



**NUA STUDENTS' UNION**

# ELECTIONS

**2021**

# CANDIDATE PACK



## **Norwich University of the Arts Students' Union**

### **The role of the Students' Union President**

#### **NUA Students' Union**

NUA Students' Union is the representative voice of all NUA students. The Union is an independent, autonomous and democratic organisation whose members are NUA students and automatically become members of the Union. The President and Vice President are elected by ballot via an online election open to all NUA students. The Union is governed by a constitution; the President is responsible, alongside the Vice President, for ensuring that all elements of the constitution are upheld and that the Union is appropriately governed.

The President and Vice President are elected as leaders of the Students' Union. The Students' Union President assumes the role of Student Governor on the University Council, to represent the voice of students at the University Senate and act as the NUS voting delegate. The Students' Union President's role is to uphold the representation of the Student Voice and ensure the Student Experience is the best it can be. The Students' Union Vice President oversees the welfare and inclusion of all NUA students, also keeping the University accountable, but with specific focus on the wellbeing and inclusivity of students. The Vice President also works closely with affiliated club and societies and arranges activities and events for NUA students to be a part of.

The President and Vice President are elected into their roles in the Union as a representative organisation in accordance with the Education Act 1994 with a maximum of two terms of service. This maximum length of service is to include either or both roles.

As well as democracy and representation the Union facilitates social and recreational activities to enhance and enrich University life, coordinating a clubs and societies program. This area of the Union's work is led by the Students' Union Vice President: Activities, Welfare and Inclusion. The Students' Union President is responsible for supporting the Vice President with this, as appropriate.

#### **National Union of Students**

The NUA Students' Union is an affiliate of the National Union of Students (NUS). NUS is one of the largest student organisations in the world, representing the interests of over 7 million students in Further and Higher Education throughout the UK.

It is a voluntary membership organisation made up of local student representative organisations that have chosen to affiliate and pay a membership fee. NUA Students' Union is 1 of 750 constituent member Unions, contributing the NUS' lobby to develop and enhance post-16 education in the UK.

NUS provide research, representation, training and expert advice for individual students and Students' Unions. They deal with over 15,000 welfare enquiries each year and train over 3,000 Students' Union Officers.

The NUS support the annual NUA Students' Union elections by acting as Returning Officer, ensuring fair and consistent practices is upheld.

#### **Membership of the University Council**

The President holds the position of Student Governor on the University council for the duration of their tenure. They are a full member of the board and are there to represent the collective student voice. The University Council meets three times a year plus one away day.

The President reports to the council on Union business at each of the three meetings. Each year the President submits a budget to the council for approval.

## Norwich University of the Arts Students' Union

### The role of the Students' Union President

The University Council adheres to the Higher Education Code of Governance.

#### NUS Delegate

The Union has a voting delegation of 1 which the President assumes to represent NUA students' views in NUS democracy by attending the NUS National Conference to vote on behalf of NUA students.

The Vice President assumes the role of observer at NUS National Conferences.

#### NUA Students' Union President

**Full Time 35 hours per week | 25 days annual leave**

**Grade 5 salary (Currently £23,334 per annum)**

#### Students' Union President Responsibilities

1. Day-to-day management of the Union and Union staff
2. Management of the Union budget and financial reporting
3. Be the primary signatory on the Students' Union's bank account and account services
4. Assume the position of Student Governor on the University Council and report to the University Council on Union business, once per term
5. Represent the voice of NUA students at University Senate and select University committees including *Post Graduate Board of Studies*, *Faculty Board of Studies* and Senate sub-committee *Employability group*
6. Ensure all elements of the Union's Constitution are upheld
7. Uphold the objectives of the Union's Strategic Plan 2020-2023, with particular focus on the objective 'Ensure a sustainable future for the Union considering income, logistics and capacity of staff'
8. To liaise and work with Sabbatical colleagues (Students' Union Vice President) holding each other to account and collaboratively working together on shared goals
9. Chair the Students' Union Steering Committee and ensure the Union is appropriately governed
10. To accept actions from the Steering Committee and to engage constructively to scrutiny and feedback
11. Coordinate and deliver the training of Student Representatives and Liberation Officers
12. To attend Deans Forums and Student Reps Groups as organised by University staff.  
Attendance is to be shared with the Students' Union Vice President as appropriate
13. Advocate on students' individual and collective behalf and champion the student voice
14. To be the Students' Union lead representative on academic-related issues concerning the development of all Undergraduate and Postgraduate student experiences
15. Provide independent advice and guidance to student members on academic issues
16. Manage the Union's casework including: helping students prepare for cases for appeals, complaints and disciplinary hearings, ensuring the University observes due process
17. Hold the University to account over all decisions regarding students, in the interest of Union members
18. To be the lead Sabbatical Officer of contact between the University's Vice Chancellor and Senior Management Team

