**Guidance notes for establishing a new SERA Network**

SERA encourages SERA members to form interdisciplinary, research and professional networks around shared themes of interest with fellow researchers and practitioners in Scotland.

**Rationale**

SERA networks provide an opportunity for SERA members to create a network that:

* focuses on a major theme in education that has strong links with other disciplines.
* has an international significance.
* provides opportunities to meet and engage with a wide range of stakeholders including academics and practitioners.
* develops wider awareness of the theme or issue but also informs and influences academic, professional and public debates.
* demonstrates the scope and outreach of SERA as an academic research association with a serious commitment to engaging with major interdisciplinary themes and issues.

The **aims** of a SERA network are outlined below:

* To promote interdisciplinary themes or issues in educational policy, research and practice that invites dialogue and discussion amongst a broader audience. This theme should have significance for Scottish education and the wider international educational context.
* Raise awareness of the theme in Scottish educational debates, beyond academic circles and reaching out to communities through the use of media and other forms of digital and non-digital communication.
* To provide a forum for the interface between academic researchers and other stakeholders in Scottish education (e.g. GTCS; Trade Unions; Local authorities; Education Scotland; School leaders and practitioners).
* Disseminate findings of research conducted by members of the network and other outputs that are related to the theme.

**Network activities**

* SERA networks are expected to use the SERA website and other social media to publicize their aims and activities.
* SERA networks will be represented at the annual conference and promote the work of the network through some of the following:
	+ Meeting
	+ Workshop
	+ Symposium
	+ Paper
	+ Poster
* SERA networks may apply to the SERA Executive for financial assistance in the initial stages of the foundation and development of the network and for special events.
* SERA networks should be the focus for one day/half day conferences or workshops out with the annual SERA conference.

**Network Review Procedures**

* SERA networks must be established and led by a member of SERA or a small group of people holding an active membership.
* SERA networks will present a short report of activity to the SERA annual general meeting.
* The Network convener(s) will provide regular updates to the SERA Executive meetings indicating levels of network activity and prospected events or initiatives.

**Setting up a new network**

* An application for the establishment of a SERA Network on a specific theme is made to the SERA Executive Committee.
* A minimum of 10 members (including the convener) is required at the application stage.
* The form is sent to the SERA academic secretary.
* The Executive committee will express a recommendation on the basis of the statement of relevance of the theme and proposed membership.

 **Operating Basis**

* The Network convener will normally serve for at least two years.
* The Network convener is responsible for the following:
* maintaining the membership list
* communication with members of the Network
* organization or coordination of events for members of the Network
* ensuring the network is represented at the national conference
* disseminating information about the activities of the network
* informing the SERA Executive of developments in the Network.

* If the network ceases to operate, the convener should advise the Executive and the Network may then be suspended or terminated with records lodged with the Academic Secretary.

**Application form to establish a SERA NETWORK**

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| **Name of proposed network** |
| **Relevance of the theme in current national and international debates (200 words max)** |
| **Names and Institutional Affiliation of Network Conveners:** |
| **Names and Affiliation of Network members** |
| **Proposed list of network activities for the incoming year** |

Stephen McKinney and Laura Colucci-Gray, 28.05.2013