

This brief guide gives an overview of some of the key milestones at the start of the 2024-24 to consider when it comes to Academic Reps. We believe there are three key time periods to be aware of when it comes to Academic Reps:

- Promotion
- On-Boarding
- Induction & Support

A positive start to the academic year will help our Academic Reps, whether they are new or returning, to settle in to their role! If you have any questions, queries or suggestions to improve our checklist.

Contact us at reps@ucl.ac.uk.

| When | Prompt | My Notes |
|----------------------------------|--|----------|
| Promoting the Role | | |
| Early September | Is there opportunity to promote the role in pre-arrival communications for new students? | |
| Week beginning 23 September 2024 | Is the promotional video ¹ scheduled into induction talks for new students? Who will outline specific local arrangements for putting yourself forward for the role when the video has finished? Which publicity resources will we use to outline how to find out more about the role? How and when will these be distributed? | |
| Week beginning 30 September 2024 | How will we draw the role to the attention of new and returning students? Are there any changes made thanks to students last year we can highlight to help promote the importance of the role? Ask any representatives who are returning to UCL whether they would like to continue for a further year. | |
| On-Boarding | | |
| Late September | When is the deadline for students to put themselves forward? Who will contact our Academic Reps to ask which one would like to act as Lead Department Representative? | |

¹ <https://www.youtube.com/watch?v=BpZ9IgmRPZ8>

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| | <p>Will an email reminder be sent to students in advance of the deadline?</p> <p>Will this deadline allow time to hold an election on Opinio/Moodle/Unitu if there are multiple interested students?</p> <p>Who will pull together the required information for each representative and send these to the Faculty using the return sheet?</p> | |
| 17 October 2024 | <p>Deadline to submit all Representative, Research Student Representative and Lead Department Representative details through the Union website².</p> <p>Who will write to Academic Reps to let them know they now have the role, and to outline next steps?</p> | |
| Induction & Support | | |
| From 21 October 2024 | <p>Who will let our reps know to expect to hear from the Students' Union, and encourage them to attend this training?</p> <p>Do we have details of our Faculty's welcome event to pass on?</p> <p>What local information should we send to representatives on what to expect over the year ahead?</p> <p>Is our first SPC scheduled after 28 October 2024 in order to give the new reps time to be trained and talk to students?</p> <p>Is there key information on local staff roles, and how we can support communication with students which we can pass on to new reps?</p> | |
| From 28 October 2024 | <p>Who will encourage the Lead Department Rep to attend Union Induction training?</p> <p>Which is the relevant Department Teaching/Research Committee the Lead Department Rep will be a member of? Who else will need their details in order to invite them?</p> <p>Does the staff SPC Co-Chair have the Lead Department Reps' details? Have they made arrangements for setting a detailed agenda for each</p> | |

² <https://studentsunionucl.org/academic-reps/add>

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| | SPC, and how they will communicate in advance to agree this? | |
| 28 October 2024 | <p>Faculty Rep Details to be sent to Faculties</p> <p>Who will welcome them and introduce them to their role?</p> <p>Who will encourage them to attend Union induction training?</p> | |
| From 28 October 2024 | Who will be responsible for attending Faculty Welcomes? | |

Find out more at <http://studentsunionucl.org/rep/staff>

Contacts us on su.reps@ucl.ac.uk