



SCHEDULE for the Senate and Faculty Board elections

Submission of candidate nominations	17 – 29 April 2024
Review of information in the electoral registers (including objection period)	17 – 29 April 2024
Deadline for correcting mistakes in the candidate nominations	7 May 2024
Voting (online election)	6 June 2024 (10 am) – 17 June 2024 (10 am)
Election results / official notice	20 June 2024 (10 am)

For all questions related to election matters, submission of documents and changes or objections to the electoral register, please contact the Election Office (*Wahlamt*) of the University of Münster, Schlossplatz 2 (*Schloss*), 48149 Münster, Rm. 109 from Mon – Thu, 9 am – 12 pm and 2 pm – 4 pm, and Fri 9 am – 12 pm, either by phone (+49 251 83-22107) or email (wahlamt@uni-muenster.de).

I. The election for the Senate and Faculty Boards in **all member groups** will take place **online** (i.e. via Internet) for the first time and individually conducted by member group. The term of office for elected student representatives (S) is one year. The term begins on 1 October 2024 and ends on 30 September 2025. The term of office for elected representatives in the professorial (HL), academic staff (aM) and non-academic staff (MTV) groups is two years. The term begins on 1 October 2024 and ends on 30 September 2026.

II. (1) **Only those listed on the electoral registers are entitled to vote.** The registers are drawn up by each faculty and placed on display for review at the corresponding Dean's Office (*Dekana*) and the Election Office from **17 to 29 April 2024 during regular office hours**. Online confirmation of voter eligibility will also be offered this year. **Members of the University of Münster are personally responsible for ensuring that their names are included on the electoral register and that they are correctly assigned to their respective electoral district and faculty. Any changes to the electoral register (e.g. new registrations or reassignment to a different member group, faculty or electoral district) must be made by 29 April 2024 (cut-off date!)** by contacting the Election Office of the University of Münster via email (wahlamt@uni-muenster.de) or phone (+49 251 83-22107). **As of 30 April 2024, no further changes may be made to the 2024 electoral register. If one's eligibility details are incorrectly listed in the electoral register after the cut-off date, there is no way to correct or change these, even by means of challenging the election.**

II. (2) Voters belonging to or studying at more than one faculty can change the faculty in which they are registered by submitting an irrevocable declaration in person to the Election Office of the University during the review period of the electoral registers. **This procedure also applies to all other objections to the electoral register.** Changes to the electoral register apply uniformly to all elections and are only valid for the elections held in the summer semester 2024.

III. (1) **All lists of nominated candidates for the Senate and Faculty Boards** must be submitted by an authorised person to the Election Office electronically or via postal delivery by the given deadline. **Only those lists submitted prior to the deadline will be counted as valid.** The lists for the Senate in the professorial (HL), academic staff (aM) and student (S) groups may contain no more than nine candidates each. The list for the Senate in the non-academic staff (MTV) group may contain no more than 36 candidates. The lists for the Faculty Boards may contain a maximum of five times as many candidates as seats to be filled in that member group in the respective Faculty Board. Re-election is permitted. **As stipulated by § 11 b of the Higher Education Act of the Federal State of North Rhine-Westphalia (*Hochschulgesetz NRW*), all committees must have a balanced gender ratio. When drafting the candidate lists, committees should strive to ensure gender-equitable representation.**

Candidate nomination forms can be requested from the Election Office and downloaded from: <https://www.uni-muenster.de/die-universitaet/wahlen/index.html>.

III. (2) All nominations must contain the following information about the candidates: member group, electoral district, last name, first name, department or subject of study, personnel or student ID number, date of birth, phone number and University email address. Along with the nomination, the candidate must submit a written or electronic statement accepting the nomination and, if elected, accepting the election as a member or alternate member. Only those who have been nominated

in accordance with the regulations can be elected. The number of seats allocated to each list is calculated according to d'Hondt.

III. (3) If a reserve list cannot be drawn up due to an insufficient number of nominated candidates in an electoral district or faculty, all existing or resulting vacancies will be left unfilled.

