

## **Students' Union: Programme Representative online elections Guidance for Staff and FAQs**

In the academic year 2020/21 the election of Programme Representatives will take place online, via the Students' Union website.

As Programme Representatives, that held the role in 2019/20, have been rolled over, the election of Programme Reps will only need to occur:

- On first year courses; or courses where all students are new to City this year.
- On courses where reps have opted out; and therefore the number of Reps on your course has dropped below the recommended number.

For context; the election process will involve you sending the Students' Union the data at the beginning of the elections period: which includes the number of positions you need to be filled, your course information and the names and details for all Reps that have nominated themselves.

We will then use this data to create the election on our website; where students can log in, see all of the candidates for your course and vote.

We will then announce the winners once the elections have closed.

Our timeline for the election of Reps:

- Students can nominate themselves to become Programme Reps from the beginning of term.
- 8<sup>th</sup> October – Course Nomination Data sheet to be sent to the Students' Union by 5pm.
- 13<sup>th</sup> October – All Elections will open on the Students' Union website at 10am.
- 16<sup>th</sup> October – All Elections will close on the Students' Union website at 4pm.
- 19<sup>th</sup> October – Results will be announced and reported back to all schools.

Key Documents:

We will be creating/sending a number of key documents before the start of teaching on the 28<sup>th</sup> September.

They include:

- Programme Rep Nomination Form (Template)
- Course Nomination Data Sheet
- Student Nominee guidance
- Student voting guidance - "How to vote for your Reps?"

The benefits the online election process is that it is democratic, can be done remotely and there is no requirement for in person interaction. Once the elections are complete, a specific Programme Rep area will be created for your course. Your students will be able to access this and see who their reps are and how to contact them. Programme Reps will also be able to use this space to contact students in order to receive feedback.

FAQs:

### **Do I need to elect Reps?**

You will need to elect Programme Reps if you are a first year course where there will be no Reps to roll over. You will also need to hold an election for some or all positions if the Reps on your course have opted out of the roll over.

### **How many Reps do I need to elect?**

This will depend on the size of your cohort. Every course must have at least 2 Programme Representatives elected. As the size of the cohort increases, the number of Reps you need will too.

Please use the below scale to assess the number of Reps you need for your course:

- 1-30 Students – 2 Reps
- 31 – 60 Students – 3 Reps
- 61 – 90 Students – 4 Reps
- 91 – 120 Students – 5 Reps
- 120+ Students – 6+ Reps

(1 Rep for every 30 Students + 1 Rep)

### **How will I know if Reps have opted out?**

We have created an opt-out form for Programme Reps to complete if they do not wish to rollover. We will send your school a list of all Reps that have completed the form and therefore the positions that will need to be filled.

### **My course wont have students enrolled until later in the year, what do I do?**

If your course doesn't start until after the election period above, you can still use our platform to hold elections at a later date. Email us to tell us if this is the case and we will work with you to hold an election. We will need approximately 2 weeks' notice in order to have everything online ready for elections to open.

### **We have a January entry on our course. Is it possible to run an election in January to identify a Rep for that cohort?**

Yes, an election can be carried out as per the guidance for term 1. If you need to set up an election, please email us. We will need approximately 2 weeks' notice in order to have everything online ready for elections to open.

### **How do we know who has been elected?**

Once the elections are complete we will send a list of elected reps to each school.

If there is anything you are unclear of before the start of term, please email [Angelo.weekes.2@city.ac.uk](mailto:Angelo.weekes.2@city.ac.uk) and [Jonathan.otter@city.ac.uk](mailto:Jonathan.otter@city.ac.uk) to let us know.