

Election and appointment schedule for IOE Academic Reps 2024/25

Academic Reps (aka as programme, course, subject or class reps)

Elected within programmes, elections organised by programme team

Academic reps need to be electing from within a programme. There should be 1 student rep per 30 students. It's important not to have too many reps to ensure that the position is not devalued.

Elections should take place in one of the first group sessions

Recruitment of Academic Reps completed at programme level by programme teams	From Monday 23 September to Wednesday 09 October
Deadline: Programme teams to upload student rep details to SU website	Thursday 10 October
UCL Students' Union Online Training for Academic Reps Student Reps will be invited by UCL Students' Union	Monday 21 October
IOE Faculty Welcome Event for all Student Reps (mandatory for all IOE reps) All student reps need to sign up for the event on Eventbrite	Wednesday 30 October 5-7 pm in person 20 Bedford Way

Lead Departmental Reps (one per academic department)

Elected for each department, elections organised by IOE Student Services

Lead Dep reps need to be elected **from amongst the elected course reps**. There should only be one lead dep rep per department – representing all phases within the department. The faculty will contact all course reps and invite them to nominate themselves to become the Lead Dep Rep.

Lead Departmental Nomination period Programme teams to encourage their reps to stand for a lead departmental rep role – interested students should email teamioe@ucl.ac.uk – support will be provided for them to submit their nomination.	Nomination period from Friday 11 October to Tuesday 15 October
Lead Department Elections Facilitated by the IOE Student Services Team	Wednesday 16 October Thursday 17 October
Lead Department Reps to be announced and details sent to departments and UCLU by Student Services team	Friday 18 October
First IOE Lead Dep and Fac Rep meet-up online invitations will be sent by IOE Student Services	Monday 28 October 4-5 pm
Students' Union Faculty/Lead Department Reps training organised by the UCL Students' Union	Wednesday 13 November 5.30pm Location TBC

Faculty Reps (4 faculty reps in total, representing a phase each)

Elected for each phase, elections organised by UCL Students' Union

Faculty reps are elected via a nomination and election process run by the Students' Union. There is only one rep per phase (UG, ITE, PGT and PGR) who represents all programmes within their phase across the IOE, e.g. the Faculty Rep for UG represents all undergraduate students across all departments. It is important for us to publicise these elections to our students as the Faculty Rep position is a high-profile position and will be representing the phase in faculty and UCL meetings.

Nominations Open	Monday 09 September
Nominations Deadline (including Manifestos)	Monday 14 October
Campaigning Starts	Thursday 17 October
Voting period	21 –25 October
Count & Results Announcement	Friday 25 October