

Students' Representative Council



Standing Orders

Made under authority of the SRC Constitution

Status of Standing Orders

- SO-1. These Standing Orders are made under authority of the SRC Constitution. They may be amended by an SRC General Meeting with the formal support of at least two-thirds of Representative members and Executive Officers (present or voting by proxy), based on the prior recommendations of a Constitution Review Group established in line with the provisions of the Constitution.

Conduct of formal SRC meetings

- SO-2. A schedule of dates for planned formal meetings should be set annually by the SRC Executive, normally by early in the academic year, and made available to all students via the SRC website. This should be kept updated if meetings are moved, added or cancelled.
- SO-3. The agenda and papers for any formal meeting shall be circulated in advance, normally by email at least one full week prior to the meeting, to all members eligible to vote.
- SO-4. All elected representatives are expected to attend meetings of which they are members eligible to vote. Observers may speak with the permission of the Chair but shall not vote.
- SO-5. Voting, except where otherwise stated, shall be by show of hands and the vote will be carried by a simple majority of voting members.
- SO-6. Where a member cannot participate directly in a formal meeting, they may give another student or member of that meeting written authority to attend and vote on their behalf regarding notified agenda items. Such proxy delegation should normally be notified by the member in advance to the Chair and Secretary of the meeting, along with apologies for non-attendance. Written proxy authority may be provided in signed hardcopy, email or even text message; but if the Chair cannot establish to their satisfaction that it is genuine, they may refuse to accept it. Once accepted, proxy representatives may observe and discuss but may not vote upon new business upon which they have not been specifically delegated.
- SO-7. If a meeting is not quorate, it shall not have the status of a formal SRC meeting, but the outcomes of any deliberations undertaken may be put forward for ratification at a subsequent formal meeting.
- SO-8. Minutes shall be taken for all formal SRC meetings, approved in draft by the Chair, and made available to all students via the SRC website as well as being circulated by email to all members of the relevant meeting within one month. Draft minutes should be formally ratified at the beginning of the next such meeting, and duly replace the earlier draft on the SRC website.

SRC General Meetings

- SO-9. SRC General Meetings shall be scheduled by the SRC President, and should normally take place at least termly, in each of the Autumn, Spring and Summer terms.
- SO-10. Representative members and Executive Officers other than the President can prompt General Meetings to be held, through submission of a written or emailed request signed by at least five Representative members and/or Executive Officers to the SRC President and copied to the

Vice-President (Communications & Activities). A General meeting must be called within two weeks and held within one month of such a request, unless those requesting it agree to a later timescale. If the SRC President does not call such a meeting within two weeks of a request, those requesting it are authorised to call and convene it.

- SO-11. Any SRC member may submit agenda items for an SRC General Meeting, by notification in writing not less than ten days before the meeting to the SRC President as meeting Chair or Vice-President (Communications & Activities) as meeting Secretary. Submissions from Representative members shall be automatically added to the agenda; submissions from others shall be added at the discretion of the meeting Chair, or noted in a report from the Chair if not accepted as a main discussion item. The main proposer of an accepted agenda item shall have the right to speak to that item at the meeting.
- SO-12. The quorum for an SRC General Meeting shall be half the Executive Officers and one-third of the Representative members, in both cases rounding up to the nearest whole number, and including authorised proxy attendees towards the quorum.
- SO-13. All SRC members may attend SRC General Meetings. However the Chair may restrict the attendance of non-voting members based on room size constraints, e.g. reserving space for voting members and only permitting further attendees on a first-come first-served basis up to the room capacity.
- SO-14. Representative members and Executive Officers shall have the right to vote. Other members in attendance shall not normally be eligible to vote. At the discretion of the Chair, appropriate observers may be permitted to express their opinions through voting on a specific resolution; and the Chair may then invite Representative members and Executive Officers to formally vote on the same topic as a means to ratify this input. The Chair may determine which categories of members in attendance may contribute in this way, e.g. seeking the input of Ordinary members but not Temporary, Honorary or Staff members. The Chair may also decide not to seek or act on input from observers, e.g. where they believe that the views of the majority of attendees are unlikely to reflect those of the wider student body.

SRC Executive meetings

- SO-15. SRC Executive meetings shall be scheduled by the SRC President, and should normally take place at least twice in the Autumn and Spring terms, and once in the Summer term.
- SO-16. Executive Officers other than the President can prompt Executive meetings to be held, through submission of a written or emailed request from at least two Executive Officers to the SRC President and copied to the Vice-President (Communications & Activities). An SRC Executive meeting must be called within one week and held within two weeks of such a request, unless those requesting it agree to a later timescale. If the SRC President does not call such a meeting within one week of a request, those requesting it are authorised to call and convene it.
- SO-17. Notice of any meeting of the SRC Executive shall be sent to all Executive Officers by not less than seven days before the meeting. An agenda should be circulated by not later than 36 hours before the meeting except under extraordinary circumstances. Meetings which do not meet these criteria shall not be considered as formal SRC Executive meetings and may not make formal decisions on behalf of SRC, unless the full all Executive Officers are present and agree unanimously that this is to be considered as formal SRC Executive meeting.
- SO-18. The quorum for a meeting of the SRC Executive shall be three members. If the President expects to be absent, they may send apologies and nominate an alternate Chair in advance. In the unexpected absence of the President, the Vice-President (Communications & Activities) shall nominate a Chair but shall not themselves act as Chair. In the absence of both the President and Vice-President (Communications & Activities), and where no alternate Chair has

been nominated in advance, the first item of business among other Executive Officers at a quorate meeting shall be to vote in one of their number as Chair for that meeting.

- SO-19. The Executive Officers are appointed to roles throughout the year and should maintain contact in vacation times to ensure that SRC business is handled appropriately. Any Executive Officer who will be away from the School for more than one week – whether during or outside term-time – should notify the Vice-President (Communications & Activities) in advance about this absence. The Vice-President (Communications & Activities) should likewise notify the President if they themselves will be absent.

Constitution Review Group meetings

- SO-20. The quorum for a formal meeting of a Constitution Review Group, where established, shall be three duly-appointed members.

Other SRC committees, working groups, clubs and societies

- SO-21. The SRC and its Executive have the power to appoint committees or working groups to work on particular objectives, in the interests of the entire student body; for example, production of student yearbooks, organisation of major social events, or more general developmental work regarding issues such as accommodation, facilities, student welfare, career development, communications, social interaction, etc. Such establishment or delegation shall not affect the rights or powers of representation of the SRC, its standing committees or individuals. A record of any delegated powers shall be retained by the SRC President.
- SO-22. The SRC may affiliate with clubs or societies formed by members to pursue goals consistent with the aims and objectives of the SRC.
- SO-23. In order to act on behalf of SRC, affiliate with SRC or receive funds from SRC, the formation of SRC committees or working groups or affiliation with clubs or societies must be formally proposed by a Representative member or Executive Officer (which may be done at the request of other students), and ratified by either an SRC General Meeting or the SRC Executive. Relevant bodies may be dissolved or disaffiliated through the same means.
- SO-24. SRC committees, groups, clubs or societies may include any and all categories of SRC member. Membership of committees or working groups shall be set under authority of either SRC General Meetings or the SRC Executive. Membership of clubs or societies shall be expected to be open to all interested SRC members, notwithstanding that certain such bodies may be intended to support the interests of specific sections of the student population.
- SO-25. Any restriction of membership (for example, a club for research degree students only) must be specifically agreed by SRC as being appropriate, necessary, and not in breach of SRC or the School's policies against discrimination. Restrictions on participation in activities may also be applied to certain groups – e.g. Temporary or Honorary SRC members, students with relevant medical conditions, students under a certain age, students who do not possess a relevant license, students who do not pass a Criminal Records Bureau check – in order to fulfil legal, insurance, health & safety and other such duties and requirements.
- SO-26. Committees, working groups or affiliated clubs and societies must all have a designated Chair and Secretary, plus a Treasurer in cases where they are being authorised to collect and disburse funds on behalf of SRC. Further roles such as Vice-Chairs may also be appointed.
- (i) Such designated positions should be appointed either from above by SRC in the case of committees and working groups; or in the case of clubs and societies, by election from among their membership – to take place at least annually, with appointments to be reported to the Vice-President (Communications & Activities).

- (ii) If no individuals can be found to take on such designated positions, then the associated body shall be considered to be suspended from operation or affiliation until such time as these positions can be filled, and should not undertake activities during this time.
- (iii) SRC may, from time-to-time at its discretion, define official titles for students taking on such designated positions or being appointed as representatives for particular purposes; for example, Part-time Students Representatives, an Equalities Officer, etc. Such individuals shall have appropriate voting rights within the committees, working groups, clubs or societies they are associated with, but shall not have the voting rights of Representative members or Executive Officers unless they have also been elected as such.
- (iv) All appointments shall be made for a maximum term of one year, after which any extension must be specifically re-approved.

SO-27. Chairs of committees, working groups, clubs and societies should conduct their business in line with these Standing Orders and on a broadly similar basis to formal SRC meetings. Secretaries to such bodies should minute meetings where appropriate. The SRC President or SRC Executive may ask the Chair of any SRC committee, working group or affiliated club or society to report on their activities at any time, including to provide a brief written report meeting criteria set by the SRC Executive within one week of any such report being requested.

SO-28. SRC Executive Officers may observe any meetings of SRC committees or working groups. All committees or working groups may admit other observers at the discretion of the Chair, although observers shall have no voting rights.

Financial Matters

SO-29. The allocation of resources to clubs and societies affiliated with SRC shall occur before the end of the Autumn term and shall be made at a special meeting of the SRC Executive. Resources for major SRC-led activities shall normally be allocated at the same time.

SO-30. The SRC Vice-President (Finance & Operations) will collect the expenditure plans and resource bids in time for the special meeting of the SRC Executive. Such bids and plans will indicate timing and purpose of expenditure.

