



**REPUBLIC OF ALBANIA
UNIVERSITY OF TIRANA
ACADEMIC SENATE**

Reg no. 774/5

Tirana, on 26.06.2019

DECISION

No. 22, dated 26.06.2019

“For the approval of the Regulation for the First Elections of the Student Councils at the University of Tirana”

Pursuant to Law no. 80/2015, dated 22.07.2015 “*On higher education and scientific research in higher education institutions in the Republic of Albania*” Article 38, paragraph 1, letter d, Article 99, the Statute of the University of Tirana, Article 133, the Academic Senate of the University of Tirana, after reviewing the draft regulation presented by the working group, raised by the Decision of the Academic Senate no. 6, dated 14.01.2019 “*On the establishment of the working group for drafting the regulation for the election of Student Councils*” at the meeting held on June 26, 2019

CONCLUDED

1. Approval of the Regulation for the First Elections for the Student Councils of the University of Tirana, attached to this decision.
2. This decision takes effect immediately

CHIEF

PROF. DR. MYNYR KONI



**UNIVERSITY OF TIRANA
ACADEMIC SENATE**

**REGULATION
FOR THE FIRST ELECTIONS OF THE STUDENTS COUNCIL OF THE
UNIVERSITY OF TIRANA**

**Approved by Decision no. 22, dated 26.06.2019 of the Academic Senate
of the University of Tirana**

Tirana, 2019

CHAPTER I GENERAL PROVISIONS

Article 1 Scope of the regulation

"This regulation specifies the rules and procedures, organization, conduct, administration, oversight, and announcement of election results for the Student Councils of the Faculties of the University of Tirana and for the Student Council of the University of Tirana, as well as the conditions and deadlines for candidate registration, their rights and obligations, election documentation, voter lists, election campaigns, rules for organizing and functioning of the election administration, criteria for drafting the list of voters, procedures for voting, assessment and counting of votes, announcement of results, procedures for reviewing appeals, as well as rules for the administration and preservation of documentation."

Article 2 Legal framework

"This regulation is based on Article 99 of Law no. 80/2015, dated 22.07.2015, 'On higher education and scientific research in higher education institutions in the Republic of Albania,' and Articles 130, 133, and 134 of the Statute of the University of Tirana, approved by Order no. 816, dated 26.12.2018, of the Minister of Education, Sports, and Youth."

Article 3 The subject of the regulation

1. This regulation extends its effects to the Student Councils elections of the faculties of the University of Tirana and to the Student Council of the University of Tirana.
 1. The subject of this regulation is the students of the first-cycle bachelor's programs and second-cycle programs of the faculties of the University of Tirana.
 2. Each student has the right to vote for the representatives of the corresponding year of the study program that they themselves are pursuing and to be elected as a representative in the Student Council of their faculty.

Article 4 General principles

The elections for the Student Councils of the faculties of the University of Tirana and for the Student Council of the University of Tirana are held periodically, every 2 years.

The Student Councils of the faculties of the University of Tirana consist of 5 members, one of whom is elected as chairman by the elected members through secret ballot, with a narrow majority of votes (50%+1) of its members. In case of a tie in votes for the chairman, the selection is made by drawing lots, which is organized and conducted by the Institutional Electoral Commission of the University of Tirana, in the presence of the candidates.

The members are elected by the votes of all students of the main unit, according to the respective year of the study program.

Representation of students in the Student Councils of the faculties of the UT will be as follows:

- a. A representative of the students of the first-cycle bachelor's program, first year.
 - b. A representative of the students of the first-cycle bachelor's program, second year.
 - c. A representative of the students of the first-cycle bachelor's program, third year.
 - d. A representative of the students of the second-cycle, first year.
 - e. A representative of the students of the second cycle, second year.
2. The Student Council of the UT consists of the chairpersons of the Student Councils of the faculties, where one of them is elected as the chairman of the Student Council of the University of Tirana, through secret ballot, with a simple majority of votes (50%+1) of its members. In case of a tie in votes for the chairman, the selection is made by drawing lots, which is organized and conducted by the Institutional Electoral Commission of the University of Tirana, in the presence of the candidates.
 3. The elections are done with a free and secret ballot, according to the provisions of this regulation.
 4. Every voter has the right to one single vote.
 5. Every student of the faculties of the UT can be self-nominated to be elected only on one of the elective commissions predicted in this regulation, for the UT or the faculty where he/she studies.
 6. Every student that self-nominates has the right to be elected as representative of the students' council, according to the provisions of this regulation.
 7. Each candidate has the right to organize and develop activities for presenting his program, as long as the teaching process is not affected. The candidate that wins the majority of the valid votes of the voters that participate in the ballot, is declared as the elected for the position of the member of the students' council in the respective faculty, with the exception of the sole candidates (that have to earn 50%+1 of the valid votes).
 8. Every candidate has the right to send his/her observers at the polling center, in the respective FECS (Faculties Electoral Commission of Students), as well as at the IECS (Institutional Electoral Commission of Students) of the UT. The list with the names of the observers is submitted to the IECS, within 3 days after his/her official announcement by the IECS.

