



UNIVERSITY OF THE FREE STATE
UNIVERSITEIT VAN DIE VRYSTAAT
YUNIVESITHI YA FREISTATA

UNIVERSITY OF THE FREE STATE

2026–2027 SRC ELECTIONS

NOMINATION RULES AND PROCEDURES

FSC Elections: Bloemfontein and Qwaqwa Campuses
CSRC and Ex-Officio Elections: Bloemfontein, Qwaqwa and South Campus

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1. PURPOSE AND STATUS

These Nomination Rules and Procedures (“Nomination Procedures”) set out the detailed rules governing candidate nomination for the 2026–2027 University of the Free State (UFS) Student Representative Council (SRC) and Faculty Student Council (FSC) elections. The ELC has determined that CSRC and FSC candidate nominations for the 2026–2027 election cycle will be conducted through the Online Nomination System. These Procedures give effect to that determination and set out the detailed rules for its execution.

2. CONSTITUTIONAL AND LEGAL AUTHORITY

These Procedures are made under, and must be read together with, the following:

- a. The UFS ISRC Constitution, Annexure B: CSRC Election Procedure, in particular section 4.2 (Chief Election Administrator), section 4.1 (Elections Logistics Committee), section 6 (Nomination Procedures), and section 12 (Eligibility of CSRC Members);
- b. The UFS ISRC Constitution, Annexure D: Academic Affairs Student Council, in particular section 16 (Faculty Student Councils);
- c. The UFS Issues and Objections Management Procedures 2026–2027, issued under Annexure B, clause 8.13; and
- d. The approved 2026–2027 Election Schedule.

CSRC nomination is governed by Annexure B. FSC nomination is governed by Annexure D, section 16 (Faculty Student Councils), a distinct provision from Annexure D's sections 7 and 8.2.2, which govern the separate Academic Affairs Student Council. Annexure B's CSRC-specific requirements — including the secondment requirements under section 6.1.1 — do not apply to FSC elections.

3. SCOPE AND APPLICATION

These Procedures apply to the nomination of candidates for the following elections:

- a. CSRC Elections — Bloemfontein, Qwaqwa and South Campus;
- b. FSC Elections — Bloemfontein and Qwaqwa campuses only. FSC elections at South Campus are deferred and are not in scope of these Procedures; and
- c. Ex-Officio nominations across all three campuses, in respect of the self-nomination stage only. Confirmation by the relevant Student Council proceeds under Annexure B, s.6.4, and Annexure E, s.10.1.6.

4. DEFINITIONS

Terms defined in the ISRC Constitution and Annexure B retain their assigned meanings. In these Procedures:

- a. “CEA” means the Chief Election Administrator appointed under Annexure B, clause 4.2, being KDBS Consulting;
- b. “ELC” means the Elections Logistics Committee established under Annexure B, clause 4.1;
- c. “Election Statement” means the single combined statement, not exceeding 150 words, completed by a candidate directly on the Online Nomination System in place of a separate curriculum vitae and election manifesto, setting out the candidate's relevant experience and their platform for election;
- d. “Nomination PIN” means the unique, single-use identifier issued to each eligible student for the purpose of authenticating a nomination or secondment submission on the Online Nomination System;

- e. “Online Nomination System” means the series of online nomination forms embedded on the election website and Election App through which self-nomination, secondment, and candidate screening are conducted;
- f. “Provisional Candidate List” and “Final Candidate List” bear the meanings given in section 12 of these Procedures;
- g. “Secondment” means the act of a currently registered student supporting a specific candidate for a specific Elective Portfolio, by submission of that student’s own Nomination PIN in support of the candidate, in accordance with section 6.1.1 of Annexure B; and
- h. “Self-Nomination” means the act of a candidate initiating their own nomination using their own Nomination PIN, thereby satisfying the constitutional requirement that a candidate “must have been nominated by a Nominator” (Annexure B, s.6.1.1) through their own act of standing.

