



KATHOLISCHE UNIVERSITÄT
EICHSTÄTT-INGOLSTADT



BASIC RULES

of the Catholic University of Eichstätt-Ingolstadt

Hinweis Note

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The English translation of the Basic Rules serves solely for purposes of information. The German language version, published in the official register of the Catholic University of Eichstätt-Ingolstadt Foundation, is the legally binding version.

Basic rules

of the Catholic University of Eichstätt-Ingolstadt

of September 27, 2011 –
amended by statutes of October 1, 2013 –
amended by statutes of June 13, 2016

In accordance with Art. 16 (1) of the Charter of the Catholic University of Eichstätt-Ingolstadt Foundation dated September 15, 2010, in conjunction with Art. 5 (3)(1) of the Concordat between the Holy See and the Free State of Bavaria dated March 29, 1924, (BayRS 2220-1-K) in their current valid versions, the Catholic University of Eichstätt-Ingolstadt issues the following basic rules:

Table of contents

Preamble7

Part I: General

Section 1 Name, location, coat of arms9

Section 2 Recognition9

Section 3 Responsible body9

Section 4 Nature and mission9

Section 5 Supplementary regulations, ordinance law10

Section 6 Members10

Section 7 Honorary membership11

Section 8 Structure of the University12

Part II: Central bodies

Section 9 Central bodies13

Section 10 President13

Section 11 Presidium14

Section 12 Vice presidents17

Section 13 Chancellor17

Section 14 Extended university management18

Section 15 Senate19

Section 16 University council20

Part III: Faculties

Section 17 Faculty bodies23

Section 18 Dean23

Section 19 Vice dean25

Section 20 Dean of studies26

Section 21 Faculty council27

Section 22 Institutes29

Part IV: Institutions of the University and other functionaries

Section 23 Research institutions30

Section 24 Central institutions30

Section 25 Convention of academic and artistic employees31

Section 26 Women and equal opportunities officer31

Section 27 Conference of women and equal opportunities officers33

Section 28 Equal opportunities officer for research support staff33

Section 29 Officer for students with disabilities34

Part V: Students

Section 30 Admission requirements35

Section 31 Student representatives council35

Section 32 Duties of the chairperson of the student representatives council36

Section 33 Spokespersons council36

Section 34 Student plenary assembly36

Section 35 Student body representatives37

Part VI: Elections

Section 36 Scope of application and electoral regulations38

Part VII: Course of business

Section 37 Scope of application and working rules39

Section 38 Procedural principles39

Section 39 Publicity and enlistment of guests41

Part VIII: Official duties and appointment procedures of (junior) professors

Section 40 Official duties42

Section 41 Appointment regulations42

Part IX: Transitional and final provisions

Section 42 Transitional and final provisions43

Appendix 1: Electoral regulations in accordance with Section 3645

Appendix 2: Appointment regulations in accordance with Section 4153

Preamble

As an officially recognized university under church leadership, the Catholic University of Eichstätt-Ingolstadt (*Katholische Universität Eichstätt-Ingolstadt*, KU) is party to the self-image and the mission of Catholic universities around the world. It is devoted to the fostering and development of scholarship through research, teaching and further education. It may be understood to be particularly committed to the dialogue between scholarship and faith, the Church and the world. It respects the autonomy of the various scientific disciplines and it promotes their reciprocal links in order to thus involve scholarship in the comprehensive search for true knowledge. Its fostering of scholarship is shaped by its faithfulness to the Christian message, as it is conveyed by the Catholic Church. For this reason, it respects and promotes the freedom of research and teaching and in the process develops the Christian conception of man as well as the ethical principles of personality, of fairness, of solidarity, of subsidiarity, and of sustainability.

Across all of its education and research activities, it opens up opportunities for all members of the University and in particular its students to completely develop their personality and education. In all of its subdivisions, the KU promotes the reconciliation of studies, work and family. As the only Catholic university in the German-speaking world, it works closely with the state universities and develops its distinctive profile from this cooperation. It sees itself as a place of exemplary research, teaching and learning, a place which critically fixes and reflects the role, the self-image and the possibilities of ecclesiastical life in society. As part of the Catholic World Church, it pays special attention to cooperating with universities and higher education institutions under church leadership across the entire world.

Part I: General

Section 1

Name, location, coat of arms

- (1) The name of the University is “Catholic University of Eichstätt-Ingolstadt”.
- (2) It is based in Eichstätt and has locations in Eichstätt and Ingolstadt.
- (3) It has the image of St. Catherine of Alexandria, the patron saint of the University, in its coat of arms.

Section 2

Recognition

¹The Catholic University of Eichstätt-Ingolstadt is a Catholic university canonically established by a decree of the Congregation for Catholic Education dated April 1, 1980. ²At the same time, the University is a non-state university in the sense of the Bavarian Higher Education Act (BayHSchG), safeguarded and officially recognized by the Free State of Bavaria on the basis of the Bavarian Concordat.

Section 3

Responsible body

- (1) The responsible body for the University is the “Catholic University of Eichstätt-Ingolstadt Foundation” (foundation) as an ecclesiastical foundation of public law.
- (2) All bodies of the University and the foundation work together trustingly in the completion of their tasks.

