

Frequently Asked Questions about the elections in the summer semester 2025

These F A Q refer to the elections to the Senate, the Faculty Conferences and the SHK representatives as well as the by-election of the candidate (to be proposed to the Senate for election to the office of) central deputy of the Equal Opportunities Officer from the group of female professors.

The dates and deadlines stated in the election announcements are binding.

What will be elected?

1. Which elections will take place in the summer semester 2025?

In the summer semester 2025, the Central Electoral Office will hold **the elections for the Senate and the faculty conferences in the group of students, the representatives for student assistants** in the departments and central institutions as well as the one-off by-election of the candidate (to be proposed to the Senate for election to the office of) **central deputy of the Equal Opportunities Officer from the group of female professors**.

Elections will also be held for the Student Parliament (<https://www.uni-bielefeld.de/uni/einrichtungen-organisation/studierendenparlament/index.xml>), the BiSEd Conference (<https://www.uni-bielefeld.de/einrichtungen/bised/bised/struktur-und-gremien/wahlen/>) and probably for the ISR and the Law Student Council. Information on these elections can be obtained from the respective election organisers.

2 How are the elections organised?

The elections will be held in person, i.e. will take place at a polling station in the university hall. If it is not possible to vote in person during the election week, postal voting can be requested as an alternative.

3. How are the deadlines and regulations applicable to the election procedure publicised?

All important deadlines and regulations can be found in the first election announcements, which will be published at the end of April 2025. These will be uploaded to Bielefeld University's election portal.

All students are also informed about the election process by email and via the university's social media channels.

Eligibility to vote

4. Who is eligible to vote and stand as a candidate in the elections for the Senate, the Faculty Conferences and the representatives for the student assistants (in the group of students)?

All members of the University who are members of the student group (i.e. properly enrolled) on the **cut-off date (12 May 2025)** and are not on leave of absence for more than six months are eligible to vote. Students are only eligible to vote and stand as candidate if they are listed up in the electoral register (active and passive voting rights). The electoral office can answer any questions regarding the electoral register or one's eligibility to vote/to stand as a candidate.

The affiliation to a Faculty (and thus the eligibility to vote for the election to the Faculty Conference and the SHK representative) is usually based on the major subject that was specified during enrolment for students with several subjects. If there are any uncertainties regarding the electoral allocation to a Faculty, this can be checked during the display of the electoral register.

Students who are also employed full-time (i.e. with at least 19.5 hours of the average regular weekly working time) at the university usually belong to the group of academic staff or the group of non-academic staff.

5. Who is eligible to vote and stand as a candidate the by-election of the central deputy Equal Opportunities Officer from the group of female professors?

All female members of the university who belong to the group of professors on the **cut-off date (12 May 2025)**, are employed full-time (i.e. with at least 19.5 hours of the average regular weekly working time) and are not on leave of absence for more than six months (exception: leave of absence due to parental leave or research semesters) are eligible to vote. Female professors who fulfil these criteria are listed in the electoral register and may vote and be elected (active and passive voting rights). The Electoral Office can answer any questions regarding the electoral register or eligibility to vote.

6. How can I check whether I am on the list of eligible voters?

The electoral register will be on put on display in the Electoral Office (B1-214) from **19 to 23 May 2025 (from 9 a.m. to 3 p.m.)**. The staff of the Electoral Office can provide a help desk on site, by telephone or by email (to zentraleswahlamt@uni-bielefeld.de) to find out who is on the electoral register and who is assigned to a member group or Faculty. For a personal inspection, please contact us in advance to arrange an appointment.

List and election proposals

7 Where can I find the forms for a list or election proposal?

The forms for the list and election proposals can be found on the election portal under "List forms" for the relevant office/body:

- Senate and faculty conferences (https://www.uni-bielefeld.de/verwaltung/dezernat-sl/wahlen/senat_fakultaeten/index.xml#accordion-comp_000065fa513e_00000011d1_6e98)
- SHK representative (https://www.uni-bielefeld.de/verwaltung/dezernat-sl/wahlen/shk/index.xml#accordion-comp_00005cbfc322_0000002c28_7686)
- Central Deputy Equal Opportunities Officer (https://www.uni-bielefeld.de/verwaltung/dezernat-sl/wahlen/gleichstellung/index.xml#accordion-comp_00005cbfc322_0000002bdc_7686)

8. What information belongs on the list proposal?

List proposals must always be completed in full. Missing data/signatures can be submitted within the (additional) deadlines. If, for example, no list spokesperson is named, the person listed as number one on the list proposal is deemed to be the list spokesperson. Similarly, if a list name is missing, the list proposal is named after this person.