SO-31. The amount of resource allocated shall be agreed by a majority vote of the SRC Executive and will be reported to the next SRC General Meeting. Details should normally also be posted on the SRC website, unless time-limited confidentiality is appropriate (e.g. if quotes from event venues are being sought and it would not be appropriate to publicly disclose the maximum amount SRC are willing to pay).

SO-32. All payments from SRC funds should be authorised by the SRC Vice-President (Finance & Operations) in accordance with the School's Financial Regulations. The Secretary and Director of Planning & Resources will determine expenditure limits beyond which payments must be authorised or co- authorised by a nominated member of School staff; details about this will be communicated clearly to the SRC Executive each year for inclusion in SRC operating documentation.

SO-33. On production of relevant receipts and invoices by appropriate claimants, all payments should be authorised and processed without delay.

SO-34. No affiliated club or society may exceed its budgeted allocation, operate a separate bank account or administer funds which are not reported to the SRC Vice-President (Finance & Operations).

Performance of Duties

SO-35. Complaints about the SRC as an organisation, or individual members acting SRC's behalf, shall be dealt with under the SRC Complaints Procedure, which is an annex to the SRC Constitution.

Separately, the following procedures outline mechanisms for dealing with inadequate or inappropriate performance of duties by SRC members. These procedures will normally be most relevant to the roles of Representative members or Executive Officers. They provide a mechanism for warning or censuring members about their conduct, and removing members from office or from SRC membership entirely.

- SO-36. An Elected Representative should be warned if at any time they are failing to perform their duties satisfactorily. Such warnings may be given orally or in writing by a member of the SRC Executive, with the SRC Vice-President (Communications & Activities) notified in order to maintain an appropriate record. Where such poor performance persists or in cases of serious misconduct, Motions of Censure or No Confidence may be enacted.
- SO-37. Should any member of the SRC believe that another member is not performing their role appropriately or otherwise is behaving in a manner not consistent with the SRC Constitution and Standing Orders, they may submit a Motion of Censure about that member.
- (i) The Motion of Censure shall be discussed at a formal meeting of the SRC held in accordance with Standing Orders – i.e. either an SRC General Meeting or an SRC Executive meeting.
 - (ii) All Motions of Censure must be submitted in writing to the SRC Vice-President (Communications & Activities) at least ten days before the meeting in which the motion will be debated. Where the Motion refers to the Vice-President (Communications & Activities), the Motion shall be submitted to the SRC President.
 - (iii) The Motion of Censure must clearly state the grounds of the complaint, including details of any Standing Orders or procedures that have been breached or infringed. If more than one Motion of Censure is submitted to any meeting, they may be considered as a single motion.
 - (iv) All reasonable steps must be taken to inform the SRC member who is to be subject to the potential Motion of Censure, that such a Motion is likely to be proposed and to notify the individual of the grounds of the complaint and the procedure set out in this document.
 - (v) The member who is being censured may attend the meeting at which the motion is to be discussed and may be accompanied or represented by a friend. The member or friend shall have the right to address the meeting and shall have the right to reply.
 - (vi) The Motion of Censure shall be passed if a majority of eligible voting members present at the relevant meeting (including proxy voters) vote in favour. The member of the SRC subject to the Motion shall not be eligible to vote. Should voting be tied, the SRC President shall have a casting vote; if they are absent or ineligible, the SRC Vice-President (Communications & Activities) shall have a casting vote.
 - (vii) If the Motion is passed, the SRC member will be informed that they have been censured, and any further complaint on the same issue will be dealt with by means of a Motion of No Confidence, as provided in Standing Order SO-38 below. All decisions of a Motion of Censure will be put in writing.
- SO-38. Should any member of the SRC believe that another member's actions are a serious breach of SRC Standing Orders or Constitution, or where performance has not been rectified as a result of a Motion of Censure, they may apply for a Motion of No Confidence in that member.
- (i) The Motion of No Confidence shall be discussed at a General Meeting of the SRC held in accordance with Standing Orders.
 - (ii) All Motions of No Confidence must be submitted in writing to the SRC Vice-President (Communications & Activities) at least ten days before the meeting in which the motion will be debated. Where the Motion refers to the Vice-President (Communications & Activities), the Motion shall be submitted to the SRC President.
 - (iii) The Motion of No Confidence must clearly state the grounds of the complaint, including details of any Standing Orders or procedures that have been breached or infringed. If more

than one Motion of No Confidence is submitted to any meeting about an individual, they may be considered as a single motion, but if a Motion of No Confidence and a Motion of Censure are separately submitted, they may be considered separately.

- (iv) All reasonable steps must be taken to inform the SRC member who is the subject of the potential Motion of No Confidence that such a Motion is likely to be proposed, and to notify the individual of the grounds of the complaint and the procedure set out in this document.
- (v) The member who is the subject of a Motion of No Confidence may attend the meeting at which the motion is to be discussed and may be accompanied or represented by a friend. The member or friend shall have the right to address the meeting and shall have the right to reply.
- (vi) The Motion of No Confidence shall be passed if at least two-thirds of eligible voting members present at the General Meeting (including proxy voters) vote in favour. The member of the SRC subject to the Motion of No Confidence shall not be eligible to vote. Where a two-thirds majority is not initially achieved, the SRC President shall have a further casting vote; if they are absent or ineligible, the SRC Vice-President (Communications & Activities) shall have this further casting vote.
- (vii) If the Motion is passed, the SRC member will be informed in writing and will be suspended from any office held. They may lodge an appeal to the Secretary and Director of Planning & Resources within two weeks. In the event of an appeal, the Secretary will invite comments and evidence from all interested parties and determine an outcome as he or she sees fit. Grounds for a successful appeal to overturn the Motion (which shall result in the member's reinstatement to any office held) might include evidence of bias or procedural irregularities in agreeing the original Motion, or the emergence of new evidence that would be likely to have altered the earlier decision.
- (viii) Where a Motion of No Confidence has been passed, then after initial suspension from any office held the member will be formally removed from office – two weeks after the Motion in the event that there is no appeal, or otherwise directly after any appeal has been turned down. The individual may likewise then be removed from membership of the SRC if this was proposed and agreed as part of the Motion.

SO-39. Motions of Censure or No Confidence pertain to the general interest of the SRC, and related proceedings and their outcomes may be matters of public record available for the awareness of all SRC members. The advice of the SRC President should be sought at an early stage for any issues involving sensitive or personal information about any individual(s); the School's Disciplinary procedures are likely to provide a better means to address such matters, and the President may recommend deferring any SRC Motions until related disciplinary proceedings are complete.

SO-40. The SRC President or other authorised Chair of an SRC formal meeting considering Motions of Censure or No Confidence may take appropriate steps to protect the confidentiality of individuals in cases involving sensitive or personal information. This might include, for example, not permitting observers for the relevant section of the meeting and restricting it to eligible voting members only; limiting discussion to the outcome of a prior Disciplinary case and not discussing details of that case; and/or ensuring that meeting minutes uphold appropriate anonymity and simply outline the evidence considered and outcome agreed.

Students' Representative Council



Complaints Procedure

Made under authority of the SRC Constitution

Scope

1. This procedure is designed to provide a practical way of dealing with complaints against either the Students' Representative Council as an organisation, or its individual members acting on behalf of the Students' Representative Council, abbreviated hereinafter as the SRC. Nothing contained herein affects the operation of the School's disciplinary procedure.

Informal Procedures

2. Where an individual or an organisation has a complaint with the SRC or any of its members acting on behalf of the SRC, all reasonable informal steps should be taken to resolve the matter amicably and as quickly as possible by direct representation to those involved.
3. Where the procedure in paragraph 2 fails, the complaint should be addressed to the SRC President who shall endeavour to resolve matters to the satisfaction of all parties.
4. If the SRC President is directly involved in the complaint or is the subject of the complaint, the matter should be dealt with under the formal procedure as described below.

Formal Procedures

5. Where matters are not resolved to the satisfaction of the complainant through the informal procedures or where the matter is sufficiently serious as to merit formal consideration from the outset, the complaint shall be made in writing to the Secretary and Director of Planning & Resources, who shall arrange for the appointment of a member of the School's Council to investigate the complaint and make a report to the School's Council.
6. The appointed member of the School's Council shall take all reasonable steps to resolve the dispute, examining all written documentation, as appropriate, and consulting those involved, as necessary. A report detailing the investigation, any action taken and recommending any further action that should be taken by the SRC or by School management shall be made to the School's Council.
7. In the event of the procedures at paragraph 6 failing, the School's Council may appoint an independent person external to the School but familiar with it, for example a senior person from a neighbouring institution, to investigate the complaint. The nature of the complaint may determine the person who is appointed. The independent person shall take all reasonable steps to resolve the complaint and make a report to the School Council detailing the investigation and recommending any action.
8. The School's Council shall be responsible for determining the outcome of a complaint and securing any remedy. This shall include the right to restrict or withdraw membership of the SRC where the rules of the Constitution have been contravened or where a member has been found guilty of misconduct. The decision of the School's Council shall be reported in writing by the Secretary and Director of Planning & Resources to all those involved and shall be final and binding.

9. The School's Council may determine that the cost of any investigation on behalf of the School's Council shall be met in whole or in part from the SRC budget. The School's Council having so resolved, the Secretary and Director of Planning & Resources is authorised to make the appropriate account transfers.
10. The Registry, acting on behalf of the Secretary and Director of Planning & Resources for the School, shall keep records of all formal complaints. These may be reported on, in appropriately anonymised form, via the School's standard channels for monitoring student complaints.

SRC Complaints Procedure last updated:

<date>

LSHTM Student Charter



Academic Year 2013-14

School mission

The mission of the London School of Hygiene & Tropical Medicine (LSHTM, or 'the School') is to contribute to the improvement of health worldwide. The School's programme of postgraduate taught courses and research degrees aims to provide education and training of the highest quality, that is excellent in both content and delivery. Our programmes are aimed at future leaders, practitioners, and researchers in public health and tropical medicine, both nationally and internationally.

