Terms of Reference

1. Provide a two-way channel of communication between staff and all sections of the student cohort about all aspects of the student learning experience.
2. Confirm the membership and terms of reference at the first meeting each year and report this to the Board of Studies.
3. Where available, discuss and review the previous year’s SSLC annual report at the first meeting of the SSLC in the new academic session. As annual reporting is not mandatory, if none is available, Secretary’s to SSLCs will ensure that a list of outstanding action is presented at the first meeting of the new academic year.
4. Consider matters referred to the SSLC routinely during review and monitoring processes, such as periodic review (Degree Scheme Review Minutes and action plan), External Examiners’ reports and the associated responses, Feedback Policies, and course Annual Monitoring data and (where applicable) reports (see QA13, QA12, QA16, and QA51 respectively).
5. Comment upon proposed amendments to units and courses affecting existing students (see QA4).
6. Comment upon the results of and contribute to the formulation of action plans in response to, surveys of student opinion, such as Unit Evaluations, National Student Survey (NSS), the Postgraduate Experience Survey (PTES) and other internal and external university student surveys.
7. Consider annually the operation of the academic advisor system (see QA33).
8. Consider any other matters referred to the SSLC by other committees.

# Notes

## QA Code of Practice

Quality Assurance Code of Practice Statement 48 Student Engagement with Quality Assurance & Enhancement sets out the principles on which Staff/Student Liaison Committees operate to support effective two-way communication between the University and the student body about all aspects of the student learning experience. QA48 Annex B should be referred to in conjunction with the above membership and terms of reference.

## Membership

Each department is required to have at least one Staff/Student Liaison Committee. The Head of Department, with the agreement of the Dean, may elect to establish separate committees for undergraduate and postgraduate research/taught staff/student liaison. The Head of Department will ensure that all ensure that all courses of study are individually or collectively represented. The total number of staff members must not exceed the total number of student members on the Committee.

## Quorum

One third of the academic staff and the Academic Rep membership of the Committee.

## Other

Any amendments to the constitution and terms of reference of the Committee must be approved by the Faculty Board of Studies. The terms of reference of the Committee(s) will be reviewed periodically by the Faculty Board of Studies.

# Membership

The Chair is normally an Academic Rep and is elected annual from among the members of SSLC at the first meeting of the academic session. Prior to the election of the Chair, the Director of Studies will act as Chair for the first meeting of the academic session. In some Departments a staff member of the SSLC is assigned to act as co-chair with the elected student member, e.g., the Director of Studies to support and facilitate the students’ leadership role within the SSLC.

Consideration should be given to the ways in which SSLCs can be constituted to ensure that the views of the widest range of students are represented:

* A minimum of two and a maximum of four Academic Reps should be elected to represent each year of each course or course grouping, including placement / study year abroad, overseen by the SSLC.
* Constituting the SSLC as the whole cohort where the SSLC is responsible for one specific course and the student cohort is small (e.g. <20 students).

Ordinance 26 (Approved by Council 13 July 2022) sets out the minimum requirements for the establishment of an SSLC:

Each Department or School shall have at least one Staff/Student Liaison Committee with such constitution and terms of reference as the Board of Studies shall prescribe, provided that:

1. The number of student members shall not be less than the number of staff members.
2. There shall be less than six student members: including postgraduate representation where appropriate.

# Staff Representatives

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# Student Representatives

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| **Title** | **First Name** | **Surname** | **Email** | **Role** |
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