

SSLC CHEATSHEET

WHEN ARE MY SSLCS?

All SSLC dates for the year for all faculties and schools will be posted soon at <https://www.thesubath.com/academicreps/rep/sslc/>. As committee members, hopefully your faculty/school will notify you of upcoming meetings (although this may be through Outlook calendars).

RAISING ISSUES

SSLCs aren't just a formality, they're a valuable way to bring student issues to the Faculty/ School and get a response (and hopefully action) from them. The issues that you're aware of through students in your department may well not be reaching academic staff, and even familiar issues are likely to be impacting students in ways that departments hadn't considered.

On bigger issues, it's good to send issues to the University secretary (usually the staff member who sends SSLC agenda and minutes) to be included in the agenda. Reps should also be given the opportunity to raise issues in the meeting – this is a good opportunity to highlight new and emerging issues, how existing issues are developing for students. There doesn't always have to be a wealth of data available, but it's important that issues are those affecting doctoral students in the department, rather than just your own experiences.

PREPARING FOR AN SSLC

The active role of reps in SSLCs does mean a little preparation is needed, but it's straightforward:

- Talk to your peers and gather data
- Resolve the small issues before the meeting to make time for the bigger topics
- Confirm your attendance to the meeting, **especially if you are giving apologies**
- Contact the secretary or the SSLC Chair if you wish to place anything on the agenda.
- Read the agenda and check minutes from previous meetings to understand matters arising.
- Contact your faculty reps or The SU team if you would like support on an issue or for advance

BEING AN SSLC CHAIR

The Chair is normally an Academic Rep and is elected annually from among the members of the SSLC at the first meeting of the academic session. Prior to the election of the Chair, one of the Director of Studies will act as Chair for the first meeting of the academic session.

If you are interested in this going for this role but have some queries or concerns, please contact the Education Team at ARC@bath.ac.uk. We discuss what may be worrying you and how we can support you and your development as an SSLC chair.