Section 4

Nature and mission

The nature and mission of the University are determined by Art. 3 of the Charter of the Catholic University of Eichstätt-Ingolstadt Foundation (foundation charter) dated September 15, 2010, and the Apostolic Constitution Ex Corde Ecclesiae (ECE)

dated August 15, 1990, as well as the particular standards adopted on the basis of these at the German Bishops' Conference on October 1, 2009, in their current valid versions.

Section 5

Supplementary regulations, ordinance law

- (1) The foundation charter, the Apostolic Constitution ECE, and the particular standards adopted on the basis of these apply to the University.
- (2) The regulations of the BayHSchG and the federal laws and regulations supplementing this law apply to the University on the basis of Art. 17 of the foundation charter in its current valid version insofar as no differing regulations are mentioned in the foundation charter or these basic rules.
- (3) ¹In accordance with Art. 16 of the foundation charter, the University is entitled to issue statutes. ²The University issues the basic rules and other university statutes which may be issued by state universities in accordance with Art. 13 of the BayHSchG – in particular examination and study regulations. ³With regards to the approval of university statutes and the basic rules and changes to these, Art. 16 of the foundation charter applies. ⁴The necessity to reach consensus with the Bavarian State Ministry for Education, Science and the Arts (state ministry) on any such regulations remains unaffected.

Section 6

Members

- (1) Members of the University in the sense of these basic rules are
 - a. the students;
 - b. those employed by the University for more than a temporary period or not as a guest; this includes
 1. professors,
 2. junior professors,
 3. academic and artistic staff,
 4. teaching staff for specific tasks;

- c. the academic and artistic staff employed by the University part-time; this includes
 - 1. honorary professors,
 - 2. outside lecturers and associate professors,
 - 3. visiting lecturers,
 - 4. other academic and artistic staff employed by the University part-time;
 - d. other officials and members of staff (research support staff) employed by the University;
 - e. dismissed and retired professors;
 - f. persons who have been awarded the privilege of being an honorary senator.
- (2) Art. 17 (2) of the BayHSchG applies to the formation of groups of university members for the purposes of representation of members in collegial bodies and other committees.
- (3) The rights and duties of the members of the University are governed by the relevant standards of ecclesiastical law and by Art. 18 of the BayHSchG.
- (4) ¹Irrespective of their personal convictions, all members are party to the character of the Catholic University. ²Insofar as the University is responsible for the establishment of a membership relationship with teachers at the University, it is to be ensured by the president in an orderly procedure that the teachers are prepared to contribute to the realization of the nature and mission of the Catholic University.

Section 7

Honorary membership

¹The University can award the privilege of being an honorary senator, an honorary citizen or an honorary member to persons who have made a special contribution to the University. ²The senate decides upon the awarding of such a privilege at the request of the president or of a faculty.

Section 8

Structure of the University

¹The University is divided into faculties. ²The establishment, alteration or termination of a faculty shall be completed in conjunction with the University and registered in the statutes of the foundation. ³The university council can propose a motion in accordance with Section 16 (2)(5).

Part II: Central bodies

Section 9 Central bodies

The central bodies of the University are

1. the university management (presidium),
2. the senate,
3. the university council.

Section 10 President

- (1) ¹The president must be a professor, honorary professor or associate professor. ²He or she must belong to the Catholic Church. ³The term of office of the president is five years including the university semester in which the appointment becomes effective; it ends upon expiration of the final university semester of the term of office. ⁴The president may be re-elected twice. ⁵The election and voting out of the president is regulated by the Statute of the Catholic University of Eichstätt-Ingolstadt Foundation on the Regulation of the Procedure of the Election and Voting Out of the President as well as the Election and Voting Out of the Vice Presidents of the Catholic University of Eichstätt-Ingolstadt dated July 21, 2015 in its current valid version. ⁶If the president is voted out, he or she must be removed from their presidential role in good time.
- (2) ¹The president is ultimately responsible for managing the University and determines the guidelines for the completion of the tasks of the presidium insofar as another regulation is not explicitly mentioned in these basic rules. ²He or she represents the University both internally and externally, summons the meetings of the presidium as chairperson and implements the decisions of the presidium and all other central bodies of the University.
- (3) The president provides initiatives for the development of the University and draws up the principles of university policy objectives; he or she informs the senate, the university council and the foundation council about all important

matters related to the University and its management and presents a report from the presidium on the completion of university tasks to the university council on an annual basis.

- (4) With regards to all important matters, the president is obliged to provide information to and is accountable to the Magnus Cancellarius at all times.
- (5) The president is the superior of all academic and research members of staff employed at the University – with the exception of professors –, of the chancellor and of the other research support staff employed at the University.
- (6) ¹The president is to ensure that the rights of all university members are protected and that all university members fulfill their duties. ²In cooperation with the dean, the president shall ensure in particular that the professors and other teaching staff at the University are properly fulfilling their teaching and examination duties. ³In the cases provided for in Clauses 1 and 2, the president is granted a right of supervision and a right to issue instructions. ⁴Irrespective of the participation rights of the foundation, he or she awards the necessary lectureships for the University.
- (7) ¹The president has the right to determine who shall be allowed or denied access. ²He or she carries out all of the tasks assigned to him or her in accordance with the foundation charter on completion of tasks. ³He or she can revocably assign a member employed by the University – generally or on a case-by-case basis – to carry out the tasks provided for in Clauses 1 and 2.
- (8) ¹In urgent cases, the president can make vital decisions and take important measures for the presidium. ²He or she must immediately inform the other members of the presidium.