About this Charter

This Student Charter summarises the standards of service which the School expects and aspires to offer students, and the standards of conduct which students should expect and aspire to follow. It is particularly aimed at new students – as we believe that you will benefit most from your study experience at the School by understanding what you can reasonably expect from us, and what in turn is expected of you. We hope that the relationship between the School and all our students will be one of partnership, allowing your studies to be conducted in the context of a supportive and knowledgeable learning community. We also expect all teaching staff to be familiar with the content of this Charter.

Values

Students and staff of LSHTM are expected to respect the School's key values, set out in the School's [strategy for 2012-17](#). Key values applicable to learning and teaching include:

- dedication to reducing inequalities in health and global disease burdens through education and research;
- excellence in education and research, achieved by attracting and retaining high calibre, committed and diverse staff and students;
- **deliberate steps taken to engage all students, individually and collectively, as partners in the assurance and enhancement of the educational experience;**
- relationships based on mutual respect, honesty and openness;
- equal opportunities as described in the School's Equality and Diversity Strategy, including with respect to gender, race, sexuality, age, disability, religion, political affiliation, marital or parental status, and socio-economic background within and through all activities; and
- commitment to environmental sustainability.

Applicability of this Charter

This Charter is intended to apply to students registered for award-bearing LSHTM courses –such as Research Degrees, Master's Degrees, Diplomas and Certificates. It is also intended to be broadly applicable for students registered on shorter non-award-bearing courses or individual modules, although not all elements of the charter will be relevant to such students.

For collaborative programmes, the School will endeavour to work with any partner institutions to ensure that the standards of support they offer and the expectations they set are commensurate with those of the School itself. However, the provisions of partner institutions may take precedence over those which apply internally at LSHTM, particularly where the partner is responsible for admissions or assessment. Examples of collaborative programmes include those offered via distance learning with the University of London International Programmes, or offered jointly with other colleges of the University of London.

The Students' Representative Council operates under its own Constitution, and its operations are not specifically covered by this Charter.

At all times...

You can expect the School to:

- be courteous, fair and prompt in our dealings with you
- provide equality of treatment for all regardless of gender, age, race, ethnicity, disability, sexual orientation, religion or belief
- provide an educational experience that is of a consistently high standard and in line with good academic practice
- provide clear information concerning the level of academic support you will receive (whether via direct teaching, support from a tutor or supervisor, directed learning opportunities, or other modes)
- take all reasonable measures to support and provide services for students with disabilities or other special needs
- respect your right to confidentiality
- provide you with points of contact, throughout the duration of your studies, in case you have questions or need advice
- protect all the personal information you provide in line with the Data Protection Act
- deal with any formal complaints in line with the relevant Complaints Procedure

As a student, you are expected to:

- be courteous, fair and prompt in your dealings with the School and its staff
- be considerate and respectful to our diverse community of students
- be aware of and abide by the regulations, policies and procedures of the School, and any specific to your programme of study
- take responsibility for your own learning, pursue your studies with a positive commitment, do your best and aim high
- let us know if you have a specific access requirement or specific learning needs that we may be able to help with
- communicate with us as required by your programme and inform us of your subject choices
- apply, register, and pay any required fees according to published deadlines
- inform us if your contact details change
- comply with the relevant regulations detailing codes of conduct for students

When you enquire, apply or register...

You can expect the School to:

- provide up-to-date and accurate information and advice on the programmes we offer and how to apply
- provide clear information about any professional accreditation that is linked to specific programmes
- reply to all enquiries about our programmes and about your application and registration with timely, accurate and helpful responses
- enable you to submit an application without undue difficulty and keep you informed of its progress
- consider your application in a fair and consistent manner, and in line with our admissions policies
- provide you with information on the registration process

As a student, you are expected to:

- make every effort to ensure that you have the information needed to make an informed choice of programme of study
- give us complete and accurate information on your application form and tell us about any personal circumstances (e.g. your health, specific access requirements or other special needs) which will help us to help you
- be honest throughout the application and registration process
- carefully read all pre-registration or registration-related material we may send you or make available after offering you a place
- explore 'taster' materials and make use of induction activities if available for the programme of your choice

- give clear and up-to-date information about tuition fees, fee assessment methods, any ancillary fees, and our procedures and deadlines for payment being made
- give general guidance, and pointers to further resources, about potential sources of funding; and about typical living costs if your studies will be based in London (however, the School cannot provide detailed financial advice)
- advise you how to become eligible for the programme of your choice
- issue a confirmation of your registered status
- provide introductory guidance materials, induction sessions or similar leading into the main commencement of your course
- understand and comply with any relevant UK immigration rules if your programme requires attendance in London

When you begin and during the course of your studies...

You can expect the School to:

- provide all necessary information about your programme, study requirements, timetable, options, and the regulations and procedures you must follow
- provide high quality programmes that meet UK expectations on degree standards
- provide a study programme that makes clear what and how you are expected to learn – e.g. via face-to-face teaching, or provision of distance learning study materials – and guides you towards completing this successfully
- provide a range of study opportunities and learning modes across programmes offered by the School
- provide you with learning support from staff (e.g. acting as tutors, supervisors, Module Organisers or Course Directors) in a manner appropriate to your mode of study
- provide you with access to appropriate learning resources and facilities, including IT and library resources, and making use of appropriate technology
- provide appropriate support and resources for personal development, including employability
- provide a safe and secure physical environment for students studying at School premises
- provide access to services relating to student

As a student, you are expected to:

- ensure that you read the information provided and seek clarification of anything you do not understand
- be guided by the number of study hours recommended
- be responsible for managing your time so that you submit work by the deadlines to avoid any penalties or delays to your progression
- organise any personal or employment commitments so as not to unduly affect your studies, e.g. in line with the School's guidance for full-time students taking on any part-time work
- participate fully in any required learning activities for your programme and meet any attendance and assessment requirements
- seek advice if you are unhappy with your programme or subject choices
- approach your tutor, supervisor, the Student Counsellor or other appropriate member of staff if you have any particular issues affecting your ability to manage your studies
- take advantage of all learning resources available to you (which may require you to have access to your own further resources, such as a computer with internet access), and abide by any regulations or policies relating to them
- check regularly for any School correspondence sent to you by email

health and welfare for students studying at School premises

- contact you if staff have any concerns about your ability to manage your studies and to support and advise you accordingly, referring you to more appropriate support within the School if suitable
- give you notice of any significant change to your programme, as soon as reasonably possible

- be respectful of the physical environment when in attendance at School premises or those of any partner organizations
- pay due respect to health and safety, including conducting a risk assessment for any work away from School premises carried out as part of your studies
- consider ethics requirements, and implement them appropriately, in any research work carried out as part of your studies

When you are being assessed...

You can expect the School to:

- provide information on assessment tasks, methods and requirements – including how, when and where assessments will take place; how to enter for exams; relevant past examples of questions or tasks; and how your work will be marked
- make reasonable examination adjustments for students with specific access requirements which neither advantage nor disadvantage the candidates
- ensure that the method of assessment used is appropriate for the programme, tests appropriate learning outcomes, and complies with School policies
- ensure robust procedures are followed for the conduct of assessment and examinations
- ensure that your assessments are marked by suitable Examiners who have been appointed through a formal process
- ensure that your performance is properly evaluated against appropriate marking criteria and in line with the School's assessment policies
- provide feedback on your academic progress (particularly as evidenced in coursework assignments) so as to aid your overall learning and academic performance
- provide you with information on assessment regulations and good academic practice for completing assessments, as well as information on inappropriate practice that may constitute an assessment offence (e.g. plagiarism or cheating) and the consequences of such offences
- use plagiarism detection software at our discretion
- communicate provisional assessment results

As a student, you are expected to:

- be familiar with, and comply with the regulations and requirements governing the assessment of your programme
- inform us of any specific access requirement or special need for which we need to try and make adjustments or allowances
- ensure that you are correctly registered for any assessments or examinations you intend to undertake
- be aware of relevant submission dates, prepare submissions carefully and hand in your work on time and according to the methods advised
- know the dates, times and location of any exams, revise carefully and arrive in plenty of time
- follow the code of conduct and all instructions relating to examinations or assessments (such as to avoid any disturbance of other students), including any instructions that may be specific to your particular course, task or location
- follow guidance from the School and any from your specific programme regarding good academic practice, writing, referencing and how to avoid plagiarism
- show a commitment to academic honesty by ensuring that the work you submit is your own and that you acknowledge any use you make of the work of others

at appropriate points, with final results to be communicated through appropriate channels after the final meeting of the Board of Examiners

When you graduate...

You can expect the School to:

- present you with a University of London award which is of international reputation and whose academic standards have been assured through the School's quality assurance mechanisms as well as those of any partner institutions
- ensure broad equivalence of threshold standards across all awards offered by the School which are at the same level, irrespective of their mode of delivery
- where relevant, send you a final Degree, Diploma or Certificate (with a 'Diploma Supplement', including transcript of grades) within six months of the final Exam Board meeting which confirms successful completion of your award
- invite you to a graduation ceremony
- enable you to continue your association with the School after you leave by offering you membership of and the opportunity to participate in the Alumni Association
- keep records of your award and key component grades indefinitely, and inform third parties of your examination results upon your request and authorisation
- provide third parties with an Academic Conduct Report upon your request and authorisation
- observe good practice in providing references, e.g. for employers

As a former student, you will be:

- expected to accurately represent any award you have received from the School
- invited to maintain your association with the School after you graduate through participation in the Alumni Association

Respecting your views...

You can expect the School to:

- recognise a Students' Representative Council, fulfilling the role of a student union representing the student body, and work with them in support of appropriate activities
- provide for student membership in our committee structure
- facilitate two-way communication between staff and students or student representatives
- be transparent about our decision and policy

As a student, you are expected to:

- consider engaging with the activities of the Students' Representative Council
- consider opportunities to join our committees as a student member
- engage appropriately with our student feedback mechanisms
- behave in a constructive and considerate way when expressing your opinions

making by publishing minutes and papers from School-level committee meetings on our website

- give you regular and specific opportunities to provide feedback on the quality of our programmes and support services during the course of your studies
- provide you with information on the actions taken in response to the feedback we receive from student experience surveys or via other channels

If you have concerns or difficulties...

