



2 April 2025

wahlreferat@hwr-berlin.de

Election notice

Prof. Dr. Antje Tölle

Hochschule für Wirtschaft
und Recht Berlin
Campus Schöneberg
Haus A, Raum A 3.35
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10825 Berlin

for the election of the **following committees** of the Berlin School of Economics and Law (HWR Berlin) for the **legislative period from 1 October 2025 to 30 September 2026** (students: 1 October 2025 to 30 September 2026):

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www.hwr-berlin.de

1. Academic Senate

The following are to be elected:

10 representatives of the professors

3 representatives of the academic staff

3 student representatives

3 representatives of the technical, service and administrative staff

2. Extended Academic Senate

The Extended Academic Senate is composed in accordance with Section 5 (1 and 2) of the HWR Berlin's fundamental statute. It consists of:

19 representatives of the professors

6 representatives of the academic staff

6 student representatives

6 representatives of the technical, service and administrative staff

In accordance with Section 5 (2) of the HWR Berlin's fundamental statute, all members of the Academic Senate are also members of the Extended Academic Senate.

Therefore, the following are still to be elected:

9 representatives of the professors

3 representatives of the academic staff

3 student representatives

3 representatives of the technical, service and administrative staff

3. Student Parliament

The election of the student parliament is carried out by the Central Election Board on behalf of the student parliament (Section 21 of the rules of



procedure of the student parliament of the Berlin School of Economics and Law of 21 October 2024).

The following are to be elected:
30 student representatives

4. Department Council 1 – Business and Economics

The following are to be elected:
5 representatives of the professors
1 representative of the academic staff
2 representatives of the students
1 representative of the technical, service and administrative staff

5. Department Council 2 – Cooperative Studies Business • Technology

The following are to be elected:
5 representatives of the professors
1 representative of the academic staff
2 student representatives
1 representative of the technical, service and administrative staff

6. Department Council 3 – Public Administration

The following are to be elected:
5 representatives of the professors
1 representative of the academic staff
2 student representatives
1 representative of the technical, service and administrative staff

7. Department Council 4 – Legal Studies

The following are to be elected:
5 representatives of the professors
1 representative of the academic staff
2 representatives of the students
1 representative of the technical, service and administrative staff

8. Department Council 5 – Police and Security Management

The following are to be elected:



- 5 representatives of the professors
- 1 representative of the academic staff
- 2 student representatives
- 1 representative of the technical, service and administrative staff

9. Institute Council – Berlin Professional School

The following are to be elected:

- 5 representatives of the professors
- 1 representative of the academic staff
- 2 student representatives
- 1 representative of the technical, service and administrative staff

10. Dual Commission of the Department 2

The Dual Commission is composed of persons in accordance with Sections 2, 3 of the law on the incorporation of the Berufsakademie into the FHW Berlin.

The following are to be elected:

- 1 student representative from the Business Section
- 1 student representative from the Technics Section
- 1 representative of the full-time teaching staff from the Business Section
- 1 representative of the full-time teaching staff from the Technics Section

11. Expert Commission Business of the Department 2

The Expert Commission is composed of persons in accordance with Section 3 of the law on the integration of the Berufsakademie into the FHW Berlin.

The following are to be elected:

- 1 student representative from the Business Section
- 6 representatives of the full-time teaching staff from the Business Section

12. Expert Commission Technics of the Department 2

The Expert Commission is composed of persons in accordance with Section 3 of the law on the integration of the Berufsakademie into the FHW Berlin.

