



UNICAMILLUS

REGULATIONS **for the election of student representatives** **of the governing bodies**

Rev_5 Approved by Rector's Decree no.619 of 11 November 2025 (Ref. 30)

Amendments to the Regulations Approved by the Technical Organising Committee on 15-10-2019

Rev_1 Resolution of the Technical Organising Committee on 25-03-2021

Rev_2 Resolution of the Technical Organising Committee on 01-09-2022

Rev_3 Resolution of the Board of Directors on 19-06-2024

Rev_4 Resolution of the Board of Directors on 26-11-2024 (Rector's Decree no. 664 on 28-11-2024)

Regulations of the Student Council

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Article 1. Introduction and scope

In accordance with the legislation in force, the Statute and the Teaching Regulations, these Regulations regulate the procedures for electing student representatives of the governing bodies of UniCamillus, guaranteeing the proper conduct of the elections and the democratic participation of the students.

The role of the student representatives is to interact with the institutional bodies in order to represent the students' requests, discuss any problems with the teaching staff and propose solutions, facilitate the dissemination of information about the University among the students and promote projects that encourage the development of skills, experience and working abilities, both individual and group.

Approval and modification of these Regulations shall be made by the Board of Directors. These Regulations are issued by Rector's decree.

Article 2. Notice of elections

Elections shall be called by a Rector's decree, published on the WebApp at least 15 days before the date of the elections.

This decree shall specify the student representatives to be elected in accordance with Article 3 of this Regulation, the procedures for submitting lists of candidates, the dates and times of the elections and the dates and times of the counting operations.

At the same time, the University shall notify the entire electorate of the calling of the elections.

Article 3. Representatives to be elected

The representatives to be elected are:

- a) in the Council of the Departmental Faculty:
 - 1 student for each course programme (BSc and MSc programmes) activated in the academic year in which the elections take place, elected from among the student representatives referred to in this article, letter e)
- b) in the Guarantee Committee:
 - 1 student for all the course programmes (BSc and MSc programmes) activated in the academic year in which the elections take place.
- c) in the Students-Professors Joint Committee:
 - 1 student for each course programme (BSc and MSc programmes) activated in the academic year in which the elections are held.
- d) in the Quality Assurance Group of the course programme:
 - 1 student for each course programme (BSc and MSc programmes) activated in the academic year in which the elections are held.
- e) in the Council of the course programme (Class Representative for the academic cohort):

- at least 2 students for each cohort of students on the course programme (BSc and MSc programmes), unless otherwise indicated in the Rector's decree announcing the elections referred to in Article 2.

All the student representatives of the bodies referred to in points a), b), c), d) shall by right become members of the Student Council, in accordance with the provisions set out in the relevant *Regulations*.

It should be noted that each student can be elected to only one of the above-mentioned bodies, with the exception of the overlap of office between the student representation on the Council of the Departmental Faculty and the student representation on the Council of the course programme, since the Faculty representatives (letter a) are chosen and elected exclusively from among the representatives of the student cohorts of the course programme (letter e).

In the event of the start of a course programme in the academic year following the one in which the student elections take place, elections shall be held only for that year and the elected representative shall only remain in office for one year.

All the above measures shall be set out in the Rector's decree referred to in Article 2.

Article 4. Electoral Committee

An Electoral Committee, appointed by Rector's decree, shall be set up to organise the electoral process. Its members shall be: 1 representative of the technical and administrative staff of UniCamillus, 1 representative of the of the body for which the elections have been called, who shall chair the Committee, 1 representative of the Student Council.

The role of the Electoral Committee is to coordinate and ensure the smooth running of the electoral campaign and the voting process.

In the case of electronic elections, in addition to the tasks specified in the following articles, the Committee is responsible for setting up and managing the electronic platforms (WebApp) necessary for the conduct of the elections, guaranteeing the security, privacy and regularity of online voting. It will also have to provide technical support for voters, prepare any digital material (e.g. electronic ballot papers), and ensure that the online voting system is properly configured and operational. The polling station will be set up virtually.

