



Academic Committee Student Member Candidate Pack 2019

Academic Board Student Representative Candidate Pack 2019

Contents

Contents 2

Welcome! 3

Nomination and Election Dates 4

What is a Academic Board Student Member? 5

Elections FAQ 5

How to Write your personal statement 6

Regulations – Election of student members to the Academic Board 7

Welcome!

So, you're thinking about standing in the SRUCSA Elections? Well done!

Hopefully, you are standing because you care about SRUC students, and want the chance to get involved and work on behalf of your classmates to make things better. As an Academic Board Student Member, you will work as part of a large SRUC wide Board. Your role will be to represent students with similar experiences to you, ensuring their voice is heard on the Academic Board.

It is SRUC students who will vote democratically for their preferred candidates to represent them. So, you will need to write a personal statement to tell them why you are the person for the job.

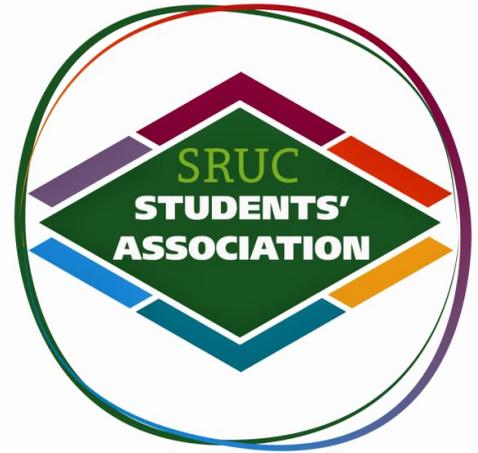
This candidate pack contains valuable information on:

- ❖ the nomination and election process;
- ❖ the role of Academic Board Student Member;
- ❖ The rules and regulations of these elections.

Any potential candidate can request a candidate pack by emailing the Elections Team before nominations close on Friday 1st March 4pm.

We hope you find this guide useful to your campaign, but if you have further questions or need any assistance, please don't hesitate to get in touch.

Good luck!



Nomination and Election Dates

The dates for the 2019-20 SRUCSA Elections are as follows:

- Nominations open: Monday 16th September (closing 4pm Tuesday 1st October)
- Campaigning period: Monday the 2nd October to Friday the 11th October
- Voting opens 9am Wednesday October 9th to Friday October 11th: Voting)

Nominations

This is your time to complete and return the Nomination Form supplied to you, with one signature from another student supporting your campaign. When returning the nomination form, you will be asked to sign a declaration saying that you have read and understood all of the information and guidelines in this Candidate Pack.

If you have completed all your forms correctly and on time, you will be confirmed as a candidate by the returning officer. This is your opportunity to ask any questions about the election.

Voting

Voting will open on Moodle on Wednesday 9th October at 9am, running to 4pm on Friday 11th October. Eligible students can cast their vote for their preferred candidate between these times. Elections results will be announced by SRUCSA by 5pm on Friday 11th of October.

What is a Academic Board Student Member?

The inclusion of student representatives on SRUC Boards, Boards, and Groups helps to ensure the student voice is heard throughout the organisation. The presence of elected students and Class Reps alongside SRUCSA Officers provides a variety of student voices, experiences, and expertise.

You will be asked to attend meeting throughout the year either in person or by video conference. You will be issued meeting papers in anticipation of each meeting, which you will need to read and understand. At each meeting you will be able to freely contribute to the decision making of the board and the chair of the board will ensure you have a chance to express your opinions.

Elections FAQ

Q: Do I get a budget for my campaign?

A: No, all Academic Board positions will be decided by the personal statement only.

Q: Can I use social media to campaign?

A: No, For the Academic Board Positions only face to face campaigning is allowed.

Q: What happens to the publicity materials after the campaign?

A: All publicity must be removed from the campus within seven days of the election.

Q: When will voting take place?

A: Voting will open on Moodle on Wednesday 9th October at 9am, running to 4pm on Friday 11th October.

Q: Where do I direct any complaints about candidates or campaigning?

A: Any complaints regarding candidates' conduct should be directed to the Returning Officer at elections@sruc.ac.uk

How to Write your Personal Statement

You are probably standing for this position because you want to make positive changes to the experience of your fellow students, your campus, and SRUC as a whole. Your personal statement is a chance to show your community exactly what it is you stand for and how you intend to make those positive changes if they vote for you. Here are a few tips for writing a great manifesto for your campaign:

Your Objectives

Ask yourself the following questions:

- ❖ What am I about? What do I believe in?
- ❖ What do I want to achieve in this role?

Then consider the issues facing students at your campus and/or across SRUC that you wish to tackle in this role. These might include (but are not limited to):

- ❖ Factors affecting learning and teaching
- ❖ SRUC-wide and campus-specific facilities
- ❖ Regional or national issues related to students

The answers to all of these questions will make up your manifesto!

