

In the name of God



Tehran University of Medical Sciences

**Regulation of Organizations and
Activities of Students' Committee and
Working Groups for Education
Development of Tehran University of
Medical Sciences**

April 2021

Introduction

Students, as one of the main pillars of the educational system, always play an undeniable role in improving the quality of educational programs. Therefore, in order to provide opportunities for students to participate in improving the quality of academic educational processes, “**Regulation of Organizations and Activities of Students’ Committee and Working Groups for Education Development of Tehran University of Medical Sciences**” have been compiled; which specifies the membership mechanisms and activities of students in the form of the students’ working group committee for the development of education in the university study center and in interaction with the education development offices of the faculties. This regulation was compiled in line with the announcement of the constitution of the student committee of medical science education development of the Ministry of Health and Medical Education.

Definitions: In this regulation, the following terms are used in the meanings explained below.

- a. Ministry:** It means the Ministry of Health and Medical Education.
- b. The study center of the Ministry:** It means the study and development center of medical science education of the Ministry.
- c. University Study Center:** It means the study and development center of medical science education of Tehran University of Medical Sciences.
- d. Development office:** It means the education development office of each faculty of Tehran University of Medical Sciences.
- e. Student Empowerment and Educational Participation Unit:** It means the Empowerment and Educational Participation Unit of the Students of the Study center and Education Development of the University.
- f. Student committee:** It means the study and development center of the university.
- g. Student working groups:** It means the student working group of education development of each of the affiliated faculties of the university.
- h. Developmental Plan:** It is a plan proposed in response to an existing educational problem in the university/faculty and is conducted by providing a solution based on medical education evidence with the aim of improving the quality of the university’s educational processes.
- i. Research in education:** It refers to the researches conducted to answer a specific question in the field of education and the results published to fill the research gaps in this field.

Chapter 1: The Organizational Structure

The organization and management structure of the university’s student committee is predicted at the level of the university’s study center and the development offices of the faculties and includes the following items:

1-1: Student working groups for education development:

Article 1: The student working group is an organization which works under the supervision of the director of the faculty development office and in line with the policies set by that office. This working group consists of students interested in working in the field of education development, scholarship and research in education.

Article 2: Members of the students' working group consist of:

- Director of the education development office of the faculty^{1 2}
- The membership of at least 4 active students of that faculty

Article 3: The director of the faculty's development office is responsible for monitoring the performance and promoting the participation of students in the faculty's student working group.

Article 4: In order to provide maximum participation of students of all fields/degrees of each faculty in the development of education, it is necessary to choose members of the student working group from students of different fields of study and degrees (Bachelor's, Master's, General Ph.D., Specialist Ph.D. and Assistant)

Article 5: A member of the student working group, chosen by the director of the faculty's development office and other members will be the secretary of the working group based on the specified methods (reviewing resumes, voting, etc.).

Article 6: The secretary of the student working group of the faculty will be responsible for directing, coordinating and organizing the activities of the working group and answering to the director of the development office of that faculty.

Article 7: Student members of the student working group of the faculty, after the approval of the director of the development office, are selected and appointed by him for a period of one year.

Note 1: It is suggested to consider criteria such as active participation in educational activities, presenting articles in the field of medical education, cooperation in holding educational workshops in the field of medical science education, etc. into account in choosing the members and secretary of the working group.

Note 2: The membership certificate of the secretary and members of the working group will be presented at the end of the membership year and in case of active participation in the relevant working group.

Note 3: In order to facilitate communication between the student working groups of the faculties, the secretary and the secondary member of the student working group of each faculty are introduced to the university study center, through an official correspondence from the director of the development office of that faculty, to actively attend all the subjects, programs, workshops and educational projects, and become members of the student committee of this center.

Footnote

¹Meanwhile that all the correspondence and planning for the activities of the student working groups of education development of the faculties are carried out under the supervision and with the approval of the director of the education development office of that faculty, the director of the education development office can delegate his powers in the field of student activities to one member of the active academic staff. In the field of education development, hand over to the faculty that cooperates in this regard. But still have the role of monitoring the working group's activity.

²The presence of the director of the education development office of the faculty is not mandatory in all the meetings of the student working group for education development. In the meetings where the director of the development office is not present, the secretary of the student working group for education development is obliged to transfer the full report of discussions and plans to the director of the development office as soon as possible.

