

GUIDE FOR VOTING DURING THE 2025 SCC AND SRC: DISTANCE STUDENTS' OFFICER ELECTIONS

Issued on 14 August 2025.

1 Voting for eligible candidates

- 1.1 The procedures relating to voting for the election of eligible candidates as members of the Students' Campus Councils and SRC: Distance Students' Officer are provided for in paragraph 11 of the [Institutional Rules on Student Governance \(2025\)](#).
- 1.2 In accordance with electoral schedule published on the [NWU Student Leadership Election 2025 webpage](#), the voting period will take place from **15 August 2025 (08:00) – 20 August 2025 (13:00)**.

2 GENERAL INFORMATION ON CASTING VOTES

2.1 Connectivity and devices

Ensure that -

- 2.1.1 You have a **stable INTERNET connection** for the device you are using.
- 2.1.2 If you are using a mobile device, the **battery** is sufficiently **charged** to allow you to complete the voting process.
- 2.1.3 You are familiar with the **type of device** you are using to cast your votes.
- 2.1.4 You **do not leave** your device **unattended** whilst you are busy casting your votes.
- 2.1.5 Should **loadshedding** be scheduled for your area, please frequent yourself with the loadshedding schedule and plan your voting accordingly.

2.2 Voting site access

- 2.2.1 Eligible student voters will receive a link to the voting site, as well as a unique password linked to their student number.
- 2.2.2 The voting site link and unique passwords will be sent to each student's studentnumber@mynwu.ac.za email address.
- 2.2.3 Student voters must use their student number and unique password included to the email to log into the voting site. **NOTE: this is not your eFundi/CAS password.**
- 2.2.4 The following is an example of the email each student voter will receive:

Dear DEMO VOTER A

As an eligible student voter, you are hereby invited to cast your votes as part of the 2024/2025 SCC and SRC: D50 election, for your specific campus or environment.

The voting period will conclude on 13 August 2024 at 13:00.

To cast your votes, use the following voter credentials:

Student number: 12345678

Password: XXXX

CAST YOUR VOTES via the following link: [START VOTING](#)

Remember!

- Do not share this email or your voter credentials with another student!
- You will only be able to vote once during the process.
- You must click "Submit your votes" to ensure your votes are captured.

Powered by [QuestionPro](#)

2.3 Remember the following

2.3.1 Avoid casting your votes last minute.

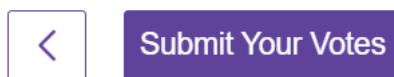
You are encouraged to –

- 2.3.2 Plan your voting in such a manner that you allow yourself sufficient time to cast your votes before the voting period concludes.
- 2.3.3 Cast your votes in **one session**, therefore when you start voting ensure that:
 - i. You have considered the eligible candidates and know who you want to vote for.
 - ii. You cast and submit your votes in the **same** session.

2.4 Voting opportunities

- 2.4.1 In the event that your device or internet connection fails while you are voting and you exit the voting site prematurely, you will be able to re-enter the voting site, provided that the voting period has not concluded.
- 2.4.2 In such an instance, you will be **required to recast ALL your votes afresh**.
- 2.4.3 Once you have submitted your votes by clicking the “*Submit Your Votes*” button, **your votes will be captured, and you will not be able to vote again.**

***The “Submit Your Votes” button illustration:*



- 2.4.4 **IF YOU DO NOT CLICK ON THE “*SUBMIT YOUR VOTES*” BUTTON AT THE END OF THE ELECTRONIC VOTING BALLOT, YOUR VOTES WILL NOT BE CAPTURED.**
- 2.4.5 If you are still within the voting site at **13:00 on 20 August 2025**, and you have **not clicked** on the “*Submit Your Votes*” button, **THE VOTING SITE WILL CLOSE**, and your votes will **not be captured**.

You MUST therefore ensure that you PLAN in such a manner that you have enough time to cast all your votes and SUBMIT your votes BEFORE the voting period concludes.

2.5 May you vote for someone else? Or may they vote for you?

NO! The IRSG prohibits that you vote on behalf of someone else, or that they vote on your behalf. You may also NOT share your student number and password with other student voters. Refer to paragraph 11.1.3 and 11.1.4 of the IRSG:

11.1.3 Each student voter is required to safeguard their credentials granting them access to the voting site (including their student number and unique password) and may not share this with other student voters or candidates.

11.1.4 No student voter, candidate or student support group may vote on behalf of another student.

3 STEP-BY-STEP GUIDE FOR CASTING YOUR VOTES

Step 1: Go to your studentnumber@mynwu.ac.za email inbox to access the following email:

Subject Line:	SCC/SRC:DSO ELECTION: CAST YOUR VOTES
From:	Independent Students Electoral Commission [isec@nwu.ac.za]
Sent on:	15 August 2025

Step 2: Your student number and unique password will be included to the email. The link to the voting site is included below your student number and unique password.

