

Staff Student Liaison Committee (PGR)

Terms of Reference and Constitution

Governance reporting line:.....Staff Student Liaison Committee reports to Faculty Graduate School and SUSU Representation Team.

Document owner:.....Students' Union, via the Academic Student Representation Policy.

1. Origin

- To establish effective communication between students and academic staff.

2. Purpose

- To consider issues which would enhance the student experience, including, but not limited to:
 - quality of programmes and modules overall
 - quality of supervision
 - learning environment
 - assessment methods
 - progression review experience
 - the provision of pastoral, study skills support and general student support
 - learning resources, facilities, and study space
 - campaigns and issues raised by the Students' Union
- To consider data collected from students that could impact on the shape of the education experience, including, but not limited to:
 - PRES data

- Module Evaluation data where there is a requirement for progression (as permitted according to University policy)
- Feedback on mandatory training: Equality and Diversity, Health and Safety, Ethics, OTD, Data Management
- Any surveys carried out in-house
- To refer issues to relevant personnel when appropriate.

3. Responsibilities and activity

- To monitor response to student issues raised.
- To consider issues relating to health and safety, reporting to the Faculty Health and Safety Committee where necessary.
- To review SSLC activity for the year (last SSLC meeting of the year in the Summer Term) as per the guidance found in the Academic student Representation Policy.
- To report to the Faculty Graduate School.

4. Reporting arrangements

- Minutes of the Staff-Student Liaison Committee will be submitted to the Graduate School Committee for information.
- Minutes of the Staff-Student Liaison Committee will be submitted to the SUSU Representation Team (representation@susu.org) for information.

5. Constitution

- Chair (Director of Faculty Graduate School)
- Co-chair: SUSU Postgraduate Research Officer
- Deputy Director of Faculty Graduate School
- Faculty Graduate School Team Leader
- Doctoral Programme Directors
- Faculty PGR Programme Representatives as appointed internally
- Faculty Academic Registrar (or nominee)

- Professional Services Representatives:
 - Library
 - iSolutions
- Secretary /Admin staff to take minutes

6. Quorum and frequency

6.1 Quorum

- None

6.2 Frequency of meetings

- As a minimum, these meetings take place 3 times per year.

7. Resources

- Secretariat support is provided.

8. Terms of Reference review

Date of last review: 2022

Date of next review: 2023