Election announcement

For the elections
to the Senate and the Faculty Boards of Paderborn University

From: July 12 until July 15, 2021

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) (with the exception of the President and the Vice-President for Operations), 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.

Every eligible voter may vote and be elected only in one and only in the group to which they belong. A member entitled to vote, who belongs to several member groups or more than one Faculty, must submit a declaration, no later than the end of the period for displaying the lists of eligible voters (§ 8 Electoral Regulations), informing the electoral committee for which group or in which Faculty they want to exercise their right to vote, otherwise the allocation is made by the electoral committee. In the event that this declaration is not made, the electoral committee must ensure that this university member can only exercise the right to vote in one constituency and / or group.

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 for the specified electoral period from July 12 to 15, 2021.

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 I: Faculty of Arts and Humanities with four seats,
Electoral District II: Faculty of Business Administration and Economics with two seats,
Electoral District III: Faculty of Science with two seats,
Electoral District IV: Faculty of Mechanical Engineering with one seat,
Electoral District V: Faculty of Computer Science, Electrical Engineering and Mathematics with three seats.

Further electoral districts are formed for the following groups

Electoral District VI: academic staff,
Electoral District VII: employees in technology and administration,
Electoral District VIII: 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 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 in the Senate: 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 Electoral Regulations). 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 electoral registers will be available for inspection from May 27, 2021 in the office of the electoral committee (B3-239) together with the electoral regulations. The election regulations can also be viewed on the Paderborn University’s homepage. The electoral registers will be closed by the electoral committee on June 25, 2021 / 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.

Until June 11, 2021, eligible voters can object to the correctness of the electoral register in writing or verbally to the electoral committee. 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.

**An inaccuracy that has not been reported by June 11th can be corrected neither later nor during the election process.** 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 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

The electoral rolls of all eligible voters and the electoral regulations will be on display from

May 27, 2021 until June 25, 2021 / 12:00 p.m.

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

Due to the current pandemic situation, inquiries about the entry in the electoral register can be made as follows:

<table>
<thead>
<tr>
<th>By Telephone:</th>
<th>Per Email:</th>
</tr>
</thead>
<tbody>
<tr>
<td>05251 60-2170</td>
<td><a href="mailto:wahlamt@zv.uni-paderborn.de">wahlamt@zv.uni-paderborn.de</a></td>
</tr>
</tbody>
</table>

In addition, a personal inspection of the directory under the current Corona conditions is only possible after prior registration by email to the electoral office on Tuesday and Wednesday 9:00 a.m. to 2:00 p.m.

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 June 11, 2021.

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. 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.

The nominations must be submitted to the electoral office B3.239. After examination by the electoral committee, the nominations are published on the homepage.
We ask you to observe the following legal requirements when nominating candidates:
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**

On the days of the election from:

**July 12, 2021 until July 15, 2021**

there will be a voting room in which it is possible to vote in person on a corresponding terminal. Eligible voters who are unable to do so without help may seek the help of a person they trust.

<table>
<thead>
<tr>
<th>Voting Room</th>
<th>Location</th>
<th>Eligible voters</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senatssitzungssaal B3.231</td>
<td>Universität Paderborn Warburger Str. 100, 33098 Paderborn</td>
<td>All status groups</td>
</tr>
</tbody>
</table>

**Election advertising**

From May 27, 2021, election advertising may be displayed on the areas designated by the electoral committee. Posting outside these areas is not permitted. Electoral advertising in the immediate vicinity of voting room B3.231 is not permitted on election days.

**Election results**

Without delay, and no later than July 16, 2021, 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 § 26 Election Regulations).

In addition, the provisions of the electoral regulations for the election to the Senate at Paderborn University on May 19, 2021 apply.

Information on the electronic voting process

From July 12 to July 15, 2021, 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, on the Paderborn University’s homepage and on the notice boards in the foyer. 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 July 12, 2021 to July 15, 2021 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:

The right to vote can only be exercised by those who are eligible to vote at Paderborn University and have been included in the list of eligible voters in accordance with Section 8 of the Electoral Regulations. The electoral roll will be closed on June 25, 2021. The electoral roll can be viewed at the electoral office until June 25, 2021 / 12:00 noon. Applications to change an entry in the electoral roll can be submitted by June 11, 2021 at the latest.

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 23, 2021. A password reset must be requested by July 14, 2021 / 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, or by phone at 60-5544. The (IMT) Uni-Account is not identical to your zv-e-mail address or the login data on your work computer.

During the election, a voting room including a computer is available where the elections can be carried out with the help of your own university account.

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, May 31, 2021