

**University Elections 2024**  
**from**  
**Monday, 13 May 2024**  
**until**  
**Friday, 17 May 2024,**  
**as online elections**

**You are studying at HBRS and you would like to**

- change something in your department, actively shape change and e.g. cooperate in the adoption of examination regulations,  
→ then a seat on the **faculty council would be** just the right thing for you
- work in the central body of the university and want to be involved in decisions on regulations, the university development plan, economic plan and the allocation of posts and appropriations cooperate  
→ then run for a seat in the **Senate**
- promote equality in the university  
→ then stand for election and become a member of the **Equal Opportunities Commission**
- to represent the interests of the student assistants within the University in a similar way to a staff council  
→ then stand for election as a representative of the **interests Student Assistants**
- have an influence on the organisation of university life without being an active member of a university committee,  
→ then make use of your right to **vote** and give  
in the period from 13.05.24 - 17.05.2024 your vote online

For detailed information on the upcoming university elections, please refer to the following pages of the election notice.

## Election notices

With this letter, we would like to provide you with some information about the upcoming university elections in 2024 - in the period from Monday, May 13, 2024 to Friday, May 17, 2024, as online elections - at the Bonn-Rhein-Sieg University of Applied Sciences (H-BRS).

### ***Which committee representatives and functionaries will be elected at H-BRS in May 2024?***

The following will be elected:

- the student members of the faculty councils,
- the student members of the Senate and the Equal Opportunities Commission as well as
- the representation of the interests of student assistants.

### **Important note in advance:**

**The required nominations must be submitted by 26 January 2024, 3.00 p.m. at the latest!**

(For details, see p. 4 of this election notice; Forms for nominations can be found on pages 7 to 9).

The H-BRS fulfils its tasks in research, teaching and studies independently within the framework of **academic self-administration**. The **student members of the university** participate in the self-administration by electing their representatives for the committees (faculty councils, senate, equal opportunities commission) as well as certain functionaries.<sup>1</sup>

The seats on the committees are distributed among the individual groups as follows:

<b>Member Groups</b>	Professors	Academic staff	Colleague/ inside in Technology + Administration	Students	<b>Total number of seats</b>
<b>Departmental Councils</b> of the departments:					
<b>01 Economics</b>	8	2	2	3	15
<b>02 Computer Science</b>	9	2	1	3	15
<b>03 Paramedics</b>	6	2	1	2	11
<b>05 Applied Sciences</b>	8	3	1	3	15
<b>06 Social policy and social security</b>	6	2	1	2	11
<b>Senate</b> of the university	9	2	2	4	17
<b>Equal Opportunities Commission</b> of the University	2	2	2	2	8 <sup>2</sup>

The number of seats in the faculty council and their distribution among the member groups is regulated by the respective faculty regulations. The number of members of the Senate and the Equal Opportunities Commission is regulated by the Basic Regulations (Sections 5.5 and 5.8 respectively).

<sup>1</sup> §§ 2, 9 (1), 10 (1) Higher Education Act North Rhine-Westphalia (HG)

<sup>2</sup> Four women, four men

### ***What are the tasks of the committees and functionaries?***

The **faculty council** decides on the affairs of the faculty, unless the dean is responsible. These include, in particular, the departmental regulations and the other regulations required for the department (e.g. examination regulations). The faculty council also elects the dean and vice dean or the dean's office.

The **Senate** is primarily responsible for general, abstract regulations (e.g. university regulations) and recommendations and statements that affect the entire university or central institutions of the university.

The **Equal Opportunities Commission** advises and supports the university and the Equal Opportunities Officer. It monitors the establishment and adherence to the women's advancement plans and elects the Equal Opportunities Officer.

The **representative of the interests of student assistants monitors** compliance with the applicable law in the selection and employment of student assistants and works towards an appropriate design of their working conditions. She/he deals with complaints from those affected.<sup>3</sup>

### ***Who is eligible to vote? <sup>4</sup>***

The following are eligible to vote:

- the student **members of the faculty for the election of their members of the respective faculty council,**
- the student **members for the election of their members of the Senate**
- the student members of the university **for the election of the representative of the interests of student assistants,**
- the female student members of the university for the election of the female **members of the Equal Opportunities Commission,**
- the male student **members of the university for the election of the male members of the Equal Opportunities Commission.**

The right to vote can only be exercised by those who **are registered on the register of voters** on election day. One copy each of the directory will be on public display in the library in Sankt Augustin and Rheinbach, as well as at the reception in Hennef, from 13 February 2024 at the latest. Objections to the correctness of the list can be made in writing or for the record to be submitted to the electoral board within two weeks of the start of the interpretation – i.e. by 27 February 2024, stating reasons.