5. CANDIDATE ELIGIBILITY CRITERIA — CSRC ELECTIONS

To be eligible for nomination as a candidate for a CSRC election, a candidate must meet the Eligibility Requirements set out in section 12 of the ISRC Constitution. The requirements include, without limitation, that the candidate must:

- a. With respect to Bloemfontein and Qwaqwa, be a full-time student at the relevant campus, and have been registered for a qualification at that campus for a minimum of three (3) consecutive semesters immediately prior to the election five (5) consecutive semesters where the candidate contests the CSRC portfolio of President or Vice President).
- b. With respect to South Campus, be a full-time student at South Campus and have been registered for a qualification at that campus for a period of one (1) semester, in order to be eligible to stand for office in the third-quarter South Campus CSRC Election; the residential requirement for first-time-entering students at South Campus does not apply to first-quarter elections (s.12.1–12.2);
- c. Subscribe to and undertake to promote the Constitution and its objectives (s.12.3);
- d. Undertake to promote a culture of inclusion, anti-discrimination, transformation, diversity, social justice and the material integration of the student body (s.12.4);
- e. Not have been found guilty of serious misconduct by the UFS or any other tertiary institution or disciplinary structure (s.12.5);
- f. Where contesting as the representative of a registered campus Organisation, have been a member of that Organisation for a period of not less than one semester (s.12.11); and where standing on the endorsement of a registered Organisation, that Organisation must have been fully registered for at least one semester immediately preceding the semester in which the CSRC Election takes place (s.12.12); and
- g. With respect to Bloemfontein and Qwaqwa, have served in a recognised leadership position, as determined by any authorised office within UFS (s.12.10).

Academic Record (All Campus candidates)

- a. The candidate must have achieved an academic average of at least 60% for all passed modules, calculated as the sum of marks for passed modules divided by the number of passed modules; and
- b. The candidate must have passed at least 75% (rounded to 80% under current CEA methodology) of modules for the two semesters immediately preceding elections, calculated as modules passed divided by modules enrolled.

- c. A dropped, withdrawn, or discontinued module is excluded from both calculations; a failed module counts toward the pass rate but not the average; a module without a final result within the assessment window renders the candidate's record incomplete, and the candidate may not stand.

Academic Record (South Campus candidates)

With respect to South Campus, be a full-time student at the South Campus of the UFS and must have been registered for a qualification at that campus for a period of one semester (s12.2).

6. NOMINATION MODEL — CSRC ELECTIONS

6.1 Self-Nomination and the Role of the Nominator

Annexure B, section 6.1.1, requires that a candidate for a First-Past-The-Post seat “must have been nominated by a Nominator and Seconded by Students”. For the purposes of the Online Nomination System, a candidate's act of initiating their own nomination is interpreted as satisfying the Nominator requirement in section 6.1.1. The candidate, therefore, acts as their own Nominator. The secondment requirement in section 6.1.1 remains fully in force and is verified independently, as set out in section 6.2 below. A candidate may only stand for one portfolio during a single electoral period (Annexure B, s.6.1.3).

6.2 Secondment Thresholds

A candidate for a CSRC First-Past-The-Post seat must be seconded by the following number of currently registered students on the campus for which the candidate stands, in accordance with Annexure B, sections 6.1.1.1 to 6.1.1.3:

CSRC Portfolio	Secondment Threshold	Constitutional Authority
President	200 students	Annexure B, s.6.1.1.1
Deputy President	200 students	Annexure B, s.6.1.1.2
All other Elective Portfolios	100 students	Annexure B, s.6.1.1.3

Ex-Officio candidates are not subject to the secondment requirement (Annexure B, s.6.1.2); see section 9.4 for the Ex-Officio nomination process.

6.3 Role of Organisations in Candidate Nomination

A candidate may stand on an independent basis or as the representative of a registered campus Organisation (Annexure B, s.6.1.1). Where a candidate stands as an Organisation's representative:

- a. The Organisation must be registered with, and recognised by, the CSRC of the relevant campus;
- b. Organisation endorsement does not substitute for, or reduce, the secondment threshold set out in section 6.2 above; and
- c. Administrative compliance in respect of Organisation-nominated candidates is a matter jointly overseen by the ELC and the CEA, to ensure alignment between Organisation records and the Online Nomination System.