Section 11

Presidium

- (1) ¹The University is managed by the president. ²He or she is supported by at least two and a maximum of three vice presidents as well as the chancellor. ³The president, the vice presidents and the chancellor form the presidium and work together collegially, irrespective of the ultimate responsibility of the president. ⁴The majority of the members of the presidium must belong to the Catho-

lic Church. ⁵In conjunction with other selected members of the presidium, the president must decide upon a permanent representative. ⁶The vice presidents are assigned several areas of responsibility in which it is their own responsibility to deal with everyday business. ⁷The president determines the guidelines for the tasks of the presidium and can reserve the right to make the final decision.

- (2) ¹The presidium is responsible for all matters for which no other responsible person is specified in the foundation charter or in these basic rules; it deals with the everyday business of the University. ²The presidium is responsible for the following tasks in particular:
1. Determination of the principles of university policy objectives and of development,
 2. Conclusion of external and internal target agreements in the sense of Art. 15 of the BayHSchG,
 3. Compilation of the University's development plan taking into account the development plans of the faculties,
 4. Participation in the proposal of estimates for the foundation budget in accordance with Art. 9 of the foundation charter,
 5. Proposals for the principles of evaluation and quality assurance,
 6. Execution of the budget plan,
 7. Allocation of the places and resources assigned to the University, including rooms; Art. 5 (2) of the BayHSchG applies here,
 8. Proposal for the basic rules and changes to these,
 9. Guaranteeing of adherence to statutes of the foundation regarding the establishment, alteration or termination of faculties after seeking advice from the university council,
 10. Proposal for the determination of research focuses and the establishment of special research areas, postgraduate programs and other institutions,
 11. Decision on the establishment, alteration or termination of academic and artistic institutions and operating units as well as on the organization of the university management,

12. Appointment and dismissal of the management team of academic and artistic institutions and operating units,
 13. Conclusion of agreements regarding cooperation with other universities,
 14. Decision on the use of appointment committees at the suggestion of the faculty as well as resolutions on the proposal of the appointment committee for the appointment of professors after seeking the opinion of the faculty and of the senate,
 15. Other tasks which are assigned to the presidium by law or on the basis of a specific regulation.
- (3) ¹The presidium must object to illegal resolutions and measures and prevent their execution. ²If bodies, other committees or members of the University refuse to rectify the illegal matter or to take action in line with a decision of the collegial body, the presidium may carry out the necessary measures. ³In the case of continued refusal by collegial bodies, the presidium can dissolve the bodies concerned and arrange re-elections to restore their working ability.
 - (4) ¹In urgent matters, the presidium can make vital decisions and take important measures for the responsible university body. ²It must inform the responsible body immediately. ³The responsible body may annul decisions; pre-existing third part rights remain unaffected.
 - (5) The presidium may in some cases delegate the exercise of its power to full-time employed members of the University insofar as this is necessary.
 - (6) ¹The members of the presidium must be invited to the meetings of all committees with an indication of the agenda; they have the right to participate in the meetings in an advisory capacity and to inform the presidium about the work of these committees at any time. ²The presidium can summon bodies and other committees to joint meetings and chair the meetings. ³Clauses 1 and 2 do not apply to the university council.
 - (7) ¹The presidium has the right to use advisory commissions for the completion of its tasks. ²The presidium makes decisions on the composition of the commissions; the chairperson of such a commission is either the president or a vice president.
 - (8) ¹Working as a member of the presidium is incompatible with working as a

dean, a vice dean, a dean of studies or a representative of a member group in a committee. ²In exceptional cases, membership of the vice presidents in an appointment committee is permissible for subject-related reasons.

Section 12

Vice presidents

- (1) ¹The university has a vice president for research and a vice president for studies and teaching. At the suggestion of the president, the University may also have a third vice president, the area of responsibility of whom is determined by the president in the preparations for the election. ²The vice presidents must be elected from the group of professors employed full-time at the University. ³The election and voting out of the vice presidents is regulated by the Statute of the Catholic University of Eichstätt-Ingolstadt Foundation on the Regulation of the Procedure of the Election and Voting Out of the President as well as the Election and Voting Out of the Vice Presidents of the Catholic University of Eichstätt-Ingolstadt dated July 21, 2015 in its current valid version.
- (2) ¹The term of office of the vice presidents is three years including the university semester in which the appointment becomes effective; it ends upon expiration of the final university semester of the term of office. ⁴The vice presidents may be re-elected.

