

School of GeoSciences
Student Representation and Student Staff Liaison Committee Framework
July 2014

University reference:

http://www.docs.sasg.ed.ac.uk/AcademicServices/Policies/Student_Staff_Liaison_Committees_Principles.pdf

Student Class and Degree Representatives play a vital role in the development of teaching in the School of GeoSciences by taking part in a variety of quality assurance activities, including:

- Student Staff Liaison Committees (SSLC) (Undergraduate and Postgraduate)
- Teaching Programme Reviews (TPRs)
- Postgraduate Programme Reviews (PPRs)
- Short term teaching based focus groups
- School Board of Studies Committee

Role of the Class and Degree Representatives

- To represent all students in the cohort and ensure opportunities to report on issues or good practice are available
- Acting as a link between students and academic staff at a class or subject level
- To ensure clear communication and report on outcomes and developments
- Take part in School or College committees

We encourage all representatives to take part in EUSA Student Representative training:

<http://www.ed.ac.uk/schools-departments/geosciences/teaching-organisation/ug-students/student-representation>

And to review the principles that support the Student Staff Liaison Committee:

http://www.docs.sasg.ed.ac.uk/AcademicServices/Policies/Student_Staff_Liaison_Committees_Principles.pdf

How to become a Class or Degree Representative

Course Organisers and Degree Programme Convenors will canvas for student representatives at the start of the academic year and each semester as required. EUSA will contact all students regarding School Student Representatives.

Key Contacts as a Representative

- **Degree Programme Convener** – the academic staff member with responsibility for the degree programme and Chair of the Student Staff Liaison Committee
- **Course Organiser** – the academic responsible for a course and member of the Student Staff Liaison Committee

- **Teaching Organisation Manager** – individual responsible for administration of teaching across the School, including timetabling, assessments, complaints and processes
- **Student Support Coordinators** - will provide support for representatives setting up webforms and preparing for the Student Staff Liaison Committee as part of their involvement in supporting the student experience

The School operates four Student Support Liaison Committees, in the following area:

- Earth Sciences
- Ecological and Environmental Sciences
- Geography
- Postgraduate Taught

Enhancements from 2014/15

From 2014/15, Student Class and Degree Representatives will have an enhanced role in the School of GeoSciences. This will include a welcome meeting for all representatives and group meetings with all representatives, our Head of School, Director of Teaching and Teaching Organisation Manager each semester to discuss broader teaching issues, including:

- Reviewing and responding to external and internal surveys, for example, the National Student Survey or Edinburgh Student Experience Surveys
- Act as an open forum contact beyond the SSLC
- Take part in School initiatives focused on the future of teaching, for example, planning and investigating opportunities to enhance teaching in our planned new building at King's Building
- Membership on key teaching committees to ensure the student voice is heard

Web form for SSLC

Part of the representatives' duties is to canvas your fellow cohort to identify areas of concern and of good practice to share with academic staff. The information collected should be summarised and shared at the Student Staff Liaison, but all representatives should be aware that urgent issues can be raised at any time to the Degree Programme Convenor who has responsibility for overseeing the degree programme.

From 2014/15, there will also be a format change to the SSLC format. The SSLC in each area of the school will run a minimum of once a semester. A unique web form will be used by Class and Degree Representatives to canvas the appropriate cohort for feedback. These Web forms will be set up using the online Bristol Survey tool by Student Support Coordinators (SSCs), Emma Latto (Emma.Latto@ed.ac.uk) and Cathy Campbell (Cathy.Campbell@ed.ac.uk) (s). The form will include standard questions, but also allow for bespoke questions to fit the needs of representatives. .

The Student Support Coordinator (s) will liaise with the Student Representatives in advance of the SSLC meetings to update the webform. The SSC will ensure that weblinks are circulated to each class/degree programme; collate the results of the webform and distribute to the Chair and Student Representatives.

The web form results will be shared with the Chair and will assist in setting the agenda to ensure appropriate staff are in attendance to discuss the responses for the course. Our aim is to ensure the SSLC meetings are as constructive as possible. In the past, the meetings have been more reactive with several levels of response needed.

During each semester, all students and staff will be sent an email with the link to the SSLC minutes and any additional documentation which are stored at:

<http://www.ed.ac.uk/schools-departments/geosciences/teaching-organisation/ug-students/student-representation>

You will also find meeting dates on the link above.

Sarah McAllister
Teaching Organisation Manager