



Student Representation and Engagement Policy

Document Type	Policy & Code of Practice
Document owner	Academic Registrar
Approved by	Senate Student Experience Committee
Approval date	16 May 2019
Review date	May 2021
Version	2.0
Amendments	May 2019 – Updated as part of review of SRC Constitution. Revised to reflect changes to roles, terminology, committees and departments. Number of representatives increased to a minimum of 2 per programme
Related Policies & Procedures	SRC Constitution and Standing Orders Student Feedback Code of Practice

1. SCOPE (i.e. who does this affect)

1.1 This policy is relevant to Student Representative Council Executive Officers, representatives and members, Heads of Departments, Programme Directors and LSHTM Committee Chair's.

2. PURPOSE AND OVERVIEW (i.e. brief statement on what the policy is and how it complies with national frameworks, legislation and other policies etc.)

2.1 This document sets out the overall approach by which LSHTM 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').

2.2 This policy should be seen as helping to define the respective roles of LSHTM and SRC on matters where they will work together – linking structures and processes set by LSHTM, 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 LSHTM's involvement in supporting SRC elections, and students' involvement in supporting School quality processes including committees and other activities.

3. POLICY

3.1 This policy aims to actively involve the LSHTM student body in shaping the learning opportunities offered – through both work by representatives and collective involvement. The intended benefits of this are:

- 3.1.1 Improving educational quality through input from students as key stakeholders, bringing directly-relevant current or recent experience.
- 3.1.2 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.



- 3.1.3 LSHTM and the student body (through SRC) will endeavour to take the following approaches to student representation and engagement:
- 3.1.4 Student representation: the student body (through the SRC) will work both with one another and in partnership with LSHTM staff and structures to help strengthen the learning community.
- 3.1.5 Student engagement: LSHTM 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.
- 3.1.6 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 programme, department, Faculty and institutional levels. Such reps will be expected to faithfully and effectively gather and advance the views of those they represent.
- 3.1.7 General input: in line with the Student Feedback code of practice, LSHTM 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.
- 3.1.8 Communication: LSHTM 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.
- 3.1.9 Timeliness: LSHTM 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.
- 3.1.10 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 LSHTM.
- 3.1.11 Recognising diversity: representation and engagement mechanisms should be tailored and flexible to best serve LSHTM’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.
- 3.1.12 Promoting collegiality: LSHTM 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.
- 3.2 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 LSHTM. 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.

4. Code of Practice

The role of SRC in student representation and engagement

- 4.1 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 there should be a complaints procedure available to all staff and students.



- 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.

4.2 LSHTM 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.

- 4.2.1 Student representatives, including SRC Executive Officers and programme and department reps, will be elected in line with the procedures in Annex 1.
- 4.2.2 Reps will be elected for specific programmes and departments as defined in Annex 2.
- 4.2.3 Student members will be appointed to LSHTM committees as set out in Annex 3.
- 4.2.4 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 programmes and departments where there are multiple reps, they may share or divide responsibilities appropriately between them to help represent their constituency.

4.3 LSHTM 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 LSHTM is working with SRC reps and other students, and (ii) further opportunities for students to help shape the LSHTM learning experience.

4.4 It is recognised that all students including distance learners are full members of SRC. However, due to the differences between face-to-face study and distance learning some communication and engagement mechanisms will necessarily be different.

4.5 LSHTM will be responsible for ensuring that any students who opt out of SRC membership are not disadvantaged, e.g. in access to LSHTM facilities, services or learning opportunities. Such students may engage directly with LSHTM 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.

4.6 LSHTM 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:

- 4.6.1 Clear and concise but sufficiently comprehensive written guidance about what reps in different types of roles – including SRC Executive Officers, programme 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 LSHTM (via the Academic Registrar).
- 4.6.2 Holding an induction event for new reps, normally annually in the autumn term. This should ideally be organised jointly between students and LSHTM; however, if annual student turnover makes it difficult for outgoing reps to participate in inducting new ones, LSHTM may be expected to lead on organising and running such induction activities.
- 4.6.3 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 LSHTM staff.