7. NOMINATION MODEL — FSC ELECTIONS

FSC elections are governed by Annexure D of the ISRC Constitution (Faculty Student Councils). Annexure D, section 16.2.3, provides that all students from each faculty are eligible to run for the Faculty Student Council. This is the sole eligibility test for FSC candidacy; the CSRC eligibility criteria in section 5 of these Procedures do not apply.

Annexure D, sections 7 and 8.2.2, fall outside the scope of these Procedures. Those sections govern membership of, and the chairing of, the separate Academic Affairs Student Council:

- a. It is a distinct internal CSRC governance structure, comprising the Chairpersons and Deputy Chairpersons of already-elected Faculty Student Councils; and
- b. Its composition and internal leadership selection are administered separately from the FSC nomination and election process governed by these Procedures.

The Constitution prescribes no secondment requirement for FSC elections, and the CSRC secondment thresholds under section 6.1.1 of Annexure B do not apply to FSC nominations. For best practice and consistency, the Election Statement requirement in section 9.3 is an enhancement for the 2026–2027 cycle, to support informed voter choice.

A candidate for an FSC portfolio (Chairperson, Deputy Chairperson, Secretary, Treasurer, or Marketing and Liaison Officer) becomes a validly nominated candidate on self-nomination through the Online Nomination System and confirmation that they are a registered student of the faculty for which the FSC is constituted.

8. NOMINATION MODEL — EX-OFFICIO ELECTIONS

Ex-Officio nomination is governed by Annexure B, section 6.1.2 and section 6.4, read with Annexure E, section 10.1.6. An Ex-Officio Portfolio is held by the Chairperson, or other duly authorised office-bearer, of a recognised Student Council or campus structure entitled to occupy a seat on the CSRC. Ex-Officio candidates are not subject to the CSRC secondment thresholds set out in section 6.2 above.

Ex-Officio nomination proceeds in two stages, further detailed in section 9.4:

- a. Self-nomination, whereby the candidate initiates their nomination through the Online Nomination System using their own Nomination PIN; and
- b. Confirmation, whereby the relevant Student Council or recognised structure confirms, through its Secretary, Chairperson, or duly authorised official, that the nominee is its duly endorsed representative and meets the applicable Eligibility Requirements.

A candidate becomes validly nominated for an Ex-Officio Portfolio only once both stages are complete.

9. THE ONLINE NOMINATION SYSTEM

9.1 Nomination Model

The Online Nomination System operates on a Candidate-Led, Direct Supporter Submission basis:

- a. The candidate registers using their own Nomination PIN and declares the portfolio for which they wish to stand (Self-Nomination, as defined in section 4);
- b. For CSRC candidates, supporters wishing to second the candidate for that specific portfolio submit their own Nomination PIN directly into the Online Nomination System, in support of that candidate (Secondment, as defined in section 4); and
- c. No student's Nomination PIN passes into the custody of another student at any point in the process, eliminating the principal integrity risk identified in the manual, paper-based secondment process.

9.2 One PIN, One Portfolio, One Secondment

Each Nomination PIN may be used once to self-nominate its holder for a single portfolio. Independently of that, the same PIN may be used once to second one candidate for one portfolio; secondment is submitted as a single, one-time transaction and, once submitted, the PIN's secondment use is exhausted — it cannot be used to second another candidate or portfolio, and the secondment itself cannot be withdrawn or reassigned once submitted.

9.3 Required Nomination Information

For CSRC candidates, in place of the physical documentation prescribed under Annexure B, s.6.3 (namely a signed Nomination Form, signed Acceptance of Nomination, a copy of the candidate's identity document, a curriculum vitae, an election manifesto, and a signed Secondment Form), the Online Nomination System requires the following information, constituting the digital equivalent candidacy pack:

