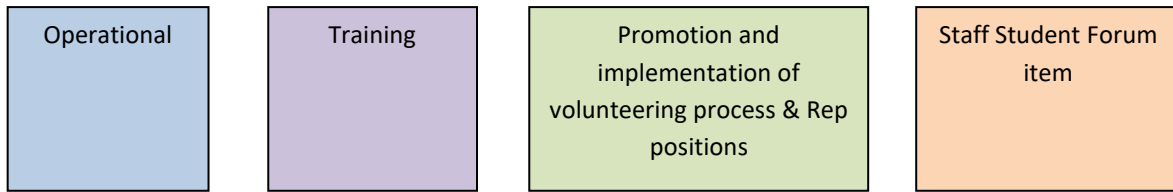


## Staff Liaison Contact (SLC) Calendar (Dubai)



<b>Before Autumn Term</b>	Inform Registry and the Guild of the Staff Liaison Contact (SLC) and administrative support for the Staff Student Forums (SSFs)
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<b>Autumn Term</b>	<p><b>Induction period for all students:</b> values of student representation and the role of Student Reps to be promoted to new and continuing students, noting the volunteering process to become a rep</p>
	<p><b>Volunteering:</b> Students interested in undertaking a rep role are encouraged to volunteer via local volunteering processes.</p>
	<p>Volunteers will undertake core rep training via Canvas, which includes “How to be a rep” – basic roles and responsibilities</p> <ul style="list-style-type: none"> <li>▪ Please share the Canvas module with volunteers.</li> <li>▪ Only after completion of the core rep training will a volunteer officially be a rep and details will be passed to the SLC/admin (or equivalent) to enable the student to undertake the rep role on a Staff Student Forum.</li> <li>▪ Please inform the Guild of Students of any volunteers.</li> </ul> <p>The Guild of Students can provide assistance (<a href="mailto:studentreps@guild.bham.ac.uk">studentreps@guild.bham.ac.uk</a>).</p>
	<p><b>Local induction for student reps:</b> SLCs to meet informally with student reps, once in place, to provide School/Department/programme-level contextual information.</p> <ul style="list-style-type: none"> <li>▪ Promotion of workshops and bespoke programme/School level sessions provided by the Guild. (see the Guild’s guidance on training available for Dubai reps);</li> <li>▪ An explanation of forum structures within Dubai, including quality assurance and feedback processes (Dubai Student Association)</li> </ul>
	<p>Make practical arrangements for the operation of the SSF. This should include:</p> <ul style="list-style-type: none"> <li>▪ agreeing dates and times for formal meetings (suggested - at least three meetings per year, normally one per term);</li> <li>▪ appointment of Forum secretary</li> <li>▪ an introduction to staff members of the SSF;</li> <li>▪ the previous year’s minutes and actions/annual report;</li> <li>▪ any other local information to help reps carry out their role.</li> </ul>
	<ul style="list-style-type: none"> <li>▪ <b>Appointment of a student chair/co-chair</b> (Please inform the Guild of Students of the elected student chair/co-chair);</li> </ul>

	<p><b>First SSF meeting:</b> first formal meeting should take place this term. Business should include, if available at the point of the meeting:</p> <ul style="list-style-type: none"> <li>▪ (UG SSFs only) <b>UG external examiners’ reports and School’s responses.</b></li> <li>▪ <b>Outcomes</b> arising from Annual Programme Review</li> <li>▪ Student Survey results and action plans</li> <li>▪ Remember to invite a Library Engagement Advisor to attend at least once per year (via Skype for Business). Minutes will also be shared with Library Engagement Advisors via SharePoint. <a href="https://intranet.birmingham.ac.uk/as/libraryservices/library/contact/library-engagement/index.aspx">https://intranet.birmingham.ac.uk/as/libraryservices/library/contact/library-engagement/index.aspx</a></li> <li>▪ Any issues/actions arising from SSF meetings that require escalation should be referred to the Student Forum via the Student Co-Chair and/or Campus Director.</li> <li>▪ Issues and actions raised should be discussed with the SLC of the equivalent UoB Edgbaston SSF</li> <li>▪ Minutes should be provided to the School Head of Quality in Edgbaston for report to the appropriate Edgbaston College committee.</li> </ul>
<p><b>End of Semester One (Early December)</b></p>	<p><b>Mid-year Evaluation (request will be made from Registry/SRSAB):</b> SLCs (or admin staff) to complete a mid-year evaluation (template and deadlines communicated closer to the time – likely mid-January).</p>
<p><b>Spring Term</b></p>	<p><b>January cohorts (if applicable):</b> Explain and encourage January cohort students interested in undertaking a rep role to volunteer and complete the core training. Hold local induction for reps (as detailed above) for any cohorts who start in January.</p> <p>January volunteers will undertake core rep training, which includes “How to be a rep” – basic roles and responsibilities</p> <ul style="list-style-type: none"> <li>▪ Only after completion of the core rep training will a volunteer officially be a rep and details will be passed to the SLC/admin (or equivalent) to undertake the rep role on a Staff Student Forum</li> <li>▪ Please inform the Guild of Students of any official reps.</li> </ul> <p>The Guild of Students can provide assistance (<a href="mailto:studentreps@guild.bham.ac.uk">studentreps@guild.bham.ac.uk</a>).</p> <p><b>Second SSF meeting:</b> second formal meeting should take place this term. Business should include:</p> <ul style="list-style-type: none"> <li>▪ Any items not available for discussion at the autumn term meeting (see above);</li> <li>▪ summary of <b>outcomes of the annual review process;</b></li> <li>▪ (PGT SSFs only): <b>PGT external examiners’ reports and School’s responses.</b></li> <li>▪ Remember to invite a Library Engagement Advisor to attend at least once per year (via Skype for Business). Minutes will also be shared with</li> </ul>

	<p>Library Engagement Advisors via SharePoint.  <a href="https://intranet.birmingham.ac.uk/as/libraryservices/library/contact/library-engagement/index.aspx">https://intranet.birmingham.ac.uk/as/libraryservices/library/contact/library-engagement/index.aspx</a></p> <ul style="list-style-type: none"> <li>▪ Issues and actions raised should be discussed with the SLC of the equivalent UoB Edgbaston SSF</li> <li>▪ Minutes should be provided to the School Head of Quality in Edgbaston for report to the appropriate Edgbaston College committee.</li> </ul>
<p><b>Summer Term</b></p>	<p><b>Annual Review Form (request will be made from Registry/SRSAB):</b> SLCs (or admin staff) to draft the Annual Review Form (template and deadlines communicated closer to the time – normally April for a mid-June deadline).</p> <p><b>Third SSF meeting:</b> third formal meeting should take place this term. Business should include:</p> <ul style="list-style-type: none"> <li>▪ any items not available for discussion at earlier meetings (see above);</li> <li>▪ If applicable, discussion and agreement of the Annual Review Form.</li> <li>▪ Remember to invite a Library Engagement Advisor to attend at least once per year (via Skype for Business). Minutes will also be shared with Library Engagement Advisors via SharePoint.  <a href="https://intranet.birmingham.ac.uk/as/libraryservices/library/contact/library-engagement/index.aspx">https://intranet.birmingham.ac.uk/as/libraryservices/library/contact/library-engagement/index.aspx</a></li> <li>▪ Issues and actions raised should be discussed with the SLC of the equivalent UoB Edgbaston SSF</li> <li>▪ Minutes should be provided to the School Head of Quality in Edgbaston for report to the appropriate Edgbaston College committee.</li> </ul>