9. For the candidates that earn equal number of votes, the elections for member of the FSC is done by drawing lots. The lot is organized by the UT Institutional Electoral Commission of Students, in the presence of the candidates.

Article 5

Elections period and elections call

1. The election period and the date of elections for members of the Faculties Student Commission is appointed on the meeting in the Rectorate, considering the necessary deadlines for the establishment of the respective commissions and the development of the election campaign. The election period and date of elections is published upon the decision of the UT Rectorate.
2. Upon starting this process, the executive authorities of the Rectorate shall be informed.
3. The voting centers open at 9 AM and close at 5 PM. No one can vote after the commissions of the voting centers of the UT faculties decide on closing the voting process, after being assured that all students waiting in line, during the voting period, have voted

CHAPTER II

THE PREPARATION AND ADMINISTRATION OF ELECTIONS

Article 6

University of Tirana Institutional Electoral Commission of Students (IECS)

University of Tirana Institutional Electoral Commission of Students, is the responsible body for the organization and administration of the elections process for the Student Councils of the UT Faculties and Students Council of the University of Tirana, comprised by members, who prefer not to run for candidacy for member of the FSC.

Article 7

Structure and functions of the IECS

1. The IECS at the University of Tirana is comprised of 6 members. Members of the IECS cannot run for candidacy for members of the FCS.
2. The deanships of the faculties select by drawing lots (in the presence of the self-nominated students) and announce through the deanship decision the representative candidate of the IECS, 1 representative for each faculty, no later than 10 days from the announcement day of the elections period, from the list of self-announced students who register at the educational secretariat of the relevant faculty. This decision is forwarded to the Rectorate.

- a) In the first meeting which is convened and chaired by the eldest member, IECS chooses the candidate through a secret ballot, with the simple majority of votes (50% + 1) for its members. In case of tie of votes, the selection is done by drawing lots.
- b) During the elections period, the IECS is assembled at least three times per week. The meeting is convened by the head or by at least two members. The meeting is valid when there are present at least 2/3 of all the members. The IECS meetings are open to every candidate and its observant.
- c) The IECS makes decisions with a simple majority of all members (50% + 1). In case of a tie of votes the vote of the head is considered equivalent to two votes.

3. The IECS has these competencies:

- a) issues guidelines for the organisation and development of the elections process;
- b) chairs and controls all the elections process;
- c) selects by drawing lots the member of the students elections commissions of the UT faculties and commissions of the voting centers at the faculties, who self-announce at the IECS;
- d) approves the stamp of the IECS, for FSEC and VCC of the relevant faculties, which are developed and administrated according to the legal framework in force;
- e) registers the candidates as members of the FSC of the University of Tirana;
- f) announces the elections result for FSC member of the University of Tirana;
- g) administers, judges and decides on the appeal received by the candidates.

4. The mandate of the IECS member is interrupted when:

- a) the member acts in favour of one candidate;
- b) he/she resigns from the positions;
- c) he/she is convicted of criminal offenses by a final court decision;
- d) he/she with his acts and lack of acting, seriously affects the activity of the commission and the electoral process;
- e) the member is absent, without reasonable reasons, in three consecutive meetings;
- f) the member loses the student status;
- g) he/she passes away.

5. The vacant position at the IECS, is filled by drawing lots by the respective Dean within 24 hours from the lists of self-announced students, sent to the educational secretariat of the respective faculty.

6. The meetings minutes shall be handwritten from one of the members of the IECS and shall be signed stamped by the members present at the meeting. The commission's decisions are signed by every member and are stamped with the stamp of the IECS.

