UCL Academic Reps Elections 2024-25

Academic Reps elections are not always consistent across each Faculty and that is to be expected with nearly 1,100 programmes and 2,000 Academic Reps to be elected. However, to ensure as much consistency as possible and providing opportunities for students to nominate themselves and their peers to vote, we have put together this brief guidance following feedback from Faculty Reps in the 2023-24 academic year.

Step One: Early dissemination of the role

The role of Course Representatives (or for Postgraduate Research programmes, Research Student Reps) is key to driving positive educational change across UCL and their efficient election should be prioritised at the start of the academic year. Where possible, the role should be advertised during the summer with nominations opened during Welcome Week, ideally at the course induction.

Below are some role descriptors which you can use to promote the Academic Rep roles:

Course Rep

Research Student Rep

Lead Department Rep

Faculty Rep – Please note that this is elected by the Students' Union in the Autumn Elections.

You can also find a timeline of key dates for Rep Elections to take place:

Milestone	Date (2024)
Recruitment of Academic Reps	Monday 23 September to Friday 11 October
Course Rep and Lead Department Reps to be recruited and submitted via the Union website	Thursday 17 October
Online training for Academic Reps begins	Monday 21 October
Faculty Reps to be elected by the Union	Friday 25 October
Faculty Rep details to be sent to the Faculties	Monday 28 October

Step Two: Structured and visible elections

As per the Academic Manual, all Academic Reps must be appointed by process of election. This will increase student awareness of the representative and the Academic Rep Network as a whole. Once nominations have closed, we suggested that a picture and brief description of the candidate are emailed to each candidate.

Step Three: Clear voting processes

Voting should be open for two-five days allowing all students to cast their vote in a timely manner. The option to Re-open nominations (RON) must be included in case students are not happy with their potential representatives.

We suggest that elections could take place in the following ways:

- Via Microsoft Forms, Doodle, Slido or Moodle.
- Sparing the last 15 minutes of a core lecture for candidates to present a one minute speech.
- Utilising Unitu (where applicable).

- Hosting a social event in the first week whereby candidates can give a one minute speech (ideally for smaller programmes).

Step Four: Lead Department Rep elections

Once your Course Reps have been elected, a Lead Department Rep should be elected to co-chair the Student Partnership Committee (SPC) formally known as a Student-Staff Consultative Committee (SSCC). An internal election of all Course Reps could take place or the Course Rep with the most votes could be elected to the position.

Step Five: Upload your Academic Reps

Once your Course Reps and Lead Department Reps they can be submitted via the Union website. Please endeavour to do this by **Thursday 17 October** so that the newly elected Academic Reps can be invited to complete their online training.

And that's all you need to know about elections!

Of course you need to work with your Academic Reps throughout the academic year, but a smooth election process at the start will certainly help them along their journey.

If you have any questions, please contact **su.reps@ucl.ac.uk.**