

PGR Student-Staff Action Meetings (SSAMs)

- Starting in 2023/24 academic year, these replace the Student-Staff Committees (SSCs).
- At PGR level, the meetings take place at School level *not* department level.
- PGR reps are not expected to attend the departmental SSAMs organised by their taught peers.
- **MAIN CHANGE** – SSAMs are action focused: minutes will no longer be produced after each meeting. Actions will be captured during the meeting in the SSAM Action Log – this is a live document stored in each School's RHSU Academic Representation Teams Channel that can be updated in-between meetings by the individual responsible as actions are completed. There will be one log to be used throughout the academic year.
- Distribution of paperwork for the meeting will be done via the RHSU Academic Representation Teams Channel for each of the academic Schools.

Members of the SSAMs:

- Director of PGR Education.
- Departmental PGR Leads (dependent on each School).
- PGR student reps.
- Library Liaison (dependent on each School).
- Doctoral School representative.

Roles and Responsibilities:

- Doctoral School:
 - o Liaise with the Director of PGR Education to schedule the SSAMs for the academic year – School Liaison.
 - o Create a folder for each SSAM in the Teams Channel and save a blank copy of the agenda in each of them.
 - o Set a Teams meeting and send meeting invites prior to each SSAM to all attendees – School Liaison.
 - o Contact all members **2 weeks in advance** reminding them to add items that they wish to discuss to the agenda and to upload any reports/documentation to be shared with the other members in the relevant Teams Channel – School Liaison.
 - o Attend the SSAMs dependent on availability: if nobody from the Doctoral School is available to attend, the SSAM can go ahead without us – School Liaison (once a year) / Doctoral School Managers (twice a year).
 - o Respond to queries and offer clarification if known during the SSAM.
 - o Ensure actions Doctoral School are responsible for are completed.

- Director of PGR Education:
 - o Liaise with Doctoral School team to schedule meetings.
 - o Add items to be discussed to the agenda (if relevant).
 - o Upload any paperwork needed for the meeting to the meeting folder in the Teams Channel prior to the meeting (if relevant).
 - o Support the Chair in recording the actions in the log to ensure these are captured accurately.
- PGR rep – Chair:
 - o Reach out to peers to check whether anything needs to be raised prior to the meeting.
 - o Add items to be discussed to the agenda prior to the meeting (if relevant).
 - o Upload any paperwork needed for the meeting to the meeting folder in the Teams Channel prior to the meeting (if relevant).
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 - o Chair the meeting.
 - o Complete the 'Attendance monitoring' section of the log to capture date, time, location and attendance at the beginning of the meeting.
 - o Record the agreed actions on the log with support from the Director of PGR Education.
- PGR reps:
 - o Decide during the first meeting who is the chair of these meetings.
 - o Reach out to peers to check whether anything needs to be raised prior to the meeting.
 - o Add items to be discussed to the agenda prior to the meeting (if relevant).
- Other members (such as Department PGR Leads or Library Liaison):
 - o Add items to be discussed to the agenda prior to the meeting (if relevant).
 - o Upload any paperwork needed for the meeting to the meeting folder in the Teams Channel prior to the meeting (if relevant).