Staff Student Liaison Committee Terms of Reference and Composition
Regulation

Responsibility
Staff-Student Liaison Committees are responsible to a Programme Committee for engaging
with students; considering their views on the quality of the programme; seeking views on
strengths, areas for improvement and responding to issues raised.

Specific Duties

1. To support the on-going quality of the student learning experience.
2. To actively seek views from students on strengths of the programme and areas for change.
3. To engage with students in the development of:
   a. The establishment of actions to enhance their learning experience
   b. Communication of actions to the wider student cohort
   c. Proposed changes to the programme content and delivery
   d. Programme Review or Professional Body visits
   e. Changes to academic policy
4. To consider the outcomes of student surveys and evaluations including:
   a. Module evaluations
   b. Your Voice Survey
   c. National surveys such as the NSS, PTES and PRES.
5. To identify and seek timely responses to any wider Departmental, School or wider
   service provision matters that impact on the student learning experience.

Composition

Equality and Diversity statement

City, University of London is committed to promoting equality, diversity and inclusion in all its
activities, processes, and culture, under its Public Sector Equality Duties and the Equality Act
2010. This includes promoting equality and diversity for all, irrespective of any protected
characteristic, working pattern, family circumstance, socio-economic background, political
belief or other irrelevant distinction.

Diverse membership of all committees is expected. Wherever possible membership will
consist of at least 30% women and 30% men and representation of other protected groups
will be actively considered. Where this has not been met, committees should be able to
demonstrate what action has been taken to achieve this target.

1. Programme Director (Chair)
2. Members of staff with responsibilities for programme delivery.
3. Other staff members by reason of their role as determined by the Board of
   Studies reflecting the subject area’s organisational structure.
4. Students by category of representation and election process to be determined
   by the Board of Studies reflecting the subject area’s organisational structure
   and student profile. There will normally be at least two representatives from
each year of the programme. Boards of Studies must ensure significant
   student representation and this will normally outnumber staff membership.
A Committee Secretary shall be appointed by the Board of Studies.

The Committee has the authority to invite other members of University staff to meetings for discussion of specific matters. This may include colleagues from relevant Professional Services to support development of the programme/s and the student learning experience.

**Frequency of Meetings**
Three times per year, or more frequently as determined by the Board of Studies.

**Standing Orders**
Programme Committees operate in accordance with the Standing Orders for Boards of Studies and their sub-committees.

In addition, all Staff-Student Liaison Committee meeting minutes should be made available to all students within the subject area served by the Board of Studies.