Section 13

Chancellor

- (1) ¹The chancellor leads the management team of the University, irrespective of the tasks and responsibilities of the presidium and of the president. ²He or she is the person responsible for the budget in the sense of Art. 9 of the Bavarian Budget Regulations (BayHO) and is not bound to follow the instructions of the presidium or of the president in this function. ³The tasks of the president as the superior of the other research support staff employed at the University (Section 10 (5)) may be assigned to the chancellor.
- (2) ¹At the suggestion of the university council, the chancellor is appointed by the chairperson of the foundation council on the basis of a nomination by the president. ²He or she must belong to the Catholic Church.

- (3) ¹At the request of the president and on the basis of an important reason, the chancellor may be dismissed by the university council if the majority of its members are in agreement. ²The dismissal of the chancellor must be approved by the chairperson of the foundation council.

Section 14

Extended university management

- (1) The extended university management includes:
1. the members of the presidium,
 2. the deans,
 3. the women and equal opportunities officer of the University,
 4. the chairperson of the student representatives council,
 5. the spokesperson of the convention of academic and artistic staff,
 6. a member of the research support staff, who is delegated by the staff representative committee of the Catholic University of Eichstätt-Ingolstadt Foundation.
- (2) The president acts as the chairperson of the extended university management; he or she summons its meetings.
- (3) The extended university management
1. advises and supports the university management in the completion of its tasks,
 2. gives its views to the university management about the compilation of the development plan of the University taking into account the development plans of the faculties,
 3. can give its views on decisions on priorities for the budget taking into consideration the principles set out in Art. 5 (2)(1) and (2)(2) of the Bay-HSchG as well as taking into account the findings of the evaluation of research and teaching and under consideration of the development plans.

Section 15 Senate

(1) ¹The senate includes:

1. six representatives of university lecturers in the sense of Art. 17 (2)(1) of the BayHSchG,
2. a representative of the academic and artistic staff,
3. a representative of the research support staff,
4. two representatives of the students,
5. the women and equal opportunities officer of the University.

²If the women and equal opportunities officer of the University does not belong to the group of university lecturers, the number of members of this group is increased by one representative in accordance with Clause 1 (1).

(2) ¹The members of the presidium take an advisory capacity in the senate's meetings. ²The substitute representatives of the senate members outlined in Paragraph 1 are to be invited to the meetings of the senate to ensure that there is a correct number of representatives and they can take an advisory capacity.

(3) ¹Following on from Paragraph 1 (1)(1), the senate may include no more than three representatives from each faculty. ²If a representative of the group of university lecturers decides to leave the senate and a selected substitute representative is not available, and thus the group of university lecturers no longer has more than the absolute majority of the votes, the presidium will appoint a representative; Clause 1 applies here.

(4) Out of its group of voting members, the senate appoints a chairperson of the senate and a deputy.

(5) ¹The senate is responsible for the following tasks:

1. Decision on proposals for the establishment, significant alteration and termination of degree programs on the basis of a degree program concept,
2. Decision on the regulations to be issued by the University insofar as this is not otherwise specified.
3. Decision on matters of fundamental importance to research and to the

fostering of young researchers as well as to the achievement of gender equality,

4. Decision on research focuses as well as their structuring in special research areas, postgraduate programs and other institutions,
5. Decision on proposals for the establishment, alteration and termination of a research institution in line with Section 23,
6. Decision on the principles for evaluation and quality assurance,
7. Consenting to the proposals for the appointment of voting university-external members of the university council,
8. Giving its views on the proposals of the appointment committee for the appointment of professors in line with Section 8 of the appointment regulations (Appendix 2),
9. Decision on proposals for the appointment of honorary professors on the basis of the decision of the faculty council,
10. Decision on the awarding of the privilege of being an honorary senator, an honorary citizen or an honorary member of the University.

²The senate can establish advisory working committees or project groups for the aforementioned tasks.

Section 16 **University council**

(1) ¹The university council includes:

1. eight university-external members from the academia, culture, industry and professional practice, who are appointed by the chairperson of the foundation council at the suggestion of the presidium and with the agreement of the senate,
2. eight university-internal members, of which five university lecturers in the sense of Art. 17 (2) of the BayHSchG, a representative of the academic and artistic staff, a representative of the research support staff and a representative of the students; the election takes place at the same time as the election of the representatives to the senate in line with Section 15 (1)(1)(1).

²A representative of the foundation, who is appointed by the chairperson of the foundation council, belongs to the university council, but does not have a vote. ³The members of the presidium, a representative of the State Ministry and the women and equal opportunities officer of the University may participate in the meetings of the university council in an advisory capacity. ⁴Section 15 (3) applies to the representatives of the university lecturers. ⁵The term of office of the appointed and elected members is four years; it starts on October 1 and ends on September 30. ⁶In deviation from Clause 5, the term of office for the representative of the students is one year. ⁷Members of the university council may be re-elected or re-appointed. ⁷If an external member decides to leave the university council, a new member is appointed for the remaining term of office insofar as the term of office is at least one more year.