IV. (Internet-based) **Online voting in all member groups (6 June, 10 am – 17 June 2024, 10 am)**

A detailed description of the election procedures will be sent to all eligible voters prior to the online election via their University email addresses (user IDs). Ballots are to be completed in electronic form and submitted exclusively online. The election notice, affirmation (voter certificate) and ballot(s) will be sent by the Election Office to voters in unsolicited, digital form. The voting system is accessible online via the Internet address: <https://www.uni-muenster.de/die-universitaet/wahlen/index.html>

Those who cannot submit an electronic ballot have the possibility to vote online by registering at the polling station of the Election Office (Rm. 109 in the *Schloss*) by phone (+49 251 83-22107) during the opening hours mentioned above.

V. The election results are made public to all members of the University (posted on the University of Münster's bulletin board, Schlossplatz 2 (*Schloss*), Rm. 109 during the opening hours mentioned above), as well as electronically on the University of Münster website at <https://www.uni-muenster.de/die-universitaet/wahlen/index.html>.

VI. Voters have the right to challenge the Senate and Faculty Board election results within a period of ten days following their announcement by lodging an objection. This objection must be submitted to the Chair of the Senate-appointed Election Review Committee (*Wahlprüfungsausschuss*) in writing and concern the violation of fundamental election procedures and/or regulations.

The above announcement by the Election Supervisor is hereby published.
Münster, 27 March 2024
Rector of the University of Münster
Prof Dr J Wessels

Münster, 27 March 2024
Election Supervisor
Dr A Sprafke

SENATE					FACULTY BOARDS				
Electoral districts	Groups				Faculties	Groups			
	HL	aM	S	MTV		HL	aM	S	MTV
0 University (total)				3	01 Protestant Theology	8	3	3	1
1 Faculty of Protestant Theology / Faculty of Catholic Theology, Faculty of Law, School of Business and Economics	3	1	1	-	02 Catholic Theology	8	3	3	1
2 Faculty of Medicine	3	1	1	-	03 Law	8	3	3	1
3 Faculty of Educational and Social Sciences, Faculty of Psychology / Sport and Exercise Sciences, Faculty of History and Philosophy, Faculty of Philology, University Library (ULB), University Centre for Teacher Education (ZfL), University of Music, Language Centre	3	1	1	-	04 Business and Economics	8	3	3	1
4 Faculty of Mathematics and Computer Science, Faculty of Physics, Faculty of Chemistry and Pharmacy, Faculty of Biology, Faculty of Geosciences, CIT	3	1	1	-	05 Medicine	8	3	4	-
Total seats	12	4	4	3	06 Educational and Social Sciences	8	3	3	1
					07 Psychology / Sport and Exercise Sciences	8	3	3	1
					08 History / Philosophy	8	3	3	1
					09 Philology	8	3	3	1
					10 Mathematics and Computer Science	8	3	3	1
					11 Physics	8	3	3	1
					12 Chemistry and Pharmacy	8	3	3	1
					13 Biology	8	3	3	1
					14 Geosciences	8	3	3	1
					15 Music	5	1	2	1

With the exception of Electoral District 2, each list should, if possible, contain candidates from several of the faculties belonging to the respective electoral district. Members of the Senate are elected by each member group separately based on personalised proportional representation. Voters are granted as many votes as there are seats to be filled in their respective electoral districts. In Electoral District 1, the candidate for the Senate seat in the professorial group (HS) is nominated from either FB 1 or FB 2 on a periodic basis. One seat is accorded to a candidate representing FB 3 and another representing FB 4.

The Faculty Boards are elected by each member group separately based on personalised proportional representation. Voters are granted as many votes as there are seats to be filled in their respective Faculty Board. If electoral districts are formed for the individual member groups in FB 6, FB 7, FB 8 and FB 9, voters are granted – in derogation of the above – as many votes as there are seats to be filled in their respective electoral districts.