Every member of the IECS, besides signing, can declare with a decision his/her opposing vote. The duration of the IECS mandate of the University of Tirana is for 2 years.

Article 8

Student Appeal Commission (SAC)

1. SAC is comprised of 6 members. SAC members cannot run for members of the FSC.
2. The deans of the faculties select through drawing lots (in the presence of the self-nominated students) and announce by dean's decision the representative member of SAC, one representative from each faculty, not later than 10 days from the day of announcement of the elections period, from the list of self-nominated students, who register at the educational secretariat of the relevant faculty.
 - a) In the first meeting which is called and chaired by the eldest member, SAC elects the chairman by secret ballot, with simple majority of votes (50% + 1) of its members. In case of a tie of votes the election of the chairman is done by drawing lots.
 - b) During the elections period, SAC convenes only to consider the requests sent by the candidates. The meeting is valid when there are present at least 2/3 of all members. SAC meetings are open to every its observant candidates, the presence of whom is allowed.
 - c) The SAC makes decisions by simple majority of all its members (50% - 1). Shall there be a tie of votes, the vote of the chairman is equivalent to two votes.
3. The SAC has these competencies:
 - a) Deliberates and makes reasoned decision, which includes the "cons", for every appeal for decisions taken by the IECS;
 - b) Administers, judges and decides and takes decisions for the appeals done by the candidates;
 - c) Sends to notify IECS for the decisions taken for the complaints that have been presented to it.
 - d) The decisions of the SAC are binding and must be implemented.
4. The mandate of the SAC member is interrupted in cases when:
 - a) the member act in favour of one candidate;
 - b) he/she resigns from the positions;
 - c) he/she is convicted of criminal offenses by a final court decision;
 - d) he/she with his acts and lack of acting seriously affects the activity of the commission and the electoral process;
 - e) the member is absent, without reasonable reasons, in three consecutive meetings;
 - f) the member loses the student status;

- g) he/she passes away.
5. The vacant position at the SAC, is filled by the respective Dean within 24 hours, from the lists of self-announced students, sent to the educational secretariat of the respective faculty.
 6. The meetings minutes shall be signed and stamped by the members present at the meeting. The commission' decisions are signed by every member and are stamped with the stamp of the SAC. Every member of the SAC, besides signing, can declare with a decision his/her opposing vote. The duration of the SAC mandate of the University of Tirana is for 2 years.

Article 9
Faculty Student Elections Commissions (FSEC)

1. The decision for the establishment of the FSEC is taken not later than 3 calendar days from the day of its creation.
2. The members of the FSEC have the right to nominate for members of the FSC. The FSEC members of the faculties of the UT will be selected by drawing lots by the FSEC, from the list of self-announced students from this commission (in their presence), who register in this commission.
3. The FSCE in the faculties of the UT are comprised of 5 members. In the first meeting, which is called and chaired by the eldest member, the FSCE elects the chairman by secret ballot, with simple majority of votes (50% + I) of its members. In case of equal number of votes the election of the chairman is done by drawing lots. The lot is organized and realized by the UT Student Institutional Elections Commission, in the presence of the candidates.
4. The meetings minutes shall be signed by the members present at the meeting. The commission' decisions are signed by every member of the FSCE. The day of the elections, the decisions taken are signed and stamped by the FSCE with the stamp taken by the IESC together with the elections' materials.
5. The FSCE take decisions with simple majority (50% + I) of all their members.
6. The FSCE has these competencies:
 - a) The response for the administration and development of the elections procedures for the elections body of the respective faculty;
 - b) After completing the voting process, FSCE takes in charge the ballot boxes together with the elections materials of the respective VCC and then start the process of the counting of votes for member of the FSC, the result of which is presented in the respective minutes and charts.

- c) FSCE drafts the final elections results chart of the relevant VCC and announce, with a special decision, the elections results for member of the FSC.
7. The mandate of the SAC member is interrupted in cases when:
 - a) he/she acts in favour of one candidate;
 - b) he/she resigns from the positions;
 - c) he/she with his acts and lack of acting seriously affects the activity of the commission and the electoral process;
 - d) the member is absent, without reasonable reasons, in three consecutive meetings;
 - e) the member loses the student status;
 - f) he/she passes away.
 8. The vacant position is filled by drawing lots by the FSEC (in the presence of the self-announced students) within 24 hours, from the list of candidates that have been self-announced for this commission.
 9. The meetings minutes shall be signed and stamped by the members present at the meeting. The commission's decisions are signed by every member and are stamped with the stamp of the FSEC. Every member of the FSEC, besides signing, can declare with a decision his/her opposing vote. The duration of the SAC mandate of the University of Tirana is for 2 years.

