

Elections 2026 Handbook

UPSU



Contents

| | |
|---|----|
| Elections 2026 Handbook..... | 1 |
| Election Rules | 4 |
| Endorsement Rules | 13 |
| Being a Trustee | 15 |
| Campaign Information Guidance | 17 |
| Things to consider for your Campaign Information..... | 17 |
| Campaign Poster Guidance | 20 |
| Where can you put up campaign materials?..... | 20 |
| General Guidance:..... | 24 |
| Where You Can't Put Campaign Materials:..... | 25 |
| Campaign Checklist for Candidates..... | 27 |
| Election Timeline..... | 28 |

Election Rules

1. Introduction

UPSU is a democratic organisation with elected representatives at all levels of its decision making; these reps are elected from the student body, by students at key points throughout the academic year.

UPSU promotes the nominations and voting processes along with showcasing the elections generally, it remains impartial and does not promote individual candidates. UPSU supports candidates by offering training on key campaigning skills, offering advice and guidance on campaign material and campaigns ideas, and communicates the rules.

These rules apply to all UPSU run elections and all candidates, anyone acting on behalf of candidates must also abide by them. Candidates are expected to attend all relevant training and events and to promote themselves and the UPSU elections generally.

Whilst we have tried to cover most aspects of campaign and elections process, this is not an exhaustive list and it remains the responsibility of candidates to ensure that they clarify any queries prior to carrying out any elections activity.

For further information about any UPSU run election, please contact elections@upsu.com

2. Wider Context

It is important to remember that during the election campaign candidates continue to be bound by sets of rules that, whilst not strictly election rules, still have a bearing on candidate conduct.

1. All candidates must abide by the following rules and policies;

1. Union Bye-laws and Policies: All Union governing documents and policies must be adhered to. Candidates should be aware that breaking Union rules may result in disciplinary action as well as jeopardising their candidacy.

2. University Rules: All candidates and anyone campaigning must adhere to the University [Student Code of Conduct](#) and all other University rules and policies. Breaking University rules can result in a University disciplinary in addition to any sanction applied from the election rules.

3. The Law: For instance, laws protecting the defacement of property and the General Data Protection Regulation (GDPR). Breaking the Law can result in a civil action or criminal prosecution.

Any of these outcomes may put a candidacy in jeopardy and may result in a combination of University, Students' Union or Police investigation

3. Nominations

3.1 All nominations will need to be made under the name used to register with the University so UPSU can verify student status; candidates will need to notify UPSU as

soon as possible if they wish to use an alternative name. Using a different name is permitted in the case of an old name or deadname, UPSU just need to ensure that the intention is not to mislead voters as to a person's identity.

3.2 Candidates must submit the requested information within the specified timeframe to run in the election, failure to do so will result in a candidate's nomination being withdrawn. UPSU will give formatting requirements, assist in the development of ideas and will have final authorisation prior to publication of official materials on the UPSU website.

3. All full members of UPSU are eligible to stand for a position in the elections providing they are currently enrolled on a University of Plymouth course, are based in the UK (those candidate running for full-time roles will need to ensure they can be present on the main Plymouth campus on the commencement of the term of office), and they are not disqualified on grounds outlined in rules 3.4 and 3.5. In the case of Faculty President roles, candidates must belong to the faculty they would represent.

3.4 Students who are currently suspended or interrupted from their studies are unable to stand for an elected position with UPSU.

3.5 UPSU will work in collaboration with the University to ensure that students are eligible, both at the time of nomination, post voting and up to the point of signing a contract of employment and starting role as a Sabbatical Officer. Should any Officer elect have any disciplinary proceedings brought against them and upheld, or have outstanding debt payable to the University, they may forfeit their right to take office.

3.5 Students who have been found guilty of an offence under UPSU's disciplinary procedures, either as a member of staff or as a student, will need to submit their nomination to a panel comprising of the Deputy Returning Officer (DRO), relevant staff member and the Lead Sabbatical Officer. Candidates should email elections@upsu.com as soon as possible, within the nomination period, if any student needs to submit their nomination in this way.

The panel will decide if the nomination can go forward based upon the severity of the issue and the disciplinary decision made. If the Deputy Returning Officer (DRO) has been directly involved within the disciplinary process, UPSU's Chief Executive will replace the DRO as a member of the panel.