The right to vote can only **be exercised** once for each election **and only** in person.<sup>5</sup>

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<sup>3</sup> §§ 28, 22, 24 para. 4, 46a HG

<sup>4</sup> Right to vote

<sup>5</sup> §§ 2, 10 Election Regulations for the Elections of the Senate and the Faculty Councils, the Deans and Vice-Deans as well as the Equal Opportunities Commission at the Bonn-Rhein-Sieg University of Applied Sciences of 16.09.2021 (WahlO)

### ***Who can be elected and for how long?***<sup>6</sup>

Anyone who is entitled to vote for a committee or function may also be elected to that body or function.

Example: Student Mareike Mustermann is enrolled in Faculty 03 (IuK). She is entitled to vote for the group of students in the Faculty Council 03, the Senate and the Equal Opportunities Commission as well as for the position of representative of the interests of student assistants. In addition, she herself can be elected to all three committees and to represent the interests of student assistants.

How long are the other terms of office?

The term of office of the student members in all committees (Faculty Council, Senate, Equal Opportunities Commission) is 1 year. The same applies to the representative of the interests of student assistants.<sup>7</sup>

### ***How to get elected?***

The members of the Senate are elected **according to the principles of** list voting. On the other hand, the faculty councils, the Equal Opportunities Commission and the representation of the interests of student assistants are elected according to the principles of **personal election**.

The candidates must be named in **nominations** (list of candidates in the case of a list election, individual proposal in the case of a person election). Each candidate can **only be nominated** in one nomination per committee.

For nominations, the forms attached to this election notice (separated by committee) must be used.

For each candidate, the nomination must **contain**:

- First and last names,
- the department or higher education institution to which he or she belongs,
- in the case of students, the address that can be summoned, and
- the written and irrevocable consent of the candidate to be included in the nomination.

Each nomination should be signed by at least three members of the group of members who are entitled to vote. The signing does not bind the signatory with regard to his/her subsequent vote. Applicants can sign their own proposal.

In a **list of candidates (list election)**, the applicants are listed among themselves and assigned consecutive numbers. It should be clear which candidate is entitled to represent the election committee and to receive declarations and decisions of the election committee (list representative). If this is not specified, the candidate named first is considered to be eligible. The list of suggestions should be provided with a password.

The list of candidates should include at least as many candidates as the number of seats to which the group of members is entitled.

**The list for the membership groups of university lecturers and students** must include at least four **applicants each**, and **two applicants each for the member groups of academic**

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<sup>6</sup> Right to stand for election (eligibility)

<sup>7</sup> § 2 WahIO; Sections 5.5, 5.8, 5.11, 5.14 Constitution of the University

**staff and administrative staff.**<sup>8</sup>

In view of the possible need for representation, it would therefore make sense for even more candidates to be included in the list.

**Important!**

The Senate and the faculty councils must **be staffed with gender parity**, unless there is an objectively justified exception in individual cases.<sup>9</sup> When drawing up lists and candidacies, attention should therefore be paid to equal representation.

Nominations must **be submitted by Monday, 26 January 2024, 3:00 p.m.** (the receipt stamp **is decisive**) to the returning officer (Chancellor) or to the reception in Sankt Augustin, Rheinbach or Hennef. In order to be received, the addressee of the letter and the urgency of the letter must be clearly identifiable.

The **valid nominations** will be announced.

***When and where will the elections take place?***

**The elections will be conducted as online elections.**

The conduct of the online elections is governed by §§ 25 et seq. of the Election Regulations.

Electronic voting will take place in the period from **12.05.2024 to 17.05.2024** happen.

Electronic voting will take place in five steps:

1. Log in to the MIA portal with your login name and password <https://mia.h-brs.de>
2. If there is an entry in the electoral roll, you will be forwarded to the election portal.
3. You will receive the corresponding ballot papers; voting is done at the click of a mouse.
4. The vote is checked and confirmed.
5. The vote is counted.

