



REGULATION FOR THE ELECTION OF STUDENTS' REPRESENTATIVES IN THE UNITA STUDENTS ASSEMBLY

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Article 1 - Application

1. This regulation governs the election of students in the Students Assembly of UNITA – Universitas Montium.

Article 2 - Announcement of elections

1. Elections for student representatives are held every two years and commence by announcement from the Coordinator of the UNITA European Universities Alliance Project (hereinafter UNITA Coordinator), published on the webpages of the Alliance and of each university of the Alliance at least sixty days before the start of the elections.
2. This decree indicates the date of the elections; the number of regularly enrolled students; the Representatives to be elected in the Bodies of the Alliance and their number; the procedures for submitting applications; the composition of the Electoral Commission and the Electoral Commission of Appeal, the identification of the competent Electoral Office and all the deadlines related to the elections.
3. At least sixty days before the start of the elections the Alliance, through each University, notifies the students about the announcement of the elections via institutional email. It indicates at the same time and the specific area of the University website where all the information from the Rector/President's decree and from the posters is. It is also where any other information regarding the elections is published.
4. At least 15 days before the start of the elections, the Universities remind the students of the calling of elections via institutional email, reporting all the available programs of the candidate lists for the elections.
5. At least 5 days before the election starts, Universities invite the students again to vote in the elections through institutional e-mail, reporting all the regulations, instructions, the electoral manifestos and the information necessary to vote.

Article 3 - Electoral manifestos

1. The Universities publish the election posters on the webpages of the Alliance and of each university of the Alliance and in all the university offices at least twenty days before they start.
2. These posters will include all the relevant voting information such as, but not limited to:
 - voting methods (days, time on the timezone of the university, number of representatives to be elected for each Body)
 - referral to the UNITA dedicated digital media and on universities dedicated digital media (webpages, videos, communities, etc...) containing all the details of the elections, to the e-voting platform, location of the polling stations and the privacy terms about the elections.
3. The Universities publish candidates' manifestos on the UNITA dedicated webpage and on universities dedicated web pages at least fifteen days before the election. These posters indicate:
 - the maximum number of preferences that can be expressed;
 - the name, motto or symbol and the progressive number of each list (see art. 14);
 - the names and any nicknames of the individual candidates divided by list followed by the name of the Body they are candidating themselves for, the study degree they are attending.



Article 4 - Colleges and electorate

1. For the election of the seven members expressed by each university, the university institutions are grouped in just as many colleges.

The active electorate for the election of maximum seven members expressed by each University is attributed to the students who are enrolled during current academic year at the time of voting, in first, second and third level degree courses or to degree courses of previous systems, according to the legislation applied to the respective university institutions, in which there are students enrolled on the date of the calling of the elections. It is also attributed to those who have formalized their enrollment, according to the procedures established by the individual universities, by the date of the course of the elections. A student enrolled simultaneously in two different universities of the Alliance participates as active electorate only at the university he/she has enrolled first by chronological order.

The passive electorate for the election of maximum seven members expressed by each University is attributed among the holders of the active electorate to students who are enrolled, for the current academic year at the time of voting, in first, second and third level degree courses or to degree courses of previous systems, according to the legislation applicable to the respective university institutions, activated on the date of calling the elections, and to whom have formalized their enrollment, by the date of submission of applications and related subscriptions, according to the methods provided by individual universities.

For the definition of the active and passive electorate, each university institution prepares lists of students enrolled. The lists of the active and passive electorate are made available on the official register of the university's registered office and in the branch offices of each university. To facilitate their consultation, universities can also use IT tools, setting up a special service for this purpose. The notice of the publication of the aforementioned lists, the days and times in which it is possible to consult them electronically, is posted in each department or connecting structure, at least 45 days before the date of the votes. Interested parties may lodge an objection to the Rector/President of the University the student is enrolled in. The lists of the active and passive electorate are updated, by the universities, upon expiry of the deadline for collecting subscriptions, in order to allow the Electoral Commissions to be able to verify the regularity of the subscriptions themselves and the regularity of the candidacies at the time of their presentation. Each University checks, through its own procedures, the updated lists of enrolled students, also using IT procedures.

