

University of St Andrews - School of Medicine Handbook
ELECTION OF STUDENTS TO SCHOOL COMMITTEES

1. A number of students are required to represent the student body on school level committees. These students should be elected by their peers and serve on a designated committee for one academic year. This note describes the roles that are to be filled and the method of election.

2. **Student Positions:**

a. **Student – Staff Consultative Committee.** This committee meets to resolve operational issues regarding the delivery of the curriculum, based upon comments and opinions from their peer group (class year) by previous questionnaire or open meeting of the school. Ten student representatives are required:

- (1) **Chair, a 3rd year student.** This post also represents the school in any university student representation issues and is, by default the, School President.
- (2) **3 x class reps from 1st year.** Elected for each academic year.
- (3) **3 x class reps from 2nd year.** Elected for each academic year.
- (4) **3 x class reps from 3rd year.** Elected for each academic year.

b. **Teaching Committee.** This committee meets to debate the strategy underpinning the curriculum. 2 student representatives are required in order to contribute to the discussion from the perspective of a student's view:

- (1) **A class rep from 2nd year.** Elected each autumn.
- (2) **A class rep from 3rd year.** By default this is the previous year's 2nd year rep.

3. **Election Process:**

- a. **Week 1.** The School President sets up an on-line election with the Director of Representation.
- b. **Week 2.** The School President invites all students to nominate themselves for one of the posts.
- c. **End of Week 2.** The School President populates the on-line election with the names of nominees.
- d. **Week 3.** Students vote, encouraged by poster campaign by School President.
- e. **Start of Week 4.** The School President announces the winning candidates at the. The School Executive Administrator posts the names of that year's elected students in the handbook.

4. **Committee work.** Subsequently the student reps will receive agendas, minutes etc for committee meetings.