

# Election Notice

For the elections to the Senate and the Department Councils of TU Dortmund University  
for all groups,  
Election of the representation of the interests of student assistants  
in 2024 from 13 May 2024 to 23 May 2024

## I. Connection of the elections/election announcement/application of the Election Regulations

The elections to the Senate and to the Department Councils are prepared and held simultaneously as combined elections.

A separate election notice will be issued for the election of the Equal Opportunities Officer and her advisors.

The conduct of elections is governed in particular by the election regulations of the Technical University of Dortmund as amended.

## II. Election Board:

<b>Election Official:</b>	Prof. Dr. Wolfgang Rhode
---------------------------	--------------------------

### *Substitute members:*

Group of <b>university lecturers:</b>	Prof. Dr. Wolfgang Rhode (Dept. 02)	n. n.
Group of <b>academic employees:</b>	Magdalena Thöne (Dept. 01)	n. n.
Group of <b>students:</b>	Sarah Toepfer (Dept. 15)	Annika Ricke (Dept. 12)
Group of <b>employees in technology and administration:</b>	Jörg Erdmann (Corp. Center 3)	n. n.

## III. Department Representative:

Department of Mathematics  
Department of Physics  
Department of Chemistry and Chemical Biology  
Department of Computer Science  
Department of Statistics  
Department of Biological and Chemical Engineering  
Department of Mechanical Engineering  
Department of Electrical Engineering and Information Technology  
Department of Spatial Planning  
Department of Architecture and Civil Engineering  
Department of Business and Economics  
Department of Educational Sciences and Psychology  
Department of Rehabilitation Sciences  
Department of Humanities and Theology  
Department of Cultural Studies  
Department of Arts and Sports Sciences  
Department of Social Sciences

Mr. Andreas Langer  
Mr. Heinz Hövel  
Mr. Markus Schürmann  
Mr. Oliver Rüthing  
Ms. Franziska Kappenberg  
Mr. Frank Katzenberg  
Ms. Jennifer Meier  
Mr. Wolfgang Endemann  
Ms. Lynn Sutter  
Ms. Natalia Krampe  
Ms. Angelika Conrad  
Mr. Jens Mazei  
Ms. Monika Weibelhaus  
Ms. Eva Eichendorf-Harhaus  
Ms. Kerstin Zimmermann  
Mr. Clemens Völlmecke  
Ms. Nicole Stadtfeld

## IV. Supervisors of elections

North Campus	Audimax Foyer	Ms. Magdalena Thöne
North Campus	E.-F. 50, Foyer	Prof. Dr. Rhode
South Campus	GB II, Foyer	Mr. Jörg Erdmann

## V. The following are to be elected

1. **Members of the Senate** in accordance with Section 6 (1) of the Charter of TU Dortmund University:
  - **twelve representatives of the group of university lecturers,**
  - **five representatives of the group of academic staff,**
  - **five representatives of the group of employees in technology and administration and**
  - **five representatives of the student group.**
2. **Members of the Department Council** in accordance with Section 11 (7) of the Charter of TU Dortmund University:  
Voting members of the Department Council are:
  - **eight representatives of the group of university lecturers,**
  - **three representatives of the group of academic staff,**
  - **one representative of the group of technical and administrative employees and**
  - **three representatives of the student group.**

In departments with fewer than sixteen members entitled to vote from the group of university lecturers, the Department Council is composed at a ratio of **6:2:1:2**.

## VI. Election days, place and time of voting

The elections will take place **online from 13 May – 23 May 2024**.

A detailed description of the voting modes will be sent to all eligible voters before the online election.

Those eligible to vote who do not have the option of voting electronically will be able to vote online at the Electoral Office, August-Schmidt-Straße 4, Room 203, between 10:00 a.m. and 3:00 p.m.

## VII. Electoral system

### Election system and substitution for the elections to the collegial bodies (Section 6 WahlO)

1. The members of the collegial bodies are elected in separate elections by group according to the principles of personalized proportional representation.
2. Each voter has half as many votes as there are seats to be filled in his/her group in the respective collegial body in accordance with the provisions of the Basic Regulations. If the number of seats is odd, the number of votes is rounded up.
3. Voters can vote for individual candidates from one or more electoral lists (panache), whereby the vote cast is also valid for the electoral list on which the candidate is nominated. Votes may not be accumulated for one candidate. The seats of a member group are allocated to the electoral lists in proportion to the total number of votes cast for the candidates listed in the electoral lists using the d'Hondt maximum number method; electoral lists that did not receive a valid vote are not taken into account. The seats then allocated to the individual electoral lists are allocated to the candidates on the electoral lists in the order of the number of votes they received. The allocation of the last seat shall be decided by lot to be drawn by the Election Official or a person appointed by him/her in the event of equal maximum numbers. The candidates on the election list are ranked according to the number of votes they received.  
In the event of a tie, the order of the candidates on the nomination list is decisive; this also applies if a candidate does not receive a vote. The candidates with the highest number of votes each receive one of the seats on the election list. If an electoral list has more seats than it contains candidates, the surplus seats shall be allocated to the remaining electoral lists of the same group in the order determined by the continued application of the d'Hondt maximum number method; sentence 5 shall apply accordingly. Any remaining seats shall then remain vacant.
4. The remaining candidates on an electoral list become substitute members of this electoral list in the order determined by subsection 3 sentences 6 and 7. If more than two electoral lists have received valid votes, the order in which the electoral lists to be taken into account in the allocation of seats send substitute members in the event that an electoral list is exhausted shall be determined by continued application of the d'Hondt maximum number procedure; if the maximum numbers are equal, the lot to be drawn by the Election Official or a person appointed by him/her shall decide. The order is determined for as many positions as there are substitute members within the group.
5. Substitute group representatives are the substitute members of each electoral list who have not yet become members. The order of the deputies is determined by the order of the substitute members determined in accordance with subsection 4 sentence 1. The deputies attend the meetings in this order. If a deputy is unable to attend, the next available deputy shall be considered. If no deputy is available on the list, the deputy shall be re-

