

STATUTES OF THE STUDENT BODY

DOMUNI
UNIVERSITAS



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PREAMBLE

The student body is one of the three bodies that make up the Domuni-Universitas academic community (Article 9 of the Academic Statutes).

The present statutes govern student life on the Domuni-Universitas site and the modalities for the election of students to the Student Council and of student representatives to the Academic Senate.

CHAPTER 1 -

Roles and Functioning of the Student Council

Art.1 Definition

The Student Council is the deliberative body of Domuni-Universitas for students, and its purpose is to organize activities for all students of the university and to ensure an active student life. The Student Council is elected by peers.

The Student Council is composed of:

- **the President**
- **the representatives**

The representatives on the Student Council are: 3 Faculty representatives: Theology, Philosophy and Social Sciences and their substitutes, 4 continental representatives: Europe and Middle East, Africa, Asia-Pacific, America and their substitutes. Substitutes have the right to vote only in case of absence or forfeiture of their representatives.

The Student Council is elected for two years from "ordinary students" as defined in Art. 17 of the Academic Constitution.

The Student Council is self-regulating.

Art.2 Convening

The President of the Student Council convenes the Council at least once a year by videoconference. He/she is also required to convene it when three representatives request it, indicating the items to be dealt with.

Art.3 Voting

Voting is by show of hands. Each member present may demand a secret ballot. Decisions are taken by a majority of votes; in the event of a tie, the vote of the President shall decide. Abstentions or blank ballots do not count.

Art.4 Minutes

Minutes are kept of each meeting. The minutes are signed by their author.

Art.5 President of the Council

The President of the Student Council represents students in the Academic Senate with the right to vote.

The President of the Student Council maintains links with the continental and faculty delegates, and refers to the Academic Senate any need, suggestion or idea that could improve the quality of relations between students or the quality of services offered by Domuni-Universitas.

The President of the Student Council is elected by the Student Council representatives. The term of office of the Student Council President is four years, renewable once.

Art.6 Student Council Representatives

The mission of the continental or faculty representatives is:

- a. to organize all activities between students in order to energize and encourage relations between members;
- b. to encourage the active participation of students in order to enable them to fully play their role as active citizens, responsible and critical members of society and their University;
- c. to appoint their representatives to the University's bodies;
- d. to ensure the flow of information between the University authorities and students;
- e. to participate in one or other of the participative study days (JEP) organized in their country or continent, in order to make themselves known and to create a link with and between regional students;
- f. to offer a non-judgmental, non-discriminatory and confidential ear to students from their continent or faculty.

Faculty representatives sit on the Faculty Council of the faculty they represent.

Art .7 Modality

All Student Council activities are conducted by videoconference.

CHAPTER 2 - Student Life

Art.8 Student Community Online Space

In order to create peer interaction, an online space for each faculty is available. The Student Community space is moderated by faculty representatives. The space is reserved for students only. All interactions between students must be made in respect of each other and European legislation. An operating charter is available to users. The Dean, at the suggestion of the faculty representatives, may suspend this online space when students do not respect these limits. A student may be suspended from this space on an individual basis by the Student Council, after a positive vote by simple majority.

Art.9 Duo'muni Buddy Scheme

In order to facilitate students' communication, academic background, and to help them interpret cultural differences, the University, with the voluntary collaboration of students, is setting up a "Duo'muni buddy scheme" program.

The "buddy" is a student with academic experience, who helps a fellow student experiencing difficulties.

Duos are established by the continental representative in conjunction with the faculty representatives.

This scheme does not replace the mentoring program designated by Domuni-Universitas.

Art.10 Information

In order to create a constant flow of information between the student and the University, the student may, at any time, contact the faculty or continental representative to notify and/or suggest any improvement regarding the use of the website, applications and services offered by Domuni-Universitas in order to improve the quality of services and the well-being of the studies, without prejudice to the remedies provided by the different statutes and protocols in force.

CHAPTER 3 - Electoral regulations

Section 1: Election

Art. 11 Election

Every four years the students of Domuni Universitas appoint their representatives to the Student Council, in accordance with the present statutes.

