

STUDENT – STAFF CONSULTATIVE COMMITTEE - UNDERGRADUATE

1. **Remit.** The University mandate that Student-Staff Committees meets to provide student feedback to the School. The committees are to:

- a. Enable students to participate in functioning of the School with a view to improving the quality of teaching, learning and overall student experience.
- b. Facilitate greater communication between students and staff.
- c. Identify and address areas of concern to students and staff.
- d. Permit student contribution to decision-making within the School.

2. **Membership.** In addition to the Head of School the president should invite the following:

School President (Chair)	1 st year reps (up to 3)	2 nd year reps (up to 3)
3 rd year reps (up to 3)	ScotGEM Y1 & Y2 Class Reps	Medicine Student Careers Rep
Medicine Student EDI Rep	Medicine Student Disability Rep	Medicine Student Sustainability Rep
Director of Teaching	BSc Course Director	ScotGEM Y1/Y2 Course Director
BSc Module Controllers or their deputies	ScotGEM Y1 & Y2 Leads	Lead for Quality Assurance & Student Experience
BSc Placement Lead	Anatomist Lead	Director of Inclusion
Pro-Dean (Student Support)	Academic Lead for Assessment	Academic Lead for Sustainability
Medicine Library Liaison Officer	LT Lead or representative	

3. **Output.** Significant issues raised at the SSCC will be reported to the School Management Group, School Teaching Committee and the School Council. The student reps are invited to report:

- a. Curriculum elements that went particularly well or were very popular.
- b. Proposals for change.
- c. A students' eye view of things that could be better.

4. **Schedule.** Two SSCCs are scheduled per semester, normally on Wednesdays in weeks 4 and 10. These are scheduled 1 year ahead so as to avoid interview days, School Council and other activities. The dates should not be changed. These meetings should occur in the main meeting room to accommodate the attendees. The Chair is to send a calling note and agenda to the committee prior to the meetings.

5. **Minutes.** The Chair will nominate a student to take the minutes, the Chair will check and then circulate the minutes to the medteaching@st-andrews.ac.uk. When complete the minutes are uploaded to Medinternal via a link on Galen and Solas.

6. **Lunch.** A member of the school teaching support team will order catering as appropriate.

University of St Andrews - School of Medicine Handbook

Author:	Executive Administrator (DCM)	Approval Committee:	
Consultees:			
Location/s (Med Handbook):	School Organisation > Management of School > School Committees and Student-Staff Consultative Committee		
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Version Control Record *(expand table as required)*

Date	Revision Description	Major Changes
29/06/2017	Published version	
11/04/2019		Update ScotGEM reps
26/09/2024	Update staff/student roles	