

HWUMSA 2023/24 Election Nomination Protocol

Date: 5 February 2023

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Positions Open for Nominations

- President (S or F)
- Vice President of Academics (S only)
- Vice President of Community (S only)
- Vice President of Wellbeing (S only)
- Vice President of Sports (S only)
- Treasurer (S only)
- Secretary (S only)

Note:

(S) Student Position (part time): Holding position whilst attending as a student of HWUM.

(F) Full-Time Position: Holding the position as a sabbatical or fresh graduate whilst receiving a monthly stipend from the university. *See Eligibility section for more details.*

Nomination Process

- 1) The nomination process commences on **6 February 2023** and ends on **10 February 2023**.
- 2) Nominees are required to fill up a nomination form before **17:00 MYT** on **10 February 2023**, along with a copy of their HWUM student ID card for verification.
- 3) The IEC will review submissions and has the authority to reject any submission that contains any incorrect information.
- 4) Shortlisted candidates will be notified on 12 February 2023 via email. They will be required to attend a briefing on 13 February 2023. Candidates will be briefed on the campaigning rules, as well as the responsibilities and expectations of the elected positions.
- 5) Nominator can nominate their **own self** via this form:
<https://forms.office.com/e/FPnNTnu91W>
- 6) Nominator can nominate **someone else** via this form:
<https://forms.office.com/e/R8SfWDDcZB>

Nominee Eligibility

- 1) Nominees running for the **student position** must fulfill the requirements listed below.:
 - Studied in Heriot-Watt University Malaysia for at least one semester.
 - Studying in HWUM for the academic year 2023/24.
- 2) Nominees running for the **full-time position** must satisfy the following:
 - Studied at least one semester in Heriot-Watt University Malaysia.
 - Either graduating this academic year **OR** taking a sabbatical during the next academic year 2023/24.
 - Able to reside in Malaysia for the 2023/24 academic year.
- 3) **International students** are only permitted to apply for full-time positions if they currently hold a pass that enables them to reside in Malaysia as a non-student; this is a requirement by the Malaysian immigration department. Otherwise, they may only run for a student position.
- 4) A student or graduate will not be qualified to run for any elected post in HWUMSA if they have served a full-time elected position there for two terms (i.e., two academic years) or more.

General Guidance

- 1) Nominees are advised to form their campaign team, plan their campaign strategies, and prepare promotional materials as early as possible. Promotional materials may include posters, videos, e-broachers or any other graphics or informative documents.
- 2) Before the campaigning period begins, nominees will be given some time to prepare. During the preparation period, workshops and guidance will be held to prepare candidates for their upcoming campaigning period.
- 3) Candidates will be required to submit their manifesto and respond to a few questions about what they would offer if elected, which will be pasted on the [HWUMSA Election website](#). These will be shared with all students.

- 4) Candidates are allowed to campaign together with other candidates. However, votes will be cast independently for each candidate.