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Dear Student President

Enhancement-led institutional review (ELIR): Nomination of reviewers

I am writing to invite you to nominate one or more students to act as reviewers in the ELIR method. I have also written to the heads of all Scottish higher education institutions to seek nominations for both student and international reviewers.

ELIR has a strong emphasis on the student learning experience, and student reviewers play an important role as review team members. The effectiveness of the ELIR process is crucially dependent on the quality of the people undertaking the reviews. We were very fortunate in having a strong pool of reviewers, including students, in the first ELIR cycle. We very much hope that this will continue to be the case in the future.

Student reviewers are expected to have current or recent experience of studying within a Scottish higher education institution, equivalent to at least one year's full time study and also to have experience of representing students' interests at institutional level. The full criteria required for all reviewer roles is set out in Annex 3 of the ELIR Handbook (second edition). Anyone interested in becoming a student reviewer should read these carefully before completing the application form. Reviewers will be appointed for the duration of the review cycle provided they continue to meet the appointment criteria and they wish to continue working with us. Student reviewers are unlikely to undertake more than one review during the four-year schedule.

All those appointed as reviewers are expected to participate in a two-day training programme and student reviewers will be expected to attend an additional training/briefing day, bringing the total training commitment for student reviewers to three days. Student reviewers are paid for attending training whether or not they are selected to an ELIR team.

Application process

QAA Scotland will consider applications received on an on-going basis throughout the review cycle. However, it would be very helpful if application forms for individuals wishing to be considered for ELIRs due to take place in the latter part of 2009-10 could be returned to Laura White by **12 June 2009**. A hard copy of the student reviewer application form is attached, and can also be accessed at the following link:

<http://www.qaa.ac.uk/aboutus/appointments/default.asp>. I also attach, for your information, a schedule of the ELIRs due to take place in the latter part of 2009-10 (see Appendix 1).

If you would like to discuss any of the information in this letter further, please do not hesitate to contact either myself (s.heath@qaa.ac.uk), or my colleagues Ailsa Crum (a.crum@qaa.ac.uk) or Dr Janice Ross (j.ross@qaa.ac.uk).

Thank you very much for your help in this matter.

Yours sincerely

Stella Heath
Assistant Director