

SQA Student Committee - Terms of Reference

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1. Purpose

- 1.1. The primary purpose of the committee is to provide student input and support to the SQA Education Manager to run the PhD Experience Program.

2. Roles and Responsibilities

- 2.1. Support the SQA Education team in the delivery of activities for the PhD Experience Program.
- 2.2. Represent the SQA student voice, seeking ideas and feedback from the cohort to inform the activities offered in the PhD Experience program and other SQA initiatives. Refer to [Appendix 1](#) for detailed descriptions of the roles and responsibilities.

3. Membership

- 3.1. Membership of the Student Committee shall include one member for each of the following:

- i) Chair
- ii) Secretary/Deputy Chair
- iii) Research Event Representative
- iv) Social & Engagement Representative
- v) Career & Industry Representative
- vi) SQA Ambassador Representative

- 3.2. Membership should include a minimum of one representative from each partner university.

- 3.3. Membership may change depending on the needs of the program and the TOR will be updated accordingly.

4. Term of Office and Election Process

- 4.1. Student committee members are elected via a self-nomination expression of interest and voted in by the SQA student cohort. This process is coordinated by the sitting committee ahead of a new term with the approval of the SQA Education Manager.
- 4.2. Membership terms are for the length of one year from July to July.
- 4.3. Members are welcome to serve multiple terms. However, they will need to be re-elected each term through the election process.
- 4.4. Retiring committee members must provide training and handover to new members during their first quarter.
- 4.5. The SQA Ambassador Representative is excluded from the election process and will be selected via the SQA Ambassador Committee.



5. Frequency of Meetings and Attendance

- 5.1. Meetings must be held at such regular intervals as determined by the committee, for example, every month. At a minimum, meetings must be held quarterly.
- 5.2. Items may be circulated for members attention out of session, as required.
- 5.3. A quorum shall consist of no less than 3 members.
- 5.4. The SQA Ambassador Representative, representing the SQA Ambassador Committee, can attend meetings on an as needed basis.
- 5.5. Additional persons may attend meetings to provide advice or as non-voting attendees.

6. Agenda and Minutes

- 6.1. Agenda should be circulated to members and the SQA Education Manager one week prior to an upcoming meeting.
- 6.2. Minutes of the committee meetings will be distributed to the members for approval and reported to the SQA Education Manager following each meeting.

7. Reporting

- 7.1. The Committee shall prepare a one-page report biyearly including:
 - i) achievements in the past six months
 - ii) feedback and recommendations on the PhD Experience Program and other SQA initiatives.
- 7.2. Where requested, the Chair or delegate will attend an SQA Technical Advisory Committee meeting to report on or advise on student matters.

8. Changes to the Terms of Reference

- 8.1. The Committee is encouraged to evaluate and review the Terms of Reference and provide recommendations to the SQA Education Manager.
- 8.2. Any changes to the Terms of Reference requires the approval of the SQA Education Manager.

9. Student conduct

- 9.1. The SQA expects the following personal conduct from committee members:



- i) treat others fairly, with respect and courtesy
- ii) act honestly and ethically in all dealings
- iii) avoid engaging in bullying, harassment, or discriminatory behaviour, including on social platforms
- iv) maintain a cooperative and collaborative approach to relationships with students, staff, and guests.



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Note on terminology: “Activities” is defined as seminars, workshops, and any other event.

Role	Responsibilities
Chair	<p>The Chair leads committee meetings and ensures the committee is fulfilling its purpose.</p> <p>Tasks include:</p> <ul style="list-style-type: none"> - liaising with the SQA Education Team and committee members to determine the agenda for upcoming meeting - liaising with Secretary on agenda items - facilitating the discussion of items on the agenda in a timely manner - overseeing the calendar of activities.
Secretary / Deputy Chair	<p>The Secretary / Deputy Chair leads the committee logistics and supports the chair as required.</p> <p>Tasks include:</p> <ul style="list-style-type: none"> - writing and distributing agenda and minutes for meetings - managing the committee’s reporting requirements - acting as chair when required.
SQA Ambassador Representative	<p>This person is a member of the SQA Ambassador Committee. They can be called to attend SQA Student Committee meetings if required to provide update on outreach activities.</p>
Other Committee Members	<p>Research Event Representative leads the organisation and running of <u>research</u> related activities.</p> <p>Social & Engagement Representative leads the organisation and running of <u>social</u> related activities. They will also support the SQA team in content creation and engagement for SQA social media communications.</p> <p>Career & Industry Representative leads the organisation and running of <u>career and industry</u> related activities.</p> <p>Organisational tasks include:</p> <ul style="list-style-type: none"> - canvassing student cohort interest on speakers and topics



- contacting, securing and obtaining information from speakers
- lead logistical event management
- communicating seminar information to cohort
- moderating the seminars/panels.