9 How and by when can I submit a list proposal?

Complete list proposals can be submitted in person or by post to the electoral office (UHG B1-214, B1-210 and B1-216) or alternatively electronically to zentraleswahlamt@uni-bielefeld.de by **2 June 2025 at 3 pm**. The original signature of the list spokesperson must be submitted for all elections.

If you have any difficulties or questions, please contact the electoral office. More information on submitting the declarations and signatures of other candidates or supporters and possible alternatives can be found under question 12.

10 What must be observed with regard to gender parity on lists?

In accordance with § 11b of the Higher Education Act of North Rhine-Westphalia (Hochschulgesetz NRW), the requirements for gender parity must be observed when appointing members to committees and drawing up lists. The Senate of Bielefeld University has passed a resolution regarding the details of these requirements. This resolution is available on the election portal (https://www.uni-bielefeld.de/verwaltung/dezernat-sl/wahlen/senat_fakultaeten/index.xml) (under the item "Erläuterungen und Vorgaben zur Erstellung von Listenvorschlägen" German version only). If a list **cannot be filled in accordance with these requirements in terms of gender parity**, the list spokesperson must submit a **written justification**, even **without an explicit request** from the Central Electoral Office, stating the reasons for not meeting the requirements applicable to the respective body and the respective member group as well as the efforts made. If no or insufficient justification is provided, it is up to the election committee to reject a list under certain circumstances and not admit it to the election.

Further information on parity in committees can be found here (<https://www.uni-bielefeld.de/uni/profil/gleichstellung/verpflichtet/gremien/>).

11. how and by when can I submit an election proposal for the by-election of the central deputy Equal Opportunities Officer from the group of female professors?

Complete election proposals can be submitted in person or by post to the Electoral Office (UHG B1-214, B1-210 and B1-216) until 2 June 2025 at 3 p.m. or alternatively sent electronically to zentraleswahlamt@uni-bielefeld.de. The original signature of the candidate must be submitted.

If you have any difficulties or questions, please contact the electoral office. More information on submitting declarations and signatures of supporters and possible alternatives can be found under question 12.

More information on the offices of the Equal Opportunities Officer and her central deputies can be found on the pages of the Equal Opportunities Office (<https://www.uni-bielefeld.de/uni/profil/gleichstellung/gleichstellungsbuero/index.xml>). The election support group (https://www.uni-bielefeld.de/verwaltung/dezernat-sl/wahlen/gleichstellung/index.xml#accordion-comp_0000626f3b25_0000003bad_08d6) will also be happy to answer any questions you may have.

12. What can I do if I cannot sign the original list as a candidate or supporter?

If a signature cannot be affixed to the original list proposal or election proposal or an original support list, it can also be affixed to a copy of the original document.

In order to simplify the procedure for submitting list proposals, the signature can alternatively be sent to the list spokesperson or candidate in digital form (i.e. scan, photo, etc.) or by means of a declaration of consent. This declaration of consent to stand as a candidate (https://www.uni-bielefeld.de/verwaltung/dezernat-sl/wahlen/doks/Einverstaendniserklaerung_Kandidatur_auf_Listenvorschlag.pdf) and the declaration of support for a list proposal (https://www.uni-bielefeld.de/verwaltung/dezernat-sl/wahlen/doks/Erklaerung_Unterstuetzung_Listenvorschlag.pdf) can also be found on the respective list forms on the subpages or can be requested from the electoral office. They can also be sent to the list spokesperson or candidate in digital form (see above) for submission to the electoral office.

The signature of the list spokesperson or the candidate for the office of Central Deputy Equal Opportunities Officer **must always be submitted in the original**. However, upon request by the electoral office or the electoral committee, the list spokesperson or candidate must also be able to submit the original signatures of the candidates or supporters.

