



## OFFICER ELECTIONS TIMETABLE

(for the election of SU Officers for the 2025/26 academic year)

Note: all times are GMT.

Things may be subject to change due to circumstances outside of our control. Candidates will be kept updated with any changes impacting them.

DATE	TIME	ACTIVITY	LOCATION	MANDATORY / OPTIONAL	NOTES OR LINKS
Monday 02 December 2024	17:00	Nominations Open	<a href="http://www.thesubath.com/elections">www.thesubath.com/elections</a>		
Monday 09 December 2024	12:15 – 13:05	Officer Role Information Session Activities Officer and Sport Officer – find out more about being an SU Officer	Chancellors' Building 4.5	Optional	This session does not commit you to anything and is an opportunity to find out more.
Thursday 12 December 2024	12.15 – 13:05	Officer Role Information Session President and Community Officer – find out more about being an SU Officer	Chancellors' Building 4.5	Optional	This session does not commit you to anything and is an opportunity to find out more.
Thursday 13 December 2024	13:15 – 14:05	Officer Role Information Session Education Officer and Postgraduate Officer – find out more about being an SU Officer	Chancellors' Building 4.5	Optional	This session does not commit you to anything and is an opportunity to find out more.
December 2024 – January 2025		Speak to Director of Studies, Head of Department, and supervisor (doctoral) if you		Mandatory if looking to take a year	



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		are thinking of taking time out of your studies for the Officer year.		out of studies or you are a PGT student.	
Monday 03 February 2025	13:15 – 14:05	Officer Role Information Session Education Officer and Postgraduate Officer – find out more about being an SU Officer	TBC	Optional	This session does not commit you to anything and is an opportunity to find out more.
Wednesday 05 February 2025	13:15 – 14:05	Officer Role Information Session President and Community Officer – find out more about being an SU Officer	TBC	Optional	This session does not commit you to anything and is an opportunity to find out more.
Thursday 06 February 2025	13:15 – 14:05	Officer Role Information Session Activities Officer and Sport Officer – find out more about being an SU Officer	TBC	Optional	This session does not commit you to anything and is an opportunity to find out more.
Monday 10 February 2025	12:00 midday	Nominations close		Mandatory	
Monday 10 February 2025	12:00 midday	Deadline for Departmental approval forms (if required)		Mandatory if required	
Monday 10 February 2025	By 17:00	Receive email confirming nomination, clarifying any points and outlining next steps. Respond as required.	Email		Look out for email sent to your University email address.

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Tuesday 11 – Friday 14 February 2025		Appointment with DRO or their alternate to check eligibility and answer questions, forms will also need to be completed.	In person.	Mandatory	These will be arranged individually with candidates, booking details will be included in Monday's email.
Monday 17 February 2025		Bookable slots available to use the Art Space in the Edge to make banners.		Optional	Look out for email detailing how to book and what to expect.
Monday 17 February 2025	10:00	Deadline for manifestos and Candidate form which will also include information for candidate page, social media, candidate team member details etc.	Online form	Mandatory	
Monday 17 February 2025	By 17:00	Receive email confirming candidacy and outlining next steps. Respond as required.	Email		Look out for email sent to your University email address.
Tuesday 18 February 2025		Bookable slots available to use the Art Space in the Edge to make banners.		Optional	Look out for email detailing how to book and what to expect.
Tuesday – Wednesday		CTV minute manifesto filming			Further details will be given to you in



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					email if this is going ahead, or alternative offer.
Tuesday 18 February 2025		Receive confidential email informing you of candidates ahead of mandatory candidate meeting.	Email		Look out for email sent to your University email address. This information must be kept confidential until candidates are announced to students.
Tuesday 18 – Friday 21 February 2025		Topical briefings for candidates		Optional	Details will be shared with candidates in the email on Monday
Wednesday 19 February 2025	14:15 – 16:00	Candidate’s meeting	Location will be shared with candidates in advance	Mandatory	All candidates must attend this meeting.
Thursday 20 February 2025		Open access for candidates to use the Art Space in the Edge to make banners.		Optional	Look out for email detailing what to expect.
Thursday 20 February 2025	12:00 midday	Officer candidates announced to students.	<a href="http://www.thesubath.com/elections">www.thesubath.com/elections</a>		
Thursday 20 February 2025	12:00 midday	Candidates may start online campaigning from this time	Online		See rules.