Article 10

Voting Centers Commissions

1. The decision for the establishment of the VCC for the faculties of the UT is taken by the respective FSEC not later than 3 calendar days from the day of creation of the FSEC.
2. The members of the VCC do not own the right to nominate for members of the FSC. Members of the VCC of the faculties of the UT shall be selected by drawing lots by the IECS, from the list of self-nominated students for this commission (in their presence), who register in this commission. The members of the VCC of the faculties of the UT are comprised of 3 members. The IECS selects the chairman of the VCC with simple majority of votes (50 % + I) of its members.
3. The VCC have these competencies: They hold responsibility for the administration and development of the voting procedures for the elections body of the voting center; After completing the voting process, they send the ballot boxes together with the elections materials at the FSEC according to the provisions of this Regulation.

Article 11
Voting centers

1. The voting process is undertaken at the voting centers, where for every 1000 students a polling station is established at the Faculties.
2. All voting centers vote for members of the FSC.

CHAPTER III
VOTERS AND VOTERS LIST

Article 12
Voters and preparation of the voters list

1. Students of the programs of the first cycle Bachelor, the second cycle Master of Science and Professional Master have the right to vote.
2. Every student of the first cycle programs of study, Bachelor, second cycle Master of Science and Professional Master of the faculties of the UT, have the right to vote, in accordance with the criteria specified in this regulation.
3. The candidates for member of the FSC shall not run for member of the electoral commissions.
4. The responsible body for drafting the voters list is the educational secretary of the respective faculty, by grouping the lists according to each program of study and the respective year.
5. The procedure for drafting the voters list is as following:
 - a) The preliminary list of students is drafted by the educational secretary not later than 3 days from the announcement of the elections day.
 - b) The preliminary list is displayed in the environments of the respective faculties.
 - c) During the period until 5 days after the publication of the preliminary list, the educational secretariat accepts the requests for corrections.
 - d) After verifying the request, the educational secretariat executing the corrections requested within 24 hours.
 - e) At the end of the deadline for correcting the list, the educational secretariat drafts the final list, which is approved by the Dean of the respective faculty.

The list of voters is displayed at the environments of the respective faculty and at the official webpage and a copy of the list is sent to the IECS. The approved list should be signed by the Dean in every page and should be stamped with the stamp of the respective faculty.

CHAPTER IV
REGISTRATION OF CANDIDATES FOR MEMBER OF THE STUDENT COUNCIL
OF THE FACULTY AND THE ELECTIONS CAMPAIGN

Article 13
Registration of candidates

The process for the registration of candidates for member of the FSC is done by the IECS. The date for starting the procedure for registering the candidates is announced by the IECS after its constitution and takes place during 10 calendar days.

The nomination documents shall be in accordance with the requests of this regulation.

Article 14
Nomination documentation

1. The nomination documentation is submitted by the candidates at the IECS and is comprised of:
 - a) The nomination request which includes: the name, paternity, surname, date of birth, gender and expression of will for running as member of the FSC;
 - b) Copy of the identification document;
 - c) The certificate proving the student status at the relevant faculty;

After verifying the documentation, the IESC, approves the list of candidates for members of the FSC, not later than 24 hours from the deadline of submitting the candidacy requests, approves the lists of candidates for members of the FSC, according to the provisions of this regulation. The lists are forwarded to the student election commissions of the faculties and are publicly published by the latter immediately at the premises of the relevant faculty and at the official website.

Article 15
Duration of mandates

Members of the FSC are elected for a 2-year mandate.

Article 16
Electoral campaign

1. The electoral campaign starts one day after the announcement of the registered candidates.
2. The elective campaign ends 24 hours before the dates of elections. The day before the elections and the date of elections until the closing of voting represents the period of electoral silence. During the period of electoral silence not any type of elective campaign is allowed.