**- This translation is machine-generated for explanatory purposes only and may contain mistakes. – For all legal purposes, only the German version of the document is considered binding.**

placed by substitute members from other electoral lists of the same group in the order determined in accordance with subsection 4 sentence 2.

6. If a group representative is unable to attend a meeting as a whole, all his/her rights and obligations are transferred to the deputy; substitution for only one or more items on the agenda is not permitted.
7. If an elected member of an electoral list withdraws, the next substitute member of the respective electoral list in the order determined in accordance with para. 4 sentence 1 shall take his or her place. If an electoral list is exhausted, substitute members shall be appointed from other electoral lists of the same group in the order determined in accordance with para. 4 sentence 2.
8. If there is only one electoral list for election in a group, a majority vote shall be held in deviation from subsections 1 and 3 if the electoral list contains more candidates than there are seats to be allocated; subsection 2, subsection 3 sentences 6 to 8, subsection 4 sentence 1, subsection 5 sentences 1 to 4, subsection 6, subsection 7 sentence 1 shall apply accordingly.  
If there is only one electoral list for election in a group and the electoral list does not contain more candidates than there are seats to be allocated, this electoral list is voted on with Yes or No votes. If the election list receives more Yes votes than No votes, its candidates are elected; otherwise the election fails.
9. An elected member shall leave the Department Council if their group affiliation changes; an elected member shall also leave the Department Council if their affiliation to the department in question ends.

#### **Election system and substitutes for the elections to represent the interests of student assistants (Section 6b WahIO)**

1. The election to represent the interests of student assistants is carried out as a majority vote.
2. All members of the student group are eligible to vote.  
The eligible voters each have one vote.
3. The two candidates with the most votes are elected as representatives of the interests of student assistants. The four candidates with the next most votes are elected as deputies in the order of the number of votes they received. In the event of a tie, the Election Official or a person appointed by the Election Official shall draw lots. The remaining candidates are substitute members in the order of the votes they received; sentence 3 applies accordingly.
4. If a representative of the interests of student assistants is prevented from attending, the function is performed by the next available deputy in the order of paragraph 3 sentences 3 and 4.
5. If a representative of the interests of student assistants resigns, the next deputy shall take his/her place in the order determined in accordance with para. 3 sentences 3 and 4. If a deputy resigns, the next substitute member moves up in the order determined in accordance with para. 3 sentence 5.
6. If there are fewer than three candidates to choose from in the election, this candidate or these candidates are voted for or against. The candidate or candidates are elected if they receive more yes votes than no votes; otherwise the election fails.

#### **VIII. Election proposals**

##### **Note:**

**Separate election proposals** must be submitted for the elections to the Senate and the Department Councils, in which candidates are nominated for election. The deadlines for submitting nominations are the same for all groups and committees.

1. Deadline for the submission of election proposals:  
The **election proposals** must be submitted in writing to the Election Official (Wahlamt, HG I, Campus Süd, Zi. 205) by **22 April 2024, 3 p.m. at the latest. Only nominations submitted by the deadline will be considered.**
2. Form and content of the election proposals:
  - a. Forms for nominations are available from the Dean's Offices and institutions or can be requested from the electoral office.

**- This translation is machine-generated for explanatory purposes only and may contain mistakes. – For all legal purposes, only the German version of the document is considered binding.**