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Sunday 23 February 2025	12:00 midday	Banners and posters can be put up from this time	Campus		See rules.
Monday 24 February 2025	09:00	In person campaigning can begin from this time.	Campus		See rules.
Monday 24 February 2025	You will be given a specific time slot for your role's candidates, however until given this information you should keep the day free.	Questions to Candidates	Ensemble Room, The Edge	Mandatory	Details of time and location will be sent to candidates in advance.
Monday 24 February 2025	Between 09:30 – 16:30	Candidates to check in with mentors	In person / on Teams / Email	Mandatory	Check in with your mentor during the day.
Monday 24 February 2025	By 10:00	Candidates must complete complaints form	Online form	Mandatory	Confirm if no complaints or if have a complaint.
Monday 24 February 2025	11:00-12:00	Candidate drop-in Complete expenses form	1 East 3.20	Mandatory (unless at Questions to Candidates)	Don't have to stay for the whole time, can pop in for 5-10 minutes.



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Tuesday 25 February 2025	09:00	Voting opens	<a href="http://www.thesubath.com/elections">www.thesubath.com/elections</a>		Students will be able to vote.
Tuesday 25 February 2025	Between 09:30 – 16:30	Candidates to check in with mentors	In person / on Teams / Email	Mandatory	Check in with your mentor during the day.
Tuesday 25 February 2025	By 10:00	Candidates must complete complaints form	Online form	Mandatory	Confirm if no complaints or if have a complaint.
Tuesday 25 February 2025	11:00–12:00	Candidate drop-in Complete expenses form	1 East 3.20	Mandatory	Don't have to stay for the whole time, can pop in for 5-10 minutes.
Wednesday 26 February 2025	Between 09:30 – 16:30	Candidates to check in with mentors	In person / on Teams / Email	Mandatory	Check in with your mentor during the day.
Wednesday 26 February 2025	By 10:00	Candidates must complete complaints form	Online form	Mandatory	Confirm if no complaints or if have a complaint.
Wednesday 26 February 2025	11:00–12:00	Candidate drop-in Complete expenses form	1 East 3.20	Mandatory	Don't have to stay for the whole time, can pop in for 5-10 minutes.
Thursday 27 February 2025	Between 09:30 – 16:30	Candidates to check in with mentors	In person / on Teams / Email	Mandatory	Check in with your mentor during the day.



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Thursday 27 February 2025	By 10:00	Candidates must complete complaints form	Online form	Mandatory	Confirm if no complaints or if have a complaint.
Thursday 27 February 2025	11:00-12:00	Candidate drop-in Complete final expenses form	1 East 3.20	Mandatory	Don't have to stay for the whole time, can pop in for 5-10 minutes.
Thursday 27 February 2025	17:00	Voting closes			
Friday 28 February 2025	By 10:00	Candidates must complete final end of elections complaints form	Online form	Mandatory	Confirm if no complaints or if have a complaint.
Friday 28 February 2025	12:00 midday	All banners and posters must be taken down by this time.	In person	Mandatory	
Friday 28 February 2025	15:00	Candidates event	In person	Optional	Details will be sent by email to candidates. Look out for email sent to your University email address.
Friday 28 February 2025	From 16:00	Results announced	The Tub	Mandatory	Details will be sent by email to candidates. Look out for email sent to your University email address.



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From Monday 3 March 2025		Elected candidates will be emailed with next steps.	Email		Look out for email sent to your University email address.
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This document was last edited 29 November 2024