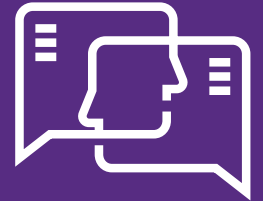


CANDIDATE BRIEFING PACK



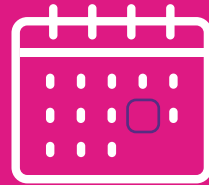
# COURSE REP ROLES



## CANDIDATE BRIEFING PACK

COURSE REP  
ELECTION

# Key Dates



### NOMINATIONS OPEN

Monday 16th September 2024 (9am)

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### NOMINATIONS CLOSE

Wednesday 9th October 2024 (4pm)

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### NOMINATIONS INFO SESSION

Monday 30th September 2024 (3pm)

Wednesday 2nd October 2024 (10:30am)

Click [here](#) to sign up for info sessions!

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### CAMPAIGNING BEGINS

Wednesday 9th October 2024 (4pm)

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### VOTING

Opens: Monday 14th October 2024 (9am)

Closes: Tuesday 15th October 2024 (4pm)



NOMINATE

CAMPAIGN

VOTE

# Jump to section

## SECTION 1

**1.1** Introduction

## SECTION 2

**2.1** What's next

**2.2** Nominate yourself

**2.3** Campaigning

## SECTION 3

**3.1** Vote days

**3.2** After the election

**3.3** Support available

**3.4** You got elected!

# Section One

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## INTRODUCTION

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UUSU is a membership-led organisation. Our Academic Reps are elected from over 26,000+ students across Ulster University courses and programmes. Course Reps volunteer their time to ensure the collective student voice is heard from the classroom and beyond.

There are currently a minimum of 2 positions per course per year available. This varies depending on the size and needs of the course. An overview of the course rep role is included in this candidate pack.

If elected you will be offered training and development opportunities throughout your time in post. Your Course Director will be your assigned academic staff lead who, along with your School Rep, and UUSU Student voice team will provide all the wrap around guidance and support you'll need.

## Section Two

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### WHAT'S NEXT

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**So, you have decided you want to nominate yourself to be a Course Rep. What's next?**

We always encourage you to read the detailed role description which can be found in Appendix One to give yourself a better idea of the specific nature of the role and what is required should you be elected

Once you have satisfied yourself that you are the best person for the role and you want to put your name in the ring, put one of the nominee info sessions in your diary. These are for anyone thinking of nominating themselves to get general information about dates and processes, as well as the opportunity to ask UUSU Election staff any questions you may have.

#### Eligibility

To nominate yourself for a Course Rep position you must be a UU Student during this academic year (24/25). There will be a minimum of 2 positions for your course and year group.

**Right! You're definitely doing this.**

## NOMINATE YOURSELF

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Nominating yourself could not be easier. There are no reams of paperwork to go through, you simply complete the process online at [uusuu.org](https://uusuu.org)

**Checklist** for nominations:

 **Profile photo**  
PNG or JPG format

 **300 word max manifesto**  
Optional

 **Poster**  
Optional

**Step 1**  


Go to [uusuu.org](https://uusuu.org), mouse over **'VOICE'** and click **'Elections'** in the dropdown this will take you to [uusuu.org/student-voice/elections/](https://uusuu.org/student-voice/elections/)

**Step 2**  


Click **'Nominate Yourself'** if you haven't already logged in, you'll be asked to do so. This login is the same as your Uni Portal login.

**Step 3**  


Once logged in select the position you want to run for example:  
**BA Hons History FT Year 3 - Rep**

**Step 4**  


Once you have selected the position you will see **'Stand'** in yellow above it. Select and confirm your name and email address and to write a manifesto and tagline

**Step 5**  


Once you have selected the position and confirmed name email manifesto etc click **'Confirm'**. Congratulations you are now a candidate.