4.7 To help support the effective work of SRC, specific senior officers will be expected to meet 'opposite number' SRC Exec Officers shortly after their election to give them initial guidance in their role. The key links should be:

- SRC President with the Director and/or Provost – re. overall strategic matters, including Council and Senate business.
- SRC Vice-President (Taught Programme Communications & Activities) with the Head of Communications & Engagement– re. communications, events etc.
- SRC Vice-President (Doctoral Degree Communications & Activities) with Head of Communications & Engagement and Head of Doctoral School re. doctoral degree matters.
- SRC Vice-President (Finance & Operations) with the Director of Finance – re. budget, finances and accounting
- SRC Vice-President (Doctoral Degrees) with the Head of the Doctoral School re. doctoral degree matters.
- SRC Vice-President (Taught Programmes) and SRC Vice-President (Distance Learning) with the Pro-Director Education and Associate Dean for Student Experience re. taught programme matters, including teaching, student services, and facilities.

4.8 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, message boards, online social networks etc.).
- Be aware of the most appropriate channels to represent student views to LSHTM, or otherwise take part in engagement activities.
- LSHTM and SRC should regularly review how effective such training is felt to be, and seek to improve it where appropriate.

4.9 LSHTM 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 and Academic Standards team) on how to make their contribution as effective and beneficial as possible.

4.10 LSHTM 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 LSHTM's financial systems, etc. Access to such training may be decided on a case-by-case basis at the discretion of the Pro-Director Education or the Academic Registrar, who will also be prepared to consider evidenced arguments for support in taking external training where may be appropriate.

4.11 LSHTM 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, Programme Directors, committee chairs, student support staff, etc. Relevant points should be highlighted across standard job descriptions, in role inductions by senior staff like Taught Programme Directors, in staff development sessions, etc.

Staff-student liaison responsibilities

4.12 The Pro-Director Education will be the key LSHTM senior manager responsible for liaising with SRC on student representation matters. This is distinct from the role of the Secretary and Registrar, who as per the SRC Constitution is responsible for liaising with SRC on any significant internal SRC matters. Other senior staff can also help mentor and advise SRC Exec members (see above).



- 4.13 The Pro-Director Education will organise informal meetings, again approx. termly, with the SRC Exec and key staff from student-facing functions.
- 4.14 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 programmes and modules within the Faculty. Note that while individual Programme 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 programmes.
- 4.15 Doctoral degrees students should have the opportunity to engage with their academic Faculties and Departments through:
- 4.15.1 the participation of all RD students in regular departmental meetings, as equal colleagues alongside staff;
- 4.15.2 further specific engagement between reps and staff at department level;
- 4.15.3 the participation of RD student reps in Faculty Research Degrees Committee meetings.
- 4.16 The Academic Registrar 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

- 4.17 LSHTM has a Student Feedback code of practice that sets out policy and recommended practice for how the School LSHTM will collect and follow up on feedback from students about their experience. This includes feedback collected through surveys (especially end-of-year LSHTM wide surveys), evaluations (particularly at programme and module level), structured discussion sessions (e.g. linked to programme evaluations), etc
- 4.18 SRC will be invited to comment and provide suggestions for inclusion in surveys and questionnaires – via the SRC Executive for LSHTM-wide surveys and through programme reps etc. for programme level evaluations.
- 4.19 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 LSHTM staff (as directed by the Academic Registrar or Pro-Director) 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.
- 4.20 LSHTM will provide the SRC Executive 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.
- 4.21 LSHTM 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 LSHTM committees

- 4.22 A list of committees that include student reps as members is given at Annex 3. Through involvement in committees, LSHTM expects to give students the opportunity to contribute to matters including: delivery of teaching and supervision; programme organisation; learning resources; assessment approaches; student support and guidance services; and other aspects of the student lifecycle from application, admission and induction onward.



- 4.23 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.
- 4.24 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 that are not relevant are left to the end (allowing student members to leave then).
- 4.25 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 that 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 that make resource allocation and staffing decisions).
- 4.26 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.
- 4.26.1 The nature of matters discussed which will vary according to the level discussions are taking place at (e.g. institutional, Faculty, programme 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.
- 4.26.2 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 programme 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 programmes and groups; careers and employability information.
- 4.26.3 Students and staff should be expected to maintain appropriate individual and commercial confidentiality in either discussing information or determining not to share it.
- 4.26.4 LSHTM 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

- 4.27 In addition to involvement in formal or standing committees, LSHTM 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 programme delivery.
 - Student membership of validation panels to approve new programmes (or substantive changes to programme), also looking at curriculum design and programme content.
 - Student involvement in working groups or project groups setting out to achieve particular goals.

Involvement of alumni



4.28 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 programme may actually be better positioned to provide a well-informed and reflective perspective.

Student activities and societies

4.29 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 the Academic Registrar and Student Communications & Engagement Manager, 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.