The **counting of votes and the determination of the election result** shall be carried out in public

- on May 17, 2024 from 3:15 p.m. in room E221 in Sankt Augustin.

**Objections, motions and other declarations** may be submitted:

- to any member of the election committee, or
- by e-mail to the functional mailbox of the election committee [wahlvorstand@h-brs.de](mailto:wahlvorstand@h-brs.de) or
- at the returning officer or at the reception desk of the individual locations (see above).

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<sup>8</sup> §§ 4, 5, 12 para. 3 WahlO

<sup>9</sup>§ 11b HG and § 3 WahlO. - The Equal Opportunities Commission is **always** staffed with gender parity, cf. Basic Regulations

Sankt Augustin, 12. Januar 2024

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Member of the Election Committee

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Member of the Election Committee

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Member of the Election Committee

**The Election Board**

Mr. Timo Schulte (Chairman), Mr. Florian Habel (Deputy Chairman), Prof. Dr. Christian Dresbach, Ms. Cathleen Müller, Ms. Michaela Muscheid, Ms. Susanne Patt-Bohlscheid, Prof. Dr. Theo Peters, Mr. Philipp Schneider

## Nomination

### - Choice of persons -

Panel<sup>10</sup> (please fill in): .....

Member group (please fill in): .....

Name	Forename	Address	Department or structure	Signature <sup>11</sup>	Sex
					Female <input type="checkbox"/> Male <input type="checkbox"/> Diver <input type="checkbox"/> Not specified <input type="checkbox"/>

In block letters, please!

**Each nomination should be signed by at least three members of the group of members entitled to vote (an exception to this is only permitted in justified cases).**

\_\_\_\_\_  
Surname, first name in block letters

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Surname, first name in block letters

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Surname, first name in block letters

\_\_\_\_\_  
Signature

**The nomination has not been signed by three members of the group entitled to vote because... :**

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<sup>10</sup> Faculty Council, Equal Opportunities Commission or Office for the Representation of Student Assistants

<sup>11</sup> With the signature, the candidate agrees to be included in the nomination.

## Nomination

### - List election - p. 1

Gremium: Senat

Member group (please fill in): .....

Password (please fill in): .....

**The list of candidates should contain at least as many applicants as the number of seats to the group of members in the committee!**

The list for the membership groups of university lecturers and students **must include at least four applicants each, and two applicants each for the member groups of academic staff and administrative staff** <sup>12</sup>

	Name	Forename	Address	Department or structure	Signature <sup>13</sup>	Sex
1						Female <input type="checkbox"/> Male <input type="checkbox"/> Diver <input type="checkbox"/> Not specified <input type="checkbox"/>
2						Female <input type="checkbox"/> Male <input type="checkbox"/> Diver <input type="checkbox"/> Not specified <input type="checkbox"/>
3						Female <input type="checkbox"/> Male <input type="checkbox"/> Diver <input type="checkbox"/> Not specified <input type="checkbox"/>
4						Female <input type="checkbox"/> Male <input type="checkbox"/> Diver <input type="checkbox"/> Not specified <input type="checkbox"/>
5						Female <input type="checkbox"/> Male <input type="checkbox"/> Diver <input type="checkbox"/> Not specified <input type="checkbox"/>

In block letters, please!

In order to receive declarations from the election committee, the candidate no. .... (list **representative**).

<sup>12</sup> §§ 4, 5, 12 para. 3 WahlO

<sup>13</sup> With the signature, the candidate agrees to be included in the nomination.



**Nomination**

**- List election -  
p. 2**

Note on § 10 para. 8 WO: According to § 11 b para. 1 HG, **committees must be staffed with gender parity**. When drawing up lists and candidacies, attention should be paid to gender parity. In the event of a deviation from this requirement, a justification must be given and documented.

**Reason for deviation:**

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**Each nomination should be signed by at least three members of the member group entitled to vote (an exception to this is only permitted in justified cases):**

\_\_\_\_\_  
Surname, first name in block letters

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Surname, first name in block letters

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Surname, first name in block letters

\_\_\_\_\_  
Signature

**The nomination is not signed by three members of the group entitled to vote because... :**

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