



THE STUDENT ELECTORAL COMMISSION

2024

## TSRC NOMINATION FORM 2024

Please note that an electronic copy of this nomination form and all other required documents must be emailed to [electustygerberg@sun.ac.za](mailto:electustygerberg@sun.ac.za) and cc: [26093901@sun.ac.za](mailto:26093901@sun.ac.za) by **23 June 2024, at 23:59** with the following email subject: **TSRC Nomination 2024: Name, Surname.**

Enquiries relating to the TSRC election should be sent to the following email address: [electustygerberg@sun.ac.za](mailto:electustygerberg@sun.ac.za).

This document should be named: **Surname, Name, Student number.**

**LATE NOMINATIONS WILL NOT BE ACCEPTED.**

NOMINATION CHECKLIST	
Have you completed all the candidate details?	
Have you attached the signatures for the nominator and seconders?	
Have you attached your CV with relevant experience?	
Have you attached a picture of yourself?	
Have you completed your 300-word manifesto?	
Have you attached a completed academic clearance consent form?	
Have you attached a completed disciplinary record consent form?	
Have you attached a completed conflict of interest disclosure form?	

## CANDIDATE DETAILS

SURNAME:

FIRST NAME:

DEGREE COURSE:

STUDENT NUMBER:

UNIVERSITY EMAIL:

I hereby confirm that I undertake to adhere to the Election Regulations, Rules, and Directives issued by the Tygerberg Electoral Commission and that I am familiar with the attached documents and the contents thereof.

SIGNATURE:

The prescribed nomination form and required documents must be submitted in an electronic format to [electustygerberg@sun.ac.za](mailto:electustygerberg@sun.ac.za) and cc: [26093901@sun.ac.za](mailto:26093901@sun.ac.za) by 23 June 2024 at 23:59. Late nominations will not be accepted.

**CANDIDATE MANIFESTO AND PHOTO**

**CANDIDATE MANIFESTO  
300 WORDS ONLY  
WRITTEN IN ENGLISH**

**PASTE  
PHOTO  
HERE**

**Please complete the manifesto here:**

## NOMINATOR AND SECONDRS

**NOMINATOR'S NAME & SURNAME:**

**NOMINATOR'S STUDENT NUMBER:**

**NOMINATOR'S SIGNATURE:**

### Seconders

1. Each nomination must be supported by at least ten (10) registered students.
2. The signatures of the ten (10) students who second the nomination must be submitted with the nomination form by 23 June 2024 at 23:59.

	NAME	SURNAME	STUDENT NUMBER	SIGNATURE
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

## IMPORTANT INFORMATION

### 1. Deadline(s):

**All election deadlines will be strictly enforced where needs be.**

Deadline for nomination forms and supporting documents: **23 JUNE 2024 at 23:59.**

### Important dates:

- a) Nominations round one: **10 - 23 June 2024.**
- b) Nominations round two: **24 - 30 June 2024.** (if extended)
- c) Vetting Process and Appeals: **1 - 8 July 2024.**
- d) Candidates' first meeting: **10 July 2024.** (MS Teams)
- e) Voting days: **23 - 31 July 2024.**

### 2. Election rules and candidate code of conduct:

The Student Electoral Act sets out all the responsibilities and rights of candidates. The rules in the Electoral Act govern the conduct of candidates and their campaigns during elections. In addition, the Tygerberg Election Convener, and all Stellenbosch University students at Tygerberg Campus are bound by the Tygerberg Constitution. The Tygerberg Electoral Commission is responsible for putting rules, codes, or regulations in place to ensure that the Tygerberg Student Representative Council is elected by a free and fair process.

