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POLITECNICO DI MILANO

THE RECTOR

HAVING REGARD TO Law no. 212, issued on 04.04.1956, "Rules for the regulation of electioneering", and subsequent amendments;
HAVING REGARD to the Law 09.05.1989, n. 168 “Institution of Ministry of University and Scientific and Technology Research” and later amendments;
HAVING REGARD TO Law No. 241 of 07.08.1990, "New rules regarding administrative procedure and the right of access to administrative documents" and subsequent amendments;
HAVING REGARD TO Law no. 390, issued on 02.12.1991, "Rules on the right to university education", as amended;
HAVING REGARD TO the L.D. 21.04.1995, n. 120 "Urgent provisions for university operations", in particular Article 6, paragraph 1, paragraph as amended by Law 21.06.1995, n. 236, "Amending and converting into law, with amendments, of the L.D. 21 April 1995, n. 120, containing urgent provisions for university operations”;
HAVING REGARD to the Decree of the President of the Republic of 28.12.2000, n. 445 “Consolidated laws and regulations on administrative documentation” and, in particular, Article 35 “Identity and identification documents";
HAVING REGARD TO the Law 30.12.2010, n. 240 “Rules on organization of universities, academic staff and recruitment, authorizing the Government to enhance quality and efficiency of the university system” and later amendments;
HAVING REGARD TO the Law 06.11.2012, n. 190 "Rules for prevention and repression of corruption and illegality in Public Administration";
HAVING REGARD TO the Legislative Decree 14.03.2013, n. 33, "Reorganization of the law concerning the duties of publicity, transparency and dissemination of information by public administrations";
HAVING REGARD TO the L.D. no. 101, issued on 31.08.2013, “Urgent provisions for the pursuit of rationalisation objectives in public administrations", transformed with amendments by Law. no. 125 issued on 30.10.2013;
HAVING REGARD TO the Legislative Decree 10.08.2018, n. 101 "Provisions for the adaptation of national legislation to the provisions of (EU) Regulation 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to personal data processing and on free movement of such data and repealing Directive 95/46/EC (General Regulation on Data Protection);
HAVING REGARD TO Directorial Decree 03.11.1999, n. 509, "Regulations containing rules concerning teaching autonomy of universities";
HAVING REGARD TO Directorial Decree 22.10.2004, n. 270, "Amendments to the regulation containing rules concerning the teaching autonomy of universities, approved by decree of the Ministry of University and Scientific and Technology Research of 3 November 1999, n. 509";
HAVING REGARD TO the Guidelines for equal access to online platforms during the election campaign for the 2018 general elections issued on 01.02.2018 by the Authority for Communications Guarantees (AGCOM - Autorità per le Garanzie nelle Comunicazioni);
HAVING REGARD TO the Decree of the Ministry of Education, University and Research n. 66 of 31.01.2019 to call and control the voting procedures for the election of the student representatives enrolled in study programmes, PhD programmes and specializing programmes in the National Council of University Students (Consiglio Nazionale Studenti Universitari - CNSU);
HAVING REGARD TO the current Statute of Politecnico di Milano, and in particular Articles 11, "Academic Senate" - paragraph 8 - letter d), 12, "Board of Governors" - paragraph 3 - letter b), 27 "Joint Board" - paragraph 2, 28, "Degree Programme Board" - paragraph 1, 29, "Campus", and 30 "Ph.D. School";

HAVING REGARD TO the General Regulations of the University and, in particular the Article 3 "General rules and common standards of the elections", Chapter III Elections of student representatives: Articles 11, "Call for the elections" and 12 "Cases of exclusion from voting";
HAVING REGARD TO the Rectoral Decree n. 80 of 28.07.2006 by which the "Regulation about PhD programme" was issued, as amended by the Rectoral Decrees n. 1769 of 18.06.2013, n. 2210 of 12.05.2015 and n. 159 of 11.01.2018, and in particular the Article 5 "Organization and operation of the PhD School", paragraph 5, dedicated to the composition of the School Board and to the tasks assigned to it;
HAVING REGARD TO the Rectoral Decree n. 992 of 02.03.2017 by which the Organizational and Operational Regulation of the Student Board was issued, in particular Article 4 "Replacement of Student Representatives in the Academic Senate, in the Board of Governors and in the Joint Committees in case of unavailability of a List";
HAVING REGARD TO the communications received from the Deans of the Schools, in February 2019, regarding the Study Programmes with the same denomination and the number of professors who perform their institutional teaching activities in the Study Programme Board they belong to, for purposes related to establishing the number of students to elect in the above mentioned bodies;
CONSIDERING that the current rules of the university already govern the correct execution of the election process and that, for an effective and efficient action of administrative simplification, this provision for the calling of university elections rules the procedures for the elections and, in detail, the scheduled deadlines connected to the procedure;
AFTER HEARING the student representatives elected in the Academic Senate and in the Board of Governors;

HEREBY DECREES

TITLE I
CALLING OF ELECTIONS RELATED TO STUDENT REPRESENTATIVES IN THE UNIVERSITY BODIES, TO THE REPRESENTATIVES OF THE PHD STUDENTS IN THE PHD SCHOOL BOARD. ELECTIONS FOR REAPPOINTMENT OF THE NATIONAL COUNCIL OF UNIVERSITY STUDENTS (CONSIGLIO NAZIONALE STUDENTI UNIVERSITARI - C.N.S.U.).

ARTICLE 1
Calling of elections

1) Voting is called, and the procedures established, for the election of Student representatives in the academic Bodies of the Politecnico di Milano for the 2019-2021 period.
2) Furthermore, voting is called and the procedures established for the election of four Representatives to represent PhD students in the Board of the PhD Schools of the Politecnico di Milano for the two-year period 2019-2021.
3) Voting will take place on **Tuesday 14 and Wednesday 15 May 2019.**
4) On the same days of Tuesday 14 and Wednesday 15 May 2019, it will also take place the voting procedures for reappointment of the National Council of University Students (Consiglio Nazionale Studenti Universitari - C.N.S.U.).

