ANNUAL ANNEXE (2015-2016) 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. Elections will take place in teaching week 2 of Semester 1 each year.

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 2015-2016, the Course Rep details should be returned by Friday 16th October 2015*

An example of a typical course representative recruitment timeline is:

- Call for interested students- week commencing 21st September
- If more students are interested than there are spaces an election is held- 5th-9th October
- Names uploaded onto the database by 16th 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 outline 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

2.2 Faculty Student Voice Coordinator for Health and Life Sciences: Rebecca Mulvaney

2.3 Faculty Student Voice Coordinator for Humanities and Social Sciences: Michael Breckenridge

2.4 Faculty Student Voice Coordinator for Science and Engineering: Emma Nibbs

2.5 Co-Chair of Student Representation and Engagement Sub-Committee: Prof G. Brown

2.6 Secretary to Student Representation and Engagement Sub-Committee: Dr Trish Lunt

2.7 President of Liverpool Guild of Students: Mr Harry Anderson

2.8 Deputy President of Liverpool Guild of Students: Mr Alex Ferguson

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.

Annual Annexe to the Code of Practice on Student Representation 2015-2016
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