Medical Student Societies Re-Registration & Ethical Form

The information from this form will be held electronically within the Institute of Education in Healthcare and Medical Sciences. Please fill in ALL and return via email to [suttiecentre@abdn.ac.uk](mailto:suttiecentre@abdn.ac.uk). If any area is left blank, the society will not be registered.

Society Name: ­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­

Aims and purpose:

Website address:

Society email:

Registered with AUSA?

**If there have been significant changes since initial registration, you will be asked to complete the form again.**

**Society Contact Details**

This information will be given to enquirers and may be published.

**Any amendments to this form throughout the year can be submitted to** [**suttiecentre@abdn.ac.uk**](mailto:suttiecentre@abdn.ac.uk)

Normally, the office bearers must be matriculated University of Aberdeen healthcare students. Where a variation to this is proposed, this must be discussed with and approved by the individual responsible for society governance within the Institute. Please email [suttiecentre@abdn.ac.uk](mailto:suttiecentre@abdn.ac.uk) in the first instance.

Students who are in their **final year-2023/2024** of study **cannot be the Treasurer** of a society.

You can have people who are not ordinary Members (staff or non-University of Aberdeen students) attending your meetings, but they must be in an advisory capacity and unable to vote or hold a position.

President/Captain: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Matriculation No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Uni E-Mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mob. No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Secretary/Vice Captain: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Matriculation No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Uni E-Mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mob. No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Treasurer’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Matriculation No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Uni E-Mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mob. No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Out of term contact details**

A contactable committee member should the need arise - Personal contact details are for use in the office only.

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mob No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Lead clinician or member of staff**

Is your lead clinician or member of the staff the same as last year? No Yes

Please complete the information below. You may either get a signature or ask your Lead Clinician to send an email to [suttiecentre@abdn.ac.uk](mailto:suttiecentre@abdn.ac.uk) to confirm this.

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Website Advert**

Does the current society description and sales pitch detailed on the website need amended? No Yes

**If yes, please complete the boxes below**

**Short one line description about society:**

**Society “Sales Pitch”:** This sales pitch will be used to advertise your society on the Suttie Centre website (100 words max.)

**Societies Activities Plan**

This form is designed so that you can lay out your plans and goals intended for your society for the upcoming year. Please make sure you consider equality and diversity in your planned activities and if appropriate we may ask to see risk assessments. If you have any queries regarding your activities, please contact [suttiecentre@abdn.ac.uk](mailto:suttiecentre@abdn.ac.uk)

**Please ensure the activity plan update sheet is completed for each event you hold and submitted via email to:**

[**suttiecentre@abdn.ac.uk**](mailto:suttiecentre@abdn.ac.uk)

**What are your plans for the 1st Semester?**

**What are your plans for the 2nd Semester?**

**What are your key goals for the Year?**

**PROFESSIONAL ETHICAL CODE OF CONDUCT for Healthcare Student Societies and Groups Registered with University of Aberdeen School of Medicine, Medical Science and Nutrition**

The study of healthcare professions places an ethical duty on students both as individuals and when participating in activities as a group to show good standards of professional behaviour. This applies equally to activities which form part of study and are within the University campuses and those activities undertaken outside. The following ethical code of conduct lays down principles to help you run safe, inclusive and professional student groups and activities and applies to all activities undertaken or advertised in the name of University of Aberdeen and/or your group.

The School shall expect that as a minimum standard of behaviour, each member individually and group shall:

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The School shall expect that as a minimum standard of behaviour, each member individually and group shall

1. Conduct themselves in a reasonable and responsible manner at all times.

2. Conduct themselves in a manner of mutual respect and understanding for all members of the University community, patients and members of the public, ensuring meetings and events are a safe and productive space where everyone gets a chance to speak and air their opinions free from any form of discrimination or personal grievance.

3. Not engage in any activity or behaviour likely to bring the School or the University into disrepute, also ensuring they do not cause or encourage other members or attendees at events to engage in any activity or behaviour likely to bring the School, University or Profession into disrepute.

4. Conduct themselves in a manner in person and online that shall not offend others and not use foul and abusive language, either orally, in writing or by expression or by engaging in any form of discriminatory or anti-social behaviour;

5. Treat all University and external provider property with respect and shall not interfere with other peoples’ enjoyment of facilities or events.

6. Comply with the reasonable requests of University staff;

7. Adhere to the University’s Health & Safety policies and to any specific requirements that apply to areas utilized, both internally and externally.

8. Adhere to the University’s policies in relevant areas including but not limited to External Speaker Protocol and PREVENT guidance, financial procedures, Equality & Diversity, computer use.

9. Ensure that any personal data obtained and/or held by the group is consistent with applicable data protection, information governance and confidentiality provisions.

10. Ensure that limits of professional competence are recognised and be clear regarding these with other members of the University community, patients and members of the public.

If there is any doubt or concern regarding an event or activity you should contact the School who would be happy to offer support and guidance.

Should any activity conducted by or in the name of the group fail to comply with the provisions of this Ethical Code of Conduct then that group or such individuals may be subject to investigation.

Society Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Office bearers must sign & date with their own handwritten signature.

President/Captain: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Secretary/Vice Captain: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Treasurer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_