

UNIVERSITY OF PERADENIYA - FACULTY OF SCIENCE

STUDENT ACADEMIC ADVISORY COMMITTEE

TERMS OF REFERENCE

Purpose

Student Academic Advisory Committee (SAAC) is mandated with formalizing and enhancing academic advising and providing academic support structures to underperforming students within the Faculty of Science.

Membership / Organizational Hierarchy

The SAAC will fall under the purview of the (proposed) Student Support Services and Welfare unit of the University of Peradeniya, and will be accountable to the Faculty Board of Science. The planning, implementation and reporting of functions will be overseen by members of the SAAC. The members of the SAAC will be appointed by the Faculty Board of Science or will be ex-officio members of other posts in the Faculty.

The composition of the Committee is as follows:

- Chairperson - Appointed by the Faculty Board for a period of 2 years.
- Dean (observer)
- Chairperson/ SAWC (Student Advisory and Welfare Committee)
- Chairperson/CEGC (Career Enhancement and Guidance Committee)
- A member from the Admission Committee
- Chairperson/CDC (Curriculum Development Committee)
- Senior academic counsellor
- Chairperson/ ELTC (English Language Teaching Committee)
- Academic counsellors (Representing each department)
- Coordinators of the Study Programs (Computation and Management, Statistics and Operations Research and Science Education)
- Assistant Registrar (Convener)
- Student representatives
 - 1000 level - 2 Biological Science, 2 Physical Science, 2 Computation and Management, 2 Statistics and Operational Research programs (one boy, one girl)
 - 2000 level - 2 Biological Science, 2 Physical Science, 2 Computation and Management, 2 Statistics and Operational Research programs (one boy, one girl)

3000 level - 1 General, 1 Computation and Management, 1 Statistics and Operational Research, 1 Applied Sciences, 1 each from special degree programs

Roles and Responsibilities

- Coordinate Academic Advising Program
- Identify academically underperforming students
- Organize training workshops for Academic Advisors and Mentors
- Facilitate meetings for underperforming students with Advisors/Mentors
- Create student groups to provide strong mutual support structures
- Facilitate communication avenues for students to ask questions and get answers
- Liaise between units and committees involved in the student support

Meeting and Reporting

- The SAAC committee will meet at least once every three months.
- A yearly report will be compiled for the faculty board.