

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 11th 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