3. The administrator and the administration staff of the UT faculties, establish favourable and equal conditions for every candidate to develop their activity in the framework of the electoral campaign. In accordance with the request of the candidate for the time and place for developing the activity, the Administration of the UT faculties takes all the necessary measures for its development, without affecting the educational process, as well as specifies the premises and completes the requests of the established commissions at the respective faculty, aiming the development of the elections.

CHAPTER V

PREPARING THE ELECTIONS INFRASTRUCTURE AND DOCUMENTATION

Article 17

Placement of the elections commissions and spots of the vote counting

1. Placement of the elections commissions is specified according to the following rule:
 - a. The IECS office is placed at the building of the UT rectorate.
 - b. The FSEC and VCC offices are located at the respective buildings of the UT faculties, which also serve as polling and vote-counting stations.

Article 18

The commissions for assessing and counting of votes

1. The votes are assessed and counted by the respective FSEC.
2. The respective FSEC commissions of the UT, after vote counting, complete the elections chart and forward it to the IECS.
3. The IECS announces the elections results according to the provisions of this regulation and, after the end of the deadline for appealing, the winners of the elections are declared.

Article 19

Preparation of the elections documentation

1. The number of the election papers is equal to the number of the voters according to the respective lists.
2. The format of the election paper is prepared by the IECS.
3. The papers for member of the relevant FSC of the UT, are in the same colour for every polling station.
4. The paper should have certain specifications that prevents its manipulation; should be in a A4 size, colored and thick enough so that the vote cannot be read at the back.

5. The election papers contain the following information:
 - a. The names of the candidates for member of the relevant FSC of the UT.
 - b. Every election paper is stamped with the stamp of the IECS before they are sent to the FSEC.

Article 20

The transportation of electoral materials from IECS to FSEC

1. The day before the elections, the IECS send to the FSEC the box with the electoral materials as following:
 - a) The election papers stamped with the stamp of the IECS relevant to the number of voters;
 - b) The list of voters;
 - c) The stamp of the FSEC and the stamps of the VCC from each faculty;
 - d) The minutes of the polling station, which includes the minutes for the stamping of the ballot boxes, the opening of the voting center, the suspension of the voting process, and the closing of the voting process;
 - e) The envelope in which is noted “Damaged election papers”
 - f) The envelope in which is noted “Unused election papers”
 - g) The envelope in which is notes “The envelope of the stamping minutes”
2. Besides the box with the election materials, the ballot boxes are sent to the FSEC, the charts for the voting result; secret booths and the stamps with the security codes.
3. The FSEC distributes the necessary materials for carrying out the voting process at the VCC places at the respective faculty. This process is undertaken the day of the elections, before the beginning of the election process, it is included in the respective minutes as well.

CHAPTER VI

THE ELECTION PROCESS

Article 21

The preliminary activities for the opening of the polling station

1. In every polling station is voted in a voting box, the voting box for member of the respective FSC of the UT.
2. The FSEC and the VCC, under the supervision of the chairman, one hour before the opening of the voting center, carries out the following tasks:
 - a) Places the tables, chairs, the secret booths and the ballot boxes, in an order that ensures voting secrecy, as well as the quick and unobstructed movement of the voters;

- b) Displays the guidelines for the voting process in a suitable and visible spot at the voting center;
 - c) Controls all the materials he/she has in charge;
 - d) Display in front of the attendees the empty ballot boxes;
 - e) Closes the ballot boxes and write these codes in the minutes of closing the ballot boxes and at the book of the meeting protocol, which is signed by all the member of the VCC.
3. The minutes is closed in the envelope where it is written “The envelope of the stamping minutes”, which is placed in the voting box. The members of the FSEC and the VCC decide upon opening the voting process and sign it.