4. Candidate and Campaigner Conduct

1. UPSU expect all candidates and their campaigners to adhere to the following election and campaigning principles:

1. Fair and open
2. Democratic
3. Accessible

2. UPSU encourage candidates to treat each other with respect and do not permit negative campaigning against other candidates.
3. If candidates and campaigners choose to comment on, or discuss another candidates campaign, they must question the point objectively and not make any personal derogatory remarks.
4. Campaigning and campaign materials must not be; discriminatory, offensive, defamatory or of a harassing nature
5. All candidates or students campaigning on behalf of others must not bring the University of Plymouth or UPSU into disrepute.
6. Candidates and campaigners must not mislead voters as to the feasibility of ideas, either their own or of others.
7. Misleading or untruthful information will not be permitted.
8. Any inappropriate behaviour will be treated seriously and could result in a University and/or Union disciplinary, as well as sanction in relation to the elections rules.
9. Student staff working for the SU or University are not allowed to campaign whilst they are on duty, either for themselves or another candidate. Student staff may fully participate in the elections when they are off duty.
10. Full time members of UPSU staff cannot campaign at any time.
11. Sabbatical Officers that are re-running can campaign at any time but are not able to work for UPSU or undertake any Union/University business. Leave must be taken for the campaigning period. Sabbatical Officers that are not re-running may support candidates whilst not working and must take leave to do so.
12. Part-time elected/appointed representatives cannot use their position to endorse or promote a specific candidate/s, they may however promote the elections generally or a specific role where appropriate. For example, a Course Rep may promote the fact that voting is open and encourage their cohort to vote, or a School Rep may promote the Faculty President election to their network of students.
13. Only registered students of University of Plymouth that are full members of UPSU can campaign.

14. Candidates must ensure that anyone campaigning on their behalf complies with the Election rules, this includes all activity by supporters online and in person.
15. Candidates and their campaigners must not promote, share, alter, move or remove any other candidates' materials without prior, express permission. Nor may they take any materials associated with any other candidate out of context to use in their campaigning.
16. No candidate may use any personal information, contact information or social media contacts they have access to as part of a paid, elected or voluntary role, or through activities they participate in for campaign purposes.
17. Use of University email is not permitted for campaigning purposes, either by candidates themselves or on their behalf. However, the SU or University may use email to promote the wider election.
18. Candidates cannot use UPSU resources without prior permission; this includes but is not limited to; laptops, cameras, printers, office space or any promotional materials or photographs that belong to UPSU.
19. Candidates are not allowed to use any SU or University logo or straplines in their campaign.
20. Candidates may post to any social media apps such as Facebook or Twitter. They may not post from any social media accounts that they have admin access to, unless it is their own account associated with their campaign. If a student led committee or group choose to endorse a candidate, they may express that support on their social media.
21. Student groups such as Clubs and Societies may, with the majority agreement of the committee, endorse candidates. If a candidate is part of the Committee, the decision should be made without the presence or influence of the candidate in question. Committee permission should be given for using the group logo, the committee posting candidate endorsement from any social media accounts or using group activities as a campaigning opportunity. See Student Group Endorsement Rules for more information.
22. Candidates and their campaigners must not bully, intimidate or otherwise coerce a member into voting for a particular candidate or preference.
23. All voters must be allowed to cast their ballot freely and without influence. Candidates and their campaigners should not;
 1. Watch over a student whilst they are voting. If a candidate or campaigner can see how a voter is casting their ballot they are in breach of the rules.

2. Communicate with a voter in anyway once they are in the process of voting, (either verbally or by pointing out roles/candidates).

3. Offer to reward a voter should they vote a certain way.

Providing the costs of any resources used in campaigning are accounted for, candidates may use non-alcoholic items to attract voters to talk to them (sweets, hot drinks and biscuits have all been used before). This is an incentive for voters to engage with candidates and cannot be used as a reward for voting a specific way.

4. It is not permitted for Candidates or campaigners to encourage voters to use a digital device belonging to a candidate or their campaigns team. Voters can be directed to open access computers and official voting activity led by the SU if the voter is not using their own device.

24. Candidates and campaigners are required to pay due attention to health and safety and care for university and SU property whilst campaigning on campus. This includes things like; providing a risk assessment for campaigning activities/events, providing a list of ingredients/allergens for any food given out, being mindful of causing an obstruction/covering important safety notices and not damaging property.

5. Campaigning

1. The aim of a candidate's campaign should be to engage with students to encourage them to vote for the candidate in question, based upon their campaign information.

2. All campaigning activity should adhere to all election rules, including expenses guidance and be within the election principles of being, fair and open, democratic and accessible.

3. Campaigning activity (i.e. communicating with voters and trying to get votes) can only take place during the voting period. This includes;

1. all physical campaigning activities such as wearing campaign clothing
2. use of banners
3. holding events/activities, either in person or online
4. attending club/society events to promote your candidacy
5. participating in a podcast, interview, meeting or other opportunity to promote yourself

4. Candidates may undertake the following activities before campaigning opens to enable them to effectively prepare for their campaign;

1. Prepare digital campaigning materials – designing materials and building a profile (candidates can set up a campaign page using an image and page name to start getting followers)
2. Contact a Club/Society committee to ask for endorsement (candidates may liaise with the committee but not the wider student group)

prior to voting opening and should not engage in activity that could be deemed campaigning)

3. Research - candidates can ask others for feedback about their ideas
4. Gather a campaign team - people who help a candidate campaign, although this is not necessary
5. Plan campaign activities – including setting up campaign meetings and events (these cannot be promoted until voting opens)
6. Candidates can share that they are running in advance of the campaigning period but a cannot ask people for votes or use wording of a similar nature

Physical Campaigning can only take place during the campaigning/voting period and includes; t-shirts and campaigns clothing, flyers, badges, banners, installations, events, stalls. Essentially things that you can touch.

