

Election notice

for the elections to the Senate and to the Faculty Councils

in all status groups of the University of Paderborn

**Monday, June 5, 2023 / 09:00 a.m. until Monday, June 12, 2023 /
12:00 p.m.**

Right to vote, right to be elected, and election practices

Entitled to vote are the university staff (if this is their primary employment) named in Section 9 (1) of the Higher Education Act (HG), the enrolled doctoral students, and the enrolled students. Members of the university who are on leave from the university to work at a non-university research institution can still take part in elections and vote. The Presidium grants authorization for this on a case-by-case basis. The right to vote can only be exercised by those who are members of Paderborn University entitled to vote on the thirty-eighth working day before the first day of voting and who have been included in the list of those entitled to vote in accordance with § 8.

Election regulations UPB § 3 (3): Each member entitled to vote may only vote and be elected in one and only in the group to which he/she belongs. The election committee ex officio assigns eligible voters who belong to several status groups or faculties to a status group and/or faculty, taking into account the order of mentions in the Higher Education Act and the constitution of Paderborn University. If persons entitled to vote, who have been assigned a status group or faculty, submit a declaration in writing to the election committee no later than the deadline for the period for publication according to § 8, in which status group or faculty the right to vote is to be exercised in deviation from the determination according to sentence 2, the assignment and the electoral register shall be corrected accordingly. Allocation to status groups or faculties to which there was no constituency on the reference date is excluded. The eligibility to vote for student elections taking place in parallel remains unaffected in this respect.

By resolution of the electoral committee, the elections are carried out as electronic elections. Electronic voting is only permitted if, when it is carried out, the applicable voting principles of direct, free, equal and secret voting and publicity of voting are maintained, insofar as the technical requirements for electronic voting permit this. If, for serious reasons, it is not possible to hold the elections electronically, the electoral committee reserves the right to hold the elections as ballot boxes with the option of postal voting.

Composition, distribution of seats, electoral districts

The Senate is composed of the following voting members:
--

1. **Twelve** representatives from the group of university professors,
2. **Six** representatives from the group of academic staff,

3. **Four** representatives from the group of employees in technology and administration,
4. **Six** representatives from the group of students.

Five electoral districts are formed for the group of university professors.

Electoral District 1:	Faculty of Arts and Humanities	with four seats,
Electoral District 2:	Faculty of Business Administration and Economics	with two seats,
Electoral District 3:	Faculty of Science	with two seats,
Electoral District 4:	Faculty of Mechanical Engineering	with one seat,
Electoral District 5:	Faculty of Computer Science, Electrical Engineering and Mathematics	with three seats.

Further electoral districts are formed for the following groups

Electoral District 6:	academic staff,
Electoral District 7:	employees in technology and administration,
Electoral District 8:	students

The **Faculty Board of the Faculty of Arts and Humanities** is composed of the following voting members:

- **eight** representatives from the group of university professors,
- **three** representatives from the group of academic staff,
- **one** representative from the group of employees in technology and administration,
- **three** representatives from the group of students.

Seven electoral districts are formed for the group of university professors:

Electoral district 1:	Department of German and Comparative Literary Studies and the Department of History	with two seats,
Electoral District 2:	Departments of Protestant Theology and Catholic Theology, Islamic Theology	with one seat,
Electoral District 3:	Department of Educational Science	with one seat,
Electoral district 4:	Department of English and American Studies and the Department of Romance Languages	with one seat,
Electoral district 5:	Departments of Art, Music and Textiles	with one seat,
Electoral District 6:	Departments of Philosophy, Psychology, Sociology	with one seat,
Electoral district 7:	Department of Media Studies and the Musicology Seminar Detmold/Paderborn	with one seat.

The following are also formed:

An electoral district for the group of academic staff,
An electoral district for the group of employees in technology and administration,
An electoral district for the group of students.

The **Faculty Board of the Faculty of Business Administration and Economics** is composed of the following voting members:

- **eight** representatives from the group of university professors,
- **three** representatives from the group of academic staff,

- **one** representative from the group of employees in technology and administration,
- **three** representatives from the group of students.

One electoral district is formed for each group.

The **Faculty Board of the Faculty of Mechanical Engineering** is composed of the following voting members:

- **eight** representatives from the group of university professors,
- **three** representatives from the group of academic staff,
- **one** representative from the group of employees in technology and administration,
- **three** representatives from the group of students.

One electoral district is formed for each group.

The **Faculty Board of the Faculty of Science** is composed of the following voting members:

- **eight** representatives from the group of university professors,
- **three** representatives from the group of academic staff,
- **one** representative from the group of employees in technology and administration,
- **three** representatives from the group of students.

