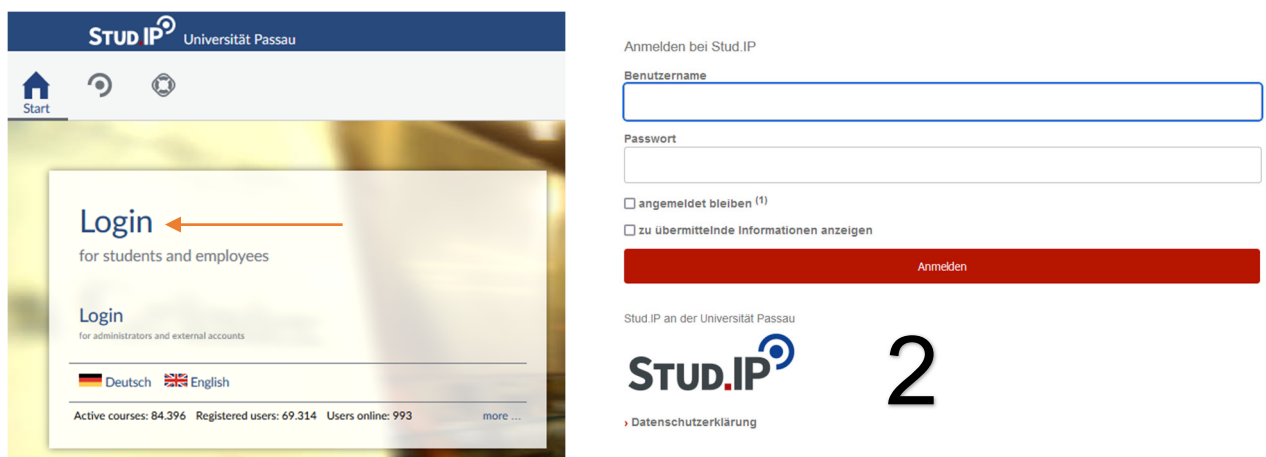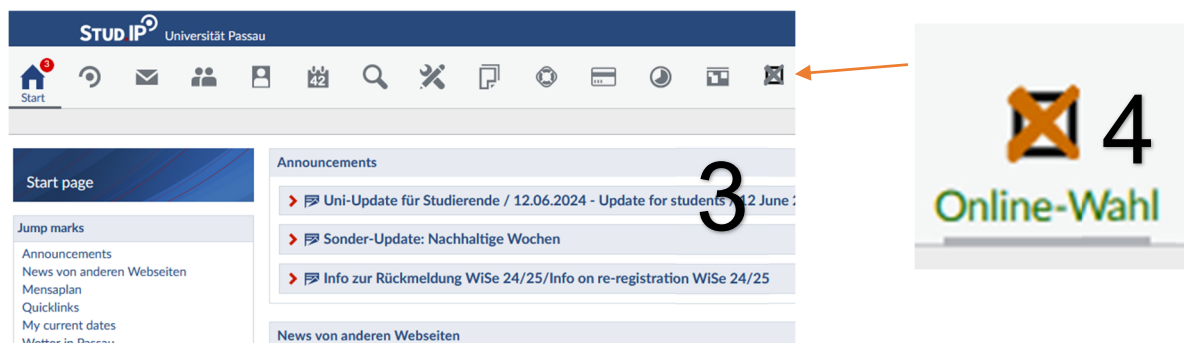# Instructions for electronic voting in the 2024 university elections
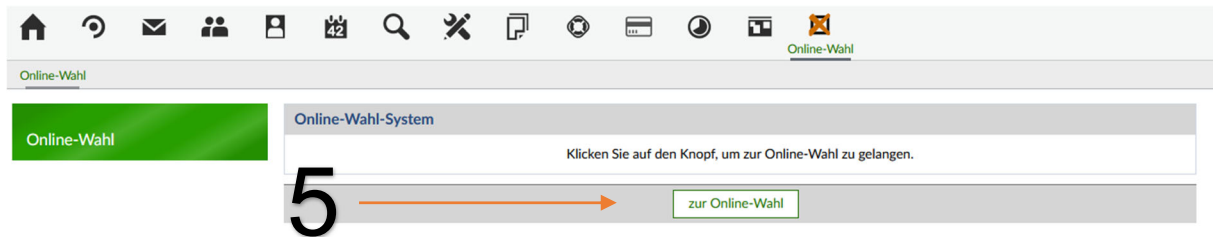
at the University of Passau

For the first time, elections for student representatives to the Senate, the Faculty Councils and the Student Parliament will be held in purely electronic form in this summer semester 2024. Voting will be conducted using the Polyas voting software.

You can access your electronic polling station via your Stud.IP account at https://studip.uni-passau.de/studip/. You can use any Internet-enabled device (e.g. your smartphone, laptop, PC or tablet) to vote. To log in to Stud.IP, first click on "Login for students and employees" (1) and then enter your ZIM username and password (2).

After logging in, you will reach the Stud.IP homepage (3). To access your electronic polling station, first click on the "Online election" button in the menu bar (4). Then click on the "Start voting" button, which will take you to your personalised electronic voting booth (5).

Once you have completed login, you will be taken to the first page of your voting booth (6). In the top right-hand corner, you can select the language in which the system texts are displayed (7). Item number 8 provides you with information and tips on optimising the IT security of your vote. By ticking the checkbox (8), you confirm that you have read and understood the general and IT-security-related information. Clicking on the "Proceed to ballot" button (9) will take you to your "electronic voting booth" via your individualised SecureLink, where your ballots will be made available for you to allocate your votes.

