

Information sheet 2023 on submitting nominations

(Section 8 Electoral Regulations)

Please note that only the German version is legally binding.

1. General provisions and deadlines

Only candidates whose nominations have been accepted may be elected to a committee (Senate, Faculty Council, Student Council, or the Appointments Council for the School of Theology).

Nominations for representatives must be made separately for each committee and submitted in writing between 9 am on 27 April 2023 and 4 pm on 10 May 2023 to the FAU Elections Office (Schlossplatz 4, 2nd floor, rooms 2.027 and 2.029) or directly to the Returning Officer (the Chancellor).

Nominations shall be deemed to have been submitted within the deadline if the original copy or a fax of the nomination together with the list of candidates and the signatures of supporters is submitted to the Elections Office before the deadline expires. Consent forms need not be submitted at the same time as the nomination.

Nominations which are not submitted within the stated deadline to one of the official bodies stipulated above shall not be considered. Please therefore be sure to submit your nomination within the given deadline. We recommend submitting the nomination as early as possible, as this also gives

us time to clarify any issues which may be unclear.

Templates for nominations are available directly from the Elections Office or from our website (wahlen.fau.de).

Please fill in the forms legibly and in block letters. Please list candidates individually on the nomination form and allocate each a consecutive number.

The number of candidates on one application form must not exceed three times the number of representatives to be elected.

In the case of student representatives to the **Faculty Councils**, the number of candidates may be no more than twice the number of members in the relevant Student Committee.

Six members from the group of full-time university lecturers belong to the **Senate**. One member is elected from each of the five faculties. You may only submit nominations for your own faculty. The sixth member is elected from the total number of candidates in the group in a further round of voting. No other candidates can be nominated for this sixth round of voting.

2. Details included in the nomination

As stipulated in Section 8(3) Electoral Regulations, nominations must include the following information:

Last name, first name, official job title of candidate and where they work. Their date of birth must also be included, but this is only for the purpose of checking the validity of nominations. In the case of students, please also include which faculty they are studying at. If you wish, you can also include details of which subject they are studying and whether they belong to a members' association for universities in the Free State of Bavaria (max. 10 characters including spaces).

The nomination should be given a brief title. This and any information about membership of an

association must be clear and not open to interpretation. In particular, it must not cause confusion with official university bodies or bodies representing students, and must not be misleading in any other way. The nomination must not include any additional information.

The nomination shall clearly state who is entitled to represent the nomination vis-à-vis the electoral bodies and to accept declarations and decisions from the electoral bodies, giving full contact details for this person. If these details are not clearly marked, the person who signed the nomination in the first position shall be considered to have the relevant authorisation.

3. Consent of candidates

All candidates must provide their consent in writing, and in the **original** (or Fax).

Note: The consent form can also be submitted separately from the nomination, or sent by post or fax to the Elections Office.

The consent form must make it clear which nomination it refers to (title of nomination and/or number in the list). Candidates who do not submit their consent in writing will be removed from the nomination. Templates for consent forms are

available directly from the Elections Office or on our website (wahlen.fau.de).

Candidates may not be nominated more than once for the same committee. Candidates may, however, be nominated for more than one committee on a separate nomination form for each one.

If a candidate is standing for more than one committee, they must attach the **original** copy of a separate consent form to each nomination.

4. Support for nominations

A nomination for representatives to the **Senate** and the **Student Council** must be signed personally by at least **ten people**, and nominations for representatives to the **Faculty Council** and the **Appointments Council of the School of Theology** by at least **five people** who are entitled to vote in the respective election and in the respective group. They must sign the **last page of the nomination form**.

Exception: In the case of representatives to the Appointments Council of the School of Theology only one supporter's signature is required for the group of full-time university lecturers and non-academic staff; if there is only one candidate in this instance, then they shall require the support of one other person who is entitled to vote in the election.

When electing representatives of full-time university lecturers to the Senate, only those full-time university lecturers who are primary members of the faculty in question can make nominations or be elected.

Note: If you would like to submit a nomination but cannot reach supporters in person, you can scan the nomination together with the full list of candidates and send it to people who are willing to support your nomination. Those who are willing to support the nomination should print off the document, sign the last page of the nomination and submit the printed document together with their original signature to the Elections Office or the Returning Officer. **It is not necessary for all those who support an election nomination to sign the same form.**

Candidates included in a nomination can also sign it in support of their application. Those filing the nomination must give the details stated in section 2 when signing in support of a nomination.

You are **not** entitled to support **more than one nomination for the same official body**. However, you may support several nominations for different official bodies.

5. Further procedure

The Elections Committee checks the validity of all nominations submitted within the deadline. If defects are found which can be remedied, the Elections Committee shall return the nomination and request the person filing the nomination to

remedy the defects within three working days. Nominations which cannot be remedied or which are not remedied within the deadline are rendered invalid.

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