Three electoral districts are formed for the group of university professors:

Electoral District 1: Department of Chemistry	with three seats,
Electoral District 2: Department of Physics	with three seats,
Electoral District 3: Department of Exercise and Health	with two seats.

Three electoral districts are formed for the group of academic staff:

Electoral District 1: Department of Chemistry	with one seat,
Electoral District 2: Department of Physics	with one seat,
Electoral District 3: Department of Exercise and Health	with one seat.

The following are also formed:

One electoral district for employees in technology and administration.

One electoral district for the group of students.

The **Faculty Board of the Faculty of Computer Science, Electrical Engineering and Mathematics** is composed of the following voting members:

- **six** representatives from the group of university professors,
- **three** representatives from the group of academic staff,
- **one** representative from the group of employees in technology and administration,
- **three** representatives from the group of students.

Three electoral districts are formed for the group of university professors:

Electoral District 1: Department of Electrical Engineering

	and Information Technology	with two seats,
Electoral District 2:	Department of Computer Science	with two seats,
Electoral District 3:	Department of Mathematics	with two seats.

Three electoral districts are formed for the group of academic staff:

Electoral District 1:	Department of Electrical Engineering and Information Technology	with one seat,
Electoral District 2:	Department of Computer Science	with one seat,
Electoral District 3:	Department of Mathematics	with one seat.

The following are also formed:

One electoral district for employees in technology and administration.

One electoral district for the group of students.

Electoral principles and electoral procedures

The representatives of the member groups in the **Senate** are elected separately within the respective member groups on the basis of nominations in direct, free, equal and secret elections and according to the principles of personalized proportional representation. If there is only one nomination for an electoral district, or if only nominations with one applicant each are submitted, voting must be based on the principles of majority voting.

In the case of personalized proportional representation, voting is based on lists that are drawn up on the basis of valid nominations. The lists contain the names of the applicants. In the election to the Senate, each voter has as many votes as their group is entitled to seats in the electoral district. With personalized proportional representation, voters can choose applicants from various lists. Accumulation of votes, i.e., casting more than one vote for an applicant, is not permitted.

The representatives of the member groups in the **Faculty Board**

- **of the Faculty of Arts and Humanities**
- **of the Faculty of Business Administration and Economics**
- **of the Faculty of Mechanical Engineering**

are elected separately within the respective member groups on the basis of nominations in direct, free, equal and secret elections and, in the group of university professors according to the principles of majority voting, otherwise according to the principles of personalized proportional representation. If there is only one nomination for an electoral district, or if only nominations with one applicant each are submitted, voting must be based on the principles of majority voting.

In the case of personalized proportional representation, voting is based on lists that are drawn up on the basis of valid nominations. The lists contain the names of the applicants. In the election to the Faculty Board, each eligible voter has as many votes as their group has seats in the electoral district. Those entitled to vote can choose candidates from various lists. Accumulation of votes, i.e., casting more than one vote for an applicant, is not permitted.

The representatives of the member groups in the **Faculty Board of the Faculty of Science** are elected separately within the respective member groups on the basis of nominations in direct, free, equal and secret elections and, with the exception of the group of students, according to the principles of personalized elected proportional representation. In the group of students, voting is based on the principles of majority voting. If only one nomination is submitted for an electoral district or if only

nominations with one applicant each are submitted, voting must be based on the principles of majority voting. In the case of personalized proportional representation, voting is based on lists that are drawn up on the basis of valid election nominations. The lists contain the names of the applicants.

In the election to the Faculty Board, each eligible voter has as many votes as his or her group is entitled to seats in the electoral district. Those entitled to vote can choose candidates from various lists. Accumulation of votes, i.e., casting more than one vote for an applicant, is not permitted.

The representatives of the member groups in the **Faculty Board of the Faculty of Computer Science, Electrical Engineering and Mathematics** and their deputies are elected separately within the respective member groups on the basis of nominations in direct, free, equal and secret elections and, in the group of university professors and in the group of students according to the principles of majority voting, otherwise according to the principles of personalized proportional representation. If there is only one nomination for an electoral district or if only nominations are submitted with one candidate each, voting must be based on the principles of majority voting.

In the case of personalized proportional representation, voting is based on lists that are drawn up on the basis of valid election nominations. The lists contain the names of the applicants. In the election to the Faculty Board, each eligible voter has as many votes as his / her group has seats in the electoral district. The voter can choose candidates from various lists. Accumulation of votes, i.e., casting more than one vote for an applicant, is not permitted.

