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](http://aghitza.org/SSLC) or contact the Coordinator of the SSLC, Dr Alex Ghitza