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It is worth mentioning that the approval authority for all the planning and activities of the student working group is the director of the education development office of that faculty.

Note 4: In order to improve the quality of the working group's activity and transfer experiences, the student working group of the faculties, as the case may be, can benefit itself from the presence of other students/graduates who have sufficient knowledge and experience in carrying out the tasks assigned in the field of education development.

Article 8: The duties of the faculty's secretary of the student working group are as follows:

- a. Compiling and sending the operational program and submitting the report of the annual activities of the working group, in interaction with other members of the relevant working group and with the approval of the director of the development office of that faculty, to the students' educational participation and empowerment unit
- b. Collaborating with the director of the faculty's education development office in determining the meeting agenda, holding and managing the meetings of the education development working group of the faculty
- c. Follow-up of all the approvals of the working group meetings in the designated time frame, including assigned duties and other executive matters
- d. Report on the process of implementation and progress of the tasks delegated to the members of the working group and answer to the director of the development office of the faculty about the tasks
- e. Report to the director of the education development office of the faculty
- f. Follow-up of the rest of delegated tasks by the director of the faculty's development office to the members of the working group in the education development area

Article 9: The description of the duties of the members of the student working group of the faculty is as follows:

- a. Cooperating with the educational officials of the faculty on topics and issues related to the field of education, such as curriculum planning, program evaluation, student evaluation, etc., in order to improve the quality of education, as well as to formulate and revise the educational regulations and policies of the faculty
- b. Informing, encouraging and attracting students to participate in the education development working group.
- c. Cooperation and participation in developing activities, scholarship and research in the field of medical science education
- d. Informing and creating a platform for interaction and exchange of student experiences in the field of medical science education using various media, including publications, virtual space, conferences, etc.
- e. Participation and cooperation in holding student training courses in the field of medical education
- f. Documenting and preparing an archive of the activities of the student working group of the faculty.

Note 1: The student working group has no union activity whatsoever and its duties are defined in the framework of seeking support, giving advice to educational officials, and conducting research and developing activities in the field of medical science education.

Note 2: At the end of each calendar year, student working groups are required to submit a comprehensive report of the activities carried out in the field of education development to the students' empowerment and educational participation unit, after the approval of the director of the education development office of that faculty and through an official letter. It is necessary that during the academic year, the secretary of the student working

groups of different faculties present oral reports of the activities of their faculty's working group in the committee meetings based on the actions taken.

2-1: University Student Committee:

Article 10: The university student committee is an organization that works under the supervision of the student empowerment and educational participation unit of the center for studies and development of university education, and operates in line with the policies and programs of this center.

Article 11: The members of the student committee consist of:

- The director of the university study center as the head of the committee
- The director of the student empowerment and educational participation unit
- The representatives (secretary and secondary member) of the student working groups of the education development offices of the faculties
- Specialists of the academic staff as called upon expertise (if necessary)
- Unit expert (without voting rights)

Note 1: The director of the study center can delegate all his powers in the field of the student committee to the director of the student empowerment and educational participation unit.

Note 2: The directors of the education development offices of the faculties are non-permanent members of the student committee and are invited to the meetings according to the case and decision of the director of the student empowerment and educational participation unit, and in this case, they will have the right to vote.

Note 3: The notification of the secretary of the committee will be presented at the beginning of his activity in the student committee for the development of university education.

Note 4: The membership certificate of the committee members will be provided at the end of the membership year and in case of active participation.

Note 5: The student committee can, as the case may be, benefit from the presence of other students/graduates (up to one year after graduation) with sufficient knowledge and experience in performing assigned tasks.

Note 5-1: In order to receive expert opinions, the student committee can, as the case may be, invite active students/graduate in the field of medical education as **invited members** in one or more meeting sessions of the committee.

Note 5-1-1: Invited members are students/graduate who are invited to the committee meetings due to their expertise and experience.

Note 5-1-2: Invitees are invited to the meetings after being suggested by the members of the committee and approved by the director of the student empowerment and educational participation unit.

Note 5-1-3: Invited members will have no right to vote in the policy-making meetings of the committee, but have the right to vote in other specialized meetings of the committee.

Note 5-2: The student committee can invite other committee **associate members** to the committee meetings, depending on the case.