- a. Nomination PIN authentication, which replaces both the signed Nomination Form and the physical identity document copy, with the Nomination PIN serving as the candidate's verified identity;
- b. An online Acceptance of Nomination declaration, including the candidate's undertaking to be bound by the Electoral Code of Conduct and the ISRC Constitution, and a declaration of eligibility (in place of the signed Acceptance of Nomination Form);
- c. Completion of the candidate's Election Statement, not exceeding 150 words, combining the candidate's curriculum vitae and election manifesto into a single document;
- d. For CSRC candidates only, the requisite number of Secondment PINs, submitted in accordance with section 6.2 above (in place of a signed Secondment Form);
- e. For candidates standing at Bloemfontein or Qwaqwa only, an uploaded document evidencing that the candidate has served in a recognised leadership position, as determined by any authorised office within UFS, in accordance with section 12.10 of the Constitution; and
- f. An indication of whether the candidate is standing as an independent candidate or as the representative of a registered campus Organisation; where the candidate stands as an Organisation's representative, that Organisation must submit, through its authorised representative, written confirmation of all candidates it endorses, listed per portfolio.

For FSC candidates, the Online Nomination System requires:

- a. Nomination PIN authentication (confirming the candidate's identity and faculty);
- b. The online Acceptance of Nomination declaration, and completion of the candidate's Election Statement, not exceeding 150 words, combining the candidate's curriculum vitae; and election manifesto into a single document. No secondment is required for FSC nomination. The Election Statement is completed directly on the Online Nomination System and is not a file upload.

9.4 Ex-Officio Nomination System Requirements

Ex-Officio nominations are processed through the Online Nomination System for purposes of candidate identity verification, consent to stand, acceptance of the Electoral Code of Conduct, and creation of an auditable nomination record. Ex-Officio nominations are not subject to the CSRC secondment thresholds in section 6.2.

For Ex-Officio candidates, the Online Nomination System requires:

- a. Nomination PIN authentication (confirming the candidate's identity);
- b. The online Acceptance of Nomination declaration, including the candidate's undertaking to be bound by the Electoral Code of Conduct and the ISRC Constitution; and
- c. Confirmation by the relevant Student Council or recognised structure responsible for that Ex-Officio Portfolio, in accordance with Annexure B, s.6.4, whereby the Secretary, Chairperson, or duly authorised official of that structure confirms — in writing or through the prescribed online confirmation process — that the nominee is the duly endorsed representative of that structure and meets the applicable Eligibility Requirements.

The CEA records the Ex-Officio nomination as complete only once both steps have been completed: candidate self-nomination and Student Council confirmation. Ex-Officio candidates are not required to obtain the 100 or 200 secondments applicable to CSRC Elective Portfolio candidates; their nomination is validated through institutional confirmation by the relevant Student Council, not through supporter Nomination PINs.

10. NOMINATION WINDOW AND KEY DATES

The Nomination Phase runs from Fri. 24 Jul 26 to Tue. 11 Aug 26, in accordance with the approved Election Schedule. All FSC and CSRC nominations within the scope of these Procedures are processed on this single, unified timetable.

Key Activity	Date(s)
Distribution of election notices; opening of the nomination window	Fri. 24 Jul 26
Operation of the Online Nomination System (submission window)	Fri. 24 – Wed. 29 Jul 26
Self-nomination submission by all candidates	Fri. 24 Jul 26 (08:00) – Sun. 26 Jul 26 (23:45)
Secondment (CSRC only) by students	Mon. 27 Jul 26 (12:00) – Wed. 29 Jul 26 (23:45)
Confirmation of Endorsement by Student Organisations	Fri. 24 Jul 26 (08:00) – Wed. 29 Jul 26 (23:45)
Approval by Ex-Officio Councils (Ex-Officio)	Mon. 27 Jul 26 (12:00) – Wed. 29 Jul 26 (23:45)
Non-Compliance Rectification	Thu. 30 Jul 26 (12:00) – Fri. 31 Jul 26 (12:00)
Vetting of candidate eligibility against constitutional requirements	Fri. 31 Jul – Mon. 03 Aug 26
Publication of the provisional candidate list	Mon. 03 Aug 26
Management of nomination objections (Part A/B)	Mon.–Tue. 03–04 Aug 26
Adjudication of nomination objections (Part B)	Wed.–Thu. 05–06 Aug 26
Management of appeals (Part C)	Thu.–Mon. 06–10 Aug 26
Publication of the final candidate list	Tue. 11 Aug 26