Article 5 - Incompatibility of assignments

1. Students that are also part of the University staff must opt for one of the two positions if they were to be elected in the same Body both as student representatives and as representatives of other categories.

Article 6 - Electoral system

1. Elections are held on the basis of competing lists, with a proportional system, with a number of candidates per list which does not exceed two times the number of seats established in that body in the respective body collegiate.
2. Voters can express a maximum of 1 preference for the election of student representatives in the Students Assembly.



Article 7 - Establishment of the Electoral Commissions

1. At least thirty days before the start of the elections the Rector/President of each University appoints within the same University an Electoral Commission composed by:
 - a. Rector of the same University or a delegate;
 - b. two Professors, one of which of legal subjects;
 - c. General Manager, or his delegate, with functions of Secretary;
 - d. Five students among the active electorate holders, not candidates nor list representatives, indicated by the UNITA SA in respect of minoritarian lists at least 35 days before the start of the election;
 - e. two representatives of the Technical - Administrative Staff.
2. The Rector/President or its delegate is the president of the Electoral Commission
3. In the decree itself, the Rector/President appoints two substitutes for each of the components referred to in points b), c), d) and e) who will take over according to the progressive order of transcription. Student substitutes are indicated by the Students Assembly at least 35 days before the beginning of the elections.
4. The Commission operates in the presence of the absolute majority of its members.
5. Exceptions to the composition of the Electoral Commission are possible, exceptionally, if and only if there are constraints imposed by national regulations. If this comma is applied, the details of the composition of the Electoral Commission have to be published in the announcement of the elections.

Article 8 - Duties of Electoral Commissions

1. An Electoral Commission has the following tasks:
 - a. to check the admissibility of the lists pursuant to art.12
 - b. to verify the candidacy and eligibility of the candidates within 5 days of the submission of the applications;
 - c. to recommend the polling station locations to the General Commission
 - d. to decide on appeals relating to the candidacy and eligibility of candidates for at least ten days before the voting date;
 - e. to decide on appeals relating to the registration in the lists of voters by the date of voting;
 - f. to check the regularity of electoral operations; ascertain violations of the prohibition of electoral propaganda on voting days and impose sanctions;
 - g. to decide on appeals relating to the regularity of electoral operations

The appeals referred to in point (d) must be presented at least fifteen days before the date of the vote.

Article 9 - Establishment of the General Commission

1. At least twenty-five days before the start of the elections the UNITA Coordinator appoints the General Commission composed by:
 - 1 member per each Electoral Commission, nominated from the Electoral Commission itself and chosen between the Rector/President or its delegate, Professors or General Manager
 - 1 member per each Electoral Commission, nominated from the Electoral Commission itself and chosen between the students



2. The president of the General Commission is chosen between the Rectors/Presidents or their delegates by absolute majority of the members of the commission, each of the votes with the same value.
3. The Commission operates in the presence of the absolute majority of its members.
4. If, following Art.7 comma 5, any of the Electoral Commissions has a different composition than the one stated by this regulation, the members of said Electoral Commission will nominate two members regardless of their role, chosen by the whole commission amongst its members by absolute majority.

Article 10 - Duties of the General Commission

1. The General Commission has the following tasks:
 - a. to decide on appeals relating to the work of each Electoral Commissions and ensure equal treatment for every student, candidate and nominated representative within the Alliance.
 - b. to decide on the location of polling stations
 - c. to check the ballots, the Electoral Commission minutes and any other document related to elections, to listen to any witnesses and to carry out the investigations it deems most appropriate
 - d. To proclaim the elect
2. The General Commission has the right to change an Electoral Commission decision to apply point (a) comma 1.
3. The conclusions of the General Commission, contained in the relevant minutes, are final.

