



## Would you like to volunteer your time to enhance the student learning experience?

A student membership vacancy has arisen on the International Academy's **Learning, Teaching and Assessment** sub-committee (LTA). The LTA is seeking to appoint an **undergraduate student** from **April 2011 to August 2012**.

The LTA is a new sub-committee of the University of London International Academy Academic Committee (ULIAAC) and its principle activities are to *develop* and *review* policies and procedures relating to learning, teaching and assessment with reference to the needs of our students and good practice in higher education. It also *scrutinises* proposals for new programmes or substantial changes to existing programmes and makes recommendations to the ULIAAC.

As a student member the types of activities you will be involved in are: reading documents, extracting relevant information from papers, attending committee meetings, advising on enhancing practice that impacts on the quality of the student learning experience, and contributing to discussion, debate and report writing. It's a great opportunity to enhance your CV, develop your personal and professional skills and participate in the governance structure of a prestigious University. You can read more about the governance structure here: [http://www.londoninternational.ac.uk/quality/come\\_zone/index.shtml](http://www.londoninternational.ac.uk/quality/come_zone/index.shtml)

### To be eligible to apply

1. You must be registered on an International Programme throughout the length of the appointment. If you are an **undergraduate** student you must have completed at least one year's registration. ( *Please note: If you already hold a student membership position on an International Academy committee, you are not eligible to apply until your current term has been completed.* )
2. You should be available to attend at least three committee meetings per academic year. The first meeting occurs on: **Thursday 7 April 2011, 10am – 12.30pm**
3. You must be based in the UK in order to be able to attend meetings in London.  
( *Although reasonable travelling expenses will be reimbursed, it is not currently possible to fund travel from outside the UK.* )

### Length and duration of appointment

The length of appointment as a student member of the LTA is normally one full academic year, although this may be extended to two years if your registration is still valid for another year. The appointment commences from April 2011 to August 2012.

### The skills and attributes required for the role are

- an enthusiasm for enhancing the quality of the student learning experience;
- a confident, diplomatic and professional approach;
- appropriate interpersonal skills and verbal and written communication skills;
- time commitment to the role.

### Application and selection process

If you wish to apply and meet the eligibility criteria identified above, you will be required to produce a personal statement of **no more than 300 words** (equivalent to one side of A4) indicating your interest in the role, and demonstrating how you satisfy the skills and attributes identified. You must submit your application using the application form, and no references are required. Applications will be assessed by a small Panel convened for this purpose and all applicants will be notified of the outcome within 2 weeks of the application closing date.

**If you would like to discuss the role with a member of staff, or want to request an application pack, please send an email to: [studentmembership@london.ac.uk](mailto:studentmembership@london.ac.uk)**

The deadline for receipt of applications is **midnight GMT on Friday 4<sup>th</sup> March 2011**.