TITLE II
ELECTIONS OF STUDENT REPRESENTATIVES IN THE ACADEMIC BODIES OF POLITECNICO DI MILANO - VOTING PROCEDURES

ARTICLE 2
Identification of the number of Representatives to be elected

1) The number of Representatives to be elected in the Academic Senate, in the Board of Governors and in the Joint Committees of the Schools is predefined by the University Statute, respectively Article 11, paragraph 8 - letter d), in the Article 12, paragraph 3 - letter b) to the Article 27, paragraph 2.
2) The number of Representatives to be elected in the Study Programme Boards and in the Campus Reference Boards is equal to 15% of the whole number of members of the Body, calculated by rounding up to the superior unit, as commonly used.
3) The number of Student representatives to be elected for each Body is therefore established as:

N.	BODY	NUMBER OF REPRESENTATIVES
1	**Academic Senate**	4
2	**Board of Directors**	2
	Joint Board of School of Architecture Urban Planning Construction Engineering	5
3.1	CCS Urban Planning: City Environment Landscape (LT - Milan)	4
3.2	CCS Urban Planning and Policy Design - Urban Planning and Territorial Policies (LM – Milan)	3
3.3	CCS Architecture and Urban Design (LM – Milan)	12
3.4	CCS Building and Construction Engineering (LT – Milan)	3
3.5	CCS Architecture Design (LT – Milan, Mantova, Piacenza)	24
3.6	CCS Architectural Design and History – Architectural design and History (LM – Mantova)	2
3.7	CCS Sustainable Architecture and Landscape Design (LM – Piacenza)	1
3.8	CCS Landscape Design – Landscape Heritage (LM – Milan)	2
3.9	CCS Building and Architectural Engineering (LM – Milan, Lecco)	3
3.10	CCS Architecture - Construction Architecture (LM – Milan)	5
3.11	CCS Construction Engineering-Architecture (5-year single cycle programme) (Lecco)	5
3.12	CCS Building Engineering (LM – Milano)	2
3.13	CCS Management of the Built Environment - Management of Building (LM – Milan)	2
3.14	CCS Architecture - Built Environment - Interiors (LM – Milan)	14
4	**Joint Board of Design School**	5
4.1	CCS Industrial Product Design and Integrated Product Design (LT/LM – Milan)	8
4.2	CCS Interior design - Interior and Spatial Design (LT/LM – Milan)	5
4.3	CCS Communication Design (LT/LM – Milan)	4
4.4	CCS Fashion Design – Design for the Fashion System (LT/LM – Milan)	4
4.5	CCS Product Service System Design (LM – Milan)	2
4.6	CCS Design & Engineering - Industrial Product Design & Engineering (LM – Milan)	2
4.7	CCS Digital and Interaction Design (LM – Milan)	2
5	**Joint Board of School of Civil, Environmental and Land Management Engineering**	5
5.1	CCS Civil Engineering for Risk Mitigation (LM – Lecco)	2
5.2	CCS Environmental and Land Planning Engineering (LT/LM – Milan)	6
5.3	CCS Civil Engineering (LT/LM – Milan)	11
5.4	CCS Civil and Environmental Engineering (LT – Lecco and Como)	3
5.5	CCS Geoinformatics Engineering (LM – Milan)	2
6	**Joint Board of School of Industrial and Information Engineering**	5
6.1	CCS Aerospace Engineering (LT/LM – Milan)	15
6.2	CCS Automation Engineering (LT/LM – Milan)	9
6.3	CCS Biomedical Engineering (LT/LM – Milan)	16
6.4	CCS Chemical Engineering (LT/LM – Milan)	9
6.5	CCS Electrical Engineering (LT/LM – Milan)	8
6.6	CCS Electronic Engineering (LT/LM – Milan)	9
6.7	CCS Energy Engineering (LT/LM – Milan)	17
6.8	CCS Physics Engineering (LT/LM – Milan)	8

6.9	CCS Management Engineering (LT/LM Milan - Cremona)	16
6.10	CCS Computer Engineering (LT/LM – Milan, Cremona, Como)	18
6.11	CCS Mathematics Engineering (LT/LM – Milan)	7
6.12	CCS Material and Nanotechnology Engineering (LT/LM – Milan)	10
6.13	CCS Mechanical Engineering (LT/LM- Milan, Piacenza, Lecco)	20
6.14	CCS Music and Acoustic Engineering (LM - Milan, Cremona)	2
6.15	CCS Nuclear Engineering (LM – Milan)	3
6.16	CCS Industrial Production Engineering (LT Lecco)	2
6.17	CCS Telecommunication Engineering (LM – Milan)	5
7	**Reference Board of Como Campus**	1
8	**Reference Board of Cremona Campus**	1
9	**Reference Board of Lecco Campus**	1
10	**Reference Board of Mantova Campus**	1
11	**Reference Board of Piacenza Campus**	1

ARTICLE 3
Application of electoral systems

1) Two electoral systems are used in the election:
   A. **<u>proportional</u>** representation for the Academic Senate, the Board of Governors and the Joint Boards of the Schools activated in the university;
   B. **<u>individual candidates</u>** for the Study Programme Boards and for the Campus Reference Boards.

