

STUDENT-STAFF LIAISON COMMITTEE

GUIDELINES FOR STUDENT REPRESENTATIVES

Anyone volunteering to be a student representative must commit to meet the requirements stated below and the deadlines set by the Department.

Student representatives are expected to: Attend one meeting of the SSLC during the semester. The meeting will be held in **Week 3** on **TUESDAY 12 August 1:00 – 2:00pm, Staff Tea Room** (near the assignment boxes), Richard Berry building. Lunch is provided.

All correspondence on SSLC matters will be conducted via student email. Remember to check your email *regularly*.

PLEASE WRITE DOWN YOUR *STUDENT* ID & EMAIL ADDRESS
CLEARLY ON THE FORM PROVIDED.

SSLC representatives are also asked to help lecturers actively promote the online SSLC survey in class to ensure an adequate student response.

SSLC Key Dates:

Week 3: SSLC Rep Meeting - Staff Tea Room, Richard Berry

Week 4: Online Survey conducted

Week 5: Results collated and sent to Lecturers/Representatives

Week 6: Lecturers/Representatives discuss results with class

For further information visit <http://aghitza.org/SSLC> or contact the Coordinator of the SSLC, Dr Alex Ghitza