(2) The university council has the following responsibilities:

1. Decision on the basic rules and changes to these; the university council has its own right of initiative,
2. Proposal for the appointment of the chancellor upon nomination of a suitable personality by the president as well as for the dismissal of the chancellor,
3. Suggestions for development planning,
4. Decision on the University's development plan and its updating,
5. Giving its views on the guaranteeing of adherence of the presidium to statutes of the foundation regarding the establishment, alteration or termination of faculties as well as making its own proposals for the establishment, alteration or termination of faculties; the resolution may only be passed with agreement of the majority of the members of the university council,
6. Decision on the establishment, significant alteration and termination of degree programs at the suggestion of the senate,
7. Giving its views on the establishment, alteration or termination of an institute in line with Section 22,
8. Giving its views on the establishment, alteration or termination of a research institution in line with Section 23,
9. Giving its consent to the establishment of central institutions in line with Section 24 (1)(3),

10. Giving its views on target agreements of the presidium with the foundation and/or the Free State of Bavaria,
 11. Acceptance of the accountability report of the presidium,
 12. Giving its views on the budget estimate.
- (3) The university council conducts a joint meeting with the foundation council once per year in which matters of development planning in particular are discussed.
- (4) ¹A member of the university council, who comes from the group of non-university members, is elected by the university council to be the chairperson of the university council. ²A member of the university council, who comes from the group of university members, is elected by the university council as the deputy. ³The president invites the university council to an inaugural meeting within a period of four weeks after the start of the term of office.

Part III: Faculties

Section 17 Faculty bodies

Faculty bodies are

1. the dean,
2. the dean of studies,
3. the faculty council.

Section 18 Dean

(1) ¹The dean is the chairperson of the faculty council. ²The dean

1. represents the faculty in so far as it is semi-autonomous,
2. implements the decisions of the faculty council and deals with the everyday business of the faculty as well as the matters assigned to the faculty for completion in his/her own responsibility,
3. is responsible for the technical facilities in the faculty insofar as it is not handled by an institution, which is associated with the presidium, or a specific manager is not appointed,
4. compiles suggestions for the development planning of the faculty taking into account the management of the academic and artistic institutions and the operating units as well as the dean of studies,
5. is responsible for the implementation of the development plan decided upon by the faculty council, concludes target agreements on the basis of this with the presidium as well as the academic and artistic institutions and operating units or professors of the faculty in conjunction with the faculty council and monitors compliance with the target agreements,

6. decides upon the allocation of places and their use as well as upon the allocation of resources including the rooms of the faculty under consideration of the target agreements insofar as this is not undertaken by an academic or artistic institution, operating unit or professor of the faculty,
 7. puts forward proposals for the establishment, alteration or termination of academic and artistic institutions and operating units as well as for the appointment and dismissal of its management staff,
 8. presents a report to the faculty council on an annual basis,
 9. informs the members of the faculty about the activity of the faculty council,
 10. completes the other tasks which are assigned to the dean by law or on the basis of a specific regulation.
- (2) ¹The dean is to ensure that the employees belonging to the faculty are fulfilling their duties. ²Working together with the dean of studies, the dean must also ensure that professors and other teaching staff in the faculty are properly fulfilling their teaching and examination duties and tasks when it comes to the supervision of students and visiting students; in this respect, the dean is granted a right of supervision and a right to issue instructions.
- (3) ¹In urgent matters and in conjunction with presidium, the dean can make decisions and takes measures on behalf of the faculty council, which must be immediately informed. ²The faculty council may annul the decision; pre-existing third party rights remain unaffected.
- (4) Insofar as legal provisions do not specify otherwise and this is necessary, the dean can confer his/her powers to members of the faculty in full-time employment.
- (5) The dean is obliged to immediately inform the presidium of decisions and measures in the faculty, which he or she believes are illegal.
- (6) ¹The term of office of the dean is two years. ²It starts at the beginning of a winter semester and ends with the term of office of the faculty council in all circumstances. ³The dean may be re-elected. ⁴The presidium can dismiss the dean if the faculty council does not oppose the dismissal with a majority of two thirds of its members or if the faculty council requests the dismissal with a majority of two thirds of its members.

- (7) ¹The dean is elected by the faculty council from the group of professors of the faculty. ²The nomination requires the consent of the presidium. ³The election of the dean can only be rejected for an important reason; the presidium decides if an important reason has been provided.
- (8) ¹The dean can step back from his or her office if an important reason is provided. ²The presidium decides if an important reason has been provided. ³If the dean leaves his or her role prematurely, a re-election must be conducted immediately.
- (9) ¹The office of dean is incompatible with working as a member of the presidium, as vice dean or as dean of studies, or as a representative of a member group in a committee. ²Membership in appointment committees is permissible.

Section 19

Vice dean

- (1) ¹The vice dean represents the dean. ²If the dean leaves his or her office prematurely, the vice dean deals with his or her business until the election of a new dean.
- (2) ¹Every faculty may be allowed two vice deans upon decision of the faculty council. ²If two vice deans are elected, the dean decides which of them is to act as his or her representative if he or she is unavailable.
- (3) ¹The term of office of each vice dean is two years. ²Section 18 (6)(2) to (6)(4) apply here.
- (4) ¹The vice dean is elected by the faculty council from the group of professors of the faculty at the suggestion of the dean. ²If two vice deans are elected in a faculty, one vice dean may belong to the group of academic and artistic staff of the faculty. ³The nomination requires the consent of the presidium. ⁴The election of the vice dean can only be rejected for an important reason; the presidium decides if an important reason has been provided.
- (5) ¹The vice dean can step back from his or her office if an important reason is provided. ²The presidium decides if an important reason has been provided. ³If the vice dean leaves his or her role prematurely, a re-election must be conducted immediately.