## Norwich University of the Arts Students' Union

### The role of the Students' Union President

19. To attend and participate in relevant wellbeing and mental health training and learning enhancement opportunities
20. Organise campaigns alongside the Union Vice President in the interest of the Union's members
21. Help and assist with the running of Freshers' and Students' Union events
22. Respond to the student mandate on matters of Union policy and deliver personal manifesto promises
23. Have an awareness of wider Higher Education issues as well as national and global politics
24. To contribute to sector-wide debate and activity, include local and regional government lobbying towards student voice and experience.
25. Be the face of NUA Students' Union and represent the Union at external events
26. To share the responsibility with the Students' Union Vice President to represent NUASU at relevant University Open Days, providing information to prospective students about the Students' Union and NUA student experience
27. Represent NUA students' views in NUS democracy by attending the NUS National Conference as the NUA voting delegate
28. Manage the hand-over period with newly elected Officers, ensuring all hand-over documents are up to date and detailed
29. Offering support to the Vice President with ensuring all COVID club and society documents are kept up to date, with Students' safety at the forefront of all advice issued.

### Essential Criteria

- A passion for helping others, with the desire to make the Union better for all its members
- Excellent skills in negotiation and persuasion, willing to advocate for students and create change
- Resilience and be willing to have difficult conversations on behalf of others
- Leadership - be a role model
- Ability to work under pressure and manage multiple projects and work to numerous deadlines
- Respect for democracy, able to support decisions made in the best interests of the Union as a whole
- Possess excellent interpersonal, communication and organisational skills
- Ability to maintain confidentiality and deal with sensitive issues with discretion
- Confident giving presentations to small and large groups
- Ability to work independently, lead a team as well as effectively contribute to a team
- A willingness to work openly and honestly with an appreciation for the fact this is an elected role and students will hold the President to account for their actions
- An interest in student issues, within NUA Students' Union and the University, as well as nationally
- Willingness to undertake a large and diverse workload, which at times may be ambiguous
- Commitment to equality of opportunity for all student members
- Decisive and willing to make judgment calls

## **Norwich University of the Arts Students' Union**

### **The role of the Students' Union Vice President: Activities, Welfare and Inclusion**

#### **NUA Students' Union**

NUA Students' Union is the representative voice of all NUA students. The Union is an independent, autonomous and democratic organisation whose members are NUA students and automatically become members of the Union. The President and Vice President are elected by ballot via an online election open to all NUA students. The Union is governed by a constitution; the President is responsible, alongside the Vice President, for ensuring that all elements of the constitution are upheld and that the Union is appropriately governed.

The President and Vice President are elected as leaders of the Students' Union. The Students' Union President assumes the role of Student Governor on the University Council, to represent the voice of students at the University Senate and act as the NUS voting delegate. The Students' Union President's role is to uphold the representation of the Student Voice and ensure the Student Experience is the best it can be. The Students' Union Vice President oversees the welfare and inclusion of all NUA students, also keeping the University accountable, but with specific focus on the wellbeing and inclusivity of students. The Vice President also works closely with affiliated club and societies and arranges activities and events for NUA students to be a part of.

