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| **departments:Students Union:Marketing:All Users:01 - Resources:01 - Logos:01 - SU Logo:RHSU-Split-Grey-03.jpgStaff-Student Committee****Department of XXXX UG/PG/PGT/PGR\*** |  |
| DateTimeLocation |  |
|  |  |
| **Actions** |

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| --- | --- | --- | --- |
| **Ref** | **Action** | **Lead** | **Due Date** |
| Reference | **Action**Details | Lead | Date |
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| **Action from current meeting****~~Action completed since last meeting~~** |  |

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| **departments:Students Union:Marketing:All Users:01 - Resources:01 - Logos:01 - SU Logo:RHSU-Split-Grey-03.jpgStaff-Student Committee****Department of XXXX UG/PG/PGT/PGR\***  |  |
| Date |  |
|  |  |
| **Minutes** |

|  |  |
| --- | --- |
| Present: | Student’s name (Chair) (Senior Course Representative (volunteer student))Student’s names (Course Reps (volunteer student))Head of Department Course Leads (as relevant) Heads of Years (if applicable)Any representatives present from College professional services (e.g. Library, I.T., etc.) |
| Co-option: | Name (Any representatives from departmental societies. Any other co-opted representatives at the discretion of the Chair.) |
| In Attendance | Name |
| Secretary | School Manager (or Nominated Member of Administrative Staff by the SM) |

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| 1. | **Welcome and Apologies** |  |
| 1.1 | The Chair WELCOMED all members to the committee meeting. |  |
| 1.2 | The College Terms of Reference for Staff-Student Committees were RECEIVED and NOTED [only include this item if it is the first meeting of the academic year].\* |  |
| 1.3 | Apologies were received from XXXX |  |
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| 2. | **Minutes of the previous meeting** |  |
|  | Minutes of the meeting on XXXX were AGREED as a correct record. Note any amendments. | Ref |
|  |  |  |
| 3. | **Matters arising**Note any matters arising not covered elsewhere on the agenda. |  |
|  | It was NOTED that action XXXXX | Ref |
|  | It was NOTED that action XXXXX | Ref |
|  |  |  |
| 4. | **Update on action plan and communication with students** |  |
|  | Provide an update on the actions from the last and previous meetings, as applicable. | Ref |
|  | AGREED that students in the department will receive an update on discussions had and decisions made by the staff and course reps at the Committee meeting by XXXX. | Ref |
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| 5. | **Departmental Report** |  |
|  | Detail key points from the Departmental Report. | Ref |
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| 6. | **Course Representatives’ Report** |  |
|  | Detail key points from the Course Reps’ Report. | Ref |
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| 7. | **Review of the undergraduate departmental provision\*** |  |
|  | The Annual Review Report for postgraduate research provision for the previous academic year, Paper XXXX, was RECEIVED. NOTE any comments. [first or second meeting of academic year only] | Ref |
| OR |  |  |
|  | **Review of postgraduate taught provision\*** |  |
|  | The Annual Review Report(s) for postgraduate taught provision for the previous academic year including the reports from the External Examiner(s) and departmental response(s), Paper XXXX, was RECEIVED. NOTE any comments. [second meeting of academic year only] | Ref |
| OR |  |  |
| 7. | **Review of postgraduate research provision\*** |  |
|  | The Annual Review Report(s) for postgraduate research provision for the previous academic year including the reports from the External Examiner(s) and departmental response(s), Paper XXXX, was RECEIVED. NOTE any comments. [second meeting of academic year only] | Ref |
|  | **AOB** | Ref |
|  | **Date of next meeting** |  |
|  |  |  |
|  | * **It is essential to confirm that the minutes and action plan have been emailed to voice@su.rhul.ac.uk (Students’ Union).**
* **Minutes are also to be submitted to School Education Committee (UG and PGT) or School Research Student Oversight Committee (PGR) for consideration.**
* **Minutes must be uploaded to the Workinggroups (**[**\\ourdata**](file:///%5C%5Courdata) **folder: Taught Annual Review for 2019-20 (for UG and PGT) (label as: Classics UG SSC Min 10.11.19.)**
* **The Doctoral School will keep a record of PGR SSC minutes.**
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\*delete as applicable