

Dear Student,

Thank you for considering standing to be a council member on Glasgow University's Students' Representative Council.

Getting involved in the SRC is a great way to meet new people, build your CV and help improve the student experience for everyone. Whether you're running to be a School Representative, a College Convenor, a Welfare Officer, First Year or General Representative the decision to get involved and represent students may be one of the best decisions you've made at Glasgow.

The Students' Representative Council represents students on a number of university committees at different levels. From University Court to the Student Experience Committee we deal with issues such as library access, student welfare, teaching spaces, accommodation, catering and much more. Please contact us if you would like a full list of the committees on which the SRC has a seat.

Although representation is a key focus, we do a lot more than that, our sabbatical officers and council members organise events that are a focal point of the University's calendar and benefit students and the wider community. We have annual events such as Raising and Giving week, the Student Teaching Awards, the Volunteering Clubs and Society Awards, Black History Month and many more. We have led a number of campaigns around preventing sexual violence, suicide prevention and increasing support for student parents and carers. Council members are also invited to a wealth of social events, ranging from Christmas socials to the Annual Council Dinner in spring.

There are a number of other ways you can get involved in the work the SRC does, such as through Volunteering, Student Media or helping with Freshers' Week. I hope that your interest in supporting the student body on a wide range of issues will continue and that you will involve yourself with the SRC and its varied schedule of events throughout the year.

Being part of the SRC is an amazing experience; I have loved every second of it and my only regret is that I didn't get involved earlier in my University career.

Best of luck with your campaign and remember if you have any questions feel free to email [elections@src.gla.ac.uk](mailto:elections@src.gla.ac.uk) with any questions.

Yours sincerely,



Scott Kirby

SRC President

**ELECTION PACK**  
**GUIDE TO POSITIONS AVAILABLE**  
**VP EDUCATION**

**SPONSORS REQUIRED – 30**

**SPONSOR ELIGIBILITY –**

- **Must be a fully registered student of the University of Glasgow**

**Term of Office** 12 months, commencing 1<sup>st</sup> July 2020

**Working Hours** Monday to Thursday 9am-5pm, Friday 9am-4pm.

Some evening and weekend meetings. (34 hrs p/w) **Pay** £17,682 p/a

**1. Aims of Post**

1.1 To provide effective student input into the University decision making and policy review process of the University of Glasgow on all matters pertaining to the student learning experience.

1.2 To ensure that GUSRC provides relevant training and learning opportunities to members of Council, Student Representatives and other Student stakeholders.

**2. Key Duties**

2.1 To represent the interests of students, registered at the University of Glasgow, on GUSRC and University Committees relevant to the aims of this post.

2.2 Provide effective line management of SRC Undergraduate College Convenors and School Representatives, by providing ongoing support, and facilitating meetings.

2.3 Work closely with the President in monitoring legislation and policy matters that may impact upon the HE Sector and report back on relevant developments. Maintaining an awareness of national, local and University academic issues, including monitoring the activities of academic and educational bodies such as QAA, Universities UK, Universities Scotland, SHEFC and Universitas 21.

2.4 Prepare and present briefing materials for internal and external stakeholders on such matters as relevant to this remit.

2.5 Work closely with the President, Academic Convenors and staff, in developing and implementing campaigns relevant to the aims of this post.

2.6 Liaise with staff and the GUSRC President in the development, implementation, review and evaluation of training for Academic Convenors, SRC School Representatives and Class and PGR Representatives.

2.7 Liaise with appropriate staff, through the Permanent Secretary, on GUSRC activity relating to the aims of this post. Including regular meetings with the Advice, Policy & Training Team, Permanent Secretary and VP (Student Support).

2.8 Attend stalls at events and provide/distribute appropriate publicity materials.

### **3. Obligations**

3.1 Elected Sabbatical Officers are required to sign a memorandum of understanding which sets out working conditions and provides protection in the following areas: terms of office, working week and hours, remuneration, absence, sick pay, holidays, academic study, resignation and disciplinary and grievance procedure.

3.2 Sabbatical Officers are obliged to abide by the code of conduct as set out in the SRC's Constitution.

3.3 Those elected will also be obliged to adhere to the above job description and display proof of their matriculation status no later than the start of the academic session of the year during which they will hold office.

3.4 Sabbatical Officers should avoid participation in any role or contribution to any activity which could be perceived as a conflict of interest. Once elected; responsibilities are to ensure the interests of GUSRC are represented at all times. Advice should be sought where a perception of a conflict of interest may arise.

### **4. Responsibilities**

4.1 Sabbatical Officers are representatives of University of Glasgow students, within the SRC, the University, and the wider community. All Sabbatical Officers should be available to speak to and assist students, to the best of their ability, during the working hours outlined above.

4.2 Sabbatical Officers should promote and raise awareness of the services provided by the SRC, and ensure as far as possible that all students have equal access to these services.

4.3 Sabbatical Officers should attend SRC Council, Executive, and other Committees, and provide reports to these bodies when asked to do so. Sabbatical Officers are responsible for upholding the Constitution and policy of the SRC, and should liaise with staff, other Executive and Council members to carry this out.

4.4 Sabbatical Officers should support and encourage Council members in the execution of their roles and should do as much as possible to ensure that all students have an equal opportunity to take part in the SRC's work.

4.5 As part of their representative function, Sabbatical Officers should maintain constructive relations with the University, external organisations and the other student bodies on campus.

4.6 Sabbatical Officers should not gain, or seek to gain financially through their privileged access to information on additional available earning opportunities notified to the SRC from time to time. They should ensure all such opportunities are communicated as widely as possible.

# CHECKLIST

## PLEASE CHECK YOU HAVE:

- Filled out all sections of the nomination form;
- Checked that your sponsors are all matriculated students of the University of Glasgow
- Submitted an electronic photo to the email address below;
- Submitted your manifesto (no more than 500 words) as an attachment to the email address below
- Read the job description;
- Read and understood the election rules and regulations.

**If you have any questions, please do not hesitate to contact the Deputy Returning Officer, on - [elections@src.gla.ac.uk](mailto:elections@src.gla.ac.uk)**

**[www.glasgowstudent.net/about/elections](http://www.glasgowstudent.net/about/elections)**

## **ELECTION PACK**

# **GUIDE TO PRODUCING A MANIFESTO**

Your manifesto gives you an important opportunity to tell the electorate why they should vote for you. There are no set rules as to what should be contained in a manifesto, but the following is a guide to the sort of things that often appear in them.

- **Personal information.**  
You may want to give some personal information such as your course or year of study. This part is usually kept fairly short.
- **Relevant experience.**  
Many candidates state experience they have which may be relevant to the position they are standing for. This may include membership of any university groups and activities out with the University. It is common to state a few specific things you have done within that group / activity or in any role you held, and link them to the functions of the position you are standing for.
- **Views on current / recent events.**  
You may wish to state your opinions on events relevant to the functions of the SRC or to the remit of the specific position you are standing for. This gives voters the chance to see whether or not your views are similar to theirs.
- **What you will do if elected.**  
This is arguably the most important part of the manifesto, as it gives students an idea of how you would carry out the role and of the direction in which you would want to take the services and activities within the remit. Most candidates make at least a few specific pledges, giving an indication of their priorities for the coming year.

It is important to remember that the points above are just a guide to things which are often included in manifestos. You do not have to include all of these elements, or indeed any of them.

In your manifesto, you can write what you like, so long as:

- It does not exceed the word limit (500 words for Sabbatical positions, 200 for all other positions),
- It does not contain any offensive or factually inaccurate material (The Returning Officer may judge whether something is offensive or factually inaccurate).

This rule is in the SRC election regulations, and so must be adhered to.

**Please send an electronic copy of your manifesto** to [elections@src.gla.ac.uk](mailto:elections@src.gla.ac.uk)



# **ELECTION PACK**

## **REGULATIONS FOR CANDIDATES**

### **1. CONTACTS**

Returning Officer: Drew McConnell

SRC President: Scott Kirby

**Tel:** 0141 330 5360 **Email:** [elections@src.gla.ac.uk](mailto:elections@src.gla.ac.uk) or [president@src.gla.ac.uk](mailto:president@src.gla.ac.uk)

### **2. OVERVIEW**

Be in the right spirit for the Elections: Be committed, be responsible, be fair, and enjoy it – if you follow these guidelines, then most problems will be avoided.

Contact current and former Council members for advice on positions, campaigning and any other aspect of the election you might be unsure of.

Please make sure that you read Schedule 2 of the SRC Constitution<sup>1</sup>, which outlines the full rules for elections, as well as the guidelines below.

Bear in mind that you could end up working with some people that you are standing against, now or in the future, so be polite and considerate of other candidates.

### **3. SCHEDULE OF EVENTS**

<b>Nominations Close</b>	<b>Friday 21st February 4pm, Welcome Point, McIntyre Building</b>
<b>Pre-hustings Meeting</b>	<b>Tuesday 25<sup>th</sup> February 5.30pm Williams Room, McIntyre Building</b>
<b>Candidates' Meeting</b>	<b>Friday 28<sup>th</sup> February 1pm, Williams Room, McIntyre Building</b>
<b>Hustings Non -Sabbatical *</b>	<b>Monday 2<sup>nd</sup> March 6pm, Room 201, McIntyre Building</b>
<b>Hustings Sabbatical *</b>	<b>Tuesday 3<sup>rd</sup> March 6pm Room 201, McIntyre Building</b>
<b>Polling Opens:</b>	<b>Wednesday 4<sup>th</sup> March at 9am</b>
<b>Polling Closes:</b>	<b>Thursday 5<sup>th</sup> March at 5pm</b>
<b>Voting:</b>	<b><a href="http://www.glasgowstudent.net">www.glasgowstudent.net</a></b>
<b>Results:</b>	<b>Thursday 5<sup>th</sup> March Approx 6.30pm – Room 201, McIntyre Building</b>

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<sup>1</sup> [www.glasgowstudent.net/about/publications/constitution](http://www.glasgowstudent.net/about/publications/constitution)

***\*Hustings provides a chance for students to hear from the candidates up for election and ask any questions they may have regarding their manifestos. Each candidate will get 2-minutes to give a speech to the audience about who they are, what they wish to achieve and why students should vote for them. All registered UofG students are welcome to attend.***

***For students running for election that have never experienced Hustings before, the SRC President will be holding a session before Hustings take place for all candidates to ask questions about what to expect and to run through how the evening works.***

## **4. QUESTIONS**

If you have any questions about the Elections please speak to Scott Kirby or Drew McConnell or alternatively, raise them at the Candidates' Meeting on Friday 28<sup>th</sup> February at 1 p.m. in the Williams Room.

## **5. ELIGIBILITY**

- i. Only a fully registered student of the University of Glasgow, (as defined in paragraph 2 of the SRC's Constitution<sup>1</sup>), may stand for election to the Council.
- ii. No member can stand for more than one position on the Council at the same election.
- iii. No member can hold more than one position on the Council at the same time.
- iv. No member is eligible for election to a Sabbatical seat which they have already occupied or where they have been a Sabbatical Officer or paid elected Union Officer at the University for two years.
- v. All members are eligible to stand for a post in the Welfare and Equal Opportunities or General Student constituencies. Members should only stand for a post with which they can identify.
- vi. No member is eligible for a seat in the College Convenor constituency unless they are a student in the College to which the seat relates.
- vii. No member is eligible for a seat in the School Representative constituency unless they are a student in the School to which the seat relates.
- viii. Only Postgraduate students are eligible to stand for Postgraduate Representative positions. Only Postgraduate Research students are eligible to stand for Postgraduate Research Convenor.



## 6. NOMINATIONS

- i. The procedure for nominations will be made by Executive Standing Order subject to the following basic requirements.
- ii. Nominations will be made on a prescribed form by candidates who must show their student ID card to the Returning Officer, or authorised depute. The prescribed form must be signed by the candidate and the Returning Officer, or authorised depute, before it can be accepted. The candidate will then be issued with a receipt. **Forms must be handed in by the candidate unless they meet the study abroad or student on placement guidelines or prior authorisation has been given by the returning officer.**
- iii. Nomination forms must be submitted by **4 p.m. on FRIDAY, 21<sup>st</sup> February 2020 at the latest, in person by the candidates.** Submission of nominations will remain open for ten consecutive days from 9.00 a.m. on the first day to 4.00 p.m. on the tenth day. The Returning Officer will declare any nominations received after this time invalid.
- iv. Nominations for the following seats will be signed by the following number of members who will append their matriculation numbers to the nomination form:
  - Undergraduate College Convenors and Welfare and Equal Opportunity Officers: fifteen members;
  - Postgraduate Convenors: six members
  - All other seats: six members.
- v. Each member must be eligible to vote for the seat for which he or she is making a nomination. The decision of the Returning Officer regarding the validity of a nomination is final.
- vi. The procedure for election publicity will be made by Executive Standing Order subject to the following basic requirements.
- vii. Candidates must, before close of nominations, submit an electronic copy of their manifesto and a clear photograph of themselves to [elections@src.gla.ac.uk](mailto:elections@src.gla.ac.uk). Manifestos must be no more than:
  - **500 words** in any sabbatical constituency
  - **200 words** in all other constituenciesCandidate photos must be submitted in either JPEG, PNG format and should include only the candidate with no other individuals.
- viii. It shall be the duty of each candidate to ensure that the submitted manifesto does not contain any offensive or factually inaccurate material and does not exceed the prescribed length. Should this occur the Executive Committee will report the matter to the Returning Officer who may, at his or her discretion, request the candidate to amend the manifesto accordingly or direct that it be displayed subject to the deletion of any infringing materials.

**MANIFESTOS AND PHOTOS WILL BE ACCEPTED NO LATER THAN:  
4pm FRIDAY, 21<sup>st</sup> February 2020.**

## **7. HUSTINGS**

- i. Hustings meetings give candidates the opportunity to address voters and are a key part of the election process.
- ii. There are separate meetings for non-sabbatical candidates and sabbatical candidates. Any fully registered student at the University of Glasgow can attend the meetings and ask questions of the candidates.
- iii. Candidates for non-sabbatical positions should prepare a speech of up to 2 minutes and sabbatical candidates should prepare a speech of up to 3 minutes. Candidates may use this speech as an opportunity to expand on their manifesto and express why people should vote for them.
- iv. All candidates for each position are encouraged to attend and participate in the hustings. Following the delivery of speeches this the chair (SRC President) will open the floor to questions from the audience.
- v. If a candidate cannot attend their hustings meeting they may submit a video by email to the SRC President by noon on the day of the hustings meeting. This video must adhere to the time limits specified above.

## **8. CANVASSING**

- i. It is not permitted for candidates to permanently affix campaign material; all campaign material must be able to be taken down at the close of polls. Please do not affix any campaign materials to handrails. Failure to do so may result in disqualification in accordance with paragraph 6. Campaign materials which contradict this paragraph and SRC Election Guidelines are likely to be removed. The SRC bears no liability for them.
- ii. Candidates are not allowed to be canvassed for or financed by persons other than registered students of Glasgow University, who have not opted out of SRC representation for this academic year under Schedule 1.
- iii. Canvassing including the use of posters, leaflets or any kind of promotional material is not permitted in the Gilbert Scott Building, Fraser Building, the University Library and in areas deemed Polling Stations (University computing clusters) or any other areas deemed Polling Stations in the SRC Election Guidelines.
- iv. The use of University administration boards and digital signage is prohibited
- v. Canvassing using 'mobile polling stations' or any other type of promotional activity connected to voting including showing the voting webpage via technology owned by the candidate or any person canvassing on their behalf is not permitted. This includes any use of smartphones, laptops and other web enabled devices.
- vi. With the exception of bought photocopying services, candidates are not permitted to use SRC facilities, including intellectual property, for the furtherance of their campaign.

- vii. The use of loudhailers/megaphones on Gilmorehill campus is prohibited by order of the University Court.
- viii. The use of unsolicited email correspondence via non-personal mailing lists (e.g. college/school email lists) by or on behalf of the candidate are not permitted. The use of other University administered IT platforms e.g. Moodle, Student Voice etc is also not allowed by or on behalf of the candidate.
- viii. Only fully registered students of the University of Glasgow may contribute at the official heckling meetings organised by the SRC.
- ix. Only candidates standing for Postgraduate positions are allowed to canvass in the Gilchrist Postgraduate club.
- x. The Returning Officer will arbitrate on any matters arising from canvassing.

## **9. SPENDING LIMITS**

### **SABBATICAL POSITIONS**

Candidates must submit receipts, for any spending on their campaign before 4pm the day after the close of polling.

**Candidates must not spend more than £200.**

### **NON SABBATICAL POSITIONS**

Candidates are encouraged to keep receipts, for any spending on their campaign made within the campaign period should any allegations of overspend arise.

**Candidates must not spend more than £50**

These are absolutely not targets or guidelines for what candidates should spend but are an upper limit of what is permitted. Candidates should feel no pressure to spend to the limit as campaign spend and electoral success do not correlate. Candidates are encouraged to think creatively about how they are engaging with students during the campaign period.

Only members may make an allegation of overspend by a candidate. Any allegation must be made in writing to the Deputy Returning Officer ([elections@src.gla.ac.uk](mailto:elections@src.gla.ac.uk)). No allegations received 48 hours after the announcement of results will be investigated or considered.

The Returning Officer shall decide whether to investigate any allegations of overspend and retains the right to invalidate the nomination of the offending candidate, or disqualify a successful candidate subject to their discretion.

If it is not possible to produce receipts of spending on campaign materials, then materials will be counted at the average cost of comparable material purchased by other candidates.

## 10. INFRINGEMENTS

Any malpractice leading to an infringement of these or other rules governing an election should be reported to the Deputy Returning Officer or SRC President, who will immediately inform the Returning Officer. The Returning Officer retains the right to invalidate the nomination of the offending candidate, or disqualify a successful candidate subject to their discretion.

## 11. POLLING

- i. All elections will be held by secret ballot which will normally be online and will be decided by the following single transferable voting system:
  - Online ballot papers will be marked in order of preference
  - Voters will have the option to spoil their ballot paper by clicking on the appropriate box
  - In the Spring elections, all sabbatical positions and uncontested positions will allow students to vote to “Re-Open Nominations”
  - The number of votes required to secure election shall be:

$$\frac{\text{Total No. of Votes Cast} - (\text{Total No. NTS}) + 1}{\text{Number of Vacancies} + 1}$$

*Number of Vacancies + 1*

This figure will be referred to as the quota.

NTS = Non-Transferable and spoilt votes.

- If a candidate receives more than the quota, all that candidate's votes will be split according to the next available voting preference.
- If no candidate in any count fulfils the quota the votes cast for the bottom candidate in the count will be divided according to the next available candidate. If more than one candidate ties for bottom place in the count, the candidate with fewest first preferences will be eliminated. If this occurs in the first round, it will be decided by drawing lots.

## 12. RECYCLING DURING ELECTIONS

Campaigning can create a lot of waste and mess across campus. As a candidate you are responsible for ensuring that all of your campaign materials are removed from campus before the results are announced. Please encourage your voters and fellow campaign team to recycle any used materials.

## 13. RESULTS

- i. The results of the election will be supervised by the Returning Officer.
- ii. The declaration of results shall take place in Room 201, McIntyre Building after the election ends at around 6.30 p.m. on Thursday 5<sup>TH</sup> March.

- iii. Candidates who are present at the declaration shall be informed of the result of the election by the Returning Officer beforehand if they chose to be.
  
- iv. In the event of a tie, a by-election will be held for the seat in question. All questions relative to the validity of an election must be submitted to the Returning Officer within 48 hours of announcement of the result. Decisions on any such questions shall be made by the Returning Officer, who may consult with the Secretary of the University Court. If any election is declared invalid, a by-election will be held.



# GUSRC SPRING ELECTIONS

4<sup>th</sup> & 5<sup>th</sup> March 2020

## OFFICIAL NOMINATION FORM

For use by candidates for the positions of:

*PRESIDENT*

*VICE PRESIDENT - EDUCATION*

*VICE PRESIDENT - STUDENT ACTIVITIES*

*VICE PRESIDENT - STUDENT SUPPORT*

### **PLEASE NOTE THAT THESE ARE ALL FULL-TIME SABBATICAL POSITIONS**

THIS FORM MUST BE COMPLETED IN FULL, IN **BLOCK CAPITALS**, AND RETURNED BY CLOSE OF NOMINATIONS AT **4 P.M. ON FRIDAY 21<sup>st</sup> FEBRUARY 2020**. PLEASE READ THE ELECTION REGULATIONS CAREFULLY BEFORE COMPLETING THIS FORM.

Position: \_\_\_\_\_

### **Details of candidate**

Pronoun you wish for us to use in any publicity (e.g. he/she/they/other) \_\_\_\_\_

First name(s) (in full): \_\_\_\_\_

Preferred first name\* (optional): \_\_\_\_\_

**\*If entered, this name will be used on the ballot papers, website and social medial posts during the elections.**

Surname: \_\_\_\_\_

College: \_\_\_\_\_ Student No: \_\_\_\_\_

Undergraduate/Postgraduate (delete as appropriate)

Telephone No: \_\_\_\_\_ Mobile No: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Name of Candidate: \_\_\_\_\_ Position: \_\_\_\_\_

We, the undersigned, nominate the above named student for the aforementioned position. We each individually agree to allow Glasgow University Students' Representative Council to make all necessary enquiries to check that the personal information we have each given is true, in order to confirm the validity of this nomination.