Digital (non-physical) campaigning includes: Social media, websites, videos.

5. Campaigning is permitted in the following places:
 1. The SU - The main entrance, the Lounge, the Big Room (also known as the Main Bar) and the Little Room
 2. In-person campaigning is only permitted within the main campus boundary and within the official university buildings outside of the main campus.
 3. Official University buildings (excluding halls of residence and dedicated office space) includes Cookworthy, John Bull Building, the Marine Centre, Partner Colleges and satellite campus locations.
6. All activities and events, other than just speaking to students, must have prior permission and be risk assessed as appropriate.
7. Stickers are not allowed
8. Campaigning may not take place at the following places:
 1. The SU - the Hive, any SU office spaces or toilets
 2. The library or any open access or quiet study spaces
 3. Halls of residence
 4. Outside of the main campus boundary or official university buildings.
 9. If a candidate wishes to promote their campaign in a lecture or tutorial, or other academic space, either online or in person, they must request permission of the lead academic for that session. If the academic agrees, they must allow other candidates to do the same, if requested
 10. All campaigning materials must be tidied up once voting has closed
6. **Online Campaigning**

1. Candidates and campaigners must adhere to the same rules, principles and behaviours online as they would at a physical event. This includes adhering to;

1. Union Bye-laws and policies such as the Members Code of Conduct
2. University Rules and policies such as the Student Code of Conduct
3. The Law: legislation around online behaviour such as the Malicious Communications Act 1988

2. UPSU has a zero tolerance approach to conduct that could legitimately be perceived by its recipients as:

1. Cyber Bullying/Stalking
2. Trolling / Online Impersonation
3. Excluding
4. Sexual harassment
5. Discriminatory comments and behaviour
6. Abuse and unwanted attention
7. Threatening or violent behaviour or language

As a students' union we need to abide by the Higher Education (Freedom of Speech) Act 2023.

3. Any inappropriate behaviour, either in-person or online, will be treated seriously and could have repercussions not only for someone's candidacy in the election but could also potentially result in a University or UPSU disciplinary investigation. Remember, candidates are also responsible for the actions of their supporters when campaigning on their behalf.

4. Live streaming will be considered publishing and therefore all the same campaigning rules apply during a live stream.

5. It is not permitted to post from any accounts that are associated with a business, that are currently monetised or have in the past been monetised through advertising income or other payments in kind, or that have attracted large numbers of followers by giveaways or competitions, even if they are candidates own accounts or those run by students of the University of Plymouth.

Candidates should consider where they are posting and who is sharing their campaign materials, remember only University of Plymouth students can campaign.

Candidates should consider copyright and ownership of any images and artwork that may be used during a campaign.

Candidates should consider their digital footprint when creating their campaign materials. If personal social media accounts are used, candidates should bear in mind what friends, family and future employers will see. With this in mind, it is strongly recommended that candidates create separate campaigning accounts.

7. Campaign expenditure

1. Full-time Candidates may spend a maximum **£70** on their campaign. Full-time Candidates may be reimbursed up to **£40** on production of relevant receipts.

2. Part-time Candidates may spend a maximum **£20** on their campaign. Part-time Candidates may be reimbursed up to **£10** on production of relevant receipts.

3. The maximum allowance must not be exceeded

4. Items that candidates use in their campaign must be allocated a realistic cost, even if they are items that are already owned. Even if candidates do not intend to claim any money back

5. Reasonable exclusions

When it comes to certain resources candidates may use in their campaign, it can be assumed all candidates have equal and fair access to them. For example, it is reasonable to assume that all candidates own a mobile phone in order to use social media – it is not expected that they will need to account for the cost of a phone or laptop.

Another example is if a candidate wanted to bake cakes. It would be expected that they would account for the cost of ingredients, but they would not need to factor in the cost of an oven, it can be reasonably assumed that all candidates would have access to an oven.

If a candidate printed some flyers and forgot to write their name on them, they would need to account for the cost of the flyers but it could be reasonably assumed that all candidates had access to a pen, the pen would not need to be accounted for.

6. Replicable freebies, discount and pre-owned items

Actions must be replicable by anyone else in the election. For example, anyone can go to a local shop and ask for empty cardboard boxes to make a fancy-dress costume as part of their campaign. If a candidate already owned a fancy-dress costume that cost £25, they would need to account for that £25 in their campaign expenditure. If a candidate went to the fancy-dress shop to buy a costume and because they knew the owner, they said the candidate could have it for free – that would not be allowed because that would not be offered to all other candidates.

