

HWUMSA Elections 2024/25 Nominaiton Protocols

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Date: 23 February 2024

PART I PRELIMINARY

A. SHORT TITLE

This protocol document may be cited as the Nomination Protocols.

B. INTERPRETATION

In this document, unless otherwise stated –

- “Candidates” refers to shortlisted candidates who have received confirmation emails from hwum.iec@hw.ac.uk;
- “Elections” refers to HWUMSA Elections;
- “HWUMSA” refers to HWUM Student Association;
- “IEC” refers to Independent Election Commission;
- “Students” or “Student body” refers to students studying at Heriot-Watt University Malaysia;
- “University” refers to Heriot-Watt University Malaysia (HWUM);
- “Nomination period” refers to a period where students can nominate themselves or recommend their peers for any HWUMSA elections.

PART II GENERAL

C. AUTHORITY OF INDEPENDENT ELECTION COMMISSION

1. The IEC has the authority to make amendments to the Nomination Protocols. Shall amendments be made; candidates and students will be notified before the amendment takes effect.
2. The IEC has the authority to certify the results for all HWUMSA elections.

PART III NOMINATIONS

D. 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 HWUM as a student without a monthly stipend.

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

E. NOMINATION PROCESS

- 3.** The nomination period commences on **26 February 2024** and ends on **3 March 2024 (time 5.00 pm MYT)**.
- 4.** Nominees are required to fill up the nomination form before **5.00 pm MYT** on **3 March 2024**, and attach a copy of their HWUM student ID card for verification.
- 5.** The IEC will review submissions and has the authority to reject any submission that contains any incorrect information.
- 6.** Shortlisted candidates will be notified on 5 March 2024 via email. They will be required to attend a briefing on 6 March 2024. Candidates will be briefed on the campaigning rules and the responsibilities and expectations of the elected positions.

F. NOMINEE ELIGIBILITY

- 7.** 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 2024/25.
- 8.** 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 2024/25.
 - Able to reside in Malaysia for the 2024/25 academic year.
- 9.** 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.
- 10.** 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.

G. GENERAL GUIDANCE

- 11.** 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.
 - 12.** 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.
 - 13.** 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.
 - 14.** Candidates are allowed to campaign together with other candidates. However, votes will be cast independently for each candidate
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