	FIRST NAME(S) (in full) (BLOCK CAPITALS)	SURNAME (BLOCK CAPITALS)	STUDENT NO.	COLLEGE / SCHOOL	UG/PG	SIGNATURE
SPONSOR 1						
SPONSOR 2						
SPONSOR 3						
SPONSOR 4						
SPONSOR 5						
SPONSOR 6						
SPONSOR 7						
SPONSOR 8						
SPONSOR 9						
SPONSOR 10						
SPONSOR 11						
SPONSOR 12						
SPONSOR 13						
SPONSOR 14						
SPONSOR 15						
SPONSOR 16						
SPONSOR 17						



Name of Candidate: \_\_\_\_\_ Position: \_\_\_\_\_

We, the undersigned, nominate the above named student for the aforementioned position. We each individually agree to allow Glasgow University Students' Representative Council to make all necessary enquiries to check that the personal information we have each given is true, in order to confirm the validity of this nomination.

	FIRST NAME(S) (in full) (BLOCK CAPITALS)	SURNAME (BLOCK CAPITALS)	STUDENT NO.	COLLEGE / SCHOOL	UG/PG	SIGNATURE
SPONSOR 18						
SPONSOR 19						
SPONSOR 20						
SPONSOR 21						
SPONSOR 22						
SPONSOR 23						
SPONSOR 24						
SPONSOR 25						
SPONSOR 26						
SPONSOR 27						
SPONSOR 28						
SPONSOR 29						
SPONSOR 30						

**You may use the spare boxes below to be sure you have enough valid signatures.**

SPONSOR 31 (OPTIONAL)						
SPONSOR 32 (OPTIONAL)						
SPONSOR 33 (OPTIONAL)						

Name of Candidate: \_\_\_\_\_ Position: \_\_\_\_\_

We, the undersigned, nominate the above named student for the aforementioned position. We each individually agree to allow Glasgow University Students' Representative Council to make all necessary enquiries to check that the personal information we have each given is true, in order to confirm the validity of this nomination.

	FIRST NAME(S) (in full) (BLOCK CAPITALS)	SURNAME (BLOCK CAPITALS)	STUDENT NO	COLLEGE / SCHOOL	UG/PG	SIGNATURE
SPONSOR 34 (OPTIONAL)						
SPONSOR 35 (OPTIONAL)						

**DATA PROTECTION**

The SRC keeps all personal information secure. It uses the information provided for the purposes of administrating and publicising elections, including placing information on the SRC website. We may also share contact details with students, and organisations providing services to students.

You can read the SRC Privacy Notice at <https://www.glasgowstudent.net/about/privacy-notice/>

Please tick the box to confirm that you have read and agreed to these terms.

**This section must be completed in the presence of the Deputy Returning Officer or his/her Deputy.**

I, \_\_\_\_\_ (full name), hereby accept my nomination and confirm that I have read the Constitution of the Council and agree to abide by the regulations of the election and confirm I have read these regulations in by election pack. If I am elected, I promise to carry out the duties of the office in accordance with the Constitution. I agree to allow Glasgow University Students' Representative Council to make all necessary enquiries to check that the personal information provided about me is true, in order to confirm the validity of my nomination

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## EQUALITY AND DIVERSITY MONITORING FORM

The SRC aims to ensure that students from all parts of the University community are represented and have the opportunity to put themselves forward for election. In order to do this, we are collecting demographic information using Higher Education Statistics Agency (HESA) categories. You may feel that some questions concern very personal and private information. You may choose not to answer them if you wish. Please note, though, that the questionnaire is **anonymous** and any data will only be reported in statistical form, so that no student can be identified. We appreciate your co-operation in filling in this questionnaire.

