Presentation of lists and applicants
For the Politecnico di Milano

Student User Manual

1. Access to the service

This function allows students at the Politecnico di Milano to access the List and Applicant Submission service (hereinafter referred to as PLC) by means of pre-recognition based on the University's unique credentials (AUNICA).

In this way, the identity of the student who logs in is "certified" by the university itself, without having to resort to additional credentials that would be more complicated and less secure to implement.

1.1. System recognition and access

The student can access the link indicated in the communication sent by the Electoral Office using a browser.

As a first step, the service checks whether there is any operation in progress for which access to University services has already been granted (e.g., I am booking an exam).

If you have already logged in, you will proceed directly to the main page of the PLC service. Otherwise, the AUNICA login screen is shown.
A - PROPORTIONAL LIST SYSTEM COMPETING WITH EACH OTHER (ACADEMIC SENATE, BOARD OF DIRECTORS AND JOINT SCHOOL COMMITTEES)

2. List representative, supporter and applicant

2.1. List representative

The possibility of submitting a list for the various bodies to be voted on is reserved for students with the position of "List Representative".

In order to be officially accredited for this position, it is first necessary to fill in the "List Representative" form, which can be downloaded at the following link [http://www.polimi.it/elezioni-studenti](http://www.polimi.it/elezioni-studenti).

Once completed, the form should be sent to the email address [elezionistudentsche@polimi.it](mailto:elezionistudentsche@polimi.it), no later than 15:00 on 30 March 2021.

Following the general guidelines, the accredited List Representative:

- may propose **only one List** for each Body to be voted on;
- may propose, for each Body to which he has access, a series of Applicants, exclusively for the List he has proposed and without repetition. This means that you may only enter students who have not already been entered as Applicants on other Lists by other List Representatives.
Furthermore:

- the List Representative may NOT stand for election to any of the Bodies to be voted on;
- The List Representative may be a "Supporter" of their own List for the Academic Senate, for the Board of Directors, and for the Joint Committee in which their degree course of enrolment is based.

2.2. **Supporter**

Each student may only support one List for each Body to which they have access.

![Support button](image)

(Figure 2.2 "Support" button)

2.3. **Applicant**

Each student "Applicant" to the List Representative must fill in the form "Acceptance of candidacy for the Academic Senate, Board of Governors and School Joint Committees" and present his or her valid identity document (see section 5 of this Manual).

**PLEASE NOTE**

On the main page of the PLC service, the student who logs in displays a list of all the bodies they have access to for voting. Access permissions are agreed in advance and change according to the student's "profile" (course of study, school, etc.).
As soon as the PLC service is activated by the Electoral Office, it will be possible to begin the processes allowed in the phases that will follow to complete the process of defining the Lists and the Applicants that will make up the student votes.

3. List submission from 26 to 30 March 2021 by 15:00 (valid only for List Representatives)

How to submit a List:

- Access the system;
• The selected Organisation is accessed via the "Access to Lists" button;
• The "Submit a List" button (when present) is used;
• Fill in the list data (name and, if applicable, logo);
• Confirm the choice.

If the student already has a position (List Representative), they will only their own List: therefore, after submitting their List, they will only see that List until the end of the process.

3.1. What I see before insertion

![List entry start screen](Figure 3.1 - List entry start screen)

3.2. What do I see when I proceed with the data entry of the List

![List data entry screen](Figure 3.2 - List data entry screen)
3.3. **What I see after entering the list data**

A newly submitted list will be in "Submitted" status and must then be "Validated" by the Electoral Office before it can proceed.

Once you have moved to the "Approved" status, you will be able to continue and you will no longer be able to change the name or logo of the list.

If the Electoral Office detects any anomalies, the list will be placed in the "To be reviewed" status and the List Representative will be able to make the necessary changes.

By clicking on the appropriate button, you can change the name of the list and add a new logo if necessary.

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**Figure 3.3 - Next screen data entry List**

**Figure 3.4 - Screen 1 for List editing**

**Figure 3.5 - Screen 2 for List editing**
4. Submission of support signatures from 1 April to 26 April 2021 until 16:00

How a student inserts their support to a List:

- Access the system;
- The selected Organisation is accessed via the "Access to Lists" button;
- The existing lists are displayed (only if you have not yet taken on a position, otherwise you will only see the one for which you are responsible);
- The selected list is accessed via the "Review" button;
- Use the "Insert support" button to declare your support signature.

In accordance with the decree on voting, students who wish to support a list of applicants can enter their support by simply indicating their preference. As they have already been recognised by the system when logging in, a handwritten signature is not required.

PLEASE NOTE

After entering your support you will not be able to change your mind.

Support is irreversible.

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<tr>
<td>![Logo]</td>
<td>Era Glaciare</td>
<td>Approvata</td>
<td>1</td>
</tr>
</tbody>
</table>

Figure 4.1 - Available lists display screen
5. Submission of Applicants to the Reference List from 27 April to 30 April 2021 by 12:00

How to enter an Applicant (repeatable activity):

- Access the system;
- The selected Organisation is accessed via the "Access to Lists" button;
- You access your submitted list via the "Review" button;
- The "Insert Applicant" button (when present) is used;
- You search for the name of the applicant you wish to include in your list;
- From the set of names found, press the "Choose" button on the preferred name;
- From the summary of the chosen student's data, press the "Confirm" button.

