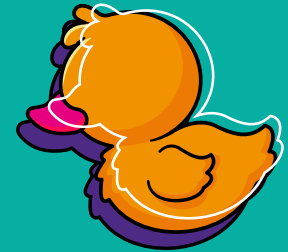


UUSU



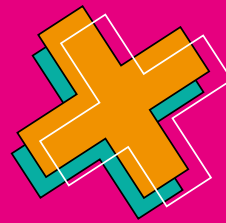
SCHOOL/DEPT ROLES

CANDIDATE
BRIEFING PACK



STUDENT VOICE

uusuu.org/elections



KEY DATES

NOMINATIONS OPEN

Mon 14th September 2026 (9am)

NOMINATIONS CLOSE

Wed 7th October 2026 (4pm)

NOMINATIONS INFO SESSIONS

Friday 25th September 2026 (2pm)

Wednesday 30th September 2026 (6pm)

Tuesday 6th October 2026 (2pm)

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

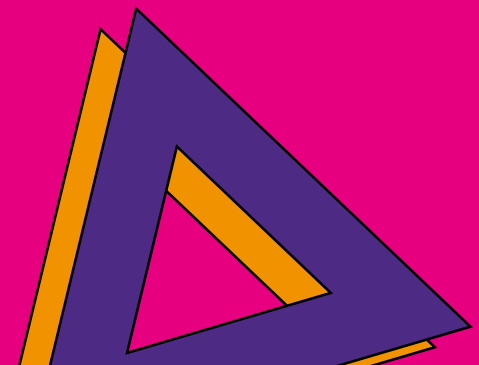
CAMPAIGNING BEGINS

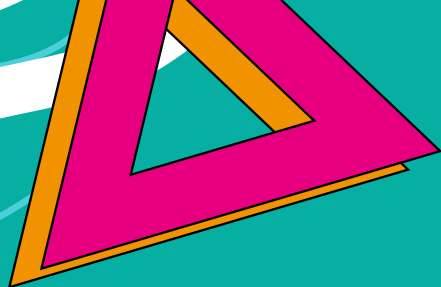
Wed 7th October 2026 (4pm)

VOTING

Opens: Mon 12th October 2026 (9am)

Closes: Tues 13th October 2026 (4pm)





JUMP TO SECTION

NOMINATE

CAMPAIGN

VOTE

SECTION 1

1.1 Introduction

1.2 Leadership Roles

SECTION 2

2.1 What's next?

2.2 Nominate yourself

2.3 Your election material

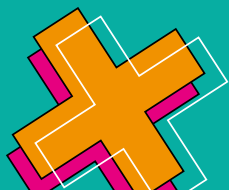
SECTION 3

3.1 Polling days

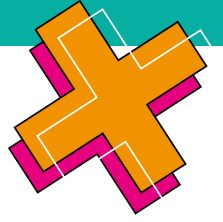
3.2 After the election

3.3 Support available

3.4 So, you're a School/Dept Rep...



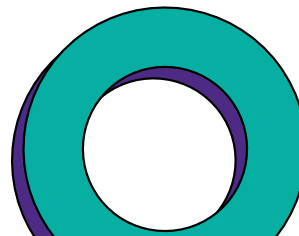
SECTION ONE



Introduction

UUSU is membership led. Our Academic Reps are elected from over 26,000+ students across Ulster University courses and programmes. School/Department Reps volunteer their time to ensure the collective student voice is represented formally and informally at a higher level.

There are currently 20 School/Dept positions available. An overview of each role is included in this candidate pack. If elected, you will be offered training and development opportunities throughout your time in post. You will also have assigned academic staff lead who, along with the UUSU student officer Student Voice teams, will provide all the wrap-around guidance and support you'll need.



LEADERSHIP ROLES

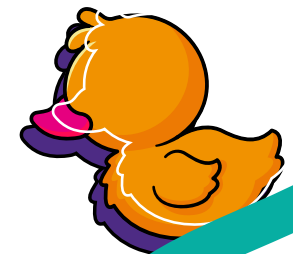
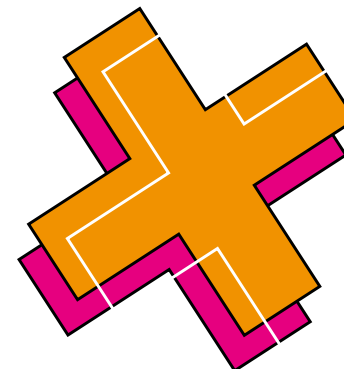
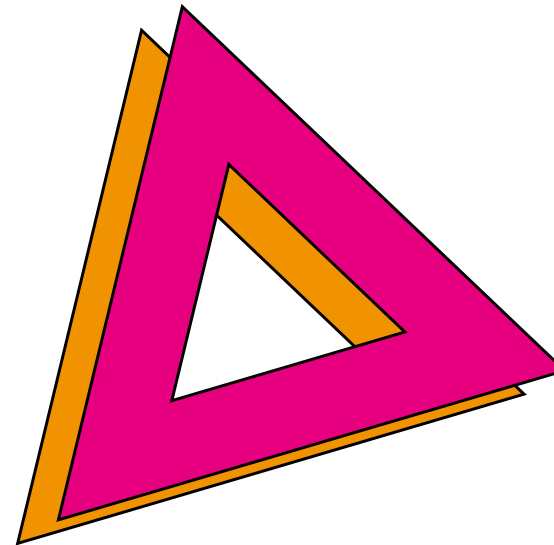
20 SCHOOL /
DEPT REPS

SCHOOL/DEPT REPRESENTATIVES

School/Department Representatives provide a focused point of contact between Course Reps, the Students' Union and academic members of staff (Student Advocates).