The President and Vice President are elected into their roles in the Union as a representative organisation in accordance with the Education Act 1994 with a maximum of two terms of service. This maximum length of service is to include either or both roles.

As well as democracy and representation the Union facilitates social and recreational activities to enhance and enrich University life, coordinating a clubs and societies program. This area of the Union's work is led by the Students' Union Vice President: Activities, Welfare and Inclusion. The Students' Union President is responsible for supporting the Vice President with this, as appropriate.

#### **National Union of Students**

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It is a voluntary membership organisation made up of local student representative organisations that have chosen to affiliate and pay a membership fee. NUA Students' Union is 1 of 750 constituent member Unions, contributing the NUS' lobby to develop and enhance post-16 education in the UK.

NUS provide research, representation, training and expert advice for individual students and Students' Unions. They deal with over 15,000 welfare enquiries each year and train over 3,000 Students' Union Officers.

The NUS support the annual NUA Students' Union elections by acting as Returning Officer, ensuring fair and consistent practices is upheld.

#### **Membership of the University Council**

The President holds the position of Student Governor on the University council for the duration of their tenure. They are a full member of the board and are there to represent the collective student voice. The University Council meets three times a year plus one away day.

The President reports to the council on Union business at each of the three meetings. Each year the President submits a budget to the council for approval.

The University Council adheres to the Higher Education Code of Governance.

## Norwich University of the Arts Students' Union

### The role of the Students' Union Vice President: Activities, Welfare and Inclusion

#### NUS Delegate

The Union has a voting delegation of 1 which the President assumes to represent NUA students' views in NUS democracy by attending the NUS National Conference to vote on behalf of NUA students.

The Vice President assumes the role of observer at NUS National Conferences.

#### NUA Students' Union Vice President

**Full Time 35 hours per week | 25 days annual leave**

**Grade 5 salary (Currently £23,334 per annum)**

#### Students' Union Vice President Responsibilities

1. Financial reporting of the Union budget, with particular regard to activities, welfare and inclusion
2. Be the secondary budget signatory on the Students' Union's bank account and account services
3. Represent the voice of NUA students at select University committees; including *Learning Teaching & Quality Committee, Equality Diversity & Inclusion Committee*, and Senate sub-committees *Quality group and Learning & Teaching group*
4. Ensure all elements of the Union's Constitution are upheld
5. Uphold the objectives of the Union's Strategic Plan 2020-2023 with specific focus on ensuring strong levels of wellbeing and inclusion are being maintained
6. To liaise and work with Sabbatical colleagues (Students' Union President) holding each other to account and collaboratively working together on shared goals
7. To be an active member of the SU Steering Committee and to undertake the role of Deputy Chair
8. To accept actions from the Steering Committee and to engage constructively to scrutiny and feedback
9. Ensure the election of Student Reps and Liberation Officers is carried out fairly, upholding democracy
10. Assist the President with the delivery and training of Student Representatives and Liberation Officers
11. To attend Deans Forums and Student Reps Groups as organised by University staff. Attendance is to be shared with the Students' Union President as appropriate
12. Advocate on students' individual and collective behalf and champion the student voice, particularly on issues related to welfare and inclusion
13. To be the Students' Union lead representative on welfare and inclusivity issues, including widening participation, promoting inclusive representation of NUA's student body
14. Responsible for holding the University's Change Group to account on behalf of the student body
15. Provide independent advice and guidance to student members on welfare issues
16. Manage all affiliated clubs and societies
17. Organise the Union's social and welfare events
18. To work outside contracted hours when necessary, particularly to oversee club and society activity, and Union social events such as Freshers
19. To support the involvement of as many students in the Students' Union and its activities as possible
20. To manage the Union's social media platforms and website, and to take responsibility for promoting Union events and keeping information up to date and accessible for students
21. Hold the University to account over all decisions regarding students, in the interest of Union members
22. To attend and participate in relevant wellbeing and mental health training and learning enhancement opportunities
23. Organise campaigns alongside the Union President in the interest of the Union's members. These will have particular regard to areas of activity of the Vice President, such as welfare and inclusivity
24. Respond to the student mandate on matters of Union policy and deliver personal manifesto promises
25. Have an awareness of wider Higher Education issues as well as national and global politics
26. To share the responsibility with the President to represent NUASU at relevant University Open Days, providing information to prospective students about the Students' Union and NUA student experience

