



Libyan International Medical University Faculty of Pharmacy

Student Representative Guide 2019 / 2020

Vision: Selecting a student to represent his batch at Faculty Council meetings to ensure that the educational process is well-applied.

Objective: To develop students' leadership skills as well as receiving the feedback from students about the progress of the educational process and their observations in an effort to cooperate in solving problems and difficulties they face.

Student representative must be:

- 1. Have good conduct and behavior.
- 2. Not previously given administrative warnings in his/her academic file.
- 3. Commit to attend all lectures, laboratories and educational sessions.
- 4. Commit to conveying the opinions of all students impartially, credibly and without prejudice.
- 5. Have good communication skills.
- 6. Have good academic level.
- 7. Not previously elected.

Roles of the student representative:

- 1. Conveying ideas and participate in decision-making.
- 2. Representing students in specific meetings of the Faculty Council and the Curriculum Development Committee at the invitation of the Chairperson of the Committee, to convey students 'opinions and observations to overcome difficulties and improve the progress of the educational process.
- 3. Seek to upgrade the Faculty and believe in its vision and mission.

- 4. Developing ethical values and working in the spirit of one team, with the help of influential people in the field of human development.
- 5. Representing students in the Quality Assurance Office.
- 6. Contribute to the faculty's marketing, scientific and community activities.
- 7. Educate and supervise students regarding the annual elections.
- 8. Meeting with students to receive their opinions and suggestions before the faculty council meeting regarding specific items related to students at the meeting agenda.
- 9. After meeting with students, all the elected members hold meetings in the presence of a member of the faculty registrar's office to listen to the notes made by students. After that, they should provide meeting minutes which include recommendations and outcomes of the meeting to be kept it in a folder at faculty registrar office.

Student Representative Code of Conduct:

- 1. Represent students in a reasonable, responsible, and professional manner at all times, both personally and professionally, inside and outside the university.
- 2. Treat others with respect, dignity, integrity, without unfairness or unlawful discrimination, and do not stop others with violent language, non-social or discriminatory behavior.
- 3. Not to engage in any activity or behavior that is likely to harm the reputation of students or the university.
- 4. Not to use unofficial lists, signatures, and forms for any purpose that interferes with the educational process and the university's reputation.
- 5. Effectively support the goals and roles of the student representative.
- 6. Commitment to all faculty council decisions and recommendations and student representatives' meetings.

- 7. Supporting and respecting the democratic process.
- 8. Treat the environment, facilities, and property with respect.
- 9 .Commitment to neutrality and permitting the reciprocal participation of others in the activities or services of the university.
- 10 .Transparency in conveying ideas, requirements, and opinions, and carrying out duties and responsibilities as a student representative.
- 11. Use the faculty resources in a responsible and honest manner.