PROPORTIONAL ELECTORAL SYSTEM
ARTICLE 4
Determination of the active electorate

1) For the election of the Student representatives in the Academic Senate and the Board of Governors, the students who have the right to vote, at-large voting, are the students who, on the day of the election, are duly enrolled for the current academic year in a laurea triennale (equivalent to Bachelor of Science), laurea specialistica/magistrale (equivalent to Master of Science) and five-year single cycle programmes, pursuant to Ministerial Decrees no. 509, issued on 03.11.1999, and no. 270, issued on 22.10.2004, and students who are duly enrolled in PhD courses with administrative headquarters in the Politecnico di Milano.
2) For the election of the Student representatives in the Joint Boards of the Schools, the students who have the right to vote are the students who, on the day of the election, are duly enrolled for the current academic year in a laurea triennale (equivalent to Bachelor of Science), laurea specialistica/magistrale (equivalent to Master of Science) and five-year single cycle programmes, pursuant to Ministerial Decrees no. 509, issued on 03.11.1999, and no. 270, issued on 22.10.2004, in the Reference Schools.
3) The enrolment of students in the Study and PhD Programmes offered by the Politecnico di Milano, that have paid the tuition fees, is proven by the inclusion of these students in the electoral registers properly prepared.

ARTICLE 5
Identification of the students who are eligible to stand for election - Cases of exclusion

1) For the election of Student representatives in the Academic Senate and in the Board of Governors, the passive electorate is assigned, by at-large voting, to:
   a) the students who, at the date of submission of candidacies, are duly enrolled in the current academic year, for the first time, for a number of years no higher than the legal duration of the study programme plus one year, in laurea (equivalent to Bachelor of Science) programmes, laurea magistrale (equivalent to Master of Science) programmes and five-year single cycle programmes pursuant to Ministerial Decrees no. 270, issued on 22.10.2004;
   b) the students who, at the date of submission of candidacies, have full student status and are duly enrolled in the XXXII, XXXIII and XXXIV cycles of PhD Programmes active in the Politecnico di Milano, or in the XXXI cycle in case of PhD programmes with a minimum duration of 4 years.

2) For the election of Student representatives in the Joint Boards of the University Schools, the students who are not eligible to stand for election that, at the date of submission of candidacies, are duly enrolled in the current academic year, for the first time, for a number of years no higher than the legal duration of the study programme plus one year, in laurea (equivalent to Bachelor of Science) programmes, laurea magistrale (equivalent to Master of Science) programmes and five-year single cycle programmes pursuant to Ministerial Decrees no. 270, issued on 22.10.2004, in the reference Schools.
3) Students who are not eligible to stand for election are students and PhD students who are standing for election in the Academic Senate and/or in the Board of Governors and in the Joint Committees, who have conflicts of interest and/or disputes with the Politecnico di Milano or who are part of companies, cooperatives or associations with some kind of contractual relationship with the University, with the exception of student collaborations at the service of the university, pursuant to Law no. 390, issued on 02.12.1991 and subsequent amendments, or who have been subjected, in the last two years, to disciplinary action with sanctions, over and above written warnings, for severe reasons, or who have political positions and/or positions related to trade unions.
4) Candidates must state their eligibility in a specific self-certification form that declares they have full political rights and are not in one of the conditions listed in paragraph 3 of this article, which makes them not eligible to stand for election.

ARTICLE 6
Submissions of Lists - Connected obligations

1) Candidates running for election in the Academic senate, the Board of Governors and the Joint Boards are grouped into competing Lists.
2) To obtain accreditation, the Lists must have the supporting signatures of students enrolled in the Politecnico di Milano who meet the requirements for active electorate listed in article 4 above. The forms prepared for that purpose must be used.
3) For the Academic Senate and the Board of Governors **no fewer than 350 and no more than 500 valid signatures are required. They must be collected from students enrolled in Study Programmes and students in PhD Programmes.**
4) For the Joint Boards of the Schools **no fewer than 50 and no more than 80 signatures from students enrolled in the Study Programmes of the reference School**.
5) If the minimum number of required valid supporting signatures is not reached, the List cannot be validly presented.
6) Students can use their signature to support only one List for the same Body or their signature will be annulled in all Lists.
7) Candidates can sign to support their List in all Bodies with the exception of the one(s) they are standing for. The List Representative can endorse his/her own List for all the Bodies in which the List wants to stand for;
8) The collection of List-supporting signatures will begin **at the date of registration of this procedure and end at 4:00 pm on Monday 15 April 2019.** The signatures supporting the List must be delivered by the List Representative to the General Affairs and Institutional Regulations Service - Staff Functions of the General Management for the necessary checks.
9) The List Representative must submit to the General Affairs and Institutional Regulations Service the list of candidates with related documents for each Body in which the List wants to stand for. The List submission date is set for **Tuesday 16 April 2019, by appointment**.
10) The maximum number of candidates is established as shown below:
    - **for the Academic Senate, no more than 8;**
    - **for the Board of Governors, no more than 4;**
    - **for the Joint Boards, no more than 15.**
11) No candidate can be included in more than one List for the same Body. Should this occur, the candidate will have to decide on one list and set the decision out in writing.
12) If a List does not intend to stand in all Bodies, it is possible to stand for different Lists, only in the Bodies in which the above mentioned List is not standing.

13) Candidates who, at the time of List submission, do not meet the required criteria to be considered eligible to vote and eligible to stand for election, described in Articles 4 and 5, will be excluded from the election and it will not be possible to replace them.

ARTICLE 7
List representatives

1) Each List is presented by a Representative who is a student eligible to vote according to the requirements listed in article 4 of this provision.
2) List Representatives cannot stand for election in any Body and cannot be part of polling station staff.
3) The List Representative must register with the General Affairs and Institutional Regulations Service, by providing the List name.
4) The tasks performed by List Representatives are:
   a) collection of supporting signatures, ensuring the right transcription of personal data of supporters and ensuring a regular collection of signatures, which must be delivered within the deadline defined in Article 6, paragraph 8) of this provision;
   b) to receive communications from the General Affairs and Institutional Regulations Service and from the Central Election Commission for the management of their own list;
   c) providing the list of candidates with related documents required for each candidate and for each Body for which the List wants to stand for;
   d) to satisfy the requests made by the General Affairs and Institutional Regulations Service and by the Central Election Commission;
   e) to designate the Observers in polling stations, supplying their names to the General Affairs and Institutional Regulations Service;
   f) s/he is directly responsible for the regular conduct of the election campaign in accordance with the provisions of the Article 14 below;
   g) defining the calendar of activities to be carried out during the election campaign. This calendar must be previously authorized by the General Affairs and Institutional Regulations Service;
   h) presenting written notes that can be, if necessary, included in the minutes of the Election Commission.