In order to allow an equitable representation of the students, the seats on the Student Council are fourteen divided as follows:

- **4 representatives** and their substitutes for geographical representation: each continent Africa, America, Asia-Pacific, Europe and the Middle East must be represented;
- **3 representatives** and their substitutes for faculty representation: each Faculty of Theology, Philosophy and Social Sciences must be represented;

The substitute replaces the elected candidate in case of impediment(s).

The Students' Council elects its President from among its members, by majority vote.

The student representatives and the President are elected for a four-year term, eligible for re-election once.

Section 2: Voters and Voters' List

Art.12 Voters

Voters are students who, at least three months before the election, are regularly registered as ordinary students at Domuni-Universitas, as referred to in art. 18, paragraph 1 of the Academic Statutes, in Bachelor, Master or Doctorate programs.

In order to be part of the election of the faculty representative, candidates must be enrolled as regular students at Domuni-Universitas, as referred to in art. 18, paragraph 1 of the Academic Statutes, in a program of studies organized by the faculty for the purpose of obtaining a Bachelor, Master or Doctorate degree.

Art.13 The lists

For the election of student representatives, the General Secretariat of the University draws up the lists of electors invited to participate in the elections referred to in the present Constitution. The electoral list, which is temporarily closed on the date provided for in the electoral calendar in

Appendix 1 (hereinafter referred to as the electoral calendar), may be modified up to one month prior to the election. The electoral list includes the surnames, first names and voter number of each voter. Electors are listed by faculty and, within each faculty, in alphabetical order.

For continental representation, voters are classified by continent: Africa, America, Asia-Pacific, Europe and the Middle East, and within each continent in alphabetical order. Voters are included in the continental voters list according to their legal residence.

Students who are regularly registered at Domuni-Universitas and who hold another position allowing them to participate in elections for the representation of another body within the Institution (faculty, administrative, pedagogical and technical staff) are not included on the electoral list.

Art.14 Appeals

The electoral list can be consulted by students on the web page dedicated to the elections on the date provided in the electoral calendar in Appendix 1 (hereinafter referred to as the electoral calendar). It can also be consulted electronically at the secretariat of the respective faculties.

Any interested person may lodge a written, reasoned, dated and signed appeal against the electoral list within the time limit set out in the electoral calendar. Appeals shall be filed or sent, by e-mail, to the Electoral Commission or to the Secretariat of the University, where they will be received by the same means. Any elector who is the subject of an appeal shall be notified in writing. He or she shall also be notified of the date on which the Electoral Commission of the University is called upon to rule on the appeal. Within the time limit established in the electoral calendar, the University Electoral Commission shall decide on the appeals lodged, after hearing, if it deems necessary, or if they so request, those who lodged the appeal or those who are the subject of the appeal. The decisions are reasoned. They are irrevocable. They are notified individually in writing to the applicants and the voters directly concerned. The decisions, as well as any changes to the voters' list, are immediately made public via the website dedicated to the elections.

Section 3: Candidates

Art.15 Eligibility

Eligible to be a student representative are electors who can converse in both English and French and who are on the voters' list referred to in Article 13. Their eligibility as continental representatives is linked to their legal residence in the continent for which they are running for election. Students who have disciplinary proceedings pending or who have been sanctioned are not eligible for election.

Art.16 Binomial

For the election of student representatives to the Student Council, candidates run in pairs, the principal and alternate candidates. The same candidate may not run in more than one pair at the same time. Each candidate may run only for the faculty in which he or she is registered.

Art.17 Non-discrimination and equality

In the composition of the binomial, it is necessary to ensure equal representation of women and men. This principle of parity will be examined by the Gender Committee of the University.

Art.18 Methods of presentation of applications

Candidates complete an application form available for download on the elections' web page.

The application form is dated and signed by the candidates. It includes, for each candidate, the full name, address (postal and e-mail) and voter number, as well as, for the election of student representatives to the Student Council, the contact information of the substitute.

Nominations are acknowledged by the General Secretariat of the University.

Within the deadline set in the election calendar, each candidate has the opportunity to submit a photo and CV, as well as a letter of motivation and a few words of presentation, or a video that will be published on the part of the University website dedicated to the elections.

Art.19 Publication of the lists

The applications are made public in the section of the University's website dedicated to the elections on the scheduled date of the electoral calendar. This posting shall mention the surnames, first names and voter number of the candidates.

Any interested person may lodge a written, reasoned, dated and signed appeal against the applications within the time limit established in the electoral calendar with the modalities established in art. 14.