If you have any problems, you should contact [elections@uusuu.org](mailto:elections@uusuu.org) and we can resolve.



# Campaigning

**Even if you are not contested for the position of Course Rep, we recommend running a small campaign to introduce students to who you are and what you stand for. This will help build rapport as early as possible with your peers.**

As there are so many posts for this election, we do not provide candidates with specific printed campaign material. We will however help prop up your campaign with an arsenal of generic digital content for you to share.

Our website will host your manifesto and graphics so you should feel free to direct people to it, and you can share any graphics that we have approved and that UUSU has created.

If you are unsure or have any issues you can contact [elections@uusu.org](mailto:elections@uusu.org)

## How to campaign

- 1. Talk to your peers and let them know you're running.**
- 2. Put up posters in your course area.**
- 3. Encourage staff to promote the election to your peers.**
- 4. Ensure you have a manifesto on our website.**
- 5. Add a Profile Picture – let students put a face to the name.**

## Section Three

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### VOTE DAYS

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**We will have our website clearly demonstrating where and how to vote for polling days and students will be required to log in to vote – again using their UU credentials.**

We monitor the votes as they are cast in terms of coming from devices, we do not have access to any individual votes but we can identify if a large number of votes are being cast from one device.

Periodically we will update a page on our website showing in real-time the number of votes cast for each role and the profile of voters – for example how many from each faculty have voted etc.

It is unlikely that anyone logging in will have any problems casting a vote, but you should feel free to contact us with the B number of the student having difficulties, by emailing [elections@uusuu.org](mailto:elections@uusuu.org) (or the student can email us themselves) and we will work to resolve as quickly as possible.

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### AFTER THE ELECTION

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When the polls close, only one member of staff in the Union can access the results via software provided by our IT service. That member of staff will conduct the counting of votes electronically and note transfers and exclusions.

Our marketing team will be sent the results of each contest and provide relevant graphics to announce those successful. We can provide full count sheets to candidates on request.

The results will be made public and published on [uusuu.org](http://uusuu.org) and across our social media alongside graphics declaring the winners in each contest within 3 days of the vote closing.



## SUPPORT AVAILABLE

We understand that putting yourself forward for a contest can be challenging especially if this is your first time stepping into an election. Remember UUSU staff are available throughout the election process to help answer questions and signpost to support should you feel you need it.

We are available through the election process to signpost you to support should you feel you need it. We are available also for advice on processes, rules and ideas – for obvious reasons we will not engage in any campaign-specific conversations out of these circumstances and are totally independent.

### **Mark Francos**

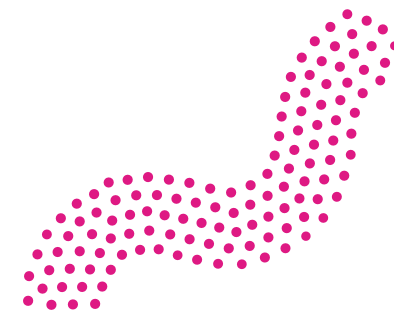
Governance and Policy Coordinator  
[elections@uusu.org](mailto:elections@uusu.org)

## SO YOU'RE ELECTED!

### **So, you're a Course Rep!**

If you are elected to the role you have contested, congratulations! The Academic Representation Coordinator within our UUSU Student Voice team will be in touch with you shortly to discuss the next steps. You'll be invited to attend an online induction and have access to a suite of helpful resources to get you ready to represent the collective voice at your first SSCC meetings.

You're now part of the largest group of volunteers in Ulster - That's something to be very proud of!



## COURSE REPS - ROLE DESCRIPTION

## Appendix One

Central to the ongoing development and success of our academic representation structure we have around 800+ students stepping into the Course Rep role each year. As the largest group of student volunteers here at Ulster they ensure the student voice is heard and values on each course and programme.

