

# SSLC Reps Handbook 2016-17



# Welcome from your Students' Union



Hi,

Congratulations on being elected as one of your department's Student Staff Liaison Committee (SSLC) Representatives!

I'm Jasmina, I studied Government as an undergrad here for three years before becoming the Student Union's Education Officer. I know what it's like to work for change within your department so I am looking forward to getting to know all of you individually, working with you to improve your academic time and influencing change together.

As a Course Representative, you are part of a community of students who care about having their voices heard and who work with departments to improve students' time at LSE.

Change can't happen without you! As your Students' Union we are here to make sure you are supported in everything you do: we provide Course Rep training, can give you advice, and are here to have a chat about anything!

And we're not just about education; The Students' Union is **the** place to go for sports activities, clubs, societies, advice, cheap food and drink, and, most importantly, to meet people. We know being a Course Rep is important, but whether you join a sports club or attend a movie screening, we also want you to enjoy yourself!

Have fun and see you soon,

**Jasmina Bidé**  
Education Officer  
su.education@lse.ac.uk

# Your role and responsibilities



## SSLC Reps should:

- ✓ Attend SSLC training
- ✓ Ask students on your course if there are any problems
- ✓ Ask students what they think is great about the course
- ✓ Go to SSLC meetings
- ✓ Raise issues about the quality of the programme
- ✓ Think of solutions to any problems on your course
- ✓ Work with staff to make your course better
- ✓ Be a link between staff and students by providing feedback

## SSLC Reps shouldn't:

- ✗ Help other students with their work
- ✗ Always agree with staff
- ✗ Help students with personal problems
- ✗ Do everything their tutors or administrator ask - you're not employed by the University!

# Meetings



## SSLC meeting

Usually one per term

Attended by all SSLCs on your course and a few departmental staff

Chaired by staff/students

Purpose: To discuss education course issues

## Course Rep Congress

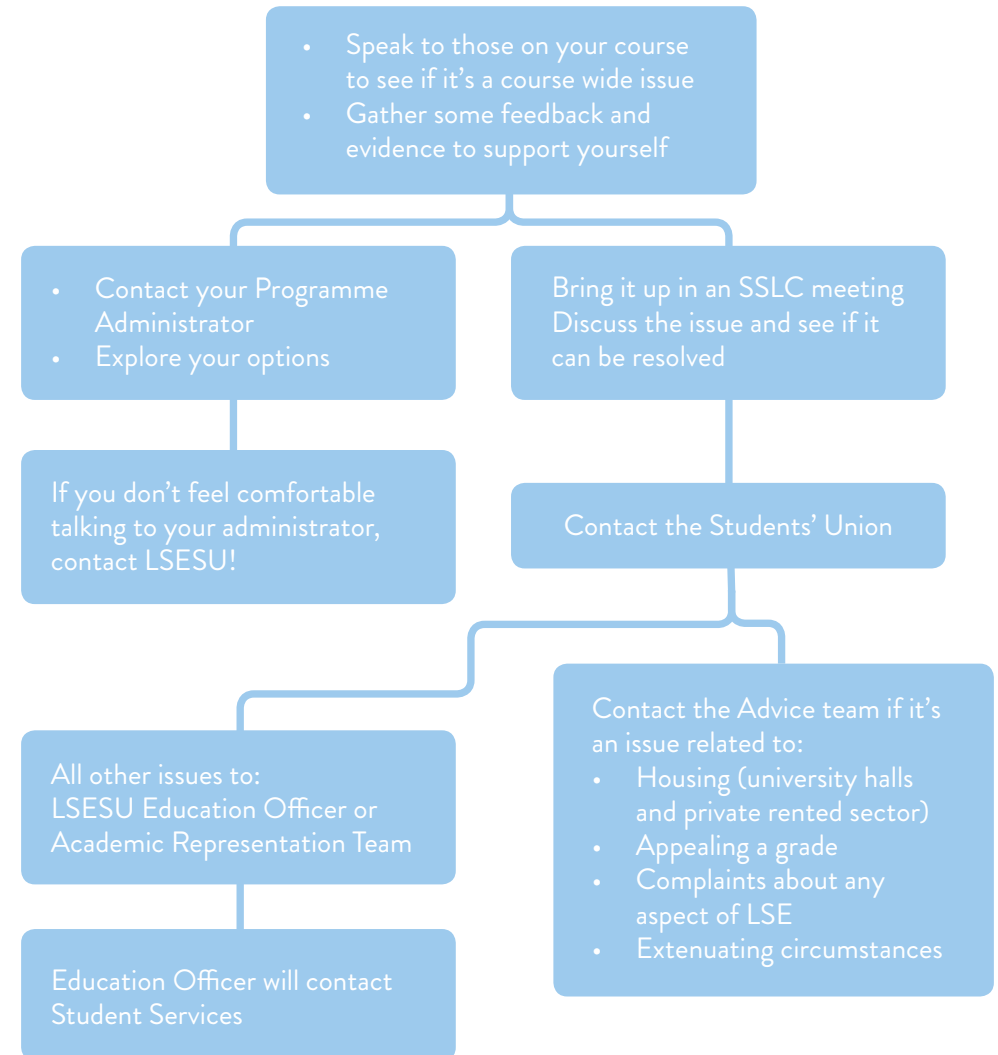
Normally twice a year – one in Term 1 and another in Term 2

