**School of History, Classics and History**

**Undergraduate School Student Staff Liaison Committee**

The School-wide Student Staff Liaison Committee will meet four times during the session, in weeks 5 and 9 of each semester.

The meetings will take place online (via Collaborate) and all undergraduate class representatives, the EUSA School Council Convenor and Vice Convenor, representatives of the School Student Societies, Peer Support volunteers and the Student Research Room volunteers will be invited to the meetings.

The Undergraduate Director, Heads of Subject Area and other members of staff will also attend.

The meetings will be chaired and minuted by students where possible and we will ask for volunteers for these roles.

We are looking for the views of as much of the student community as possible so class representatives should seek the views of the group of students they represent. It is useful to hear both positive and negative feedback.

This committee will discuss matters that affect undergraduate students across the school, or large parts of it.

Matters that relate to individual courses or Subject Areas will be discussed at the relevant Subject Area or course Student Staff Liaison Committee.

**Subject area and Course Student Staff Liaison Committees**

Meetings of the Subject Area Student Staff Liaison Committees will be organised by the Lead Teaching Organisation Administrator for the Subject Area who will send out details about these meetings. These are usually scheduled in Week 7.

To send out messages to the students they represent class representatives should contact the Lead Teaching Organisation Administrator who will send them out through Learn on their behalf.

Programme representatives must attend all Student Staff Liaison Committee meetings of Subject Area for which they are a representative, unless with good reason, otherwise it will be requested that ‘programme representative' be removed from their HEAR transcript and we will not permit students who fail to fulfil their responsibilities as programme representatives to act in this capacity in subsequent years.

Further information can be found on the HCA webpage, <https://www.ed.ac.uk/history-classics-archaeology/information-current-undergraduates/your-studies/your-degree-programme/student-liaison/schoolwide-student-staff-liaison-committee>, and links to the SSLC meetings and minutes can be accessed through the UG Students in HCA learn pages.