SCC/SRC:DSO ELECTION: CAST YOUR VOTES



Independent Students Electoral Commission <isec@nwu.ac.za>
To: [isec](#)

Dear DEMO VOTER A

As an eligible student voter, you are hereby invited to cast your votes as part of the 2024/2025 SCC and SRC: DSO election, for your specific campus or environment.

The voting period will conclude on 13 August 2024 at 13:00.

To cast your votes, use the following voter credentials:

Student number: 12345678

Password: XXXX

CAST YOUR VOTES via the following link: [START VOTING](#)

Remember!!

- Do not share this email or your voter credentials with another student!
- You will only be able to vote once during the process.
- You must click "Submit your votes" to ensure your votes are captured.

Powered by [QuestionPro](#)

Step 3: Click on the voting site link, whereafter your browser will open on the following page where you will be able to input your student number and unique password (included in the email):

Password Validation Required to Take This Survey

Student number

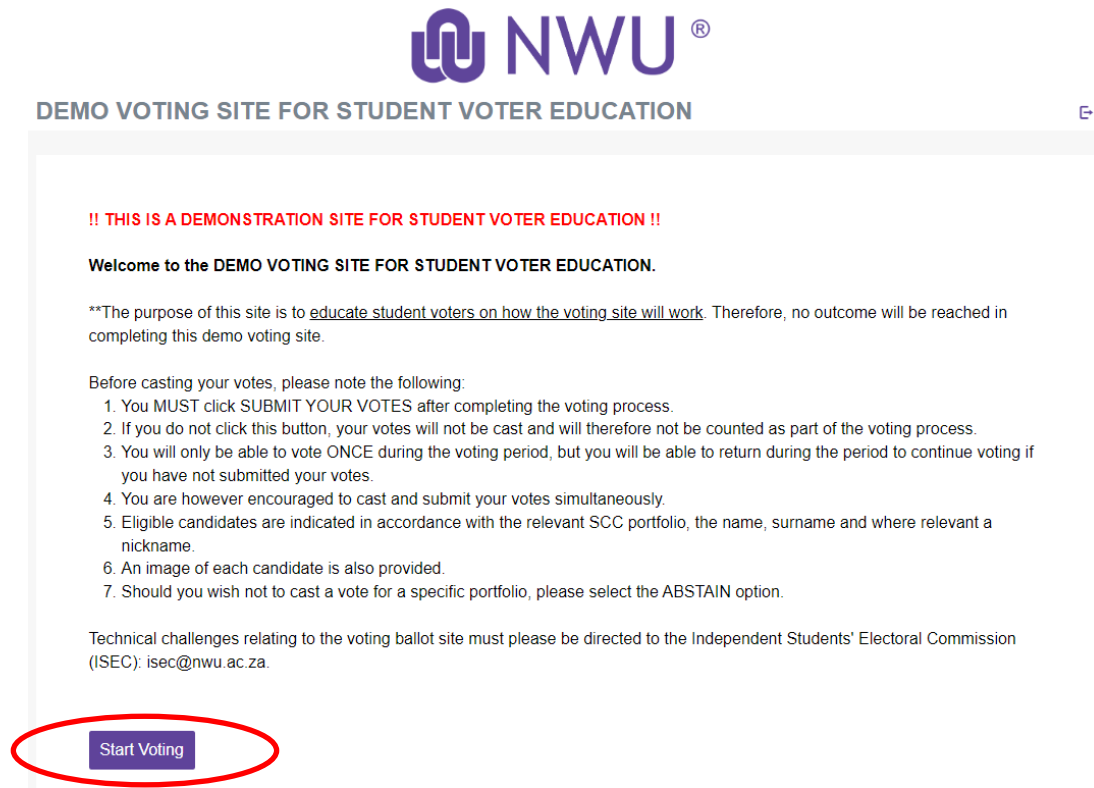
Password

Next

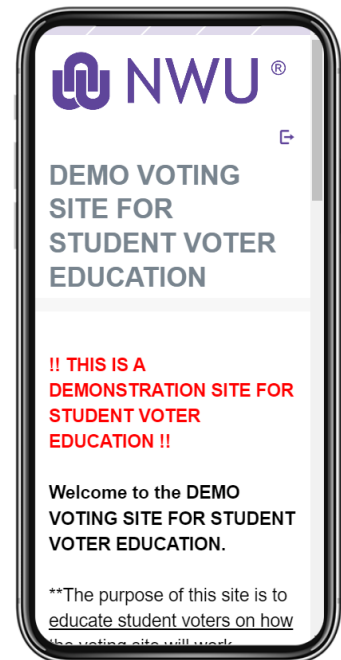
Step 4: After entering your student number and unique password, the following landing page will be displayed.

***Carefully read the notice provided and click on the “Start Voting” button if you are ready to cast your votes.*

***Note that your relevant campus, or SRC: DSO, will be indicated and not “DEMO – SCC Election Site – DEMO.”*



****Note:** If you are using a mobile phone to cast your votes, the voting ballot will display as follows:



Step 5: After clicking on the “**Start Voting**” button the following page will display.

