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# ONLINE-ELECTION BRIEF INFORMATION

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Furtwangen University will hold its elections for student representation in the senate and the on faculty board as an online election. We will be working with POLYAS, the market leader and online election expert with some twenty years of experience. You can find additional information on the [POLYAS website](#). (available in German only)

All election information is available in English, too, thus ensuring our international students with the right to vote can do so fully informed.

## Who is electing what?

We will be electing members to the **senate**, to the four new faculties' **faculty boards**<sup>1</sup> and to the **student parliament** from the following electoral groups:

- 4 students, including doctoral candidates



**This is the time window during which you can cast your vote:**

Wednesday, 14 May 2025, 9:00h to Monday, 19 May 2025, 15:00h

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<sup>1</sup> Faculty I (Computer Science & Applications), Faculty II (Engineering & Technology), Faculty III (Health, Medical & Life Sciences), Faculty IV (Business, Design & Media)

## 1 General

You will find the following documents, in time for the deadline, open to the university public on this HFU website: [onlinewahlen.hs-furtwangen.de](https://onlinewahlen.hs-furtwangen.de)

- **declaration of election** (from 09 April), provides you with all information on the election
- **candidate list form** (from 09 April) submit via e-mail [wahlleitung@hs-furtwangen.de](mailto:wahlleitung@hs-furtwangen.de)
- online election information summary 2025 (from 26 March)
- **publication of candidate lists** (no later than 07 May), will inform you of all approved candidate lists
- **publication of results** (no later than 22 May), will inform you of the election results

### Please note:

You should plan for ample time (10-15 minutes) to cast your vote. In contrast to analogue voting, the digital election booth will **close precisely at 15:00h on 19 May**. Your vote will only count if you have clicked the *Verbindliche Stimmabgabe* (cast binding vote) button as shown below by that time:



Verbindliche Stimmabgabe

**Please note:** As long as you have not cast your binding vote, you can log back onto the election system to vote at any time.

## 2 Things to know regarding candidate lists

- Please stick to the submission deadline:  
**Thursday, 24 April by 12 noon** to [wahlleitung@hs-furtwangen.de](mailto:wahlleitung@hs-furtwangen.de)
- It is best to submit your form earlier.
- Keep in mind the required supporting signatures (candidates can also be signatories):
  - electoral group 4: at least five members of the group in question

☞ Your signature must be clearly identifiable!<sup>1</sup>

## 3 Requirements for online election

No matter where you are, you can take part in the online election. To vote, you will merely need an end device with internet connection, an anti-virus software providing current technology to protect your device from third-party interference (Defender from Microsoft or similar anti-virus software) and an up-to-date browser.

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<sup>1</sup> If a signature is not legible, please submit a photo of your signature together with your family name and given name as well as your personnel number / matriculation number with your candidate list.

## 4 Information on the online election process

### 4.1 Log-in

- Go to the page [onlinewahlen.hs-furtwangen.de](https://onlinewahlen.hs-furtwangen.de)
- Click on "**Zum Wahlportal**" (to the election portal) and log in using your HFU user name and password.
- Click on "**Wahlgang starten**" (start voting process). This will activate the so-called *Secure-Link* taking you to the POLYAS election platform.

### 4.2 Preparation for casting your vote

First, it will be checked that you are on the electoral role. If the answer is „yes“, you will be taken to the vote casting. If the answer is „no“, please contact the election office by email or phone:

[wahlleitung@hs-furtwangen.de](mailto:wahlleitung@hs-furtwangen.de), +49 7723 920-2292 or +49 7723 920-2253.

### 4.3 Cast your vote

#### **electoral group 4: students with doctoral students**

##### **Faculty board election for your faculty**

You have up to **twelve** votes.

You can only cast a single vote for each candidate (no cumulating of votes).

You can choose to cast an "*invalid vote*" ("Ungültig wählen"/ "Ungültig markieren"): Meaning, you can consciously chose to submit an empty ballot.

##### **Senate elections**

You have up to **six** votes.

You can only cast a single vote for each candidate (no cumulating of votes). Any votes you cast will also benefit the list in question.

You can choose to cast an "*invalid vote*" ("Ungültig wählen"/ "Ungültig markieren"): Meaning, you can consciously chose to submit an empty ballot.

##### **Student parliament election**

You have up to **nine** votes.

You can only cast a single vote for each candidate (no cumulation of votes).

You can choose to cast an "*invalid vote*" ("Ungültig wählen"/ "Ungültig markieren"): Meaning, you can consciously chose to submit an empty ballot.

#### **A vote counter is activated!**

This will count down each vote cast and shows you how many votes you have remaining (it will, however, not show less than "0").

#### 4.4 Confirming vote cast

This gives you the option to **correct** the votes you have cast, to **stop** the election process and continue at another time or to **cast your binding vote** (only possible if you adhered to the election regulations).

As long as no error page is shown for any of the ballots (scroll down the page to check), your voting process is correct and you can complete it using "Verbindliche Stimmabgabe" (cast binding vote).

#### 4.5 Voting complete

You will receive confirmation that you have successfully cast your vote.

### 5 Possible error messages

#### 5.1 More votes cast than available

If you have cast too many votes, the system will alert you (**red = you have to correct**). You will **have to** correct your selection, the "Verbindliche Stimmabgabe" (cast binding vote) button is deactivated:

- Select "**Auswahl korrigieren**" (*correct selection*), to correct your votes.  
You will, once more, be shown all ballots available for you in accordance with your voting right including your selections. Correct the ballot(s) with the wrong number of votes.

#### 5.2 Insufficient votes cast

Should you not have cast any votes, the system will notify you (**red = you have to correct**). You have to correct your selection, the "Verbindliche Stimmabgabe" (cast binding vote) button is deactivated:

- Select "**Auswahl korrigieren**" (*correct selection*), to correct your vote. You will, once more, be shown all ballots available for you in accordance with your voting right including your selections. Correct the ballot(s) with no votes cast. Alternative to casting votes: "Invalid vote" see 5.3

#### 5.3 Invalid vote

If you click on "**Ungültig wählen**" (*invalid vote*), you will be notified accordingly (**orange = you can correct, if you so choose**). You have the following options:

- a) **Retain ballot as is:** Your vote will be counted as "**invalid**" (comparable to submitting an empty ballot in an analogue election).
  - b) **Correct ballot,** if you wish to cast votes for one or more persons.
- Select "**Auswahl korrigieren**" (*correct selection*) if you wish to cast your votes up to the maximum number allowed. You will, once more, be shown all ballots available for you in accordance with your voting right including your selections. Cast up to your maximum number of votes on the relevant ballot(s).

#### 5.4 Automatic log-off from election system

The system will log you off if you remain inactive for 10 minutes. You can simply log back on using your log-in data and start the election process over.

**Thank you very much for taking part in HFU's online election.**