

## Operating Regulations of the Doctoral Students' Council of the University of Foggia

*Terms relating to persons that appear only in the masculine form in these Regulations refer to both indiscriminately to both feminine and masculine gender. Gender identity referential wording has been dispensed in order to avoid compromising the readability of the text and to meet the need for simplicity.*

### Art. 1 – Establishment and purposes

1. The Doctoral Student Council (hereinafter the Council) is hereby established as the representative body of the University's doctoral students.
2. The Council promotes and coordinates the participation of doctoral students in the university organization, protecting their rights and interests.
3. The Council performs advisory functions addressed to the University's governing bodies, and makes proposals on issues that exclusively or primarily concern doctoral students.
4. The Council promotes opportunities for doctoral students to come together, including through the organization of scientific, cultural, and social initiatives aimed primarily at doctoral students at the University of Foggia, fostering interdisciplinarity, multidisciplinary, and transdisciplinarity.
5. The Council maintains active interaction with the doctoral student and research doctoral associations affiliated with the University of Foggia, collaborating and supporting their activities.

### Art. 2 – Functions

1. The Council exercises the following functions:
  - a) Consultative: It expresses non-binding opinions, at the request of the University's governing bodies (Rector, Academic Senate, Board of Directors, General Management), regarding acts and measures of exclusive or primary interest to doctoral students.
  - b) Propositive: It formulates motions, requests, and reasoned proposals to the governing bodies on all matters concerning the status of doctoral students, their training, and the services provided to them. In particular, it advances proposals regarding access to services, financial incentives, and the improvement of dedicated facilities (study spaces, laboratories).
  - c) Coordination and aggregation: It promotes discussion and cohesion among doctoral students, gathering their needs and feedback, disseminating information on University decisions and policies, and promoting training initiatives, seminars, and cross-disciplinary courses aimed at doctoral students.
  - d) Supervision: It monitors the application of University regulations regarding doctoral research and reports any critical issues to the competent bodies.
2. The proposals and motions put forward by the Doctoral Student Council are submitted to the University's governing bodies for their respective assessments.

### Art. 3 – Composition and functioning

1. The Advisory Committee is composed of representatives of doctoral students elected to the Academic Boards of the doctoral research programs at the University of Foggia, and of representatives of doctoral students elected to the Academic Senate, the Board of Directors, and the Department Councils, as well as representatives of doctoral students elected to the HR Committee.
2. Members of the Committee are required to regularly attend its meetings. If unable to attend, a member may delegate a doctoral student from the same program, in accordance with the procedures and limitations established in Article 14 below.
3. Members of the Committee are required to regularly report to the Committee on the activities carried out in the academic bodies to which they have been elected and to ensure adequate information flow to doctoral students in their program regarding the Committee's activities.
4. In carrying out their duties, the members of the Advisory Board have the right to obtain from the heads of the relevant University departments any information useful for the performance

5. The governing bodies of the Doctoral Student Advisory Board are: the President, the Vice President, and the Secretary.

#### Art. 4 – The President

1. The first meeting of the Doctoral Student Council is convened and chaired by the Dean, designated as the representative of the doctoral students with the longest membership and, in the event of a tie, the youngest. The agenda of the first meeting is solely the election of the President. Nominated candidates must be submitted at the beginning of the meeting. The President is elected from among the members of the Council by secret ballot and with an absolute majority of those entitled to vote. The term of office is two years.
2. The election of the new President takes place in the meeting immediately following the termination of the incumbent President, following the submission of nominal candidates at the start of the meeting. This meeting is convened by the Vice President, who retains the powers of convocation and representation for ordinary administrative acts, operating under a prorogatio regime until the appointment of the new President. In any case, the elective meeting must be held within two months of the date of termination.
3. The election of the President requires an absolute majority of those eligible to vote in the first round. If this is not achieved, a majority of voters is sufficient in the second round. If this also fails to produce a winner, a runoff election is held between the two candidates who received the most votes in the second round; the candidate with the most votes in the runoff is elected.
4. The President holds office for two years and may be re-elected only once for an additional year.
5. The President:
  - a. represents the Doctoral Student Council externally and maintains contact with the governing bodies (he or she may request a hearing with the governing bodies to explain the proposals and motions approved by the Council);
  - b. coordinates the activities of the Council;
  - c. convenes and chairs meetings, ensuring the proper conduct of the proceedings and compliance with the Regulations;
  - d. signs the minutes of the meetings.

#### Art. 5 – The Vice President

1. The Vice President is appointed by the President from among the members of the Advisory Council.
2. The Vice President replaces the President in the event of absence or impediment, performing the President's duties.
3. The term of office of the Vice President coincides with that of the President, except as provided in Article 4, paragraph 2 above, regarding the election of the new President.
4. In the event of the Vice President's early termination due to resignation or other cause, the President shall appoint a new President at the next available meeting of the Advisory Council.