- (6) The office of vice dean is incompatible with working as a member of the presidium or as dean.

Section 20

Dean of studies

- (1) ¹The dean of studies
1. shall endeavor to ensure that the curriculum is in line with the examination and study regulations, that studies can be properly conducted in the standard period of study and that the students are supervised appropriately,
 2. is responsible for the evaluation of teaching taking into account student evaluations,
 3. regularly reports to the dean and the faculty council as well as at least once a year to the presidium on his or her work,
 4. complies a report about teaching (teaching report) in a non-person-related form for the faculty council on an annual basis in which the study and teaching situation and the organization of teaching must be reflected; the report should also provide information on the current status of the implementation of the target agreements in the field of teaching. The teaching report also contains information from the reporting period about the evaluation of the curriculum in the individual degree programs by the students, and – if necessary – external evaluations; Art. 10 (3) of the BayHSchG must be borne in mind here.
 5. puts forward proposals to the dean on the use of the resources available for teaching,
 6. should give his or her views on the pedagogical suitability of applicants in the appointment procedure.
- (2) ¹The term of office of the dean of studies is two years; the dean of studies may be re-elected. ²The term of office starts with his or her election. ³The dean of studies may not be dismissed. ⁴If a dean of studies leaves his or her office prematurely, a re-election must be conducted immediately; the term of office of his or her successor begins upon the announcement of the election result. ⁵The term of office finishes at the end of the semester in which a two-year term of office has been completed.

- (3) ¹Every dean of studies is supported by a commission for evaluating teaching. ²This commission includes at least three student members as well as a representative of the academic and artistic staff. ³The students are appointed by the representatives of students in the faculty council. ⁴The representative of the academic and artistic staff is appointed by the representative of the academic and artistic staff in the faculty council. ⁵The term of office of members is one year; members may be re-appointed. ⁶Resolutions may only be passed with a majority of the valid votes cast.
- (4) The office of dean of studies is incompatible with working as a member of the presidium or as dean.
- (5) ¹Every faculty may be allowed two deans of studies upon decision of the faculty council insofar as this is appropriate on the basis of different areas of responsibility. ²In this case, Paragraphs 1 to 4 apply.
- (6) ¹The dean of studies is elected by the faculty council from the group of professors of the faculty. ²Every member of the faculty council is allowed to nominate a candidate. ³The nomination must be announced to the members of the faculty council two weeks before the election.

Section 21

Faculty council

- (1) The following members of the faculty council are eligible to vote:
1. the dean,
 2. the respective vice deans,
 3. the respective deans of studies,
 4. six representatives of the university lecturers in the sense of Art. 17 (2) of the BayHSchG,
 5. three representatives of the academic and artistic staff,
 6. a representative of the research support staff,
 7. three representatives of the students,
 8. the women and equal opportunities officer of the faculty.

- (2) ¹The following members are part of the faculty council in an advisory capacity:
1. the elected substitute representatives of the member groups outlined in Paragraph 1 (4) to (7) to guarantee the correct number of representatives eligible to vote,
 2. all professors,
 3. all associate professors, honorary professors as well as visiting lecturers,
 4. the members of the group of academic and artistic staff who clearly represent subjects for which there is no professor in the faculty.

²The representatives of the students can leave their membership in the faculty council during a practical semester or during a stay abroad as part of their studies. ³In this case, the elected substitute representative joins the faculty council with a decisive vote.

- (3) ¹The faculty council is responsible for all matters of the faculty which are not specified within the responsibility of the dean or another body of the faculty. ²The faculty council should limit its involvement in matters of fundamental importance and, insofar as the type of matter allows, leave this to the dean to complete – on a general or case-by-case basis.
- (4) All professors of the faculty have the right to take part in the vote on matters which concern the appointment of professors, doctoral degrees and, insofar as the faculty council has a decision in these matters, the habilitation process.
- (5) ¹In matters concerning appointment by the appointment committee, the faculty council must provide information about the result of its discussions and provide its views on the appointment proposal. ²The professors of the relevant faculty have the right to inspect the application documents under consideration of their duty of confidentiality in accordance with Section 1 (2) of the appointment regulations (Appendix 2).
- (6) The faculty council can use advisory committees; these committees should include the member groups mentioned in Paragraph 1 in the ratios specified. The member groups should also be involved in the appointment of the members of a committee; the women and equal opportunities officer of the faculty is a member of these committees.
- (7) Before the start of its term of office, the newly elected faculty council elects the dean and the provided number of vice deans.

Section 22 Institutes

- (1) ¹Upon request of the faculty council, the presidium decides upon the establishment, alteration and termination of institutes within a faculty. ²Proposals for the establishment, alteration or termination of an institute must be presented to the university council, which may provide its own views. ³The establishment, alteration or termination of an institute must be indicated to the foundation.
- (2) ¹Institutes are managed by the professors belonging to the relevant institutes and represented externally by a spokesperson. ²The institute management should involve academic and artistic staff, students and the women and equal opportunities officer of the faculty in matters which affect them and provide them with regular opportunities to voice their concerns.
- (3) The faculty council can introduce institute regulations containing more detailed provisions on the organization and tasks of institutes.