Note 5-2-1: Associate members are students/graduates who are elected for one year, and the conditions of their attendance at meetings are similar to other committee members.

Note 5-2-2: The number of associate members is maximumly one third of the total main members of the committee.

Note 5-2-3: Associate members can be suggested by the directors of the education development offices of the faculties/the director of the student empowerment and educational participation unit/the secretary of the student committee of the university education development. Then, in order to cooperate with them, voting and decisions will be made in the committee meeting with the presence of committee members.

Note 5-2-4: Associate members will have no right to vote in the policy-making meetings of the committee, but have the right to vote in other specialized meetings of the committee.

Article 12: The secretary of the student committee for the development of university education is one of the members of the committee, who is elected by the majority of the votes and upon the approval of the director of the student empowerment and educational participation unit for one year.

Note 1: Applicants for the secretaryship of the student committee must prepare and submit their education-management resume and operational program in the following year of the committee; Then the chairman of the committee reviews the submitted resumes and introduces the chosen ones to the committee members for voting.

Note 2: The secretary of the student committee for the development of university education will be elected only by main members' vote of the committee and for a period of one year.

Article 13: The duties of the secretary of the student committee of the center consist of:

a. Guiding and helping the secretaries of the student working groups of the education development of the faculties through holding formal and informal meetings

b. Drafting a one-year operational program of the student committee for the university education development.

c. Collaborating with the director of the unit in determining the meeting agenda, holding and managing the student committee meetings for the development of university education.

d. Follow-up of all the approvals of the meetings in the designated time frame, including assigned duties and other executive matters

e. Report on the process of implementation and progress of matters delegated to the members of the committee and accountability for all the matters to the director of the student empowerment and educational participation unit.

- f.** Cooperation and coordination with the "Educational Empowerment Core of Students" and other student committee organizations
- g.** Documenting and archiving the activities of the student committee of the center
- h.** Follow-up and notification of national committee education development programs of the relevant ministry to the students' empowerment and educational participation unit and to the university's student committee
- i.** Introducing the activities of the university's student committee to the study center of the relevant ministry and the general secretariat of region 10
- j.** Cooperation in the process of selecting and introducing the university student representative to the study center of the relevant ministry and the general secretariat of region 10

Note: The process of selecting a student representative and introducing him to the study center of the ministry and the General Secretariat of Region 10 is done with the majority votes of students and the positive opinion of the unit director.

Article 14: Duties of student committee members of the university education development:

Student committee members will be responsible for guiding, organizing and coordinating various aspects of student participation in the development of education as follows:

- a.** Creating a foundation for empowering medical science students in teaching these sciences through holding relevant training courses, according to the student needs
- b.** Providing advice to student working groups of education development in faculties in carrying out activities related to the field of education development
- c.** Establishing inter-faculty communication and interaction in joint educational projects, by coordinating with the secretary and the chairman of the committee and informing the director of the development office of the faculties
- d.** Informing the changing mechanisms and processes related to the student activities of education development, resulting from modification of the current policies of the "Relevant Ministry and University" to the student working groups of the education development of faculties
- e.** Informing and encouraging students to participate in academic, national and international educational programs related to medical science education
- f.** Cooperation and participation in development activities, including ideation, survey, design, compilation, implementation and evaluation at different levels
- g.** Encouraging the working groups to participate in carrying out educational interventions and processes to improve the quality of education

Note: Members of the student committee for the university education development, if necessary, can consult with the educational officials of colleges and universities at different levels, after obtaining the approval of the head of the student committee.

3-1: Student Empowerment and Educational Participation Unit of the University Study Center

Article 15: The director of the student empowerment and educational participation unit can be appointed as the head of the student committee by delegating the authority of the director of the study center.

Article 16: Monitoring the right activity of the students in the committee and getting the necessary support for the activities of the student committee, if necessary, is one of the duties of the unit manager.

Article 17: The student empowerment and educational participation unit is obliged to interact with the secretary of the committee/working group of each faculty; and while evaluating the performance of the relevant student committee/working group annually, collect an annual report of the activities carried out in the field of education development and send it to the center of study and education development of the relevant ministry.

