

Student-Staff Liaison Committee for Postgraduate Taught Programmes

Remit - 2023/24

Related policies, procedures, guidelines & regulations:

Student-Staff Liaison Committee (SSLC) Policy

Student Voice Policy

1: Role

This SSLC provides a formal mechanism for communication and discussion between academic and administrative staff and student representatives, covering all matters related to postgraduate taught (PGT) degree programmes and the PGT student experience. It enables working in partnership to improve our shared academic community.

The SSLC provides a formal mechanism for student representatives to raise matters of concern, identify good practice, and give suggestions for improvements. Some of the issues raised by students may be addressed directly by staff members on the committee. Where this is not possible, the SSLC provides a mechanism to escalate issues that are out with the remit of the SSLC, to the School, College, University, or Support Service for further action. Student representatives are expected to gather representative student views and make the students they represent aware of any issues raised or actions taken following the SSLC meeting.

2: Membership

Student members:

- Programme-level student representatives.
- Postgraduate Taught School Representative (Edinburgh University Students Association).

Staff members:

- Director of Postgraduate Taught Programmes, Chair of the PGT SSLC.
- Head of Student Support and Enhancement.
- Director of Student Experience & Engagement.
- A member of the Student Advice and Support Team will clerk.
- Other academic or professional services staff may attend depending on the meeting agenda.

3: Operation

Meetings

- The SSLC will meet in-person at least once per semester.
- The meetings will follow a set agenda, consisting of standing items alongside items suggested by the student representatives.
- A request for agenda items will be sent to student representatives in advance.
- Minutes of the meeting will be taken to ensure student feedback is acted upon and will be accessible to student representatives via the Teams group.

Teams group

- Matters arising outside of meetings can be discussed via a Teams group.
- Student representatives may use this to post queries or suggestions, and staff to get feedback from students.
- Issues raised by student representatives via the Teams group will be recorded for follow-up alongside meeting action points.

4: Expectations of student representatives

- Communicate regularly with their cohort to gather representative student views on issues addressed in the SSLC.
- Suggest agenda items when necessary.
- Ensure the diversity of opinion within the cohort is represented.
- Attend the SSLC meetings. If this will not be possible, apologies should be sent in advance to the clerk and, ideally, arrangements made for input via written comments sent in advance or a stand-in from among the other student reps.
- Respond to posts on the Teams group when requested.

5: Acting on student feedback

The SSLC aims to provide timely responses to issues raised by student representatives. SSLC meetings will be minuted, and staff will regularly review the Teams group. Staff will record issues raised that require further action, and these will be assigned as action points for specific staff members. Alongside minutes, a list of these action points will be accessible to student representatives via the Teams group.

Staff committee members will aim to respond to action points within a month where possible. Student representatives will be made aware of how their feedback has been acted upon at subsequent SSLC meetings, and via the Teams group. Staff and student representatives are responsible for ensuring that students are made aware of how their feedback is acted upon after the SSLC meeting.

6: Relation to other School committees and escalation processes

The SSLC reports to the School Learning and Teaching Directorate (LTD), which is composed of key teaching-related leadership staff from academic and professional services. The LTD meets regularly and is chaired by the School's Director of Learning and Teaching. The LTD reports to the School's Management Committee, chaired by the Head of School.

Issues raised by student representatives that cannot be addressed within the committee will in most cases be escalated through the LTD. Where the LTD is unable to address these issues, they will decide on where to escalate the issue within the School or wider University.