

Announcement of Elections

Elections for the Council, Academic Senate and Faculty Councils from 6 to 20 January 2021

ELECTORAL PRINCIPLES (§ 4 WahIO)

The elections to the university bodies are direct, free, fair and secret. They will take place as internet-based **online elections (electronic voting) with the possibility of casting votes via postal voting** and will be held in accordance with the principles of personalised proportional representation. Each voter has as many votes as there are available seats belonging to his/her member group in the respective electoral group. Voters may not cast more than one vote for an individual candidate. Further details are defined in the University of Rostock's *Wahlordnung* (Electoral Regulations) of 2 February 2016 (Official Bulletin of the University of Rostock, No. 3 of 5 February 2016), last amended by the Amending Statutes No. 38 of 30 July 2020.

RIGHT TO VOTE (§§ 2, 16 WahIO)

Only those persons listed on the voting register are entitled to vote. The cut-off date for entries to the voting register is 17 November 2020. Furthermore, each voter is only permitted to cast his/her votes in one group of university members and for one organisational unit. The voting register will be on display during opening hours at the Electoral Office from **27 November to 10 December 2020** and can be viewed following prior arrangement over the phone. Any member of the university community who believes the voting register to be incorrect or incomplete, can request rectification by submitting **an official form** in writing with signature, addressed to the Returning Officer by **10 December 2020**.

LISTS OF CANDIDATES (§§ 17-21 WahIO)

Lists of candidates must be submitted to the Electoral Office by **7 December 2020, 3.00 p.m.** Lists of candidates should be submitted to the Electoral Office via email or via the in-house postal service/regular post. The following must be observed:

1. Lists of candidates must be submitted to the Electoral Office using an **official form**. The forms for submitting lists of candidates shall be available from **17 November 2020** at the Electoral Office, at the secretariats of the heads of organisational units and at the offices of the Deans of Studies/Student Offices, or via the Electoral Office's webpages.
2. Lists of candidates must be created **separately for university bodies and groups of members (professorial staff, students, members of academic staff, members of non-academic staff)**. The group of professorial staff must be split into electoral groups for elections to the Council and Academic Senate. The number of eligible representatives is detailed in the annex to this announcement of elections. This is on display for viewing at the Electoral Office and will be published on the Electoral Office's webpages.
3. In an election for the same university body, a person who is entitled to vote **may not stand for election on more than one list of candidates** or be named more than once on a single list of candidates.
4. In proportional representation elections, 'lists' with **only one candidate** will be **approved** as a list of candidates.

The overview of all of the lists of candidates shall be announced by **18 December 2020** at the latest. It will be on display at the Electoral Office and can be viewed following prior arrangement over the phone. Furthermore, it will be published on the Electoral Office's webpages.

ISSUE OF ELECTORAL DOCUMENTS (§ 24 WahIO)

The elections will be held as online elections with the possibility of casting votes via postal voting upon prior request. Honorary professors, *Privatdozents* and *außerplanmäßige Professoren* (both kinds of senior lecturers) that do not belong to the full-time teaching staff at the University of Rostock will only be able to cast their votes via postal voting. The corresponding documents for postal voting for these persons will be sent out automatically via post.

Online-Elections

If the voter is casting his/her votes online, s/he must access and use the electronic ballot paper on the online election portal that is accessible via a user-specific secure link. The voter's personal username and password for the user account at the University of Rostock will be required for legitimisation on the election server.

Postal Voting

The election documents for postal voting must be requested in writing with the signature of the person entitled to vote using an **official postal voting request** that must be submitted to the Electoral Office by **16 December 2020**. Persons entitled to vote are excluded from electronic voting as soon as the election documents for postal voting have been sent or handed over to them. The election documents will be sent to the persons entitled to vote by **6 January 2021** by the latest. **If incorrect or incomplete election documents have been received or the documents have been lost, replacement election documents can be obtained from the Electoral Office.**

CASTING VOTES (§ 25, 25b WahIO)

The deadline for casting electronic votes begins on **6 January 2021, 12.00 p.m.** and ends on **20 January 2021, 12.00 p.m.** Electronic votes can also be cast on a PC provided for this purpose at the Electoral Office that can be used during office hours and following prior arrangement of a specific time. The official return envelope for postal voting must have been **received** by the Electoral Office by **20 January 2021, 12.00 p.m.** at the latest.

COUNTING OF VOTES (§ 26 WahIO)

The counting of votes is open to the members of the university community and will take place at the Electoral Office, starting on **21 January 2021 at 9.00 a.m.** It is possible to attend the counting following prior arrangement over the phone.

DETERMINATION OF THE FINAL RESULTS (§ 30 WahIO)

The final results will be announced in the 'University of Rostock's Official Bulletin' and on the Electoral Office's webpages **at the beginning of calendar week 8.**

- THE RETURNING OFFICER -

ELECTORAL OFFICE – DEPARTMENT OF ACADEMIC SELF-GOVERNANCE

Universitätsplatz 1, 18055 Rostock, Tel. 498-1204/1205

Consultation hours (via telephone): Mo. – Th. 8.00 a.m. – 2.00 p.m., Fr. 8.00 a.m. – 12.00 p.m.

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