Nomination of SHEEC Student Representatives and Student Enhancement Theme Lead (2022-23)

The role of the Scottish Higher Education Enhancement Committee (SHEEC) student representatives

SHEEC is the main group responsible for the Enhancement Themes 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 meetings of SHEEC (usually three per year; dates for 2022-23 are to be confirmed), preparing for meetings by reviewing the agenda and papers, and liaising with QAA Scotland officers on agenda business and topics.

QAA Scotland reimburses meeting travel expenses for SHEEC student representatives.

The role of the Enhancement Theme Student Lead and Deputy

There are different role descriptors (see appendix) for the Student Lead and Deputy, and while they are two separate posts, they are mutually supportive with each deputising for the other; very like the relationship between our Staff Theme Lead and Deputy - Professor Clare Peddie of the University of St Andrews and Professor Ruth Taylor of the University of Aberdeen. Both the Student Lead and Deputy will be supported by QAA Scotland and sparqs officers.

The Student Leads play a key role in ensuring the student voice informs Enhancement Theme activities. The Student Leads work with colleagues across the sector developing student-focused resources and contributing to sector events, such as Enhancement Conferences.

The current three-year Theme - Resilient Learning Communities - started in 2020 and features a student-led project (SLP) which is delivered through close partnership with sparqs. Meetings of the Steering Group are chaired by the Student Lead. In 2020, the SLP focus was on exploring issues and themes relevant to how higher education institutions and student associations have recreated student communities in an online environment, and what enablers and barriers this has created. A very successful sharing practice event took place at the end of May 2021. In 2022 the SLP was focused on promoting the equity of the student learning experience and is producing a suite of valuable resources. As Student Theme Leads, you will help develop the Year 3 project - topic to be decided!

To see some of the other great student-led work produced as part of Evidence for Enhancement: Improving the Student Experience, take a look at Responding to the Student Voice and Students Using Evidence.

In addition to attending meetings of SHEEC (three per year), the Student Lead will also attend meetings of the Theme Leadership Team (roughly six-weekly) and the Theme

Leaders' Group (usually four per year) in addition to chairing the SLP Steering Group (meeting once a fortnight).

The end of the current Theme will mark a major milestone for the Scottish higher education sector as it celebrates 20 years of the Quality Enhancement Framework and 20 years of Enhancement Theme activity. Student Leads will also contribute to the Evaluation Expert Reference Group, meeting three to four times per year over 2022-23. This Group is central in helping us explore the impact of the current Theme and 20 years of Themes activity on the student experience.

If that's not enough to pique your interest, we have a major international Enhancement Conference in June 2023 and you will make a contribution to that exciting global event!

More generic information about Themes management is available from the Enhancement Themes web pages.

Have we convinced you about the importance of the Student Lead/Deputy Leads roles? If you're ready to apply then check details under 'What is the nomination process?'

If you want to hear more about the value of this role and what you can gain from it, and might bring to it, hear what our 2021-22 Student Theme Lead, Ondrej Kucerak, has to say.

What is the nomination process for SHEEC representatives?

Nominations can be made either by student associations or through student self-nomination. If student associations are nominating a student, please check the nominee is willing to sit on SHEEC. Self-nominees should inform their student association and include the name and email contact details of someone who will second (or support) their nomination.

We also advise you to liaise with your SHEEC staff representative regarding nominations.

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

Please provide these details by 1 August 2022.

In making a nomination, please consider the following:

- 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 student association; student associations can nominate someone from another institution
- some (or possibly all) of the student members of SHEEC will be invited to join the Theme Leaders' Group - the group responsible for organising the current Enhancement Theme.

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 Theme Leadership Team (TLT)/SHEEC
- a desire for the membership of the Theme Leadership Team (TLT) to reflect the diversity of the sector

- a desire to include nominations from student associations which are not affiliated to NUS, as well as those which are.

If you also wish your **SHEEC nominee** to be the **Theme Student Lead** for 2022-23, please include **additional text** (around 200 words) indicating why the person is suitable and what their skills and experience will allow them to bring to the role. Please note that the Student Theme Lead has automatic membership of SHEEC.

We look forward to receiving nominations by **1 August 2022** to ARCadmin@qaa.ac.uk

We hope to be able to inform all nominees of the outcome of our decisions in time for the successful Student Theme Lead/Deputy to attend the Theme Leadership Team meeting on the 23 August 2022.

