

Instructions concerning the student's representative

The faculty of law at Philadelphia University gives a high degree of interest to students in expressing their points of view about the teaching-learning process.

The faculty also evaluates the feedback to probe students' problems and demands, which will be discussed by the concerned committees. This will enable students to participate in the academic process and will help students to keep constant contact with their teachers. Consequently, this will help in the achievement of a high level of learning and teaching and representation of students in classes of the whole programme.

1- **The Outlook**

To ensure the teaching-learning process being run perfectly, it was decided that a student should be chosen to represent all students in a class to words the teacher of the course.

2- **The aim of choosing a representative.**

This procedure aims at the constant study of the feedback received by the students and their views about the teaching-learning process and the teacher of the course which will finally help in solving their problems.

3- **Tasks of students representative.**

- a- conveying the students' views and notes about the course topics, tests, marks etc.
- b- conveying the students' views and notes about the teacher: his methods of teaching, the class control, the methods of discussing the materials.
- c- conveying the students' views about the methods of teaching the course and the usage of teaching aids.

- d- conveying the views of the student about the problems they face in finding the necessary resources and classrooms and the text books and other learning facilities.
- e- The representative forms a link between the students and their teacher and paves the way for a complete mutual understanding between them to achieve the aims of the course .
- f- The representative works as a coordinator between the students and their teacher to perform different activities such as field visits,library visits and organising lectures of visiting lecturers .

4- How a representative is chosen :-

A representative in each class is chosen by election inside classrooms supervised by the course teacher.

All students have the right to be elected. The student who gets the most votes will be announced by the teacher and then form number 40 will be filled to be distributed among the Q.A. and the teachers-students committees and another copy will be kept in the course-file .

5- The teacher and the students meeting :-

The teacher of a course should meet his students 2-3 times in a semester to listen to their notes via their representative. A report is then written for each meeting using form number 20B. Copies to the committees of teachers,students and Q.A. will be distributed and another copy will be kept in the course file. The report should include the results and recommendations of each meeting .