

**FACULTY EXECUTIVE COMMITTEE**

**TERMS OF REFERENCE**

1. **Purpose.** The FEC is to:
  - a. Consider and approve or reject requests for UG student leaves of absence where health or is a factor in that decision. PG student leave of absence dealt with via the Pro Provost.
  - b. Consider UG student applications for extensions to studies or extension to leave of absence.
  - c. Consider cases for UG student Termination of Studies.
  - d. Review requests for non-standard deferred starts to studies.
  - e. Consider appeals against the above decisions; second appeals would be directed to the Proctor's Office.
  - f. Consider candidates for the award of MD by portfolio. Candidates for this award will be submitted to the Provost's office for final approval.
  - g. Award faculty prizes and medals.
2. **Membership.** See [committee members](#) list for names. Normal membership is described in the committee structure page; the Dean of faculty, the Student Support Pro Dean(s), the Pro Dean of Science, Dir of PG Studies, Director of Teaching, Registry advisor on leave of absence, Executive Administrator and Dep HoS Teaching (if required) and the relevant course directors for students on their course.
  - a. The Director of UG admissions or PG course directors may be invited to participate if there is an admissions item on the agenda.
  - b. The Committee should include at least one clinical qualified member on it. This is a requirement of the GMC to hear appeals.
3. **Schedule.** The FEC can normally conduct business by circulation of papers however a scheduled meeting may be the most efficient use of the committee members' time, the following are likely to be meeting dates:
  - a. The last Friday before Orientation Week
  - b. The second week in Jan
  - c. The week before graduation

## University of St Andrews - School of Medicine Handbook

<b>Author:</b>	Executive Administrator (DCM)	<b>Approval Committee:</b>	HoS
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### Version Control Record *(expand table as required)*

Date	Revision Description	Major Changes
29/06/2017	Published version	