Article 11 - Election timeframe: date and time of voting

1. The election of student representatives will take place over three days with the following times:
 - 1st day from 09:00 CET to 21:00 CET
 - 2nd day from 09:00 CET to 21:00 CET
 - 3rd day from 09:00 CET to 16:00 CET
2. The terms and deadlines may be subject to change in order to adapt the election procedure to the technical specifications of the e-voting system. These changes are defined in the Decree announcing the elections.

Article 12 - Presentation of the lists

1. The opening of the procedure for presenting the lists and the instructions necessary to allow the presentation must be disseminated by 12:00 CET on the fortieth day preceding the voting. The presentation of the lists must take place online by 12:00 CET on the twentieth day before voting.
2. The lists presented in the last election which maintain the same symbol, the same denomination and the same body they intend to present to, do not require the collection of signatures.
3. For lists not present in the last vote and for lists present, but with the symbol or denomination changed, the signatures of at least 50 non-candidate voters within the active electorate holders must be collected per each University the list intends to be present in. The signatures of the submitters must be collected via online process and within the students of the same University



the list intends to present in. The signatures must be accompanied by personal data details of the student and by the University enrollment number as a value of self-certification.

4. Non-candidate may subscribe to the presentation of multiple lists for the same body.
5. The lists are required to indicate a representative and a substitute for each college (University) in which the list is present.

Article 13 - Application of lists

1. Each group of students who intend to submit a list must file its name, its symbol or logo and possibly the motto. The presentation by other groups of names and signs identical or confusingly similar to those presented previously, notoriously used by other groups within the University, or reproducing religious subjects is not permitted.
2. The names of the candidates on each list, listed in the order chosen by them, must be accompanied by personal data and University enrollment number.
3. Each candidate must declare via online procedure the acceptance of the candidacy, indicating the list with which he intends to present himself, confirm his/her personal data and the registration number which must be signed as a self-certification.

Article 14 - Numbering of lists

1. Each list is entered in the electoral manifesto and assigned a number. The list number is assigned by drawing lots.

Article 15 - Dissemination of lists and authorization to vote

1. The lists of electors, constituted only by the enrollment number, are available at least twenty days before the voting on the dedicated webpage of the alliance and of the universities. Voters who, despite being duly registered, have not been included in the list can send a request directly to the Electoral Commission to issue a certificate of authorization to vote.
2. The Electoral Commission proceeds upon issue of the certificate after having ascertained the regularity of the registration, pursuant to art. 4.

Article 16 - Electoral propaganda

1. Any written or oral statement, or content made public containing voting indications or references to specific candidate lists in the Elections, are to be considered election propaganda. This article also refers to digital environments, social media and other digital channels on which it is possible to relate a person or a group of persons to a content.
2. In order to use the classrooms for election propaganda, any candidate can request directly to the professor responsible for a specific lesson, a maximum space of 15 minutes to present the list he/she is a member of. The request must be delivered at least 24 hours prior to the lesson in order to avoid any overlap of multiple candidates in the same lesson. The professor responsible for the lesson suspends it at times to be agreed with the candidates belonging to the various lists and in any case guaranteeing, as far as possible, the participation of all lists that request it.
3. Specific, clearly visible, reserved spaces are made available in each University building exclusively for the posting of electoral posters.
4. Violent messages, discriminatory messages, messages damaging to the dignity and reputation of other candidates or messages which, with artificial fabrications of interventions or statements by a person, attribute to any candidate false statements or positions that do not



correspond to the truth (defamation) are to be considered serious violations of the election propaganda. Any content must be reported to the Electoral Commission, which will have to examine it and evaluate whether the list or an individual belonging to the list can be associated with the declarations and contents published. In which case, it will have to evaluate whether the list or the individual should be prohibited from candidacy and nomination. This comma also refers to digital environments, social media and other digital channels on which it is possible to relate a person or a group of persons to a content.

