



Regulations of the Doctoral Students' Council

Art. 1 - The Institution and its Functions

1. The Doctoral Students' Council is the highest representative body of PhD students at the University level.
2. The Council promotes and coordinates the participation of PhD students in the academic organization, counsels the governing bodies of the University, and submits proposals on matters mainly or exclusively concerning PhD students.
3. The proposals and motions put forward by the Doctoral Students' Council are submitted to the governing bodies of the University for assessment within their respective competencies.
4. In particular, the Council expresses non-binding opinions on:
 - Amendments to the University Statute governing the activities of PhD students;
 - Amendments to the University Regulations regarding research doctorates;
 - Amendments to the University Regulations governing any auxiliary activities of PhD students;
 - Organization and management of University PhD programmes;
 - Regulation of academic and scientific activities for PhD students;
 - The operation of individual PhD programmes.
5. The Council brings together PhDs also through cultural and social initiatives, organized primarily for PhD students of the University of Milan.
6. The Council interacts with the associations of doctoral students and research doctors of the University of Milan, promoting its activities. The Council also interacts with the other University Councils: the Research Fellows Council, the Researchers Council and the Council of Postgraduate Students.
7. The Council, within its province, submits to the Rector the names of PhD students of the University of Milan to be appointed in any external collegial bodies.

Art. 2 - Composition and Operation

1. The Council is composed of a representative of PhD students for each PhD programme offered by the University, or of which the University is the administrative headquarters, and of the representative of PhD students in the Academic Senate, who is a member by right.
2. The representatives of PhD students who make up the Council are appointed within their own programme by the representatives of PhD students in the individual boards of PhD programmes, one for each programme. In the event of a disagreement between the representatives of PhD students in a doctoral programme, a vote will be held to elect candidates for members of the Doctoral Students' Council. The vote must be called by the coordinator of the PhD programme and is regulated by the rules governing the election of representatives in the individual boards of PhD programmes, unless otherwise provided. All the doctoral students of the programme are eligible to stand for election. The quorum is set at 10% of those entitled to vote. The candidate who receives the most votes is elected. In the event of a tie, new votes are held until one of the candidates obtains more votes than the others.
3. The members of the Council are required to participate regularly in the Council meetings. If a member is unable to attend a meeting, he/she can delegate in his/her stead, within the limits set forth in article 14 below, one of the doctoral students of his/her own programme.



4. The members of the Council are required to report regularly to the Council on the activities of the bodies in which they were elected, and to the doctoral students of their programme on the activities of the Council itself.

5. In carrying out their duties, the members of the Doctoral Students' Council have the right to obtain from the heads of the competent University units any information useful for the purpose of carrying out their duties and to view the related documentation, in compliance with the provisions of law and regulations in force concerning the exercise of the right of access to administrative documents and the protection of personal data.

Art. 3 - President

1. 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 any subsequent ballots. In the votes following the second, the candidate who obtains the highest number of votes is elected.

2. Candidacies for President are presented at the beginning of the first meeting immediately after the former President went out of office. The meeting for the election of the new President is convened by the Vice-President, who maintains his/her powers of calling meetings and representing the Council for the purposes of day-to-day management until a new President is appointed. In any case, the meeting for the election of the new President must be held within two months from termination of office.

3. The representative in the Senate is not eligible to stand for election for President.

4. The President remains in office for one year and may be re-elected only once.

5. The President:

- a. Represents the Council and coordinates its activities, in tandem with the Board;
- b. Convenes and chairs the Council, oversees work in progress in compliance with the Regulations;
- c. Signs the meeting minutes.

Art. 4 - Vice President

1. The Vice-President is appointed by the President from among the members of the Council.

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.

3. The mandate of the Vice-President coincides with that of the President, except for the provisions of art. 3, paragraph 2 above, for the election of the new President.

4. In the event of early termination of the Vice-President due to resignation or for other reasons, the President shall appoint a new Vice-President in the next meeting.

Art. 5 - Secretary

1. The Secretary is appointed by the President from among the members of the Council.

2. He/she draws up minutes and assists the President during meetings, handles communications with the members of the Council.

3. The mandate of the Secretary coincides with that of the President.

4. In the event of early termination of the Secretary due to resignation or for other reasons, the President shall appoint a new Secretary in the next meeting.



Art. 6 – Board

1. The Board is composed of the President, the Vice-President, the Secretary, members elected within the Council, up to seven members, and the representative of PhD students in the Academic Senate.
2. The candidates who obtained the most votes within the same voting are elected.
3. The Board assists the President in his/her functions.
4. The Board exercises preliminary and preparatory functions for the resolutions of the Council and takes over any tasks that may be assigned or delegated to it, or that are urgent and essential for the Council to fulfil its obligations.
5. The members of the Board may receive specific proxies from the President or from the Council itself.
6. The members of the Board remain in office for one year and may be re-elected twice.
7. In the event of early termination of one or more elected members of the Board, the President calls for a supplementary vote to replace the terminated members, to be held in the next meeting of the Council.

