

Departmental Society Pack

For any questions about Departmental Societies, or to discuss societies in your department, please get in touch with Evie, our [Departmental Societies Coordinator: evie.robinson.19@ucl.ac.uk](mailto:evie.robinson.19@ucl.ac.uk).

What are Departmental Societies?

Departmental Societies are student communities connected to a specific Department at UCL. Our primary goal is for Departmental Societies to provide a space for students to connect through their specific interests and develop a stronger sense of belonging.

We are keen for students to collaborate with their departments to form learning communities, offer and access new opportunities that are mutually beneficial, and create long lasting memories at UCL.

We have two key aims when supporting Departmental Societies:

1. Develop our pre-existing societies to become self-sustaining communities alongside their department
2. Facilitate the creation and introduction of new Departmental Societies, emphasising the benefits of affiliating with Students' Union UCL.

Why do we need Departmental Societies?

In our Departmental Society Survey conducted in 2021, 91% of respondents said that 'feeling part of a community in their department' was important to them.

Through involvement with Departmental Societies, students develop connections with like-minded students and cultivate personable relationships with their Departmental staff. These communities support students with careers information, wellbeing support, social events and opportunities to learn.

Departmental Societies, like all Students' Union UCL Clubs and Societies, operate an 'open to all' policy, ensuring they are inclusive and accessible to all students, regardless of whether they have previously engaged with the subject or field.

Existing Departmental Society Directory

| Faculty | Department | Society |
|---------------------------------------|--|--|
| Arts and Humanities | Arts and Sciences (BASc) | Arts and Sciences Society |
| | English Literature and Language | English Society |
| | European and International Social and Political Sciences (EISPS) | European and International Social and Political Sciences Society (EISPS) |
| | Philosophy | Philosophy Society |
| | School of European Languages, Culture AND Society (SELCS) | School of European Languages and Culture Society (SELCS) |
| | School of Slavonic and Eastern European Studies (SSEES) | School of Slavonic and Eastern European Society (SSEES) |
| Bartlett Faculty of Built Environment | Bartlett School of Architecture | Bartlett School of Architecture Society |
| | Bartlett School of Architecture | Society of Engineering and Architectural Design (SEAD) |
| | Institute for Global Prosperity | Society for Global Prosperity |
| Engineering | Computer Science | Computer Science Society |
| | Civil, Environmental and Geomatic Engineering | Civil Engineering Society (CivSoc) |
| | Security and Crime Science | Crime and Security Science Society |
| | Biochemical Engineering | Crook Society |
| | Engineering | Engineering Society |
| | Medical Physics and Biomedical Engineering | Medical Physics and Biomedical Engineering Society |
| Life Sciences | Life Sciences | Life Science Society |
| | School of Pharmacy | School of Pharmacy Society |
| | Pharmacology | Pharmacology Society |
| Mathematical and Physical Sciences | Institute for Risk and Disaster Reduction | Disaster Risk Reduction and Humanitarianism Society |
| | Earth Sciences | Greenough Society |
| | Statistical Science | Statistics Society |
| | Science and Technology Studies | STS Lunar Society |
| Social and Historical Sciences | Geography | Geography Society |
| | Geography | Urban Miscellanea Society |
| | History of Art | History of Art Society |
| | Institute of the Americas | Institute of the Americas Society |
| | Political Science | Political Risk and Intelligence Society |
| Medical Sciences | Division of Medicine | RUMS Society |
| | Division of Surgery and Interventional Scienced | Surgery and Interventional Science Society |

Departmental Society Grant

The Departmental Society Grant was set up to provide funding for wellbeing initiatives, events relating to academic and career development, and activities designed to improve a sense of community. Departmental Societies can apply for funding for specific uses (ie. One-off events or initiatives). Applications for grant funding will be regularly reviewed and approved by the Union team throughout the academic year.