Article 17 - Prohibition of electoral propaganda on voting days

1. On the day before election and on voting days, any act of electoral propaganda is prohibited in all University premises, including places of course of teaching, libraries, study rooms, departments, laboratories, and access points to these places. On voting days, any act of election propaganda is prohibited also on digital environments as described in art.16.
2. In the event of violations of the prohibition referred to in the comma 1, sanctions may be imposed both on the electoral lists and on individual candidates or voters. Any student, PhD or staff member of a university of the Alliance can promptly inform the Electoral Commission of the violations found.
3. The Electoral Commission ascertains the violations referred to in comma a, on the basis of reports received. The Electoral Commission does not take into consideration insufficiently documented complaints; the testimonies alone will not be considered sufficient.
4. In the event of violations, the Electoral Commission may order the suspension of the right to be nominated or to hold academic positions or organizational functions or institutional positions in the Alliance or in any of the universities of the Alliance, for a period of not less than two years.
5. In the event of violations by one or more candidates, the Electoral Commission can establish the annulment of the relative preferences in the polling stations involved, up to the annulment of all the ballots in which the vote is expressed for the subjects involved.
6. If the person responsible for the violation is a candidate or a list representative, the list in question is sanctioned with the suspension of the right to be nominated or elected to hold academic positions or organizational functions or institutional positions in the Alliance or in any of the universities of the Alliance, for a period of not less than two years.

Article 18 - Suspension of voting

1. In the event of disorders or accidents that prevent the regular performance of the electoral operations, the Rector/President suspends the electoral operations. If the disturbances or accidents constitute a crime, the Rector/President is required to immediately report it to public institutions preposed.

Article 19 - Electoral platform and election procedure

1. The e-voting platform chosen must be compliant with applicable EU laws.
2. Each voter votes by means of a suitable electronic device that he/she has at her disposal.
3. Each voter will be able to access the e-voting service through specific and unique credentials to guarantee the correct and secure identification of the voter. Once the service has been accessed, the elector is presented with the relevant candidate lists. The voter can therefore express their preferences up to the maximum number provided for each list.
4. The blank ballot must always be included among the possible choices.



5. The chosen online platform should be designed in order to prevent any voter from making his/her vote recognizable after it has been casted.
6. In order to prevent any coercion of the vote: each voter has the right to modify his/her preferences for the whole election timeframe, accessing the platform with his/her own credentials, without any limit to the number of changes.

Article 20 - Polling stations

1. Any voter without a suitable electronic device at his/her disposal, will be able to vote in rooms equipped with computers or tablets that will be set up for this specific purpose in each University.
2. Their location will be decided by the General Commission, which bases its decision on the recommendations received from each Electoral Commission.
3. Their location will be indicated on the Alliance website, on the page dedicated to elections.

Article 21 - Voting

1. Voting is expressed by ticking:
 - a. the symbol of the selected list
 - b. the name(s) of the selected candidate(s).
 - c. the symbol of the selected list and the candidate/selected candidates within the same list
2. In any case, the vote cast for a candidate is automatically valid also for the list the candidates belong to.
3. Votes expressed by ticking the symbol of a list and a candidate belonging to a different list are void.

Article 22 - Scrutinius

1. The computerized scrutiny procedures through the chosen voting platform start after the end of the voting period on a time and in places defined at least 15 days before the start of the election period. Any scrutiny procedure is held publicly, in presence, within 1 day after the conclusion of the election timeframe, in each University of the Alliance simultaneously and at the presence of all the Rectors/Presidents of all the universities of the Alliance or their delegates. The scrutinies can be attended online by any member of the universities of the Alliance.
2. In the dedicated webpage of the Alliance and of each university of the Alliance, the data relating to attendance must also be published.
3. The list of persons actually voting must never be published for any reason.

Article 23 - Validity of votes

1. At the end of the computerized counting operations, the competent Offices transmit the results of the vote to the Electoral Commission for the fulfillment of its competence.