B) INDIVIDUAL CANDIDACY SYSTEM IN THE STUDY PROGRAMME BOARD AND IN THE CAMPUS REFERENCE BOARDS

ARTICLE 8
Determination of the active electorate

1) The number of student representatives to elect in the Study Programme Board, listed in Article 2, of this provision, is established to be 15%, rounded up, of the composition of said Study Programme, described in Article 28, paragraph 1, of the Statute of the University.
2) The students who have the right to vote are the students who, on the day of the election, are duly enrolled, for the current academic year, in their laurea triennale (equivalent to Bachelor of Science), laurea specialistica/magistrale (equivalent to Master of Science) Programmes and five-year single cycle Programmes, pursuant to Ministerial Decrees no. 270, issued on 22.10.2004, in the Reference Schools.
3) For the election of the Student representatives in each Campus Reference Board, the students who have the right to vote are the students who are duly enrolled for the current academic year in laurea triennale (equivalent to Bachelor of Science), laurea specialistica/magistrale (equivalent to Master of Science) programmes and five-year single cycle programmes, pursuant to Ministerial Decrees no. 270, issued on 22.10.2004, or to others in line with the above mentioned study programmes/careers, with headquarters in the Reference Campus.

ARTICLE 9

Establishing eligibility to stand for election - Presenting candidacies - Connected obligations

a) Study Programme Boards

1) The students who are eligible to stand for election in the Study Programme Board are the students who meet the requirements listed in article 5, above in this provision, and who are duly enrolled in their Study Programme, which is part of the reference School.
2) Candidacies must be supported by **no fewer than 20 signatures and no more than 40 signatures** of students who are duly enrolled in the Study Programme of the candidate and who meet the requirements listed in article 8 for students eligible to vote.
3) Students can use their signature to support only one candidate for the same Study Programme or their signature will be annulled in all candidacies.
4) **Students who stand for election cannot support their own candidacy.**
5) **The collection of supporting signatures for each application will start on the date of registration of this provision and will end on Monday 15 April 2019, later than 4:00 pm.**
6) Each candidate is responsible for collecting the signatures and for checking that the supporters' personal details are entered correctly.
7) Candidates who do not meet the conditions established in this provision for eligibility to vote and to stand for election will not be admitted to the elections.
8) **Candidacies must be presented by 12.00 on Tuesday 16 April 2019 to the General Affairs and Institutional Regulations Service.**

b) Campus Reference Boards

1) The students who are eligible to stand for election in the Campus Reference Boards are the students who meet the requirements listed in article 5, above in this provision, and who are duly enrolled in their Study Programme, which is part of the headquarters of the Campuses they belong to.
2) Candidacies must be supported by **no fewer than 10 signatures and no more than 20 signatures** of students who are duly enrolled in the Study Programme, or in another one of the same programme/career, with headquarters in the related Campus and who meet the requirements listed in article 8 for students eligible to vote.
3) Students can use their signature to support only one candidate for the same Campus Reference Board or their signature will be annulled in all candidacies.
4) **Students who stand for election cannot support their own candidacy.**
5) **The collection of supporting signatures for each application will start on the date of registration of this provision and will end on Monday 15 April 2019, later than 4:00 pm. The signatures must be delivered to the General Affairs and Institutional Regulations Service also through the Offices of the Campus of reference.**
6) **Candidacies must be presented by 12.00 on Tuesday 16 April 2019 to the General Affairs and Institutional Regulations Service also through the Offices of the Campus of reference.**

TITLE III

VOTING FOR THE ELECTION OF FOUR PHD STUDENTS IN THE PHD SCHOOL BOARD OF POLITECNICO DI MILANO

ARTICLE 10

Voters

1) All PhD students who are duly enrolled in a PhD Programme of the Politecnico di Milano, which must be the programme's administrative headquarters, are eligible to vote.
2) The students who are eligible to stand for election are those that at the date of submission of candidacies, have full student status and are duly enrolled in the XXXII, XXXIII and XXXIV cycles of PhD Programmes active in the Politecnico di Milano, or in the XXXI cycle in case of PhD programmes with a minimum duration of 4 years.
3) PhD students, who have to stop attending for up to one year for maternity leave or for severe problems with supporting evidence, cannot vote or stand for election.
4) PhD Student Representatives can maintain their mandate until they have the qualification as students of PhD Programmes and, in any case, not more than two years.

ARTICLE 11
Candidacy submission procedure

1) Candidacies must be submitted via the specific form and delivered to the General Affairs and Institutional Regulations Service **no later than 12.00 on Tuesday 16 April 2019**.
2) The form must be completed and signed. It must be submitted with a photocopy of a valid identification document.
3) Candidacies can be sent to this e-mail address elezionistudentesche@polimi.it, or faxed to +39 02.2399.6926 or delivered directly to the General Affairs and Institutional Regulations Service – Piazza Leonardo da Vinci, 32, Building 1.
4) The list of candidates admitted to the elections will published on the Politecnico's web site, in the section dedicated to the 2019 Student Elections.

