



# **REGULATION FOR THE ELECTION OF THE STUDENT REPRESENTATIVES IN THE DEGREE COURSES OF UNICAMILLUS**

Ratified by the Technical Organizing Committee of March 25th, 2021

## **REGULATION FOR THE ELECTION OF THE STUDENT REPRESENTATIVES IN THE DEGREE COURSES OF UNICAMILLUS**

### GENERAL PROVISIONS

This Regulation disciplines the modalities of election and appointment of Representative of the student body in Councils of UniCamillus Degree Courses, and it is applied to the election of student representatives of the Bachelor's and single-cycle Master's Degree Courses.

#### ART. 1

##### Call for the elections

1. The elections are called with a Rectoral Decree published on the UniCamillus website at least 15 days before. The Decree contains the dates and time for presenting the applications; the dates and time of the elections, and the dates and time of ballot-counting operations.
2. The University simultaneously communicates the elections announcement to the entire active electorate.

#### ART. 2

##### Electoral Committee

The Electoral Committee is appointed by a Rectoral Decree and is made up by n. 2 representatives of the University chosen among technical-administrative personnel, and by n. 1 representative of the student body.

#### ART. 3

##### Active electorate and passive electorate

1. Active electorate. The students entitled to vote are those who, at the date of the elections, are enrolled in one of the degree courses of UniCamillus, on-track with the exams or outside-prescribed-time for no more than one year. They must be up-to-date with the payment of academic taxes and contributions.
2. Passive electorate. The eligible students are those who are enrolled in one of the degree courses of UniCamillus at the moment of the elections, and who are up-to-date with the payment of academic taxes and contributions.
3. The list of candidates is made known through the publication on the WebApp in the "Representative elections" area.

#### ART. 4

##### Student Representatives

1. For each 3-year Degree course, students must choose n. 2 representatives for each cohort of enrolment
2. For each single-cycle Master's Degree course, students must choose n. 3 representatives for each cohort of enrolment.
3. No student can run for the election for a degree course different from the one they are enrolled in.
4. Considering the particular nature of the University, that has many students coming from extra-UE countries, at least one of the elected candidates for each degree course is a non-EU student. The candidate who will be elected is the non-EU student who has gained more votes.

#### ART. 5

##### Representatives tasks

The Representatives role is to interact with the institutional bodies to:

- ✓ forward students' proposals and issues;
- ✓ verify with the faculty eventual issues, and propose possible solutions;
- ✓ ease and support the influx of vital academic information to the student body;
- ✓ facilitate projects that benefit the student body, that enable students to gain knowledge, skills and competences, and the ability to work both individually and with a team.

#### ART. 6

##### Submission of applications

1. Applications must be presented online, by accessing to the related section in the UniCamillus WebApp with their own personal credentials (username and password).
2. When submitting the application, students can upload on the WebApp their election program or a link to an external page (e.g. a personal internet blog) to present their plan.

#### ART. 7

##### Voting operations

1. Elections will be held remotely.
2. The vote is personal, secret and free (the constituent, considering the remote voting modality, is personally responsible of the observance of this principle).

3. Each constituent can vote only once by using a personal internet-enabled device or a work station; to this end you will have to access the WebApp using your personal credentials (username and password).

4. The online procedures ensures:

- that the vote is personal, free and secret;
- the impossibility, to every level of IT competence and knowledge, to identify the choice of the single voter;
- adequate identification processes thanks to the authentication through personal institutional credentials, that cannot be given to anyone;
- the correct and anonymous acquisition of the vote;
- that the names of the candidates are already present in the voting system in alphabetical order;
- that the vote, once given, cannot be repeated, nor modified, nor revoked;
- the possibility to abstain from voting (blank ballot).

5. Each constituent can vote for one candidate only, chosen among the candidates running for student representatives of their own cohort of enrolment and degree course to which they are enrolled. It is not possible to vote a representative of a different cohort of degree course.

## ART. 8

### Voting modalities

1. Each constituent can vote by accessing to the related section in the UniCamillus WebApp with their own personal credentials (username and password).
2. The constituent, when accessing the online platform to vote, will be responsible for the absolute privacy of the procedure in the absence of third parties, both physically or “remotely” (via phone).

## ART. 9

### Scrutinizing operations

1. After the voting is closed, the electoral Committee checks the number of voters and ascertains the regularity of voting operations, then it starts the scrutinizing operations, which will be held live in streaming in a UniCamillus room at the time and date pre-ordained by the Rector’s Decree.
2. The scrutiny is electronical.
3. The electoral Committee draws up a report in which there will be:
  - the number of students eligible for voting;
  - the number of voters;

- the votes obtained from each candidate.

#### ART. 10

##### Quorum and appointment of the Representatives

1. Candidates with the highest number of votes are elected as representatives. In case of a tie, the office is given to the younger candidate.
2. The elections are valid only if at least 30% of the eligible constituents for each degree course participate.

#### ART. 11

##### Announcement of the elected candidates

1. The electoral Committee, after having ascertained the regularity of voting and scrutinizing operations, writes the result in the report by filing a ranking list divided by cohort and degree course.
- 2, The Rector declares the result of the elections with a decree within four days from the communication by the electoral Committee, ensuring its publicity via announcement on the University website, where it lasts for 15 consecutive days.

#### ART. 12

##### Appeals

An appeal can be submitted against the decree with which the elected candidates are declared. The appeal must be submitted to the electoral Committee within 10 days from the publication of the Rectoral decree; the Committee decides within the following 30 days.

#### ART. 13

##### Replacement of the elected candidates

In case of non-acceptance, waiver or termination of the office by the representatives for any reason (completion of the study, transfer to another university, disciplinary action, etc..), the first candidate among the non-elected will be appointed as representative.

#### ART. 14

##### Duration of the office and forfeiture

1. In each 3-year Degree course, the elected Representatives are in office for three years and cannot be re-elected.

In each single-cycle Degree course, the elected Representatives are in office for three years and cannot be re-elected

2. The appointment is considered automatically forfeited when the Representative loses the right to the passive vote, for any reason, in the Degree course in which he/she was elected.

3. The Student Representatives who graduate are considered out of office within the thirtieth day following the achievement of the Degree.

4. The Student Representative must act upon the Code of Ethics, the Didactic Regulation and any other Regulation that governs the University activities. In case of violation they can be removed from office, following disciplinary actions by the Academic Disciplinary Supervisory Board.

#### Art. 15

##### Final provisions

For juridical and interpretative purposes, The Regulation ratified by the Technical Organizing Committee on October 15th 2019, filed and available at the Secretariat and written in Italian is authentic. For anything not covered in this Regulation, reference is made to the Statute and the other Regulations that govern the University activities.