4.30 SRC and LSHTM 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 LSHTM 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.

4.31 SRC and LSHTM will also support clubs and societies that 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 LSHTM's collegial atmosphere and the fact that the demographics and interests of LSHTM'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.

4.32 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), LSHTM 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.

4.33 SRC and LSHTM 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 Student Central; and links with the National Union of Students.

Student welfare and representation for individuals

4.34 SRC will work with LSHTM to assist individual students who need specific support or representation by signposting to relevant LSHTM services– for example regarding welfare, hardship or disability, or if involved in cases where LSHTM procedures are being applied such as for Assessment Irregularities, Complaints, Appeals, Discipline, etc.

4.35 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 programmes and doctoral degrees can serve as a first point of contact) to discuss their case, ask for advice, and ask for a rep to accompany them to meetings or hearings. LSHTM staff may share otherwise confidential information with a specific rep where the affected student has given explicit permission to do so.



Valuing students' contributions

4.36 LSHTM 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. LSHTM 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.

4.37 LSHTM 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 Pro-Director's termly 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 Senate Student Experience Committee (and where relevant the Senate Doctoral Degrees Committee and Senate Taught Degree 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.

4.37.1 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.

5. APPENDICES

5.1 APPENDIX 1: Election Mechanisms

Election of programme and department reps

1. Who may be a rep: As per the SRC Constitution, reps are elected by programme for award-bearing taught programmes, and by department for research degrees.
 - (i). Between one and three reps should be elected for each programme or department, depending on student numbers. Typical expectations for the number of reps for each programme or department are set out at Appendix 2.
 - (ii). For programmes 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, programme 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 programme or department they are standing to represent.
 - (v). Registered SRC members may only vote in relation to their own programme or department.
 - (vi). Honorary and temporary SRC members are not eligible to vote or stand for election as programme or department reps.

2. Election process: The Returning Officer responsible for co-ordinating all elections will delegate responsibility for organising the election of programme and department reps to relevant 'organisers' – either Programme Directors and Department Doctoral 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 programme starting at a different time of the year), organisers Programme Directors 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). Programme 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 programme 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 programme 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 programmes. 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 Academic Registrar or his 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 <https://www.electoral-reform.org.uk/voting-systems/types-of-voting-system/single-transferable-vote/> . 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 programme of study lasting at least nine months are eligible to be elected as Executive Officers. Candidates for the Taught Programmes and Doctoral Degrees Vice-President posts are respectively expected to be taught programme or doctoral degree students themselves. Candidates for the Vice President (Distance Learning) should be a distance-learning student, although election to these posts will be by the full student body and not by a sub-set.

7. Election process: Exec elections should normally take place twice annually, at the start of the academic year in October and in January. 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 First and Second Terms , 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 to ensure fairness, good order and respectful conduct.–
- (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 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 Registrar, 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 retain details of elected Executive Officers in the Teaching Support Office, 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 programme or Department, and a specific new election shall be held for the programme 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 including the Head of Doctoral School and Associate Dean for Student Experience, 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 Registrar 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.



5.2 APPENDIX 2: Constituencies for Elected Representatives

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

1. The following table sets out typical numbers of student reps expected to be elected from each programme or department, depending on student numbers; it also indicates where specific representation for part-time students may be appropriate.
2. It is suggested that all programmes have a minimum of 2 representatives, with those programmes of over 100 students having 3 representatives.
3. Additional student representatives may be appointed where the role is taken on as a job-share.

Programme/Department	Typical total no.	Typical % part-time	Typical no. of reps	Typical no. of PT reps
MScs taught face-to-face				
Public Health (will normally be 2 student representatives per Tutor Group: 4 groups of over 31)	173	29%	8	1 to 2
Control of Infectious Diseases	56	10%	2	0
Health Policy, Planning & Financing	54	26%	2	1
Epidemiology	51	15%	2	1
Public Health in Developing Countries	44	14%	2	0
Medical Statistics	36	36%	2	1 or 2
Reproductive & Sexual Health Research	36	28%	2	0 to 1
Tropical Medicine & International Health	34	24%	2	0 to 1
Global Mental Health	32	10%	2	0
Nutrition for Global Health	27	15%	2	0 to 1
Medical Microbiology	25	0%	2	0
Demography & Health	21	10%	2	0
Medical Parasitology	19	0%	2	0
One Health (Infectious Diseases)	16	0%	2	0
Immunology of Infectious Diseases	14	14%	2	0
Veterinary Epidemiology	12	25%	2	0 or 1
Public Health for Eye Care	11	1%	2	0
Medical Entomology for Disease Control	7	28%	2	0 to 1
Molecular Biology of Infectious Diseases	7	0%	2	0
Short awards taught face-to-face				
Certificate in Pharmacoepidemiology & Pharmacovigilance	20	0%	2	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
MScs/Dips/Certs by distance learning				
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