The following are to be elected:

- 1 student representative from the Technics Section
- 6 representatives of the full-time teaching staff from the Technics Section



13. Central Women's and Equal Opportunities Council

The following are to be elected:

- 3 female representatives of the professors
- 3 female representatives of the academic staff
- 3 female representatives of the students
- 3 female representatives of the technical, service and administrative staff

14. Women's and Equal Opportunities Council of the Department 1

The following are to be elected:

- 1 female representative of the professors
- 1 female representative of the academic staff
- 1 female student representative
- 1 female representative of technical, service and administrative staff

15. Women's and Equal Opportunities Council of the Department 2

The following are to be elected:

- 1 female representative of the professors
- 1 female representative of the academic staff
- 1 female student representative
- 1 female representative of technical, service and administrative staff

16. Women's and Equal Opportunities Council of the Department 3

The following are to be elected:

- 1 female representative of the professors
- 1 female representative of the academic staff
- 1 female student representative
- 1 female representative of technical, service and administrative staff

17. Women's and Equal Opportunities Council of the Department 4

The following are to be elected:

- 1 female representative of the professors
- 1 female representative of the academic staff
- 1 female student representative
- 1 female representative of technical, service and administrative staff



18. Women's and Equal Opportunities Council of the Department 5

The following are to be elected:

- 1 female representative of the professors
- 1 female representative of the academic staff
- 1 female student representative
- 1 female representative of technical, service and administrative staff

19. Women's and Equal Opportunities Council of the Berlin Professional School

The following are to be elected:

- 1 female representative of the professors
- 1 female representative of the academic staff
- 1 female student representative
- 1 female representative of technical, service and administrative staff

I. Legal basis for the 2025 committee election

The election of committee representatives is based on various legal foundations.

1. Berlin Higher Education Act (**BerIHG**) (in particular Sections 43, 45, 48, 49 BerIHG)

<https://gesetze.berlin.de/bsbe/document/jlr-HSchulGBE2011rahmen>

- 2 Ordinance on the Principles of the Right to Vote at the Universities of the State of Berlin (**Higher Education Electoral Principles Ordinance**) in the version dated 26 August 1998, last considered change: last amended by regulation dated 23 February 2021 (GVBl. p. 222)

https://gesetze.berlin.de/perma?a=HSchulWahlGrSV_BE

3. **Election Regulations** of the Berlin School of Economics and Law as of 16 January 2024 (**WahlO**)

https://www.hwr-berlin.de/fileadmin/portal/Dokumente/HWR-Berlin/Mitteilungsbl%C3%A4tter/2024/Mitteilungsblatt_07-2024_ZHV_Wahlordnung_2024_d_e.pdf

4. Fundamental Statute of the Berlin School of Economics and Law of 13

June 2023 and 11 July 2023

https://www.hwr-berlin.de/fileadmin/portal/Dokumente/HWR-Berlin/Mitteilungsbl%C3%A4tter/2023/Mitteilungsblatt_50-2023_ZHV_Grundordnung_der_HWR_Berlin_d_e.pdf

Pursuant to Section 2 (4) sentence 1 of the Electoral Regulations (WahlO), the Central Election Board decided at its meeting on 2 April 2025 that the election will be held as an electronic election.

II. Eligibility to vote and eligibility for election

1. Eligibility to vote

Active and passive voting rights in the respective member groups (Section 6 (1) of the Election Regulations) are vested in those who are members of the HWR Berlin at the end of the period for submitting nominations and on the election day, and who are registered in the electoral roll (Section 13 of the Election Regulations).

Members of the university who have **not yet reached the age of 18** are also entitled to vote (Section 48 (1) sentence 2 BerlHG).

Members of the university who are **on leave** remain entitled to vote until the end of the semester following the granting of the leave. If the leave continues, the right to vote is suspended until the leave is terminated. This does not apply to leaves of absence under the Federal Child-Raising Benefit Act (BEEG) (Section 6 (2) sentences 1, 2 WahlO), whereby all persons on maternity and parental leave continue to be considered to be entitled to vote and to stand for election (ZVV guideline).

Full-time employees of a department who also belong to a central institute are entitled to vote and stand for election for the committees of both organisational units (Section 5 (2) of the Electoral Principles Ordinance).

Interns are neither in an employment nor in a training relationship with the university in terms of Section 43 (1) no. 1 BerlHG and are therefore not members of the university.



