the University; 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 University;
- 6.2.5. Monitor operations of SRCs in Regional Campuses and carry out periodic audits to ensure compliance to prevailing policy framework and standards.

6.3. Regional Campuses

The SRC shall operate and be coordinated from Regional Campuses under the office of the Manager (Tertiary). Regional Campuses shall:

- 6.3.1. facilitate elections of SRCs in their respective Campuses;
- 6.3.2. facilitate provision of resources for the running of the SRC activities, as determined by the University from time to time;
- 6.3.3. provide reports and records on SRC operations as may be required from time to time

6.4. Student Representative Council

The University 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 University publications, the SRC shall be responsible for:

- 6.4.1. the development and implementation of a Constitution that guides processes, procedures and operations of the SRC, which shall be approved by the University.
- 6.4.2. 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
- 6.4.3. Fund-raising and resource mobilization to sustain its operations.

7. REVIEW

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