****Read the instructions provided and proceed to click on the “Next Candidate” button.**



DEMO VOTING SITE FOR STUDENT VOTER EDUCATION



HOW TO CAST YOUR VOTES

1. Eligible candidates are **grouped per portfolio**.
2. Cast your vote for your desired candidate by **clicking on the image of the candidate**.
3. Should you wish **not to cast** a vote for a specific portfolio, select the **ABSTAIN** option.
4. Click "**Next Portfolio**" when you have cast your votes for a specific portfolio to move to the next portfolio.
5. **When you have cast your last vote, please ensure that you click on "SUBMIT YOUR VOTES"**.



Step 6: Eligible candidates are grouped per portfolio, commencing with the SCC: Chairperson and ending with the SCC: Treasurer.

****For the Distance Learning Environment, only the SRC: Distance Student Officer is indicated.**

SCC: Portfolios will be presented in the following sequence:


- SCC: Chairperson
- SCC: Deputy-Chairperson
- SCC: Secretary
- SCC: Transformation and Diversity Officer, with Current Affairs
- SCC: Academic Officer
- SCC: Arts and Culture Officer
- SCC: Community and Stakeholder Engagement Officer
- SCC: Fundraising and RAG Officer
- SCC: Legal Officer
- SCC: Marketing and Public Relations Officer
- SCC: Residence Officer
- SCC: Students' Interest and Development Officer
- SCC: Sport Officer
- SCC: Societies Liaison and International Students' Officer
- SCC: Treasurer

****NOTE:**


- For SCC elections, the electronic voting ballot has been set-up in such a manner that it will guide you through each portfolio, in the order indicated above.*
- You are required to select a candidate for each portfolio. If you wish to NOT cast a vote for a specific portfolio, select the **ABSTAIN** option.*
- Select your relevant option by clicking on the image and/or name, that will become highlighted (see below example).***
- After selecting your desired option, click on the “Next Candidate” button to move to the next portfolio.*

Questions marked with a * are required

* DEMO - SCC: Chairperson



Candidate B



Candidate A

ABSTAIN

Abstain

Next Candidate


Step 7: After casting your votes for all portfolios, click “**Submit Your Votes**” button.

Questions marked with a * are required


* DEMO - SCC: Transformation and Diversity Officer, with Current Affairs

ABSTAIN

Abstain



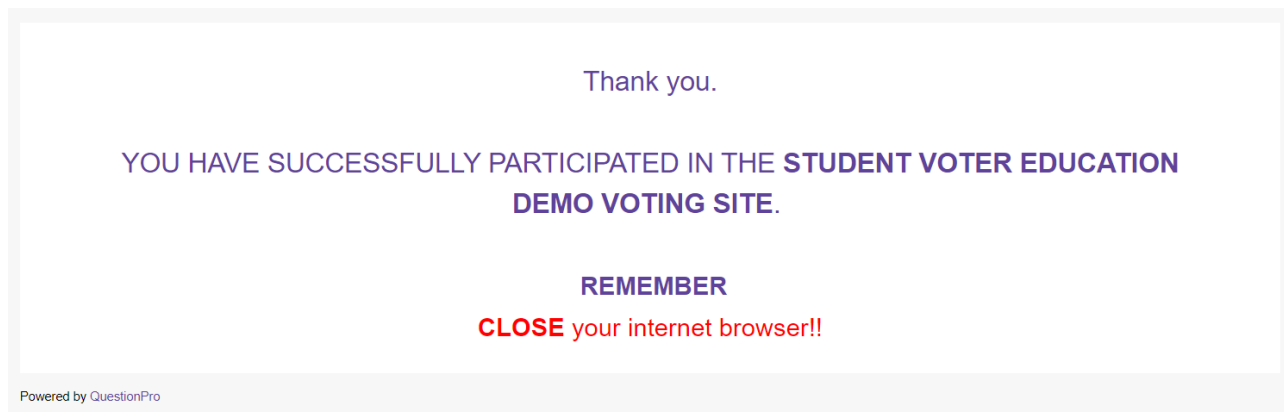
Candidate H



Candidate G

Submit Your Votes

Step 8: The following **CONFIRMATION PAGE** will be displayed:



*****This page serves as confirmation that your votes have been successfully cast. NO confirmation email will be sent to you.***

Step 9: Ensure that:

- i. You **close the internet browser**.
- ii. Note that other than the confirmation message indicated above, you will not receive an additional confirmation email or SMS after submitting your votes.

4 NOTICES TO TAKE NOTE OF

4.1 Already voted

In the event that you have already cast and submitted your votes successfully, and you attempt to re-enter the voting site, the following notice will be displayed:



4.2 Sharing a device with a fellow student

If you and a fellow student use the same device to cast your votes, you will have to clear your browser history and close the browser after each student has completed their voting.

Remember, it is against the rules for you to setup a voting station where you enable other students to cast their votes. Refer to paragraph 11.1.2 of the IRSG:

11.1.2 No candidate or student support group may erect, setup or make available a voter centre or space or make available equipment for eligible student voters to cast their votes, regardless of whether this is done on university owned or controlled premises, or not.

File reference: 1Pr_1.3.1C