

Election Announcement for the elections to  
the 54<sup>th</sup> Student Parliament and the directly  
elected student faculty bodies  
of the Student Body of Paderborn University  
**from Monday, 26<sup>th</sup> of May 2025, 09:30 a.m.**  
**until Monday, 2<sup>nd</sup> of June 2025, 12:00 p.m.**

**I. Members, Electoral System, and Principles of the Election**

The members of the Student Parliament and the directly elected student faculty bodies are elected through a general, free, equal, and secret ballot, based on the principles of proportional representation combined with elements of candidate-based voting.

The number of seats to be elected for the Student Parliament is **21**. The number of members to be elected to each **Faculty Student Council (Fachschaftsrat)** is **10**.

The number of members to be elected to the **Faculty Student Representatives (Fachschaftsvertretungen)** of the Faculties of Cultural Studies, Business Administration and Economics, and Electrical Engineering, Computer Science and Mathematics is **21**. The number of members to be elected to the Faculty Student Representatives of the Faculties of Natural Sciences and Mechanical Engineering is **15**.

Voting is conducted via electoral lists submitted as valid nominations. These lists contain the names of the candidates.

By resolution of the Student Parliament, all elections will be conducted electronically. Electronic voting is permissible only if the principles of direct, free, equal, and secret elections, as well as the transparency of the electoral process, are upheld—within the scope of what is technically feasible for electronic elections.

Should serious circumstances prevent electronic voting, the Electoral Committee reserves the right to conduct the elections via in-person ballot (Urnenwahl) with the option of postal voting during the designated election period from **26<sup>th</sup> of May to 2<sup>nd</sup> of June 2025**, or at a later date.

Each voter has **one vote**, which is cast for **one candidate** from an electoral list.

Seats are allocated to the electoral lists in proportion to the number of votes received, according to the **Hare/Niemeyer method**. The seats allocated to each list are then assigned to the candidates on that list in order of the number of individual votes received.

## **II. Eligibility to Vote, Eligibility for Candidacy, and Exercise of the Right to Vote**

All students enrolled at Paderborn University are eligible to vote and to stand for election to the Student Parliament and the directly elected student faculty bodies, provided they are eligible to vote on the 38th working day prior to the first election day and have been included in the register of eligible voters in accordance with § 9. Secondary enrollees and guest students are not entitled to participate in the elections.

Each student is eligible to vote and to stand for election in only one specific faculty. Assignment to a specific faculty is based on a declaration submitted to the Student Secretariat.

In the case of in-person voting (Urnenwahl), voters must verify their identity before casting their ballot by presenting an official identification document and student ID.

**A person is eligible to stand for election if they are eligible to vote.**

### III. Register of Eligible Voters and the Electoral Regulations

The register of eligible voters can be reviewed starting 8<sup>th</sup> of April 2025 as follows:

**Inquiries regarding one's entry in the register of eligible voters may be sent via email to: [wahlleitung@stupa.upb.de](mailto:wahlleitung@stupa.upb.de)**

In-person verification is also possible during the official office hours of the Election Office.

Telefonisch:	Per Email:
05251 60-2170	<a href="mailto:wahlamt@zv.uni-paderborn.de">wahlamt@zv.uni-paderborn.de</a>

The **electoral regulations** can be reviewed starting **8<sup>th</sup> of April 2025** at the AStA-Service Office (Monday to Friday, 10:00 a.m. – 2:00 p.m.), and during the election period at the polling station. Additionally, they are available on the website of the Electoral Committee (see Section X).

The register of eligible voters will be officially closed by the Electoral Committee on 25<sup>th</sup> of April 2025 at 12:00 p.m. Once closed, no changes to the data contained within the register can be made. With the closing of the register, the opportunity to inspect it also ends. After 25<sup>th</sup> of April 2025, any claim of inaccuracy in the register can no longer be made — including within the context of an election appeal.

Until **25<sup>th</sup> of April 2025 at 12:00 p.m.**, eligible voters may file an objection in text form with the Electoral Committee regarding the accuracy of their entry in the register. The Electoral Committee must promptly inform the objecting party of its decision in writing. If the objection, submitted in due time, is justified, the Electoral Committee must immediately correct the register of eligible voters. Corrections must be made prior to the closing of the register.

If the Election Committee cannot resolve the objection, the Electoral Supervisory Board will make the final decision.

