



## STUDENT CONFERENCE REGULATIONS

These Regulations govern the Student Conference as required by art. 30 of the University Statute and by art. 5 of the University General Regulations, in compliance with the statutory and regulatory provisions in force.

### Art. 1 - Nature of the Institution

1. The Student Conference is the student representative body at the University level. It promotes and coordinates the participation of students in the academic organization, advises the governing bodies of the University pursuant to art. 30 of the Statute and art. 5 of General Regulations, and submits proposals on matters exclusively or mainly concerning the interest of students.
2. The governing bodies are required to respond with motivated resolutions to the proposals made by the Student Conference. The Conference promotes and manages national and international relations with the student representatives of other universities.

### Art. 2 - Functions and Appointments

The Student Conference, in particular:

1. Provides, within 20 days of the request, non-binding mandatory opinions on the following matters:
  - a. Requests for amendments to the Statute (art. 12, paragraph 4 of the University Statute);
  - b. Approval of the University Academic Regulations (art. 16, paragraph 2 of the University Statute);
  - c. Fees and funds for strengthening educational facilities and services as well as development plans, including construction plans (art. 27, paragraph 2, subpart l) of the University Statute);
  - d. Call for elections of student representatives, election process (art. 62, paragraph 3 of the University Statute and art. 33 of the University General Regulations);
  - e. Student work (art. 51, paragraph 1 of the University General Regulations);
  - f. Appointment of the Student Ombudsman and operating procedures (art. 35 of the University Statute and art. 9, paragraph 5 of the University General Regulations);

These opinions are adopted by resolution of the Conference in plenary session;

2. Appoints students to the following boards:
  - a. Independent Evaluation Unit (art. 28 of the University Statute);
  - b. University Committee for Libraries (art. 42 of the Statute and art. 27, paragraph 1 subpart h) of General Regulations);
  - c. University Sports Committee (art. 56 of the Statute);
  - d. Steering Committee of the Teaching and Learning Innovation and Multimedia Technology Centre (CTU) (art. 5, paragraph 2, subpart g) of CTU Regulations);
  - e. Steering Committee of University Study and Career Guidance Services (COSP) (art. 5, paragraph 2, subpart e) of COSP Regulations);
  - f. Steering Committee of University Language Centre (SLAM) (art. 5, paragraph 2, subpart f) of SLAM Regulations);
  - g. The Committee in charge of assessing disciplinary breaches (art. 52, paragraph 5 of the University General Regulations);
  - h. 4EU+ Academic Council (for members representing the University of Milan);
  - i. Any other board including a student component, unless otherwise established by University regulations;



These appointments are made in compliance with individual eligibility requirements pursuant to art. 33, paragraphs 4 to 6 of the University General Regulations;

3. Prepares an annual report addressed to the Academic Senate and the Board of Directors on the state of student services.

### **Art. 3 - Right of Access**

1. The members of the Student Conference have the right to obtain from the heads of the competent units of the University any useful information for the purpose of carrying out their duties and to view the related documentation, as required by art. 30, paragraph 54 of the Statute and by art. 20 of the Regulation implementing Law no. 241 of 7 August 1990, containing rules on administrative procedure and right of access to administrative documents.

### **Art. 4 - President**

1. In accordance with art. 30 of the University Statute, the President is elected by i) an absolute majority of those entitled to vote in the first ballot, ii) an absolute majority of the voters in the second ballot, iii) a run-off between the two candidates who obtained the highest number of votes in the second ballot.

2. The President is elected in the first meeting, by secret ballot. The meeting is chaired by the Dean, i.e. the student who reported the highest number of personal preferences during the last University elections.

3. Candidacies for President are presented at the beginning of the first meeting.

4. The President does not participate in voting, except as provided for by art. 15, paragraph 5.

### **Art. 5 - Functions of the President**

The President:

- a. Represents the Conference;
- b. Protects the prerogatives of its individual components;
- c. Convenes the Conference, opens and closes its meetings, ensures the smooth running of the Conference's work, in compliance with the Regulations;
- d. Leads and moderates the debate, establishes voting procedures, ascertains and announces the outcome, in compliance with the Regulations;
- e. Keeps order, and suspends the meeting if necessary;
- f. Signs the meeting minutes.

### **Art. 6 - Vice President**

1. The Vice-President is elected by the Council by an absolute majority of voters, on the proposal of the President.

2. The Vice-President replaces the President in the event of his/her absence, impediment, failure to comply with mandatory deadlines for acts within his/her competence or other non-compliance.



