



# ECU Student Guild

## UNDERGRADUATE DEPARTMENT POLICY

<b>POLICY TYPE</b>	Senate
<b>POLICY SUBTYPE</b>	Undergraduate Department
<b>POLICY TITLE</b>	<b>Undergraduate Department</b>
<b>POLICY OWNER</b>	Vice President Academic

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## 1. INTENT

- 1.1. The purpose of this policy and its supporting procedures is to regulate how the Undergraduate Department is managed within the Guild's governance framework.

## 2. ORGANISATIONAL SCOPE

- 2.1. This policy applies to all Undergraduate School Representatives and Guild Senate.

## 3. DEFINITIONS

- 3.1. The singular includes the plural and vice-versa.
- 3.2. Words importing a gender include any other gender.
- 3.3. A reference to:
- 3.3.1. A person includes a corporation and government or statutory body or authority;
  - 3.3.2. A person includes the legal personal representatives, successors, and permitted assigns of that person; and
  - 3.3.3. A statute, ordinance, code or other law includes regulations and other statutory instruments under it and consolidations, amendments, re-enactments or replacements of any of them by any legislative authority.
- 3.4. The word "including" and similar expressions are not words of limitation.
- 3.5. The word "under" includes by and by virtue of; as well as, pursuant to and in accordance with.
- 3.6. **CIDC** means the Continuous Improvement and Development Committee.
- 3.7. **The Guild** means Edith Cowan University Student Guild.
- 3.8. **Representative** means an individual selected by the Vice President Academic, in collaboration with the Undergraduate Officer, to act as a representative of Edith Cowan University Students in relation to Undergraduate academic matters at the University. Representatives provide feedback and information about general academic issues and opportunities within the Student body.
- 3.9. **Senate** means governing body of the Guild.
- 3.10. **STLC** means the School Teaching & Learning Committee

## 4. OVERVIEW

- 4.1. All Guild policies are approved, amended or repealed by the Senate in accordance with the Guild's Policy Framework and compliance with relevant governance instruments, following consultation with CIDC.
- 4.2. The Guild shall maintain a policy manual of all current policies in a manner which is easily accessible to members, Senate, staff and other stakeholders where appropriate.
- 4.3. All Guild policies will be reviewed annually.

## 5. POLICY

### 5.1. Department Title

- 5.1.1. The Title of the Department shall be the "Undergraduate Department" which may be referred to as "UD"

### 5.2. Membership

- 5.2.1. The Department's membership shall be all General Members and Financial Members of the ECU Student Guild enrolled in an undergraduate course at Edith Cowan University.

- 5.2.2. The Department's governing body shall consist of:

- 5.2.2.1. Department Chairperson – Vice President Academic of the ECU Student Guild;
- 5.2.2.2. Deputy Chairperson – Undergraduate Officer of the ECU Student Guild;
- 5.2.2.3. School of Arts & Humanities Representative;
- 5.2.2.4. School of Medical & Health sciences Representative;
- 5.2.2.5. School of Education Representative;
- 5.2.2.6. School of Science Representatives
  - 5.2.2.6.1. Undergraduate Representative for Science and Mathematics; and
  - 5.2.2.6.2. Undergraduate Representative for Computing and Security.
- 5.2.2.7. School of Business & Law Representative;
- 5.2.2.8. School of Engineering Representative
- 5.2.2.9. School of Nursing & Midwifery Representative Joondalup Campus;
- 5.2.2.10. School of Nursing & Midwifery Representative Bunbury Campus;

5.2.2.11. Western Australian Academy of Performing Arts (WAAPA) Representative.

### **5.2.3.Role of the Chairperson**

5.2.3.1. The Department Chairperson shall:

- 5.2.3.1.1. Appoint a member to the Teaching & Learning (T&L) Committee of each school, known as an “Undergraduate School Representative”;
- 5.2.3.1.2. Chair meetings of the Undergraduate Studies Department;
- 5.2.3.1.3. Create and maintain the Annual Department Plan;
- 5.2.3.1.4. Create and maintain the Department Budget;
- 5.2.3.1.5. Coordinate and manage, in collaboration with the Undergraduate Officer, Undergraduate Academic Clubs, as defined in the Register of Affiliates and the Affiliation Policy;
- 5.2.3.1.6. Operate and administer events and activities for the benefit of its membership and, where appropriate, its non-membership; and
- 5.2.3.1.7. Act on behalf of the department as a whole, in a manner compliant with the Accountabilities and Responsibilities as outlined in clause 5.35

### **5.2.4.Role of the Deputy Chairperson**

5.2.4.1. The Deputy Chairperson of the Undergraduate Department shall:

- 5.2.4.1.1. Act as Chairperson in the absence of the Vice President Academic;
- 5.2.4.1.2. Act as first point of contact for School Representatives;
- 5.2.4.1.3. In collaboration with the Chairperson, operate and administer events and activities for the benefit of its membership and, where appropriate, its non-membership; and
- 5.2.4.1.4. Record meeting minutes.

### **5.2.5.Role of the School Representative**

5.2.5.1. The School Representative shall:

- 5.2.5.1.1. Abide by all requirements as outlined in the Student Representative Duty Statement;
- 5.2.5.1.2. Attend all Undergraduate Department meetings, STLC meetings and other related meetings, as required; and
- 5.2.5.1.3. Abide by all relevant governance and policy documents as required.