## **Norwich University of the Arts Students' Union**

### **The role of the Students' Union Vice President: Activities, Welfare and Inclusion**

27. Represent NUA students' views in NUS democracy by attending the NUS National Conference as NUASU observer
28. Manage the hand-over period with newly elected Officers, ensuring all hand-over documents are up to date and detailed
29. Ensure that all COVID club and society documents are kept up to date with students' safety at the forefront of all advice issued, ensuring that all rules and regulations are followed by all club and society Officers.

## **Norwich University of the Arts Students' Union**

### **The role of the Students' Union Vice President: Activities, Welfare and Inclusion**

#### **Essential Criteria**

- A passion for helping others, with the desire to make the Union better for all its members
- Confidence in planning, organising, budgeting and hosting events and activities on small and large scales
- Excellent skills in negotiation and persuasion, willing to advocate for students and create change
- Leadership - be a role model
- Ability to work under pressure and manage multiple projects and work to numerous deadlines
- Respect for democracy, able to support decisions made in the best interests of the Union as a whole
- Possess excellent interpersonal, communication and organisational skills
- Ability to maintain confidentiality and deal with sensitive issues with discretion
- Confident giving presentations to small and large groups
- Ability to work independently, lead a team as well as effectively contribute to a team
- A willingness to work openly and honestly with an appreciation for the fact this is an elected role and students will hold the Vice President to account for their actions
- An interest in student issues, particularly on welfare and inclusivity, within NUA Students' Union and the University, as well as nationally
- Willingness to undertake a large and diverse workload, which at times may be ambiguous
- Commitment to equality of opportunity for all student members
- Decisive and willing to make judgment calls



### Election Timeline

Date	Event	Time
Monday 22 <sup>nd</sup> February	Nominations open	10am
Wednesday 3 <sup>rd</sup> March	Nominations close	5pm
Friday 5 <sup>th</sup> March	Manifesto and Campaign Material deadline	12pm
Monday 8 <sup>th</sup> March	Candidates announced	9:30am
Monday 8 <sup>th</sup> March	Candidate Briefing	10am
Monday 8 <sup>th</sup> March	Campaigning commences	11am onwards
Monday 8 <sup>th</sup> March	Voting portal opens	12pm onwards
Thursday 11 <sup>th</sup> March	Voting portal closes	12pm
Friday 12 <sup>th</sup> March	Results announced	11am

The Deputy Returning Officer for this election is Hannah Linsdell who can be contacted at [h.linsdell@nua.ac.uk](mailto:h.linsdell@nua.ac.uk) and via Microsoft Teams.

### Nomination Form

Each candidate must complete a Nomination Form and submit it to the Deputy Returning Officer (Hannah Linsdell – [h.linsdell@nua.ac.uk](mailto:h.linsdell@nua.ac.uk)) before **5pm on Wednesday 3<sup>rd</sup> March 2021**. The Nomination Form must be signed by a Proposer and a Seconder, each of whom must be NUA students.

### Manifesto Template

Each candidate must complete the Manifesto Template with their name, course and year with the five questions answered about why they want to be either NUA Students' Union President or Vice President. The Manifesto Template can be downloaded from [www.nuasu.co.uk/elections](http://www.nuasu.co.uk/elections) and answers must be no more than 500 words in total. The completed manifesto must be submitted to the Deputy Returning Officer before **12pm (midday) on Friday 5<sup>th</sup> March 2021**. Please note that manifestos received after this date and time will not be published by the Students' Union, although your name will still be announced as a candidate and included on the online voting portal.

