



APPROVED

Acting Rector of the National University of Pharmacy

_____ Prof. A.A. Kotvitska

« ____ » _____ 20__

REGULATIONS

on the procedure for the election of representatives among the students for participation in the election of a Rector of the National University of Pharmacy

REG A2.4-96-187

Kharkiv, 2017

LIST OF AMENDMENTS RECORDING

Grounds for amendments	Date of approval of the amendments	Amended pages	Signature of a person, which entered the amendments

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1 General Provisions

1.1 The Provisions on the procedure for the appointment of representatives among the students for participation in the election of a Rector of the National University of Pharmacy (hereinafter - the University) have been developed in accordance with the Law of Ukraine "On Higher Education", "Methodological Recommendations Concerning the Peculiarities of the Election System and the Procedure for the Election of a Head of a Higher Educational Institution", approved by the Resolution No. 726 of the Cabinet of Ministers of Ukraine dated December 05, 2014, Regulations on the procedure for holding the election of a Rector of the National University of Pharmacy and the Regulations on Student Government of the National University of Pharmacy.

1.2 This Provision determines the procedure and conditions for the appointment of representatives among the intramural students of the University and the College of the National University of Pharmacy for participation in the election of a Rector of the University (hereinafter – the Representatives).

1.3 Organization and preparation for the procedure for the appointment of representatives among the students for participation in the election of a Rector of the University shall be organized by the Arrangements Committee for holding of the election of a Rector of the University (hereinafter - the Arrangements Committee) and the Student Government (National University of Pharmacy Student Parliament).

1.4 According to Part 2 of the Article 42 of the Law of Ukraine "On Higher Education", the number of representatives among the students is not less than 15% of those entitled to take part in the election of a Rector. All the intramural students studying at the National University of Pharmacy and the University College have equal rights, may be appointed and elected among the representatives.

1.5 Nomination of the candidates of representatives among the students for participation in the election of a Rector of the University is carried out by the bodies of Student Government, trade unions and other public organizations of students, students of academic groups according to the established Arrangements Committee quota in proportion to the number of applicants. The individuals who independently took the initiative to run for office should submit a corresponding application to the Student Parliament Council. The list of candidates from the representatives is approved by the general meeting of students of the corresponding department.

2 Preparation for the voting

2.1 Appointment of representatives among the students for participation in the election of a Rector of the University is conducted in two stages: general meetings in which all the intramural students have the right to participate, and the appointment of representatives, attended by delegates elected at the general meeting.

Hereby:

1) at the general meeting:

- are elected by voting of the *delegates* for the department elections of representatives in accordance with the standards of representation (the Norm of representation of delegates is established by the Council of Student Parliament). If necessary, depending on the number of students, the Council of Student Government decides

on their division into sub-groups (according to the major, specialties, courses, academic groups or other principle) for holding meetings. The delegates are selected from the students of department/major groups. To the appointment of representatives from a group of students up to 10 persons - one person is delegated; from a group of 10-20 persons - two persons; from group of 20-40 persons - four persons. During the meeting the students of academic groups submit the minutes to the Election Committee of the department, which specifies the name of the delegate from the group, which is sent to the election of representatives (Annex A);

- are nominated the *representatives among the* students to participate in the election of a Rector and make decisions on placing these persons in the ballot for secret ballot;
- are elected the representatives of the department/major (Election Committee of the department) to the Election Committee at the election of representatives. The number of each department/major is pre-determined by the Student Parliament Council.

General meeting is considered legitimate, if participation took over 50% of the total number of students of the department/major (subgroups). The number of students at the meeting is calculated based on the analysis of group protocols.

2) election of representatives of the department/major:

- are elected the *representatives among the* students to participate in the election of a Rector by secret ballot.

The appointment of representatives is considered legitimate, if at least two thirds of the total number of delegates elected by the general meeting of students took part in them.

2.2 At the General Meeting shall be elected: the Chairman, the secretary, who keeps the minutes of the meeting, and a election scrutiny committee (ballots). The general meeting may instruct to conduct a counting of votes (ballots) created at the department/major of the Election Committee for the appointment of representatives among the students for participation in the election of a Rector of the University.

2.3 Persons who independently took the initiative to run for office shall submit a statement to the Head of the Student Parliament in accordance with the established form (Annex B) before the day of the general meeting.

2.4 The delegates to the election of representatives may be added to the lists of the representatives.

2.5 The elected members of the Election Committee may be delegates from their academic groups, but may not be included in the list of the representatives.

2.6 The Arrangements Committee or the Election Committee for holding of the election of a Rector of the University must attend a member of the general meeting and the representatives of the department/major.

