

# Academic Association Leaders

Nominations for the Academic Rep elections are open until Friday 15 February, so if you're interested in helping to transform your academic community, read on!

All the details you need about standing for, and becoming an Academic Rep, can be found in this guide. If you have any questions at all, please email [elections@kclsu.org](mailto:elections@kclsu.org).

## Key dates

Nominations open	Monday 28 January, 10am
Nominations close	Friday 15 February, 12pm
Candidates announced & campaigning begins	Monday 25 February 10am
Voting open	Monday 4 March, 10am
Voting closed	Thursday 7 March, 5pm
Results announced	Friday 8 March, online

## The role

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## The elections process

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## The role

Academic Associations exist to connect academic communities, highlight current issues, and empower us to act collectively and bring about change. They work together with King's and hold them to account to improve the experience of members.

Academic Associations at King's work collaboratively across the institution to learn from each other and to improve the experience of all students in the university.

<b>Summary of Post</b>	Academic Associations work with their academic communities to represent students within the faculty, KCLSU and at relevant faculty and college decision making bodies.
<b>Main Tasks</b>	<ul style="list-style-type: none"> <li>• Build a community within your faculty or school by facilitating discussions and opportunities to connect with academic representatives and students</li> <li>• Encourage and develop ideas and solutions with academic representatives</li> <li>• Actively engage with academic representatives in your faculty or school to find out what issues affect their communities</li> <li>• Consult academic representatives and students on changes proposed to or by the faculty</li> <li>• Actively engage with underrepresented and traditionally marginalised students in wider society and in the UK Higher Education sector<sup>1</sup></li> <li>• Develop strong relationships with academics and professional staff in your department and faculty</li> <li>• Build partnerships between academic representatives, students, academic associations, KCLSU, King's College London and external bodies</li> <li>• With academic representatives develop and deliver lead campaigns and collaborative projects between students, KCLSU or King's.</li> <li>• Present the experiences, ideas and solutions of your academic communities at relevant committee, faculty or college meetings</li> <li>• Attend, or appoint a committee member to attend relevant faculty and college committees</li> <li>• Feedback decisions, updates and outcomes from campaigns, projects and meetings to academic representatives and students</li> <li>• Celebrate our diversity and work with students and student leaders to build an inclusive students' union and university</li> </ul>
<b>Additional Information</b>	<p>You are a student leader empowered to make positive, student-led change within your academic community. Learn more about the different student representation at KCLSU here: <a href="https://www.kclsu.org/representingyou/studentreps/">https://www.kclsu.org/representingyou/studentreps/</a></p> <p>For more information on student feedback in your department, visit the student voice or feedback section of your department website.</p>

<sup>1</sup> Students who define as, women, LGBT+, disabled, BAME, live at home, students with caring responsibilities, mature, part-time, distance learners, international, low-income, first in their family to attend university.

## Elections process – step by step guide

### 1. Nominate yourself

- Once nominations open, log in, go to [kclsu.org/elections](https://kclsu.org/elections), click on the position you would like to stand as and then 'Stand in Election'
- Ensure your details are correct and click 'Save'
- Update your self-defining status if you need to
- Scroll down to the position that you wish to stand for and click 'Stand'

If you find any problems with this process, please email [elections@kclsu.org](mailto:elections@kclsu.org) as soon as possible.

### 2. Write your manifesto

Once you've nominated yourself to stand, you have the opportunity to upload your written manifesto:

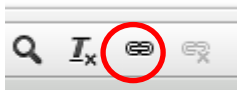
- Log in, go to [kclsu.org/elections](https://kclsu.org/elections), and then scroll down to click on 'Review Nominations'
- Scroll down to 'Upload' under 'Manifesto'
- You can upload a picture of yourself by clicking 'Choose File' and then 'Upload'
- You can write your manifesto directly into the textbox
- You can embed YouTube videos by clicking the YouTube icon on the top toolbar:



- You can upload images into the manifesto box by clicking the image icon on the toolbar. Click 'Browse Server' and select your image. The image needs to be less than 1MB in size and in jpeg form.



- You can embed hyperlinks to other websites by highlighting the word you want to link from, and then clicking the hyperlink icon on the toolbar:



There is no deadline for uploading your manifesto, although it is strongly recommended that you upload it before candidates are announced at 10am on Monday 25 February.

### 3. Get campaigning

Once candidates are announced you can start campaigning! You can't start campaigning before candidates are announced – see the [Candidate Code of Conduct](#) below for more info.

### 4. Get votes

Voting opens at 10am on Monday 4 March and closes at 5pm on Thursday 7 March at 5pm. King's students can vote by:

- Logging in
- Going to [kclsu.org/elections](https://kclsu.org/elections)
- Clicking on 'Vote now'
- Some positions require students to self-define in order to vote – they can do this by clicking 'Profile'.

The votes will be announced from 8pm on Friday 8 March, 5pm. If you have any questions, don't hesitate to get in touch at [elections@kclsu.org](mailto:elections@kclsu.org).

## Candidate Code of Conduct

Taking part in a KCLSU election means following a code of conduct (agreeing to rules about behaviours and actions during the elections process). By nominating yourself, you'll have agreed to this code of conduct – this will be discussed in the candidate briefings.

Listed below are activities that are prohibited – doing any of them means that you may be liable to disciplinary action under the [Election/Referenda Disciplinary Procedure](#).

### Prohibited promotion of candidacy or campaign

- Campaign activity by candidate or campaign team before campaign period has begun
- Campaign publicity that is displayed in undesignated KCLSU and KCL Spaces or without permission
- Campaign publicity that causes damage to KCLSU or KCL property
- Campaign spend exceeding the campaign spending limit

### Defamation of another candidate or campaign

- Tampering with another's campaign material
- Negative campaign activity in regards to another candidate or their campaign

### Anti-social and intimidating behaviour, or any violation of [KCLSU Safe Space Policy](#)

- Attempts by candidate or campaign team to influence or interfere whilst a student is casting their vote
- Campaigning activity that is disruptive to others
- Campaigning activity that uses disorderly, threatening, harassing or offensive behaviour or language; in person, in writing (including electronically) or orally
- Campaigning activity that uses intimidating or discriminatory behaviour or language; in person, in writing (including electronically) or orally
- Campaign activity that may have criminal and/or legal implications

### Prohibited endorsement

- Unauthorised use of KCLSU branding
- Permitting an employee of King's College London or KCLSU, to endorse a candidate or campaign through their position or by using privileges/access given to them as a member of staff
- Inviting a person who is not a member of KCLSU to campaign on KCL or KCLSU premises
- Accepting sponsorship or donations either monetary or gifts in kind.