TITLE IV
GENERAL RULES FOR ALL VOTING PROCEDURES

ARTICLE 12
Election Commission

1) The Election Commission, which is nominated via provision issued by the Director General, is made up of four officers of the central Administration, one of whom must rank no lower than administrative-management EP category, who will have President duties and one who will be Secretary and write minutes.
2) The Election Commission has the duty to give accreditation to the Lists and related candidacies for the proportional representation system and individual candidacies for the Study Programme Boards, for the Campus Reference Boards and for the Representatives of PhD students in the Board of the PhD Schools, it also supervises the regular carrying out of the electoral process.
3) When the Lists and individual candidacies have been presented and its deadline has been reached, the Election Commission:
   a) checks that the Lists have been created and presented in compliance with this provision and, if they do not comply, declares they are non-admissible;
   b) invites the Representative to modify the name or acronym of the List if it identical to another one previously presented or if it is likely to cause confusion, no later than three days from the date the invitation is made, or the list will not be admitted;
   c) removes the candidates who do not meet the requirements established in this provision;
   d) removes the candidates who are in excess of the number established in the above mentioned article 6.
4) In addition, the Election Commission:
   a) rules on any complaints made by voters, List representatives and members of the polling stations;
   b) rules on complaints recorded during voting operations;
   c) awards, at the end of the voting and counting operations, the seats, declaring the results to be fair and valid;
   d) rules, in the first place, on the complaints presented against the voting results.
5) The List Representatives, the candidates in the Study Programme Boards, the Campus Reference Boards and the PhD School Board can speak in the meetings of the Election Commission only if they are invited.

ARTICLE 13
Violations and sanctions

1) The Electoral Commission and the General Affairs and Institutional Regulations Service, as Electoral Office, have the task to supervise the regular conduct of the whole electoral process. Any violation of the rules of this provision must be sent in writing to the Electoral Commission, through the Electoral Office.
2) The Electoral Commission has the task of evaluating each case subject to reporting, by verifying the facts and, if necessary, through the hearing of the interested parties. Alternatively, it can arrange the dismissal of the report related to the violations, and apply the following sanctions:

a) exclusion of a single candidate who are eligible to stand for election;
b) exclusion of a List from the whole electoral procedure or from single voting procedures;
c) cancellation of votes received by a single candidate;
d) cancellation of votes received by a list, in one or more voting procedures, corresponding to the number of votes obtained by a single candidate;
e) cancellation of all votes received by a list in all voting procedures.

3) The Electoral Commission, in case of serious and ascertained violations that may invalidate the result of the elections by several candidates of different Lists, can suggest to the Rector the cancellation of the whole electoral procedure.
4) The Electoral Commission forwards to the Rector, for assessments, the minutes of the sanctioned reports.
5) Against one or more sanctions received, as referred in paragraph 2) of this article, the interested parties can bring an appeal before the Academic Senate within five days from the publication on the University Web site – https://www.polimi.it/il-politecnico/organizzazione/organi-di-ateneo/rappresentanti-studenti/votazioni-cnsu-e-votazioni-studentesche/#c50711 of the election outcome.

ARTICLE 14
Electioneering

1) Politecnico di Milano ensures and guarantees equal access to the media during electioneering activities, Lists and Candidates admitted to the electoral campaign will have equal spaces for posters and for organizing events, conferences and meetings for electoral purpose, according to the rules given in the following paragraphs.
2) The electioneering activities must be in accordance with the law and, in any case, they must not disturb the educational, scientific and administrative activities.
3) The electoral campaign begins with the assessment of the accredited Lists, and related Candidates, for the proportional representation, and of the Candidates for the Study Programme Boards, for the Campuses and for the PhD School Boards carried out by the Electoral Commission.
4) The assessment of the Lists and all candidates, as indicated in the previous paragraph 3), is carried out through publication on the institutional University Web site, and specifically on the page dedicated to the University student elections, link: https://www.polimi.it/il-politecnico/organizzazione/organi-di-ateneo/rappresentanti-studenti/votazioni-cnsu-e-votazioni-studentesche/#c50711.
5) The political campaign ends, without delay, at **11.59 pm on Sunday 12 May 2019.** Starting from this time and on Monday 13th, Tuesday 14th and Wednesday 15th May 2019, meetings and conferences that could have electoral purposes, new posters or other posters and dissemination of any material supporting or against other Lists or the individual candidates are prohibited. On 14 and 15 May 2019, any electioneering activity or dissemination of material within 200 meters from the entrance of the classrooms where the polling stations are located is in any case prohibited. The prohibition of electoral activities also applies to internet communication channels.
6) In order to guarantee equal treatment between University Student Lists and Associations, only one activity funded by the Standing Committee of Students is possible during electioneering activities. The interested List Representative, before the beginning of the electoral campaign, will inform the Electoral Office about object, date, time and location of this activity.
   The University Administration will make available to Lists or individual candidates specific spaces for posting electoral posters, among these, there are also those that contain information about meetings or conferences for electoral purposes.
7) Each List Representative must present to the Electoral Office - General Affairs and Institutional Regulations Service - a programme of activities to be carried out during the electoral campaign with indication of the date and time of the event, a location, and the object of the initiative. All the activities mentioned in the programme must be previously authorized by the Electoral Office which will provide the required spaces according to the availability, in order to properly carry out also the other institutional activities of the University.

8) It is prohibited to affix inscriptions on walls, floors, columns and other parts of Politecnico di Milano buildings, including all classrooms and common areas, as well as leaving electoral material in the University classrooms.
9) It is prohibited to promote electoral actions that may adversely affect the rights, including image rights, of the University or candidates.
10) The Administration staff must ensure that the provisions set forth in the paragraphs of this Article will be met.
11) Violations of the provisions of this article will result in sanctions against the List and/or the candidate that committed these violations. The sanctions are imposed by the Electoral Commission which, having verified the facts and in compliance with the principle of joint consultation with the parties to which the violations are attributed, will take a final decision, by applying the sanctions, in line with the seriousness of the facts ascertained, which may bring also to the exclusion of the List and candidates from the elections. In any case, during the whole electoral procedure, disciplinary proceedings may be started against those who do not respect democratic coexistence by adopting violent and intimidating behaviour towards the Lists and candidates.