**PLEASE NOTE**

The inclusion of Applicants is only allowed for List Representatives whose List has already been "Approved" by the Electoral Office, and only within their own List. It is not allowed to enter Applicants who have positions other than "List Representative".

You can insert a Applicant by clicking on "Insert Applicant".
The search can be carried out on Surname and/or Name, entering at least 3 characters in each box.
Those who are not eligible are automatically excluded from the total number of students found (a condition verified at the outset by the Electoral Office, which transmits the data to the service).

Once you have chosen the student to be nominated, click on the "confirm" button.
If the system detects any inconsistency in the applicant chosen (e.g.: already present with some position in other Lists of the same Body), an error message will be displayed and the Applicant will not be allowed to be added.
At this stage, the List Representative may also delete an inserted Applicant by clicking on the "X".

6. Acceptance of the position of Applicant from 27 April to 30 April 2021 by 12:00 noon

The Applicant formally accepts their candidature by entering the form "Acceptance of candidature for Academic Senate, Board of Governors and School Joint Committees" into the system, together with their valid identity document, the format of which is defined by the University and made available for completion on the website at the following link:: http://www.polimi.it/elezioni-studenti .

The form must be completed in full and entered signed into the ELIGO online voting application. Once you have entered the form, an icon will appear and you will have to wait for the Electoral Office to "Validate" or "Reject" it.
How an Applicant enters their form:

- Access the system;
- The selected Organisation is accessed via the "Access to Lists" button;
- Your list is accessed via the "Review" button;
- The "Insert acceptance document" button is used;
- You search your PC for the completed file you wish to upload and click on "Send".

![Figure 6.1 - Acceptance form input screen](image)

![Figure 6.2 - Uploading and sending acceptance form screen](image)

When you have finished entering the form, an icon appears in your list to confirm that the form has been uploaded:
The status of the individual form can take three different values, as shown in Figure 4, and is set by the Electoral Office, which examines it to ensure that it has been completed correctly.

The applicant will be fully accepted ONLY if their form is in "VALID" status.

Each Applicant will be able to see only their own form by clicking on the respective icon.

If, at the end of this phase, there are Applicants with non-compliant forms (not submitted or rejected), the List Representative will delete these applicants so that the Electoral Office can definitively validate the List.
B - INDIVIDUAL NOMINATION SYSTEM
(COURSE OF STUDY COUNCILS, REFERENCE COUNCILS OF REGIONAL CENTRES AND DOCTORAL SCHOOLS)

7. Proposal of individual applicants for CCS and Campus Reference Board from 1 April to 26 April 2021 by 16:00

7.1. Insertion as an applicant

The inclusion of oneself as a Applicant is only permitted to one's own Course Council and, in the case of students of other campuses, to the respective Reference Council of the Campus to which one belongs.

Each student applicant wishing to apply for one Course Council must complete the form “Acceptance of candidature in the Course Council”, the format of which is defined by the University and made available for completion on the website, at the following link: http://www.polimi.it/elezioni-studenti.

The form must be completed in full and it must be sent with a valid identity document attached to this mail address: elezionistudentesche@polimi.it.

Each student applicant wishing to apply for one Reference Council of the Campus must complete the form “Acceptance of candidature in the Reference Council of the Campus”, the format of which is defined by the University and made available for completion on the website, at the following link: http://www.polimi.it/elezioni-studenti.

The form must be completed in full and it must be sent with a valid identity document attached to this mail address: elezionistudentesche@polimi.it.

Figure 7.1.1 Enter your application
7.2. **Support for another applicant**

*It is not allowed to support oneself.*

It is therefore possible to support another Applicant from one's own Programme Council and/or from the respective Campus Reference Board to which one belongs.

**Figures 7.2 Support a candidate**

<table>
<thead>
<tr>
<th>Tipo</th>
<th>N.sost.</th>
<th>Sostegni</th>
</tr>
</thead>
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<tr>
<td>Studente</td>
<td>1</td>
<td>Sostegni</td>
</tr>
</tbody>
</table>
8. Council of the PhD School from 27 April to 30 April 2021 by 12:00.

All those who are regularly enrolled in courses XXXIV, XXXV and XXXVI of the PhD courses run by the Politecnico di Milano or in cycle XXXIII in the case of PhD courses with a minimum duration of 4 years may apply.

Each doctoral applicant wishing to apply must complete the form "Acceptance of candidature in the Council of the Doctoral School", the format of which is defined by the University and made available for completion on the website, at the following link: http://www.polimi.it/elezioni-studenti.

The form must be completed in full and it must be sent with a valid identity document attached to this mail address: elezionistudentesche@polimi.it.

PLEASE NOTE

Nominations for the Council of the PhD School do NOT require supporting signatures.