In the case of an in-person election, the Committee is also responsible for preparing all necessary voting materials, such as ballot papers, ballot boxes and voting booths.

Article 5. Voting rights

Students have the right to vote if they are enrolled as regular or non-regular students at the time of the elections and if they are in good standing with their tuition fees.

Students elect their representatives of the bodies of the degree programme in which they are enrolled.

Exclusively for the election of student representatives of the Council of the Departmental Faculty, the active electorate shall consist only of the student representatives of the individual student cohorts referred to in Art. 3, letter e.

Article 6. Eligibility

Students enrolled at the University at least seven days before the date of the elections and up to date with the payment of their tuition fees are eligible for election to the respective category and body of the University, provided that the applications are submitted in the manner indicated in Article 7.

Article 7. Lists of candidates and methods of submission

Applications must be submitted online by accessing the relevant section of the UniCamillus WebApp using their username and password. During the submission phase, candidates can upload their election programme directly to the WebApp or insert a link to an external page (e.g. a personal website) to make their presentation.

Applications must be submitted in accordance with the procedures and deadlines set out in the Rector's decree, and may only be submitted by the candidates themselves.

Please note that each student can be elected to only one of the bodies listed in Article 3, with the exception of the compatibility between the position of student representative on the Council of the Departmental Faculty and the position of student representative on the Programme Board, since the representatives on the Council of the Faculty (letter a) are chosen and elected exclusively from among the representatives of the student cohorts of the Course Programmes (letter e).

Therefore, each student may submit their application for only one of the above-mentioned bodies, with the exception of letters a) and e). In all other cases, any applications submitted for more than one body will be considered invalid and, consequently, automatically excluded from all electoral lists.

No student may stand as a candidate for a course programme other than the one in which they are enrolled. Consequently, only students enrolled in the course programme for which they wish to stand may do so.

For the election of student representatives of the Programme Board, in accordance with Art. 3, letter e), given the international mission of the University and the high number of students from non-EU countries, at least one of the candidates must be a non-EU student. The non-EU candidate shall be elected on the basis of the highest number of votes received. If no non-EU student stands as a candidate, the first non-elected candidate among the remaining candidates will be elected.

The Electoral Committee shall verify the regularity and conformity of the applications and lists in accordance with these Regulations and shall publish them via the WebApp. Following this verification, if the number of candidates is lower than required, the Electoral Committee may extend the deadline for submitting additional applications by one week. Adequate publicity will be given to this on the WebApp. If other irregularities are found, however, the Electoral Committee will promptly notify the candidate via the WebApp and invite them to regularise their application within two days of receiving the notification, if possible.

The University also reserves the right to exclude the student candidate or the elected student at any time if any non-remediable irregularities are found.

Candidates can be challenged within 2 days of the announcement being published on the WebApp. Objections will be decided by the Electoral Committee within 48 hours of submission.

Non-compliant candidates, including those who are on more than one list or who do not meet the necessary requirements, will be disqualified.

If a candidate for election to one of the bodies referred to in Article 3 (letters a), b), c), d) and e) has already been elected to another of the same bodies, the new application shall be automatically considered null and void unless the candidate has submitted their resignation from the incompatible office before submitting their application, except in the case of compatibility between the offices referred to in letters a) and e)

Article 8. Campaigning

Campaigning shall begin on the day following the deadline for accepting applications and lists and shall end at 1pm on the day before polling day.

This activity must not in any way interfere with teaching or administrative activities, nor interfere with individual freedoms.

It is strictly forbidden to campaign inside the classrooms designated as polling stations.

Article 9. Electoral process

Elections shall take place over a period of at least two consecutive days in accordance with the procedures laid down in the Rector's Decree. Unless otherwise specified in the Rector's decree, elections shall be held online.

Voting shall be personal, free and secret. In view of the online voting mode, the voter is personally responsible for ensuring that this principle is observed.

Each voter may vote only once, using an Internet-enabled device or their own workstation. In order to cast their vote, the voter must access the UniCamillus WebApp using their username and password in the relevant section.

Voters may express their preference by voting for only one candidate.

