**Practical information for submitting a candidate list**

**Step 1: Complete the forms in full**

*General*
Student council elections are governed by the list system (Article 14 of the Elections Regulations). Parties that want to put forward candidates must do so by submitting a candidate list to the Central Voting Office. New parties are subject to the same requirements/regulations as parties who have taken part in the elections before. All parties must complete the same forms. Please take note of following matters when completing the candidate list:

*Determine the electoral district and, where relevant, the electoral sub-district*

* Persons can only be nominated as candidates if they are enrolled in a degree programme in the relevant electoral district. The electoral district corresponds to the faculty where the party wants to win seats on the student council and where the candidates are enrolled as students. A reference date is applied to determine who may vote and who may be nominated as candidates. For the 2024 elections, this was 5 February 2024. All persons enrolled as students (except contract students, exchange students and minor students) on that date were included in the electoral register. If you are unsure if one of your candidates is recorded in the electoral register, please contact the Central Voting Office at jz-centraalstembureau@uva.nl. NB: Only persons who are recorded in the electoral register may be nominated as candidates (Article 9 of the Elections Regulations).
* Some electoral districts are divided into sub-districts. The Faculty of Medicine has separate sub-districts for Bachelor’s and Master’s students (medical interns), the Faculty of Law has a separate sub-district for the PPLE programme, and the Faculty of Social and Behavioural Sciences (FMG) also has sub-districts. NB: Persons who are nominated as candidates in a sub-district must be enrolled in the relevant district. For example, if a person is enrolled in the Psychology programme in FMG, this person may not stand as a candidate in the Communication Science sub-district (except if they are also enrolled in the Communication Science programme in addition to the Psychology programme).
* The nomination of a Bachelor’s student of Medicine as a candidate in the Master’s sub-district will only be accepted if it can be established from the AMC’s student records that the person will start his medical internships on 1 September at the latest.

*Endorsement of the candidate list by five persons who are eligible to vote in the relevant district (Article 16(5) of the Elections Regulations)*The candidate list must be endorsed by five persons who are eligible to vote in the relevant district. These persons may not themselves be included as candidates in the candidate list. In the case of a candidate for a sub-district, the persons endorsing the candidate must be enrolled in a degree programme that falls under the sub-district.

*Check that all forms have been completed in full*Before you submit the forms to the Central Voting Office, you should check that all forms have been completed in full and signed, where necessary. You should also check that the ranking of the candidates on the candidate list matches with the ranking entered by the candidates themselves in the form by which they consent to their nomination and their ranking on the list.

**Step 2: Personally hand in the forms at the Central Voting Office in the period from Monday 15 through to Tuesday 23 April 2024 (between 09:00 and 17:00).**

*Legally valid submission of a candidate list: personally hand in the list the applicable deadline*
The Elections Regulations stipulate that the candidate list must be personally handed in on the candidate nomination days between 09:00 and 17:00 by a person who is authorised to do so (Article 20(1) and (2)). Please be advised that a candidate list will be invalid if it has not been received by the Central Voting Office on the candidate nomination days between 09:00 and 17:00 (Article 25(a)) **or** if it has not been submitted in the required manner (Article 25(b)). Any non-compliance with one of these requirements irreversibly invalidates the candidate list, as such non-compliance does not qualify as an omission (as referred to in Article 22) that can be rectified.

**Lastly, what can you expect after handing in the candidate list?**

The person who hands in the candidate list will receive a copy of page 1 of the candidate list, which will state the date and time of submission.
The Central Voting Office will check the completeness and accuracy of the forms and will check for each candidate list if the candidates are recorded in the electoral register (for the district for which they have been nominated).

*Deadline for rectifying omissions as referred to in Article 22: Thursday, 25 April 2024*
If an omission is found, the person who handed in the list will be notified within two days of submitting the list to enable rectification of the omission. All omissions must be rectified on Thursday, 25 April 2024 at the latest. Please refer to Article 22 of the Elections Regulations, which lists the omissions that can be rectified.

*Contact details and availability of person handing in candidate list in connection with rectification of omissions*
Make sure that the contact details of the person who hands in the candidate list are clearly stated on the first page of the candidate list. Due to the short time period for the rectification of omissions, it is important that the person who hands in the candidate list can be reached, preferably by phone, in the period between the submission and the adoption of the candidate list.

*Adoption of candidate list by Central Voting Office: Monday, 29 April 2024*
On Monday, 29 April 2024, the Central Voting Office will decide on the legal validity of the candidate lists it has received. The adopted candidate lists will be published on the website on Tuesday, 30 April 2024. Interested parties can then submit objections against the Central Voting Office’s decision regarding the candidate lists (and the candidates on these lists) during a period of four days (Tuesday, 30 April through to Friday, 3 May, 17h00).

**If you have any questions, please contact the Central Voting Office.
T: +31 (0)6 15052449 (Jacqueline Groot Antink)
E: jz-centraalstembureau@uva.nl**