In this role, School/Dept Reps lead the student voice above course-level representation by ensuring that all student voices are heard, respected and valued. Progressing issues past course level and feeding up to faculty, School/Dept Reps contribute to an inclusive student learning experience. Building key skills in networking, mediation, signposting and professional communication, the School/Dept Rep role also provides excellent experience for many career pathways.

Every year we recruit up to two School/Dept Reps for each School or Department.



SECTION TWO

WHAT'S NEXT

To help you decide whether to self-nominate as a School/Dept Rep, please read the detailed role descriptions in the appendix (at the end of this document).

You can also speak with our Elections Team (elections@uusu.org) for further advice and guidance.

Please also feel free to attend our Find Out More Sessions, the details for which can be found on the second page of this document. Here you will receive more detailed information about the role expectations and opportunities, and have the opportunity to ask SU staff members questions about the process and role.

Eligibility

To nominate for School/Dept Rep, you must be registered as a UU student for the forthcoming academic year.

In all but exceptional cases, it is an expected requirement that candidates for School/Dept Rep have had prior experience as a Course Rep or similar representational role.

Represent • Connect • Support

CANDIDATE MATERIALS

The following materials are **optional**, but encouraged if you wish to campaign more visibly:



Profile Photo
PNG or JPG format



Manifesto (300 Words Max)
Optional



Poster
Optional

PHOTOS AND MANIFESTO UPLOADS

All candidates must:

- Upload a photo alongside their manifesto on the Elections website, and;
- Provide a high-quality photo suitable for digital use.

These photos are used for:

- The Elections website,
- Social media,
- Official UUSU communications.



HELPFUL REMINDER

All campaign materials must align with the Elections Rules and Code of Conduct. If you are unsure whether something is permitted, please check the guidance or contact the Elections team before submitting.

BRIEFING PACK

HOW TO NOMINATE

Nominating yourself is straightforward, but it helps to follow the steps in order. Make sure you set aside 10–15 minutes and have your proposers ready before you begin.

Step 1:

Go to uusuu.org, mouse over '**VOICE**' and click '**Elections**' in the dropdown this will take you to 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.

BRIEFING PACK

SECTION THREE

VOTE DAYS

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 [Mark](#) with the B number of the student having difficulties or ask them to contact elections@uusu.org themselves and we will work to resolve as quickly as possible.

AFTER THE ELECTION

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 in an election result event held on the same night. We can provide full count sheets to candidates following the event if they request them.

The results will be made public and published on uusu.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.

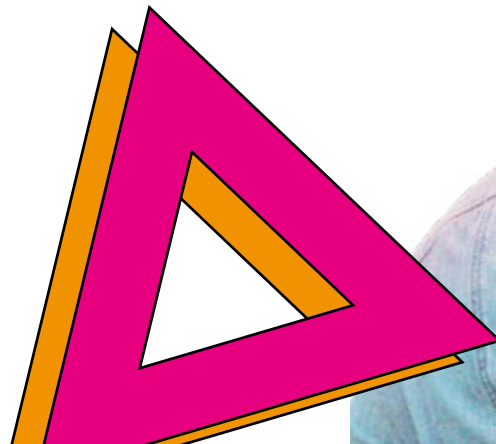
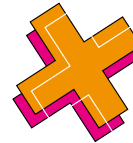
We are available through the election process to signpost you to support should you feel you need it. We are available also for advice on processes, rules and ideas – for obvious reasons we will not engage in any campaign-specific conversations out of these circumstances and are totally independent.

Mark Francos
Deputy Returning Officer
elections@uusu.org

YOU GOT ELECTED!

So, you're a **School/Dept Rep!**

If you are elected to the role you have contested, congratulations! Relevant staff in the Student Voice team and across the organisation will meet with you to discuss the next steps to help you get to know the inner workings of the organisation and how your manifesto commitments can be implemented.



SCHOOL/DEPARTMENT REPRESENTATIVE: ROLE DESCRIPTION

WHAT IT INVOLVES

As a School/Dept Rep you will attend UUSU Rep training, with especial emphasis on the role of student representatives in relation to equality, diversity and the student experience. You will also work with and support your Course Reps by identifying training and support needs and keeping up to date with current student issues. Annually you will feed into the UUSU Student Voice Report and form part of the Learning and Teaching Awards panel. Where appropriate, you will also attend school and faculty board meetings and relevant sub-committees.

SUPPORTING YOU IN THE ROLE

You will be supported by the **UUSU Student Voice** team and by your School/Department's academic Student Advocate. You and your **Faculty Rep** will also support each other through your experience as students and elected student representatives. UUSU will also work in partnership with your Head of School or Department to ensure that you are prepared and valued in your role.

TIME COMMITMENT

You should expect to give at least **28 hours** per academic semester. The time required will vary according to the school/dept size and the number of meetings you are required to attend. Full details, including a breakdown of this time commitment can be found in Role Description Document.

ELIGIBILITY

To nominate for School/Dept or Faculty Rep, you must be registered as a UU student for the forthcoming academic year. In all but exceptional cases, it is an expected requirement that candidates for School/Dept and Faculty Rep have had prior experience as a Course Rep or similar representational role.

THE CODE OF CONDUCT FOR ELECTIONS

APPENDIX TWO

AGREEMENT FOR THE CONDUCT OF ELECTION CAMPAIGNS WITH THE ULSTER UNIVERSITY STUDENTS' UNION (July 2026)

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, Election Rules, 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 or a Deputy Returning Officer (DRO).
- 3** Contact details and telephone numbers, supplied by the Returning Officer or DRO, 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** The 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..

[View electoral bye-laws here](#)

SIGNED

(CANDIDATE)

WITNESSED BY

(RETURNING OFFICER OR HIS/HER NOMINEE)

DATE