Part IV: Institutions of the University and other functionaries

Section 23 Research institutions

- (1) ¹University research centers or research institutions may be established temporarily or permanently to promote research; these should be based on a theme and serve the purpose of interlocking the various disciplines. ²At the suggestion of the senate and after seeking the opinion of the university council, the presidium decides upon any establishment, alteration or termination.
- (2) ¹Research institutions must appropriately take the fostering of young researchers into consideration. ²The University establishes a graduate academy as the central coordination center for all multidisciplinary advice and support measures for doctoral students, which will enable young researchers to have a structured doctorate.

Section 24 Central institutions

¹The University Library, University Computer Center, University Archive, Language Center, University Sports Center and Center for Teacher Education are the central institutions of the University. ²They are under the responsibility of the presidium. ³Other central institutions can be established by the presidium with the approval of the university council and with the consent of the foundation council. ⁴More detailed regulations on the organization and tasks of central academic institutions and operating units can be established in the statutes of the University; in deviation from Art. 19 (5)(3)(1) of the BayHSchG, university lecturers can be appointed as members of the management team or as manager of a central academic institution in the sense of Art. 2 of the Law on the Legal Status of University Lecturers and Other Academic and Artistic Staff at Universities (Bavarian Higher Education Employment Law – BayHSchPG) dated May 23, 2006, (GVBl P. 230, BayRS 2030-1-2-WFK) in its current valid version.

Section 25

Convention of academic and artistic staff

¹The representatives of the academic and artistic staff in the collegial bodies as well as their elected substitute replacements to form the correct number of representatives meet together at a convention of academic and artistic staff. ²The inaugural meeting is summoned and chaired by the senate representative. ³The convention elects a spokesperson as well as a deputy spokesperson; every member of academic and artistic staff of the University is eligible for election. ⁴Upon election, the elected spokesperson as well as the elected deputy spokesperson becomes a member of the convention insofar as he or she would otherwise not have been a member of the convention. ⁵The convention establishes its own working rules.

Section 26

Women and equal opportunities officer

- (1) ¹Women and equal opportunities officers aim to ensure that there are no disadvantages for male and female researchers, teaching staff and students; they support the University in the fulfillment of its aims of promoting equal opportunities for men and women and of considering this to be the guiding principle. ²It is the duty of the women and equal opportunities officers to work towards the elimination of existing disadvantages.
- (2) ¹Women and equal opportunities officers and their deputies are elected by the senate for the University; they are elected by the faculty council for the faculty from the group of academic and artistic staff employed full-time at the University. ²The election is for the respective elected term of office of the collegial body (senate, faculty council); a re-election takes place just before the end of the term of office of the incumbent women and equal opportunities officer. ³Women and equal opportunities officers elected for the university belong to the senate as voting members; women and equal opportunities officers elected for the faculties belong to the faculty council and the appointment committees as voting members.

- (3) ¹If a women and equal opportunities officer is unavailable, a deputy works on behalf of him or her. ²In this case, the deputy takes part in meetings of the collegial bodies, to which the women and equal opportunities officer belongs as a voting member by law, also as a voting member. ³If both the women and equal opportunities officer of the faculty and his or her deputy are unavailable, the women and equal opportunities officer of the University can represent them.
- (4) ¹Women and equal opportunity officers are as such not bound by instructions. ²The following are the key functions, rights and duties of the women and equal opportunities officers:
1. The women and equal opportunities officer of the University as well as the women and equal opportunities officers of the faculties are voting members in all committees in so far as this is specified in the BayHSchG or in these basic rules.
 2. The women and equal opportunities officer of the University must be involved in all of the matters of the presidium which directly concern his or her role.
 3. The respective women and equal opportunities officers of the faculties must be involved in decisions regarding matters of fundamental importance to the faculty.
 4. The women and equal opportunities officer of the University has the right to receive information about the status of doctoral and habilitation procedures with the consent of those affected.
 5. ¹To encourage equal opportunities in research and teaching, the women and equal opportunities officers can propose items of the agenda for the next meeting to the chairperson of a collegial body. ²They also have the right to immediately get in touch with their superiors or other bodies of the University in order to defend the specific interests of men and women on a case-by-case basis or in order to eliminate any forms of discrimination on a case-by-case basis.
 6. Working together with the human resources department of the University, women and equal opportunities officers report to the collegial body to which they belong about equal opportunities for men and women at the University at least once in the course of their term of office.

7. Women and equal opportunities officers carry out public relations work related to their function.
- (5) The women and equal opportunities officer in the sense of these basic rules is not identical to the equal opportunities officer in the sense of the Bavarian Law on Equal Opportunities for Women and Men (Bavarian Equal Opportunities Law – BayGIG).