Word Count

Don't use more than 250 words.

Regulations – Election of student members to the Academic Board

1. Introduction

- a. These rules detail the process of election of student members to the Academic Board, allowing representation of a broad range of students from across SRUC's teaching and research portfolio.

2. General

- a. Five student member seats will be available for election to the Academic Board.
- b. The Student President will be elected by the student body each year according to SRUCSA Operating Procedures, at a time determined by SRUCSA.
- c. The election of the 4 remaining Student Members will take place at the same time as the election of Staff Members, if held in that academic year.
- d. All students engaged in a full-time, part-time, or distance learning course at SRUC in the current academic year may stand for election.
- e. Nominees must confirm their willingness to stand.
- f. Student Members will hold their seat on the Academic Board for an initial period of 1 year, and may stand for re-election for a second 1-year term in a consecutive or subsequent academic year provided they continue to comply with clause 2.d.
- g. Representation will be based on the following constituencies:
 - i. Further Education,
 - ii. Higher Education,
 - iii. Postgraduate,
 - iv. Equality, Diversity, and Inclusion candidates (comprising groups which are traditionally underrepresented on Boards).
- h. Vacant seats will remain so until a student member is elected at the following election. In exceptional circumstances, the Academic Board may hold an interim election to fill such vacancies.

3. Nominations and Returning Officer

- a. The returning officer shall be the Company Secretary of SRUC, or such a person as nominated by the Board and SRUCSA if the Company Secretary is unable to act as Returning Officer.
- b. Nomination forms shall be sent to all eligible students in electronic format by the Returning Officer.
- c. Nominees must submit a signed nomination form, countersigned by one proposer who is also a matriculated student. This form may be submitted electronically or in paper format, and must be returned before the deadline set out by the Returning Officer.
- d. Nominees must submit a personal statement of no more than 250 words alongside their nomination form.
- e. The Returning Officer (or an administrator appointed on their behalf) shall issue to all students instructions on how to vote online.
- f. Candidates' personal statements will be made publicly available as part of this election process; by returning a completed nomination form and personal statement, each candidate is deemed to consent to this publication.

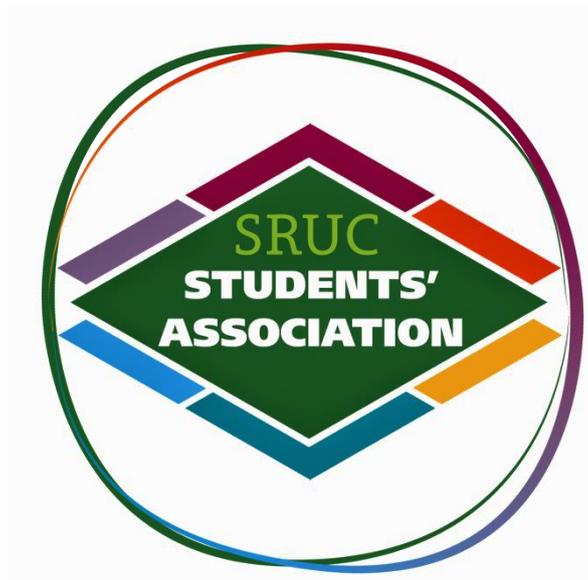
4. Voting & campaigning

- a. Voting shall take place electronically.
- b. The counting of votes shall take place within 1 working day of the deadline to vote online and shall be done by or on behalf of the Returning Officer.
- c. Each student will have one vote to cast for candidates in their constituency (FE, HE, PGT, PGR)
- d. Each student will also have one vote to cast for an EDI candidate
- e. The candidate with the highest number of votes from each constituency will be appointed to the Academic Board.
- f. Face-to-face (verbal) canvassing is permitted. However, candidates must not:
 - i. Issue mass emails either via the SRUC email system or another system;
 - ii. Issue printed materials including but not limited to flyers, brochures, posters (on noticeboards or flyposting) etc.;
 - iii. Create social media profiles, pages, or groups for the purposes of campaigning;
 - iv. Use any form of 3rd party canvassing e.g. emailing of the membership of a student society encouraging voting for particular candidates;
 - v. Any breach of this rule may result in disqualification of candidates.

5. Other

- a. These rules may be varied by the Board of SRUC in consultation with SRUCSA at any time.
- b. The number of seats allocated to each constituency may be varied by the SRUC Board on the recommendation of the Academic Board in consultation with SRUCSA.

For further information on the SRUC Students' Association:



@sruksa



SRUC Students' Association



#SRUCSA



SRUCSA@sruc.ac.uk



SRUCSA



SRUC Students' Association