



CHARTER FOR STUDENT SERVICES COUNCIL

1. NAME

The body/structure is known as the Student Services Council of the University of Johannesburg and hereafter referred to as the SSC.

2. BACKGROUND

The National Commission on Higher Education (NCHE) recommends that each Higher Education Institution establishes a student services council, chaired by a senior executive member, with equal representation from employees and students, with due regard to ensuring race and gender representation, and with a policy-advisory role in student services. The administration and management of such services should remain the responsibility of management (NCHE, 1996:206). Section 27(3) of the Higher Education Act (101 of 1997, as amended) provides that: the Council, after consultation with the Students' Representative Council, must provide for a suitable structure to advise on the policy for student support services within the relevant public higher education institution.

3. STATUS

The SSC is an advisory body/structure and reports to the UJ Student Representative Council and to the Management Executive Committee.

4. COMPOSITION

The SSC consists of employees and students from the various students' stakeholder bodies.

Employees

- 4.1 Members of the Management Executive Committee, ex officio; (Chairperson: MEC member responsible for Student Affairs);
- 4.2 Executive Director: Student Affairs;
- 4.3 Executive Director: Revenue and Governance;
- 4.4 Executive Director: Operations;
- 4.5 Executive Director: Sport;
- 4.6 Executive Director: Academic Development and Support;
- 4.7 Executive Director: Library and Information Services;
- 4.8 Executive Director: Information and Communication Services;
- 4.9 Executive Director: Internationalisation;
- 4.10 Campus directors;

- 4.11 Invitees may be requested to attend a meeting in accordance with the agenda items as determined by the chairperson and co-chairperson of the SSC (refer to item 7.4).

Students

- 4.12 UJSRC President;
- 4.13 UJSRC Secretary-General;
- 4.14 SRC Campus chairpersons (N=4);
- 4.15 Representative from chairs or house committees: one per campus nominated by the house committees (N=4);
- 4.16 One representative: Day houses (nominated by the day houses);
- 4.17 Four representatives: Societies (nominated by the Societies) one per campus;
- 4.18 Four representatives: Sport nominated by each campus;
- 4.19 One representative nominated by RAG.

5. PURPOSE AND FUNCTIONS

- 5.1 To advise the Vice-Chancellor and the Management Executive Committee (MEC) on matters relating to Student Services at the University;
- 5.2 To submit recommendations to the MEC on matters relating to students for consideration by the MEC and if applicable for consideration by the Council;
- 5.3 To act in a policy advisory role within Student Affairs, while the management of the Student Affairs division remains the responsibility of the MEC;
- 5.4 To give advice on operational matters that have a direct impact on students;
- 5.5 To provide a vehicle for enhancing the collaborative effort between MEC and students, including administrative, academic and social support;
- 5.6 As a joint management and student participation body, the SSC is used for purposes of consultation, information-sharing and consensus-seeking on matters pertaining to the interests of students and the University as a whole;
- 5.7 To ensure that students have access to information regarding programmes, recognition of prior learning, and the financial implications of registration;
- 5.8 To ensure that students have access to information on the application, selection and admission policy as well as the applicable rules and procedures;
- 5.9 To coordinate and support student development initiatives and programmes within Student Affairs, with employees as well as with operational and student support departments;
- 5.10 To make recommendations to MEC regarding priorities for the allocation of UJ resources for the provision of services to registered students;
- 5.11 To advise MEC on equity matters in the area of Student Affairs and to contribute to the development and monitoring of an appropriate equity plan;
- 5.12 To promote and facilitate relevant research related to student support and services and to communicate findings to the University and the SRC;

- 5.13 To provide advice on policies and procedures with regard to Student Services matters in accordance with the vision and mission of the University;
- 5.14 To monitor and report on the implementation of policies, services, procedures, processes and facilities and to act in any advisory capacity to MEC with regard to the improvement of existing policies, services, procedures, processes and facilities;
- 5.15 To ensure that students have sufficient access to information regarding the statutes, rules, policies and procedures and other institutional regulatory material that govern the academia at the University;
- 5.16 To monitor the implementation of University policies to student support services and programmes and to report accordingly;
- 5.17 To ensure that a supportive, stimulating and challenging support, learning and research environment is created through quality teaching and study supervision;
- 5.18 To advise on risk management strategies related to student events;
- 5.19 To participate in the development and execution of quality activities, including student satisfaction surveys within the University;
- 5.20 Assess the quality and functionality of the SSC in accordance with the University's performance review system for statutory and management committees within the University.

6. GENERAL PRINCIPLES OF GOOD GOVERNANCE

The SSC members:

- 6.1 are committed to the general principles of good governance, transparency, accountability, institutional effectiveness, including the vision, mission, strategic objectives and the values of the University;
- 6.2 comply with the meeting procedure principles as reflected in the Guidelines for effective meetings at the University;
- 6.3 act in accordance with the fiduciary duty and the duty of care and skill that is owed to the University.

7. MEETING PROCEDURE AND REPORTING

- 7.1 The SSC meets at least quarterly (meeting dates set in advance and contained in the University's Year Programme);
- 7.2 A quorum is 50% plus one member, subject to the majority of members present being student members;
- 7.3 The Chairperson and/or co-chairperson of the SSC may call an extraordinary or emergency meeting in accordance with the Rules;
- 7.4 The Chairperson may invite persons who are not members to attend meetings, provided that they may participate in discussions but may not vote;
- 7.5 The chairperson has, on any matter, a deliberative vote and, in the event of an equality of votes, also a casting vote;
- 7.6 The minutes of each meeting are considered and approved at the next meeting;
- 7.7 A summarised report of each meeting is submitted to the MEC for noting.
- 7.8 An annual report is submitted to the Council for noting.

8. DISSOLUTION OF SSC

The SSC may be dissolved by the MEC in consultation with the UJ-SRC.

24 August 2009

Approved by Management Executive Committee 22 September 2009

Approved by Council 20 November 2009

Amendments aligned with Statute approved by MEC 22nd of February 2011