## **Art. 7 - Secretary**

1. The Secretary is elected by the Conference by an absolute majority of voters, on the proposal of the President.
2. He/she draws up minutes and assists the President during meetings, handles communications with the members of the Conference.

## **Art. 8 - Board**

1. The Board is made up of the President, the Vice President and the Secretary.
2. It sanctions seriously inappropriate behaviour.
3. The Board may reprimand, remove and, in exceptional cases, suspend (for a maximum of two meetings) members of the Conference who adopt seriously inappropriate behaviour.

## **Art. 9 - Council Groups**

1. Members from the same electoral list constitute a council group, which may include members from related electoral lists.
2. The groups are formed in the first meeting of the Student Council and each group must communicate the name of a Group Leader to the Board, within 72 hours from the first meeting.
3. If no name is notified, the member of the group who has received the highest number of preferential votes for election to the body that gives access to the Council is appointed as the Group Leader.
4. The elected members have the right to change council group. A council group other than as described in paragraph 2 of this article may be set up, provided there are at least two members.

## **Art. 10 - Conference of Group Leaders**

1. The Conference of group leaders is made up of each group leader and by the members of the Board. It is chaired by the President of the Student Council.
2. It draws up the agenda and unanimously establishes the items to be put on the agenda in addition to resolutions concerning mandatory opinions.
3. It is convened by the President of the Council or, as an exception, upon request by two of its members, to be sent to the President for information.

## **Art. 11 - Notice of Meeting**

1. The Conference usually meets every two months and in any case at least once every three months.
2. Both ordinary and extraordinary meetings are convened by the President, usually by e-mail.
3. The notice must be sent out at least five days before the meeting, specifying the venue, date, starting time and agenda.
4. Any required documents must be attached to the agenda.
5. In case of non-compliance by the President, three months after the last meeting of the Student Conference, the Conference of the group leaders can convene a new meeting by an absolute majority of those present.
6. The Conference may be convened on an extraordinary basis by the President or upon request by a third of the members by means of a signed letter to the President. In this case, the President is required to convene the Conference within 5 days, for a date no later than 14 days from the date of



the request for a meeting. If the President does not comply, the Vice President shall convene the Conference. In the event of non-compliance by both the President and Vice-President, the meeting is convened by the University Administration.

7. In cases of necessity and urgency, the President has the right to convene an online Council meeting with at least 48 hours' notice.

## **Art. 12 - Agenda**

1. The agenda is drawn up by the Conference of group leaders, taking into account any requests received from members.
2. Any issues put forward by at least a quarter of the members of the Conference must be included in the agenda. Such requests must be submitted to the President at least 10 days before the date set for the meeting.
3. During a meeting, new items may be added to the agenda on the proposal of a single member, subject to the favourable vote of the majority of those present.

## **Art. 13 - Validity of Meetings**

1. If the absence of a quorum is ascertained, the President shall suspend the meeting for ten minutes. If, upon resumption, the quorum is still not reached, the President adjourns the meeting, announcing the date and time of the next one, to be held within fifteen days, with the items on the agenda which it was not possible to deliberate. The meeting shall be convened as usual, in accordance with art. 11.
2. In the absence of a quorum for two subsequent meetings, the third is validly held if it has been properly convened and one third of those entitled is present.
3. For the meetings of the Student Conference to be valid, all members must have been duly summoned and the majority of them must be present, excluding excused absences.
4. Before declaring each meeting open, the President ascertains the existence of a quorum, which shall be presumed for the entire duration of the meeting. Each member of the assembly may ask for the quorum to be ascertained again before a resolution is made.

## **Art. 14 - Guests**

1. The President or a third of the members, upon written request to the President, may invite the Rector, the General Manager and other professors or directors of the Administration, as well as external experts and/or students, to the Conference meetings, to intervene on matters of general interest or within the responsibility of their offices. Their participation must be included in the agenda.

## **Art. 15 - Discussion, Voting and Resolutions**

1. The discussion is opened by the President, who illustrates the topic or the proposed resolution, or invites a speaker member to do so on his/her behalf.
2. Once the discussion is over, the President asks for any amendments to be proposed. They must be voted prior to voting on the entire proposal.



3. Voting usually takes place by open ballot, by show of hands or by roll-call of the members.
4. At the request of a third of the members, voting may take place by secret ballot, through paper ballots, by roll-call.
5. Resolutions are adopted by a majority of those present, unless a different majority is prescribed. In the event of a tie, a further discussion is held, followed by a vote. The President has the deciding vote in the event of a further tie.
6. Amendments to these Regulations are adopted by a majority of two thirds of those present.