ARTICLE 15
Use of telematic procedure for voting

1) The telematic voting procedure, already used for voting at Politecnico di Milano and properly implemented by CINECA, is used for student elections in the University Bodies and in the PhD School Board.
2) The voting procedure ensures the verification of voters' identity, confidentiality and anonymity of the voter.
3) Each voter, with a valid identity document, can exercise his right to vote **only once** at one of the polling stations of the Campuses of Politecnico di Milano and in the other Campuses.
4) Having verified its identity, the voter will receive the nominal electoral credentials showing two personal codes: one for the voter and the other to be used for accessing the voting procedure. The voter will also receive a paper form related to the voting for the group concerned (Students, Specializing students or PhD students) for reappointment of the National Council of University Students (Consiglio Nazionale Studenti Universitari - C.N.S.U.).
5) After completing the verification process in the system, the voter will receive the computerized ballot papers in a number equal to the Bodies to which s/he has the right to vote: Academic Senate, Board of Governors, Joint Commission of the School of Reference, Study Programme Board of enrolment, Board of Reference of the Campus (only for students enrolled in study programmes/guidelines/addresses located in the Campuses).
6) The PhD students will receive a number of computerized ballot papers equal to the Bodies to which they have the right to vote: Academic Senate, Board of Governors and PhD School Board.
7) **Bodies with proportional representation:** Academic Senate, Board of Governors and Joint Commissions, the computerized ballot paper will display the accredited Lists, by selecting them, the related list of candidates, placed in the order of submission by the same List, will be shown. The voter may vote for the chosen List and for the candidates belonging to that List. The electronic voting system will make it possible to express a maximum number of preferences as defined by this provision. The voter can also choose the blank vote option.
8) **Bodies with election system of individual candidates:** Study Programme Boards, Campus Reference Boards and PhD School Board, the computerized ballot paper will display the list of accredited Candidates, in alphabetical order; also in this case, the voter may express a maximum number of preferences, defined by this provision, or choose the blank vote option.
9) For all the operations performed by the voter, the system requires a clear confirmation and the preferences, once confirmed their inclusion in the virtual ballot box, cannot be modified or withdrawn anymore.
10) Specific minutes are drawn up of all voting operations.
11) For all the detailed information on the use of the electronic voting procedure, please refer to the Technical Manuals provided by CINECA and published in the specific section of the University institutional Web site dedicated to student elections - link: https://www.polimi.it/il-

politecnico/organizzazione/organi-di-ateneo/rappresentanti-studenti/votazioni-cnsu-e-votazioni-studentesche/.

ARTICLE 16
Voting and counting procedures

VOTING OPERATIONS

1) At 16.00 on Monday 13 May 2019, the President and the other members will establish the polling stations.
2) The polling stations will be open:
   - **Tuesday 14 May 2019 from 9.00 am to 7 pm;**
   - **Wednesday 15 May 2019 from 9.00 am to 2 pm.**
3) The voters who are still present at the polling stations at the closing time of the voting operations are still allowed to vote by following the order defined by the President of the polling station.

COUNTING OPERATIONS

1) Counting operations will take place on Thursday 15 May 2019, after closing time of voting procedures.
2) The Electoral Commission proceeds to count the votes which, provided by the computer system, are displayed, printed and processed according to the requirements of this provision.
3) The order will be the following:
   a) Academic Senate;
   b) Board of Directors;
   c) Joint Committees;
   d) Study Programme Boards;
   e) Campus Reference Boards;
   f) PhD School Board.
4) The counting operations are public.

ARTICLE 17
Criteria for identifying the elected candidates

1) After checking that the counting operations were fair and valid, the Election Commission awards seats to each List according to the proportional system through the following procedure:
   - identification of the number of total valid votes for each List (electoral results);
   - identification of the number of total valid votes for all Lists (general electoral results);
   - identification of the electoral quotient, which is the result of the general electoral results divided by the number of seats to be awarded;
   - identification of the seats for each List, obtained by dividing the electoral result of each List by the electoral quotient: each List is awarded as many seats as the number of times the electoral quotient is included in the electoral results.
2) The seats, that have not been assigned at the end of these operations, will be assigned to the Lists that obtained the greater number of remainders resulting from the division of the electoral result of each List by the electoral quotient, closest to that quotient.
3) The candidates, List by List, who obtained the highest number of preferences will be elected.
4) In the case of equal preferences, the first candidate in the list will prevail.
5) If a List has the right to more seats than its candidates, the excess seats will be divided out according to the quotient ranking.
6) The Election Commission, after checking the counting procedure was fair and valid, will assign, for the electoral system with individual candidates, seats to each candidate in the Study Programme Board, in the Campus Reference Boards and in the PhD School Board.
7) The candidates that obtained the highest number of preferences will be elected. In the case of equal preferences, the oldest candidate in the list will prevail.

ARTICLE 18
Polling stations

1) A suitable number of seats in order to ensure the wider participation of voters will be established in a decree of the Director General.