Here are some examples of how Departmental Societies have used the Grant in recent years:

The Bartlett School of Architecture Society ran a Welcome Week event in which they personalised Bartlett hoodies whilst getting to know fellow course members. The society engaged with over forty new students and introduced new students to key members of department and faculty staff.



The Crook Society used the Grant to subsidise an End of Term Ice-Skating event. After a difficult transition back into face-to-face teaching, this event allowed thirty students in a small course bond and cultivate connections outside of the classroom. The committee cited the event as one of their proudest moments of the year, allowing them to advance their skills in event organisation and management, as well as see members 'laughing, smiling and taking photos together on the ice'.



Other Departmental Societies have used the Grant for initiatives such as alumni and guest speaker events, taster sessions from trained fitness instructors, workshops, and collaborations with other societies.

Affiliation of New Departmental Societies

Pre-existing Departmental Societies

Students may have already formed societies around their departmental interests, but might not be affiliated with the Union. Once a society becomes affiliated, they can access a range of benefits, resources, and support systems, including:

- » Union website access
 - Ability to sell and monitor membership
 - Ability to sell tickets for events
- » Event management training and support
- » Health and Safety training and support
- » Insurance policy
- » Ability to book rooms through Union and central UCL systems
- » Dedicated stall at our Welcome Fair
- » Access to a society email address
- » Financial Support
 - Ability to view financial statements
 - Eligibility for Departmental Society Grant funding
- » Union-run elections
- » Dedicated support staff
- » Departmental Society Development Awards scheme

We believe that departments who promote the Union's resources and facilities to students and prospective societies will lead to higher engagement in Departmental Societies and enable students to get more out of their time at UCL.

New Departmental Societies

If students do not have an existing Departmental Society in their Department of Faculty, we always encourage them to start their own. This can feel daunting at first, but simply gathering a group of like-minded students in your department and brainstorming your plans and priorities for a society is a great place to start.

Students are encouraged to form connections with Department staff, and discuss their plans for a new society collaboratively. Staff can be instrumental in giving prospective societies the support and confidence they need to embark on the process of affiliation.

The following steps are required to successfully affiliate a new Departmental Society:

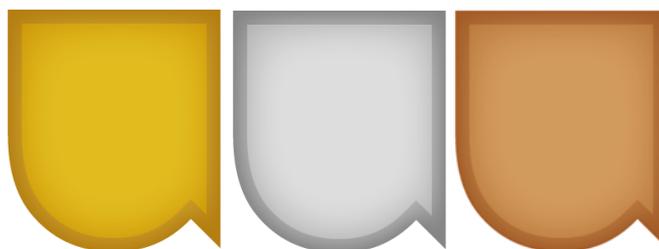
1. Gather a committee. This should consist of three mandatory officers – a President, Treasurer and Welfare Officer. You can find out more about these roles in our [Clubs and Societies Regulations](#).
2. Complete our [Affiliation Webform](#). Once you select the option to affiliate a Departmental Society rather than a standard club or society, a set of specific questions will appear. For advice on completing each of the questions, read our [Affiliation Guidance](#).
3. Collect 30 signatures in support of your society. Students who sign are not committing themselves to joining your society, but simply showing their support for its affiliation to the Union. You can upload your signatures in the template provided at the end of the webform.

Once your application has been submitted, it will then be approved during our Activities Zone, and we will let you know the outcome.

Affiliation Timeline

Unlike the affiliation of standard clubs and societies (which usually happens once in Term One, and once in Term Two), there will be regular windows throughout the year in which Departmental Societies can submit applications. These will be as follows:

Departmental Society Development Awards



The Departmental Society Development Award system is designed to incentivise Departmental Societies in their activities and development throughout the academic year. Through the award criteria, we aim to guide societies to reach key milestones and recognise the tangible impact they have on their student community.

The Awards work on a tiered system, each level accompanied by a financial prize for societies to continue their development.

We are excited to develop the Awards programme even more this academic year, and will update societies and departments about how and when they can submit nominations in the coming months.

