



Università
degli Studi
della Campania
Luigi Vanvitelli

Scuola di Medicina e
Chirurgia

Dipartimento di
Medicina di Precisione

Didactic Area Position

Tit. 1 - Cl. 13 Elections and nominations

Subject: Call for the election of student representatives to the Doctoral Program Council in Biochemistry and Biotechnology.

DIRECTOR

In Regard to the Statute of the University of Campania "Luigi Vanvitelli", issued with D.R. 645 of 17/Oct/2016;

In Regard to regulations of the University of Discipline of the Doctoral Program, issued with D.R. n. 602 of 04/Jul/2023;

In Regard to the University Electoral Regulations issued with D.R. n. 526 of 24.Jul.2017 - modified with DD.RR. n. 903 of 06/Nov/2018, n. 362 of 15/Apr/2019 and n. 329 of 06/May/2020;

In Specific Regard to art. 14, paragraph 6, of the Regulations of the University for the Discipline of the Doctoral Program, which provides "*that the College of Teachers is integrated, for the treatment of didactic and organization problems, by a representation of the doctoral students in not less than 15% of the total number of members of the College of Teachers*";

In Regard to the aforementioned Regulation, Article 14, paragraph 6 provides, among other things, that '*the elected representative, appointed by decree of the department director, remains in office for the duration of the cycle and in any case not beyond the attainment of the doctoral title. In case of forfeiture due to loss of doctoral student status or resignation, a new election will be held.*';

Taking in to acknowledging that the same University Regulation on the Discipline of the Doctoral Programme establishes that 'In the meantime of the election process, the committee is validly constituted. For the establishment of the aforementioned representation of doctoral candidates, the rules provided by the University electoral regulation for the election of the representation of specialization students within the council of specialization schools shall apply, insofar as they are compatible, pending the integration of the aforementioned electoral regulation.

Considering that the current Electoral Regulations of the University govern the election of the representation of the residents in the Council of Graduate Schools, from article 98 to art. 101;

In Regard to art. 99 which provides, among other things, that the decision to hold elections, issued by the Director of the Department, contains the operational provisions for the conduct of voting operations as well as the composition of the electoral commission;

In Regard to the note Rector prot. n. 194122 of 22/Jan/2024 concerning "amendments to the - regulation of the University of discipline of the Research Doctorates - indications and electoral fulfillments", which provides that voting operations are carried out in March 2024;

Identified the need to proceed to elections for the designation of the representation of Doctoral Program candidates in the College of Doctoral Students in Biochemical and Biotechnological Sciences with administrative headquarters in the Department of Precision Medicine,

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for the reasons reported,

Art. 1 - Call for elections

Elections are called for the designation of the under-indicated representation of Doctoral Program candidates in the College of Doctoral Students in Biochemical and Biotechnological Sciences with administrative headquarters in the Department of Precision Medicine:

- n. 6 Representatives of doctoral candidates in the College of doctoral in Biochemical and Biotechnological Sciences for the XXXVII cycle
- n. 7 Representatives of doctoral candidates in the College of doctoral in Biochemical and Biotechnological Sciences for the XXXVIII cycle
- n. 7 Representatives of doctoral candidates in the College of doctoral in Biochemical and Biotechnological Sciences for the XXXIX cycle

The elected representatives remain in charge for the duration of the cycle and in any case not beyond the attainment of the doctoral title.

Art. 2 - Convening, conduct and voting time

The Electoral Corps is convened, in the days april 4th and 5th 2024 from 9.00 a.m. to 2.30 p.m. at the polling station that will be online through Microsoft Teams platform to designate the representation of Doctoral Program candidates in the College of Doctoral Program in Biochemical Sciences and Biotechnology.

Art. 3 - Online voting

Online voting service allows voters to vote electronically. Voter will cast his vote through a specially set up e-voting electronic workstation at the online polling station, which will ensure the secrecy of operations. Each voter will be provided with credentials for access to the electronic voting system, together with instructions on how to express the vote.

In order to vote, voter must have access to a special virtual seat on the Microsoft Teams platform, where he/she is identified by the display of a valid identification document and entitled to vote; subsequently, the voter must connect to the University e-platform voting system using credentials received by email in the days before the election.

For further information on the election procedure, please refer to the University web at the link: <https://www.unicampania.it/index.php/elezioni-online>.

Art. 4 - Technical manager

Voting operations are carried out, in compliance with the requirements of secrecy and certainty of the expression of vote, in electronic form (e-voting).

The contact person and technical manager of the election is Dr. **Ciro Arrichiello**, in service at the Department of Precision Medicine.

The aforementioned manager will follow the electoral process on the e-voting platform in the stages of technical activation of the procedure, the inclusion of active and passive voters and candidates, the opening and closing of voting operations and the extraction of voting count data.

Each voter will be provided with credentials for the access to the electronic voting system, together with instructions on how to express the vote.

Art. 5 - Constitution of the Electoral Commission

Pursuant to the art. 99 co. 2 of the current Electoral Regulations, the Electoral Commission is composed with the Coordinator of the Doctorate, or his delegate, who chairs it, and two members of the Doctoral Council, as shown below:

- Prof. Michele Caraglia President
- Prof. Fulvio Della Ragione Component
- Prof. Marina Porcelli Component
- Prof. Silvia Zappavigna Substitute

with functions of verification and validation of the elections and the proclamation of the elected.

