Introduction
The UNSW Rules (the Rules) give the authority to the Returning Officer to make guidelines in relation to the campaigning conduct of candidates during elections.

The University welcomes active participation in elections and the free exchange of opinions and ideas and wishes to ensure a level playing field for all candidates.

Code of Conduct and applicable UNSW policies/guidelines
Candidates are expected to comply with the University’s Codes of Conduct and any applicable University policies and/or guidelines.

In addition, candidates are expected to conduct their candidacy in a respectful, ethical and collegial manner and with the overarching responsibility to act in the best interests of the University.

Statement of reasons for candidature
The Rules allow candidates to submit to the Elections Office a 150-word statement of reasons for their candidature (in the form prescribed by the Rules) and a photograph for distribution to voters. The elections office will edit out content of statements beyond the first 150 words.

If a candidate chooses to submit a statement and/or a photo, subject to these Guidelines, this material will be made available to voters as follows:

- Voters will be advised once candidate details are available (this will be as soon as practicable following the close of nominations). Voters will be provided with a link to those details which will be available from the elections website: https://www.gs.unsw.edu.au/elections

- Voters will be sent an email on the day that voting opens with a link to the online voting system (which will contain details of eligible candidates and their candidate statements and photos).

Impermissible campaigning activities
A candidate’s statement and any campaigning material must comply with these Guidelines. In addition, they must not include the University’s logo or other University branding or state or imply that a particular candidate has the endorsement or approval of the University.

The following activities are not permitted in the context of individual campaigning:

- Printing posters or flyers using UNSW equipment, systems or materials

- In respect of staff, conducting campaigning activities during time which would ordinarily be used for the discharge of academic or professional duties
• Accessing UNSW contact details that are not available to all staff or students (as the case may be) or accessing explode lists to send campaign emails

• Using UNSW servers or systems to build, maintain or host a campaign website

• Badging personal websites to look like official University websites

• Campaigning in any libraries, computer laboratories and classrooms

• Using any means to apply pressure on a person to vote, or to vote for a particular candidate. In particular, candidates and their supporters are prohibited from soliciting votes from voters by means of providing a mobile electronic device (including but not limited to laptops, tablets, iPads and phones) to enable voting in the presence of the candidate or his/her supporter.

Campaigning emails (that is, emails which promote or endorse one or more particular candidates) may only be sent by candidates, and not by others on their behalf. Senior staff are encouraged to make staff and students within their School or Faculty aware of elections in which they can participate, subject to these Guidelines and bearing in mind that in doing so, particular candidates should not be promoted or endorsed. If any person wishes to send campaigning emails, they should be mindful of the restrictions set out above and clearly mark the email as a campaign-related email. Any person sending campaigning emails should be mindful of not badgering staff or students (as the case may be).

Further information

**Code of Conduct:**

**Student Code of Conduct:**

**Acceptable Use of Information and Communication Technology Policy:**

**Acceptable Use of Information and Communication Technology Procedure:**

**Who can I call for advice?**

Contact the Elections Office: [elections@unsw.edu.au](mailto:elections@unsw.edu.au) or 02 9385 3073.

These guidelines are issued by Elizabeth Grinston, Returning Officer pursuant to sections 5.2 (c), (d), 5.7 (b), (c) of the Rules on 16 August 2017.