Art. 7 - Notice of Meeting

1. The Council usually meets every three months and in any case at least twice a calendar year and once every six months.
2. The calendar of ordinary meetings is prepared by the Board at the beginning of each calendar year.
3. Both ordinary and extraordinary meeting notices are sent by the President, usually by e-mail, to all the members of the Council and possibly for information to all the representatives of the University's doctoral students.
4. The notice must be sent out at least seven days before the meeting, specifying the venue, date, starting time and agenda.
5. Any required documents must be attached to the agenda.
6. The members of the Council may propose amendments to the proposals submitted with the agenda, to be addressed to the Board.
7. The Council may be convened on an extraordinary basis by the President or upon request by at least a third of the members to the President. In this case, as it concerns urgent matters, the meeting must be held within fifteen days from the date on which the request is submitted to the President.
8. If the President does not comply, the Vice President shall convene the Council. In the event of non-compliance by both the President and the Vice-President, the meeting is convened by the University Administration.

Art. 8 - Agenda

1. The agenda is drawn up by the President after hearing the opinion of the Board and taking into account any requests received by the members.
2. Any issues put forward by at least a quarter of the members of the Council or by two members of the Board must be included in the agenda. This request must be sent to the President no later than three days following the notice of meeting. The President must notify the entitled parties as soon as possible with a supplementary note to the meeting notice, specifying the person(s) who submitted the request(s).
3. Each member of the Council has the right to take the floor on the items on the agenda, by asking in advance to address the meeting.



Art. 9 - Validity of Meetings

1. For the meetings of the Council to be valid, all members must have been duly summoned and the majority of those entitled must be present.
2. Before declaring each meeting open, the President ascertains the existence of a quorum, which shall be presumed for the entire duration of the meeting.
3. In the event that, pursuant to art. 11 paragraph 3, one tenth of the members ask to vote, or in other cases where a vote is required, the President ascertains the existence of a quorum for voting purposes.
4. 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. 6. The second meeting is validly held if it has been properly convened and at least one third of those entitled is present.

Art. 10 - Participation in Meetings and External Guests

1. The meetings of the Council are usually for its members only.
2. The President or a quarter of the members, upon request to the President, may invite the Rector and/or his/her deputies, the General Manager and other professors or directors of the Administration, as well as external experts and/or PhD students, to the Council meetings, to speak on matters of general interest or within the responsibility of their offices. Their participation must be included in the agenda.
3. Doctoral students enrolled on one of the University's PhD programmes can attend meetings. Moreover, with the prior authorization by the President, they can speak on the items on the agenda, without the right to vote.

Art. 11 - 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 the meeting to propose any further amendments in addition to those that may have already been submitted before the meeting.
3. Resolutions are adopted unanimously by those present. However, the resolution is put to the vote in the event of dissenting opinions, in the cases provided for by these regulations or by other University regulations, and if requested by one tenth of those entitled. Unless otherwise provided, the vote is approved with the favourable vote of the majority of those present. The President has the casting vote in the event of a tie. Voting usually takes place by open ballot, by show of hands or by roll-call of those present.
4. At the request of at least one third of those entitled to vote, voting can take place by secret ballot, using paper ballots.
5. During the meetings, audio-visual recordings are prohibited, unless unanimously approved by the Council.

Art. 12 - Minutes

1. The minutes are drawn up by the Secretary.
2. The minutes of the meetings must state: the day, start and end time of the meeting; the names of those who chair and act as secretary; the names of the members present,



absentees and excused absences; the agenda; a summary of the debate; the text of the resolutions adopted and the outcome of the votes.

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 names of the members who abstained and those against must be indicated.
5. The minutes, duly signed by the President and the Secretary, are usually approved by electronic vote by all the members of the Council within fifteen days after they have been sent by e-mail to the competent offices for registration and posting to the University portal. Failure to object within the aforementioned deadline implies tacit acceptance of the minutes, unless the objector proves that they have not been able to view the minutes or object due to unforeseeable circumstances or force majeure. In case of objection, the minutes must be approved in the next meeting.

Art. 13 - Records

1. All the records and the provisions approved by the Doctoral Students' Council are drawn up and filed in the University archive by the Secretary.
2. The minutes and other useful documents are public and posted to the University web portal by the University's central administration.

Art. 14 - Termination of Office

1. Each member remains in office for one year and may be re-elected twice.
2. The following shall result in termination of office:
 - a. Loss of the status of PhD student of the University, for any reason;
 - b. Unexcused absence from two consecutive meetings of the Council, with no replacement appointed. Each member of the Council may excuse his/her absence up to twice a year. A member of the Council may also resign by written notice to the President. In any case, the resigning member does not lose his/her role as doctoral student representative in the Board of the PhD programme on which he/she is enrolled;
 - c. Breach of the provision of art. 11, paragraph 5.
3. The representatives of doctoral students for individual PhD programmes shall appoint a new representative in the Council within fifteen days.
4. The President, the Vice-President, the Secretary and the members of the Board may resign from office without losing their role as members of the Council.

Art. 15 - Transitional and Final Provisions

1. These Regulations have been approved by the Academic Senate, with the advice and consent of the Board of Directors. They shall take effect on the tenth day after their publication on the University's website.
2. Amendments to these Regulations are adopted by a two-thirds majority of the members present at the meeting for which they are on the agenda and are approved by the Academic Senate, with the advice and consent of the Board of Directors.
3. For anything not specifically contemplated herein, the University Statute and General Regulations shall provide gap-filling terms.