GUIDELINES ON SRC SUPPORT

1. PREAMBLE

In terms of the SRC Constitution, SRC members will have no expectation of remuneration or are seeking financial and resource gratification from the University.

Similarly support provided to the SRC remains a privilege in terms of Higher Education Act 101 of 1997, as amended. Section 35 of the Act clearly states that “privileges of the SRC are determined by the institution through its statutes and rules”.

It follows, that any privileges in terms of this document can be withdrawn by UNISA within its sole discretion. However, for the period 2017 until further notice UNISA has resolved to compile this guideline on SRC Support.

Support to the SRC members, irrespective form or format, will always adhere strictly to the reserved budget for this purpose attached hereto as Annexure B, which will be annually compiled by the Dean of Students, the relevant Department of Finance, the existing treasurer of the NSRC and to be approved by the Management of UNISA.

2. PURPOSE

The purpose of this guideline is to outline the means of support and the manner in which they are to be administered or disbursed in order to enable the SRC and applicable structures of student governance to effectively discharge its mandate. The support for the SRC and relevant structures of student governance epitomizes the institution’s commitment to cooperative governance. Support in the form of stipends, laptops, cellphones and tuition rebate is provided varyingly to the students in the following categories of student governance:

2.1 members of the National Students’ Representative Council (NSRC)
2.2 members of the Regional Students’ Representative Councils (RSRC’s)
2.3 Speakers and Deputy Speakers of the National Student Parliament and the Regional Student Parliament.

3. MOTIVATION

3.1 Being a member of the SRC is a full-time extramural commitment, and incumbents have to sacrifice the potential income they could have received from being a student worker or casual worker in the University in order to supplement their income and pay their tuition fees.

3.2 Students serving on the SRC are required to extend efforts on their study programmes as they spend time in meetings and workshops fulfilling the student representation obligation.

3.3 Members of the NSRC discharge their elected mandate from the Muckleneuk Campus. Therefore, these members are required to relocate from various residential areas to Pretoria for their two year SRC term of office.
3.4 Members of the NSRC should actively participate in institutional governance structures and committees, attend workshops and to other matters which have a direct impact on students.

3.5 Members of the NSRC have to oversee the implementation of the total SRC operational plan and report to the National Student Parliament.

3.6 Members of the NSRC are required to consistently liaise with RSRC members responsible for a similar portfolio mandate at regional level.

3.7 At regional level members of the RSRC are expected to attend meetings with regional management and selected regional events.

3.8 RSRC members should constantly communicate with students and coordinate the activities of student organisations and structures.

3.9 RSRC members are required to travel frequently to the regional learning centres to effectively intervene on behalf of students on matters related to admission, teaching and learning, study space and provision of other related services.

3.10 RSRC members are required to liaise with the NSRC on an ongoing basis including the formulation of reports.

3.11 The Speaker and Deputy Speaker as office bearers of the Student Parliament at national and regional level are expected to consistently contact members of the NSRC and RSRC and to rarely visit the University campuses and centre nearer to their location in order to fulfill their oversight responsibility.

3.12 At a regional level the regional chairpersons of the SRCs are expected to attend regional management meetings and selected regional events. They also have to communicate with students and regional management regularly.

4. SRC ALLOWANCES

4.1 Members of the NSRC

4.1.1 Each member receives a monthly allowance the actual amount of which is determined by the Dean of Students having consulted the President of the SRC and subsequently presented to the Management Committee for approval during each term of office. The approved stipend amount will subsidise:

a) electricity household supplies including food and basic necessities,

b) travel to and from the University for meetings and office at the main campus in Pretoria, and,

c) additional airtime for purposes of communication (cellphone) with students mainly after hours and in between the meetings.

4.1.2 Settlement of NSRC members in Pretoria and related support

a) Each member of the NSRC receives a once off cash amount as determined by the Dean of Students having consulted with the SRC President and approved by the Management Committee for the first SRC term to enable seamless settlement at the leased apartments for the NSRC. This amount may be used to purchase all necessities such
as linen, bedding, and other basic needs. The amount paid to a member of the NSRC for settlement is paid as a once off taxable amount and is not an advance payment.

b) Students who by the time of their election to the NSRC are living in regions outside the Gauteng Province will have their travel to Pretoria coordinated by the Directorate: Student Development in line with the university’s Travel, Accommodation and Related Expenses Policy.

c) Students who relocated to Pretoria to assume NSRC responsibilities as indicated in 4.1.2 (b) above are provided with one (1) emergency travel per year between Pretoria and their respective home regions and up to two (2) ordinary travels per year between Pretoria and their respective home regions.

4.1.3 All members of the NSRC are accommodated in apartments leased by the University in Pretoria. The determination of a suitable facility is made by the Dean of Students, Department: University Estates and Directorate: Supply Chain Management in accordance with applicable policies and rules.

4.1.4 Each member of the NSRC is granted an academic tuition rebate equivalent to half of the modules enrolled for.

4.1.5 All members of the NSRC are provided with a blazer and shirt as uniform to preserve a corporate outlook of the NSRC. Members of the NSRC are required to wear the blazers during meetings with executive management, governance meetings and official events of the University.