### 4. Election timetable:

ACTIVITY	DATE(S)
Nominations Open	10 June 2024
Nominations Close	23 June 2024
Nomination Round Two (if extended)	24 - 30 June 2024
Academic and Disciplinary Vetting	1 – 5 July 2024
Candidates' First Meeting	10 July 2024
Candidate Campaigning Period	22 - 30 July 2024
Election Caucus 1	23 July 2024
Election Caucus 2	25 July 2024
Election Caucus 3	30 July 2024
Voting Period	23 - 31 July 2024
Results Verification	1 - 2 August 2024
TSRC Announcement	2 August 2024
Internal Election	5 August 2024

## 5. Submissions due before the nomination deadline:

Candidates must submit a -

- i. Completed **nomination form**.
- ii. **Short CV with** relevant leadership experience.
- iii. **Manifesto:** Write a policy statement of no more than 300 words. Any words past this number will be disregarded. Manifesto's must be in English.
  - a. **Recommendation:** The first paragraph of the policy statement should address how you believe the TSRC could be a better student representative body. Dedicate the second paragraph to how your skills and experiences make you an ideal candidate for the TSRC. Dedicate your third paragraph to indicating the practical plans you have in mind.
- iv. **Photograph** of the candidate. A recent photograph in portrait mode of yourself (waist up) wearing a white shirt in front of a plain wall. The image must be of good quality in jpeg format. Please note that the photo on the candidate's student card may be used for the electronic and ballot voting platform. If candidates are unhappy with their student card photos, they can on their own accord have another photo taken at the Tygerberg Campus Student Admin Building (Clinical Building) by 10 July 2024 at 12:00.
- v. **Academic mentor form.** The lecturer or university staff member you want to use as your academic mentor if elected to the TSRC. The form must be signed by both the academic mentor and candidate – *while it is advisable for candidates to secure an academic mentor, submitting the form is optional. The form serves as a personal agreement between the student and the mentor, facilitating a beneficial relationship should the candidate require additional support during their term as part of the TSRC.*
- vi. **Academic clearance consent form.** The form must be signed by the candidate.
- vii. **Disciplinary record consent form.** The form must be signed by the candidate.
- viii. **Conflict of interest disclosure form.** The form must be signed by the candidate.

## 6. Who may be a nominator and seconder?

- i. Any registered student may nominate themselves or any other registered student.
- ii. Only registered FMHS students are allowed to be seconders.

## 7. When will I be informed if my nomination has been submitted properly?

- i. Nomination forms will be reviewed when submitted and candidates will be informed within 3 - 4 days whether their nomination documentation is in order.
- ii. Candidates may, at the discretion of the Tygerberg Election Convenor, be given an opportunity to cure any minor irregularities with their nomination documentation.

## 8. Is caucus attendance necessary?

- i. At least two presentation meetings must be organised.
- ii. Attendance remains important. The venues and times will be communicated in due course.

## **9. Candidature: Academic Requirements and Grounds for Disqualification**

- i. Please note that all nominations are subject to academic selection as per the Tygerberg Student Constitution.
- ii. The Tygerberg Student Constitution in Schedule 2, Part S1, items 5 – 7 outlines the academic requirements for candidature in the Tygerberg Students' Representative Council election, academic disqualification, and other grounds for disqualification of candidates.
- iii. Refer to the Tygerberg Student Constitution (Revision 2021, Version 4.1) for the detailed description of all matters pertaining to academic requirements and candidate disqualification.

## ADDENDUM 1 - ACADEMIC CLEARANCE CONSENT FORM

1. Name and Surname: \_\_\_\_\_
2. Student number: \_\_\_\_\_
3. Cell number: \_\_\_\_\_
4. Email address: \_\_\_\_\_

I, \_\_\_\_\_, hereby give consent to the Tygerberg Electoral Commission to send my name and student number to the Centre for Academic Administration (Tygerberg Campus). This information will be used by the Tygerberg Electoral Commission to determine if I meet the necessary academic requirements to qualify as a candidate in the Tygerberg Students' Representative Council elections.

