

Class Rep Election Procedures from AY24/25

The purpose of this paper is:

- To standardise the Class Rep election process across the institution;
- To ensure accountability of both the Student Representative Bodies (SRBs) and academic colleagues who play a part in this process;
- To ensure Class Reps are aware of their affiliation with both their programme and their SRB as part of their role;
- To ensure students can be made aware of who their Class Reps are;
- To allow the institution to better utilise Class Reps to obtain feedback on the Student Experience.

These procedures are supplementary to, and designed to support the implementation of, the [Academic Representation Policy](#), which was approved by the University Committee for Learning and Teaching on 7 June 2023

1.		Pre-Election Communications
	1.1	Student Representative Bodies (SRBs) to create system for collecting a register of interest in the role of Class Reps pre-summer, which will remain open until end of Week 0;
	1.2	SRBs to create promotional material that highlight the expectations and benefits of the role for students;
	1.3	Year Coordinators (YCs) to promote this Interest Form to students through various means of communication throughout the summer period;
	1.4	Throughout summer, the SRBs will analyse where there are gaps in interest, and work with YCs to target promotion of the opportunity;
	1.5	In Welcome Week, new intake students (FDN, UG & PGT) will be encouraged to also register their interest both as part of Academic Inductions and Extra-Curricular activities such as Welcome Fair;
2.		Election Process
	2.1	SRBs will share, with each YC, a list of interested potential candidates;
	2.2	YCs should confirm with each of the candidates that they'd still like to stand;
	2.3	Elections may be held either online (using MSForms or other form of voting system), or in a lecture (non-elective course) using a show of hands, QR code to an online vote, or a simple ballot paper. Candidates should be elected on a simple majority vote;
	2.4	Where there is only one potential candidate, students should still be given the opportunity to vote;
	2.5	The successful candidate should be announced in an accessible manner to all relevant students.
3.		Post-Election Communications
	3.1	Year-Coordinators must make the SRBs aware of elected students within 1 week of their election, and no later than the end of Week 3;
	3.2	A list of Class Reps for each department should be posted within relevant Canvas sites;
	3.3	The SRBs will maintain a list, online, of all Class Reps that fall within their remit;
4.		Vacant Positions

	4.1	In the event a Class Rep vacates their position, they must tell both their YC and their SRB;
	4.2	Replacement Class Reps may be elected using the same process outlined above, or appointed at the discretion of the YC;
	4.3	Any new appointments should be communicated to the SRBs, relevant students and reflected on any online lists.

