

2024 TUT SRC Election Nomination Guide



**Tshwane University
of Technology**

We empower people

Prepared by

KDBS Consulting (Pty) Ltd

Appointed by TUT to independently manage the 2024 SRC elections

TUT SRC Elections Overview

Elective structures and electoral systems

1. The TUT SRC elections comprise the Institutional SRC (ISRC), the Institutional Student Parliament, six (6) Campus SRCs (CSRCs), six Campus Student Parliaments (CSPs) and Student-Faculty Councils (SFCs).
2. The ISRC and CSRCs are contested by student structures only through a Proportional Representation List (PR List) electoral system.
3. The ISP and CSP seats are allocated in proportion to the number of votes that each structure obtains during voting.
4. The SFC is contested by individual students based on the FPTP electoral system.

Contact the Chief Electoral Officer to obtain clarity on any questions that you may have or to raise an issue about something that you may have observed regarding the election:

Website

<https://www.tutsrcelections.co.za>

Email

tutsrcelections@kdb.co.za

Whatsapp

067 733 1353

Phone

067 733 1353



Registration to Contest Elections

For Organisations Only

1. Only organisations that have registered their intention to participate in the 2024 SRC elections are eligible to submit candidate lists for the CSRC, CSP, and ISRC elections.
2. Organisational registration must:
 - a. Be in writing to the Chief Electoral Officer by the structure Branch/Local/Campus Chairperson/Secretary or their delegates.
 - b. Include a confirmation of the name of the Authorised Campus Representative.
3. The Campus Representative will act as the organisational liaison with the EEMC and be responsible for the submission of the candidate list.
4. **Organisations can register at any time from 20 June but not later than the cut-off date for nominations at 16:00 on 2 August 2024.**



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2024 SRC Elections Overview

Type of elections, campuses, portfolios and electoral system

Campus	Elections	Portfolios	Electoral System
All	Institutional SRC	7	PR
<u>Emalaheni</u>	CSRC	9	PR
<u>Garankuwa</u>	CSRC	9	PR
	Economics & Finance Faculty	3	FPTP
Polokwane	CSRC	9	PR
Soshanguve	CSRC	9	PR
	ICT Faculty	3	FPTP
	Humanities Faculty	3	FPTP
Pretoria	CSRC	9	PR
	Arts Faculty	3	FPTP
	Science Faculty	3	FPTP
	Engineering Faculty	3	FPTP
	Management Sciences Faculty	3	FPTP
Mbombela	CSRC	9	PR
All	Campus Student Parliament	35	PR
All	Institutional Student Parliament	35	PR

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Candidate Nominations

An overview

1. The election process is divided into two parts, namely **Candidate Nomination** and **Voting**.
2. Candidate nomination precedes the voting and is an opportunity for students and their structures to put forward names of candidates to stand in the different elections.
3. Voting follows the candidate nomination process and is an opportunity for voters to choose their preferred candidates or organizations from the nomination lists.
4. Both the candidate nomination and voting are conducted online.
5. To participate in the CSRC and ISRC candidate nomination process, the student organisation must first register their intention with the EEMC.

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SFC Candidate Nominations

Relevant to Garankuwa, Soshanguve and Pretoria Students only.

1. Only TUT students based at the Garankuwa, Soshanguve and Pretoria campuses qualify to nominate candidates from within their faculty.
2. Each student is entitled to nominate one candidate for each of the three (3) SFC portfolios (Chairperson, Secretary and Deputy Secretary).
3. Each nominated candidate requires a minimum of 25 nominations to qualify as a candidate. **Self nomination is NOT permitted.**
4. A single SFC candidate may not stand or accept nominations in more than one SFC portfolio.
5. To nominate, students are encouraged to visit the election website at www.tutsrcelections.co.za from **20 June 2024 to 2 August 2024**



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Organisational Lists Submission

For Organisational Reps. Only

1. Only organisations that have registered to participate in the 2024 SRC elections are allowed to submit candidate lists for the CSRC, and ISRC elections.
2. Only organisations that are contesting the CSRC or ISRC are allowed to submit CSP or ISP candidates.
3. To submit candidate lists, Campus/Institutional Representatives of the eligible student organisations will be provided with an online **Candidate List Submission Form** and **Organisation Nomination PIN** by the Chief Electoral Officer
4. The online form must be completed and submitted by the Organisational Campus/Institutional Representative
5. **Candidate lists must be submitted by not later than 16:00 on 2 August 2024.**



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Submission of CSRC Candidates Lists

