

## **Collecting Signatures: YUSU Guidance**

As a Department Rep, you would be expected to talk to a wide range of students in your department. As part of the application process we ask that you collect signatures of support from your department to demonstrate your ability to do this. We advise that you try to reach students in different years and courses to fully show that you will be able to represent the entire department. The number of signatures required will depend on the size of your department. Guidelines for the number of signatures you should aim to get are below.

If selected, you will be asked to present a copy of your signatures at the interview Summer term weeks 3 and 4. These can be a paper copy or digital format.

Archaeology - 7  
Biology - 13  
Chemistry - 10  
Computer Science - 10  
Economics - 11  
Education - 8  
Electronics - 8  
English - 10  
Environment - 9  
Health Sciences - 11  
History - 11  
History of Art - 6  
Language and Linguistics - 8  
Law - 9  
Management - 15  
Maths - 10  
Music - 7  
Natural Sciences - 5  
PEP - 7  
Philosophy - 6  
Physics - 8  
Politics - 10  
Psychology - 10  
Sociology - 7  
SPS - 5  
SPSW - 9  
TFTI - 8

### **FAQ's**

#### ***If I want to collect my signatures digitally, how should I do this?***

There is no set format and you won't be scored on presentation. You must ensure that the signatures hit the criteria as stated above i.e. hit the number stated above for your

department, and aim to get support from a range of years and courses. As a suggestion, you could use a google form which collects the students' names, email, course and year of study with a tick box saying 'by completing this form I hereby provide my signature of support'.

There's a subject guide on creating forms here:

<https://subjectguides.york.ac.uk/skills/surveys>.

You could also create a google doc for people to fill in, or ask that they email or scan their signatures and collate them into a document. If you have any further problems with this, or require additional support due to any reason please don't hesitate to message Daisy at [engagement@yusu.org](mailto:engagement@yusu.org).

***Can I supply a mix of paper and digital signatures?***

Yes! This is perfectly acceptable.

***Is there a set format for paper signatures?***

No, there's no set format but it's helpful to record the names, year group, and course of those signing to hit the criteria that you can gain support from a wide range of students. There is also an example template on the YUSU website if you would like to use this.

***Will I score higher if I collect above the recommended number of signatures?***

No- but you must hit the number stated to be eligible for the role.

***Do I need to collect signatures from PG students as well as UG?***

We advise that you reach students from different years and courses (i.e. not just your friends from your year!). It's great if you have some PG signatures as well but it's not mandatory, as long as you get as wide a range as you can.