Apprentices are entitled to vote and stand for election in the MTSV group (Section 45 (1) no. 4 BerlHG). They are currently trained in rotation at various departments of the HWR Berlin, so they are assigned to the Central University Administration (Zentrale Hochschulverwaltung ZHV) (ZWV guideline).

Professors group

- **Full-time professors** (regardless of their employment status: employment contract, tenured)
- **Visiting professors** are also members of the group of professors (ZWV guideline).
- **Honorary professors** are entitled to vote actively in the group of university teachers. They have no **passive voting rights, which means that they cannot be elected (Section 48 (3) BerlHG, Section 6 (4) WahIO)**.
- **President, Vice President, Head of Administration and Finance**, if they are university lecturers at the HWR Berlin (Section 45 (1) No. 1 BerlHG clarifies that they may also hold this office during the (main) occupation of an office in the presidium; for the president, the following applies: if she or he comes from outside, she or he does not automatically become a professor at the HWR Berlin, because Section 55 (7) BerlHG only provides for the possibility of taking over without an appointment procedure in the event of the end of the term of office).

Student group

- In the **student** group, enrolled students are members of the university and thus entitled to vote.
- **Dual students** who are enrolled at the HWR Berlin and who do their practical training at the HWR Berlin vote exclusively in the student group (ZWV guideline).
- Guest students and students with secondary enrolment are not entitled to vote (Section 5 (3) sentence 1 of the Electoral Principles Ordinance). Students with secondary enrolment include, for example, the consular secretaries at Department 4.
- **Student** employees (so-called student assistants) are eligible to vote and stand for election only for the **student representatives** (Section 45 (2) sentence 2, (1) no. 3 BerlHG). Student employees are members **only of the university at which they are enrolled** (Section 43 (3) BerlHG).
- **Students** who are also **employed at the HWR Berlin**, but are **not student assistants**, always vote as **students** (Section 45 (2) sentence 2 BerlHG)

Academic staff group

- **Graduate teaching and/or research assistants** (regardless of the type of employment: employment contract, civil service, secondment; regardless of the main focus of their work: doctoral studies, third-party funded research, project work)
- **Guest lecturers** (Gastdozenten) (regardless of their type of employment: employment contract, civil servant, secondment) are included in the group of academic staff (ZWV guideline)
- **Lecturers** (Lehrbeauftragte), provided that they are members of the HWR Berlin on the day of the deadline for submitting nominations and on the election day. This means that they **must have a teaching contract** at this time. Lecturers are **not persons** who are appointed as **examiners alone**, for example, to supervise a bachelor's or master's thesis (cf. the term 'examiner' in Section 32 (4) BerlHG in comparison to 'lecturer' in Section 120 BerlHG). Persons who are appointed as examiners have neither the active nor the passive right to vote.
- **Lecturers with special responsibilities** (regardless of their type of employment: employment contract, tenured or on secondment (this applies in particular to Department 5))

Employees in technology, service and administration group

- **Employees** in technology, service and administration of the departments, the central university administration and the central institutes - irrespective of their type of employment (employment contract, tenured or on secondment)
- **President, Vice President, Head of Administration and Finance**, if they are not university lecturers at the HWR Berlin (Section 45 (1) no. 4 BerlHG as a catch-all group), because they are simultaneously employed by the university within the meaning of Section 43 (1) no. 1 BerlHG and are thus members of the university (for the Head of Administration and Finance: temporary civil servant, Section 58 (4) sentence 1 BerlHG; for presidents who are not professors at the HWR Berlin: Section 55 (5) BerlHG 'employment relationship'; for vice presidents: Section 57 (6) sentence 3, Section 55 (5) BerlHG)
- **Apprentices** (Section 45 (1) no. 4 BerlHG as a catch-all group)

Department 2: Expert Commissions and Dual Commission

'Full-time teaching staff' are entitled to vote in accordance with Sections 2, 3 of the law on the integration of the Berufsakademie into the FHW Berlin

- Professors



- Lecturers with special responsibilities
- Graduate teaching assistants in category B.2

Only **female members** of the university are entitled to vote and stand for election for the **Women's and Equal Opportunities Councils** (Central Women's and Equal Opportunities Council and decentralised Women's and Equal Opportunities Councils). This means that persons with the **gender diverse** are not entitled to vote for the Women's and Equal Opportunities Councils.

