

Staff-Student Liaison Committees (SSLC)

School Staff-Student Liaison Committees meet at least once each half-session, usually within five weeks of the start of teaching. There are two main purposes of the Committee:

- consideration of any issues arising from the previous half-session's course evaluation exercise (through the [Course Feedback Form](#));
- identification of any problems with the current half-session's courses which might require immediate attention.

Most SSLCs have a majority of students as members, usually Class Representatives elected by their peers. Depending on the nature of a particular course and of the programme(s) with which it is associated, there will either be one Class Representative for each course or, in the case of curricula with a substantial number of prescribed courses (e.g. medicine, dentistry, law, engineering, divinity) there may be one Class Representative for each year/level of study. Some Schools which have a substantial number of postgraduate taught programmes and students have established a separate SSLC in relation to such provision.

The QAC's comments on annual programme reviews should be submitted to the next meeting of the SSLC so that the Committee can be satisfied that action has been taken by the School and the University, where necessary.

Heads of School are responsible for closing the "feedback loop" to students concerning the outcome of the course evaluation exercise and annual course and programme review. As such, Heads of School should ensure that the Minutes of the Staff-Student Liaison Committee meetings are placed on the MyAberdeen SSLC site.

Whilst the expected, *and minimum*, methods for Schools to gather student feedback are the [Course Feedback Form](#) and SSLC, Schools are encouraged to consider different and innovative methods to give students the opportunity to provide feedback. The use of *mid-term questionnaires* can be used to identify any issues which could be acted upon before the course ends but staff should consider the impact of multiple surveys causing survey fatigue. Student *focus groups* and *informal feedback sessions* could be established to allow students to express any concerns or raise issues with the staff throughout the academic year.