



National Student Engagement Programme

Clár Rannpháirtíochta Náisiúnta na Mac Léinn

NStEP Advisory Group Terms of Reference

Terms of Reference for the NStEP Advisory Group	
<p>The Advisory Group to the National Student Engagement Programme membership consists of staff and students from across Irish Higher Education, appointed to prescribed terms, in order to support and advise the Steering Committee and staff team on the operations and strategic direction of the programme.</p>	
Responsibilities	<ul style="list-style-type: none"> • Receive reports and updates from the programme staff on the implementation of the strategy and plan of work • Provide direction, advice, and expertise on the delivery of the plan of work and the enhancement of student engagement in Ireland • Consider and advise on key themes and projects that will supplement the plan of work and the strategy • Advise on ways in which the programme can demonstrate and share impact across the sector • Consider meaningful ways in which a diversity of staff and students can benefit from and be included in NStEP • Shape agendas and activities for the National Student Engagement Practitioners Network meetings • Assist in the development of resources and insights to support student engagement activities in Ireland • Assist in reviewing programme activities and streams of work, to identify enhancements
Reports to	<p>The Advisory Group will provide short notes and reports to the NStEP Steering Committee, with key recommendations and areas for further development. These reports will be prepared by the secretariat.</p>
Reports from	<p>The Group shall receive updates and reports on the work of the National Student Engagement Practitioners Network, prepared by the programme staff. The Group will also receive verbal updates from the Steering Committee through the Co-Chairpersons.</p>
Membership	<p>Membership as follows:</p> <p>Two Co-Chairpersons from the NStEP Steering Committee (USI + HEA or QQI - rotational)</p> <p>Four staff representatives (selected by application):</p> <ul style="list-style-type: none"> • Two academic staff • Two professional/support staff <p>Five student representatives (selected by application):</p> <ul style="list-style-type: none"> • Four students • One NStEP Student Trainer <p>Five sectoral nominees:</p>

	<ul style="list-style-type: none"> • Technological Higher Education Association (THEA) • Irish Universities Association (IUA) • Higher Education Colleges Association (HECA) • National Forum for the Enhancement of Teaching and Learning in Higher Education • StudentSurvey.ie
Membership Terms	Members of the Advisory Group are appointed for academic year 2019-20 and 2020-21 (two academic years in total). Terms are renewable. Student members must be current students at the time of their application and may remain members for a period of up to one year after their last graduation.
In Attendance	NStEP staff
Frequency of Meetings	The Group will meet 4 times per academic year (minimum 1 meeting in the first Semester). Meetings should be scheduled in advance of National Student Engagement Practitioners Networks in order to inform and assist in the development of agendas and activities.
Secretariat	NStEP staff
Remuneration	All student members shall be remunerated by NStEP for their participation, including a €12.30 per hour stipend, with expenses included. Staff expenses are expected to be covered by their institution or organisation.