You can expect the School to:

- provide access to advice and information on our procedures should you wish to complain or if you have a problem (this includes any matters such as harassment or grievances)
- treat complaints seriously and fairly, and respect confidentiality at all times
- make sure that, if you complain using the official procedures, you will not be discriminated against because you have complained
- monitor the number of complaints and appeals we receive and their outcomes

As a student, you are expected to:

- try to resolve any problems informally, e.g. through speaking to relevant staff such as your Course Director, tutor, supervisor or Course Administrator – and if this is not possible, to let us know before such problems develop into greater difficulties
- not make any malicious or vexatious complaints or allegations
- be fair and reasonable if you are involved in any formal procedures of the School or the University of London
- follow the procedures closely, and provide relevant key facts and supporting evidence, within the specified timescales

Legal disclaimer

This Student Charter is not to be considered a legally binding contract and is not intended either to define or limit the legal rights and responsibilities of LSHTM, the Students' Representative Council, or individual students. All students should ensure that they are aware of all documents published by LSHTM and the Students' Representative Council which relate in any way to being a registered student and/or a member of the SRC, including all regulations, policies, procedures, guidelines, registration agreements and course-specific documentation.

Communication and dissemination of this charter

This [Student Charter](#) is published on the School website. It is drawn to the attention of students via appropriate means – for example, mentioning and linking to it in pre-admission information such as 'offer letters', and mentioning it in School and course induction sessions and materials. The Charter can be provided in other formats if required.

Staff are also be made aware of the Charter, for example through induction sessions. Key staff such as Course Directors will be made aware as and when any relevant revisions are made.

Approval of and revisions to this charter

The Student Charter is reviewed annually by the Dean of Studies, or his/her nominated representative(s), in consultation with the Students' Representative Council Executive Committee or their nominated representative(s).

Any substantive revisions should be considered by the Learning & Teaching Committee on behalf of the Senate, with specific input sought from the Research Degrees Committee on any aspects involving research degrees. This should be done in approximately May each year, to come into effect in the next academic year starting from September.

Revisions to the Charter should be jointly approved by the Dean of Studies (on behalf of the Director) and the Chair of the Students' Representative Council (or their nominee).

Queries

Students or staff with queries on any aspect of the Student Charter are invited to contact the Registry via registry@lshtm.ac.uk

A set of web links to useful documents, including the detailed regulations, policies and procedures that underlie this Charter, are given overleaf.

This edition of the Charter (excluding sentence in bold under values) was approved by:

Sharon Huttly, Dean of Studies (on behalf of the Director); and

Ajibola Omokanye, Chair of the Students' Representative Council

on **01 May 2013**.

Useful web-links

LSHTM website	www.lshtm.ac.uk <ul style="list-style-type: none"> also see LSHTM Vision, Mission and Strategy
LSHTM Students' Representative Council web-pages	www.lshtm.ac.uk/src <ul style="list-style-type: none"> also see SRC Constitution <i>[intranet link]</i>
LSHTM prospectus	www.lshtm.ac.uk/study includes information about and for: <ul style="list-style-type: none"> all LSHTM courses how to apply, and admissions policies international students, including immigration, visa and English language requirements tuition fees, funding information & scholarships living costs and information on living in London support and services at LSHTM
Programme specifications	www.lshtm.ac.uk/edu/qualityassurance/programmespecifications.html <ul style="list-style-type: none"> For award-bearing courses – supplementary to prospectus pages.
Information for London-based students	www.lshtm.ac.uk/study/currentstudents <ul style="list-style-type: none"> includes links to student regulations
Resources for London-based taught students	www.lshtm.ac.uk/edu/taughtcourses <ul style="list-style-type: none"> includes links to key handbooks, regulations and policies, student forms, extensive further student resources, etc.
Resources for London-based research degree students	www.lshtm.ac.uk/study/currentstudents/researchdegreestudents <ul style="list-style-type: none"> includes links to guidance and handbooks, information and forms, etc.
Bloomsbury learning environment (Moodle VLE)	ble.lshtm.ac.uk <ul style="list-style-type: none"> virtual learning environment for LSHTM students and courses.
LSHTM Library & Archives Service	www.lshtm.ac.uk/library
Quality and standards of LSHTM courses	www.lshtm.ac.uk/edu/qualityassurance
LSHTM Alumni Association	www.lshtm.ac.uk/alumni
University of London International Programmes	www.londoninternational.ac.uk <ul style="list-style-type: none"> for distance learners
University of London	www.london.ac.uk
University of London Union	www.uln.co.uk
UK Council for International Student Affairs	www.ukcisa.org.uk <ul style="list-style-type: none"> Organisation providing support and resources for international students
Office of the Independent Adjudicator for Higher Education	www.oiahe.org.uk <ul style="list-style-type: none"> Independent ombudsman to which any serious student complaints may be referred if School procedures have been unable to resolve them

STUDENT REPRESENTATION AND ENGAGEMENT POLICY

LONDON
SCHOOL of
HYGIENE
& TROPICAL
MEDICINE



Note about this policy

- This document sets out the overall approach by which LSHTM (the School) will liaise with the Students' Representative Council (SRC) regarding all aspects of the student experience ('representation'), and in particular how students will be involved in securing and developing the educational experience (as a form of 'enhancement').
- This policy should be seen as helping to define the respective roles of the School and SRC on matters where they will work together – linking structures and processes set by the School, through its committee and management arrangements, with the work of the SRC whose internal operations will otherwise work in line with the SRC Constitution. Activities covered include the School's involvement in supporting SRC elections, and students' involvement in supporting School quality processes including committees and other activities.
- Updates and amendments to this policy should be jointly agreed by both the SRC Executive and Senate Executive Group on behalf of the School.

Related documentation

- Interested parties should also make themselves aware of other relevant documents including the Student Feedback code of practice (about how the School will collect and act on student views), the overall Quality Assurance & Enhancement code of practice, and the SRC Constitution and Standing Orders.

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POLICY

Aims of student representation and engagement

1. This policy aims to actively involve the LSHTM student body in shaping the learning opportunities the School offers – through both work by representatives and collective involvement. The intended benefits of this are:
 - (i) Improving educational quality through input from students as key stakeholders, bringing directly-relevant current or recent experience.
 - (ii) Creating a strong community of learners, who work with staff and one another to get the most out of their study experience – resulting in improved motivation, clearer expectations, and ultimately more effective learning and greater academic success.

Principles and objectives

2. The School and the student body (through SRC) will endeavour to take the following approaches to student representation and engagement:
 - (i) **Student representation:** the student body (through the SRC) will work both with one another and in partnership with School staff and structures to help strengthen the learning community.
 - (ii) **Student engagement:** the School has primary responsibility for deciding how best to review, monitor and improve educational quality, but will be open to student input on all appropriate aspects of this – including to work with students to address issues they themselves have identified.
 - (iii) **Representative input:** individual students and student reps (plus alumni, where appropriate) will be invited to give specific input through relevant channels, including to participate in decision-making processes at course, department, Faculty and School levels. Such reps will be expected to faithfully and effectively gather and advance the views of those they represent.
 - (iv) **General input:** in line with the Student Feedback code of practice, the School will gather comprehensive feedback from the whole student body in relation to key stages and dimensions of their experience, and act on it accordingly. This should give each individual student the opportunity to be heard. SRC input will be sought at appropriate stages on how best to gather and act on such feedback.
 - (v) **Communication:** the School and SRC will actively promote opportunities for student engagement by all members of the student body, and actively ‘close the loop’ to report back about how student views have been responded to.
 - (vi) **Timeliness:** the School and SRC will seek to engage and represent the views of students across all stages of the lifecycle, potentially from before arrival and after graduation; and to respond to such views in a timely fashion, including so that (where possible) students’ views may be used to improve their own subsequent learning experience, not just those of future cohorts.
 - (vii) **Appropriateness:** Procedures, requirements and activities associated with student representation and engagement should be appropriate to those involved – including being commensurate with their skills and experience, no more onerous than is necessary, and of clear potential benefit to students and/or the School.

- (viii) **Recognising diversity:** representation and engagement mechanisms should be tailored and flexible to best serve to the School's diverse range of students and types of provision – aiming to remove or mitigate any barriers to engagement among particular groups or modes of study, and to vary approaches as appropriate.
 - (ix) **Promoting collegiality:** The School and SRC will jointly work to maintain an environment where students and staff engage in open, constructive and respectful dialogue with a common aim of improving the LSHTM educational experience.
3. The principles and approaches to student representation and engagement set out in this policy are felt to be consistent with the longstanding organisational culture of the School. This policy should help draw them together as an ongoing strategic approach, rather than a set of disparate mechanisms or one-off initiatives operating in isolation.

CODE OF PRACTICE

The role of SRC in student representation and engagement

4. SRC is a representative body for Students, and not a fully independent students' union. It should nonetheless meet the requirements of the Education Act 1994 Part II, which are embedded in the SRC Constitution and which LSHTM Council as the governing body is responsible for securing – including that (as a non-comprehensive list):
- The SRC has a formal constitution, which should be reviewed at least every five years, and a Complaints Procedure.
 - SRC should operate fairly and democratically, including that the appointment of Executive Officers is by secret ballot, and any affiliations to external organisations are published and notified to LSHTM Council.
 - SRC is accountable for its finances and produces audited accounts each year.
 - Students have the right not to be members of the SRC.
5. The School will treat SRC as a key partner capable of representing student views faithfully and effectively, and helping to ensure that the student voice contributes to ongoing management and improvement of the learning experience at LSHTM.
- Student representatives, including SRC Executive Officers and course and department reps, will be elected in line with the procedures in **Annex 1**.
 - Reps will be elected for specific courses and departments as defined in **Annex 2**.
 - Student members will be appointed to School committees as set out in **Annex 3**.
 - Elected representatives shall represent the interests of all students in the group from which they are elected. For Executive Officers, this covers the entire student body. For courses and departments where there are multiple reps, they may share or divide responsibilities appropriately between them to help represent their constituency.
6. The School and SRC will use channels such as student handbooks, orientation and induction events and in-year notifications to ensure the wider student body is informed about (i) how the School is working with SRC reps and other students, and (ii) further opportunities for students to help shape the LSHTM learning experience.
7. It should be noted that this Student Representation and Engagement Policy (SREP) is chiefly focused on input by students studying 'face-to-face', based in London. Some of the mechanisms mentioned will be rather less relevant for those studying by distance learning or based away from London, or on short courses. Improving engagement mechanisms for the latter groups should be a specific objective of the School and SRC over the next few years, although for now the main priority is to strengthen London-based structures and processes. Nevertheless, it should be recognised that all students including distance learners are full members of SRC; this policy should be applicable for them wherever possible.