Led by the Education Officer

Purpose: The opportunity to network with other SSLC reps and get to know more about LSE and LSESU

Bonus: Food and drink!

## SSLC Reps An issue has come up



# Students' Union Advice Service

You don't have to help other students with personal issues. The Students' Union provides free, confidential, impartial advice and support on the following issues:

- Housing (university halls and private rented sector)
- Appealing a grade
- Complaints about any aspect of LSE
- Extenuating circumstances (problems that stop you handing in your best work)
- Academic misconduct
- Disciplinary cases

If you're not sure where to go, contact us and we'll signpost you in the right direction.

**Email:** [su.advice@lse.ac.uk](mailto:su.advice@lse.ac.uk)

**Phone:** 020 7955 7158

**Web:** [lsesu.com/advice](http://lsesu.com/advice)



# How can I get more involved?

## Consultative Fora

Consultative Fora are designed to consider undergraduate, taught graduate, and research students' opinions on matters affecting their study. This is achieved by looking at issues arising from reports of departmental Student/Staff Liaison Committees that cannot be solved at departmental level.

Interested? Run to be a Consultative Fora Rep. For more info contact:

### Research

**Loraine Evans**

[l.evans1@lse.ac.uk](mailto:l.evans1@lse.ac.uk)

### Taught Graduate

**Giovanni Graglia**

[g.graglia@lse.ac.uk](mailto:g.graglia@lse.ac.uk)

### Undergraduate

**Rosie Jones**

[r.r.jones@lse.ac.uk](mailto:r.r.jones@lse.ac.uk)

## Run for election as a Students' Union Officer

If you really love representing students, then run to be a candidate in the Students' Union elections held in October and March! Many of these positions are paid, and they all provide the opportunity for you to gain valuable work experience, negotiate with influential members of staff and make a difference to the lives of students at LSE.

You can run to be a full-time Sabbatical Officer, a Part-Time Officer or for a place on a variety of boards and committees.

[lsesu.com/democracy/elections](http://lsesu.com/democracy/elections)

# Other opportunities

## Leadership Accreditation

Be recognised for your work! Leadership Accreditation is an award which recognises students who attend skills sessions, organise new opportunities and ultimately have a significant impact on student experience at LSE. Receive an official LSESU skills accreditation and a bespoke award for your commitment.

[llesu.com/skill-up/leadership-accreditation/](https://llesu.com/skill-up/leadership-accreditation/)

## LSESU Active LifeStyle

Don't miss the opportunity to play your favourite sports and get involved in physical activity during your time here at LSE. There are a wide range of activities such as beginner courses, inter-hall leagues and one-off events on offer. So take some time out from your books and de-stress!

[llesu.com/activelse](https://llesu.com/activelse)

## Beyond the Classroom

If you want the opportunity to develop your employability skills then this programme is for you. Beyond the Classroom offers students a series of free, skills-based workshops on topics such as managing conflict, public speaking campaigns, event management and social media.

[llesu.com/skill-up/beyond-the-classroom](https://llesu.com/skill-up/beyond-the-classroom)

## LSESU societies and clubs

We have more than 200+ societies and clubs, with thousands of students as members!