Election advertising

13. What possibilities are there to advertise my list/candidature?

As in previous years, each list or election proposal has the opportunity to present itself online with a pdf document to be created by the list itself. All submitted documents can be published via the election portal (www.uni-bielefeld.de/wahlen) at the earliest with the second election announcements of the approved list and election proposals (no later than 16 June 2025). Only election advertising for the elections to the Senate, the faculty conferences and the SHK representatives as well as the elections of the Equal Opportunities Officers and their central deputies is possible on this election portal.

The document must clearly state who, as the author, is responsible for the content of the document, which list is involved (list designation) and for which body it is a candidate. A review by the Central Electoral Office will only be carried out with regard to the above-mentioned requirements and any content relevant under criminal law. The pdf documents must be submitted electronically to the Central Electoral Office (zentraleswahlamt@uni-bielefeld.de).

Lists can also put up posters in the university buildings or display flyers in the university canteen in accordance with the applicable regulations. From 17 June 2025, designated poster spaces will be available for election advertising at various locations in the main university building.

Postal vote

14. How and by when can I apply for a postal vote?

All eligible voters at Bielefeld University have the opportunity to apply for their postal voting documents using an online form. This can be used, for example, if you are not in Bielefeld during the election week and are therefore unable to visit the polling station. The link to the form can be found on the home page of the election portal (www.uni-bielefeld.de/wahlen) from the end of April 2025. The application must include: name, first name, matriculation number or Uni-ID and the address to which the documents are to be sent. Only applications that are complete and clearly identifiable can be processed

Applications can be submitted until 23 June 2025, 12 pm. With regard to the dispatch date, see point 18.

15. Which elections does this application for postal voting apply to?

This application for postal voting can be used to apply for documents for the following elections:

- Senate,
- Faculty conferences,
- SHK representative,
- BiSEd conference (for the group of students)
- By-election of the central deputy Equal Opportunities Officer.

Every applicant entitled to vote will automatically receive all the ballot papers they are eligible for with their postal voting documents. They are sent out by the Central Electoral Office or the BiSEd Electoral Office

Information for postal voting options for other elections (e.g. the StuPa election or the election to the BiSEd conference in the other member groups) can be found in the respective first election announcements.

16. What can I do if I have difficulties or technical problems filling in the postal vote application form?

If you encounter technical problems (e.g. with screen readers) when completing the postal vote application form, please contact the staff of the Central Electoral Office by email or telephone. This also applies to the legibility of all other documents published on the election portal.

17. Why do I have to provide my Uni-ID (matriculation number)?

The Uni-ID (matriculation number) is requested for the purpose of clear assignment and verification in the electoral register. This ensures that a person can only submit a postal vote application for themselves and that the documents are only sent to this person. Every student and employee has an individual and unique matriculation number or Uni-ID, which can be found on the student ID card or work ID card. The Uni-ID and the number on the library card are identical, but the number on the library card is supplemented by another number (please do not include this on the application form).

18. When and to which address will my postal voting documents be sent?

The mailing of postal voting documents will be prepared in week 25. Earlier dispatch is not possible due to other deadlines to be met. If you have not received your postal voting documents by the end of week 26 (27 June 2025) despite having applied for them by the deadline, please contact the electoral office by phone or email.

Applications will be sent to the address entered on the application form. This may differ from the address provided to the university for communication purposes. In order to ensure that the requested postal voting documents actually reach you where you are at the time of the election, it is mandatory to provide an address.

Due to the short deadlines, it cannot be guaranteed that postal voting documents, especially those sent abroad, will reach eligible voters in time and can be received by the electoral office on time.

19. When does the deadline for returning postal voting documents end?

The postal voting documents must be returned to the electoral office **by 4 p.m. on 3 July 2025**. The documents can be returned by post or via the internal in-house mail; the documents can also be handed in personally at the electoral office (UHG B1-214, B1-210 and B1-216) or at the polling station during opening hours to the election assistants.

20. Can I also hand in my postal voting documents at the polling station or spontaneously change my mind and vote in person after all?

