

UNIVERSITY OF PRETORIA

Election of the President of the Convocation – Nomination Process

Frequently Asked Questions

1. Who forms the Convocation?

The Convocation of the University of Pretoria consists of the Vice-Chancellor and Principal, the Vice-Principals, the Executive Directors, the Registrar, the Deans of faculties, the permanent academic employees of the University, professors emeriti, other retired academic employees and such other persons as the Council may determine; as well as all other persons who have obtained a qualification, as approved by Senate and Council, from the University.

2. What is the role of the President of the Convocation?

The President of the Convocation will be Chairperson of the Convocation Advisory Board (ex officio) and as such, will collaborate closely with the Vice-Chancellor and Principal. He/she will serve on the Council of the University of Pretoria (ex officio) as one of the four Convocation members on Council.

This is a voluntary role to which no remuneration is attached.

Please note: The elected President of the Convocation will only become a member of Council once a vacancy arises in the category of Convocation members currently serving on the Council of the University.

3. What is the term of office for the President of the Convocation?

The President of the Convocation is elected for a period of five years.

4. Who qualifies to become the President of the Convocation, i.e. who can be nominated for this position?

The nominated candidates must comply with the applicable criteria for election as President of the Convocation as set out in the Institutional Rules for the Election of the President of the Convocation (specifically paragraphs 3.4 and 3.5) as well as paragraph 46(2) of the Statute of the University of Pretoria, 2018.

These criteria include the following:

- The President of the Convocation must be in good standing with the University, i.e. such person must be regarded as having complied with all his or her financial obligations and not be subject to any form of sanction or disciplinary censure.
- The President of the Convocation must not currently be in the employ of the University or any other university, or a registered student at the University of Pretoria or any other public or private higher education institution with a campus in South Africa, or a member of another university's council and/or formal alumni/convocation governance structures.

- The President of the Convocation cannot be someone who is sequestered or who has been convicted of a crime that, in the exclusive opinion of the Council, is of such a serious nature that his or her continued membership of the Convocation is not desirable.
- The President of the Convocation must be below the age of 75 years.

5. **Who can nominate candidates for election as the President of the Convocation?**

Only members of the Convocation of the University of Pretoria may participate in the nomination and election process.

6. **What are the requirements of a valid nomination?**

All nominations must be submitted on the formal nomination forms and be completed in full.

For a nomination to be deemed valid, the following is required:

- In addition to the proposer, the nomination form must be signed by at least four other members of the Convocation who support the nominated candidate. Please note that no person may sign more than one nomination form whether as a proposer or as a seconder.
- The nomination must be in writing and accompanied by an abridged CV of the nominee, his/her written acceptance of the nomination as well as written consent that his/her information may be published on the UP and/or Alumni website. Full contact details of the nominated candidate and the proposer must be provided.
- The abridged CV of the nominated candidate must indicate the degree/s obtained and the date/s upon which such qualification/s was obtained, as well as an indication of the current position (work) the candidate holds. This information may, inter alia, be used when compiling the ballot paper.
- A passport-sized colour photograph of the nominated candidate must accompany the nomination and will be used for the ballot paper.

7. **What is the deadline for submission of nominations?**

Nominations close at 16:00 on 18 June 2019. No exceptions will be made.

8. **Where and how can nominations be submitted?**

Nominations must be submitted to the **Office of the Registrar** using one of the following options:

- By hand: **Room 4-23, 4th Floor Administration Building, Hatfield Campus** or
- By post: **Private Bag X20, Hatfield, 0028** or
- By email: **regis@up.ac.za** or
- By fax: **012 420 5849**.

Please allow sufficient time for delivery before the closing date.

Confirmation of receipt of the nomination will be sent to the Proposer.