



Policy Governing the Election of Academic Representatives

1. Introduction

The University of Lincoln Students' Union is a democratic organisation. As such, it is vital that free and fair elections for Academic Representatives take place to ensure that all members of the student body are confident with who will be representing their views on their course to the University.

2. Purpose

2.1. The purpose of this policy is to:

- a) Outline the timings and length of elections for Academic Representatives
- b) Outline the decision making process for the number of Academic Representatives on each course
- c) Outline the process for running both offline and online elections for Academic Representatives
- d) Outline the process for co-opting Academic Representatives into position

3. Timings of the Elections periods

3.1. Elections for Academic Representatives shall take place two times per academic year. Academic Representatives for returning undergraduate students shall be elected in March, and in September/October for first year students; Postgraduate taught or research students and any positions that remain unfilled from the elections in March.

- 3.2. The elections for Academic Representatives shall be made up of two weeks of nominations, followed by one week of voting, during each election.
4. Determining number of reps to be elected
 - 4.1. Prior to each election period, the VPAA and a member of the Student Voice Team shall meet with each Student Engagement Champion and Administrator to determine how many representatives are to be elected for each course.
 - 4.2. The Students' Union will recommend a ratio of 1:25 for undergrad courses, and 1:25 for postgraduate students. The latter shall be elected from students across the school, and will be split into PGR and PGT.
 - 4.3. The decision as to whether more or less representatives are elected remains at the discretion of the Student Engagement Champion.
 - 4.4. Prior to this discussion, it is the responsibility of the Student Engagement Champion to have had a discussion with each programme leader about how many representatives they would like for their programme.
 - 4.5. Following this discussion, it is the responsibility of the Student Engagement Champion to communicate the outcomes of the meeting to programme leaders prior the commencement of the elections period.
 5. Online Elections
 - 5.1. Elections for Academic Representatives may take place online or offline, and this remains at the discretion of the Student Engagement Champion, and is to be decided at the meeting with the VPAA as described in 4.1.
 - 5.2. Online Elections will be available at www.lincolnsu.com/elections.
 - 5.3. Students will only be able to nominate themselves or vote in the election for Academic Representatives for the course that they are currently studying.
 - 5.4. All elections will use the Single Transferable Voting (STV) system
 - 5.5. Re-Open Nominations (RON) shall always be a candidate
 - 5.6. For an election to be valid there must be at least 1.5 times the number of votes as candidates standing for the position(s).
 - 5.7. Candidates will be informed via email whether they have won or lost, within 24 hours of the closing of the elections period.
 - 5.8. Student Engagement Champions, Programme Leaders and Senior Reps will be informed of the successful candidates within 4 days of the closing of the elections period.
 6. Offline Elections

- 6.1 Any offline elections for Academic Representatives must be delivered in a teaching session for the course during the main elections period by the VPAA or member of the Student Voice Team.
- 6.2 The lecture in which the election shall occur must be confirmed with the Student Engagement Champion and the Academic Representation Worker from the Students' Union no less than 24 hours before the lecture in which the election is to take place.
- 6.3 A minimum of 50% of the students on that course must be present for the election to take place
- 6.4 All offline elections are to use official Students' Union voting ballot papers
- 6.5 All offline elections are to use the Single Transferable Voting system
- 6.6 Re-Open Nominations (RON) shall always be a candidate
- 6.7 Candidates shall be informed whether they have been successful within 2 working days from the election
- 6.8 Student Engagement Champions, Programme leaders and Senior Reps will be informed of the successful candidates within 5 working days of the election.

7. Unfilled Vacancies

- 7.1. Following the elections period for Academic Representatives, should vacancies remain, further offline elections should be organised by the Student Voice Team and the Student Engagement Champion to fill the vacancy.
- 7.2. These offline elections shall follow the procedures outline in point 6 of this policy.
- 7.3. Should under 25% of vacancies within a school be filled, a second round of online elections may be run for the School if requested by the Student Engagement Champion.
- 7.4. Should vacancies remain in the second week of November, an Academic Representative may be able to be co-opted into position by the Students' Union Executive Committee.

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