When accessing the online platform to vote, the voter must ensure that the vote is cast in conditions of absolute confidentiality, without the presence of third parties, either physically or via communication tools (telephone or online).

The online voting procedure guarantees that:

- the vote is personal, free and secret
- it is impossible to obtain information on the vote cast by any voter at any level of computer literacy or operation;
- the identity of the voter is established by authentication with personal institutional credentials that cannot be transferred to third parties;
- the vote is acquired correctly and anonymously;
- the names of the candidates are entered into the voting system in alphabetical order by surname;
- the vote, once cast, cannot be repeated, modified or revoked;
- it is possible not to cast a vote by using the 'blank ballot' option.

Article 10. Counting of the votes

At the end of the voting process, the Electoral Committee, having verified the number of voters and the regularity of the procedures, shall begin the counting of the votes, which shall take place in the premises of UniCamillus, on the dates and at the times established by the Rector's decree calling the elections.

The electronic counting of the votes will take place in public, immediately after the polls have closed, and a special report will be drawn up. Any candidate may attend this operation.

The candidates with the highest number of votes are elected. In the event of a tie, the youngest candidate shall be elected.

At the end of the count, the Electoral Committee shall draw up a detailed report stating, by category

- the number of students eligible to vote;
- the number of voters;
- the votes received by each candidate.

Article 11. Announcement of elected candidates

The Electoral Committee, after verifying the regularity of the voting and counting operations, shall draw up a report listing the names of the elected candidates based on the election results, and shall publish said report on the University website, in order to allow for any appeals submitted exclusively in writing within 48 hours, using the following email address: elezioni.studenti@unicamillus.org.

The Electoral Committee shall decide on any appeals within 20 days of their submission, directly notifying the outcome to the person who lodged the appeal.

Once this period has elapsed, the Electoral Committee shall forward to the Rector the final list of elected candidates. Within 4 working days of receiving the report from the Electoral Committee, the Rector shall proclaim the results of the elections (ranking and elected candidates) by means of a Rector's decree and shall ensure that they are published on the University's website, where they shall remain visible for 15 consecutive days.

Election documents are kept for five years.

Article 12. Replacement of elected representatives

In the event of the non-acceptance, resignation or termination, for whatever reason (e.g. termination of studies, transfer to another university, disciplinary action, termination due to incompatibility, etc.) of one or more elected representatives, the first of the non-elected members shall take office and shall remain in office until the end of the mandate of the representative replaced.

In the event that it is not possible to replace the elected representative who has resigned (or has been dismissed, or whose term has ended, etc.) due to the absence of eligible candidates, the seat shall remain vacant until new elections are called.

If an elected representative intends to submit their resignation for any reason, they must communicate it in writing by sending an email to elezioni.studenti@unicamillus.org, as well as to the Teaching Services Office of the relevant Degree Programme

Article 13. Term of office and removal

The term of office of the elected representatives in the bodies referred to in Article 3 (a), (b), (c) and (d) shall be two years and shall be renewable.

Elected representatives of the bodies referred to in Art. 3 e) shall remain in office for the entire legal duration of the course programme.

Any elected representative shall automatically lose their mandate if, for any reason, they lose the right to stand for election in the category for which they were elected. Student representatives shall cease to hold office four (4) months after graduation, unless they enrol in another programme at the University within this period or new elections are called during this period.

Student representatives are required to comply with the Code of Ethics and the Organisation, Management and Control Model 231, the Teaching Regulations and any other Regulations governing the activities of the University. If they fail to do so, they may be dismissed after disciplinary action has been taken by the Disciplinary Board.

Article 14. Final and transitional provisions

The election of representatives of the academic bodies referred to in Article 3, letters a), b), c) and d) of these Regulations shall take place from the 2024/2025 academic year.

For legal and interpretation purposes, the Regulations approved by Rector's Decree no. 619 of 11 November 2025, filed and available at the Office for Applications, Decrees and Regulations and written in Italian, a certified copy of which may be requested, are authentic.

For all matters not provided for herein, reference is made to the Statutes and Regulations governing the operation of the University.

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Traduzione curata dal Centro Linguistico di Ateneo in data 30/11/2025.