**Each voter is personally responsible for checking their entry in the register. Verification is especially recommended if assignment to multiple faculties is possible. In addition to contacting the Electoral Committee, voters may independently update their**

**voting assignment in PAUL until 25<sup>th</sup> of April 2025 at 12:00 p.m. After this deadline, any unreported inaccuracies can no longer be corrected.**

#### **IV. Nominations**

Nominations for the elections to the 54th Student Parliament and the directly elected student faculty bodies must be submitted no later than **25<sup>th</sup> of April 2025** to the relevant Electoral Committee. Submissions must be made via the Election Committee's mailbox, located in the canteen foyer in front of the Grill Café (ME U-101). In addition, all nominations must be completed digitally and submitted in exportable PDF format via email (see Section X). The order of submission is determined by the time of digital submission. The required form is provided by the Electoral Committee on the Student Parliament's website: <https://stupa.uni-paderborn.de/wahlveroeffentlichungen>

Each nomination must include the following information:

1. The designation of the election for which the nomination applies,
2. Surname, first name, (ZIM) university account name, faculty, gender,
3. An irrevocably signed declaration from the candidate confirming their consent to be included in the nomination,
4. In the case of electoral lists: the full, unabbreviated name of the list, optionally supplemented by an abbreviation,
5. A clear order of the candidates on the list,
6. An irrevocably signed declaration from the candidate confirming that they are aware of the provisions of § 16 of the Electoral Regulations and that they are familiar with the campaign regulations therein. Withdrawal of a candidacy is not permitted once the nominations have been published.

Each nomination must be supported by at least 10 eligible voters. A candidate may only be named in one nomination. Each eligible voter may sign only one nomination.

**Note:** When compiling electoral lists and candidacies, attention must be paid to gender parity in accordance with § 11b of the Higher Education Act (Hochschulgesetz, HG). Additionally, the

provisions of the Equal Opportunities Act for Women and Men of the State of North Rhine-Westphalia (LGG), in its current version, must be observed (§ 12(4)).

If deviations from the gender parity requirements occur, the reasons must be documented on record for each individual case. If the reasons are not documented, the Student Parliament or the directly elected student faculty body concerned must be immediately dissolved and reconstituted, unless the documentation is subsequently provided without delay.

The approved nominations will be published without delay, and no later than **2<sup>nd</sup> of May 2025**.

#### **V. Election Campaigning**

The Electoral Committee for the Student Parliament elections offers all candidate lists the opportunity to submit one A3-sized campaign poster along with their digital nomination. This poster will be uploaded to the website of the Electoral Committee and displayed on designated notice boards provided by the committee. All other poster advertising is prohibited. For the distribution of flyers in the university canteens, the guidelines of the AStA must be followed.

On election days, campaign activities are not permitted in the immediate vicinity of the polling station B3.345.

#### **VI. Information on the Electronic Voting Procedure**

From **26<sup>th</sup> of May 2025 at 09:30 a.m.** to **2<sup>nd</sup> of June 2025 at 12:00 p.m.**, the electronic voting portal will be available to all eligible voters at Paderborn University. Access to the voting portal is provided via the ZIM Service Portal: <https://zim.uni-paderborn.de/> Further information about the voting process will be sent via email to all eligible voters and published on the Paderborn University website.

**Access to the voting portal is granted through the (ZIM) university account. Electronic voting can be carried out at the official polling station during its opening hours or from any internet-enabled device connected to the voting portal.**

The **polling station** is located in **room B3.345**, and will be open during the following times:

**26<sup>th</sup> of May 2025 to 28<sup>th</sup> of May 2025: 9:00 a.m. – 3:30 p.m.**

**29<sup>th</sup> of May 2025:** *Closed*

**30<sup>th</sup> of May 2025:** 9:00 a.m. – 3:00 p.m.

**2<sup>nd</sup> of June 2025:** 9:00 a.m. – 12:00 p.m.

During these times, voters will have the option to cast their vote in person using an on-site electronic device. Eligible voters who are unable to vote independently are permitted to receive assistance from a trusted individual.