2.7 A student who at the time of the general meeting was absent due to a valid reason and timely warned the Head of the Student Government Council, has the right to be elected representative from the students of the department/major and to take part in the election of a Rector of the University.

2.8 The Student Government body, in conjunction with the representative of the Arrangements Committee of the University, shall take appropriate measures to organize

and conduct the appointment of representatives among the students for the participation in the election of a Rector, in particular:

— to create an Election Committee to organize and control the election process the representatives. The Election Committee is elected among the students at a general meeting and approved by the Council of Student Parliament of the University.

— to establish the norm of representation of students for the appointment of representatives of the department/major on the election of the representatives on a proportional basis;

— to form lists of students of the department who have the right for participation in the election of a Rector of the University. Lists of students must be signed by the Dean and sealed with the seal of the department;

— to provide the polling station with boxes for secret ballot;

— to make a schedule for conducting general meetings and elections at the departments;

— after the general meeting, the student Election Committee established a general list of delegates to the appointment of representatives of the department, which should be signed by the Chairman of the Election Committee and Chairman of the student council and sealed with the seal of the corresponding department;

— not later than 20 and not later than 12 hours prior to the beginning of the election, ballot papers shall be produced for secret ballot (Annex B). The number of ballots should correspond to the number of delegates to the election. Bulletins are certified by the signature of the Chairman of the Election Committee of students and affixed by the seal of the department;

— together with the Election Committee, to organize a secret ballot to elect the representatives among the students of the department for participation in the election of a Rector of the University;

— to approve the form of the minutes of the Election Committee.

2.9 The Electoral Committee for the Election of students establishes lists of representatives among the students who are entitled to participate in the election of a Rector and submits them to the Arrangements Committee.

2.10 The ballot boxes shall be transparent, sealed, affixed by the signature of the Chairman of the Election Committee and the seal of the department.

2.11. No more than three observers and representatives of the media accredited by the Arrangements Committee shall be entitled to vote and vote count.

The procedure for accreditation of observers is determined by the Arrangements Committee.

2.12 The Administration of the University and the departments facilitates the organization of the electoral process in student colleges (it provides suitable premises for holding general meetings or elections, office equipment, ballot boxes, materials for making bulletins, etc.) and at the same time does not have the right to interfere in the election process of the representatives, delegate to the candidates, as well as participate in the direct election of delegates and representatives.

Definition of quota

3.1 The representatives among the students who are eligible for participation in the election of a Rector of the University shall be nominated by the general meeting and elected by the representatives of the relevant departments through direct secret elections in accordance with the established quota.

3.2 When a person ceases to study at the University, his right to representation functions in the the representatives ceases as well.

3.3 The total number (quota) of the representatives among the students of the University shall be established by the Arrangements Committee for the election of a Rector in accordance with the norm of representation established by the Law of Ukraine "On Higher Education" and distributed among the departments in proportion to the number of students studying at them.

4 Voting

4.1 The appointment of representatives among the students shall be conducted by secret ballot not later than ten days before the date of election of a Rector of the University according to the schedule approved by the Arrangements Committee.

4.2 The appointment of representatives shall be considered valid if attended by at least two thirds of the total number of delegates entitled to participate in the election of a Rector. Each delegate has one vote and votes in person.

4.3 Chairman of the Election Committee of the representatives before the vote:

— presents all the ballot boxes available at the polling station to the Election Committee, the members, the candidates present, as well as observers;

— sends a list of delegates to the appointment of representatives and the required number of ballots for voting to the members of the Election Committee for their issue to the delegates. The number of ballots should be equal to the number of registered delegates.

4.4. A member of the Election Committee, on the basis of the list of delegates who are eligible to vote, issues a ballot if the voter is presenting the identity document (passport). A person who receives a ballot paper shall put his or her signature in the voters list in front of his or her last name.

4.5 The ballot shall be filled in by the person taking part in the voting in a special booth personally. In the voting ballot, the voting person puts "+" mark (or another), which confirms his or her will, and then leaves the completed ballot in the box. The number of "VOTES IN FAVOR" submitted by one delegate must not exceed the quota set for the department.

It is prohibited to make a claim or to request a voter to disclose his or her will.

4.6. If the candidates for the representatives among the students have obtained the same minimum number of votes that exceeds the quota set for the department, the second round of elections in the same premises is held the same day the next day after the vote count among them.

The Election Committee re-produces the same number of ballots with the nominations, after which the voting procedure is conducted similar to the previous one.

4.7 The elective representatives among the students of the department are elected for the term of one election of a Rector of the University. If elections are deemed to be failed, the representatives retain their representative functions until such time as elections

are deemed to have taken place, but not more than one year, or until the circumstances specified in paragraph 3.2.