If you are interested in taking up a new hobby or want to keep up an existing interest head to:

Societies:  
[llesu.com/join-in/societies](https://llesu.com/join-in/societies)

Clubs:  
[llesu.com/join-in/sports](https://llesu.com/join-in/sports)



## RAG

LSESU RAG is both the charitable arm of the Students' Union and a fulfiller of dreams!

Whether you want to see the world climbing Kilimanjaro, cycle from London to Paris or support a local charity in our bucket collections – you'll help causes like ending world hunger or eradicating breast cancer.

Email: [su.rag@lse.ac.uk](mailto:su.rag@lse.ac.uk)  
Facebook: [facebook.com/llesurag](https://facebook.com/llesurag)

# FAQs

## How do I contact other SSLC Reps?

Your programme administrator will have the list of all the SSLC reps. Don't hesitate to contact them directly. Alternatively, you can contact the Students' Union on [su.sslc@lse.ac.uk](mailto:su.sslc@lse.ac.uk)

## What is the best way to contact other students?

You know best what students on your course would prefer! Small courses might prefer a lunch meeting or a chat after class. Larger courses might prefer a Facebook group, Moodle or group email. Don't forget to introduce yourself at the beginning or end of the class and let them know who you are.

## How will I find out which meetings to attend?

Your programme administrator should email you with the date and time of your meeting. If they haven't then get in contact with them.

## Nothing seems to change. What should I do?

Don't be disheartened! Ask your Programme Administrator why it can't change first, and then see if you and your course can come up with any solutions. Contact the Students' Union if you want to discuss it.

## What if I don't want to be a Rep anymore?

If, after acting as a Representative for a while you feel like the role is not for you, you must tell your programme administrator and the Students' Union at [su.sslc@lse.ac.uk](mailto:su.sslc@lse.ac.uk) as soon as possible. This is very important, as they will need to elect a new Rep.

# Useful contacts

## Sabbatical Officers



### Busayo Twins

General Secretary  
[su.generalsecretary@lse.ac.uk](mailto:su.generalsecretary@lse.ac.uk)



### Julia Ryland

Activities and Development Officer  
[su.activitiesdevelopment@lse.ac.uk](mailto:su.activitiesdevelopment@lse.ac.uk)



### Jasmina Bidé

Education Officer  
[su.education@lse.ac.uk](mailto:su.education@lse.ac.uk)



### Riham Mansour

Community and Welfare Officer  
[su.communitywelfare@lse.ac.uk](mailto:su.communitywelfare@lse.ac.uk)

## Part-Time Officers

### Sarah Foss

Anti-racism Officer  
[su.anti-racism@lse.ac.uk](mailto:su.anti-racism@lse.ac.uk)

### Meg Mohanka

International Students' Officer  
[su.international@lse.ac.uk](mailto:su.international@lse.ac.uk)

### Livi Vaughan

Athletics Union President  
[su.aupresident@lse.ac.uk](mailto:su.aupresident@lse.ac.uk)

### Perdi Blinkhorn

LGBT Students' Officer -  
[su.lgbt@lse.ac.uk](mailto:su.lgbt@lse.ac.uk)

### Dhibla Mahamud

BME (Black and Minority Ethnic)  
Students' Officer  
[su.bme@lse.ac.uk](mailto:su.bme@lse.ac.uk)

### David Zhao

RAG President  
[su.rag@lse.ac.uk](mailto:su.rag@lse.ac.uk)

### Muhummed Cassidy

Disabled Students' Officer  
[su.disability@lse.ac.uk](mailto:su.disability@lse.ac.uk)

### Fathia Begum

Women's Officer  
[su.womens@lse.ac.uk](mailto:su.womens@lse.ac.uk)

### Angharad Hopkinson

Environment and Ethics Officer  
[su.environment@lse.ac.uk](mailto:su.environment@lse.ac.uk)

## Students' Union

### General Enquires

020 7955 7158  
su.info@lse.ac.uk

### Students' Union Advice Service

020 7955 7158  
su.advice@lse.ac.uk

### Academic Representation Team

020 7955 7158  
su.sslc@lse.ac.uk

## LSE Services

### LSE Careers

020 7955 7135  
careers@lse.ac.uk

### IT Services

020 7107 5000  
it.helpdesk@lse.ac.uk

### Student Counselling Service

020 7852 3627  
student.counselling@lse.ac.uk

### Disability & Neurodiversity

disability-dyslexia@lse.ac.uk