

# **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 School.*

**Student representatives are expected to:** Attend one meeting of the SSLC during the semester. The meeting will be held in **Week 3** on **Tuesday 13<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 9<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, Peter Hall Building

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://ms.unimelb.edu.au/study/student-staff-liaison-committee> or contact the Coordinator of the SSLC, Dr James Osborne