Welcome to the POLYAS online voting system. You have successfully logged in to your virtual voting booth.

You are on the electoral register. In the next step, you will be able to allocate your vote(s). Once you have done so, all ballots you have filled in will be displayed to give you the opportunity to check and, if necessary, modify your votes before you cast your ballots. Until you click on the "Cast my ballot(s)" button, you can leave the voting process at any time. If you leave, your votes will not be saved, but you will be able to log in again and start the voting process anew at any time during the election dates.

Please note that your personal details will be anonymised during voting in order to protect the secrecy of the vote.

You will now be redirected to the virtual voting booth. Please ensure that you can make your choices without being observed by others.

☐ I hereby confirm that the device I use complies with the current IT security regulations. (Operating system and browser are up to date, secure passwords) Basic IT security tips

Leave without voting   Proceed to ballot(s)

You should now see the ballots available to you displayed one below another on a single page. Make sure that no-one can see you while you go through the voting process. You can easily navigate between your ballots by selecting them from the drop-down menu with the heading "Overview of ballot papers available to you" (10). Alternatively, you can navigate between your ballots by scrolling up or down.

Overview of ballot papers available to you

Please choose...	⌄

Ballot paper for the election of student representatives to the Senate
Ballot paper for the election of student representatives to the Faculty Council of the School of Business, Economics and Information Systems
Ballot paper for the election of student representatives to the Student Parliament

At the top of each ballot, you will see information on the governing body and the membership group for which you are voting (11). You will also receive information on the number of representatives to be elected and your corresponding number of votes on the respective ballot. This is followed by the voting rules for each ballot paper and the voting options (12). Please note that the number of votes available to you and the voting rules may differ from ballot to ballot.

Ballot paper for the election of student representatives to the Senate 11

Vote for 2 representatives. **You have 2 votes.**
On this ballot, voting is conducted in line with the principles of proportional representation.

You have the following options:

12

- Option 1: Vote for the list as it is (put your cross at the top left box next to the list), in which case the two topmost candidates each receive one vote until your votes have been exhausted; any votes remaining after all candidates on the list have received a vote are waived.
- Option 2: Vote for individual candidates within a list. You may offer up to 2 votes to individual candidates (cumulative voting). If you wish to vote cumulatively, please place the corresponding number of crosses in front of the name of your chosen candidate or candidates.
- Option 3: Vote for one individual candidate within one list and vote for the relevant list (put your cross at the top left box next to the list). In that case the remaining unused vote is allocated to the candidates in the order of appearance within the relevant list.

Click on the boxes next to the candidates to allocate your votes. In the case of list votes, you can vote for the entire list (13) and/or individual candidates on the list (14).

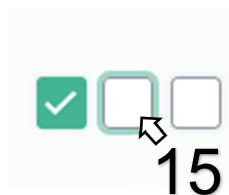13 ✓ **Ballot 1:** ███████████████████

14 ✓ ✓ ☐
1. ██████████████████
Faculty of Social and Educational Sciences
Bachelor Journalistik und Strategische Kommunikation

You can remove an allocated vote by clicking again on the ticked box (15). If the information on lists or candidates does not fit on the screen, you will find an option to scroll sideways below these entries.

✓ ☐ ☐
15

You can deliberately invalidate individual ballots by ticking the "Mark as invalid" box (16) at the bottom of the ballot. You also have the option of declaring that you do not wish to vote in the election by ticking the "Abstention from vote" box (17); if you do so, your ballot will not enter the digital ballot box when you cast your ballot.
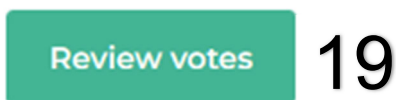
16 ✓ Mark as invalid   17 ✓ Abstention from vote (ballot will not be cast)

If you wish to leave the voting process without casting your ballot or ballots, you can do so at any time by clicking on the "Leave without voting" button (18) at the bottom left of the page. Any votes you have allocated will not be saved. You can log in again in the election portal during the election dates and start anew.
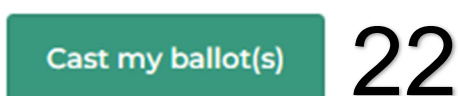
 18

When you are finished allocating your votes on the respective ballots, you can check your selections at the bottom right of the page by clicking on the "Review votes" button (19) before casting your ballot.

 19

In the next step, the system will automatically check the validity of the ballots. If a ballot contravenes the voting rules, you will receive a warning above the relevant ballot. You will also see a warning above a ballot if you marked it as invalid, if you did not allocate any votes on it or if you abstained from voting. If you do not see a warning above a ballot paper, then that ballot is valid and will go into the digital ballot box when you confirm by clicking on the "Cast my ballot" button. Please double-check whether the votes shown are as you intended to allocate them (20). If you wish to modify your votes, you can change them at this point by clicking on the "Modify votes" button at the bottom left of the page (21).

 20   **21**

When you are ready to enter your ballot or ballots into the digital ballot box, click on the "Cast my ballot" button at the bottom right of the page (22). Please note that you will not be able to modify your vote after you click on this button.

 22

Once you have successfully cast your ballot, you will receive a confirmation message that your ballot has been entered into the digital ballot box (23).

23

Your ballot has been successfully received in the digital ballot box!

You can close this window now.