By actively seeking student opinion Course Reps act as the official, elected voice of their course colleagues. Collaborating with Course/Subject directors and their Students' Union, Course Reps enable and improve communication with the student body, feed into quality assurance processes, and are pro-active in helping to resolve issues relating to the student learning experience.

Our standard recommendation is that a minimum of two reps are recruited and elected for each year of study for every programme delivered at UU. This will be flexible of course, taking into account the number of students registered, and the diversity of the course or programme, etc.

### SUPPORTING YOU IN THE ROLE

Responsibility for the management, support and development of our rep structure lies with your Students' Union. Your Course/Subject Director will lead on academic representation within their programme and be your staff point of contact. They will also coordinate regular Staff Student Consultative Committees (SSCCs) - your official rep and staff meeting. UUSU work in partnership with your Course Director and their team to ensure you are prepared and valued in the role.

As an additional level of support, School/Dept Reps are elected for each school or department within your faculty. Using their previous experience as course reps, that have taken on the extra responsibility this year to represent the collective student voice for all the courses within their school/department. These students will be an extra source and guidance for you.

### WHAT IT INVOLVES

- Represent the views of all students within your course informally to your Course/ Programme Director and formally through your Staff Student Consultative Committee meeting.
- Gather feedback & opinion on academic issues.
- Find resolutions and improvements to the student learning experience.
- Promote and communicate your Course Rep role to all students within your course.

### TIME COMMITMENT

Some periods in the semester will be busier than others, depending on whether you have meetings or training to attend. Taking this into consideration you should probably expect to volunteer an average of one hour per week to the role (around 20 hours over the two semesters).

## THE CODE OF CONDUCT FOR ELECTIONS

## Appendix Two

### AGREEMENT FOR THE CONDUCT OF ELECTION CAMPAIGNS WITH

### THE ULSTER UNIVERSITY STUDENTS' UNION (Nov 2019)

**Nominated Candidate's Name**

**In the Election for the position of**

agree to abide by the following regulations and communicate said Regulations to all individuals who by association are seen to be promoting our Election Campaign.

**(A proven breach of any Regulation will result in the Returning Officer disqualifying the Candidate).**

- 1** All candidates and their election teams are subject to the regulations stated in this Code of Conduct, UUSU Bye Laws and any UUSU or UU Good Relations policies.
- 2** No statements or representations can be made by the Candidate or his/her representatives to any press or media outlet with regard to any aspect of the election process of candidature without the written permission of the Returning Officer.
- 3** Contact details and telephone numbers, supplied by the Returning Officer, will remain confidential.
- 4** Candidates and their representatives will not employ the use of materials expressly disallowed by Union or UU estates guidance which will be issued to all candidates.
- 5** Candidates and their representatives will, at all times, conduct themselves in a manner that does not bring the Union or University into disrepute. Reference will be given to the UUSU Media guidelines.



*continued*

## THE CODE OF CONDUCT FOR ELECTIONS

- 6 During the Election Campaign period, Candidates and their representatives will not engage in any act or omission which infringes on the personal safety and well-being of other Election Candidates and their supporters including written, verbal, physical abuse and/or intimidation or which breaches published University and Union Regulations whether online or off-line.
- 7 The Candidate and their representatives will abide with all requests issued by the Returning Officer and/or Deputy Returning Officer in regard to any aspect of their Election activities/omissions or they will face disqualification.
- 8 The Candidate and their representatives will not cause obstruction to pedestrian or vehicular traffic, nor enter restricted areas surrounding information stations nor act in a manner which may threaten or restrict other students' personal space.
- 9 Returning Officer may disqualify or penalise candidates who violate or persistently transgress any of the regulations for the Conduct of Elections including the Agreement for the Conduct of Election Campaigns. The decision of the Returning Officer is final in regard to breaches of these rules.

### SIGNED

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(CANDIDATE)

### WITNESSED BY

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(RETURNING OFFICER OR HIS/HER NOMINEE)

### DATE

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[View electoral bye-laws here](#)

[View full election rules here](#)