

## Access and Student Success Student Liaison: Terms of Reference

**Role title:** Access and Student Success Student Liaison

### **What is the Access and Student Success Team?**

---

Our mission in respect of access, participation and student success is to increase the participation of students from a variety of underrepresented backgrounds and to ensure that the transformative nature of a SOAS education can be experienced by all. As a student, you can get involved in realising this mission in a variety of ways.

To support your learning experience at SOAS, we work closely with academic departments and other support services to provide exciting opportunities for you to succeed. These include activities such as peer mentoring, the student social action fund, metacognitive skills workshops and decolonising the curriculum programmes. You find out about the programmes as they are devised in your department so look out for our emails and communications!

Our work also includes increasing access to SOAS for those from areas where the fewest young people progress to university, and we robustly evaluate all our initiatives and aim to partner with students as co-creators as much as possible.

### **Scope and Purpose of the Role:**

---

As your Department's *Access and Student Success Student Liaison* you will work on sharing information about the team's initiatives, gathering feedback and reflections from your fellow students on these, and promoting the importance of equitable, inclusive approaches across the department. We would also like you to advise us on what you see as they key priorities in your department to ensure an equitable student experience.

This will primarily involve supporting, but may not be limited to, the following areas of work:

1. Access initiatives taking place in your department (educational outreach)
2. Success and progression initiatives taking place in your department (ensuring all SOAS students have an excellent student experience)
3. Advising on broader access and participation issues (such as strategies that will apply to the whole of SOAS, and the SOAS Access and Participation Plan)

### **Frequency and Scheduling of Meetings:**

---

The *Access and Student Success Student Liaison Group* meets 4 times an academic year and for the 2021-22 academic year has confirmed the following meeting schedule:

- 18th November 2021 at 4pm-4.45pm
- 27th January 2022 at 4pm-4.45pm
- 21st April 2022 at 4pm-4.45pm
- 16th June 2022 at 4pm-4.45pm

A record of this meeting schedule can also be found in the *SOAS Student Rep Google Calendar*, available [here](#).

Meetings will be held online via Microsoft Teams and will be recorded for those unable to attend. Meeting recordings will be stored on the Student Rep BLE site available [here](#).

Invites, meeting links and agendas will be shared one week in advance of the meeting taking place and will be sent to your SOAS email address.

---

**Composition and Membership of the *Access and Student Success Student Liaison Group*:**

---

The *Access and Student Success Student Liaison Group* is chaired by the Head or Managers of Access, Participation & Student Success and has the following membership for the 2021-22 academic year:

- 1x Access and Student Success Student Liaison per academic Department, Centre and School
- Access, Participation & Student Success Department; comprised of 11 colleagues

---

**Attending Meetings:**

---

When attending an *Access and Student Success Student Liaison Group* meeting, we kindly ask that you provide any specific items for the agenda in advance.

Key topics of discussion, feedback and actions that emerge from these meetings will be logged within the *Access and Student Success Student Liaison Meeting Log*, which will be shared with all Liaisons at the start of Term 1 of the academic year.

---

**Correspondence:**

---

The primary and first point of contact within the Access and Student Success team for Student Liaisons is Marva de la Coudray, Head of Access, Participation & Student Success, who is available at: [m.delacoudray@soas.ac.uk](mailto:m.delacoudray@soas.ac.uk).

We will primarily contact you via email and Microsoft Teams.

If you have any questions regarding this role, please contact [apss@soas.ac.uk](mailto:apss@soas.ac.uk)