8. The School will be responsible for ensuring that any students who opt out of SRC membership are not disadvantaged, e.g. in access to School facilities, services or learning opportunities. Such students may engage directly with the School through standard feedback channels (such as student evaluations and surveys), student support services (e.g. Student Advice & Counselling), procedural mechanisms (e.g. for complaints or appeals), or where appropriate through direct representations to relevant staff.

Induction and training of student reps

9. The School will ensure that student reps have access to training and ongoing support to allow them to fulfil their roles effectively. Primarily this will be light-touch, relatively informal and led by students themselves – by means of:
- Clear and concise but sufficiently comprehensive written guidance about what reps in different types of roles – including SRC Executive Officers, course and department reps, and student members of committees – are expected to do. This guidance should be set out in an ‘SRC handbook’ or similar, to be maintained and updated annually by SRC Exec with the opportunity for input by the School (via the Dean of Studies).
 - Holding an induction event for new reps, normally annually in the autumn term. This should ideally be organised jointly between students and the School; however, if annual student turnover makes it difficult for outgoing reps to participate in inducting new ones, the School may be expected to lead on organising and running such induction activities.
 - Providing small-group personal attention to those taking on SRC Exec roles – e.g. trying to ensure that a member of the previous year’s Exec comes back to give a direct handover session for the newly-elected Exec, who should also receive direct induction time with key School staff e.g. within the Division of Education.
10. To help support the effective work of SRC, specific Senior Leadership Team members will be expected to meet ‘opposite number’ SRC Exec Officers shortly after their election to give them initial guidance in their role, and potentially set up an ongoing mentoring and advisory relationship. The key links should be:
- SRC President with the Director and/or Vice-Director – re. overall strategic matters, including Council and Senate business.
 - SRC Vice-President (Communications & Activities) with the Director of External Relations – re. communications, events etc.
 - SRC Vice-President (Finance & Operations) with the Secretary and Director of Planning & Resources – re. budget, finances and accounting
 - SRC Vice-President (Research Degrees) with the Dean of Studies and a Dean of Faculty – re. research degrees matters.
 - SRC Vice-President (Taught Courses) with the Dean of Studies and Chief Operating Officer – re. taught course matters, including teaching, student services, and facilities.
11. Both written materials and induction/training events for student reps should help them to:
- Understand what is expected from their role, with guidance on how to perform it most effectively.
 - Be aware of channels they can use to gather student views (e.g. open meetings, focus groups, emails, messageboards, online social networks etc).
 - Be aware of the most appropriate channels to represent student views to the School, or otherwise take part in engagement activities.
- The School and SRC should regularly review how effective such training is felt to be, and seek to improve it where appropriate.
12. The School will also ensure that students engaging with special or complex processes (e.g. participation in periodic reviews) are given suitable training (e.g. an individual briefing from the Quality team) on how to make their contribution as effective and beneficial as possible.

13. The School will also be prepared to open up Staff Development training opportunities to specific student reps who can make a case that they would benefit from this in their rep roles – e.g. for topics like chairing meetings, taking minutes, communication skills, equality and diversity, maintaining web pages or VLE sites, using the School’s financial systems, etc. Access to such training may be decided on a case-by-case basis at the discretion of the Dean of Studies, who will also be prepared to consider evidenced arguments for support in taking external training where may be appropriate.
14. The School does not anticipate providing extensive training for staff about student engagement as a discrete topic. However, all staff should be expected to be aware of the kind of student engagement expected from their own roles – e.g. as lecturers, tutors, supervisors, Module Organisers, Course Directors, committee chairs, student support staff, etc. Relevant points should be highlighted across standard job descriptions, in role inductions by senior staff like Taught Course Directors, in staff development sessions, etc.

Staff-student liaison responsibilities

15. The Dean of Studies will be the key School senior manager responsible for liaising with SRC on student representation matters. This is distinct from the role of the Secretary and Director of Planning & Resources, who as per the SRC Constitution is responsible for liaising with SRC on any significant internal SRC matters. Other Senior Leadership Team members can also help mentor and advise SRC Exec members (see above).
16. The Director’s Office will organise and fund a termly ‘Director’s lunch’ meeting, to which all student representatives (SRC Executive, course and departmental representatives) will be invited, along with senior teaching management staff and other key student-facing staff from functions such as IT, Library and External Relations. This is intended as an opportunity for open and relatively informal dialogue between SRC and management, to air any School-wide concerns or issues SRC may have been encountering. It also allows staff to talk to SRC about recent School news, plans or developments.
17. The Dean of Studies will organise similar but smaller informal lunch meetings, again approx. termly, with the SRC Exec and key staff from student-facing functions including in the Division of Education and the Registry.
18. Each academic Faculty will hold specific termly liaison meetings for MSc students and staff. These should provide a good opportunity to discuss matters cutting across courses and modules within the Faculty. Note that while individual Course Committees include student reps, students are *not* represented on Faculty Teaching Committees because liaison meetings have been found to be a more effective way of addressing student-facing matters that cut across different courses.
19. Research degrees students should have the opportunity to engage with their academic Faculties and Departments though (i) the participation of all RD students in regular departmental meetings, as equal colleagues alongside staff; (ii) further specific engagement between reps and staff at department level; and (iii) the participation of RD student reps in Faculty Research Degrees Committee meetings.
20. The Dean of Studies will also nominate staff to be co-signatories on the SRC budget, and provide specific support for the SRC Exec regarding financial and resource matters.

Student voice mechanisms

21. LSHTM has a Student Feedback code of practice which sets out policy and recommended practice for how the School will collect and follow up on feedback from students about their experience. This includes feedback collected through surveys (especially end-of-year School-wide surveys), evaluations (particularly at course and module level), structured discussion sessions (e.g. linked to course evaluations), etc.

22. SRC will be invited to comment and provide suggestions for inclusion in surveys and questionnaires – via the Exec for School-wide surveys and through course reps etc. for course level evaluations.
23. SRC may also conduct its own activities to gather views and feedback direct from students. Appropriate mechanisms may include notes from formal and informal meetings, including consultation events or focus groups to cover a specific topic; comments and feedback via online discussion forums; canvassing views via email; etc. SRC should liaise with relevant School staff (as directed by the Dean of Studies) before conducting any widespread student surveys or sending out mass student email, with a view to minimising survey and email fatigue among the student body.
24. The School will provide SRC Exec with details of the names and LSHTM email addresses of current students, for use in contacting them. This is subject to appropriate confidentiality and data protection permissions being upheld.
25. The School will 'close the loop' to report back to students and SRC about actions being undertaken in response to student feedback. Channels for this will include liaison meetings, committees, and direct communications to students.

Student involvement with School committees

26. A list of committees that include student reps as members is given at **Annex 3**. Through involvement in committees, the School expects to give students the opportunity to contribute to matters including: delivery of teaching and supervision; course organisation; learning resources; assessment approaches; student support and guidance services; and other aspects of the student lifecycle from application, admission and induction onward.
27. Students who are appointed as members of LSHTM committees are expected to make an effort to engage with the work of the committee, including reading papers, attending regularly, and providing a student voice on the matters being addressed – including consulting other students where appropriate about their views on key matters.
28. Chairs of such committees, and other staff members, are expected to make an effort to ensure student members have a genuine opportunity to contribute, and that good use is made of their time. Ways to achieve this might include:
 - The committee Chair or Secretary providing an induction on the work of the committee.
 - The committee Chair or Secretary briefing student members in advance of meetings about the background to any more detailed specific agenda items.
 - Ordering agendas so that student-facing business is conducted first and items which are not relevant are left to the end (allowing student members to leave then).
29. As a general principle, student members should not be excluded (as 'closed business') from any discussions or visibility of paperwork. Exceptions to this will include any matters pertaining to individual students or staff, or other sensitive discussions which are likely to have an impact on specific individuals such as resources and staffing matters (though note that students are not normally members of committees which make resource allocation and staffing decisions).
30. As with all liaison activities, student members of committees (especially concerning 'engagement in quality') should expect to see and discuss substantive information and evidence about the LSHTM student experience that will allow meaningful input to be given.
 - The nature of matters discussed which will vary according to the level discussions are taking place at (e.g. institutional, Faculty, course or department, module or even session level), what aspect of student life is being considered (e.g. admissions, student support, assessment), and the precise quality systems in place.

- Examples of substantive information that should be shared with student reps include: the results of student surveys and other student-led evaluation activities; annual reports on student-facing service functions; reports on institutional actions taken to enhance the student educational experience; External Examiner reports and related staff responses (to be seen at course committees); periodic review reports; other external reports, e.g. from QAA Review or professional body accreditation (provided they permit their reports to be shared); analysis of student performance, e.g. overall and for specific courses and groups; careers and employability information.
- Students and staff should be expected to maintain appropriate individual and commercial confidentiality in either discussing information or determining not to share it. The School and SRC may from time to time review which types of information are seen by students on which committees or other fora, and whether this remains appropriate.

Further student involvement in quality

31. In addition to involvement in formal or standing committees, the School will seek the contributions and participation of students in structured quality processes, to help assure and enhance the educational experience. Examples may include:
- Student membership of periodic review panels, looking at matters including curriculum content and course delivery.
 - Student membership of validation panels to approve new courses (or substantive changes to course), also looking at curriculum design and course content.
 - Student involvement in working groups or project groups setting out to achieve particular goals.

