



UniSR

Università Vita-Salute
San Raffaele

UNIVERSITY REGULATIONS

REGULATIONS FOR THE ELECTION OF STUDENT REPRESENTATIVES FOR FACULTY COUNCILS, AND FOR BACHELOR'S AND MASTER'S DEGREE COURSE COUNCILS AT VITA-SALUTE SAN RAFFAELE UNIVERSITY

ISSUED WITH RECTOR'S DECREE NO. 7906 OF 18/11/2022

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1 Subject matter and scope

ART.1 Object and scope of application

These regulations govern the election and the appointment of the representatives of students within UniSR Faculties Councils, Degree Course Councils, and Master Degree Course Councils.

2 Provisions of the Regulation

ART.2 Calling of elections

1. Elections are called by the Rector every two years by means of a Decree establishing the date, the procedures for submitting lists and the voting methods.

2. The aforementioned Decree must be published on the University's website at least thirty days before the election takes place.

3. The Rector's Decree calling the election may stipulate that voting shall be conducted electronically.

4. Elections are held using the proportional system.

The number of student representatives is set at:

- two for each Faculty Council;
- three for each Bachelor's Degree Course Council;
- three for each Master's Degree Course Council.

5. The aforementioned number of two representatives for the Faculty Councils shall be elected, provided that at least 30% of the eligible voters took part in the vote. If the aforementioned quorum is not reached, one representative may be elected, provided that at least 20% of the eligible voters took part in the vote. If the quorum necessary to elect one candidate is not reached, new elections will be called.

6. The aforementioned number of three representatives for the Bachelor's and Master's Degree Course Councils shall be elected, provided that at least 30% of the eligible voters took part in the vote. If the aforementioned quorum is not reached, one representative may be elected, provided that at least 20% of the eligible voters took part in the vote. If the quorum necessary to elect one candidate is not reached, new elections will be called.

ART.3 Election Committee

1. In order to implement the provisions of these Regulations, an Election Committee is established by Rector's Decree; such Election Committee shall be based at the Student Office and shall consist of three University employees/staff members.

2. The Election Committee:

- a) coordinates and ensures the smooth running of the electoral campaign and the subsequent voting operations, making decisions regarding any complaints lodged during election operations by voters or polling station staff;
- b) receives, keeps custody of and makes available for inspection the competing lists submitted pursuant to Article 6;
- c) identifies poster spaces, allocating them equally to the individual lists;

- d) prepares the ballot papers;
- e) collects and processes the results pursuant to Article 13 of these Regulations and forwards them to the Rector.

ART.4 Electorate

1. Students validly enrolled at Vita-Salute San Raffaele University in the academic year in which voting takes place are entitled to vote.
2. Students elect representatives for the Council of the Faculty with which the Bachelor's Degree or Master's Degree Course they are enrolled in is affiliated.
3. Students also elect representatives for the Council of the Bachelor's Degree or Master's Degree Courses in which they are enrolled.
4. The lists of those entitled to vote can be consulted from the seventh day before the date set for voting.

ART.5 Candidates

1. All current students who are validly enrolled at Vita-Salute San Raffaele University in the academic year in which the voting takes place may stand as candidates for the elections of the student representatives for Faculty Councils, according to the lists referred to in Article 6.
2. All students who are validly enrolled at Vita-Salute San Raffaele University in the academic year in which the voting takes place may also stand as candidates for the elections of the student representatives for the Bachelor's Degree or Master's Degree Course Councils, according to the lists referred to in Article 6.
3. The aforementioned students may be elected as representatives for the Council of the Faculty with which the Bachelor's Degree or Master's Degree Course they are enrolled in is affiliated.
4. The aforementioned students may also be elected as representatives for the Councils of the Bachelor's Degree or Master's Degree Courses in which they are enrolled.

ART.6 Formation of lists of candidates and submission procedures

1. Applications must be grouped in lists, competing with each other under a proportional system.
2. The lists of candidates, which must include for each body a number of candidates not exceeding the number of those eligible to vote, shall be submitted by producing, no later than 11.30 a.m. on the fifteenth day prior to the commencement of voting, an application, addressed to the Rector, in accordance with the procedures set out in the Rector's Decree calling the election, containing:
 - a) the name of the list;
 - b) the designation of one student, who may not be one of the candidates, who will represent the list in each fulfilment (list representative).
3. Each student may only stand for election in one list for each body.
4. The application must be accompanied by the following documentation:
 - list of candidates, for each individual body, indicating their surname, first name and matriculation number. Attached to the latter, the declarations of acceptance of the application;
 - at least fifteen expressions of support for the lists of candidates for the Faculty Councils and ten for the Bachelor's Degree and Master's Degree Course Councils.

5. Each voter may only support the list of candidates for the Faculty Council and the Council of the Bachelor's Degree or Master's Degree Course to which he/she belongs, indicating his/her first name, surname, matriculation number and the Course to which he/she belongs.
6. Each student may only support one list per body, on pain of invalidation of multiple expressions of support expressed in breach of this provision.
7. Incorrect names and matriculation numbers shall be considered null and void.
8. When the list is submitted, a list identifier number shall be assigned automatically and in the order of presentation.
9. The invalidation of the expressions of support results in the invalidation of the list(s) in which the expressions in question are decisive for the attainment of the minimum number for the purposes of submission.

