Seat Allocation

Constituting of the 2026 Student Representative Council

Window: 17 - 30 September 2026. The portal closes at 23:59 (SAST) on 30 September 2026.

Constituting of the SRC takes place after the recess. The dates and times will be communicated in due course.

What this process is

Every organisation that won seats in the 2026 SRC election must now allocate those seats to its own qualified candidates. You do this online in the representatives' portal. Each allocated candidate is emailed and must accept the seat before it is confirmed.

Who does it

- **Representative 1 and Representative 2** of each registered structure, signed in to the portal with their registered email addresses.
- One representative captures and submits the list; **the other must acknowledge it** before anything is sent to candidates.
- Allocated candidates then accept or decline their own seat by email.

The process, step by step

1 Sign in to the portal

Go to **tutsrc-elections.co.za/portal** and sign in with your registered representative email address. The **Seat Allocation** panel appears at the top of your portal.

2 Check your seats

The panel lists each body your organisation won seats in - the institutional SRC (iSRC) and/or your campus SRC (cSRC) - with the exact number of seats next to it.
You may only fill that number of seats. The portal will not accept more.

3 Choose your candidates

For each seat, choose a name from your organisation's **qualified candidate list** for that body. Only qualified candidates appear - nobody else can be selected.
One candidate per seat, and the same person cannot be placed in two seats.

4 Submit the list

Either representative clicks **Submit for acknowledgement**. Nothing is emailed to candidates yet.
Your co-representative is notified that a list is waiting.

5 Second representative acknowledges

The other representative signs in, reviews the list and clicks **Acknowledge**.
If they disagree, they simply do not acknowledge - the first representative can change the list and submit it again.

6 Candidates accept or decline

Once acknowledged, each allocated candidate receives an email with a secure personal link.
They click **Accept** to confirm the seat, or **Decline** and give a reason. Both representatives are notified of every response.

7 Replace anyone who declines

A declined seat reopens in the portal with the reason shown.
Choose a replacement from the qualified list and repeat steps 4 to 6 for that seat only.
Do this well before the deadline.

8 Completion

When every seat is accepted, both representatives receive a confirmation and the electoral office receives your final allocation schedule.
Your organisation's part of the process is then complete - the constituting meeting follows after recess.

Rules to keep in mind

- You can never allocate more seats than your organisation won. If you won one seat, you allocate one person.
- Only **qualified** candidates from your own organisation may be allocated.
- Both representatives are required - one submits, the other acknowledges.
- A seat is only confirmed once the candidate accepts it.
- Seats not filled and accepted by **23:59 on 30 September 2026** are referred to the electoral office.
- Every action is logged with the date, time and the person who performed it.

Need help?

Email the electoral office at **elections@iemsa.co.za** or **tutelections@iemsa.co.za**.
Please include your organisation name, campus and the body (iSRC or cSRC) you are asking about.

Issued by the Independent Electoral Management Services on behalf of the Tshwane University of Technology Electoral Office.