Nominations for SHEEC Student Representatives: Additional information

The role of SHEEC Student Representatives

The Scottish Higher Education Enhancement Committee (SHEEC) is the main group responsible for the delivery of Enhancement Themes and activities in the sector. Every Scottish institution is represented on SHEEC, usually by their vice-principal (learning and teaching) or equivalent. The membership is available on the QAA Scotland website.

The student representative role involves participating in SHEEC meetings. Usually, there are three to four meetings per year - three of these are online but there may be one face-to-face meeting. The meetings last approximately 90 minutes.

The dates for the 2023-24 are:

- 3 October 2023
- 12 December 2023
- 13 February 2024
- 14 May 2024
- 6 June 2024.

Also, student representatives will need to spend a small amount of time preparing for meetings by reviewing the agenda and papers. Student representatives can also expect to be supported by sparqs when undertaking this committee role. QAA offers a full induction for student representatives ahead of the first committee meeting.

QAA Scotland reimburses meeting travel expenses for SHEEC Student Representatives.

What is the nomination process for SHEEC Student Representatives?

Nominations can be made either by students’ associations or student self-nomination:

- If students’ associations are nominating a student, please check the nominee is willing to sit on SHEEC.
- Self-nominees should inform their students’ association and include the name and email of someone who will second (or support) the nomination. We also advise you to liaise with your SHEEC staff representative regarding nominations.

**We need:** the name and email of the person being nominated (nominee). We would also like a short (around 200 words) statement from the nominee, indicating why they are suitable and what their skills and experience will bring to SHEEC.

**Please provide these details by 11 September 2023.**
In making a nomination, please consider:

- the nominee does not need to be a sabbatical officer, but would need to demonstrate experience and involvement beyond their immediate programme and department/school
- there can be only one nomination from each students' association - students' associations can nominate someone from another institution.

In the event of there being more nominations than vacancies, QAA Scotland will consider the following factors and, if necessary, hold a ballot by email (details of any ballot will be provided should the need arise).

- The value in having a spread of institutional type represented on the SHEEC.
- A desire for the membership of SHEEC to reflect the diversity of the sector.
- A desire to include nominations from students’ associations that are not affiliated to the NUS, as well as those which are.

We look forward to receiving nominations by **11 September 2023** to: ARCadmin@qaa.ac.uk

**We hope to be able to inform all nominees of the outcome very soon after this date.**

**Need to chat?**

Interested but want to talk it through? We want to hear from you! If you would like to have a chat about either of the roles, please contact us at ARCadmin@qaa.ac.uk