## **Art. 16 - Preliminary Commissions**

1. The following permanent commissions are set up within the Student Council:
  - a. Commission I - Calls and Regulations
  - b. Commission II - Appointments
  - c. Commission III - Assessment and Quality
  - d. Commission IV - Education Incentive Programmes and Spaces
2. Permanent commissions consist of one representative per council group.
3. Permanent commissions unanimously approve the proposals to be submitted to the plenary assembly for approval. Otherwise, the President of the commission or his/her delegate is required to present the various proposals discussed by the commission to the plenary assembly.
4. The Student Council may set up internal preliminary commissions on a temporary basis.
5. The commissions are chaired by the President of the Conference or his/her delegate.
6. The works of the commissions are open to all members of the Student Conference, though only the members of the commission have the right to vote on the proposals.
7. The President of the commission reports to the plenary assembly of the Council on the progress of work each time the commission chaired by him/her meets or makes progress in its work.

## **Art. 17 - Minutes**

1. The minutes are drawn up by the Secretary. In case of absence of the Secretary, the President appoints a secretary pro tempore from among those present, who shall draw up and sign the minutes of the meeting.
2. The minutes of the meetings must state the day, the start and end time of the work session; who chairs and who exercises the functions of secretary; the members present, excused and unexcused absences; the agenda; a summary of the discussion; the text of resolutions and voting outcomes.
3. Each member has the right to request that their statements or speeches be included in full in the minutes.
4. In the event of a vote, the members who abstained and those against must be indicated by name at the request of the person concerned or others.
5. The minutes, signed by the President and the Secretary, are usually approved as the first item on the agenda of the next meeting.



## **Art. 18 - Records**

1. The minutes of the Student Conference are public and posted to the University web portal.
2. At the end of each meeting, the Secretary shall send the following to the competent offices:
  - a. The resolutions of the Student Conference, within 72 hours;
  - b. The minutes of the previous meeting, approved and signed by the President and the Secretary who drafted them, for filing;
  - c. The minutes referred to in the previous paragraph excluding any items on the agenda discussed behind closed doors, to be posted to the University web portal.
3. Upon receipt of the documentation referred to in the preceding paragraphs, the competent offices shall:
  - a. File the records in the University archive;
  - b. Post the minutes referred to in paragraph 2 subpart c) of this article, to the University web portal;
  - c. Timely send the resolutions to the relevant University bodies.

## **Art. 19 - Termination of Office**

1. For the members of the Board and of the Conference, the general rules set forth by art. 33, paragraph 39 of the University General Regulations shall stand.
2. The loss of individual requirements for election in the managing committees of Faculties and Schools, or early termination of office as student representative in one of the bodies set out in art. 30, paragraph 2 of the University Statute, due to resignation or graduation, or for any other cause, shall result in termination of office as member of the Student Council.
3. The mandate of representatives referred to in art. 2, paragraph 2 hereof expires when a new Council is set up; termination of office takes effect when the newly set-up Council elects its representatives.
4. Anyone who does not participate in more than three consecutive meetings of the Conference, without being excused, shall be terminated from office as members of the Student Conference. A member of the Conference may also resign by letter to the Rector, who shall appoint his/her replacement ex officio. In both cases, the member shall remain a student representative in the academic bodies.
5. The vacant position is filled by the following student in the list of those elected within the respective managing committee or, failing that, by the first of the non-elected students, provided that he/she was on the same list as the terminated student.
6. The President, the Vice-President, the Secretary remain in office for the entire mandate, until the renewal of the Conference. They may resign from office without forfeiting their role as members of the Conference.

## **Art. 20 - Participation in Meetings**

1. The meetings are normally open: all students enrolled at the University of Milan may participate.
2. The President may convene a closed meeting for all or some items on the agenda, specifying it in the notice of meeting. He/she is required to do so at the request of one fifth of the members of the Council or on items concerning specific individuals.
3. During the meetings, audio-visual recordings are prohibited, unless unanimously approved by the assembly.



4. External guests are required to comply with these Regulations and to refrain from showing their consent or dissent during the meeting. In case of non-compliance, they shall be asked to leave or escorted out of the meeting.

**Art. 21 - Transitional and Final Provisions**

1. These Regulations, and any amendments hereto, are submitted to the Academic Senate for approval, after obtaining the favourable opinion of the Board of Directors.
2. The Student Conference Board, as elected, shall remain in office when the amendments to these Regulations come into force.
3. For anything not specifically contemplated herein, the University Statute and General Regulations shall provide gap-filling terms.