Art. 6 - Constitution Polling Station

The polling station, pursuant to the art. 99 co. 1 of the current Electoral Regulations, will be as follows:

- Dr. Giacomo Natella President
- Mrs. Laura Iannaccone Component
- Mr. Mariano Coppola Component
- Dr. Ciro Arrichiello Technical Manager
- Mrs. Maria Scarfiglieri Substitute

with the functions of organizing voting operations according to criteria of economy, efficiency and rationality and to ensure the security and secrecy of the vote.

Art. 7 - Active and passive voting

For the purposes of the election of the representatives of doctoral students pursuant to the Regulations of the University of Discipline of the Doctoral Program:

- The active electorate shall be allocated to those enrolled in the Ph.D. cycle on the date of voting;
- The passive electorate shall be allocated to those enrolled in the Ph.D. cycle on the date of issue of the provision calling the election

The list of those entitled to vote and stand for election is drawn up by the Didactic Area of the Department on the basis of data transmitted to the Office for Research Training is attached to this measure and published on the website of the Department.

To avoid any errors and omissions those entitled to the electorate excluded from the list may report to the Didactic Area of the Department of Precision Medicine within three working days from the date of publication. Any changes must be made within five days of the report. Only those who appear on the voting lists will be allowed to vote.

Each voter may only express just **one preference**.

Art. 8 - Individual applications

Without prejudice to the eligibility of all those entitled to stand as candidates, it is possible to submit a formal application by sending the appropriate application form by email (Mod. 1) to the Head of Procedure of the Didactic Area of the Department of Precision Medicine, at: dip.medicinadiprecisione@unicampania.it or by hand delivery, in paper format at the Didactic Area Office of the Department of Precision Medicine according to the methods and terms provided for by the following art. 8 of this order.

The individual application must indicate: name, surname, date and place of birth, the category of the candidate. The form must be accompanied by a photocopy of a valid identification document.

Art. 9 - Deadlines for individual applications

Applications may be submitted from the 3rd day following the date on which the order for reference was issued and until the 15th day following the date.

Applications can be acquired by march 17th 2024 until and no later than 12.00 P.M. of march 29th 2024.

Didactic Area of the Department will ensure the regular registration of the application.

For the purposes of verifying that the application has been submitted in the above terms, the time that the accepting structure displays on the email of the applications submitted shall be considered as relevant.

The Electoral Commission referred to the art. 4 below, will verify the candidates submitted.

The lists of eligible applications will be published on the Department's website and on the University's website.

Art. 10 - Voting

The voting operations will take place according to the procedures provided by the art. 8 of R. E. Those who submit an identification document, having the requirements of validity pursuant to the current provisions of law, and who are included in the voting lists, are allowed to vote. The identification document issued by the administration is also valid. Once the identification has been made, the voter shall print and sign the identification receipt, which shall remain on the record of the seat. If the identification document is unavailable, the voter duly registered for the seat may be admitted to vote only if he or she is known to a member of the seat. Such recognition for direct knowledge shall be noted in the margin of the acknowledgement of identification and the endorsement shall be signed by the component which has done so. The credentials and instructions on how to express the vote are sent to the voter's institutional e-mail box by the day before the voting date; however, the communication of credentials at the seat is ensured. Voting shall take place at a location which ensures its secrecy. Voting shall be personal, free and secret. Physically prevented voters may cast their vote with the assistance of another freely chosen voter provided that he/she is registered in the electoral register of the seat to which he/she belongs. The obstacle, if not obvious, can be showed by means of a certificate issued by the medical officer designated by the local health authorities. No constituent may act as an accompanist to more than one constituent.

Pursuant to the art. 9 of the R.E., after the voting operations have been completed, the President of the seat declares the vote closed and then provides for the replying operations.

The Technical Manager of the electoral procedure provides for the extraction of data relating to the counting of votes for the purposes of the electronic counting.

The counting operations shall be public.

Minutes shall be made of them signed by the President of Seat and by all the members of the seat.

The minutes drawn up in this way are simultaneously handed over to the Electoral Commission, which will verify, validate the elections, and assign the documents to the competent office for the election, for the purposes of the proclamation of the elected by the Director of the Department.

Art. 11 - Validity of elections.

The vote shall be valid if at least 3% of those entitled to vote have taken part.

If the quorum is not reached, it shall be possible to repeat the voting operations only once among those who have obtained at least one vote in the first part-session.

Art. 12 - Announcement and appointment of the elected

The announcement of the elected occurs through the procedure provided by the art.101 of the current Electoral Regulations.

The announcement is ordered by Decree of the Director, to be published on the website of the Department, after verification of the regularity of election operations by the competent office.

Within ten days from the proclamation of the elected, also taking into account any appeals, the Director of the Department appoints the elected by a special provision.

Art. 13 - Election office

The Office responsible for the election is the Didactic Area of the Department of Precision Medicine placed in Naples at Complesso S. Andrea delle Dame - Via L. De Crecchio, 7 - third floor.

Art. 14 - Responsible of the Procedure

Pursuant of the current University Regulation, the Sole Responsible for Procedure (RUP) is Dr. **Ciro Arrichiello**, administrative staff of the Didactic Area of the Department of Precision Medicine (telephone: 081 5664353 e – mail: ciro.arrichiello@unicampania.it).

Art. 15 - Final provisions

Pursuant to Article 10, paragraph 5 of the current Electoral Regulation, the Electoral Commission is responsible for all decisions regarding appeals concerning the conduct of the election.

Appeals must be submitted to the Electoral Commission and communicated to the Department of Precision Medicine, within five working days from the publication of the contested act. The decision shall be taken within seven working days from submission of the appeal.

For matters not covered in this provision, reference is made to the provisions of the current University Electoral Regulation.

This provision is published on the University's website and on the Department's website.

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Department Director
Prof. **Ferdinando De Vito**

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