This information will be used to inform the incoming School Representatives regarding ongoing issues in their school and will form the basis of one report completed by the Students’ Union analysing recurring academic difficulties across the three faculties at Queen Mary University of London.

|  |  |
| --- | --- |
| **1. Your Student-Staff Liaison Committee** | |
| What is the name of your SSLC? (i.e. Chemistry) |  |
| Which courses are covered by this SSLC? (please include course codes which can be obtained by your Academic Convenor) |  |
| What percentage of the Faculty does your School make up? |  |

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| --- |
| Which levels are represented by your SSLC?  *(Delete as applicable)* |
| Undergraduate / Postgraduate Taught / Postgraduate Research |

|  |  |
| --- | --- |
|  | Name |
| Chair |  |
| Student Co-Chair |  |
| Secretary |  |
| Academic Convenor (if applicable) |  |
|  | |
| Number of staff members |  |
| Number of student representative roles |  |
| Number of student representatives |  |
| Vacant roles |  |
| Number of student representative roles dismissed |  |

\*excluding roles that will be resumed in the next academic year (eg students currently on placement, on study abroad programmes, or out of attendance etc)

|  |  |  |
| --- | --- | --- |
| Other members of staff attending SSLCs across the faculty this year: | | |
|  | Invited to attend?  *(Delete as applicable)* | How many meetings did they attend? |
| SU representative | Yes/No |  |
| Subject Librarian | Yes/No |  |
| Careers Advisor | Yes/No |  |
| Technical and Learning Support | Yes/No |  |
| School Representative | Yes/No |  |
| *Any other attendees:* |  | |
| *Additional comments:* |  | |

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| --- | --- |
| **2. Meetings** | |
| How many times has the SSLC met during this academic year?  *(If there were fewer than two per semester, please indicate why)* |  |
| What were the Semesters & Weeks of these meetings? |  |
| Did the meetings feel student-led? If no, please indicate why |  |
| How many meetings in the year had students as a majority? |  |
| Were all minutes from meetings submitted to all members as well as the Students’ Union? If not, why? |  |

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| **3. Your year as representatives** | |
| **Please list your SSLC’s achievements and other positives that have come out from this academic year** |  |
| **Please list your SSLC’s challenges and any other recurring themes from this academic year** (eg timetabling, online resources etc) |  |
| **Are there any unresolved issues or ongoing matters discussed this year in need of follow up or continuation into the next year’s SSLC? What steps are being taken to ensure this?** (A copy of this report, containing detail of unresolved issues, will be made available to the School Rep next year, so please do ensure you include all detail of unresolved issues so that they can be followed-up. It will also be included in the first SSLC of the following academic year and form the Schools Action Table) |  |

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| **4. Communication** |

Which of the following methods have been used to gather material for meetings?

|  |  |
| --- | --- |
| **Please delete as applicable:** | |
| SSLC notice board | Yes / No |
| Social media | Yes / No |
| Surveys | Yes / No |
| QMPlus forum | Yes / No |
| Other (please specify) | Yes / No |

|  |  |
| --- | --- |
| What methods of communication did you find to be the most effective? What didn’t work? |  |
| What other ways did you effectively communicate with students? |  |
| How often did you communicate with your cohort? |  |
| Were you provided access to your department’s communication channels? (i.e. having emails send out, departmental notice boards) |  |
| How did you feedback to your cohort? |  |
| How well do you feel students engaged with your work as course representatives? |  |
| What, if any, communications support from the SU would have helped you better represent your peers? |  |
| How would you evaluate reps’ visibility in your school? If negative, what steps would you take to remedy the situation and increase engagement? What steps could the SU take to this effect? |  |
| How well do you feel the SSLC structure has worked this year? Are there any suggested changes for improvement? What issues have there been with the SSLC governance/processes? |  |

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| **7. Moving forward** |

Please make a note here of any action points that need to be taken for the next academic year, including any other support or information you would require from the Students’ Union. This action table should be circulated to incoming Course Representatives the following academic year before the first SSLC meeting.

|  |  |  |
| --- | --- | --- |
| **Notes** | **Action point** | **Responsibility** |