11. NOMINATION PROCESS — STEP BY STEP

11.1 Self-Nomination (Stage 1)

Stage 1 of the nomination process is Self-Nomination, completed by the candidate as follows:

- The candidate accesses the Online Nomination System using their own Nomination PIN;
- The system authenticates the candidate's identity and constituency, and auto-populates read-only fields (student number, name, constituency);
- The candidate selects the single portfolio for which they wish to stand, and completes the candidacy pack described in section 9.3;
- On submission, the candidate's Nomination PIN is marked as used for that portfolio, and the candidate receives an automated confirmation email.

11.2 Secondment (Stage 2 — CSRC candidates only)

Stage 2 of the nomination process, applicable to CSRC candidates only, is Secondment, completed by supporting students as follows:

- a. A supporting student accesses the Online Nomination System using their own Nomination PIN;
- b. The system authenticates the supporter's identity and constituency, and confirms the supporter is registered within the same constituency as the candidate;
- c. The supporter selects the one candidate and one portfolio they wish to second;
- d. On submission, the supporter's Nomination PIN is marked as used for secondment and cannot be reused for any further secondment; the system tracks the cumulative number of valid secondments per candidate per portfolio in real time;
- e. Once the applicable secondment threshold in section 6.2 is met, the candidate is confirmed as having satisfied the secondment requirement for that portfolio.

11.3 Organisation Endorsement (Stage 3 — Organisation candidates only)

Stage 3 of the nomination process, applicable only where a candidate indicates that they are standing as the representative of a registered campus Organisation, is Organisation Endorsement.

Organisation Endorsement confirms that the candidate is authorised to stand under the name or banner of that registered Organisation. It does not replace the candidate's self-nomination and does not substitute for, reduce, or waive the secondment thresholds applicable to CSRC candidates under section 6.2.

Organisation Endorsement is completed as follows:

- a. Each registered Organisation intending to endorse candidates must submit the details of one authorised Organisation Representative to the CEA;
- b. The Organisation Representative must be authorised by the Organisation to submit or confirm the list of candidates endorsed by that Organisation;
- c. The ELC verifies the Organisation Representative against the Organisation's registration and recognition records;
- d. The Organisation Representative is issued with, or authorised to use, an Organisation/Association Nomination PIN or prescribed online authentication method;
- e. The Organisation Representative submits or confirms, through the Online Nomination System, the Organisation's endorsed candidate list, including each candidate's full name, student number, campus, portfolio, and Organisation affiliation;
- f. The Organisation/Association Nomination PIN is used only for Organisation-level endorsement and may not be used for candidate self-nomination or student secondment;
- g. The Organisation Representative serves as the official contact person for any endorsement-related query, defect, or correction during the nomination window; and
- h. Where Organisation Endorsement is not confirmed within the prescribed period, the candidate may not be reflected as standing under that Organisation's name, but may remain in the process as an independent candidate if all other nomination and eligibility requirements are met.

For the avoidance of doubt, Organisation Endorsement is an administrative and affiliation-confirmation process. A candidate becomes validly nominated only once the candidate has completed self-nomination, met all applicable eligibility requirements, and, for CSRC elective portfolios, obtained the required secondments.

11.4 Ex-Officio Appointment (Stage 4 — Ex-Officio candidates only)

Stage 4 of the nomination process, applicable only to Ex-Officio candidates, is Council Confirmation, completed by the relevant Student Council as follows:

- a. Following the candidate's self-nomination in Stage 1, the relevant Student Council convenes to consider the nominee;
- b. The duly authorised official of that Student Council confirms — in writing or through the prescribed online confirmation process — that the nominee is the duly endorsed representative of the Student Council and meets the applicable Eligibility Requirements, in accordance with Annexure B, s.6.4, and Annexure E, s.10.1.6;
- c. No secondment applies to this stage; confirmation by the Student Council is the sole basis on which an Ex-Officio nomination is validated;
- d. On confirmation, the candidate's Ex-Officio nomination is recorded as complete, and the candidate proceeds to screening under section 12 below.