7. What is reasonable and replicable is determined by the Deputy Returning Officer and Returning Officer, not the individual candidate. Please check if you are unsure of anything.

8. UPSU must have adequate receipts to refund candidates. A receipt must be from the business in question and detail the amount paid, what was purchased, it's cost and the date it was purchased.

8. **What to do if you have a query**

Contact the Elections Team at elections@upsu.com ASAP who will advise how to proceed with your concern.

1. Formal complaints may not be raised anonymously, although candidates may informally discuss issues at any time with the Elections Team who may then seek the advice of the Deputy Returning Officer, as appropriate.
2. It is each candidate's responsibility to raise any issues before the close of voting, all issues will need to be resolved prior to the count of votes.
3. Once the result has been counted and announced, no new issues will be heard unless they are in relation to the count of the vote.
4. The range of sanctions for infringement of the rules may include, but is not limited to; a formal warning, deduction of votes, removal from the ballot paper for a specified period of time, and ultimately withdrawal from the election.

Endorsement Rules

Candidates may seek endorsement from official UPSU student groups. Endorsement is a public declaration of support for a particular candidate or candidates. A candidate does not need to be a member of the student group to be endorsed by them.

Promotion of endorsement is classed as a campaign activity and is restricted to the voting and campaigning period.

All elections rules must be followed, both by the candidate and student group who are endorsing them.

- Candidates may approach a committee to endorse them at any point before or during the election period. The Committee may choose to review all requests at one time or consider them as they are received.
- The whole committee will decide who to endorse by majority decision. If the candidate in question is part of a committee, the decision should be made without them present.
- If a candidate seeks endorsement before the voting/campaigning period, this must be with the core committee only, speaking to whole membership would be seen as campaigning which is restricted to the voting/campaigning period.
- The Committee can choose to endorse as many or as few candidates as they wish.
- The Committee may choose to allow to entire membership to vote on candidate endorsement, this would fall under campaigning activity so may only take place during the campaigning/voting period.
- If a student group chooses to endorse a candidate, the candidate in question can use the club/society logo on their campaigns material and generally refer to the endorsement when campaigning (during the voting and campaigning time).
- The club/society may choose to help the candidate with their campaigning activities, if they do so, all other elections/campaigning rules continue to apply, including not using the UPSU logo (bear this in mind if it is part of club/society kit/stash).
- During the Voting week, candidates may ask if they attend a club or society event/meeting to campaign. This is at the discretion of the club/society. Candidates are not permitted to campaign outside of these dates.
- Committees should consider that a candidate will continue to develop their campaign ideas throughout the nominations and preparation period. Final web content will be approved by the SU for publication in the week prior to voting opening, up to this point they may be subject to change. We would encourage Committees to query any ideas with candidates and discuss any issues regarding feasibility with candidates
- Endorsement may be revoked by the Committee, the reason for this should be explained to the candidate prior to any public communication. This decision should be respected by the candidate and all reference to endorsement by that group should be removed within 24 hours of them being notified.

The exception to this is for any student-led news outlet, along with RAG and its associated student led groups, who must remain impartial and may not endorse any candidate.

Being a Trustee

Being a Trustee is potentially the part of the role that you know the least about. According to the Young Trustees Movement, less than 3% of charity trustees are under the age of 30.

Trustees are a vital role within charities, as they are the ones who make decisions for the charity and guide the strategic direction of the charity. Trustees work collectively as a board and make decisions at formal board meetings.

Why Be A Trustee?

There are so many reasons to become a trustee, which will be useful to you beyond your time as a President. These include:

- Experience working at a strategic level within a large charity. Strategic level working means looking at long-term goals or about the charity. UPSU employs over 40 full-time members of staff, and over 100 student staff roles, as well as having a seven-figure income and expenditure! This experience is hard to find at the start of a career, so it will stand out to employers.
- Being a trustee of a Students' Union means that you will get to learn a lot around both the not-for-profit sector, as well as the higher education sector. It's a great opportunity to learn more about a sector you may want to work in after university, or as a chance to explore your options in a different career.
- Gain an understanding of charity finance. Compared to other types of businesses, charity finances look different, as their accounts and reporting cover different things. As a Trustee, the finance team at UPSU offer training to understand what they are and what they mean and will support you throughout the year around any questions you may have.
- Our Trustee Board come from all different backgrounds and careers and bring a wide range of skills and expertise to our board and charity. Similarly, our Student Trustees on the board study a range of degrees and have all had very different journeys through Higher Education and at the Students' Union. As a trustee, you will work closely with all of them, and they are a great way to expand your own network, either to find out more about a potential career afterwards, or to learn more around working as a team with very different approaches.
- As part of Trustee Board meetings, you will read a lot of data-led papers around the activities and development of the Students' Union. By the end of your term of office as a President, you will have had a lot of experience analysing data, a valuable skill which employers look for in job applicants.
- As a Trustee and senior leader of a charity, you will have lots of opportunities to practice and develop your influencing and negotiation skills. This could be within the Trustee Board, or when advocating for UPSU outside of it. Most careers or jobs value

negotiation skills, especially if you are planning on being self-employed, or have your own business idea that you would like to develop post-university.

Find Out More

If you want to find out more about being a Trustee, here are a few resources that we love online:

- <https://youngtrusteesmovement.org/> - The Young Trustees Movement want to get more young people onto Trustee Boards – and so do we! They talk about the benefits about young Trustees, both for young people and the boards that they sit on. They also have a blog where young Trustees talk about their experiences and what they have gotten out of their role.
- <https://www.ncvo.org.uk/about-us/our-services/support-trustees-governance/> - The NCVO, or The National Council for Voluntary Organisations, has pages explaining what the role of a Trustee is, as well as talking about charity governance in general. It's a good place to start if you want to know a bit more about the role of Trustees in general.
- <https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3/the-essential-trustee-what-you-need-to-know-what-you-need-to-do> - The Charity Commission, a department of the Government, has a publication called 'The Essential Trustee.' It's much dryer, but it covers what is expected of a Trustee of a charity.

Campaign Information Guidance

Things to consider for your Campaign Information

When running in an election, candidates need to convey to voters what they stand for and what they would like to do if they were voted in. In addition to the questions asked in the candidate profile it explains who you are, what skills you can bring to the role and what you plan to work on, should you be elected. It should be appealing and ultimately should motivate people to vote for you.

Where do I start?

Ensure that you are familiar with the role – this includes what the role entails and what is within the remit of the role. Keep this in your mind throughout the process of developing your ideas.

Think about why you are running for the position and consider the following questions:

- *What has driven you to run?*
- *What are you passionate about?*
- *What do you want to achieve?*
- *Has there been something you have experienced as a student that you want to improve for other students?*

Research

Speak to students!

Speak to your friends, peers or students within your networks and ask how they feel, what matters to them, what issues they have as a student, or what they would like to see changed.

Check that your ideas are credible with the students you will be representing and that you are focused on what they want – take on their feedback and then create solutions from this.

Speak to your current representatives

Check with your Sabbatical Officers and Student Representatives whether any of your ideas

are either already happening or are not possible, as you will not be able to include these. Make sure you utilise their skills, knowledge and experience as this will be highly advantageous to you.

Research your Students' Union

Stop and think about what the Students' Union is already doing as well as its plan for the future. Consider its purpose and values – have a look at [UPSU's Strategic Plan](#)

Think about the current key priorities for students. The SU has identified that the following areas are important to students this year and have devoted resource to addressing these topics. You may consider aligning some of your ideas to these topics, taking into account the point of view from the group of students you wish to represent;

- Mental Health and Wellbeing
- Belonging and sense of community

- Representation and student involvement in decision making

What next?

Ask yourself the following questions:

- *Why should students vote for me?*
- *What sets me apart from other candidates?*
- *How are my ideas creative and inspiring?*
- *What relevant experience can I bring to the role?*
- *Have I thought about all different types of students?*
- *Are my ideas relevant to the students I will be representing?*
- *How am I going to engage students?*
- *How can I utilise my prior research?*

It is really important that you have considered these questions and that they are reflected within your ideas.

Your Ideas

Consider if your ideas are:

- Concise and clear
- Specific
- Realistic and achievable
- Measurable
- Relevant to your role
- Time bound
- Solution-focused

For example:

"My priority is to make feedback between students and staff is better" 😞

"My priority is to develop the feedback mechanism between students and staff. To do this I would arrange a week-long feedback event, titled 'Speak Week', to enable feedback to be received and acted upon within the same academic year. This would mean that changes can be made for the students, by the students so they can see real change." 😊

The more relevant detail you can add, the more effective your point.

Prioritise your ideas and focus on a few issues.

Students will then be clear on what you stand for and what you represent. Information that is misleading, derogatory remarks about others, or language or statements that are considered offensive will not be permitted.

Speak to the relevant department staff.

It is essential that you speak to relevant UPSU and university staff as their expertise will be invaluable. They can update you on current projects and can discuss the feasibility of your ideas with you.

For example, if you are running for a role that works closely with the SU Advice Centre, have you spoken to them?

Utilise other sources

Data sources such as: NSS and SPQ data, unistats.ac.uk, as well as other Students' Unions

could help shape or give weight to your ideas.

Consider the broader picture and be aware of topics that are high up on the national agenda for students.

If you are unsure who to speak to or what to research, then please do contact elections@upsu.com.

Use of Language

It is important not to mislead voters by promising changes that may not happen For example:

Do not use language like "I will ensure..." "I will change"

Do not say you will introduce "compulsory" training or provision

Do not say you will make sure that the "voice of EVERY student" is heard

Instead, ensure that you are using language such as:

"if elected, I would

lobby..." "I will

endeavour..."

"My top priority would be"

Explain what your ideas are to achieve the change you have identified. Think about who you could work with, what would need to happen, what would the timescale be. Try to get your enthusiasm and commitment for the role across and make sure that you write in a way that students will understand.

Avoid promises of extra funding as there is no extra money to be allocated. However, you can explore different options of how you would allocate existing resources and achieve what you are saying you are going to, without extra money. For example, have you thought about sponsorships or training options?

Try to explain what you would change, how you would change it and what difference that change would make to students. Remember, your campaigns information is a snapshot of your key ideas, this does not mean that you cannot work on other things.

Other things to remember;

- Avoid the use of acronyms, or explain them if used
- Humour is subjective – not everyone will find the same things funny
- Don't always assume a level of knowledge about a topic.

Consider if everyone will understand what you are explaining – is it 'common

knowledge'. This may relate to a process, technical language, role title or an issue

The Elections Team are here to help and support you if you are unsure or have any questions about writing a manifesto. Please feel free to email

elections@upsu.com if you have any queries.

Campaign Poster Guidance

Where can you put up campaign materials?



On the SU roof and entrance to the SU - banners must be securely fastened and not create an obstruction.

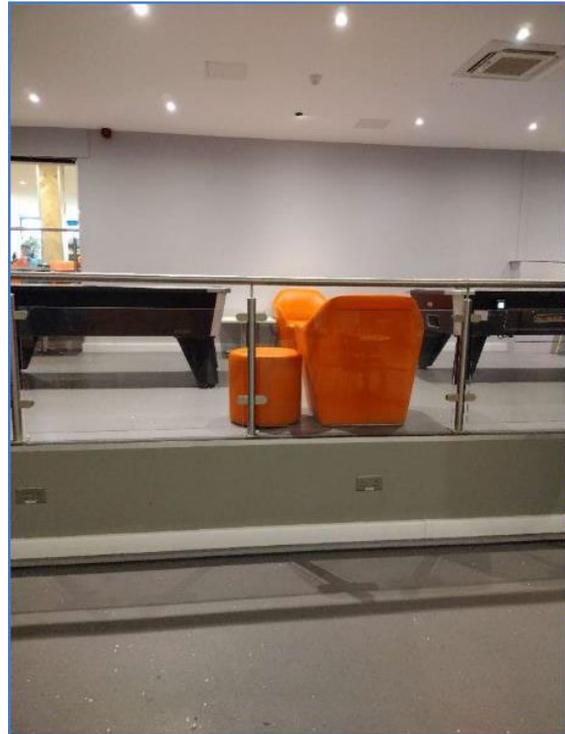
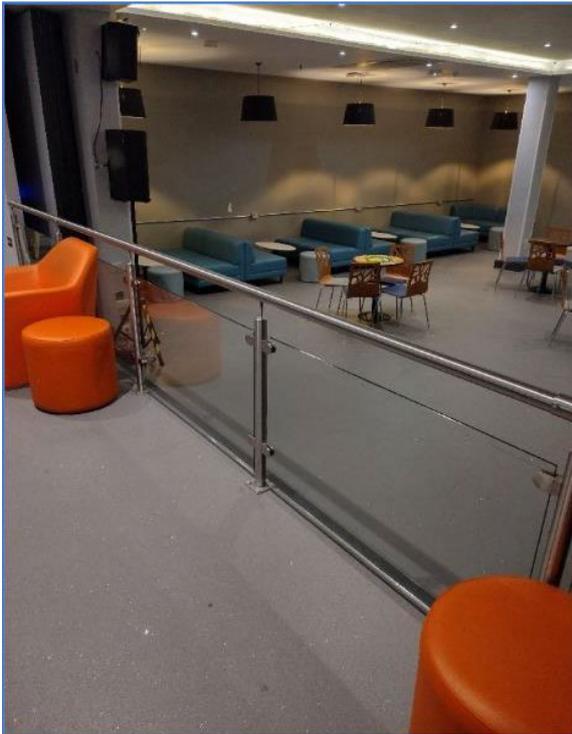


FOR INTERNAL MATERIALS, ONLY USE BLU-TACK FOR POSTERS, NOT SELLOTAPE!

Entering the SU (south end) down the slope to the 'nightclub entrance' you can put posters on the coloured cashier desks to the left and on the glass to the right.



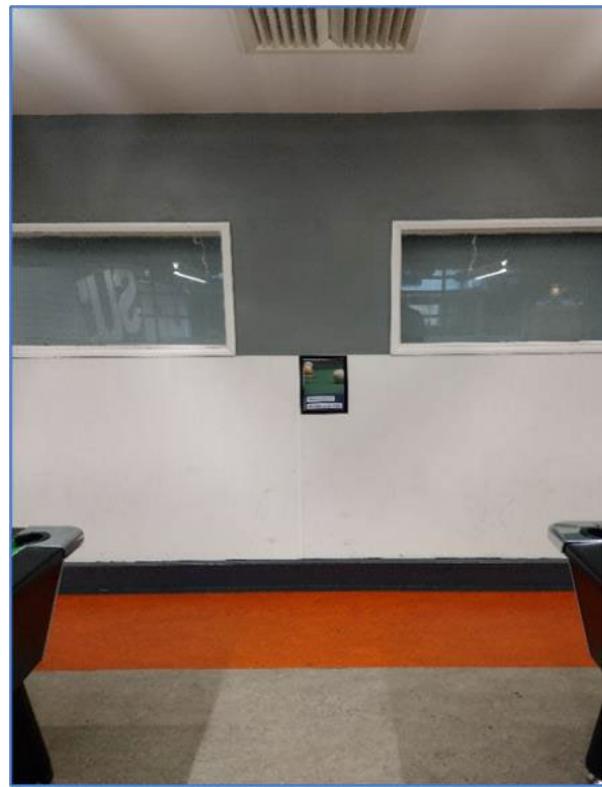
In the Lounge space, you can put posters on the wooden pillars and on the glass partition next to the orange chairs.



You can put posters on either side of the glass barrier between the Little Room and the Pool tables.



In the SU Main Room you can use the wooden slats, wood on the DJ booth and wooden pillars.



On the SU plastic sign, on the office windows by the pool tables and the white plastic underneath the windows.



You can put posters on the grey 'walls' of the seating booths by the Zig Zag bar.



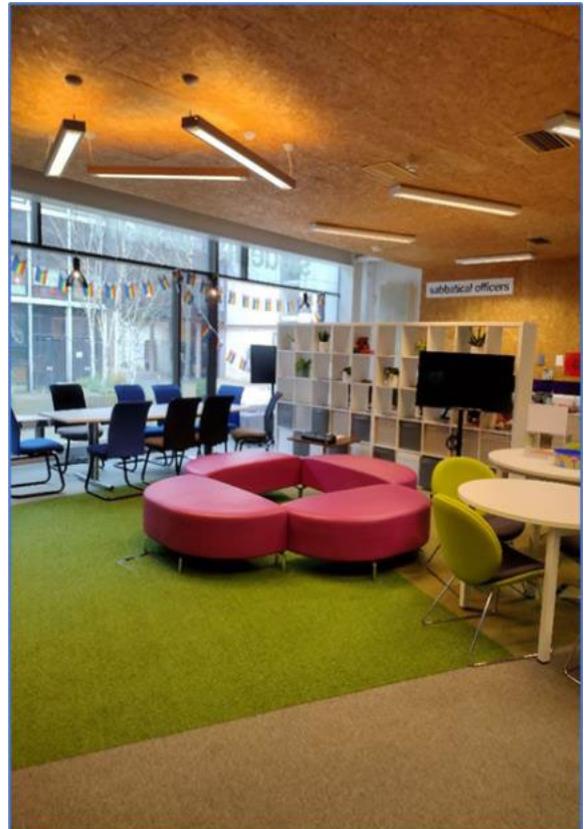
You can put posters on the glass in the 'north end' entrance. This is glass part of the wall leading to the Security Office, please do not put posters on the outside door!

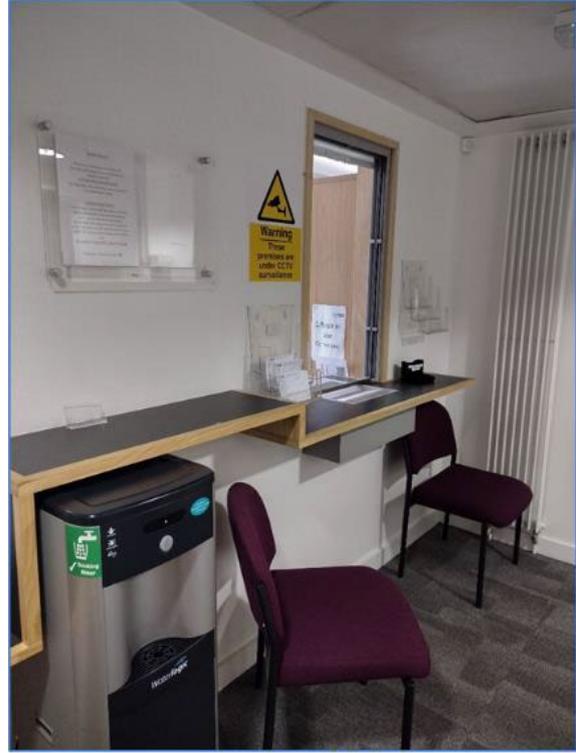
General Guidance:

- Please do not use sticky tape or stickers!
- Only use blu-tack for your posters
- Ensure that banners are securely fastened
- Do not cover any existing posters or safety notices
- Make sure that you leave enough space for other candidates to display materials
- Make sure to remove your materials carefully at the end of the election

Where You Can't Put Campaign Materials:

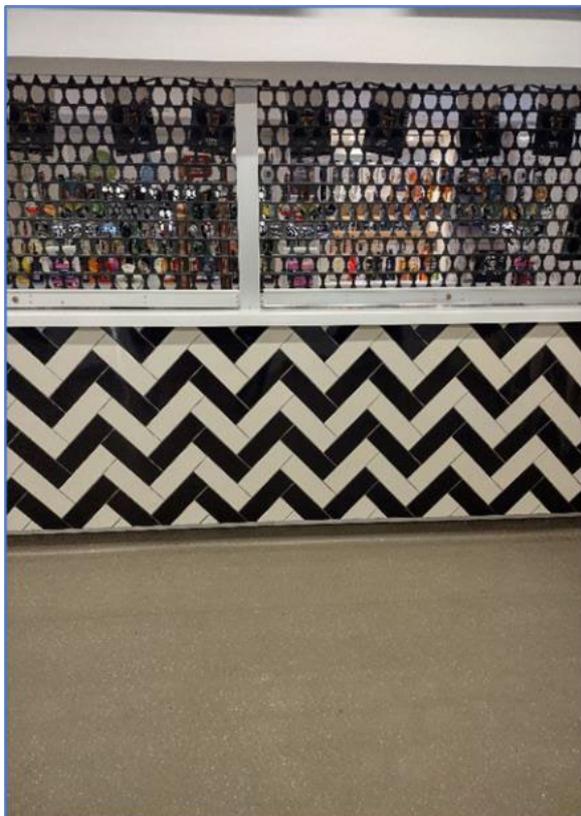
Do not put any campaigns materials in the lobby, the corridor leading to the Main Room or the Hive.





Do not put any materials in the bathroom, stairwell, lift or office areas.

Please do not put posters on the front of the Zig Zag bar as they will just get ripped.



Campaign Checklist for Candidates

Key Campaigns Information Checklist for President Faculty Candidates 2026

Please either email the following information to elections@upsu.com or upload the information to your candidate folder by the specified deadline.

Complete the training

The mandatory training can be found at [Candidate Training - Student Elections Training 2026/27](#)

Don't forget to complete the form confirming you have completed the training and to let us know about any support needs you may have. If there is anything you're not sure about in the training, please drop us an email at elections@upsu.com.

Deadline – 12pm on Monday 23rd February

Photo – headshot photo

This should be a headshot photo of yourself, which should be a clear likeness that is not obscured or heavily filtered so that students can easily recognise you. This will be your photo on the SU website and the digital voting platform.

Resolution – this should be a square image measuring at least 1000x1000 pixels/350x350 mm.

Deadline - 12pm on Monday 23rd February

Profile information for the UPSU website

These are the answers to the questions you were given at the time of your application:

- What motivated you to run for a full-time representative role?
- Why do you think you would be a good President?
- What three words would your friends use to describe you?
- If you could change one thing in your Faculty what would that be?

Plus, your slogan (15 words maximum) and links to any social media accounts you'll be using as part of your campaign.

Remember, whilst you need to set accounts up to get the links, you should not be posting campaigning content until the start of the voting period. If you upload a video to YouTube, you can keep it private/unlisted, until voting opens and you are allowed to campaign.

Deadline - 12pm on Monday 23rd February

Trustee Declaration Form

This will be emailed to you. Please read through the further information and return the declaration via email to elections@upsu.com

Deadline – 12pm on Monday 23rd February

If you need any support with any of these requirements, or you are having difficulty in meeting a deadline, please contact the Elections Team as soon as possible. We can help with the loan of equipment, finding a quiet/appropriate space to record, and looking over draft wording, just get in touch.

Election Timeline

Nominations and preparation time

During this time you can set up your campaign social media - remember just share the page, you cannot ask students to vote for you yet!

- **Monday 9th February (12pm)** – nominations close
- **Friday 13th February** – Eligibility Form Deadline
- **Wednesday 18th February** – Workshop & Banner Making (optional)
- **Monday 23rd February, 12pm** – Mandatory Training Deadline, Candidate Profile (including Photo & Links) Deadline
- **Wednesday 25th February** – Workshop & Banner Making (optional)
- **Monday 2nd March** – Candidate details released (candidates webpages)
- **Monday 4th March** – Workshop & Banner Making (optional)

Voting and Campaigning period (Monday 9th – Thursday 12th March)

This is when you are expected to campaign, don't forget you can claim back up to £40 from the SU!

- **Monday 9th March, 12pm** – Voting opens
- **Thursday 12th March** – voting closes at 12pm

Other information to be aware of are the elections rules and information on the [Candidates support hub](#).