- b. Only those who have been included in an election proposal can be elected. A nomination for election to the Senate or Department Council may include one or more candidates. Only members of one's own department may stand for election to the Department Council. With his/her personal signature on the election proposal or by providing sufficient proof, the candidate irrevocably declares that he/she has agreed to be included in the election proposal. If he/she is unable to do so, the signature of a candidate of the same election proposal authorized by him/her shall suffice as a substitute. However, the personal signature/sufficient proof must be submitted by **22 April 2024**. If this is not the case, the candidate will be removed from the nomination.
- c. Each election proposal for a list election must contain a password with a maximum of 100 characters, e.g. the name of the university policy group. The names of the candidates should be listed in a recognizable order. If there is no such order, the alphabetical order applies.
- d. The electoral lists should be drawn up with gender parity. If gender parity is not achieved in the election proposals, the reasons for this must be stated.
- e. For election to the collegial bodies, a candidate may not be included in several election proposals and may not sign several election proposals.
- f. The election proposal must contain the surname, first name, department or institution, title of office or, in the case of students, the matriculation number and exact address and date of birth of each candidate and clearly indicate the election and the group for which it is to apply.
- g. Members and substitute members of the election committee as well as election assistants (e.g. department representatives) may not stand as candidates.
- h. The nominations should include at least one and a half times as many candidates for each body per group as there are members to be elected.
- i. Defects in the election proposals must be rectified by **29 April 2024** at the latest.
- j. An appeal against the rejection of a nomination or the deletion of individual candidates may be lodged in writing with the election committee by **29 April 2024** at the latest.
- k. The nominations that have been approved as valid will be posted on the notice boards and announced in the Dean's Offices and offices, at the AStA, in the Equal Opportunities Office, in the Electoral Office (Campus South, HG I, Room 205) and in the buildings.

#### IX. Electoral roll

1. All eligible voters are entered in an electoral register.
2. The electoral register together with the electoral regulations will be available for inspection **from 5 April 2024 – 19 April 2024 from 10.00 a.m. to 3 p.m. at the Electoral Office**, South Campus, HG I, Room 205, at the AStA and in the Equal Opportunities Office during office hours. In the Dean's Offices and institutions, the electoral register for the respective department /institution will be displayed during the same period during the opening hours of the Dean's Office/business room.
3. Objections to the accuracy of the electoral roll may be submitted to the Election Official at the Electoral Office in writing or for recording within the display period or by **19 April 2024** at the latest. The objection must be accompanied by the necessary evidence, unless the alleged facts are officially known or obvious.
4. The electoral roll will be closed by the Chief Election Official on **19 April 2024 at 3 p.m.**
5. The entry in the electoral register is decisive for the right to vote in a group and in a department until the elections to the collegial bodies have been completed.

#### X. Eligibility to vote and eligibility for election

1. Anyone who is a member of TU Dortmund University on **2 April 2024** is entitled to vote and eligible for election. Section 4 (1) WahlO must be observed.
2. Each member of the Technische Universität is only entitled to vote and be elected in one group and in no more than one department. A member entitled to vote who belongs to several groups or several departments must submit an irrevocable written declaration to the election committee by **12 April 2024** at the latest, stating in which group or which department they wish to exercise their right to vote. This declaration must be received by the office of the Election Official (Electoral Office, Campus Süd, HG I, Room 205) by the aforementioned deadline. **Otherwise, they will not be able to exercise their right to vote.** Students whose degree programs are assigned to several departments must declare the department in which they wish to exercise their membership rights upon enrollment or re-registration. The above declarations are irrevocable for the current semester. Students who also belong to another group and have **not** made such a declaration are automatically assigned to the other group.

#### XI. Exercising the right to vote, postal voting

1. The person entitled to vote may only vote with official voting documents.
2. Eligible voters may only exercise their right to vote once and in person by casting their vote in the polling station, electronically in the case of online elections or by postal vote. A voter who is physically disabled may use the assistance of a person they trust for this purpose.

**- This translation is machine-generated for explanatory purposes only and may contain mistakes. – For all legal purposes, only the German version of the document is considered binding.**

3. Before voting in person, the person entitled to vote must present his/her valid identity card or another valid form of identification with a photograph. Students must also present their student ID card.
4. Eligible voters who wish to exercise their right to vote by **postal vote** can do so informally at the Electoral Office, **postal address: Electoral Office, Corporate Center of Central Services, TU Dortmund University, 44221 Dortmund. Applications for postal voting** can only be granted if they are received by the Electoral Office by **6 May 2024** at the latest.

In the case of postal voting, the person entitled to vote must submit the following to the Election Official in the sealed ballot envelope

- a. his/her ballot paper
- b. the ballot papers in the ballot envelope

in good time so that the ballot envelope arrives at the office of the Election Official at the Electoral Office, Campus South, HG I, Room 205, by **3 p.m. on 23 May 2024 (last election day) at the latest.**

## XII. Election assistants

The election committee can make use of election assistants to support the casting and counting of votes. The departments, central institutions and the central administration are obliged to ensure that the elections are carried out by a sufficient number of election assistants. The work of an election assistant is voluntary. Every eligible voter is obliged to take on this honorary position. The honorary office may only be refused for good cause. Reference is made to Section VIII. 2.g of this election notice.

## XIII. Announcement of the election results

The election results will be announced online and by display or posting in the Dean's Offices and office rooms as well as in the Electoral Office (HG I, South Campus, Room 205), in the Equal Opportunities Office (Emil-Figge-Str. 66) and at the AStA.

## XIV. Election audit

The election may be contested in writing to the Election Official by those entitled to vote within one week of the announcement of the election result. The challenge is only admissible on the grounds that the election result, including the voting ratios, has been falsified.



(University Professor Dr. Wolfgang Rhode)