Involvement of alumni

32. Recent alumni may also be invited to take part in such activities as an equally valid alternative to student involvement – recognising that pressures on students doing one-year or part-time MScs in particular may inhibit their in-depth or extended participation, and that alumni who have completed their course may actually be better positioned to provide a well-informed and reflective perspective.

Student activities and societies

33. Because there is significant annual turnover of students and reps, especially for MScs, it can be challenging for students to organise events and activities early in the academic year (e.g. first half of the autumn term). Outgoing SRC Executive Officers should work with key School staff, e.g. from the Student Advice & Counselling Service, to plan appropriate student events for early in the next academic year when new reps are being elected or finding their feet. Relevant staff may be authorised to organise such events on behalf of SRC, particularly events to help the general student body settle in.
34. SRC and the School also recognise that, as a small institution with a majority of students in London studying on one-year MScs, it can be challenging to set up and sustain successful student clubs and societies. To help boost such activity, relevant School staff may be authorised by SRC to help support annual handover and setup of clubs and societies, especially at the start of each academic year as newly-elected reps settle in.
35. SRC and the School will also support clubs and societies which are open to both students and staff (for example, the Bicycle Users Group or LSHTM Choir). This should be helpful to in allowing such groups to achieve a critical mass of members, and fits with the School's collegial atmosphere and the fact that the demographics and interests of the School's student body (all postgraduate, across a wide range of ages and nationalities, and often with significant professional experience) tend to be similar to those of staff.
36. Where the SRC sets up or affiliates with committees or groups to pursue a particular area of student interest (for example, Fair Trade or Environmental Sustainability), the School will be

open to engaging with their work in a constructive way, as appropriate to the level of interest and support that can be evidenced from among the wider student body.

37. SRC and the School will also endorse engagement by LSHTM students with clubs, societies, activities and resources run primarily under the aegis of other appropriate higher education institutions. This may include links with other University of London colleges, especially in Bloomsbury; links with the University of London Union or any pan-London successor body to it; and links with the National Union of Students.

Student welfare and representation for individuals

38. SRC will work with the School to assist individual students who need specific support or representation – for example regarding welfare, hardship or disability, or if involved in cases where School procedures are being applied such as for Assessment Irregularities, Complaints, Appeals, Discipline, etc.
39. Such assistance should always be with the consent of the student concerned, and may typically entail the student approaching an appropriate rep (the SRC Vice Presidents for taught courses and research degrees can serve as a first point of contact) to discuss their case, ask for advice, and ask for a rep to help them pursue any next steps including accompanying them to meetings or hearings. School staff may share otherwise confidential information with a specific rep where the affected student has given permission to do so.

Valuing students' contributions

40. The School and SRC will seek to recognise any substantive contributions made by students and reps towards institutional life – aiming for students to feel motivated, valued and rewarded for all such work. The School may record details of students who have served as reps or otherwise participated in quality assurance and enhancement activities, so that staff may be able to confirm details when asked for a reference or similar in due course.
41. The School and SRC will review the effectiveness of student engagement on an annual basis. This should be done as follows:
- In the summer term, the SRC President should prepare a brief end-of-year report to Council on activities undertaken by SRC during the year.
 - In parallel, the SRC Executive should prepare a slightly longer report on all aspects of representation and engagement, including a specific reflection on the effectiveness of student engagement work.
 - The latter report should be discussed with the Exec at a Dean of Studies' termly lunch meeting, which may agree actions to be taken forward as a result.
 - This main SRC report should also be brought to the next meeting of the Learning & Teaching Committee (and where relevant the Research Degrees Committee), to prompt reflection on how student engagement has been working from a staff perspective.
 - This should feed in to further development of the student engagement strategy. It may be desirable to consider whether any meaningful or measurable 'key performance indicators' can be set for student engagement.

Such review work should consider engagement processes and structures, the extent to which different student groups have been drawn in, and the impact of enhancements made.

LSHTM Student Representation and Engagement policy

As approved by Senate and the SRC Executive; 09 July 2013.

Student Representation and Engagement Policy

APPENDIX 1: ELECTION MECHANISMS

Election of course and department reps

1. **Who may be a rep:** As per the SRC Constitution, reps are elected by course for award-bearing taught courses, and by department for research degrees.
 - (i). Between one and three reps should be elected for each course or department, depending on student numbers. Typical expectations for the number of reps for each course or department are set out at **Annex 2**.
 - (ii). For courses or departments with substantive proportions of students studying through different modes, the appointment of reps should where possible reflect this.
 - (iii). For the DrPH professional doctorates, course reps may be elected specifically for the taught component, in addition to departmental reps being responsible for all research degrees students at any stage of study in their department.
 - (iv). Nominees for rep positions must be 'from' (i.e. registered for/in) the course or department they are standing to represent.
 - (v). Registered SRC members may only vote in relation to their own course or department.
 - (vi). Honorary and temporary SRC members are not eligible to vote or stand for election as course or department reps.

2. **Election process:** The Returning Officer responsible for co-ordinating all elections will delegate responsibility for organising the election of course and department reps to relevant 'organisers' – either Course Directors and Department Research Degrees Co-ordinators, or other staff or students who are in a position to help (such as previous reps who are still registered students). These rep elections are expected to operate on a relatively informal but open and democratic basis.
 - (i). At the start of the Autumn Term of each academic year (or at the beginning of any short course starting at a different time of the year), organisers should ask their students for rep nominations, and set a deadline for nominations plus a date (at least a few days after this) for the class/group to make appointments – indicating how this will operate.
 - (ii). If it is possible for the majority of the class or departmental group to meet physically at one particular time, the organiser should arrange this – for the appointment of reps to be confirmed then. In cases where not all students can meet together (e.g. for distance learning), or particular students cannot attend on the date set, they may give their vote to the organiser in advance via email or another appropriate electronic method.
 - (iii). Students interested in acting as a rep may self-nominate or have their name put forward by others, though in the latter case they must be willing to take on the role. Nominees should be willing to speak briefly (ahead of peers voting at a meeting) or provide some short text for circulation (if voting will be electronic) about what they believe they can bring to the role. Nominees who are part-time students should identify themselves as such, with a view to particularly representing the views and needs of their peers.
 - (iv). By shortly after the deadline for nominations, the organiser should circulate details of all names received. However further nominations may be made and received after this, up to the date set for making appointments.
 - (v). Where nominations are uncontested (i.e. the number of nominations does not exceed the number of vacancies), appointments may be made on the designated date without formal voting. This is expected to be relatively common. Where insufficient nominations are received to fill vacancies, the organiser should prompt again for nominations and may specifically ask individuals to stand, with this election process then repeating. If the organiser believes it will not be possible to find a willing rep, this should be reported to the Returning Officer and the position(s) may be left vacant.

- (vi). If there are more nominations than vacancies for particular positions, a vote will take place. Voting at a physical meeting shall be by show of hands (also counting any advance votes received from absentees – though note that proxy voting is not permitted). Electronic votes shall be counted by the organiser. The Returning Officer may audit any voting process. Rep positions to be filled by part-time students should be voted for separately, although all students (not just part-timers) may vote for such appointments, and part-timers may also vote for all other positions.
 - (vii). Course and department rep positions should usually be filled by approximately four weeks after the start of the academic year – which may be before the SRC Exec are elected.
 - (viii). Where a vacancy arises after the ‘main’ rep elections for a course or department (e.g. because a rep has had to step down after also being elected to SRC Exec), the above election processes should be re-run in a timely fashion to fill that vacancy only.
3. **Announcement of results:** Once all rep appointments have been confirmed, their names and contact details should be circulated to all students on the course or in the department, and to the Returning Officer who will pass them on to the Registry. Lists of all elected reps will be maintained by the Registry and normally made publicly available, or otherwise be available for any registered student to inspect on request.
4. **Other ‘representative’ students:** Reps shall not normally be elected for individual modules or non-award-bearing short courses. However, from time to time students in such groups may collectively choose to nominate reps from among their number to liaise with staff or the SRC. Such individuals do not have the formal status, privileges or rights of elected Representative members of SRC; but provided they have been selected in an open and democratic way, shall be treated by the School and SRC as appropriate representatives from those groups.

Election of SRC Executive Officers

5. **Election systems:** As per the SRC Constitution, election of Executive Officers should always be by secret ballot, overseen by a Returning Officer appointed by the School.
- (i). The Returning Officer will be the Dean of Studies or her nominee. Elements of responsibility may be delegated to other members of staff, and to previous Exec Officers or student reps who are standing down at the end of their term. The Returning Officer and any persons they nominate to support election processes shall be strictly bound to preserve the security of voting and the confidentiality of secret ballots.
 - (ii). A suitable secure electronic system should be used to allow fully participative voting. This should allow full ‘one member, one vote’ participation by all registered students, including those based away from LSHTM premises. Proxy voting (students authorising others to vote on their behalf) is not permitted.
 - (iii). Voting should conform to the Electoral Reform Society’s ‘ERS97’ Single Transferable Vote guidelines – see www.electoral-reform.org.uk/?PageID=483 . This form of proportional representation, whereby electors can rank candidates in order of preference, is promoted by the National Union of Students as the fairest electoral system, and supported by election software commonly used by Student Unions.
 - (iv). In the event of a dispute regarding election outcomes or the interpretation of agreed processes, the decision of the Returning Officer shall be final.
 - (v). The Returning Officer should work with the outgoing SRC at the end of each academic year to ensure that any appropriate changes to election processes are considered and mutually agreed for implementation in the next year.
6. **Who may be an Executive Officer:** Only SRC members registered with the School for a course of study lasting at least nine months are eligible to be elected as Executive Officers.
- Candidates for the Taught Courses and Research Degrees Vice-President posts are respectively expected to be taught course or research degree students themselves, although election to these posts will be by the full student body and not by a sub-set.

