

NOTICE OF ELECTION

Election for Masters Student Representative Pedagogical Council

Nova School of Business and Economics (Nova SBE)

Article 1

Date of Election

An election will be held on **October 13th, 2021** to select a student representative for each degree program to fill the position on the Pedagogical Council.

Article 2

Election committee

An election committee will ensure compliance of election rules. The election committee is composed of the following members: Deputy Dean (Pre-Experience Studies), Prof. Rita Cunha; Executive Director for Pre-Experience, Leonor Colaço; and the additional member of the Master's Office, Rita Ramos.

Article 3

Electoral rolls

1. The Dean shall promote the preparation and production of the electoral rolls for eligible student voters enrolled by **September 24th, 2021** in 2nd cycle degree programs.
2. Claims of any irregularities in an electoral roll shall be submitted to the Chairperson of the respective Election Committee within three working days following the posting of said roll, and the Election Committee shall assess said complaint and return a decision within 48 hours.
3. Documents of the names of eligible voters needed by the delegates and polling-station invigilators shall be extracted from the electoral rolls.

Article 4

Candidate Lists

1. Candidate lists must be submitted in person or by email to the Master's Program Managers by 2.00 p.m. until **October 6th, 2021** to masters.pm@novasbe.pt;
2. The student representative lists shall be prepared independently, and shall indicate a first delegate and a second delegate;
3. Each candidate list must be endorsed by the signature of at least eight (8) students belonging to the same degree program and whose names are included in the respective electoral roll;
4. The Election Committee shall verify the candidate lists received on the day of submission and reject candidate lists presenting irregularities. The Committee shall immediately inform the concerning party and allow for rectifications until October 6th, 2021 (5:00 p.m.).

Article 5

Electoral campaign

The electoral campaign shall occur between **8th-11th October, 2021**.

Article 6

Voting

1. Voting will be carried out exclusively using electronic voting on a platform that should guarantee the authenticity and secrecy of the vote of each voter as well as auditability of the entire process;
2. Students can vote online from 9:00 a.m. until 5:00 p.m. by using the online voting platform, which will be sent as a website link via e-mail to all the students at 9 a.m.;
3. A polling-station for the election of student representatives for the Pedagogical Council will be open for student voters that might need assistance;
4. The polling-station previously referred (see no. 3) will be open from 9:00 a.m. until 5:00 p.m. and will comprise one representative of each of the candidate lists and two members of the Nova SBE non-teaching staff named by the Chairperson of the Election Committee;
5. When the polling-station closes, a report of the tally will be immediately produced;
6. The report shall be delivered on the same day to the Dean, who shall ensure that the election results are posted within 24 hours.

Article 7

Contesting the results

Any candidate list may submit a formal complaint to the chairperson of the Election Committee if he or she believes that irregularities have occurred. Complaints shall be immediately handled and a decision made and/or action implemented on any substantiated complaint.

Article 8

Electoral Calendar

The electoral calendar with set deadlines for completion of activities in attachment.

Lisbon, September 21st, 2021

Dean

Prof. Doutor Daniel Abel Palhares Traça

ELECTORAL CALENDAR

Electoral Action	Dates
Announcement	September 21 st , 2021
Posting of Electoral Rolls	September 24 th , 2021
Claims of any irregularity in an electoral roll	Until September 29 th , 2021
Decision on claims of any irregularity in an electoral roll	Until October 1 st , 2021
Delivery of lists of candidates to Master's Program Managers	Until October 6 th , 2021 by 2:00 p.m.
Electoral campaign	8 th - 11 th October 2021
Election Day	October 13 th , 2021 from 9:00 a.m. - 5:00 p.m.
Posting of Results	Until 14 th October, 2021