<p><b>1. Gender</b> <i>(please tick)</i></p> <p><input type="checkbox"/> Female</p> <p><input type="checkbox"/> Male</p> <p><input type="checkbox"/> Other</p>	<p><b>2. Gender identity</b></p> <p>Is your gender identity the same as the gender assigned to you at birth?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Prefer not to say</p>
<p><b>3. Age</b></p> <p><input type="checkbox"/> 16 - 25</p> <p><input type="checkbox"/> 26 - 40</p> <p><input type="checkbox"/> 41 - 55</p> <p><input type="checkbox"/> 56+</p>	<p><b>4. Marital Status</b></p> <p><input type="checkbox"/> Married</p> <p><input type="checkbox"/> In a Civil Partnership</p> <p><input type="checkbox"/> Not married or in a civil partnership</p> <p><input type="checkbox"/> Prefer not to say</p>
<p><b>5. Do you study:</b></p> <p><input type="checkbox"/> Full time</p> <p><input type="checkbox"/> Part time</p>	<p><b>6. Are you:</b></p> <p><input type="checkbox"/> A UK student</p> <p><input type="checkbox"/> An EU student</p> <p><input type="checkbox"/> An international (non-EU) student</p>
<p><b>7. Ethnicity</b> <i>(please tick the box which best describes your ethnic origin)</i></p>	
<p><input type="checkbox"/> White – Scottish</p> <p><input type="checkbox"/> Other White background</p> <p><input type="checkbox"/> Gypsy or Traveller</p> <p><input type="checkbox"/> Black or Black British – Caribbean</p> <p><input type="checkbox"/> Black or Black British - African</p> <p><input type="checkbox"/> Other Black background</p> <p><input type="checkbox"/> Arab</p> <p><input type="checkbox"/> Asian or Asian British-Indian</p> <p><input type="checkbox"/> Asian or Asian British-Pakistani</p>	<p><input type="checkbox"/> Asian or Asian British – Bangladeshi</p> <p><input type="checkbox"/> Chinese</p> <p><input type="checkbox"/> Other Asian background</p> <p><input type="checkbox"/> Mixed – White and Black Caribbean</p> <p><input type="checkbox"/> Mixed – White and Black African</p> <p><input type="checkbox"/> Mixed – White and Asian</p> <p><input type="checkbox"/> Other Mixed background</p> <p><input type="checkbox"/> Other Ethnic Background</p> <p><input type="checkbox"/> Prefer not to say</p>

<p><b>8. Disability</b> (A disability is defined as any physical or mental impairment, which has a substantial and long- term adverse effect on a person's ability to carry out normal day to day activities). Do you consider yourself to have a disability?    <input type="checkbox"/> Yes            <input type="checkbox"/> No            <input type="checkbox"/> Prefer not to say</p>	
<p><b>If yes, please tick which category you think best describes your disability</b></p>	
<input type="checkbox"/> Dyslexia <input type="checkbox"/> Blind or partially sighted <input type="checkbox"/> Deaf or hearing impairment <input type="checkbox"/> Wheelchair User/other mobility difficulties <input type="checkbox"/> Personal care support <input type="checkbox"/> Long-standing illness or health condition (e.g. cancer, HIV, chronic heart disease)	<input type="checkbox"/> Mental health disability <input type="checkbox"/> An unseen disability (e.g. diabetes, epilepsy, asthma) <input type="checkbox"/> Multiple disabilities <input type="checkbox"/> Specific Learning difficulty (e.g. dyslexia) <input type="checkbox"/> Social/Communication impairment (e.g. Asperger's syndrome/other ASD) <input type="checkbox"/> Other disability ( <i>Please specify</i> )
<p><b>9. Religion or Belief</b></p> <input type="checkbox"/> No religion <input type="checkbox"/> Buddhist <input type="checkbox"/> Christian – Church of Scotland <input type="checkbox"/> Christian – Roman Catholic <input type="checkbox"/> Christian – other <input type="checkbox"/> Hindu	<input type="checkbox"/> Jewish <input type="checkbox"/> Muslim <input type="checkbox"/> Sikh <input type="checkbox"/> Spiritual <input type="checkbox"/> Other <input type="checkbox"/> Prefer not to say
<p><b>10. Sexual Orientation</b></p> <input type="checkbox"/> Bisexual <input type="checkbox"/> Gay man <input type="checkbox"/> Gay woman/lesbian	<input type="checkbox"/> Heterosexual <input type="checkbox"/> Other <input type="checkbox"/> Prefer not to say
<p><b>11. Do you care for dependants?</b></p> <input type="checkbox"/> No <input type="checkbox"/> Yes – children <input type="checkbox"/> Yes – relatives/friends <input type="checkbox"/> Yes – both children and relatives/friends <input type="checkbox"/> Prefer not to say	<p><b>12. UK students only: Please supply the postcode from your HOME (i.e. non-term-time) address:</b></p> <p>_____</p>

Thank you. Please print this form **on separate paper** from your nomination form. When you hand in your nomination documents, this form will be taken out and dealt with separately, and confidentially. Please do not put your name or any other identifier on this form.