Members of the university are only entitled to vote and stand for election in the university's **organisational unit** and member group in which they **fully or predominantly perform their official duties** by the deadline for submitting nominations. The cut-off date for membership of a group is the **36th day (20 May 2025)** before the election day.

If decisions regarding the establishment, modification or dissolution of organisational units, subjects or degree programmes have an impact on eligibility to vote and eligibility for election, the future assignment is decisive if it takes effect at the latest at the beginning of the term of office of the committees to be elected. This also applies to decisions with significance beyond the structure of the existing HWR Berlin (Section 3 (2) WahIO). If such reorganisation decisions are made after the opening of the election procedure but before the election day, the election board is entitled to remove the persons concerned from the electoral roll and from the election proposals. The validity of the election proposals remains unaffected (Section 6 (2) WahIO).

The electoral roll is expected to be made available electronically for inspection between **28 May and 11 June 2025**. The electoral roll can be viewed at: <https://wahlen.hwr-berlin.de>.

During the period of display, a person entitled to vote may **in writing object** to the electoral roll for their respective member group to the Central Election Board. Insofar as the facts asserted in the objection are not obvious, the objecting person must provide the **necessary evidence** (Section 13 (2) of the Election Regulations).

To **meet the deadline**, it is sufficient to send the signed text as an e-mail attachment to wahlreferat@hwr-berlin.de and then send the original to the Central Election Board.

The electoral roll will be finalised by the office by 20 June 2025 (Section 13 (4) sentence 1 of the Election Regulations).

2. Nominations

Only those persons for whom a **valid nomination** has been submitted can be elected (Section 14 (1) WahIO). Nominations are checked for validity and approved by the Central Election Board (Section 15 (1) sentence 1 WahIO).

Each candidate can stand for election to a specific committee **only within one nomination**. Otherwise, they will be removed from all election proposals.

At its meeting on 2 April 2025, the Central Election Board decided on the following process:

Der Zentrale Wahlvorstand hat in seiner Sitzung am 2. April 2025 folgenden Prozess beschlossen:

- from **7 April, 10 a.m., to 25 April 2025, 2 p.m.**, registration of nominations by individual candidates (self-nomination) or all persons who wish to stand as candidates on a list (list candidacy) by one person who is responsible for a list, on an electronic nomination platform. It can be accessed via the link <https://wahlen.hwr-berlin.de>. You will need to log in using your HWR access data (as used for Moodle, for example).

Information required for self-nomination/list candidacy:

1. First name
2. Surname
3. Matriculation number
4. Email address at the HWR Berlin
5. Department
6. For lists: desired place on the list

Optional information: name with a maximum of 35 characters (including spaces) of the nomination (list candidacy).

Confirmation of candidacy must be received by **20 May 2025, 2 p.m.** (36 days before the first day of voting in accordance with Section 14 (1) sentence 1 WahIO). The office of the Central Election Board requests the persons named on the nomination platform by emailing to their email address at the HWR Berlin to confirm their candidacy.

This will be possible by:



1. replying to the email from the office from your own email account at the HWR Berlin and attaching a scan of your own signature to the email or
2. replying to the email from the office from your own email account at the HWR Berlin and attaching a scan of the printed and personally signed email from the office to the email, or
3. signing a printout of the email from the office personally and
 - a) sending it by post to the office of the Central Election board, Badensche Straße 52, 10825 Berlin (delays and loss are at the sender's risk) or
 - b) handing it in during the opening hours of the office of the Central Election Board (Tue, Wed, Thu from 9:30 a.m. to 12:30 p.m.) at Campus Schöneberg, House A, Room A 3.36 or
 - c) handing it in at the branch office of the Central Election Board at Campus Lichtenberg, Office of the Chairwoman of the Central Election board, Building 1, 1.1036 on 16 May, 19 May and 20 May (9:00 a.m.–2:00 p.m. respectively).

