



ANNUAL ANNEXE (2017-2018) TO THE CODE OF PRACTICE ON STUDENT REPRESENTATION

This annexe to the Code of Practice on Student Representation is intended to offer guidance on the principles and implementation of the Code. Further information and advice can be obtained from the Student Representation and Engagement Sub-Committee of the University.

1. ELECTIONS TO STAFF-STUDENT LIAISON COMMITTEES

1.1 It is the responsibility of the Student Representation and Engagement Sub-Committee determine which week these elections will take place.

The term of office for Course Representatives will run until the end of the academic year. Course Representatives may choose to stay on for subsequent years. Where this does not happen, elections will be held to recruit new course representatives.

For the academic year 2017-2018, the Course Rep details should be returned by **Friday 6th October 2017***

An example of a typical course representative recruitment timeline is:

Call for interested students- week commencing 18th September
 If more students are interested than there are spaces, an election is held 2nd - 6th October
 Names uploaded onto the database by 6th October

* Names and contact details of Course Representatives to be sent to the Liverpool Guild of Students Representation Manager – Mrs Kylie Williams via the Course Rep database (reps.liv.ac.uk).

1.2 Election dates for courses that start at a later date in the year should be conducted within a similar time frame to the one outlined above.

1.3 The dates for closing nominations and for elections are at the discretion of departments. However, sufficient time should be given to allow students to seek advice where needed about the role.

1.4 Students must be registered on a programme for which the specific Staff-Student Liaison Committee is responsible.

1.5 The Returning Officers for any election to a Staff-Student Liaison Committee shall normally be the designated departmental contacts with responsibility for that Staff-Student Liaison Committee.

1.6 In order to facilitate the election process, the Student Representation and Engagement Sub-Committee will provide help and support as required. Departments should contact their Faculty Student Voice Coordinators for advice.

1.7 At the close of nominations, if the number of candidates for any given position(s) is equal to or less than the number of positions, such candidates should be declared elected and this **result publicised and made known to Liverpool Guild of Students** to ensure that the student(s) are included in student representation training.

1.8 Where the number of candidates for any given position(s) exceeds the number of positions an election will be held.

1.9 If, at the end of the election process, any vacancies remain, the **Staff-Student Liaison Committee may choose to co-opt further Course Representatives** in order to fill the remaining places.

2. Relevant Contact Information

- | | |
|--|--|
| 2.1 Representation Manager, Liverpool Guild of Students: | Mrs Kylie Williams
Kylie18@liv.ac.uk
0151 794 6868 |
| 2.2 Faculty Student Voice Coordinator for Health and Life Sciences: | Rachel Coleman
rachelc@liverpool.ac.uk
0151 794 6868 |
| 2.3 Faculty Student Voice Coordinator for Humanities and Social Sciences: | Chloe Whittaker
chloew@liverpool.ac.uk
0151 794 6868 |
| 2.4 Faculty Student Voice Coordinator for Science and Engineering: | Mrs Kylie Williams
Kylie18@liv.ac.uk
0151 794 6868 |
| 2.5 Chair of Student Representation and Engagement Sub-Committee: | Prof Gavin Brown
G.Brown@liv.ac.uk
0151 794 2220 |
| 2.6 Secretary to Student Representation and Engagement Sub-Committee: | Dr Trish Lunt
trish.lunt@liv.ac.uk
0151 794 4646 |
| The Student Representative Officers will take on a Faculty as part of their portfolios for the year. This will be decided on a yearly basis. | |
| 2.7 President of Liverpool Guild of Students: | Sean Turner
guildpres@liv.ac.uk
0151 794 6868 |
| 2.8 Deputy President of Liverpool Guild of Students: | Ananda Mohan
amohan@liverpool.ac.uk
0151 794 6868 |
| 2.8 Vice President of Liverpool Guild of Students: | Obafemi Akinwale
obaa@liverpool.ac.uk
0151 794 6868 |
| 2.9 Vice President of Liverpool Guild of Students: | Rory Hughes
Rory.Hughes@liverpool.ac.uk
0151 794 6868 |