Programme/Dept	Typical total no.	Typical % part-time	Typical no. of reps	Typical no. of PT reps
-----------------------	--------------------------	----------------------------	----------------------------	-------------------------------



Doctoral degrees				
Department of Global Health & Development (PHP)	64	47%	2	1
Department of Disease Control (ITD)	56	39%	2	1 or 2
Department of Infectious Disease Epidemiology (EPH)	52	48%	2	0 or 1
Department of Clinical Research (ITD)	46	59%	2	1 or 2
Public Health, Environments and Society (PHP)	39	54%	2	1 to 2
Department of Health Services Research & Policy (PHP)	38	53%	2	1 or 2
Department of Population Health (EPH)	36	50%	2	1
Department of Infection Biology	46	24%	2	1
Department of Non-communicable Disease Epidemiology (EPH)	20	40%	2	1
Department of Medical Statistics (EPH)	13	31%	2	1
DrPH Taught Component	12	<i>n/a</i>	2	0
GRAND TOTAL			c. 89	c. 22

1. 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.
2. Last update June 2019



5.3 APPENDIX 3: Student Representation on LSHTM 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 (Taught Degree 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 (Taught Degree 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 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. doctoral degrees reps within each Faculty proposing student members for doctoral committees).
 - (iii). The SRC Vice-President (Taught Degree 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 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 (Taught Degree 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 (Taught Degree Communications and Activities).
2. Nominations for student committee members on the basis indicated above should be put forward by the Vice-President (Taught Degree Communications and Activities) to the relevant administrative liaison staff. Appointments shall normally be ratified automatically by the relevant committee Chairs on behalf of LSHTM. 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 (Taught Degree Communications and Activities).
3. The appointment of further student reps to relevant LSHTM 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 (Taught Degree 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 LSHTM management staff disputes the suitability of an appointment, attempts should be made to informally resolve the matter through dialogue with the SRC Exec, whose decision shall be adopted. If LSHTM staff are still unhappy with this decision, it may be taken up via the Student 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 <https://lshtm.sharepoint.com/governance/Pages/Committee-Structure.aspx>

Committee name	Number and appointment of student reps	Role of committee and frequency of meetings
Governing body level		
Council	1 rep – the SRC President, appointed <i>ex officio</i>	The governing body of LSHTM. Meets approx. once per term.
Internal institutional level – Senate and its education subcommittees		
Senate	2 reps - President and Vice-President (Taught Degree Communications & Activities) of the Student Representative Council	Oversees (and advises Council on) high- level matters connected with the strategic development and management of the LSHTM's education and research work – including approving formal regulations. Meets approx. once per term.
Senate Postgraduate Taught Committee (SPGTC)	4 reps SRC Vice-President (Taught Programmes) of the Student Representative Council Up to three students appointed by the Student Representative Council-one from each Faculty	Oversees (and advises Senate on) the management and strategic development of learning, teaching, assessment and student support across the School's LSHTM's taught programmes – setting key policies etc. Meets once per term
Senate Student Experience Committee (SSEC)	9 reps Vice-President (Communications & Activities), Vice-President (Taught Programmes), Vice-President (Doctoral Degrees) and up to 6 students appointed by the SRC– 3 taught degree students (one from each Faculty) and 3 doctoral degree students (one from each Faculty)	Responsible for advising and making recommendations to Senate, Senate sub-committees and the Director with the aim of improving the student experience. It provides a forum for listening to the student voice at School level with a focus on major issues that affect a significant number of students Meets once per term.
Faculty and programme level education related committees		
Faulty Research Degree Committee	1-4 reps, one from each department The elected department	Oversees the management, operation and development of doctoral degree studies within

(FRDC)	reps for departments within each Faculty should nominate one rep per department to be a member of FRDC	each Faculty. Meets once or twice per term.
Programme Committees (PCs)	1-3 reps, or in some cases more (see Annex 2 to this document). The elected programme reps for each programme are automatically members.	Oversees the management, operation and development of programmes/awards under its remit. Meets once or twice per term.

8. 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.