The following applies to all elections:

In the case of personalized proportional representation, the seats are distributed according to the Hare-Niemeyer method (number of votes in a list x number of seats: total number of votes in all lists). Within the lists, the order of the elected members is determined by the number of votes allocated to the individual applicants (§ 18). If the number of votes is equal, a coin is tossed.

In the majority vote, the applicants are elected in the order of the highest number of votes received. If the number of votes is equal, a coin is tossed.

Electoral registers

The digital electoral register will be available for inspection from April 18, 2023 in the office of the electoral committee (B3-239). The election regulations can be viewed on the Paderborn University's homepage ("Elections"). Every person entitled to vote at the University may check the correctness and completeness of the information pertaining to him/her in the eligible voters register in the elections office by requesting this information either by telephone or per E-mail.

The electoral registers will be closed by the electoral committee on May 5, 2023 / 12:00 p.m. After the electoral registers have been closed, it is no longer possible to change the data stored there. When the electoral registers are closed, the possibility of inspection also ends. After May 5, 2023, the inaccuracy of the register of entitled voters can no longer be asserted, not even by way of contesting the election.

Until May 5, 2023 / 12:00 p.m., eligible voters can object to the correctness and completeness of the electoral register in writing or verbally to the electoral committee. For an inclusion in the election register or an amendment, it is decisive that the applicant is a member of Paderborn University entitled to vote according to § 3 (1) at April 18, 2023. The decision of the electoral committee must be communicated without delay in writing to the person objecting. If the objection received in due time is justified, the electoral committee must correct the electoral register immediately. The correction must be made before the electoral register closes. If the electoral committee cannot remedy the objection, the Presidium decides.

Each voter is responsible for checking his / her entry in the electoral register. A check is particularly recommended if there has been a change in status group affiliation.

In order to guarantee authentication to authorize voting according to § 16 Paragraph 1 of the Electoral Regulations, the technical requirement must be met that each eligible voter has an (IMT) Uni-account. In order to carry out the electronic elections, each person entitled to vote must independent ensure that an (IMT) Uni-account has been set up and e-mails sent to the address of the (IMT) Uni-account are read.

Display of and possibility of inspecting the electoral roll and electoral regulations

Verification period of the electoral rolls of all eligible voters from

Tuesday, 18. April 2023 until Friday, 5. May 2023 / 12:00

in the office of the electoral committee (electoral office) during office hours.

By Telephone:	Per Email:
05251 60-2170	wahlamt@zv.uni-paderborn.de

The election regulations are available on the following page:

<https://www.uni-paderborn.de/zv/2-4/wahlen>

Nominations

Nominations for the elections to the Senate, to the Faculty Boards of the Faculties of Arts and Humanities, Business Administration and Economics, Science, Mechanical Engineering, and Computer Science, Electrical Engineering and Mathematics must be submitted to the electoral committee by **May 5, 2023 / 12:00 Uhr p.m..**

Each person entitled to vote can legally only sign one nomination for each election. If a person entitled to vote has signed several nominations for an election, the signature counts only on the nomination received first. It will be deleted from the other nominations. If it is received at the same time, a coin is tossed on which nomination the signature counts. Persons entitled to vote who have the right to vote in several status groups or faculties may only sign a nomination for the election to the senate and the faculty councils in the status group or faculty for which they have been assigned or have declared themselves in accordance with § 3 Para. 3 Sentence 2.

The combination of nominations is not permitted. The nomination should name at least one more applicant than there are seats to be filled for the electoral district according to § 1 Electoral Regulations. The names of the individual applicants must be listed in the nomination and given consecutive numbers. The numbering is binding and determines the order in which the names appear on the ballot. Each applicant may only be named in one nomination for each election. If an applicant is named in several nominations, the nomination received first applies. The applicant will be deleted from the remaining nominations. If they are received at the same time, a coin is tossed in which nomination the deletion is made. The applicant

must be informed immediately about the deletion. Persons entitled to vote who have a right to vote in several status groups or faculties may only stand for election to the Senate and the Faculty Council in the status group or faculty for which they have been assigned or have declared themselves in accordance with § 3 Para. 3 Sentence 2.

Electoral regulations UPB § 10 (1): Each election nomination must contain the following information:

1. the designation of the election for which the election nomination is to apply,
2. the group and, if necessary, the constituency in which the candidacy is being made,
3. Candidates with
 - a. Family name, Given name, information on gender
 - b. Indication of the area of the university (e.g. faculty) in which the candidate works or studies,
 - c. Handwritten signature of the candidate
4. A declaration by each candidate that he/she agrees to be included in the in the nomination. Withdrawal of candidacy after publication of the election nominations is not permitted.