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

Appendix: Role descriptors

Enhancement Theme Student Lead

The Enhancement Theme Student Lead plays a key role in ensuring that students are partners in the leadership of the Enhancement Theme. They work with colleagues across the sector to develop student-focused resources, and contribute to sector events and meetings.

Student-led projects are a key part of Enhancement Themes activity. They are typically run by a Steering Group for one academic year, with support from QAA Scotland and Student Partnership in Quality Scotland (sparqs). The frequency of Steering Group meetings is flexible and is determined by its members. The Enhancement Theme Student Lead is expected to take a leadership role in the delivery of the student-led project and chair meetings of the Steering Group.

The Enhancement Theme Student Lead will be expected to attend meetings of the Theme Leadership Team (TLT) - the team that determines the overall direction of the Theme, oversees operational delivery and identifies key priorities and projects. This is a small group comprising the academic and student Enhancement Theme leads along with officers from QAA Scotland. Meetings take place approximately every six weeks.

The Enhancement Theme Student Lead will be expected to attend meetings of the Theme Leaders Group (TLG) - the group that helps to lead, support and evaluate the work undertaken for the Theme. This comprises academic and student leaders from each higher education institution in Scotland, as well as representatives from some sector agencies. It meets four times a year and is typically more of an event, including networking and workshop activity. As a member of TLT, the Enhancement Theme Student Lead has a key role in setting the agenda and planning activities for TLG, which is supported by colleagues from QAA Scotland.

The Enhancement Theme Student Lead has automatic membership of the Scottish Higher Education Enhancement Committee (SHEEC) - the committee that is ultimately responsible for the Enhancement Themes, as well as planning future Enhancement Themes. Every Scottish institution is represented on SHEEC, usually by their Vice-Principal (Learning and Teaching) or equivalent. The Enhancement Theme Student Lead is expected to attend SHEEC, which meets three times a year. In preparation for SHEEC, they are supported by sparqs and NUS Scotland.

The Enhancement Theme Student Lead is expected to engage with Enhancement Themes evaluation activity. They will have the opportunity to attend and contribute to the Evaluation Expert Reference Group, which meets three to four times a year. The Group acts as a

sounding board for the evaluation consultants undertaking evaluation of the current Theme - Resilient Learning Communities - and a much larger project evaluating the impact of 20 years of Enhancement Themes.

The Enhancement Theme Student Lead is also expected to engage with major Enhancement Themes-related events, including conferences, at which they may be required to present on student-led work.

The Enhancement Theme Student Lead will have the support of a Deputy Student Lead, who will help by sharing the workload.

Enhancement Theme Deputy Student Lead

The role of Student Enhancement Theme Deputy Lead has been introduced in order to:

- create a further opportunity for student leadership of the Enhancement Theme

- reduce the time demands placed upon the Enhancement Theme Student Lead.

The Enhancement Theme Deputy Student Lead will be expected to actively support the Enhancement Theme Student Lead in the leadership and delivery of the student-led project.

The Enhancement Theme Deputy Student Lead will be expected to attend meetings of the Theme Leadership Team (TLT), Theme Leaders Group (TLG), and the Steering Group for the student-led project.

The Enhancement Theme Deputy Student Lead will be expected to deputise for the Enhancement Theme Student Lead at meetings of the Scottish Higher Education Enhancement Committee (SHEEC), and the Theme Evaluation Expert Reference Group where necessary.

Election

The Enhancement Theme Student Lead and Enhancement Theme Deputy Student Lead are appointed for a one-year term, which may be extended to a second term upon re-election.

The Enhancement Theme Student Lead and Enhancement Theme Deputy Student Lead cannot be from the same institution.

It is not necessary for nominees to be sabbatical officers. However, they will be expected to demonstrate experience and involvement beyond their immediate programme and department/school. Ideally, nominees will have experience of student engagement/representation matters (or otherwise working towards enhancement of the student experience) at the national level.

Nominations for both Enhancement Theme Student Lead and Enhancement Theme Deputy Student Lead can be made either by student associations or through student self-nomination.

- Student associations must first confirm that their nominee is willing to undertake the role for which they are being nominated. Student associations can nominate a student from an institution other than their own, but may only make one nomination per role.
- Self-nominees must inform their student association prior to submitting their nomination.

Nominations must include the following information about the nominee:

- name

- email address

- desired role

- a statement of no more than 200 words indicating why they are suitable and what their skills and experience will allow them to bring to the role

- **for self-nominees only:** the name and email address of someone who will second their nomination.

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 Theme Leadership Team (TLT)/SHEEC

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