

Academic Reps handbook

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.

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, from 5pm, online

The role

- [Role Description](#)

The elections process

- [Step by Step Guide](#)
- [Code of Conduct](#)
- [KCLSU Elections and Referenda Disciplinary Procedures](#)

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.

Summary of Post	Student Reps work with their academic communities to represent students within the union, collaborating with King's and taking student views to relevant college meetings.
Main Tasks	<ul style="list-style-type: none">• Build a community in your cohort by facilitating discussions and opportunities to connect with your peers• Actively engage with your peers to find out what ideas, issues and solutions they have by facilitating discussions online and offline• Actively engage with underrepresented and traditionally marginalised students in wider society and in the UK Higher Education sector¹• Present the experiences, ideas and solutions of your academic community at student-staff consultative committees• Develop strong relationships with academics and professional staff in your department and faculty• Consult your academic community on changes proposed by the college, faculty or department• Actively seek to build partnerships between students, KCLSU, academic associations and King's College London• With students, develop and deliver lead campaigns and collaborative projects between students, KCLSU or King's.• Feedback decisions, updates and outcomes from campaigns, projects and meetings to your academic community• Celebrate our diversity and work with students and student leaders to build an inclusive Students' Union.
Additional Information	<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: https://www.kclsu.org/representingyou/studentreps/</p> <p>For more information on student feedback in your department, visit the student voice or feedback section of your department website.</p>

¹ 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, 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 as soon as possible.

2. Write your manifesto

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

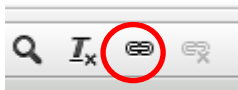
- Log in, go to kclsu.org/elections, and then scroll down to click on 'Review Nominations'
- Scroll down to 'Upload' under 'Manifesto'
- You can upload a picture of yourself by clicking 'Choose File' and then 'Upload'
- You can write your manifesto directly into the textbox
- You can embed YouTube videos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

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.