2) The position of every polling station will be published in a special notice in the Politecnico's web site - "Student elections" section.
3) The polling stations are composed as follows:
   - for Milano Campuses, polling stations will be staffed by 5 members of technical/administrative staff, one will be the President, one Secretary, two Members and one Computer Technician, and two students, who will be counting assistants and must meet the requirements to be eligible to vote;
   - for other Campuses, polling stations will be staffed by 4 members of technical/administrative staff, one will be the President, 2 Members, one Secretary and one Computer Technician, and one student, who will be counting assistant and must meet the requirements to be eligible to vote.
4) The duties of Vice President will be performed by a member of the polling station administrative staff, proposed by the President.
5) The Vice President must always perform the duties of the President if he/she is absent or unable to attend.
6) The President, or the Vice President, supervises the correct execution of voting operations, giving the required orders for surveillance of ballot boxes and material when the polling stations are closed.
7) Polling station operations are always valid if no fewer than three members are present, one of them must be the President or the Vice President.
8) The counting assistants will be assigned to polling stations by the Electoral Office in agreement with the List Representatives.
9) It is mandatory to perform the duty of President, Secretary, Poll Clerk, Computer Technician and counting assistant. Disciplinary action will be applied to staff/students who decline the appointment or who are not present for the establishment of the polling station without a valid reason.
10) If the President, Poll Clerks or counting assistants fail to appear or cannot be present, immediately, the Director General will rule on replacements by issuing a decree.
11) If one or both of the counting assistants are unable to attend, the President must immediately inform the Electoral Office, which will replace them. If the replacements cannot be made because there are no available students or technical-administrative staff, the President will find the counting assistants by appointing electors who are voting.
12) In no case a candidate can be appointed as member of the polling station staff.
13) If the number of required counting assistants among students is not enough to cover all the polling stations, they will be replaced by technical-administrative staff.
14) List Representatives can annex or ask to have entered in the minutes any declarations on the execution of voting procedures.
15) The Procedure Manager, the voters included in the Polling Station, the candidates, the members of the Election Commission, the List Representatives and, alternatively, accredited observers can access the polling stations.

ARTICLE 19
Publication of election results and appeals

1) The Rector announces the outcome of the vote by issuing a decree, which will be published in the Politecnico's web site - "Student Election" section.
2) Students who are elected in the Academic Senate, the Board of Governors, in the Joint Board, in the Study Programme Board and in the Campus Reference Board must inform the Rector about in which Body they wish to exercise their mandate. The decision must be set out in writing and delivered no later than five days from the day the voting results are published. There are no compatibility problems among the Study Programme Boards, the Joint Boards and the Campus Reference Boards.
3) In the same way, PhD students who are elected in the Academic Senate, in the Board of Governors and in the PhD School Board must inform the Rector about in which Body they wish to exercise their mandate. The decision must be set out in writing and delivered no later than five days from the day the voting results are published.
4) An appeal can be lodged against the results proclaimed pursuant to this article. It must be lodged with the Election Commission no later than five days from the publication of results on the University's web site. The Commission has three days to decide.

5) The electoral mandates of the elected representatives begin on the date of issue of the rectoral decree proclaiming the winning candidates of the election and ends when the new representatives are officially appointed in the next round of elections.

ARTICLE 20
Replacements

1) The Student representatives elected in the Academic Senate, in the Board of Governors, in the Joint Commissions, in the Study Programme Boards and in the Campus Reference Boards, that during the electoral mandate lose their eligibility requirements as referred in Article 4 of this provision, are replaced through what indicated in the following paragraphs of this article.
2) Candidates are replaced in the following cases:
   a) for obtaining a Laurea magistrale study programme;
   b) for voluntary resignations from their position of Student representative;
   c) for enrolment in a Laurea and/or Laurea magistrale study programme of another school, with respect to the enrolment of the study programme at the time of submission of the application and subsequent election. This condition applies to the student representatives elected in the Joint Commissions and/or in the Study Programme Boards and is regulated in the following paragraphs 4) and 6);
   d) for loss of their student status at Politecnico di Milano.
3) The Student representatives, that during the electoral mandate in the Bodies mentioned in the previous paragraph 1) of this provision obtain their three-year/first level Laurea and submit an application for admission to the Laurea magistrale study programme, do not lose their electoral mandate, only if the following conditions are met:
   a) for laurea (three-year) students that graduate in the July session, admission to the laurea magistrale study programme must be completed within October of the same year;
   b) for laurea (three-year) students that graduate in the February/March session, admission to the laurea magistrale study programme must be completed within April of the same year;
   c) for laurea (three-year) students that graduate in the September/October session, admission to the laurea magistrale study programme must be completed within October of the same year.
4) The Student representatives elected in the Joint Commissions of the Schools, in the Study Programme Boards and in the Campus Reference Boards, having satisfied the requirements mentioned in the previous paragraph 3), maintain their elective status if enrolled in a laurea magistrale study programme belonging to the same School of the first level/three-year Laurea achieved;
5) Where it is not possible to proceed with the substitutions according to what referred in the previous paragraphs, for the replacement of the Student representatives elected in the Academic Senate, in the Board of Governors and in the Joint Commissions with the proportional system, the procedure will be to appoint the first students not elected from the same List, provided that the election requirements are met.
6) For the substitution of the Student representatives elected in the Study Programme Boards and in the Campus Reference Boards with the system of individual candidates, the candidates or the candidate will be chosen following the order of the ranking list, provided that the requirements are met.
7) Enrolment in single courses is not considered as enrolment in a study programme, therefore Student representatives in this situation lose their elective mandate.
8) In the period between obtaining the three-year laurea and admission to the laurea magistrale study programme, Student representatives can participate in the sessions of the University Bodies, in which they carry out their electoral mandate, as auditors and without the right to vote.
9) The General Affairs and Institutional Regulations Service will supervise, with the support of the related Offices of the University Administration, that the aforementioned criteria will be met for the purposes of issuing rectoral provisions for substitutions of Student representatives.

ARTICLE 21
Replacements of Student Representatives in the Academic Senate, Board of Governors and Joint Committees in case of unavailability of a List

1) Where it is not possible to proceed with the substitutions as referred in the previous article, as provided by Article 4 of the "Organizational and Operation Regulations of the Student Board", in case of unavailability of candidates of a list in the Academic Senate, or in the Board of Governors or in the Joint Committee of the School, in order to ensure the continuity of student representation in the above mentioned Academic bodies of Politecnico di Milano and in compliance with the provisions of the Law 240/2010 of the University's Statute, exceptionally, the Student Board can proceed with indirect voting to the election of the Representative elected in the Academic Senate, or the Board of Directors or a Joint Committee of School who resigned or lost his/her requirements.
2) For the details of procedures of indirect voting, refer to the above mentioned "Organizational and Operation Regulations of the Student Board".

