



MEDICAL UNIVERSITY OF GDAŃSK  
English Division Student Council  
Ul. Dębowa 7 [Klub Medyk]  
80-204 Gdańsk  
Poland



President: Tony Eriksson

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## Group Representative and Year Representative - job specification -

Group and Year Reps act and speak with the MUG Teachers and Administration regarding questions and issues that concern a group of students in their year. They are students who have above-average communication skills, are organized and are not afraid to lead others. In short, their job is to do things so that each individual student does not have to.

### ACCOUNTABILITY

- The Group and Year Reps are accountable to the students in their year as well as to the Tutor of the Year
- If the Rep is not performing the tasks outlined in this document, then s/he may be asked by the students to quit and another student may be chosen for the position

### COMMUNICATION

- Communicate with the Tutor of the Year - act as messengers, deliver information/questions/problems/solutions to the Tutor as well as to the students
- Communicate with students directly as well as via e-mail
- Year Reps - post information on the Year Rep page of your year's extranet section<sup>1</sup>

### RULES & REGULATIONS

- Only the Group and Year Reps may negotiate with the Heads of Subjects any changes to the Rules & Regulations of the subjects in their year [if the majority of students in the year requests such changes to be made]
- Group and Year Reps are required to sign the Rules & Regulations of the subjects at the Dean's Office during the fall semester

### DIDACTICS

- Only Group and Year Reps may negotiate with the Heads of Subjects any changes in the dates of tests and exams [if the majority of students in the year requests such changes to be made]

### SEMESTER MEETINGS

- Be present at the meetings with your Tutor of the Year, the Vice-Dean and the teachers [this meeting takes place once every semester]

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<sup>1</sup>If you are a Year Rep and do not have access to edit the Extranet, contact [webadmin@gumed.edu.pl](mailto:webadmin@gumed.edu.pl)

- Be prepared for these meetings - this is a time to ask questions and defend the student's complaints/suggestions

#### WRS [MEDICAL FACULTY COUNCIL] MEETINGS

- Each Year Rep is a member of the WRS and is expected to attend its meetings
- These meetings are organized by the Chairman of WRS at Medyk room #6 and conducted in English
- The purpose of these meetings is to consult with the other Year Reps and the on the bigger problems facing students and decide on the best solutions

#### ORGANIZING/COORDINATING

- Once per semester the Group Reps collect the MUG ID cards from all students in the group and deliver them to/from the Dean's Office [to obtain the current sticker]
- Because of their ability to contact students quickly, Group and Year Reps may be asked to help the Tutor of the Year to coordinate some tasks [e.g. collect some document or signatures, coordinate the Hepatitis B vaccination]

Sincerely,



Tony Eriksson  
President  
ED Student Council



Piotr Łukasiewicz  
Chairman  
WRS Wydz. Lekarskiego