Polling Station	Location
<b>B 3.345</b>	Universität Paderborn Warburger Str. 100, 33098 Paderborn

Notice on the Processing of Personal Data:

Information regarding the processing of your personal data in the context of the electronic elections from 26<sup>th</sup> of May 2025 to 2<sup>nd</sup> of June 2025 for the Senate and Faculty Councils of Paderborn University, in accordance with Articles 13 and 14 of the General Data Protection Regulation (GDPR), is available on the university's website: <https://www.uni-paderborn.de/zv/2-4/wahlen>

Please take special note of the following points:

To ensure **authentication** for eligibility to vote pursuant to § 16(1) of the Electoral Regulations, it is technically required that each eligible voter has their own (ZIM) university account and regularly reads emails sent to their university email address. If you have an existing university account, please verify your login credentials for the ZIM service portal by 21<sup>st</sup> of May 2025. Password resets must be requested by 21<sup>st</sup> of May 2025 at 12:00 p.m. at the latest. After this deadline, a timely reset cannot be guaranteed before the end of the election period.

If you require assistance with your university account, please contact ZIM Support well in advance.

## **VII. Election Results**

The Election Committee shall announce the complete election results, including the names of the elected candidates, without delay and no later than **5<sup>th</sup> of June 2025**. Objections to the election results must be submitted in writing to the Election Committee within one week of the announcement. Such objections must include a statement of reasons (for further details, see § 25 of the Electoral Regulations).

In all other respects, the provisions of the Electoral Regulations for Senate elections, as well as the electoral regulations of the faculties governing Faculty Council elections at Paderborn University, shall apply.

## **VIII. Addition to the Student Parliament**

A member of the Student Parliament shall leave office prematurely in the cases specified in § 6(1) of the Constitution of the Student Body.

## **IX. Election Regulations**

The election shall be conducted in accordance with the Electoral Regulations for the elections to the Student Parliament and the directly elected student faculty bodies of the Student Body, dated 10<sup>th</sup> of May 2022.

## **X. Election management**

Contact options for the election management:

Election management for the elections to the 54th Student Parliament

E-mail: [wahlleitung@stupa.upb.de](mailto:wahlleitung@stupa.upb.de)

Election management for the elections of the student representatives and student councils of the Cultural Studies Student Council

E-mail: [fsv-wahlleitung@kw.upb.de](mailto:fsv-wahlleitung@kw.upb.de)

Election management of the elections of the student representatives and student councils of the student council for economics

E-mail: [fsv-wahlleitung@wiwi.upb.de](mailto:fsv-wahlleitung@wiwi.upb.de)

Election management of the elections of the student representatives and student councils of the Electrical Engineering, Computer Science and Mathematics student council

E-Mail: [fsv-wahlleitung@eim.upb.de](mailto:fsv-wahlleitung@eim.upb.de)

Election management of the elections of the student representatives and student councils of the student council for natural sciences

E-mail: [fsv-wahlleitung@nw.upb.de](mailto:fsv-wahlleitung@nw.upb.de)

Election management of the elections of the student representatives and student councils of the mechanical engineering student council

E-mail: [fsv-wahlleitung@mb.upb.de](mailto:fsv-wahlleitung@mb.upb.de)

## **XI. Election Supervisory Committee**

Contact details of the election supervisory committees:

Election Supervisory Committee for the elections to the 54<sup>th</sup> Student Parliament

E-Mail: [waa@stupa.upb.de](mailto:waa@stupa.upb.de)

Election Supervisory Committee for the Elections of the Student Faculty Representation and Faculty Councils of the Faculty of Cultural Studies

c/o AStA Paderborn University

Warburger Str. 100, 33098 Paderborn

Election Supervisory Committee for the Elections of the Student Faculty Representation and Faculty Councils of the Faculty of Business Administration

c/o AStA Paderborn University

Warburger Str. 100, 33098 Paderborn

Email: [fsv-wiwi-waa@lists.upb.de](mailto:fsv-wiwi-waa@lists.upb.de)

Election Supervisory Committee for the Elections of the Student Faculty Representation and Faculty Councils of the Faculty of Electrical Engineering, Computer Science, and Mathematics

c/o AStA Paderborn University  
Warburger Str. 100, 33098 Paderborn

Election Supervisory Committee for the Elections of the Student Faculty Representation and  
Faculty Councils of the Faculty of Natural Sciences

c/o AStA Paderborn University  
Warburger Str. 100, 33098 Paderborn

Election Supervisory Committee for the Elections of the Student Faculty Representation and  
Faculty Councils of the Faculty of Mechanical Engineering

c/o AStA Paderborn University  
Warburger Str. 100, 33098 Paderborn

**Paderborn, April 8, 2025**

Handwritten signatures of Svenja Kronsbein, Julia Profus, and Janek Ewerbeck. The signatures are written in black ink and are positioned above their printed names.

**Svenja Kronsbein, Julia Profus, Janek Ewerbeck**

**Election management of the 54th student parliament**