ARTICLE 22
Replacements in Study Programme Boards and in Campus Reference Boards In case of unavailability of candidate lists

1) If it is necessary to replace an elected student in the Study Programme Boards or in the Campus Reference Boards and there are no more available students in the list of candidates, the Student representatives elected in the Joint Commission of the School, to which the Study Programme Board belongs to, will identify among them a student with voting rights in the study programme board and in the Campus Reference Board.
2) The same procedure is used in the event that the Study Programme Board has been activated after the student elections or candidate applications were not submitted during the electoral procedure.

ARTICLE 23
Data confidentiality

1) Candidate personal data will be processed in compliance with the current legislation on privacy and exclusively for the fulfilments connected to the electoral procedure and, in case of election, for the subsequent obligations following the electoral mandate.

ARTICLE 24
Other representation in statutory Bodies

1) Student representatives permitted in the statutory Bodies not governed by this provision will be elected by the Student Board in the establishment session of the Board.

ARTICLE 25
Organisational structure

1) The administrative structure responsible for managing the administrative activities and coordinating the electoral process is the General Affairs and Institutional Regulations Service which also carries out the duties of Electoral Office.
2) Pursuant to Law no. 241, issued on 07.08.1990, and later amendments, the Manager of the Election Procedure is Ms Tiziana Visconti, Head of General Affairs and Institutional Regulations Service.

ARTICLE 26
Forms

1) For purposes related to presenting the Lists and candidacies for all the Bodies in the election, the only permitted forms are those specially prepared and available on the Politecnico's web site, in the "Student elections" section. The forms are also available from the General Affairs and Institutional Regulations Service.
2) On the same web page it is possible to find the forms to vote for reappointment of the National Council of University Students (Consiglio Nazionale Studenti Universitari - C.N.S.U.).

ARTICLE 27
Final provisions

1) The provisions that apply for the elections of Bodies in Municipal Administrations are compatible with and shall apply to all matters not expressly governed here.
2) The Politecnico di Milano promotes and guarantees equal opportunities to female students who wish to stand for elections, in compliance with the laws in force.
3) The Politecnico di Milano promotes and guarantees the actions that ensure that voters with disabilities can access the polling stations.

TITLE V
ELECTIONS FOR REAPPOINTMENT OF THE NATIONAL COUNCIL OF UNIVERSITY STUDENTS (C.N.S.U.)

ARTICLE 28
Voting procedure

1) Voting for reappointment of the National Council of University Students (Consiglio Nazionale Studenti Universitari - C.N.S.U.) will take place on 14 and 15 May 2019 together with the University student elections.
2) The voting procedures, established by Decree of the Ministry of Education of 31 January 2019, n. 66, and subsequent implementing Circulars, refer, as far as compatible, to the provisions defined by each University for carrying out their student elections. The documents are published on the institutional Web site of Politecnico di Milano, at the link: https://www.polimi.it/il-politecnico/organizzazione/organi-di-ateneo/rappresentanti-studenti/votazioni-cnsu-e-votazioni-studentesche/.
3) The following representatives will be elected:
   - **28 Representatives of students enrolled in Laurea (equivalent to Bachelor of Science) and Laurea Magistrale (equivalent to Master of Science) Study Programmes**, available at the universities on the date of issue of the M.D. 66/2019. For the election of this component, the university institutions are grouped, on a regional basis, into four territorial districts, corresponding to the same number of bodies, each District will elect 7 representatives.
   - **1 member elected among those enrolled in the Specializing programmes of old and new educational system**, as provided by Article 4, paragraph 1 of the Law of 19 November 1990 n. 341 and by Article 3 of Ministerial Decree of 22 October 2004, n.270. It is a national electoral college.
   - **1 member elected among those enrolled in the PhD programmes of old and new educational system**, as provided by Article 4 of the Law of 3 July 1998, n. 210 and by Article 3 of Ministerial Decree of 22 October 2004, n.270. It is a national electoral college.
4) For the voting procedures of the Members indicated in the previous paragraph 3) paper forms are used.
5) Voters will be able to vote at one of the polling stations available for University student voting procedure. Students enrolled in the Specializing Programmes will vote in a specific polling station, of which adequate information will be provided.
6) Voters must have a valid identification document when they go to the polling station.
7) Each voter will receive a form related to the voting component concerned and a copying pencil to mark the vote and any preferences on the ballot paper.
8) **For the election of the 28 Student Representatives**, the ballot paper shows the Lists accredited by the District Electoral Commission. The voter may vote by marking the symbol and/or the name of the List, and can specify, if necessary, next to the List, his/her preference for a single candidate, also by referring to the pseudonym of the candidate.
9) **For the election of 1 PhD student and 1 Specializing student**, the Candidate names accredited by the Central Electoral Commission are shown on the related ballot paper; the vote can be expressed exclusively by marking the name of the chosen candidate.
10) The counting operations will be carried out on Wednesday 15 May 2019 only by the administrative members of the polling stations, at the end of the voting operations.
11) The ballot papers will be scrutinised in the following order:
    a) Student Members;

b) PhD Student Member;
c) Specializing Student Member.

12) The outcome of the voting will be made public by the Local Commission of the II District and by the Central Electoral Commission located at the Ministry of Education, University and Research (MIUR).
13) With regard to the electoral activities, the composition of the polling stations and all the provisions related to the voting procedures, including the terms and procedures for submission of Lists and all Candidate application, please read the specific information defined in the Ministerial Decree 66/2019, in the notices, in the circulars and in the specific articles and paragraphs of this provision.

THE RECTOR
Prof. Ferruccio Resta

Digital signature according to Digital Administration Code.