



Libyan International Medical University
Faculty of Pharmacy

Students Representative Guide
2022 / 2021

Vision: Selecting a student to represent the batch in implementation of one of the quality assurance requirements in the participation of stakeholders in the faculty council and committees.

Objective: To develop students' leadership skills as well as receiving the feedback from students.

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.

Conditions for obtaining a certificate of good conduct and behavior:

1. Never breached the university's ethical charter.
2. Not previously violated the Faculty code of conduct.
3. Not have a history of verbal or physical violence on the university campus.
4. Not have a proven complaint from his colleagues, faculty members, or employees of the faculty or university administration.
5. Not to be in an existing investigation session.
6. Not have been previously convicted of theft or cheating in any of the educational activities.

Roles of the student representative:

1. Conveying ideas and participate in decision-making.
2. Representing students in specific meetings of the Faculty Council and Committees when needed.
3. Developing ethical values and working in the spirit of one team
4. Motivating students to contribute to the faculty's marketing, scientific, research and community activities.
5. Educate and supervise students regarding the annual elections.

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.

Mechanism for selecting a representative:

1. The committee undertakes a comprehensive education process in the electoral process.
2. All students who meet the conditions are allowed to nominate themselves.
3. The student must bring the required documents within the specified and announced period by uploading the documents on Moodle:
 - a. The nomination form for a representative of the students
 - b. A letter of good conduct and behavior from the faculty registrar.
 - c. Curriculum vitae form.
4. After closing the application period, the names of the candidates will be announced on the Moodle and the faculty Facebook page.
5. The announced students will present a presentation and talk about his biography, vision and goals.
6. The committee will determine the time and place to conduct the election process for all batches. After the voting is completed, the committee will announce the winning name.
7. The winning student receives a form (Students representatives Guide) to help him accomplish their tasks.
8. Students have the right to object to the voting results by filling out an appeal form within an 15 minutes after voting.
9. In the event that there are reasons that hinder the student's work as a student representative (the presence of an administrative warning, withdrawal, suspension of registration, dropping out of studies), the committee conducts a quick election process so that students can choose another representative.