- Distance learning students *may* stand for election just like any other students. However, pending more extensive consideration of how best to engage SRC and distance learners, they should at present be gently discouraged from standing. If there is strong interest from distance learners in having representation on SRC Exec, the School and SRC may jointly agree the creation of an appropriate position (though note that the School cannot fund travel to London by distance learning student reps). Otherwise, it is felt that having DL students constitute the majority of the SRC membership and electorate will automatically help to raise the profile and importance of distance learning among Executive Officers.

7. **Election process:** Exec elections should normally take place annually, at the start of the academic year. Specific further elections may be run in the event that any Exec Officer vacancies should arise later in the year.

Nominations

- (i). In the first week of the Autumn Term, the Returning Officer should contact all students with details of the SRC Exec posts to be elected, asking for nominations (with a deadline), and explaining when and how elections should take place. Such messages should be communicated by email and through other appropriate channels, e.g. putting up posters, asking staff to mention SRC elections as part of induction activities, etc.
- (ii). Candidates for Executive Officer roles must be nominated and seconded by two other SRC members (who may fall into any category of membership) – with nominations usually being put to the Returning Officer via email. They should supply up to 250 words of text in support of their candidacy.
- (iii). Candidates may stand for more than one Exec post. This may be of particular interest to those standing for President, as providing strong candidates the opportunity to be elected to an alternative role.
- (iv). The Returning Officer will set a clear deadline for nominations to be received, ahead of main hustings events and in good time ahead of voting opening.
- (v). Should no nominations be received for a particular position, the Returning Officer will re-open nominations for this – with election to that post potentially be held later than election to other posts. Staff may encourage individual students to stand. If it is not possible to find a willing candidate, the Returning Officer may determine that the position be left vacant.
- (vi). Candidates may withdraw from the process at any time, by notification to the Returning Officer. If this happens after nominations have been circulated, the Returning Officer will let students know as part of their next general communication to electors. Depending on timing, the names of withdrawn candidates may still appear on the ballot.

Campaigns

- (vii). After the closing date for nominations, the Returning Officer will email all electors with details of candidates' names, the positions they are standing for, their nominators and seconders, and the supporting statements they have provided.
- (viii). The Returning Officer will arrange at least one hustings event at which candidates will be invited to speak directly to students. A time limit of 3 minutes will apply for speeches, to enable such events to be run in a timely fashion (e.g. over a lunchtime between lectures). At the conclusion of speeches, it is good practice for candidates to re-iterate their name and the position(s) for which they would like to be considered. Online hustings, e.g. via VLE discussion boards, may also be arranged; and candidate details may be posted on the SRC website.
- (ix). The Returning Officer will also provide guidance on how candidates should campaign – e.g. that they should not send out mass emails to fellow students, although approaches such as publicity in designated areas may be acceptable, subject to rules such as using adhesive putty rather than adhesive tape to put up posters.
- (x). The Returning Officer will usually arrange to send out – typically no more frequently than weekly ahead of the election – further campaign update emails on behalf of

candidates, with any messages from them (presented in a randomised order) to supplement their original statements.

Voting

- (xi). The Returning Officer will ensure all eligible electors are supplied with details of how to vote, using a secure electronic system. Typically, voting should open two weeks after nominations close and candidate details are circulated; and the poll should remain open for a one-week period to maximise participation by all students including distance learners. The Returning Officer will arrange publicity encouraging all students to vote.
 - (xii). The results of votes for contested positions will be tallied and checked by the Returning Officer plus one other member of staff. They will sign off the overall results and provide a record copy to the Secretary and Director of Planning & Resources, who may request to audit the process.
 - (xiii). In the event that a candidate who has stood for more than one position gains the most votes for more than one, the Returning Officer will contact them before the formal release of results, and they shall be appointed to their first preference of positions; with the other positions being filled by the candidates with the next highest number of total votes achieved under the election system used.
 - (xiv). Should nominations be uncontested for a particular post, that candidate may expect to be appointed, but that position will still be included in the ballot and the candidate must receive a minimum of five votes (i.e. from themselves, their nominator and seconder, and at least two other students) in order to be appointed.
 - (xv). A minimum turnout of 3% of the eligible electorate must vote in order for the election to be treated as valid. If turnout is lower, the results of the election will be set aside, the appointment of Officers deferred, and a new election process initiated from the nominations stage – with very active involvement by School staff in encouraging as many students as possible to participate.
8. **Announcement of results:** Election results will be announced by the Returning Officer at a pre-arranged time to candidates and the student body. The Returning Officer will pass details of elected Executive Officers on to the Registry, who will maintain master lists. Officers' names will also be made publicly available on SRC web pages.
- If a Representative member is elected to be an Executive Officer, that person shall cease to be a rep for their course or Department, and a specific new election shall be held for the course or Department to fill the rep vacancy arising.
9. **Post-election activities:** Once the new SRC Executive have been appointed, the Returning Officer and other key staff will liaise with them to:
- (i). Induct them into their roles, including through provision of handover notes and meetings with key staff (see section on Induction and Training in the main body of the Student Representation and Engagement policy).
 - (ii). Arrange an initial informal open meeting for London-based students to be able to speak to the new Exec shortly after their election, including to raise any key emerging issues. Remotely-based students may be given a similar opportunity via VLE discussion boards.
10. Where an Executive Officer's term of office ends early, for whatever reason, a further specific election should normally be held (in a timely fashion, in line with the above election processes) to fill this vacancy for the remainder of the year. If such a single such vacancy arises in Term 3, then the Secretary and Director of Planning & Resources and the remainder of the SRC Exec may jointly agree not to hold an election and to finish the academic year with that post vacant.

Student Representation and Engagement Policy

APPENDIX 2: CONSTITUENCIES FOR ELECTED REPRESENTATIVES

Numbers of student representatives by course/dept and mode of study

1. The following table sets out typical numbers of student reps expected to be elected from each course or department, depending on student numbers; it also indicates where specific representation for part-time students may be appropriate.
2. Suggested ratios are: courses with 1-30 students = 1 representative; 31-100 students = 2 representatives; over 100 = 3 representatives.
3. Additional student representatives may be appointed where the role is taken on as a job-share.

Course/Dept	Typical total no.	Typical % part-time	Typical no. of reps	Typical no. of PT reps
<i>MScs taught face-to-face</i>				
Public Health (will normally be 2 student representatives per Tutor Group: 4 groups of over 31)	129	32%	8	1 to 2
Public Health in Developing Countries	70	14%	2	0
Tropical Medicine & International Health	55	7%	2	0
Health Policy, Planning & Financing	48	20%	2	0 to 1
Epidemiology	44	28%	2	1
Molecular Biology of Infectious Diseases	40	0%	2	0
Control of Infectious Diseases	38	8%	2	0
Medical Statistics	26	51%	1	1
Veterinary Epidemiology	22	9%	1	0
Immunology of Infectious Diseases	21	5%	1	0
Medical Microbiology	20	5%	1	0
Global Mental Health	20	0%	1	0
Reproductive & Sexual Health Research	17	27%	1	0 to 1
Nutrition for Global Health	15	21%	1	0 to 1
Biology and Control of Disease Vectors	14	4%	1	0
Demography & Health	13	16%	1	0
Medical Parasitology	13	10%	1	0
Public Health for Eye Care	11	5%	1	0
<i>Short awards taught face-to-face</i>				
Certificate in Pharmacoepidemiology & Pharmacovigilance	20	0%	1	None
Diploma in Tropical Medicine & Hygiene	70	0%	2	None
East African Diploma in Tropical Medicine & Hygiene	60	0%	2	None
Diploma in Tropical Nursing	65	100%	2	All
Postgraduate Certificate in Learning and Teaching	120	100%	3	All
<i>MScs/Dips/Certs by distance learning</i>				
DL Public Health	1159	100%	3	All
DL Epidemiology	549	100%	3	All
DL Infectious Diseases	381	100%	3	All
DL Clinical Trials	302	100%	3	All
DL Global Health Policy	147	100%	3	All

<u>Course/Dept</u>	<u>Typical total no.</u>	<u>Typical % part-time</u>	<u>Typical no. of reps</u>	<u>Typical no. of PT reps</u>
<i>Research degrees</i>				
Department of Clinical Research (ITD)	43	53%	2	1 or 2
Department of Disease Control (ITD)	58	43%	2	1 or 2
Department of Global Health & Development (PHP)	58	33%	2	1
Department of Health Services Research & Policy (PHP)	41	51%	2	1 or 2
Department of Immunology & Infection (ITD)	20	35%	1	1
Department of Infectious Disease Epidemiology (EPH)	39	26%	2	0 or 1
Department of Medical Statistics (EPH)	11	36%	1	1
Department of Non-communicable Disease Epidemiology (EPH)	21	38%	1	1
Department of Pathogen Molecular Biology (ITD)	28	39%	1	1
Department of Population Health (EPH)	45	36%	2	1
Department of Social & Environmental Health Research (PHP)	38	50%	2	1 to 2
DrPH Taught Component	12	<i>n/a</i>	1	0
GRAND TOTAL			c. 77	c. 22

4. These details should be kept updated from year to year, based on the recommendations of the SRC Executive with appropriate input and advice from the School.

Last updated July 2013, based on student numbers and typical expectations as at 2012-13.