12. SCREENING, PROVISIONAL AND FINAL CANDIDATE LISTS

The "Provisional Candidate List" is the list of candidates provisionally confirmed as meeting all nomination and eligibility requirements, published on 3 Aug 26. The "Final Candidate List" is the list of candidates confirmed after resolution of all nomination objections and appeals, published on 11 Aug 26. Only candidates on the Final Candidate List may stand in the CSRC or FSC election for which they were nominated.

Screening is a joint function. The CEA verifies submission compliance (completeness of the candidacy pack, valid Nomination PIN use, and, for CSRC candidates, satisfaction of the secondment threshold); the ELC oversees compliance with the substantive eligibility criteria in section 12 of the Constitution (academic registration and disciplinary standing).

Screening, applicable to all candidates, is conducted jointly by the CEA and the ELC as follows:

- a. The CEA reviews each submission via the Online Nomination System for completeness and submission compliance;
- b. The ELC oversees compliance with the eligibility criteria in section 5, jointly with the CEA;
- c. Candidates who meet all requirements are confirmed on the Provisional Candidate List; candidates who do not are notified in writing of the reasons for non-confirmation.

13. CORRECTION OF DEFECTIVE NOMINATIONS

Where a nomination submission is found to be defective, the CEA shall notify the candidate in writing and afford the candidate a correction window of twenty-four (24) hours from notification within which to cure the defect. This applies equally to a candidate's own submission and to any accompanying secondment submitted in support of a CSRC nomination. A nomination not cured within the correction window is not confirmed on the Provisional Candidate List.

14. WITHDRAWAL AND DISQUALIFICATION

A candidate may be removed from the Final Candidate List in the following circumstances:

- a. A candidate may withdraw their nomination at any time before the close of ballot sign-off by written notice to the CEA;
- b. The CEA may withdraw a candidate for unbecoming conduct, in accordance with Annexure B, s.9.1; and

- c. Where a candidate is withdrawn or disqualified after secondment PINs have been submitted in their favour, those Nomination PINs are released for use in respect of another candidate for the same portfolio, provided the nomination window remains open.

15. NOMINATION OBJECTIONS AND APPEALS

Disputes concerning nomination are managed under the UFS Issues and Objections Management Procedures 2026–2027 (issued under Annexure B, clause 8.13), and not under these Procedures. In summary:

- a. Informal issues may be raised and resolved under Part A of those Procedures at any time;
- b. A formal objection — including on the grounds of acceptance or rejection of a candidate nomination, or alleged non-compliance with the eligibility criteria in section 12 of the Constitution — must be lodged within 24 hours of the publication of the Provisional Candidate List, and is adjudicated by the CEA at first instance under Part B of those Procedures;
- c. A CEA ruling on a nomination objection may be appealed to the Elections Appeals Panel under Part C of those Procedures.

Nothing in these Procedures limits a candidate's or student's rights under the Issues and Objections Management Procedures.

16. DATA PROTECTION (POPIA)

The Online Nomination System is designed to minimise the collection of personal information, in line with the Protection of Personal Information Act:

- a. The Nomination PIN replaces the collection of physical identity document copies for the purposes of authenticating self-nomination and secondment submissions, serving as the candidate's or supporter's verified identity under section 9.3(a);
- b. Access to student data extract information (student number, name, constituency) is limited to what is required to authenticate a Nomination PIN and validate constituency eligibility; and
- c. Nomination submissions and supporting documentation are retained as part of the official election record and are subject to a confidentiality agreement between UFS and CEA.

17. APPROVAL AND AUTHORISATION

These Nomination Rules and Procedures have been approved by the Elections Logistics Committee for the 2026–2027 UFS SRC Elections, covering FSC elections at Bloemfontein and Qwaqwa campuses, and CSRC elections at all three campuses, and are effective from the date of signature below.

Prof S. Matebesi

Chairperson: Elections Logistics Committee
University of the Free State

Date: