

## **Staff-Student Consultation Committee**

### ***Terms of Reference:***

- a) To encourage mutual dialogue between staff and students.
- b) To collect students' opinions regarding various aspects of the BA Translation Programme, such as curriculum, credit, project, etc.
- c) To review and monitor the learning and teaching quality assurance mechanisms and processes within the Department.
- d) To formulate strategies in helping students to learn more effectively.

### **Membership:**

<b>Chairperson</b>	<b>:</b>	<b>Head of Translation Department</b>
<b>Members</b>	<b>:</b>	<b>Year tutors</b>
		<b>Course co-ordinators</b>
		<b>Two student representatives from each year</b>
<b>Observers</b>	<b>:</b>	<b>Up to six students</b>
<b>Secretary</b>	<b>:</b>	<b>A staff member of the Translation Department</b>