

The UCL Joint Staff Student Committee approved the following criteria for certificates:

1. Attendance at two DSSCC meetings;
2. Attendance at one training session; and
3. Submission of a written statement reflecting upon their experience.

### **What you need to do:**

Write a reflective statement about your experience as a StAR (see guidance below)

Submit the following documents to UCL Union:

1. Two sets of minutes from DSSCC meetings that you attended; and
2. Your reflective statement.

You can submit the above documents by one of the following methods:

- ★ By **email** to [representation@ucl.ac.uk](mailto:representation@ucl.ac.uk) with "StARs Certificate" in the subject line;
- ★ By **post** to: StARs Certificates, c/o Democracy Support Unit, UCL Union, 25 Gordon Street, London WC1H 0AY
- ★ By **hand** to: Democracy Support Unit, 1<sup>st</sup> Floor, UCL Bloomsbury theatre building, 15 Gordon Street

**Ensure you submit all documents by Monday 2 May 2011.** If you are not able to meet this deadline, please email [representation@ucl.ac.uk](mailto:representation@ucl.ac.uk) with an indication on when you would be able to submit the documents.

### **Guidance for reflective statement**

This is a statement of your individual experience having been a Student Academic Representative (StAR) over the past year. The statement could cover the following areas:

- ★ What issues did you address during your time as a StAR?
- ★ How did you feel about addressing these issues with your department? Did the issues get resolved satisfactorily?
- ★ How did you deal with these problems/difficulties?
- ★ What problems/difficulties you encountered as a StAR?
- ★ How did you reflect on your experience as a StAR?
- ★ The impact of your activities on influencing change within your department/faculty/UCL.
- ★ Reflecting on the year so far, what would you do differently and how?
- ★ What other information, support and skills would you have found useful as a StAR?
- ★ How could UCL and UCL Union enhance your experience as a StAR?

The length of the reflective statement should ideally be no more than 1000 words. Ensure you include your name, student number and department on the statement.

Should you require any further guidance, contact the Student Representation Co-ordinator at [representation@ucl.ac.uk](mailto:representation@ucl.ac.uk)