The nominations will then be **substantially and formally examined** and **admitted** at a meeting of the Central Election Board. If a nomination submitted is not valid under the provisions of the election regulations, it will be **rejected** by the Central Election Board. The person submitting the nomination will be notified of the rejection.

The approved nominations and the decisions on the non-approval of nominations are expected to be announced on **23 May 2025**.

Any person entitled to vote may **appeal in writing** to the Central Election Board against the decision on the admissibility of a nomination, but only for their member group, **within five days**. To **meet the deadline**, it is sufficient to send the signed text as an e-mail attachment to wahlreferat@hwr-berlin.de and then send the original by post to the Central Election Board.

III. Conduct of the electronic election

At its meeting on 2 April 2025, the Central Election Board of the HWR Berlin decided that the election of the committee representatives in 2025 will be held as an **electronic election** in the period from **25 June 2025, 10 a.m.**, to **3 July 2025, 1 p.m.** (Section 11 (1) and (2) of the Election Regulations).



The HWR Berlin will provide a suitable **online voting system** for this purpose, for which a **separate website** will be set up. You can access the digital polling station at <https://wahlen.hwr-berlin.de>. There you can log in with your HWR access data (user name, password), as used for example on Moodle, and then vote.

During office hours at the office of the election board on the Schöneberg campus, house A, room A 3.36, it is also possible to cast your vote in electronic form on weekdays. To do so, you will need your HWR access data. It is **not possible to cast your vote on paper**. Office hours are: Tuesday, Wednesday, Thursday from 9:30 a.m. to 12:30 p.m.

IV. Contributions to the election newspaper

The Central Election Board may publish an electronic election newspaper to an extent of its choice, in which contributions from candidates or lists can be published.

Contributions to the election newspaper are to be sent in electronic form as a **Word file** by **2 p.m. on 4 June 2025** at the latest to wahlreferat@hwr-berlin.de.

V. Assessment and announcement of the election result

The votes cast will be counted electronically. After the allocation of mandates has been calculated, the preliminary election result will be published on the website of the Central Election Board on **Friday, 4 July 2025**.

VI. Determination of the election result

The elections are evaluated in the form of **personalised proportional representation**. This means that the voters do not elect a list, but an individual candidate. These candidates may have joined a list or may be standing as individual candidates.

In the **first step** of determining the election result, the number of available mandates is distributed among the lists and individual candidates in accordance with the number of votes they have received. The mathematical proportion procedure according to Hare/Niemeyer is used for this. This means that within this first step, a vote cast for a list-bound candidate counts for the entire list in question.



In the **second step** (which is not relevant for individual candidates), the mandates to which a list is entitled are distributed among its members by assigning the mandates to the candidates in order of decreasing number of votes. Only in cases where there is a tie in votes will a mandate be assigned to the candidate with the higher-ranking place on the list. One effect of personalised proportional representation may therefore be (unlike the procedure of a pure list election) that the election result differs from the ranking of the candidates on a submitted list. The degree of deviation depends on the interest of the voters expressed by the votes cast.

If only one nomination is submitted for an election to a committee in a member group, a majority vote shall take place.

Important: Those who do not receive any votes are not elected, not even as deputies or successors.

VII. Further obligations of the elected candidates

Candidates must independently inform themselves as to whether they have been elected to a committee as **members** or **successors**.

Elected candidates and successors are requested to provide their **contact details** to the heads of the committees for which they have been elected and to inform the Central Election Board (wahlreferat@hwr-berlin.de). The Central Election Board is solely responsible for the election process and for determining the election result.

According to Section 64 Abs. 6 BerlHG, members of the Academic Senate may not belong to the Board of Trustees.

Central Election Board
The Chair

Prof. Dr. Antje Tölle