Electoral regulations UPB § 10 (2): For the election to the Senate, each nomination from the group of university lectures, from the group of academic employees and from the group of employees in technology and administration must be personally signed by at least three eligible voters and from the group of students by at least ten eligible voters. Each signature must be accompanied by the family name and given name of the signatories in block letters.

When nominating candidates, please note the representation regulations in the Senate and the Faculty Councils in the corresponding election regulations under § 23 (4). For the implementation of the representation regulations, it is necessary to nominate sufficient candidates.

Note: According to §11b of the Higher Education Act (HG), equal gender representation should be taken into account when drawing up lists and nominations. In addition, the requirements of the Gender Equality Act for the State of North Rhine-Westphalia (LGG), as amended, must be observed (§12 para.4).

The exceptional reasons for deviating from the provisions on gender parity in staffing shall be documented in the individual case of deviation. If the exceptional reasons have not been recorded, the senate or faculty council shall be dissolved immediately and reconstituted, unless the reasons are subsequently recorded without delay.

The nominations must be submitted to the electoral office B3.239.

After examination by the electoral committee, the nominations are published on the homepage.



Contact Student Gender parity in the drawing up of election proposals initiative

According to Section 12 (4) of the State Equal Opportunities Act, **the proportion of women should be at least 40 percent** when drawing up lists and candidates for election bodies; according to Section 11 b Higher Education Act (HG), equal representation is to be observed when nominating candidates. The exceptional reasons for deviating from the provisions on gender equality must be put on record in the individual case of deviation. If the reasons for the exception have not been put on record, the Senate or the Faculty Board must be immediately dissolved and re-established, unless the reasons are subsequently immediately put on record. Section 11 b (1) sentence 4 HG remains unaffected.

Election date, opening hours of the election room

During the election period, it will be on the following days.

Monday, June 5, 2023 to Wednesday June 7, 2023 from 09:00 a.m. to 3:30 p.m.

Friday, June 9, 2023 from 09:00 a.m. to 3:00 p.m.

Monday, June 12, 2023 from 09:00 a.m. to 12:00 p.m.

give a voting room in which personal voting on an appropriate terminal is possible. Persons entitled to vote who are unable to do so without assistance may avail themselves of the assistance of a person of trust.

Voting Room	Location
B 3.345	Universität Paderborn Warburger Str. 100, 33098 Paderborn

Election advertising

Electoral advertising in the immediate vicinity of voting room B 3.345 is not permitted on election days.

Election results

Without delay, and no later than **June 15, 2023**, the electoral committee will announce the entire election result and the names of the candidates elected. Objections to the election result must be submitted in writing to the electoral committee within one week of the announcement of the election result and must be justified (for more details see § 25 Election Regulations).

In addition, the provisions of the electoral regulations for the election to the Senate at Paderborn University apply.

Information on the electronic voting process

From **June 5, 2023 / 09:00 a.m. to June 12, 2023 / 12:00 p.m.**, eligible voters of the UPB can use the electronic voting portal. Access to the voting portal is provided in the IMT service portal (<https://serviceportal.uni-paderborn.de/>). Further information on the voting process will be published by email to all eligible voters and on the Paderborn University's homepage. Access to the electoral portal is

via the (IMT) university account. Electronic voting is possible during regular opening hours in the voting room or at any time using an internet-enabled device that is connected to the voting portal via the internet.

Note on the processing of personal data: The information about the processing of your personal data in the context of the electronic election from June 5, 2023 to June 12, 2023 for the Senate and the Faculty Boards of Paderborn University in accordance with § 13 and 14 DS-GVO are published on the website of Paderborn University at <https://www.uni-paderborn.de/zv/2-4/wahlen>

Please pay particular attention to the following information:

In order to guarantee authentication to authorize voting according to § 16 Paragraph 1 of the Electoral Regulations, the technical requirement must be met that every eligible voter has their own (IMT) Uni-account and e-mails sent to the address of this Uni-Account are read. If you have an existing Uni-account, the login data for registering in the IMT Service portal must be checked by June 1, 2023. A password reset must be requested by June 1, 2023 / 12:00 p.m. and after that it cannot be ensured in time for the election. If you need support regarding your university account, please contact IMT support at imt@upb.de.

Address of the electoral committee:

Electoral Office

Contact person: Anja Ebner

Dec. 2.4, Room B3.239

Paderborn University, Warburger Strasse 100, 33098 Paderborn,

Tel: 60-2170

Email: wahlamt@zv.uni-paderborn.de

Paderborn, April 18, 2023