

University Elections

Information sheet on drawing up election proposals

1. General information and deadlines

The requirements stated here are based on the Statutes for the [Conduct of Elections at Julius-Maximilians-Universität Würzburg \(Election Statutes\)](#) (only available in German), in particular § 8.

Only those who are included in a valid election proposal can be elected to a collegial body (Faculty Board, Senate, Student Parliament).

Election proposals must be submitted **separately** for each group and for each body within the period specified in the election announcement. Election proposals that are submitted late to the election administrator are **invalid**.

The election proposals must be submitted to the election administrator in the **original writing**; an email with e.g. a scan of the election proposal alone is **not sufficient**, but can be sent in advance to meet the deadline. In this case, please submit the original to the election administrator as soon as possible after the deadline.

In addition to the election proposal with the list of candidates, the **signatures of supporters** and the **declarations of consent** of the candidates must also be submitted. This can also be done separately from the respective election proposals, but the set deadline must also be met.

It is advisable to submit the election proposal early so that any doubts can be clarified in good time.

Forms for election proposals, supporter signatures and declarations of consent can be found on the website of the Electoral Office at <https://www.uni-wuerzburg.de/universitaet/wahlen/hochschulwahlen/>. Please fill these out legibly and in block letters. The names of the candidates must be numbered consecutively. This is already pre-filled in the form for the first eighteen candidates; if you are nominating more candidates, please continue the numbering on pages 2 or 3 yourself.

The number of candidates in an election proposal may not exceed three times the number of representatives to be elected; in the case of the election of **student representatives** to the **faculty boards**, the number of representatives may not exceed two times the number of representatives belonging to the respective student council.

Simultaneous mandates for the Senate and the Student Parliament or the Student Representative Council are incompatible. Similarly, a simultaneous mandate for the Student Parliament and the Student Representative Council is incompatible. A person elected to more than one body receives the mandate in accordance with the order in § 31 para. 2 sentence 2 of the Constitution of the University of Würzburg and is furthermore cancelled for other mandates (§ 31 para. 2 sentence 3 of the Constitution of the University of Würzburg).

2. Group designations since 2023

Since the 2023 university elections, there has been a change in group designations due to the Bavarian Higher Education Innovation Act.

The previous 'group of university lecturers' is now called the 'group of full-time university lecturers', the 'group of academic staff' becomes the 'group of academic staff and doctoral candidates' and the 'group of other employees' becomes the 'group of science-supporting employees'.

3. Content of the election proposals

An election proposal must contain the following information in accordance with § 8 para. of the Election Statutes:

- first name and surname
- official or professional title and the position at which the candidate is employed or
- in the case of students, the faculty to which they belong.

In addition, membership of an association of members of universities in the Free State of Bavaria may be stated. In the case of students, the subject of study can also be stated.

The election proposals should be given a brief overall name. This will also be used as the heading in the electronic ballot. Please note that, for technical reasons, the name may not be longer than 40 characters (including spaces).

One of the supporters is authorised and obliged to accept declarations and decisions from the electoral bodies. The election proposal should name this person authorised to represent the candidates. If this information is missing, the nominator who signed first or whose declaration of support was received first is deemed to be authorised to represent the candidate.

4. Consent of the candidates

The written declarations of consent of the candidates must be submitted in **the original**, by post or in person.

The declaration of consent can also be submitted separately from the respective election proposal, but the set deadline must also be met.

Declarations of consent that are received late or not at all will result in the candidate being removed from the election proposal!

Forms are also available on the above-mentioned website. If you do not use the form, the declaration of consent must contain the following points:

- first name and surname
- if it helps to clarify the person: date of birth
- group and collegial body for which the election proposal was created
- overall name of the election proposal
- signature **in person**.

A candidate may only be named **on one election proposal** for an election to a collegial body. A candidate who is listed on several election proposals for a collegial body with his/her consent will be cancelled from all election proposals.

If a candidate stands for several collegial bodies, a separate declaration of consent must be attached to each nomination.

5. Supporting of election proposals

An election proposal must have a minimum number of supporters.

For the elections of representatives to the **Senate** and the **Student Parliament**, an election proposal must be signed by at least ten people.

For the election of representatives to the **Faculty Boards**, an election proposal must be signed by at least five people.

The person signing must be eligible to vote in the respective group for the respective election. If the person belongs to another group or, in the case of elections to the faculty boards, to another faculty, the supporting signature will be cancelled by the election administrator.

The forms for supporting an election proposal can also be downloaded from the above website. If you do not use the form of the electoral office, the signature of the election proposal must include the following information:

- first name and surname
- if it helps to clarify the person: the date of birth
- students: Faculty to which the person belongs or
- other groups: official or professional title, as well as the position at which the person is employed

An authorised voter may only support one election proposal for the election to a collegial body. If an authorised voter supports more than one election proposal for a collegial body, his/her signature will be deleted from all election proposals.

An election proposal may also be signed by more than the minimum number of supporters specified above in order to prevent a sudden shortfall beneath the minimum number due to supporter signatures being cancelled by the election administrator.

Candidates who are nominated on an election proposal can also support the same election proposal with their signature. However, this does not apply if the signature of one authorised voter is sufficient for this election and the election proposal in question only contains one person.

In deviation from the above-mentioned minimum number of supporters, the signature of only one person entitled to vote is sufficient if fewer than 20 persons entitled to vote belonged to a group in the last elections.

6. Validation of the election proposals

At its meeting, the election committee examines the validity of the election proposals received on time. If rectifiable defects are found, the election committee returns the nomination with a request to rectify the defects within three working days.

Election proposals with defects that cannot be rectified or have not been rectified within the deadline are invalid.

7. Affiliation to faculties for students

Only persons who belong to the respective faculty may be included in or support an election proposal. Therefore, please check in advance in your election notification whether you are authorised to vote in the correct faculty.

For the teaching degree programme, for inter-faculty subjects (e.g., Business Informatics) or in the cross-faculty double degree programme, it may not be possible to determine a clear faculty affiliation. In this case, several faculties would be possible, but all students are assigned to a single faculty for the university elections. To change this elective faculty, please contact Student Affairs in good time before the election. (studierendenkanzlei@uni-wuerzburg.de).

For further questions, please contact the Electoral Office at the address below.

Electoral Office:	Building 'Alte IHK', Josef-Stangl-Platz 2, 97070 Würzburg, 3rd floor
Postal address:	Electoral Office of the University of Würzburg, Sanderring 2, 97070 Würzburg
Contact:	Mr. Wettengel, wahlamt@uni-wuerzburg.de , tel.: +49 931 31-82545
Internet:	https://www.uni-wuerzburg.de/universitaet/wahlen/