Article 18: The duties of the student empowerment and educational participation unit regarding the university's student committee are:

- a. Policy making in student empowerment and participation in the field of medical education
- b. Designing systematic frameworks and instructions in empowerment and participation of students in the field of medical education
- c. Creating a platform to identify and attract students interested in working in medical education field at the level of Tehran University of Medical Sciences
- d. Supervising and monitoring the participation of faculty working groups and the student committee for the university education development in improving the quality of education
- e. Encouraging students to interact as much as possible with professors and managers of development offices in the field of medical education.
- f. Empowering students in the field of medical education
- g. Establishing a platform and providing specialized consulting services in medical education field to the students and other relevant and interested groups
- h. Planning and directing the design and implementation of student projects in the field of education development and its promotion
- i. Fulfilment of scholarly approach by involving students in investigating the problems of this field, providing evidence-based solutions, and publishing them
- j. Encouraging and supporting students to actively participate in national and international arenas in the field of medical education and interacting with specialists in this field
- k. Providing the opportunity for students to benefit from educational and research positions in the field of medical education at the academic, national and international levels
- l. Encouraging and commending students who are active in presenting innovative ideas, educational and research process in education through holding student educational festivals and seminars
- m. Quantitative and qualitative increase of the students' publications in the field of medical education development in academic, national and international scientific societies.

Chapter 2: Membership conditions

Article 19: The terms of membership in working groups and student committees in this regulation are consistent with the country's constitution of the student committees of medical science education development as notified by the relevant ministry.

Chapter 3: Holding meetings and seminars

Article 20: The student working group for the development of education of each faculty must hold at least three working meetings in each academic semester.

Article 21: The student committee for the university's education development must hold at least one working meeting every month.

Article 22: The meetings of the working group/student committee for the development of university education will be official with the presence of at least half of its members.

Note 1: If the meeting is informal, the extraordinary meeting must be held within two weeks at the latest.

Note 2: Decisions in the student committee will be made based on the majority of votes of those present in the meeting.

Note 3: The voting rights of the committee members will be done within the framework of the policies and the description of the duties of the student committee of the study center and with the approval of the director of the unit.

Article 23: Members of the working group and of the student committee for the development of university education should regularly participate in the working group/committee meetings.

Note 1: Non-attendance of committee members in 3 consecutive meetings or in more than 4 alternating meetings will be considered as withdrawal from the committee membership.

Note 2: The director of the education development office of the relevant faculty will be responsible for deciding on the number of absentee meetings of the members in the student working groups of the faculties.

Article 24: The director of the education development office of the faculty is obliged to appoint an alternative for the resigned or unsubscribed member of the university's education development committee in one of the following two ways and introduce him to the student empowerment and educational participation unit of the university study center within a period of two weeks:

- a.** Select a person from the members of the education development working group of the relevant faculty and after obtaining the majority of votes, introduce him to the student empowerment and educational participation unit
- b.** Select a person from the active members of the student working group for the development of education of the relevant faculty and introduce him/her to the university study center.

Chapter 4: Support

Article 25: Supporting the student working group for the development of education of the faculty and the student committee of the university study center, respectively, is done through the consultation of the education development office of the same faculty/university study and the education development center of the education vice-chancellor of that faculty/university. It is necessary for the respected education vice-chancellor of the faculties/university to have a specific plan to support and encourage active students in the field of education development in the development offices.

Article 26: In order to participate students in the activities related to working groups and student committees, it is better to predict the necessary mechanisms in the college and university.

Article 27: The mechanism of encouraging and motivating students in accordance with the documentation to improve students' motivation to participate in educational activities is to be taken into account.

Article 28: Some suggested mechanisms to motivate students consist of:

- a. Presenting a certificate of active participation in the activities of the working group/student committee at the end of the activity period
- b. Considering the membership in the committee/student working group for the development of education as one of the selection criteria in Ibn Sina student festivals (approved in the evaluation criteria of Ibn Sina student festival - educational section)
- c. Appreciating and introducing the active and selected education development working group at the end of each solar year at the university level
- d. Supporting students to present activities and projects in seminars, congresses, and conferences in the field of medical education
- e. Facilitating the participation of active students in the field of education development in the medical education empowerment courses of the center for the study and development of university education.

Revision of Regulations

This regulation was approved by the University Education Council in 4 chapters, 28 articles, and 29 notes, on April 10th, 2021, and it is effective from the date of notification. If necessary, the regulation will be revised two years after its implementation. All rights of this document belong to Tehran University of Medical Sciences and any copying without mentioning the source is illegal.