Article 22

The voting procedures

1. The voting process for member of the FSC is done on the date specified by the UT Rectorate. After completing the tasks specified in this regulation, the chairman of the FSEC and the VCC declare the opening of the voting process, but not later than 09:00.
2. The voting papers are stamped in the back, in the specified spot, with the stamp of the IECS. The voters stand in row outside of the polling station and enter the polling station one by one for placing their vote, upon being called by one member of the commission. After the voter enters the voting center:
 - a) He/she says his/her name and present to the commission one of the official documents of identification;
 - ID
 - Passport
 - b) The chairman, after verifying that the data of the voter’s identity match the data in the voter’s list, and that the voter is the same with the person in the identification document, he/she notes in the list of voters the type and number of the identification document and marks the name of the voter in this list;
 - c) Signs next to his name in the list of voters;
 - d) He/she stamps the election paper with the stamp of the VCC and hands it out to the voter.
 - e) After receiving the election papers, he/she enters the private booth and next to the candidate’s name marks with “x” or “+”, or any other mark within the box specified for writing by the voter.
 - f) After marking the election paper, he/she folds the paper so that the mark is not visible, exits the private booth, drops the paper in the relevant voting box and exits the voting center.
3. The polling station is organised in a way that it makes the voting process easier and guarantees complete secrecy of the vote.

4. The use of communication or registration means by the voter is prohibited at the voting center.
5. In the polling station can be present only:
 - a) Members of the VCC and observers approved by the IECS for the candidates;
 - b) Voters that are doing the voting procedures, until its closing.

Article 23

Closing of the voting process

1. The polling center is closed at 17:00. In case when after this time, there are voters that are holding a line, the commission collects the identification documents of all the present voters and invites them one by one to give their vote.
2. No other voter is allowed to vote in case they were not waiting in line at the time the identification documents were collected. After the last present voter votes, the commission decides on closing the voting process, therefore completing the relevant form, where the time of closing the voting process is noted as well. After this procedure, only VCC member can be present at the voting center.

Article 24

Activities after the closing of the polling station

1. After the decision for closing the voting center, the head of the VCC, in the presence of the commission members performs the following activities, in the following order:
 - a) Writes the number of the voters that have voted, by counting the signatures done at the relevant voters list, who have voted according to the conditions predicted in this regulation.
 - b) Declares the numbers in a loud voice other members of the commission;
 - c) Invites them to verify the numbers declared by him/her.
2. In case there are any objections regarding the number, the claims shall be noted in the minutes.
3. The chairman, under the observation of all members of the commission, counts the damaged election papers that are placed in the envelope "Damaged election-papers" for each category. The number of the damaged election-papers is written in the minutes for "The closing of the election process"
4. The chairman, under the observation of all the commission members counts the unused papers as well and places them in the relevant envelope. The number of unused election papers is written in the minutes for "The closing of the election process"

5. The head of the VCC, together with other members of the commission, submit to the respective FSCE the ballot boxes together with the elections materials of the voting center.

Article 25

Evaluation, counting of votes and announcement of the result for member of the FSC of the UT

1. The process of evaluation, counting and announcement of the result for member of the FSC of the UT continues uninterrupted until the announcement of the final result for each faculty.
2. The chairman of the FSEC takes the election papers out of the voting box, opens them and places them on the table, the papers placed upside down. After this, he/she:
 - a) Evaluates all the votes that were placed in the box, by showing them to all the members of the FSEC. The invalid votes are grouped separately;
 - b) Counts the valid and invalid votes. Their number, together with the general number of votes that were placed in the box is written in the minutes;
 - c) Verifies the general number of votes found in the box with the number of votes that have to be found in the box, according to the data registered in the minutes done before by the respective VCC, according to the provisions of this regulation, related to the general number of the election papers, unused election papers and damaged election papers. The result is noted in the minutes.
 - d) Drafts the final chart for the relevant box and approves the decision.
3. Invalid votes are the election papers that:
 - a) The election paper does not have the same measurements, color or form as the election paper approved by the IECS;
 - b) There is no stamp in the election paper;
 - c) There are notes or marks on the election paper which make it impossible to evaluate the vote;
 - d) There are done in the election paper in favour of or against the announced student;
 - e) When a vote exceeds the specifications of the election paper
 - f) It has not been voted for any of the candidates.
4. After the completion of the evaluation and the counting of votes, the FSEC drafts the final elections result chart according to the number of votes.
5. The final table and the relevant decision of the FSEC, as well as all the other minutes are signed by every member and the chairman as well, by declaring their vote “pro” or “against”.