For Organisational Reps. Only

1. The CSRC comprise nine (9) Executive Committee Members.
2. Eligible student organisations are allowed to submit up to eighteen (18) nominees for the ISRC vetting.
3. **Nominees must be submitted in a fixed order of preference (numbered 1 to 18).**
4. Candidate lists are submitted using the online form provided by the EEMC.
5. To obtain the Candidate List Submission Form, eligible student organisations must register with the EEMC and appoint an organisational Campus Representative.
6. **CSRC candidate lists must be submitted by no later than 16:00 on 2 August 2024.**



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CSP Candidate Lists

For Organisational Campus Reps. Only

1. The CSP is comprised of thirty-five (35) representatives from structures that participated in the CSRC elections, proportioned in percentages, based on the election results.
2. The CSP Office Bearers are elected by CSP members.
3. Organisational CSP candidates must be submitted simultaneously with the CSRC candidate lists.
4. **Only candidates submitted with the CSRC lists are eligible for deployment to the CSP.**
5. **CSP candidate lists must be submitted by no later than 16:00 on 2 August 2024.**



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Submission of ISRC Candidates Lists

For Organisational Institutional Reps. Only

1. The ISRC comprise seven (7) Executive Committee Members.
2. Eligible student organisation are allowed to submit up to fourteen (14) nominees for the ISRC vetting.
3. **Nominees must be submitted in a fixed order of preference (numbered 1 to 14).**
4. To obtain the Candidate List Submission Form, eligible student organisation must register with the EEMC and appoint an organisational Institutional Representative.
5. **ISRC candidate lists must be submitted by no later than 16:00 on 2 August 2024.**



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ISP Candidate Lists

For Organisational Institutional Reps. Only

1. The ISP is comprised of thirty-five (35) representatives from structures that participated in the ISRC elections, proportioned in percentages, based on election the results.
2. The ISP Office Bearers are elected by ISP members.
3. Organisational ISP candidates must be submitted simultaneously with the ISRC candidate lists.
4. **Only candidates submitted with the ISRC lists are eligible for deployment to the CSP.**
5. **ISP candidate lists must be submitted by no later than 16:00 on 2 August 2024.**



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Obtaining the SFC Nomination PIN

Relevant for TUT Students in Garankuwa, Soshanguve and Pretoria Only



An **email** will be sent by the Chief Electoral Officer (CEO) to the university-issued student email addresses of all students on the campuses conducting SFC elections.

The email contains a unique Nomination PIN and hyperlinks to the SFC online nomination forms.



The email is supplemented by an **SMS** sent to students' phones. The number used is the one that is registered on the university's student database.



If the email and/or SMS is not received, reps will be able to request one or lodge an issue for attention via the TUT SRC election website at <https://www.tutsrcelections.co.za/>



Obtaining the SFC Nomination PIN

Relevant for Student Organisations Only



An **email** will be sent by the Chief Electoral Officer (CEO) to the university-issued email addresses of the Campus Institutional Representatives of student organisations that **are registered to contest the 2024 SRC elections**.

The email contains the unique Organisation Nomination PIN and hyperlinks to the CSRC/CSP or ISRC online nomination forms.



The email is supplemented by an **SMS** sent to Reps' phones. The number used is the one that is registered on the university's student database.



If the email and/or SMS is not received, Reps will be able to request one or lodge an issue for attention via the TUT SRC election website at <https://www.tutsrcelections.co.za/>



Obtaining the Nomination PIN

Relevant for Organisational Representatives Only



An **email** will be sent by the Chief Electoral Officer (CEO) to university-issued student email addresses of Organisational Campus or Institutional Representatives. The email contains the rep's unique nomination PIN hyperlinks to the ISRC and CSRC online nomination forms.



The email is supplemented by an **SMS** sent to an organizational rep's phone number. The number used is the number that is registered on the TUT student database.



If the email and/or SMS is not received, reps will be able to request lodge an issue for the attention via the TUT SRC election website on <https://www.tutsrcelections.co.za/>



Understanding the Nomination PIN

Relevant for All

- The PIN is in CAPS. Make sure that you copy or write down the PIN exactly as provided
- The first three characters of the 8 alpha-numeric string. There are no spaces before, in between the characters and after the PIN. There are no zeros
- Example: **NOM5BCRF**
- Make sure that there are no spaces when the PIN is entered into an online form
- The PINs are computer-generated using an algorithm that randomly and arbitrarily assigns characters for the required string. The PINs are therefore not sequential.



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