#### Art. 6 – The Secretary

1. The Secretary is appointed by the President from among the members of the Council.
2. The Secretary is responsible for drafting the minutes of meetings, assists the President during proceedings, manages communications with the members of the Council, manages the archives, and oversees official communications.
3. The term of office of the Secretary coincides with that of the President.
4. In the event of early termination of the Secretary's term due to resignation or other cause, the President shall appoint a new Secretary at the first available meeting.

#### Art. 7 – Convocations and Meetings

1. The Council meets in ordinary session at least once per calendar year and in extraordinary session upon the initiative of the President or upon the reasoned request of at least one-third of its members. In this case, given that matters are urgent, the meeting must be held within fifteen days of the date of submission of the request to the President. If the President fails to convene the meeting within the time limit, the Vice President shall convene the Council. In the event of the Vice President's failure to convene the meeting, the University Administration shall issue the convocation.
2. The notice of convocation, whether ordinary or extraordinary, is sent by the President to all members of the Council at least five days before the scheduled date, indicating the location, date, start time, and agenda. The meeting may also be held electronically or asynchronously. Any necessary documentation must be attached to the notice of convocation.
3. The agenda is prepared by the President, taking into account requests from members. Any requests for additions to the agenda may be made by members of the Advisory Committee and must reach the President no later than three days after the notice of the meeting is sent. The President is required to promptly send all members a supplementary note, indicating the proposer(s) of the request.
4. Meetings are valid with the presence of an absolute majority of members (a structural quorum). Members whose absence is justified by reasons of study or research abroad, or by research or training commitments away from home with prior authorization from the Academic Board, are not counted for the purposes of verifying the quorum.
5. Before declaring the meeting open, the President ascertains the presence of a quorum, which remains presumed for the entire duration of the meeting.
6. If a quorum is not reached, the President adjourns the meeting, announcing the date and time of the next meeting, which must be held within fifteen days, with the same agenda. The notice is sent according to the procedures set forth in the previous paragraph 2. The second meeting is validly constituted if the notice is duly convened and at least one-third of those entitled to attend are present.

#### Art. 8 – Participation in meetings and interventions by external parties

1. The meetings of the Council are generally reserved for its members.
2. The President, on his or her own initiative or at the request of at least a quarter of the members, may invite the Rector and/or his or her delegates, the Director General, faculty, technical and administrative staff of the University, as well as external experts and/or doctoral students to participate in the meetings, so that they may address matters of general interest or topics falling within the scope of their respective areas of responsibility. Such participation must be provided for in the agenda.

#### Art. 9 – Discussion, voting and resolutions

1. The discussion is opened by the President, who either presents the items on the agenda or invites a designated rapporteur to present them on his or her behalf.
2. After the discussion, the President invites the Members to propose amendments in addition to those already submitted prior to the meeting.
3. The Council's resolutions are adopted by a simple majority of those present. In the event of a tie, the President's vote prevails. Voting is usually conducted by open ballot, by a show of hands or roll call of those present.

#### Art. 10 – Minutes

1. The minutes of meetings are drawn up by the Secretary.
2. The minutes of meetings must include: the date and time of the meeting's beginning and end; the names of the chairperson and the secretary; the names of members present, absent,

and excused absences; the agenda; a summary of the discussions; the text of the resolutions adopted, and the results of the votes.

3. Each member of the Council may request that their statements or speech be recorded in full in the minutes.
4. In the event of a vote, the names of members who abstained and those who voted against must be indicated.
5. The minutes, signed by the President and the Secretary, are generally approved immediately or, in the case of electronic or asynchronous meetings, by electronic vote by all members of the Council within five days of their electronic transmission to the University email address. Failure to object within this deadline constitutes tacit acceptance of the minutes. In the event of objection, the minutes must be approved at the next available meeting.
6. The minutes of the meetings are made public on the University website and sent to the Rector's Delegate for Doctoral Studies and the University Doctoral Office.

#### Art. 11 – Removal from office

1. Membership of the Doctoral Student Council is forfeited if:
  - a. they lose, for any reason, their status as a doctoral student at the University; they are absent from two consecutive meetings of the Council without prior justification and without appointing a substitute.
  - b. Each member of the Council may excuse their absence a maximum of two times per year.
  - c. A member of the Council may also resign by written notification to the President. In any case, the resigning member does not lose their role as doctoral student representative on the Doctoral School Board of which they are enrolled in.

#### Art. 12 – Transitional and final provisions

1. These Regulations are subject to approval by the Academic Senate, subject to the favorable opinion of the Board of Directors.
2. Amendments to these Regulations are adopted by a two-thirds majority of the members present at the meeting at which they are placed on the agenda. Such amendments, subject to the favorable opinion of the Board of Directors, are subject to final approval by the Academic Senate.
3. For anything not expressly provided for in these Regulations, the University Statute and the General University Regulations apply.