Article 24 - Criteria for identifying those elected

1. Having checked the regularity of the voting and counting operations, the Electoral Commission proceeds with the attribution of the representatives for each Body according to the Sainte-Lague method:



- a. the total amount of votes received by each list consists of all the votes expressed to the list or expressed directly to each candidate of that list
- b. the electoral figure of each list is calculated with the formula $V/(2s+1)$; V stands for the number of votes received by each list, s stands for an increasing whole number from 0 to the number of seats that must be filled (in this case, 7 seats).
- c. all of the results of the formula are sorted in a descending order: the first highest numbers are chosen in an amount equal to the number of representatives which has to be elected. In case of absolute parity of quotients, the one with the lowest electoral figure is chosen;
- d. the seats are assigned to the lists in correspondence with the results chosen as indicated in letter c);
- e. the candidates who have obtained the greatest number of preferences are elected, list by list ranked in descending order. In case of equal preferences between two candidates on the same list, the candidate presented first on the list in the official procedure is elected.

Article 25 - Number of those elected

1. A total of 7 students among the passive electorate are elected per each University of Alliance.

Article 26 - Contested votes

1. All candidates and all voters registered in the constituency concerned must be entitled to appeal, within 5 days from the end of voting timeframe. The appeals must be presented to the Electoral Commission, that having heard the opinion of the appellant, decides on the assignment of votes contested for any reason and, in declaring the result of the scrutiny, acknowledges the number of votes contested and provisionally assigned and that of disputed and provisionally unallocated votes, for further examination by the Electoral Commission.

Article 27 - Examination of documents by the Electoral Commission

1. The Electoral Commission proceeds immediately to check the regularity and, having conducted the relative investigations where necessary, decides on any presented appeals within 15 days from the deadline to the presentation. It also decides on disputed votes. In the event of very serious violations of the electoral regulations, an electoral commission can propose to the General Commission disciplinary sanctions for students, teachers or technical-administrative staff of the University. Students can be provided with a ban on taking exams up to a maximum of 12 months.
The Electoral Commission, once the decision on every appeal has been taken, communicates the decision to the General Commission for the proclamation of the elect.

Article 28 - Declaration of nullity and repetition of vote

1. If it is proved that serious irregularities have been committed in a polling station or that disturbances or accidents have occurred such as to prevent the free expression of the vote or its secrecy, the General Commission declares the nullity of the operations carried out in that polling station or in that university, informing the Rector/President of the university involved and the UNITA Coordinator for the purposes of the renewal of the vote in the polling station in question. The declaration of nullity referred to in this article is final.



2. The Electoral Commission is required to call a new vote for the seats not allocated within a maximum period of thirty days.

Article 29 - Proclamation of the elect

1. The General Commission declares elected the candidates referred to in art. 24, letter e. The works of the General Commission conclude with the proclamation of those elected and the signing of the minutes of the final meeting. The documents and material of the Commission are taken over by the Director General or his delegate.

Article 30 - Appointment of representatives to the Bodies

1. After the announcement of those elected or possibly exhausted the pending appeal procedures, the UNITA Coordinator promptly proceeds within the sphere of his competence to appoint the student representatives in the Bodies for which the votes have been called.
2. The Rector/President's measures will be sent electronically to the institutional email address of the elected students.

Article 31 - Duration of mandate and replacements

1. Those elected remain in office for two years, starting on the 1st of May in the same year of the elections. In the event that during the period of the mandate a representative resigns or doesn't meet, for any reason, the criteria to be part of the active electorate, including loss of eligibility requirements, the first candidate among the unelected takes over within the same list. If there are no more candidates among the unelected on the same list, the first unelected from the most voted list takes over. The newly elected cease from office upon expiry of the mandate of the representative or representatives in whose place they have taken over. If there are no more candidates left in any list to cover a vacant place, the UNITA Coordinator must proclaim the start of a new electoral process within 5 days from the date of the resignation or of the mandate expiration, in order to find an elected representative for the vacant place itself.