Student Representation and Engagement Policy

APPENDIX 3: STUDENT REPRESENTATION ON SCHOOL COMMITTEES

Appointment of student members to committees

1. Various LSHTM committees are constituted to include student reps as members. For some, e.g. Council, individuals may automatically become *ex officio* members as a result of election to their role. For others, nominations should be sought and then put forward by SRC as follows:
 - (i). Shortly after the election of student reps and Executive Officers in the Autumn Term of each academic year, the SRC Vice-President (Communications and Activities) should circulate details of all committees with available student member positions. These details will have been supplied by relevant administrative liaison staff. Details should at least be emailed to all Representative members and Exec Officers, and posted on SRC web pages or similar for visibility by all potentially interested students.
 - (ii). Any student interested in taking on such a role should contact the SRC Vice-President (Communication & Activities) to have their name put forward. As well as self-nominating, students may have their name put forward by others – in which case the VP C&A would need to check if they would be happy to take on the role. The criteria for certain specific positions may indicate that they should be elected/nominated by particular groups of reps or students (e.g. research degrees reps within each Faculty proposing student members for RDC).
 - (iii). The SRC Vice-President (Communication & Activities) is responsible for co-ordinating the process for refining and putting nominations forward. Details of all nominations should be discussed at an SRC Exec meeting, which may choose to add further nominations.
 - Where a nomination is uncontested, it should be put forward directly.
 - If there are more nominations than vacancies for particular positions, the VP (C&A) should informally liaise with candidates to see if they can mutually agree which will stand. If they cannot agree and the position remains contested, the appointment should be put to a secret ballot at the next SRC General Meeting.
 - If no nomination is received for a particular position, the SRC Vice-President (Communications and Activities) shall follow up subsequently to identify potential candidates, reporting to the SRC President before formally putting names forward.
 - (iv). If an individual does not wish to accept an appointment, they may do so by notification to the SRC Vice-President (Communications and Activities).
2. Nominations for student committee members on the basis indicated above should be put forward by the Vice-President (Communications and Activities) to the relevant administrative liaison staff. Appointments shall normally be ratified automatically by the relevant committee Chairs on behalf of the School. After appointment, if a student member wishes to step down they should notify the committee Chair in writing (normally via email), copied to the SRC Vice-President (Communications and Activities).
3. The appointment of further student reps to relevant School working groups, or to participate in other activities during the year, or where a committee vacancy arises during the year, should be co-ordinated via the SRC Vice-President (Communications and Activities) on the basis indicated above, where it is appropriate that the SRC be involved in such appointments.
4. In the event that a relevant Committee Chair or another member of School management staff disputes the suitability of an appointment, attempts should be made to informally resolve the matter with through dialogue with the SRC Exec, whose decision shall be adopted. If School staff are still unhappy with this decision, it may be taken up via the SRC Complaints procedure.

5. Induction and training for students taking part in committee work is available as set out in the main Student Representation & Engagement policy.
6. As per the SRC Constitution, Student representatives appointed to LSHTM committees are expected to attend all notified meetings. If a student representative is unable to attend a committee of which they have been appointed a member, they or the SRC Vice-President (Communications and Activities) or the SRC President may nominate an alternate rep to attend that particular meeting.

List of committees with appointed student reps

7. The following list sets out all LSHTM committees whose constitutions include student representative members. Further details about most committees, including meeting dates, can also be found at intra.lshtm.ac.uk/management/committees

Committee name	Number and appointment of student reps	Role of committee and frequency of meetings
<i>Governing body level</i>		
Council	1 rep – the SRC President, appointed <i>ex officio</i>	The governing body of the School. <ul style="list-style-type: none"> • Meets approx. once per term.
<i>Internal institutional level – Senate and its education subcommittees</i>		
Senate	5 reps, 2 from MScs and 3 from Research Degrees (one from each Faculty). <ul style="list-style-type: none"> • Open nominations. Typically the SRC President or another Exec Officer may fill one MSc role, and the rep from LTC the other; while the RD roles may usually be filled from among elected RD reps. 	Oversees (and advises Council on) high-level matters connected with the strategic development and management of the School's education and research work – including approving formal regulations. <ul style="list-style-type: none"> • Meets twice annually.
Learning and Teaching Committee (LTC)	Normally 1 rep from a F2F MSc course – but constitution simply says 'Student Representatives' and is open to the appointment of more. <ul style="list-style-type: none"> • Open nominations. It is preferable that at least one student member be a course rep or Exec Officer. 	Oversees (and advises Senate on) the management and strategic development of learning, teaching, assessment and student support across the School's taught courses – setting key policies etc. <ul style="list-style-type: none"> • Meets once per term.
Research Degrees Committee (RDC)	3 reps, one from each Faculty. <ul style="list-style-type: none"> • The elected department reps for departments within each Faculty should nominate one rep per Faculty to be a member of the School RDC. 	Oversees (and advises Senate on) the management and strategic development of research degree studies and support across LSHTM – setting key policies etc. <ul style="list-style-type: none"> • Meets once or twice per term.
Successor to old Information Services Advisory Group (ISAG)	1 rep, who may be any type of student <ul style="list-style-type: none"> • Open nominations. 	ISAG has been disbanded in 2013 but new replacement committee(s) being set up – to cover IT, AV, communications, Library, learning resources, e-learning (previously in remit of e-learning innovations group), etc.
<i>Faculty and course-level education-related committees</i>		
Faculty Research Degrees Committees (FRDCs)	1-4 reps, one from each department. <ul style="list-style-type: none"> • The elected department reps for departments within each Faculty should nominate one rep per department to be a member of FRDC. 	Oversees the management, operation and development of research degree studies within each Faculty. <ul style="list-style-type: none"> • Meets once or twice per term.
Course Committees (CCs)	1-3 reps, or in some cases more (see Annex 2 to this document). <ul style="list-style-type: none"> • The elected course reps for each course are automatically members. 	Oversees the management, operation and development of courses/awards under its remit. <ul style="list-style-type: none"> • Meets once or twice per term.

Committee name	Number and appointment of student reps	Role of committee and frequency of meetings
<i>Internal institutional level – other committees reporting to through to the Council</i>		
Equal Opportunities Committee (EOC)	1 rep, who may be any type of student <ul style="list-style-type: none"> Open nominations. 	Oversees (and advises Senate on) Equal Opportunities policies and procedures, including monitoring relevant data and responding to legislative developments. <ul style="list-style-type: none"> Meets once per term.
Observational Research Ethics Committee (OREC)	1 rep, who should be an RD student <ul style="list-style-type: none"> Open nominations. 	Oversees (and advises Senate on) ethics for observational/social research. Note, reps should take part in meetings of the committee, but are not involved in reviewing/approving ethics submissions. <ul style="list-style-type: none"> Meets approx. once per term.
Interventions Research Ethics Committee (IREC)	1 rep, who should be an RD student <ul style="list-style-type: none"> Open nominations. 	Oversees (and advises Senate on) ethics for observational/social research. Note, reps should take part in meetings of the committee, but are not involved in reviewing/approving ethics submissions. <ul style="list-style-type: none"> Meets approx. once per term.
Safety Committee	2 reps, 1 MSc and 1 RD student <ul style="list-style-type: none"> Open nominations. 	Oversees (and advises Senate on) health, safety, security and welfare matters relevant to the School's work. Has advisory sub-groups on Biological Safety and Radiation Protection which consist of relevant expert staff only. <ul style="list-style-type: none"> Meets approx. once per term.

8. Student reps may also appointed as per the standard procedures above for liaison with affiliated or other relevant external bodies, including:

<i>External bodies on which LSHTM students may be represented or nominated as link-persons</i>	
University of London Union (ULU) – expected to be disbanded and replaced with a new body from approx 2014.	1 student (any type) nominated by SRC to attend monthly ULU Council meetings. Also responsible for disseminating information to students about ULU clubs, societies, events and news etc.
National Union of Students (NUS)	1 student (any type) nominated by SRC as a liaison with NUS – typically this will be an SRC Exec member. Responsible for disseminating relevant information to students about NUS campaigns, events and news etc. There is a dedicated email account for this, nusrep@lshtm.ac.uk .

9. Students may also be represented on less formal groups and meetings, e.g. Sustainability Group which has previously advised SLT. Appointments should be made as per the standard procedures above, or as per specific Constitution and Terms of Reference for each such group.

Committees which do not have student reps

10. The following LSHTM committees do not currently include student reps, but are listed for completeness.

Committee name	Number and appointment of student reps	Role of committee, and frequency of meetings
Finance-related sub-committees of	No student reps on the following:	Various sub-committees of Council dealing with finance and resources

Council	<ul style="list-style-type: none"> • Planning & Finance Committee • Audit Committee • Investments Sub-committee • Remuneration Committee • Estates Sub-committee 	matters. Meet approx. annually to termly.
Other sub-committees of Council	No student reps on the following: <ul style="list-style-type: none"> • Membership Committee • Conferment of Titles Committee • Senior Staff Review Committee • Staff Review Committee • Clinical Trials Sub-committee 	Various sub-committees of Council dealing with governance and academic management matters. Meet approx. annually to termly.
Senior Leadership Team	No student reps	Senior management executive committee, advises the Director and meets approx. fortnightly.
Senate Executive Group (SEG)	Currently no reps <i>[may wish to change this to include student reps in the future]</i>	Oversees, considers and approves operational and non-strategic business on behalf of Senate. <ul style="list-style-type: none"> • Meets four times annually.
Quality & Standards Committee (QSC)	Currently no reps <i>[may wish to change this to include student reps in the future]</i>	Oversees (and advises Senate on) the management and strategic development of learning, teaching, assessment and student support across the School's taught courses – setting key policies etc. Ensuring academic quality and standards of the School's taught courses. <ul style="list-style-type: none"> • Meets four times annually.
Distance Learning Steering Group	Currently no reps <i>[may wish to change this to include student reps in the future]</i>	Sub-committee of LTC with a specific focus on distance learning matters. <ul style="list-style-type: none"> • Meets once per term.
Teaching Management Group	No student reps	Teaching management executive sub-committee of LTC, advises the Dean of Studies and meets approx. three-weekly.
MSc Research Ethics Committee	No student reps	Oversees (and advises Senate on) ethics for observational/social research. Note, reps should take part in meetings of the committee, but are not involved in reviewing/approving ethics submissions. <ul style="list-style-type: none"> • Convenes both virtually and physically during peak period for MSc project ethics approvals.
Faculty Management Groups	No student reps	Senior Faculty-level management committees dealing with staffing, finance, resources and other academic management matters. Meet approx. once or twice per term.
Faculty Teaching Committees	No student reps since 2003-04 – instead, each Faculty holds specific termly staff-and-MSc-student liaison meetings as a more focused opportunity to consider matters pertinent to the student body.	Teaching management forum for each Faculty, reporting to both LTC and relevant FMG.