

## Provisions on the form, content and deadlines for the submission of nominations

1. The nominations for the elections to the different bodies and for the individual voter groups must be submitted separately to the Electoral Supervisor no later than 3:00 pm on the 28th day before the first day of the election and must include an identifying name (section 10 paragraph 1 of the Election Regulations - WahlO). If the identifying name is missing or if the nomination includes an identifying name that suggests that it is the nomination of an organization governed by public law or if the identifying name is inadmissible for other legal reasons or could be offensive, the nomination is given the name of the first candidate (section 11 paragraph 2 WahlO).
2. Nominations must be submitted using the nomination forms provided by the Electoral Office on the election platform and elsewhere.
3. The nomination must be personally signed as follows:
  1. For the elections to the Senate:  
For the student voter group: by at least 20 members of this group as set out in section 10 paragraph 1 sentence 2 no. 3 of the Act on the Higher Education Institutions in the Land of Baden-Württemberg (LHG), for other voter groups: by at least three members of the respective group.
  2. For the elections to the Faculty Councils and Grand Faculty Councils:  
For the student voter group: by at least ten members of this group as set out in section 10 paragraph 1 sentence 2 no. 3 LHG; for the elections to the Faculty Council of the Faculty of Medicine for the election of student members: by at least ten members of these groups as set out in section 10 paragraph 1 sentence 2 no. 3 and 4 LHG; for other voter groups: by at least three members of the respective group (section 10 paragraph 2 WahlO).
4. Signatories of a nomination must be eligible to vote in the relevant election and voter group; they must provide the following information:
  - Last name(s) and first name(s) in block letters;
  - For students and doctoral candidates: student ID number, for other groups: position or job title;
  - Faculty affiliation, otherwise affiliation with a university institution;
  - Personal signature;The first signatory is authorized to represent the nomination when dealing with the Electoral Supervisor and the Election Committee; the second signatory serves as a deputy to this person (section 10 paragraph 3 WahlO).
5. Persons eligible to vote may not sign more than one nomination for the same election. If an authorized voter has not observed this rule, their name must be deleted from all nominations submitted (section 10 paragraph 4 WahlO).
6. Candidates may also be signatories (section 10 paragraph 5 WahlO).
7. The nomination must contain at least twice and no more than three times as many candidates as members to be elected; for the group of university teachers for the Senate, at least four and no more than ten nominations must be submitted.

The nomination contains the following information on the candidates:

  1. Serial number (corresponds to the order of the candidates in the nomination);
  2. Last name(s) and first name(s) in block letters;
  3. For students and doctoral candidates: student ID number; for other members: position or job title;
  4. Faculty affiliation, otherwise affiliation with a university institution; for nominations to the Senate: the students' major in accordance with section 60 paragraph 1 sentence 1a LHG; for nominations to the Faculty Council of the Faculty of Medicine: additional information required in accordance with section 27 paragraph 5 number 1 LHG;
  5. For the election of the members of the Senate: gender (female, male, diverse)
  6. For the election of student members to the Faculty Council of the Faculty of Medicine, doctoral candidates must also provide this information: doctoral candidate;
  7. For employees: the work address; for students and doctoral candidates: the private address; if applicable, telephone number, mobile phone number, email address;
  8. Confirmation of inclusion in the nomination by personal signature. With their signature, the candidates also confirm that they will accept the office if elected and that they have taken note of the fact that they will be notified of the election results by public announcement in accordance with section 35.If a nomination contains multiple candidates, they must be listed in a clear order (section 10 paragraph 6 WahlO).
8. According to section 10 paragraph 2 sentence 2 LHG, women and men should be given equal consideration when determining the composition of a governing body. As set out in section 10 paragraph 7 of the Election Regulations, the following applies to elections to the Senate: If a nomination submitted for the election of members of the Senate does not include an equal number of male and female candidates, the lack of equal representation must be justified in writing. A nomination is considered to have equal representation if it includes an equal number of male and female candidates. If there is an odd number of candidates, the nomination is considered to have equal representation if the difference between the number of women and the number of men is no more than one. Persons whose gender is specified as non-binary are not included in the calculation of equal representation. The Electoral Supervisor will publish any justifications on the homepage of the University of Freiburg (section 10 paragraph 7 WahlO). Nominations that do not have equal representation and for which no justification pursuant to section 10 paragraph 7 sentence 2 of the Election Regulations is submitted by the deadline specified in section 10 paragraph 10 will be rejected (section 11 paragraph 1 WahlO).
9. Candidates may not be included in multiple nominations for the election of the same body; they must confirm with their personal signature that they have agreed to be included as a candidate (section 10 paragraph 8 WahlO).
10. Nominations, signatures on a nomination or declarations of consent from candidates can only be withdrawn before the end of the deadline for submitting the nominations (section 10 paragraph 9 WahlO).
11. The Electoral Supervisor must note the date and time of receipt on the nomination. The Electoral Supervisor immediately checks whether the nomination received fulfils the requirements of these Election Regulations, informs the nomination representative of any shortcomings and documents this on the nomination. The Electoral Supervisor asks the representative to remedy any shortcomings that can be remedied and keeps a record of this communication. The nomination must be resubmitted no later than 24 days before the first day of the election (section 10 paragraph 10 WahlO).
12. After the end of the submission deadline pursuant to paragraph 1, shortcomings due to missing or invalid signatures or declarations of consent can no longer be remedied; if these or the entire nomination are submitted under a condition, this applies accordingly (section 10 paragraph 11 WahlO).

## Number of elected members in the Senate and faculty councils

1	MEMBERS OF THE SENATE	Number
	Representatives of the university teachers (2 per faculty)	22
	Representatives of the academic staff	5
	Representatives of the students	5
	Representatives of the doctoral candidates	3
	Representatives of the administrative, service and technical staff	5
2	MEMBERS OF THE FACULTY COUNCIL	Number
	<a href="#">Faculty of Theology</a> , <a href="#">Faculty of Law</a> , <a href="#">Faculty of Economics and Behavioural Sciences</a> , <a href="#">Faculty of Philology</a> , <a href="#">Faculty of Humanities</a> , <a href="#">Faculty of Mathematics and Physics</a> , <a href="#">Faculty of Biology</a>	
	Representatives of the university teachers	10
	Representatives of the academic staff	3
	Representatives of the students	3
	Representatives of the doctoral candidates	1
	Representatives of the administrative, service and technical staff	1
3	MEMBERS OF THE FACULTY COUNCIL	Number
	<a href="#">Faculty of Medicine</a>	
	Representatives of the university teachers	14
	Representatives of the academic staff	4
	Representatives of the students and doctoral candidates	7
	Representatives of the administrative, service and technical staff	1
4	MEMBERS OF THE GRAND FACULTY COUNCIL <sup>1)</sup>	Number
	<a href="#">Faculty of Chemistry and Pharmacy</a> , <a href="#">Faculty of Environment and Natural Resources</a> , <a href="#">Faculty of Engineering</a>	
	Representatives of the academic staff	4
	Representatives of the students	6
	Representatives of the doctoral candidates	2
	Representatives of the administrative, service and technical staff	2

<sup>1)</sup> All full-time university teachers of the faculty are members of the grand faculty councils ex officio.

## Terms of office

Pursuant to section 37 paragraph 1 of the Election Regulations, the following applies: The term of office of the members elected to the bodies usually begins on 1 October. Students and doctoral candidates are elected to a one-year term; other groups to a four-year term. This means that the representatives of the students and doctoral candidates must be elected annually and those of the other groups every four years.