ART.7 Irregularities

1. The Election Committee ascertains that the lists have been submitted in accordance with the provisions of these Regulations and the Rector's Decree calling the election.
2. If the Election Committee detects irregularities that it considers can be rectified, it shall inform the list representative, who must rectify the irregularities within three days of notification, failing which the candidate and/or list shall be excluded.
3. Candidates who appear on more than one list and candidates who do not meet the requirements laid down in these Regulations shall be excluded.
4. The lists of candidates recognised as being valid shall be made public seven days before the elections.

ART.8 Polling stations

1. For the purpose of exercising the right to vote and guaranteeing its freedom and secrecy, the Rector shall establish a polling station at Vita-Salute San Raffaele University by issuing a Rector's Decree.
2. The staff of each polling station shall be composed of at least three Vita-Salute San Raffaele University administrative employees/staff members, of whom one shall act as chair and one as secretary.
3. Each list may designate, when it is submitted, its own polling station representative.
4. Candidates may under no circumstances be appointed as polling station representatives.

ART.9 Election Campaign

1. Candidates are granted the opportunity to campaign until 6 p.m. on the working day before voting begins.
2. The manner in which this campaign takes place must comply with the law and must not be such as to disrupt the course of teaching, scientific and administrative activities or be detrimental to individual freedom and freedom of opinion.
3. In particular, any propaganda inside the rooms designated as polling stations is prohibited from the time they are set up.
4. The affixing of posters and other material shall be carried out by those concerned, in the spaces indicated by the Election Committee.

ART.10 Election Operations

1. Voting shall take place on at least two consecutive days, at the times laid down in the Rector's Decree calling the election and in accordance with the procedures set out in the aforementioned Decree.

ART.11 Votes

1. Each voter may express only one list vote and, within that list, only one preference.
2. Surplus preferences shall be considered null and void.
3. If no preference is expressed, it will be attributed to the first on the list.
4. Votes cast for more than one list shall be null and void. Preferences expressed for a person who is not a candidate or in excess of the permitted number or for candidates from lists other than the one chosen shall be null and void.
5. If the voter has not indicated a list, the vote shall be attributed to the list to which the candidate indicated by preference belongs.

ART.12 Counting

1. Counting operations, which are carried out by polling station staff, begin immediately after the close of voting.
2. At the end of the counting operations, the polling station chair announces the results to the chair of the Election Committee and forwards the minutes of the voting operations.

ART.13 Allocation of seats

1. The Election Committee, having verified the regularity and validity of the counting operations, proceeds with the proportional allocation of seats to each list by:
 - a) determining the total number of valid votes obtained by each list (electoral figure);
 - b) determining the total number of valid votes obtained by all lists (overall electoral figure), ascertaining the presence of a quorum;
 - c) determining the electoral quotient, by dividing the overall electoral figure by the number of seats to be allocated;
 - d) dividing the electoral figure of each list by the electoral quotient.
2. Each list is allocated a number of seats equal to the number of times the electoral quotient is included in the electoral figure.
3. The candidates with the highest number of preferences are elected, list by list.
4. Seats that remain unallocated at the end of these operations shall be allocated proportionally to the lists with the highest number of remainders.
5. In the event of a tie in the same list, the candidate preceding in the order of the list shall be elected.
6. The Rector proclaims the results of the voting by his/her own Decree, ensuring it is made public.
7. Those elected remain in office for two years.
8. Students elected for a term of office are eligible for re-election, provided they meet the requirements set out in Article 5.

ART.14 Termination of office

1. The term of office of those elected ceases with the appointment of those elected in the following election.
2. In the event of resignation or loss of eligibility requirements by one of the candidates proclaimed elected or the loss of the status of student of Vita-Salute San Raffaele university, the first of the non-elected candidates from the same list meeting the requirements shall automatically take over. Additional elections shall only be held if the student representatives elected for the individual academic bodies are exhausted.

ART.15 Appeals

1. Appeals against the results proclaimed in accordance with Article 13 may be lodged, within ten days of their proclamation, with the Election Committee, which shall decide within the following ten days, and, against the latter ruling, on appeal, with the Academic Senate, which shall issue its definitive decision within thirty days of the Election Committee's ruling.
2. These decisions shall be made public.

3 Entry into force and transitional rules

ART.16 Final provisions

1. These Regulations shall enter into force on the day following that on which this Rector's Decree is issued and shall replace the Vita-Salute San Raffaele University Regulations for the election of student representatives for the University's Faculty Councils and Bachelor's and Master's Degree Course Councils, issued by Rector's Decree no. 5986 of 3 April 2019.
2. For any aspect not provided for in these Regulations, the applicable legislation shall apply.

The Italian version of this Regulations is the only legal means of communication of the relative contents and in case of dispute, the Italian version shall prevail.