Section 4: Of the electoral campaign

Art.20 Electoral Campaign

Every candidate has the right to campaign according to the modalities set out in the present statutes. Specific sections of the University's website are made available for the electoral campaign. This campaign may not exceed the period established in the electoral calendar, which closes as soon as the electoral application is closed.

Any "gift" or advantage offered by a candidate in order to gain the sympathy of the voters is strictly forbidden.

Any campaign conducted on social networks, via electronic media, on the University's website or otherwise, must be carried out with respect for each individual and the European legislative corpus.

In case of non-compliance, the Electoral Commission is competent to issue an opinion on the sanctions applicable to the offender according to the procedure it determines. The Rector shall decide on the basis of the opinions provided by the Electoral Commission.

Section 5: Electoral Operations

Art.21 Electoral calendar and entry into office

The election of student representatives takes place every four years between October 1 and November 1, on the date set out in the election calendar. Student representatives are scheduled to take office between February 1 and March 15 of the year following the election, on the date set out in the election calendar. The electoral calendar shall be established by the Academic Senate as annexed to these By-Laws.

Art.22 Voting procedures

Elections are held by secret ballot via an online application, accessible through the student portal.

This application is secure and accessible to electors on the voters list referred to in Article 13 on the day fixed for the election, for a period of 24 hours.

On election day, at the time set out in the election calendar, the application is open and electors have uninterrupted access to it until closing time. There are two voting forms:

- for the election of student representatives by **continent**;
- for the election of student representatives by **faculty**.

The voter confirms his/her vote and leaves the form.

The application records his or her vote.

Access to the online form is denied to a voter who has already cast and confirmed his/her vote.

Art.23 Mandate

With regard to the election of student representatives to the Student Council, in order to be valid, the ballot must have received the participation of at least 20% of the students regularly registered in the Institution and who are on the list of electors as indicated in art.13.

The mandate is conferred to the pairs having obtained the most votes per category (continent-faculty). In case of equality of votes between two pairs for the same category, a new election without electoral campaign will be held to decide between the two pairs.

Section 6: Publication of results

Art.24 Publication of results

The Electoral Commission publishes on the election section of the website the results of the election on the date provided for in the electoral calendar, no later than the 20th day following the election.

It makes known the names of the elected officials.

In all cases, it publishes:

- the number of voters who took part in the ballot;
- the number of valid votes;
- the number of blank ballot paper(s);
- the number of votes obtained by each candidate and by each pair.

Candidates who have been ousted may lodge a written, reasoned, dated and signed appeal before the Electoral Commission against the voting and the allocation of mandates, within the time limit set in the electoral calendar. Appeals shall be filed or sent, by letter or e-mail, to the headquarters of the Electoral Commission, where they will be delivered and received by the same means. Within the time limit set in the electoral calendar, the Electoral Commission shall decide on any appeals by reasoned decision, after hearing, if it deems it necessary, or if they so request, those who filed the appeal or those who are the subject of the appeal. It confirms, modifies or cancels the ballot and publishes its decision on the website dedicated to the election.

Section 7: Of the Electoral Commission

Art.25 Electoral Commission

The Electoral Commission is composed equally of five non-candidate students, one representative of the Rectorate and two representatives from each of the other two faculties and administration.

By September 10 of the year preceding the organization of the election, the members of the Student Council shall designate five representatives from among the regularly registered students. They may not be candidates in the next election.

Each faculty of the University designates two representatives.

The members of the Electoral Commission are bound to neutrality.

Section 8: Incompatibility of elected officials

Art.26 Incompatibility of Elected Officials

The term of office of a student representative ends automatically when:

He/she is subject to disciplinary proceedings.

If the continental representative moves to another continent and his/her legal residence changes, his/her mandate is taken over by his/her substitute until the next elections.

When, for any reason, a student representative on the Student Council does not complete his/her term, he/she is replaced by the substitute belonging to his/her partner until the next elections.

Section 9: Transitional Provisions

Art.27 Transitional Provisions

As part of the revision of student statutes, the Academic Senate decides on the composition of the Electoral Commission and the electoral calendar. For the 2021 election, the Electoral Commission is composed as follows:

Student representatives:

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Representatives of the Authorities and staff of the University:

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