### 5.3. Recruitment & Selection of School Representatives

5.3.1. Vice President Academic, in consultation with the Undergraduate Officer, is responsible for the selection of School representatives.

5.3.2. Students must be a current, enrolled student at Edith Cowan University and an ECU Guild member to be considered for the School Representative Role.

5.3.3. If the current School representative wants to continue their role for the following year they are required to submit a request for continuation by email to the [vpacademic@ecuguild.org.au](mailto:vpacademic@ecuguild.org.au) before 31 December. The Vice President Academic in consultation with the Undergraduate Officer reserves the right to choose to approve or reject any request for continuation.

### 5.4. Removal of a School Representative

5.4.1. Any School Representative wishing to vacate their role must contact the Vice President Academic providing two weeks' notice of vacation.

5.4.2. If a School Representative does not attend two consecutive meetings of the Undergraduate Department or STLC without providing appropriate notice they will be immediately removed from their role.

5.4.3. The Vice President Academic, in consultation with the Undergraduate Officer, has sole discretion as to allowing a student to continue in their role where removal has occurred under clause 5.4.2 if a reasonable explanation is provided.

### 5.5. Accountabilities and Responsibilities

5.5.1. The Department shall:

- 5.5.1.1. Represent the Membership in all forums where undergraduate student participation is required or desirable;
- 5.5.1.2. Facilitate lines of formal communication between Edith Cowan University and undergraduate students;
- 5.5.1.3. Encourage a sense of community for undergraduate students;
- 5.5.1.4. Facilitate student involvement in changes pertaining to the provision of learning content;
- 5.5.1.5. Campaign for improvement in the standard of services and facilities offered by Edith Cowan University to undergraduate students;
- 5.5.1.6. Campaign for high quality teaching and learning in courses offered by Edith Cowan University;

- 5.5.1.7. Maintain the Undergraduate Department's policy relevance and accuracy by proposing necessary changes to the ECU Student Guild Senate, via the Department Chairperson;
- 5.5.1.8. Be accountable and adhere to the **Undergraduate Department's Policy**, the **ECU Student Guild Constitution**, and other relevant regulations.

## 5.6. Powers

5.6.1. This department shall have the following powers conferred upon it by the Senate:

- 5.6.1.1. Expend funds within the **Department Budget** in accordance with the **Schedule of Delegation and Authority**;
- 5.6.1.2. Operate and administer events for the benefit of its membership and, where appropriate, its non-membership;
- 5.6.1.3. Recognise and provide grants to any Affiliated Body deemed an Academic Club, as per the Register of Affiliates. Make sure that the societies provide all necessary documentation before and after the events. The Vice President academic can refuse the grant and float top up if it is not according to the department and guild policies. The department does not allow any society to purchase alcohol from the department money;
- 5.6.1.4. Refer General or Financial members to the Discipline Committee, as necessary. The Vice President Academic can replace school representative on the bases of performance;
- 5.6.1.5. Do all other things as are incidental or conducive to the attainment of those things outlined in Clause 5.5.

## 5.7. Meetings and Appointment Provisions

- 5.7.1. Meetings of the Department shall be held as regularly as the Department Chairperson deems fit;
- 5.7.2. Meetings of the Department shall be convened and conducted in accordance with the **Standing Orders**;
- 5.7.3. The Department Chairperson shall hold a deliberative vote and a casting vote;
- 5.7.4. The Deputy Chairperson shall hold one vote;
- 5.7.5. All Representatives shall hold one deliberative vote;
- 5.7.6. At a General Meeting of the Department, all members of the Undergraduate Department shall be entitled to one vote;
- 5.7.7. All appointments shall be effective immediately and shall last until the end of the calendar year;

5.7.8. The Vice President Academic, in consultation with the Undergraduate Officer, is responsible to select the school representative for all schools and can change the representative on the basis of performance;

5.7.9. If any representative misses two departmental or two school meetings in a row without informing the school and the Vice President Academic or the Undergraduate Officer. The Chair can remove the School Representative from the role.

## 6. RELATED DOCUMENTS

<b>Related Policy</b>	<ul style="list-style-type: none"> <li>• Student Representatives Code of Conduct</li> <li>• Schedule of Delegation And Authority</li> <li>• Club Affiliation Policy</li> </ul>
<b>Related Procedure</b>	<ul style="list-style-type: none"> <li>• ECU Guild Standing Orders</li> </ul>
<b>Other Related Documents</b>	<ul style="list-style-type: none"> <li>• ECU Guild of Students Constitution</li> <li>• Undergraduate Department Budget</li> <li>• Student Representative Duty Statement</li> <li>• Register of Affiliates</li> </ul>
<b>Related Legislation</b>	<ul style="list-style-type: none"> <li>• &lt;Enter Related Legislation Details&gt;</li> </ul>

## 7. CONTACT INFORMATION

For queries relating to this document please contact:

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## 8. APPROVAL HISTORY

<b>Policy Approved By</b>	Senate
<b>Date Policy First Approved</b>	22 November 2016
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<b>Revised by</b>	Lisa Dwyer – Operations Manager



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