If you have applied for postal voting documents but then change your mind and prefer to vote in person at the polling station, you can do so during the opening hours of the polling station. If possible, please bring all the documents that were sent to you after applying for postal voting with you, as well as your work or student ID or other valid official photo ID. You will receive new ballot papers at the polling station and can then vote in person.

You can also hand in completed and sealed postal voting documents to the polling assistants at the polling station.

21. Are there any costs for me as a voter for postal voting?

No, there are no costs for voters; the return of voting documents is free of charge for voters.

22. Can I also receive the postal voting documents in English?

No, it is not possible to receive postal voting documents or election documents in English, as these are official documents that must be written in German. If you have any problems understanding or questions, please contact the electoral office (question 28).

Polling station

23. Where, how and when can I vote in person (at the polling station)?

The polling station is open from **30 June to 3 July 2025 from 9 a.m. to 4 p.m.** and is located in the middle third of the hall in the main university building. There will be signs on site indicating where to obtain ballot papers and where the various ballot boxes are located.

24 Which (other) elections are taking place at the same time in the polling station?

The following elections will take place simultaneously at the polling station, even if the opening hours and election days may differ:

- Elections to the Senate and faculty conferences in the student group
- Election of the representatives of the student assistants
- By-election of the candidate to be proposed to the Senate for election to the office of Central Deputy Equal Opportunities Officer from the group of female university lecturers
- Election to the student parliament
- Election of the BiSEd Conference
- (presumed) Election of the ISR team
- (presumed) Election to the Law Student Council

Election result

25. When will the election result be known?

The counting of the election results for the Senate, the faculty conferences and the SHK representatives as well as the by-election of the central deputy Equal Opportunities Officer from the group of female university lecturers will take place publicly **from 4 July 2024, presumably from 8:30 a.m.** in a room yet to be announced. The election results will be published in the third election announcements as soon as possible afterwards.

26 Where can I find the election results?

The election results are announced in the Third Election Announcements, which are published on the election portal.

Further questions

27 How is my personal data processed?

The data collected in the course of the committee elections is collected solely for the purpose of organising the elections to the Senate of Bielefeld University, the faculty conferences, the SHK representatives, the BiSEd conference in the group of students and the by-election of the central deputy of the Equal Opportunities Officer from the group of female university lecturers. Your personal data will be treated confidentially and will only be processed by employees of Bielefeld University who are responsible for organising the committee elections. Your data will not be passed on to third parties, in particular outside the university. Further information can be found in the data protection information (German version only, https://www.uni-bielefeld.de/verwaltung/dezernat-sl/wahlen/doks/2025-04-01_Datenschutzhinweise_Wahlen.pdf).

28 How can I contact the Central Electoral Office?

Personal communication with the Central Electoral Office, e.g. if they have questions about eligibility to vote, difficulties with applying for postal voting or submitting list proposals, etc., can be done in person on site or by telephone or via personalised university email addresses ending in "@uni-bielefeld.de" (or for certain departments/departments including their corresponding abbreviation, e.g. @math.uni-bielefeld.de or @cebitec.uni-bielefeld.de). @math.uni-bielefeld.de or @cebitec.uni-bielefeld.de). For enquiries from voters, the date of birth is requested for verification purposes. Personalised communication via functional addresses, to which more than one person usually has access, is not possible.

You can find the staff of the Central Electoral Office here (https://ekvv.uni-bielefeld.de/pers_publ/publ/EinrichtungDetail.jsp;jsessionId=C56E1FE31D4229999909E8A0BADF50FE?orgId=82592896). Questions can be sent to the email address zentraleswahlamt@uni-bielefeld.de.

29 Where can I find the rooms of the Central Electoral Office?

The Central Electoral Office has moved. The new rooms are B1-210, B1-214 and B1-216 and are best reached from the central hall via the staircase behind the student office.

30 I need support in filling in the ballot paper - can I ask for help?

Anyone who is unable to complete the ballot paper themselves due to a physical impairment may use the support of another staff member. The prerequisite for this is that the assistant is aged 16 or over. They must sign the declaration on the ballot paper. In addition, the assistant is obliged to maintain the confidentiality of the knowledge they have gained by assisting in the election.