



NCAMC Policy

On Student Participation in The Accreditation Process

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Reviewed by: NCAMC members.

1-Purpose:

This policy aims to ensure that, students have the opportunity to provide their inputs and feedback on the quality of education and services provided by medical colleges undergoing accreditation at the level of medical college and NCAMC.

2-Scope:

This policy applies to all medical colleges seeking accreditation from NCAMC and outlines the rights and responsibilities of students in the participation of the accreditation process.

3-Principles:

The following principles shall be adhered to in the implementation of student participation in the accreditation process:

- **Inclusivity:** The medical colleges shall provide opportunities for students to participate in the accreditation process.
- **Transparency:** The medical colleges shall be transparent in their communication with students regarding the accreditation process, providing clear and accessible information on how students can participate and provide feedback.
- **Appreciation of Student Input:** The medical colleges and the accreditation body (NCAMC) shall respect the inputs and feedback provided by students, considering their perspectives in the accreditation process.
- **Confidentiality:** The medical colleges and the accreditation body (NCAMC) shall ensure the confidentiality of student feedback and protect students from any form of retaliation for their input in the accreditation process.

4-Student Participation Procedures:

The following procedures shall be followed to facilitate student participation in the accreditation process:

- **Notification:** The medical colleges shall notify students of the upcoming accreditation process and provide information on how students can participate in self-assessment study, including opportunities for feedback and involvement in accreditation site visits.
- **Ethical:** All students shall be notified about ethical concepts in participation in the accreditation process, and all procedures and contributions or replies shall be made professionally, free from any abuse, defamation, or insult.
- **Representation:** The medical colleges should appoint student representatives to participate in the accreditation committees and site visits to ensure student perspectives are included in the accreditation process.

5-Communication:

The NCAMC through the medical colleges shall communicate this policy to their students, faculty, and staff to ensure awareness and understanding of the opportunities for student participation in the accreditation process.

6-Compliance and Review:

The NCAMC shall ensure compliance with this policy and regularly review and update its procedures for students' participation in the accreditation process to align with best practices and student needs.

7-Implementation:

This policy shall be implemented immediately upon approval and shall be regularly reviewed and updated as necessary to ensure its continued effectiveness.

8-Approval:

This policy has been approved by the [NCAMC] and shall be effective from the date of approval.

9-Revision of History:

Any revisions to this policy shall be documented and communicated to all relevant stakeholders.

Procedures And Role of The Students:

At a meeting with the students, the deanery should define and discuss the role and participation of students in the process of self-assessment study, information gathering, setting the basic rules, and introduce the students to the process of the college's self-assessment study through:

- The participation and understanding of the role of students during the site visit by the national assessor's team.
- Clarifying that the college shall provide support and needed facilities for students.
- Announcing that the students' opinions shall be fully included in the final SAS report.

Student participation during the site visit:

According to the National Assessors Team (NAT) program

- Members of the NAT shall meet with representatives of senior and junior students at different times.
- The selection of students is conducted by the college steering committee (the role of selected students here is for interview and feedback).
- In addition to meeting with students, several students must accompany the site visit team during the visit.

Feedback from students on the accreditation standards:

- Questionnaires for the various categories of the students are provided to the stakeholders including students to provide quality of education.
- Scheduled and unscheduled survey of the existing standards, makes a change

Role of students:

- **Providing feedback:** Students can provide valuable inputs on their experiences including the quality of education, student support services, and overall satisfaction with the institution.
- **Participating in surveys and interviews:** Students may be asked to participate in surveys or interviews as part of the accreditation process to provide their perspectives on the institution.
- **Serving on accreditation committees:** Some accreditation processes may include student representation on accreditation committees, allowing students to have a direct role in the evaluation and decision-making process.
- **Promoting transparency and accountability:** Students can help ensure that the accreditation process is transparent and accountable by raising concerns and asking questions about the institution's performance and compliance with accreditation standards.

NCAMC Student Representatives:

- Two final-year medical students will be students' representatives in NCAMC and provide the student perspective on accreditation standards, policies, and actions.
- They shall not attend decision-making meetings.

- They may participate in the discussions on accreditation matters during NCAMC meetings, and consideration of new or revised accreditation standards and policies.
- They can participate in accreditation visits during their year of service on the NCAMC.

Student Representatives Selection:

- Two NCAMC student representatives are appointed annually, through the medical colleges.
- Calls for nominations of NCAMC student representatives are sent to medical colleges' deans each year.
- The nominated students will be selected according to NCAMC set criteria.
- Because of the time required to participate in NCAMC work, applicants for student representative must be final-year students (5th and 6TH year students) who are familiar with student issues across the entire curriculum.
- Students' representatives serve a one-year term that begins on July 1st and ends on June 30th of the following year.
- The appointed student members are invited to attend an orientation session and workshops held by the NCAMC.
- Student members are subject to the same expectations as professional members regarding confidentiality and not publicly disclosing NCAMC discussions and decisions.