6. A copy of the final result elections chart is given, as requested, to the candidates.
7. Every objection or remark by the candidates is duly noted in the minutes.
8. At the end of the evaluation process and the counting of votes, in the presence of the chairman and members of the FSEC and/or the present candidates;
 - a) Valid and invalid counted election papers are placed and administered in the ballot boxes;
 - b) The "Unused election papers" envelope is placed and administered in the electoral materials box;
 - c) The "Damaged Voting Ballots" envelope is inserted and administered in the electoral materials box.
 - d) The minutes for the total number of election papers is placed and administered in the electoral materials box, the number of unused papers and the number of damaged papers, as well as the final elections result chart for the respective FSEC.
9. The head of the FSEC closes the elections boxes and writes in the minutes the security elements (codes) for closing these boxes.
10. The submission of the elective materials and the election boxes at the IECS is done by the head of the FSEC, with minutes, in the presence of the members of the respective FSEC and/or the candidates, immediately after the completion of the processes described in this regulation.

Article 26

The announcement of the preliminary result of the elections for FSC of the UT

1. After completing the evaluation and counting of votes, the announcement of the elections result by every FSEC and sending them to the IECS, the latter, within 24 hours, drafts the elections result chart and announces, with a special decision, the elections results for member of the respective FSC of the UT.
2. The elections result chart and the decision of the IECS is signed by every member.

Article 27

Appeals

1. The appeal against the decisions of the IECS for the announcement of the final election results charts, is made by the candidates to the IECS no later than 2 calendar days from the date of their announcement. For the purpose of calculating the deadline, the 2-day period starts at 16:00 on the day of the announcement of the act for which

the appeal is made and ends at 16:00, after two calendar days. The IECS administers and makes decisions on appeals no later than 48 hours after their submission.

2. The appeal against the decisions of the IECS regarding the annexes of candidates for the election results, is made by the candidates to the Student Appeals Commission (SAC) no later than 2 calendar days from the date of receipt of the decision. For the purpose of calculating the deadline, the 2-day period starts at 16:00 on the day of the announcement of the act for which the appeal is made and ends at 16:00, after 2 (two) calendar days.
3. Upon the conclusion of the review process of appeals submitted by the Student Appeals Commission, the IECS announces, by special decision, the final results of the elections.

Article 28

Invalidity of the elections

1. The IECS, mainly, or upon request from the candidates, declares the elections invalid in one or more polling station, in cases when:
 - a) When a legal violation has happened;
 - b) The elections process has been affected to an extent that, might have affected the acquisition of the mandate;
 - c) A natural disaster of such nature has occurred that has hindered the participation of voters in the elections.
2. The enquirer should accompany his request for the invalidity of the elections, with an explanation on the legal reasons upon which the request is constructed, with the description of the claimed violations and a detailed reasoning about the consequences that they led to. The examination of the request for the invalidation of the elections and the decision-making regarding the request is carried out by the IECS, no later than 2 calendar days from its submission.

Article 29

The assembly and constitution of the SFC and SCUT

1. At the end of the deadlines for the appeal, the first meetings of the UT Student Faculty Councils are organised, which are summoned by the IECS not later than two weeks from this deadline. Their constitution is done in these meetings, and the heads of the SFC are elected according to the provisions in this regulation. This date marks the beginning of work of the Student Faculty Council.
2. The first meeting of the UT Student Council is organised not later than 7 days after this process, which is summoned by the IECS. The UT Student Council is comprised by 6 members of the SFC. In this meeting its constitution and the election of the head

of the SCUT is done, according to the provisions in this regulation. This date marks the beginning of work of the SCUT.

3. After the elections are held and the results are announced, and the Student Councils of UT are established, the Rector and the Administrator of UT, as well as the Deans and Administrators of the respective units, must be informed.

Article 30

Announcements

All acts issued by the structures involved in the process of UT student council elections must be displayed in the premises of the University of Tirana and on the official websites.

Article 31

Final provisions

1. All electoral documentation is kept in the archive of the UTSC, according to the rules specified in the legal framework for the administration, storage, and archiving of documentation.
2. In case of premature termination of the mandate of members of the respective SFC, they are replaced by successor candidates in order of the number of votes accumulated in the elections, until the completion of the ongoing mandate.
3. The right to interpret this regulation is held by the Academic Senate of UT, which approves this regulation.
4. All expenses for the electoral process will be covered by the faculties of UT and the rectorate.
5. This regulation is mandatory for implementation by all student structures of the University of Tirana, and it enters into force after its acceptance by the UT Academic Senate.

HEAD OF THE ACADEMIC SENATE

PROF. DR. MYNYR KONI