



University of Fort Hare  
Together in Excellence



## UNIVERSITY OF FORT HARE

# 2021 STUDENT REPRESENTATIVE COUNCIL ELECTIONS

### SIMPLE STEPS AND GUIDELINES ABOUT ONLINE NOMINATIONS

1. The UFH 2021 SRC nominations process will be conducted on the online nominations platform. The online site will open [for nominations](#) at 08h30 on Tuesday, 18 May 2021 and close at 16h00 on Thursday, 20 May 2021.  
Kindly note that students cannot log onto the online *nominations* site before 08h30 on Tuesday, 18 May 2021.
2. The service provider appointed to conduct the online *nominations* is the Electoral Institute for Sustainable Democracy in Africa (EISA).
3. The online nomination site for the UFH 2021 SRC election is <https://www.eisaict.org.za/ufhsrcnomination>.
4. The support desk for system related queries and assistance only is [ufh2021src@eisa.org](mailto:ufh2021src@eisa.org).
5. Queries relating to registration will be escalated by EISA to the UFH IEC at [wmdepa@ufh.ac.za](mailto:wmdepa@ufh.ac.za).
6. To log onto the online *nominations* system, students will require their **student number and identity, or passport** number registered with the University of Fort Hare.
7. A One-Time-Password (OTP) will be generated by the online *nomination* system and sent to the student's email address registered with the University.
8. **PLEASE CHECK YOUR EMAIL SPAM/JUNK MAILBOX SHOULD YOU NOT HAVE RECEIVED THE OTP OR SELECT "RESEND OTP" ON THE SITE.**
9. EISA will display a copy of the nomination rules and procedures on the online site as well as distribute it to students upon the site being opened for nominations.
10. Before casting your nomination, please read the rules and procedures carefully. These include the following:

### NOMINATION RULES AND PROCEDURES

- Only students registered for 2021 can nominate.
- There is one (1) nomination form per student per campus.
- For a Student Structure to qualify onto the ballot paper it should receive no less than eighty (80) nominations in East London, and in Alice, no less than one hundred (100) nominations.
- For an Individual Candidate to qualify onto the ballot he/she should receive no less than eighty (80) in East London and one hundred (100) in Alice.
- For the ISRC it is required that 180 nominations be received.
- There is a "Nominations Stats" link on the online nominations landing page displaying the live number of nominations received per Student Structure and Individual Candidate.
- You may nominate for a maximum of **ONE (1)** Student Structure or Individual Candidate of your choice on the nomination form.
- Nominate by making a cross (X) in the box on the right-hand side of the Student Structure or Individual Candidate of your choice.
- Nominations must be successfully submitted on the online platform to EISA by the closing date and time of **16h00 on Thursday, 20 May 2021** to be considered.

# HOW TO NOMINATE USING THE ONLINE NOMINATION PLATFORM

## Step 1

Go to <https://www.eisaict.org.za/ufhsrcnomination> to nominate.

## Step 2

Enter your **student number and ID number (or passport number for foreign nationals)**.

## Step 3

Enter the one-time password (OTP) you received via email – if you did not receive an OTP via email, click the “Resend OTP” button. This OTP is randomly generated and secure.

**Remember that your OTP is only valid for one nomination, so do not share it with anyone.**

**Please check your spam/junk mail folder if you have not received the OTP via email.**

## Step 4

Click on the “Login” tab.

## Step 5

Once on the nomination screen, make your selection by clicking in the box next to the Student Structure or Individual Candidate of your choice. If you select more than one (1) structure, the system will display an error message and will not allow you to proceed to the next step.

## Step 6

After making your Student Structure or Individual Candidate selection, click on the tab “Confirm”.

## Step 7

Your selected Student Structure or Individual Candidate will be displayed. If you made a mistake while completing the nomination process, you can click “Change Selection” and restart the process.

You may abstain from nominating by not selecting any Student Structure or Individual Candidate and simply clicking the “Confirm” button.

## Step 8

Click “Confirm” to complete the nomination process. Once you confirm your final selection, you cannot change your selection.

Please note that you can only nominate once. The system will reject any subsequent attempts after you complete your first nomination. No duplicate nominations will be allowed. The system will display the following message in the event of duplicate nominations: “You have already submitted a nomination”

## VERY IMPORTANT

If you have not completed the process due to reasons such as system or internet failure, then you may try again until you succeed.

The process is only complete when you successfully receive an online message that says, “Thank you for your nomination”.

It is the responsibility of the student to ensure that they have updated their contact details to participate in the online SRC election. Neither the University nor EISA will be held responsible for a student being unable to participate in the election through the online voting site due to failure on the part of the student to update his/her details.

Thus, if your cell phone number is incorrect or has changed, the onus was on the student to inform Student Admin accordingly. Those students will thus not be able to nominate via their cell phone. However, you can nominate using another device.

Please consult the emails from UFH 2021 SRC Election Communication regularly for updates on the SRC election.

Should you require any assistance regarding the online nominations process kindly contact the EISA Chief Electoral Officer, Ms Crystal Africa, on the toll-free number (from landline numbers only) 0800 11 43 73 or WhatsApp +27 62 929 6014 during office hours 08h30 – 16h30, Monday to Friday.

