



UNICAMILLUS

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

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## **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 the Representatives of the student body in the Councils of UniCamillus 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 Commission**

The Electoral Commission is appointed by Rectoral Decree and is composed of 3 members: n. 2 representatives of the University chosen from among the technical-administrative staff and, where possible, the Didactic Director or the Didactic Manager of the Degree Course and 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 fees and contributions.
2. Passive electorate. The eligible students are those who are enrolled in one of the UniCamillus Degree Courses at the moment of the elections, and who are up-to-date with the payment of academic fees 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 the cohorts up to the Academic Year 2021-2022, the number of students elected for each Degree Course is as follows:

- Degree Course in Medicine and Surgery n. 3 representatives
- Degree Course in Dentistry and Dental Prosthetics n. 3 representatives
- Degree Course in Midwifery n. 2 representatives
- Degree Course in Nursing n. 2 representatives
- Degree Course in Human Nutrition Sciences n. 2 representatives
- Degree Course in Physiotherapy n. 2 representatives
- Degree Course in Biomedical Laboratory Techniques n. 2 representatives
- Degree Course in Radiology, Diagnostic Imaging and Radiotherapy Techniques n. 2 representatives

2. As of the elections for the 2022-2023 cohort, the number of students elected for each Degree Course is as follows:

- Degree Course in Medicine and Surgery n. 3 representatives
- Degree Course in Dentistry and Dental Prosthetics n. 3 representatives
- Degree Course in Midwifery n. 3 representatives
- Degree Course in Nursing n. 3 representatives
- Degree Course in Human Nutrition Sciences n. 2 representatives
- Degree Course in Physiotherapy n. 2 representatives
- Degree Course in Biomedical Laboratory Techniques n. 2 representatives
- Degree Course in Radiology, Diagnostic Imaging and Radiotherapy Techniques n. 2 representatives

3. No student can run for the election for a Degree Course different from the one they are enrolled in.

4. Considering the international nature of the University and the large number of students coming from non-UE countries, at least one of the candidates elected for each Degree Course shall be a non-EU student. The candidate, who will be elected, is the non-EU student who has gained more votes among students from non-EU countries. Should no student from a non-EU country stand as a candidate, the first student among the non-elected candidates will be chosen.

#### **ART. 5**

##### **Representatives tasks**

1. 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.

2. In all communications and interactions with UniCamillus, in the performance of their duties, elected representatives shall sign their names and surnames, shall exercise their functions only in respect of the degree course which they represent, and shall verify beforehand with the students they represent that the requests made are the expression of their will, having been delegated for that purpose.

#### **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**

- . After the voting is closed, the Electoral Commission 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 of the elections established by the Rector’s Decree.
2. The scrutiny is electronical.
  3. The Electoral Commission 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. For each Degree Course, the voting will be valid if at least 30% of the eligible students have participated.

**ART. 11**  
**Announcement of the elected candidates**

1. The Electoral Commission, after having ascertained the regularity of voting and scrutinizing operations, writes the result in the report by drawing up a separate ranking list for cohorts and for Degree Courses.
- 2, The Rector declares the result of the elections with a decree within four working days from the communication by the Electoral Commission, 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 Commission within 10 days from the publication of the Rectoral decree; the Commission 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 can 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 and subsequent amendments, filed and available at the Didactic Office 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.