Candidates running for the same role will answer the same set of questions on their manifesto to ensure parity. The completed manifestos will be published on the Students' Union Website ([www.nuasu.co.uk/elections](http://www.nuasu.co.uk/elections)) at 09.30am on **Monday 8<sup>th</sup> March 2021** when candidates are announced. The manifestos will be alphabetised by surname and will also be linked on the online voting portal.



### Online Campaign Materials – create your own campaign

Other than the manifesto, candidates may also create other publicity and campaign materials that students can engage with online. These are limited to: Instagram accounts, Facebook pages, Twitter accounts. The Students' Union will also invite all candidates to create content that the Union can share (more detailed information on this in the next section).

All campaign materials (such as imagery and pre-recorded videos) must be submitted to the Deputy Returning Officer before **12pm (midday) on Friday 5<sup>th</sup> March 2021** for approval.

Please note that the NUA "N" must not be used on any campaign materials as we do not have permission from the University to do this. You are however welcome to use the Students' Union logo which can be obtained by emailing [h.linsdell@nua.ac.uk](mailto:h.linsdell@nua.ac.uk).

Social media accounts are a permitted campaign method however the Deputy Returning Officer **must** be made a Moderator of all pages. If being a Moderator is not possible on the platform, the DRO must be given the login details. If using your own personal social media accounts then bear in mind that students can hold you to account for any posts you have made historically on that page. You should feel confident that there isn't anything on there that students could share about you and cause detriment to your campaign. The Deputy Returning Officer will be routinely checking the content posted about the election across all social media platforms created by the candidate and their team members.

It is advisable to centre all campaign materials on your own policies, skills, knowledge and experience. Candidates should consider the influence and capabilities of the President and Vice President role as they will be held to account by the student body if elected. Candidates should make pledges that are within the remit of the NUA Students' Union. Please refrain from talking about other candidates or their campaigns.

To help ensure parity across all candidates, if any individual or group of students would like help or assistance with learning how to use any social media platform, please get in touch with the Deputy Returning Officer. This opportunity is open to all candidates.

### Online Campaign Materials – shared by the Students' Union

[please insert here how you would like candidates to engage with campaigning shared by the SU. List what we will be sharing and what candidates are encouraged to submit to us]

During the week of the elections (Monday 8<sup>th</sup> March to Thursday 11<sup>th</sup> March) the Students' Union will be sharing the Manifestos and a selected amount of approved campaign material for each candidate.

### Inventory Log

The Inventory Log is the official list of all proposed publicity and campaign materials candidates wish to use and share display during the campaigning period. The Inventory Log must be completed by each candidate and submitted to the Deputy Returning Officer for approval by **12pm (midday) on Friday 5<sup>th</sup> March 2021**. The Inventory Log is included within the Candidate Pack ready for completion and is also available to download from [www.nuasu.co.uk/elections](http://www.nuasu.co.uk/elections)

**Any assets or campaign materials shared during the election that have not been listed on the Inventory Form and approved in advance will be asked to be removed or deleted by the Deputy Returning Officer.**



### Candidate Briefing

All candidates are required to attend a briefing at **10am on Monday 8<sup>th</sup> March 2021** with the Deputy Returning Officer. This will be held over Microsoft Teams. The briefing will provide candidates with an opportunity to virtually meet each other ahead of the election, review the election rules and ask any final questions before campaigning starts.

### Question Time

All candidates will be given the opportunity to discuss their Manifesto with an independent assistant, over a recorded Zoom session. This will take place on Monday 8<sup>th</sup> March, and more details will be given to candidates once they have nominated themselves.

Each filmed discussion will be recorded individually and published via the Students' Union social media platforms during the voting period. Questions will be issued to candidates in advance to allow for some preparation time.

### Candidate Announcement

The Students' Union will formally announce candidates at **9.30am on Monday 8<sup>th</sup> March**. A list of candidates will be published on the Students' Union website ([www.nuasu.co.uk/elections](http://www.nuasu.co.uk/elections)). Prior to this date candidates **must not** formally campaign or share anything on social media, however they can:

- Speak to students and staff on an informal basis to get campaign ideas
- Prepare campaign materials (fellow students can help you create material)

### Withdrawing from the election

Once the candidates have been announced on Monday 8<sup>th</sup> March 2021 a candidate cannot withdraw from the election. They may desist their campaign and publically declare they no longer wish to be elected. Their name will still be included in the online voting portal and election results document but any votes cast for the withdrawn candidate will not be counted. The Union may continue to share scheduled and edited campaign materials of the withdrawn candidate.

### Voting

The voting portal will be live and accessible to students from midday (12:00) on Monday 8<sup>th</sup> March to midday (12:00) on Thursday 11<sup>th</sup> March. The portal has been created by NUA and will sit within the VLE. This is to ensure only students can access the portal, and are only able to cast their vote once in both elections. The portal will be promoted on the NUASU website at [www.nuasu.co.uk/elections](http://www.nuasu.co.uk/elections)

### Alternative Transferable Vote

Voting in the election will take place using the alternative transferable vote (ATV) system: designed to achieve proportional representation through ranked voting.



Re-open nominations (RON) is a candidate in all NUA Students' Union elections and students who do not feel any of the other candidates are suitable can vote to re-open the nominations and cause a by-election. Where RON receives more votes than the other candidates, a by-election will be held at the next available opportunity.

### The Count

The count will be carried out by the Deputy Returning Officer with an independent assistant.

The results exported from the VLE voting portal and relevant records will be kept for a period of six months after the completion of the election.

### Publication of results

Election results shall be published on the Students' Union website at 11am on Friday 5<sup>th</sup> March on the Students' Union website. On the same day emails will also be sent from the Deputy Returning Officer to each candidate informing them of the results.

### Positions of responsibility and influence during the election

Student Reps, Society Officers and Liberation Officers must not campaign to students whilst carrying out activities that relate to the role. For example, Society Officers must not campaign in any Society group chats. If candidates in these roles have access to social media or email accounts, these must not be used for campaign purposes throughout the election period.

Candidates should only do what others have the opportunity to do. No candidate may seek sponsorship or external third-party endorsement of their campaign, with the single exception of the NUS which the NUA Students' Union is an affiliate of.

If you are unsure about whether any campaigning activity falls within the rules do not hesitate to ask the Deputy Returning Officer.

### Sanctions

**Candidates may have sanctions applied or be disqualified from the election if found to be in breach of any of the rules.** Sanctions can be applied by the Deputy Returning Officer and Returning Officer after investigating a complaint. Sanctions can include, but are not limited to: Verbal Warning, Written Warning, Restrictions on campaigning, Deactivation of social media channels, Disqualification of candidate.



NUA Students' Union promotes an atmosphere where the election for President and Vice President is a contest which is exciting and good-natured, leading to student debate resulting in a high turnout at the ballot. The Union requires fairness in its elections processes and appoints an independent Returning Officer from the NUS to achieve this. The election rules below set out the ways the NUA Students' Union aims to hold fair election:

1. Campaigning will commence at 11am on Monday 8<sup>th</sup> March 2021 after the Candidate Briefing. No public campaigning before this time is permitted.
2. Publicity materials and the Manifesto must be sent to the Deputy Returning Officer (Hannah Linsdell) for approval before 12pm on **Friday 5<sup>th</sup> March 2021**. Candidates are not to share any material that has not been approved.
3. An Inventory Log must be submitted before 12pm on Friday 5<sup>th</sup> March 2021 to the Deputy Returning Officer, detailing all materials that will be used for online campaign purposes.
4. Candidates should only do what others have had the opportunity to do. No candidate may seek sponsorship or external third-party endorsement of their campaign, with the single exception of the NUS which the NUA Students' Union is an affiliate of.
5. Material which makes allegations against individual candidates or which could render the Union open to legal action is not permitted and could result in the removal of the responsible campaign from the election.
6. On all digital media platforms used for campaigning, candidates must invite the Deputy Returning Officer to be a moderator. Accounts that can't be moderated such as Instagram and Twitter, the Deputy Returning Officer will have to be given login details.
7. No physical campaigning is allowed – this years' elections are virtual due to COVID, do not arrange to meet-up in person, or breach UK Law / lockdown rules.

These rules for campaigning are not exhaustive. Candidates must act as they normally would be expected to as an NUA student and must abide by the University's Student Regulations, the Students' Union's policies on equality of opportunity and act within the law.

There may be occurrences during the course of the election where the Deputy Returning Officer may further define the rules, in the form of rulings. Candidates should check their email account regularly to ensure that they are aware of any rulings announcements.

**Candidates may have sanctions applied or be disqualified from the election if found to be in breach of any of the rules.** Sanctions can be applied by the Deputy Returning Officer and Returning Officer after investigating a complaint. Sanctions can include, but are not limited to: Verbal Warning, Written Warning, Restrictions on campaigning, Deactivation of social media channels, Disqualification of candidate.



### Overview

Any full member of the Students' Union can submit an election grievance if they believe a candidate's behaviour during an election is in breach of the rules.

Candidates and their campaign teams must take reasonable steps to ensure that their actions comply with the campaign rules at all times and must be able to demonstrate this in the event of a grievance made against them.

Candidates may have sanctions applied or be disqualified from the election if found to be in breach of any of the rules.

### Initial Complaints

Any grievance concerning the election should be submitted via email, to the Deputy Returning Officer (DRO) by 1pm on Thursday 11<sup>th</sup> March or may risk not being investigated.

Written complaints should be factual and contain clear evidence to demonstrate how the rules have been breached. Any complaints comprising of hearsay or activity that does not directly affect you are likely to be unsuccessful.

Complaints will initially be reviewed by the Deputy Returning Officer who will decide whether to accept (uphold) or reject the grievance. This decision will be notified to you in writing, normally within a 24-hour period.

Name of Official	Email Address	Overview
Hannah Linsdell <i>Deputy Returning Officer</i>	<a href="mailto:h.linsdell@nua.ac.uk">h.linsdell@nua.ac.uk</a>	All queries, questions and complaints about the election process should be directed to the DRO in the first instance.

### Appeals

If a student is dissatisfied with the outcome of a grievance, they may be able to request the opportunity to appeal. A request for appeal should be on the following grounds, including but not refined to:

- a review of the procedures followed at initial complaint stage
- a consideration of whether the outcome was reasonable in the circumstances
- new material evidence which the student was unable, for valid reasons, to provide earlier in the process

The appeal stage will not usually consider the issues stated within the initial complaint or involve a further investigation.

Any appeal should be submitted in writing, via email, to the Returning Officer within 24-hours of the Deputy Returning Officer's written decision. In the event of an appeal, the Returning Officer will take



sole responsibility for interpretation of the rules and Union bye-laws. Interpretation will be in the interest of the electorate above all others.

<b>Name of Official</b>	<b>Email Address</b>	<b>Overview</b>
Peter Robertson <i>Returning Officer</i>	elections@nus.org.uk	The Returning Officer (RO) is independent of NUA Students' Union and is responsible for overseeing all appeals and complaints about the election.

**Sanctions**

Sanctions can be applied by the Deputy Returning Officer and Returning Officer after investigating a complaint. Sanctions can include, but are not limited to:

- Verbal Warning
- Written Warning
- Restrictions on campaigning
- Deactivation of social media channels
- Disqualification of candidate

**Norwich University of the Arts Students' Union**  
**Nomination Form**



**Which position are you running for?**    Students' Union President    /    Students' Union Vice President

**Candidate Name:** \_\_\_\_\_

**Student ID:** \_\_\_\_\_

**Course & Year:** \_\_\_\_\_

**Contact Number:** \_\_\_\_\_

**Name of Proposer:** \_\_\_\_\_

**Student ID:** \_\_\_\_\_

**Course & Year:** \_\_\_\_\_

**Name of Seconder:** \_\_\_\_\_

**Student ID:** \_\_\_\_\_

**Course & Year:** \_\_\_\_\_

# Norwich University of the Arts Students' Union

## Nomination Form



### Candidate Declaration:

I \_\_\_\_\_ am a student at Norwich University of the Arts and know of no reason why I could not be allowed to serve as either the Students' Union President or the Students' Union Vice President for 2021/22.

In completing this nomination, I consent for my name to be published as a candidate in the elections and agree to act in accordance with the rules of the NUA Students' Union election 2021.

I agree to no physical campaigning, or encouraging of students to break COVID restrictions and lockdown rules.

I understand that I am responsible for what I post on social media for my campaigning, and subsequently understand the repercussions if I am found to have breached any of the rules.

**Signed:**

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**Date:**

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**Norwich University of the Arts Students' Union**

**[NAME] Manifesto**

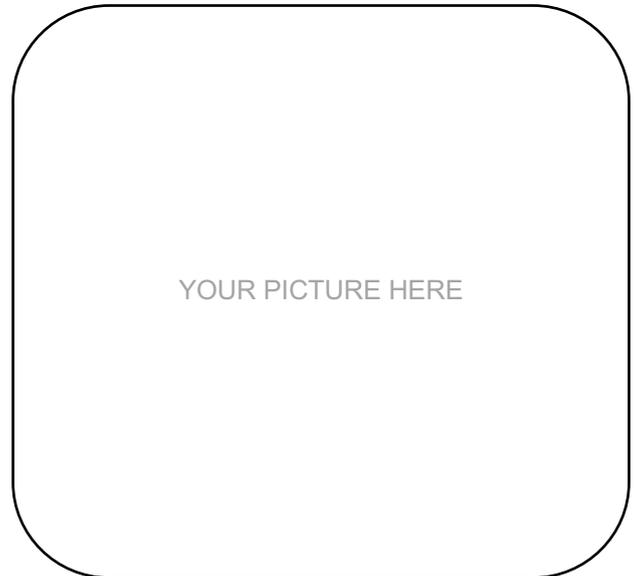
**Students' Union President**



**Name:**

**Course:**

**Year:**



**What are your objectives for your year in office?**

**What policies would you deliver if you became Students' Union President?**

**What skills and experience do you bring to the role that make you the best candidate?**

**What is the main change you want to see at NUA Students' Union?**

**Why should students vote for you as the 2021/22 Students' Union President?**

**Norwich University of the Arts Students' Union**

**[NAME] Manifesto**

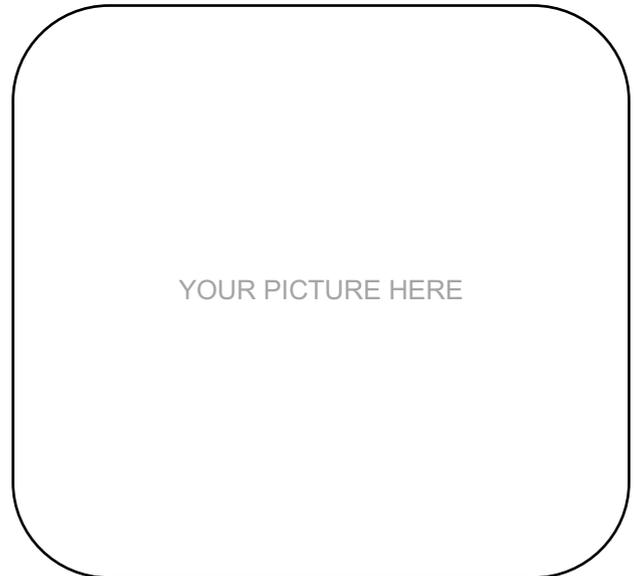
**Students' Union Vice President: Activities, Welfare and Inclusion**



**Name:**

**Course:**

**Year:**



**What are your objectives for your year in office?**

**What policies would you deliver if you became Students' Union Vice President?**

**What skills and experience do you bring to the role that make you the best candidate?**

**What is the main change you want to see in Welfare, Inclusion and Activities at NUA Students' Union?**

**Why should students vote for you as the 2021/22 Students' Union Vice President?**