### **Declaration:**

I declare that the information provided by me in the above form is true and correct to the best of my knowledge and belief.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## ADDENDUM 2 - DISCIPLINARY RECORD CONSENT FORM

1. Name and Surname: \_\_\_\_\_
2. Student number: \_\_\_\_\_
3. Cell number: \_\_\_\_\_
4. Email address: \_\_\_\_\_

I, \_\_\_\_\_, hereby give consent to the Tygerberg Electoral Commission to send my name and student number to the Head of Student Discipline, or their alternate at the office of Legal Services. This information will be used to determine if I have any adverse finding against me made by either the Central Disciplinary Committee or the Disciplinary Appeal Committee. The Tygerberg Electoral Commission may obtain further confirmation regarding whether I have any pending disciplinary matters.

### **Declaration:**

I declare that the information provided by me on the above form is true and correct to the best of my knowledge and belief.

Signature: \_\_\_\_\_

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

### **ADDENDUM 3 – CONFLICT OF INTEREST DISCLOSURE FORM**

According to the upcoming Code of Ethics for student leaders set to be introduced by the Division for Student Affairs at Stellenbosch University (SU), there are steps that must be gradually integrated into the Election process. The Code of Ethics aims to guide student leaders in their roles, ensuring that they contribute positively to the Stellenbosch University community. It is essential for leaders to embody these principles and set an example for the broader Stellenbosch campus.

As such holding multiple student leadership positions simultaneously presents with ethical concerns, including conflicts of interest and challenges in maintaining accountability. *For instance, a student serving on the executive structure of the TSRC or TAAC, House Committee, etc., while holding a position in the Student Parliament or Student Court demonstrates a clear overlap.* In line with the pending Code of Ethics, student leaders will not be permitted to serve simultaneously in these positions moving forward. The Student Electoral Commission kindly request that candidates complete the following information to disclose any potential conflicts of interest regarding their candidacy for the Tygerberg Students' Representative Council (TSRC) or any other student leadership positions for the term 2024/2025.

**Candidate Information:**

Name and Surname	Student Number

**Disclosure Questions:**

1. *Are you currently occupying any other SU student leadership position including any other paid position or similar at SU outside of the TSRC? If yes, please provide details including the position held and the structure it pertains to.*

Yes  No

If yes, please specify:

Position(s)	Leadership Structure(s) and/or environment at SU

2. *Do you intend to occupy another SU student leadership position outside of the TSRC for the academic year 2024/2025? If yes, please provide details including the position you intend to hold and the structure it pertains to.*

Yes  No

If yes, please specify:

Position(s)	Leadership Structure(s)

**Declaration:**

- I hereby declare that the information provided above is true and accurate to the best of my knowledge. I understand that any misrepresentation of information may result in disqualification from candidacy for the TSRC election term 2024/2025.
- I affirm that upon the approval of the code of ethics, the Division for Student Affairs may request me to select a single student leadership position to hold, and I will promptly resign from any other positions I may hold. I will notify the Division of Student Affairs immediately when I am offered a paid position such as a student assistantship or any other position where I receive money in exchange for services rendered. I accept that in the case of such a position I will only accept it if the Division of Student Affairs is of the opinion that it will not be a conflict of interest or will have an influence on the time available to devote to my TSRC leadership duties.

Candidate's Signature: \_\_\_\_\_

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

## **ADDENDUM 4 - ACADEMIC MENTOR ACCEPTANCE LETTER**

I, \_\_\_\_\_, hereby accept the responsibility to act as the academic mentor for \_\_\_\_\_ student number: \_\_\_\_\_ during his/her/their term as a member of the Tygerberg Student's Representative Council (TSRC).

This role will be fulfilled for a term of one (1) year during which the TSRC member holds office, unless:

The student no longer serves as a member of the TSRC before the end of the TSRC term for which he/she/they were successfully elected, or the academic mentor can no longer serve in this capacity.

### **The role of the academic mentor:**

The academic mentor will act as an adviser to the TSRC member regarding academic commitments and priorities. This does, however, not include private tutoring or any other unfair advantages that the TSRC member might enjoy over the rest of the students.

The goal is for the TSRC member to achieve academic success while serving on the TSRC.

Academic Mentor's email address: \_\_\_\_\_

### **Signature:**

Academic Mentor: \_\_\_\_\_

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

TSRC Candidate: \_\_\_\_\_

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