



**Shetland Depute President By-Election**

# **Nominations Pack**

**Spring 2026**

## The Role

The **Shetland Depute President** is one of HISA's ten Local Officers. Local Officers are full-time or part-time Student Officer roles that have a remit that cover a specific UHI academic partner.

The Shetland Depute President helps improve the student experience by feeding back the key issues that affect students, both to UHI Shetland and HISA.

The Shetland Depute President role involves...

Attending and taking an active part in UHI Shetland Board of Management, HISA Executive Committee, and Student Voice Representative (SVR) meetings.

Supporting Student Voice Representatives (SVRs) and the Student Voice Representative (SVR) System at UHI Shetland.

Supporting the development, delivery and promotion of both local and cross-campus activities, campaigns, and events for UHI Shetland students.

### \*Please Note\*

In order to nominate yourself for this role you must be registered at UHI Shetland or based near one of UHI Shetland's campuses or learning centres. You must also be continuing your studies throughout the 2026-27 academic year.

## The Benefits

Being a Local Officer is a great way to meet new people, make a difference, as well as develop your employability. As the Shetland Depute President you will have the opportunity to...

Meet new people across the Highlands & Islands.

To improve the student experience at UHI Shetland.

Undertake a year's funded part-time work experience\* leading one of Scotland's biggest Students' Associations that will make you stand out to future employers

*\*£13.45 per hour, 12 hours per week.*

## Key Election Dates

### Nominations Open

Noon (12:00) Monday 20<sup>th</sup> April 2026

### Nominations Close

Noon (12:00) Thursday 30<sup>th</sup> April 2026

### Manifesto Deadline

Noon (12:00) Monday 4<sup>th</sup> May 2026

### Voting Opens

10am Tuesday 5<sup>th</sup> May 2026

### Voting Closes

Noon (12:00) Thursday 7<sup>th</sup> May 2026

## How To Nominate Yourself

Nominating yourself is easy!

You can nominate yourself online by logging on with your UHI login details at <https://hisa.uhi.ac.uk/elections>.

Once logged in with your UHI login details, scroll down the page to find the '**Shetland Depute President By-Election**' section.

Next click on '**Stand in Election**'.

After confirming your details, you will be taken to a screen where you can nominate yourself.

## Having issues or problems nominating yourself?

Contact [elections.hisa@uhi.ac.uk](mailto:elections.hisa@uhi.ac.uk) with the following details so we can investigate:

Full Name / UHI Email Address / Student number / The election and role you are trying to nominate yourself for.

## Getting Votes

Once you have nominated yourself you will need to get votes to win.

### Write a Manifesto!

One great way to promote yourself and get people to vote for you is to write and add a manifesto to your nomination.

Your manifesto should include your name, what role you are running for, some information about yourself, as well as reasons for why people should vote for you, including any policy pledges and relevant experience you have.

You can upload a photo or add a manifesto to your nomination by logging on at <https://hisa.uhi.ac.uk/elections/> and selecting 'Review Nominations' followed by 'Edit Manifesto'.

### **Remember...**

Those who read manifestoes are those most likely to vote!

People get bored, so less can be more!

Personalise your manifesto so it stands out!

### Campaign!

Another great way to promote yourself and get people to vote for you is to campaign.

Campaigning is simply trying to reach out to as many people as you can to ask them to vote for you. There are many tools you can use to campaign including leaflets, posters, banners, T-shirts, as well as social media posts.

### **Remember...**

Campaigning equals votes. The more you campaign. the more votes that will get.

### Vote!

Finally, remember to vote for yourself.

Candidates have lost elections in the past because they didn't vote for themselves!

## Simple Manifesto Template

Below is a simple guideline on how to set out your manifesto; you can lay your manifesto out as you wish. But feel free to use this template as a basic idea.

### **Introduction:**

Hello, my name is...

I am running for...

I am running because...

I have these experiences which I could use to benefit students...

I have previously been involved with HISA through...

### **Policy Pledges:**

If elected, I will campaign on the following three things:

1.) ...

This issue is important because...

I will achieve this through...

2.) ...

This issue is important because...

I will achieve this through...

3.) ...

This issue is important because...

I will achieve this through...

### **Closing Statement:**

Please make sure you remember to vote...

My name is... and I am running for...

Please consider voting for me between ...

### **Remember...**

Including your UHI email address within your manifesto makes it easier for students to get in touch with you if they have any questions.

## Election Rules

HISA has election rules in place to ensure that its Student Elections are fair and open.

All candidates and their campaign team members are expected and required to conduct their campaigns and all their campaign activities within the Students' Association's elections rules.

HISA's election rules are interpreted and enforced by the Student's Association's **Returning Officer (RO)** and **Deputy Returning Officer (DRO)**.

Below are some of HISA's Election Rules. A full copy of HISA's Election Rules can be found at <https://hisa.uhi.ac.uk/electionrules>

**(PC03)** Candidates and their campaign teams must not disrupt timetabled learning and teaching on campus. Permission to conduct 'lecture shouts' at the beginning or the end of lectures should be sought in advance from the relevant lecturer/ teacher.

**(PC04)** Candidates and their campaign teams can assume that they have permission to campaign as well as to display and distribute campaigning material around UHI campuses and learning centres, however they must be prepared to cease any campaigning and/ or remove any campaigning materials from a particular area if asked to do so by either a HISA Elections Team member or UHI staff member.

**(PC05)** Candidates and their campaign teams may only alter, move or remove their own physical campaign materials.

**(PC08)** Candidates must not display or use the Students' Association's logo or any UHI logo on their physical or electronic campaign materials.

**(PC10)** Candidates and their campaign teams may not use laptops, tablets and smartphones to collect votes during the voting period.

### **\*Please Note \***

You must not campaign, either online or in-person, before voting opens at 10am on Tuesday 5<sup>th</sup> May 2026.

## Returning Officers

The **Returning Officer (RO)** for the Shetland Depute President By-Election is **Peter Robertson**, Charity Director at the National Union of Students (NUS).

The **Deputy Returning Officer (DRO)** for the Shetland Depute President By-Election is **Simon Varwell**, HISA's Director of Student Engagement & Representation.

The Returning Officers can be contacted via email at [elections.hisa@uhi.ac.uk](mailto:elections.hisa@uhi.ac.uk).

## Election Expenses

Candidates in the Shetland Depute President By-Election are able to **claim and spend up to £20 of funding from HISA** on campaigning.

Candidates in the Shetland Depute President By-Election may also spend up to **£10 of their own money** on campaigning.

### **\*Please Note\***

**All candidates** must submit an **Elections Expenses Form** regardless of whether they have spent anything for their campaign by **noon (12:00) Thursday 7<sup>th</sup> May 2026**.

The Elections Expenses Form can be found at <https://hisa.uhi.ac.uk/candidateresources>

## Got any questions?

Email [elections.hisa@uhi.ac.uk](mailto:elections.hisa@uhi.ac.uk)