4.1.6 Members of the NSRC are provided with University laptops and cellphones on the following conditions:

   a) Laptops remain the property of the University and should be returned immediately when a member of NSRC ceases to be member of the SRC including at the end of the term of office.

   b) Cellphones are returnable to the University immediately after a member of NSRC resigns or leaves office for whatever reason before the expiry of the term of office. At the end of the term of office the sim cards and cellphone handsets are returned to the University, the handsets are upgraded and provided to the members of the new NSRC.

4.2 Members of the RSRC’s

4.2.1 RSRC’s members receive a monthly stipend the actual amount is determined by the Dean of Students having consulted the President of the SRC and subsequently presented to the Management Committee for approval during each term of office. The approved stipend amount will subsidise:

   a) Travelling costs between regional hubs and respective residential areas within the region where a student has been elected to the RSRC,

   b) airtime costs to facilitate communication with students and the NSRC whilst out of office, and;

   c) basic needs (e.g. meals) whilst out of the RSRC offices when undertaking SRC activities.
4.2.3 Each member of the RSRC is granted an academic tuition rebate equivalent to a half the modules enrolled for.

4.2.4 All members of the RSRC are provided with a blazer and a shirt as corporate uniform. Members of the RSRC are required to wear the blazers during meetings with regional management, and during official events of the University.

4.3 Office bearers of the Student Parliament

4.3.1 Speaker and Deputy Speaker of National Student Parliament

The Speaker and Deputy Speaker of National Student Parliament each receives a monthly allowance the actual amount is determined by the Dean of Students having consulted the Speaker of the National Student Parliament and subsequently presented to the Management Committee for approval during each term of office. The approved stipend amount will subsidise:

a) expenses relating to communication (cellphone and internet) with students, RSRC’s, NSRC, Speakers and Deputy Speakers of Regional Student Parliaments as well as the Office of the Dean of Students.

b) his/her travelling to and from the nearest regional office.

4.3.2 Speaker and Deputy Speaker of Regional Student Parliament

Speakers and Deputy Speakers of Regional Students Parliaments each receives a monthly allowance the actual amount is determined by the Dean of Students having consulted the Speaker of National Student Parliament and subsequently presented to the Management Committee for approval during each term of office. The approved stipend amount will subsidise:

a) expenses relating to communication (cellphone and internet) with students, RSRC as well as the Office of the Dean of Students.

b) his/her travelling to and from the nearest regional office.

4.3.3 Each office bearer of the Student Parliament, that is, the Speakers and Deputy Speakers at both national and regional level, is granted an academic tuition rebate equivalent to a half the modules enrolled for.

4.3.4 All office bearers of the Student Parliament are provided with a University blazer. Members are required to wear the blazers during official meetings and official events of the University.

5. CERTIFICATES

5.1 All members of the SRC as well as Speaker and Deputy Speaker of National and Regional Student Parliament, receive a certificate for outstanding leadership provided:

a) he/she has held office for a the term of office as a member of the SRC or as an office bearer of the student parliament.

b) he/she has conducted quarterly self-evaluation assessments (Annexure A).
c) he/she has compiled portfolio related reports indicating the activities undertaken as well as his/her participation in institutional committees, structures and events.

d) he/she has made meaningful contributions towards policy development as well as submissions to enhance service excellence.

5.2 The Dean of Students may, in his/her discretion, determine other forms of reward or acknowledgement over and above the mentioned acknowledgement based on their outstanding academic performance and conduct whilst participating in the structures of student governance.

6. BUDGET

Funds to support the SRC should be budgeted for and paid from the SRC allocated budget.

7. TERMS AND CONDITIONS

7.1 The SRC allowances:

7.1.1 will be paid monthly through the temporary payroll system of the University

7.1.2 will replace all historic practices that ever occurred in the University.

7.1.3 are paid to serve students.

7.1.4 are paid to ensure meaningful participation in the governance of the University.

7.2 Allowances which remain unclaimed due to non-timeous submission of documents will not be back-paid.

7.3 The SRC must actively participate in governance and University activities and events which have a direct impact on all registered UNISA students.

7.4 Annual increases should not be in excess to average annual salary increase of ordinary professional and administrative employees.

7.5 The provision of allowances should not attract a tax burden for the University.

7.6 No additional privileges may be accorded to members of the SRC outside the categories which are described above, unless prior approval was obtained from the Management Committee of the University.

7.7 The University reserves the right to discontinue the provision all or part of the support, if:

a) a member is unable to attend the scheduled meetings of the University.

b) as an NSRC member has failed to report to the office for more than two weeks without reason, the NSRC members keep an office register which indicates the time spent in the office and the NSRC member study schedule.

c) a member is found guilty of misconduct.

d) the term of office as a SRC member expires.

e) a member ceases to be a registered student.
f) the Dean of Students in consultation with the portfolio manager under whose portfolio the SRC is based deems it necessary to discontinue with the payment of the allowance.

g) the Dean of Students, having considered the financial viability of the University, revises the allocations of such allowances.

h) the member fails to submit the quarterly self-evaluation form (Annexure A)

i) the costs related to items as in Annexure B exceeds the budget.

j) the SRC, NSP or RSP member, receiving such allowances, is employed by the University, either as a student worker, casual worker or permanent employee.