5 Result of the voting

5.1 After completing the voting, the polling station closes and only members of the Election Committee of the appointment of representatives, the member of the Arrangements Committee for election of a Rector, observers and representatives of the media are entitled to be present there.

5.2 The poll begins immediately after the end of voting and is conducted without interruption.

5.2 After verifying the integrity of the signatures in the voting box, they are opened by the Election Committee of the appointment of representatives, their contents are laid out on the table, at which the members of the Election Committee take their seat. The poll is carried out by show of hands and at the rostrum. At the request of a member of the Committee or observer, a recount of ballots may be carried out. During the poll, each member of the Committee has the right to check or list the relevant ballots.

5.3 The Committee shall calculate the total number of ballots issued for voting and the number of ballots found in ballot boxes, summarize the results of voting and draw up the minutes (Annex D).

The ballot paper may be declared void if:

- the bulletin has exceeded the established quota;
- no mark is made;
- it is impossible to establish the will expression.

5.4 In matters of dispute regarding the recognition of a ballot void, the issue shall be resolved by voting of the members of the Committee.

5.5. The results of the poll shall be entered into a two-copy protocol, each signed by the Chairman, secretary and members of the Election Committee of the election representatives. Refusal to sign the minutes is not allowed.

The minutes of the Committee are approved by open direct voting. One copy of the protocol is forwarded to the member of the Arrangements Committee, the second one - for keeping at the University Student Government Council.

5.5 The process of voting and poll may be fixed by means of appropriate video or photo means, while the secrecy of voting shall not be violated.

5.6. After the elections of representatives of all departments/majors, the Arrangements Committee shall form a general list of students among the University for participation in the election of a Rector election and submit it to the Arrangements Committee of the University not later than seven days before the date of election of a Rector.

5.7. The results of the appointment of representatives who will take part in the election of a Rector of the University will be made public (bulletin board, website, etc.).

5.8 All the election documentation (ballots of each department are packed in an envelope signed by all members of the Election Committee, minutes of the Election Committees, student lists approved by the department stamp, etc.) are transferred to the member of the Arrangements Committee for their further storage in accordance with the established procedure.

Annex B

To the Chairman of Student Parliament
of the National University of Pharmacy

Student

(department, academic year, group)

(Surname, given name, patronymic)

Statement

Please enter my candidacy to the election ballot for participation in the election of a
Rector of the National University of Pharmacy.

(date)

(signature)

BULLETIN

for a secret ballot for the appointment of representatives among the students eligible for participation in the election of a Rector of the National University of Pharmacy

Election of representatives _____
(Department)

of the National University of Pharmacy _____
(date held)

No.	Surname, given name, patronymic	Academic year, group	Results of voting*

*In case of "VOTES IN FAVOR" in the column "Results of voting" it is necessary to put a "+" or other mark against each surname, which testifies tYour will expression.

Number of «VOTES IN FAVOR» must not exceed the quota set for the Department.

Chairman of the Election Committee _____

Secretary of the Election Committee _____

SEAL

MINUTES

At the Student Election Committee Meeting _____
(Department)

on the results of a secret ballot on the election of the representatives among the students eligible to take part in the election of a Rector of the National University of Pharmacy

_____2017 Kharkiv No. _____

The Election Committee appointed at the joint meeting of the general meeting of the students of the National University of Pharmacy, consisting of:

- | | | |
|----------|-----------|-----------|
| 1. _____ | 6. _____ | 11. _____ |
| 2. _____ | 7. _____ | 12. _____ |
| 3. _____ | 8. _____ | 13. _____ |
| 4. _____ | 9. _____ | 14. _____ |
| 5. _____ | 10. _____ | 15. _____ |

Nominated candidates:

No.	Surname, given name, patronymic	Academic year, group
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		

to enter to the list the election representatives among the students eligible to take part in the election of a Rector of the National University of Pharmacy.

(signature)
Chairman of Election Committee

When counting the votes of the voters, the Election Committee established:

Number of voters	
Number of ballots produced for voting	
Number of voters who received ballot papers	
Number of unused ballots for voting	
Number of ballots found in the ballot box	
Number of ballots found void	
Number of voters who voted for the candidates	

The results of the voting on the candidates for the the representatives among the number of students eligible for participation in the election of a Rector of the National University of Pharmacy:

No.	Surname, given name, patronymic of a Candidate	Number of votes	% of total votes

Chairman of the Election Committee _____
(signature) (printed name)

Members of the Election Committee: _____

Observers _____

I, hereby, certify the signatures of the Chairman and the Members of the Election Committee:

Dean _____
(Department)

(signature) (printed name)

SEAL

ACKNOWLEDGMENT FORM

Item No.	Position, surname, given name, patronymic	Read and understood (signature)	Date

