

# **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 8<sup>th</sup> August 1:00 – 2:00pm, Staff Tea Room**, Ground Floor, Peter Hall Building (formerly Richard Berry Building). Pizza lunch is provided.

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

**Registration for the SSLC is via online form within your subjects LMS page and is due by 10:00AM Friday 4<sup>th</sup> August**

**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 James Osborne**