Section 27

Conference of women and equal opportunities officers

- (1) ¹The women and equal opportunities officer of the University, the women and equal opportunities officers of the faculties and the student women and equal opportunities officer as well as their respective deputies form the conference of women and equal opportunities officers. ²The equal opportunities officer for research support staff as well as his or her deputy must be always be invited in an advisory capacity. ³The chairperson is the women and equal opportunities officer of the University.
- (2) The conference is held at least once per semester to discuss any matters.

Section 28

Equal opportunities officer for research support staff

- (1) To promote the guiding principle of equal opportunities for women and men in line with Art. 4 of the BayHSchG, an equal opportunities officer as well as a deputy are appointed for the research support staff.
- (2) The status, function, rights and duties of the equal opportunities officer are derived from the BayGIG in its current valid version; the BayGIG must be applied here.
- (3) ¹The equal opportunities officer for research support staff guarantees enforcement of the BayGIG and supports the University in its implementation. ³He or she is particularly committed to

1. ensuring equal opportunities for women and men,
2. increasing the number of women in fields in which there are significantly more men than women in order to achieve a balanced participation of both men and women,
3. ensuring a better reconciliation of family and work for women and men,
4. ensuring equal participation of women and men in the committees defined in Art. 3 of the BayGIG.

Section 29

Officer for students with disabilities

- (1) ¹The officer for students with disabilities aims to ensure that there are no disadvantages for students in their field. ²He or she supports the University in the fulfillment of its aims of avoiding discrimination of students with disabilities and of ensuring that students with disabilities are able to utilize the facilities of the University unaided. ³He or she provides advice to students with disabilities and chronic illnesses pertaining to their studies. ⁴He or she advises committees, institutes and faculties on how to develop study conditions in such a way that students with disabilities and chronic illnesses have the opportunity to successfully organize and complete their studies. ⁵He or she accepts suggestions and requests regarding the avoidance of disadvantages for students with disabilities and forwards these on to the responsible bodies of the University.
- (2) ¹The presidium appoints the officer for students with disabilities. ²The term of office is two years; the officer for students with disabilities may be re-appointed.

Part V: Students

Section 30 Admission requirements

- (1) ¹Admission is not linked to belonging to a particular denomination. ²It is expected of the students that they respect the nature and mission of the University (Section 4). ³The regulations of the BayHSchG also apply here.
- (2) Exceptions can be made from the general admission requirements for theological degree programs for priesthood candidates and applicants, who belong to a religious order or to another community of life recognized by the Church and inspired by the evangelical councils, insofar as they do not strive to be a full-time teacher at a state school.

Section 31 Student representatives council

- (1) The student representatives council includes:
 1. the representatives of the students in the senate and university council as well as the substitute representatives to form the correct number of representatives,
 2. the representatives of the students as well as the substitute representatives who belong to the respective faculty councils,
 3. the women and equal opportunities officer elected by all students via direct election in the student representatives council as well as his or her deputy.
- (2) ¹If the chairperson of the student representatives council or his or her deputy decides to leave his or her office prematurely, the student representatives council meets within two weeks to conduct a re-election. ²This period shall be suspended during university vacations. ³The re-election is led by the chairperson, the deputy chairperson or a member of the board of spokespersons. ⁴If the entire board of spokespersons has resigned, the election is conducted by the president.

Section 32

Duties of the chairperson of the student representatives council

- (1) ¹The chairperson of the student representatives council summons the student representatives council at least once per semester. ²He or she must summon a convention meeting within 14 days if this is requested by at least 25 percent of the members of the student representatives council with an indication of the agenda.
- (2) ¹At the beginning of his or her term of office, the chairperson of the student representatives council must present the chancellor with a spending plan within four weeks after the lectures for university degree programs have restarted. ²At the beginning of his or her term of office, he or she must thus summon a meeting within two weeks after the lectures for university degree programs have restarted; this meeting must include an item on the agenda entitled “spending plan”.
- (3) The chairperson of the student representatives council summons the student plenary assembly and chairs it.
- (4) If the chairperson is absent or leaves office prematurely, his or her deputy takes on his or her duties.

Section 33

Spokespersons council

- (1) ¹The spokespersons council is comprised of five people, who are elected from the group of members of the student representatives council. ²The chairperson and deputy chairperson of the student representatives council are automatically elected as members of the spokespersons council.
- (2) If a member leaves office prematurely, Section 31 (2) applies here.

Section 34

Student plenary assembly

- (1) ¹The chairperson of the student representatives council summons the student plenary assembly at least once per semester with an indication of the agenda.

²The agenda of the student plenary assembly is determined by the chairperson of the student representatives council. ³The student plenary assembly is chaired by the chairperson of the student representatives council.

- (2) The student plenary assembly supports the student representatives council and the spokespersons council in the completion of their duties.
- (3) It receives reports about the current work of the student representatives.
- (4) It is the forum for the articulation of specialist, cultural, academic and social matters as well as of the intellectual, artistic and sporting interests of the students.

Section 35

Student body representatives

- (1) ¹All students of a degree program can come together to form a specialist group to represent the interests of students. ²A specialist group comprises at least three students. ³It elects a specialist group spokesperson from its members. ⁴It meets at least once per semester.
- (2) ¹Together with the specialist group spokespersons who belong to the same faculty, the student representatives in the faculty council are classified as the student body representatives. ²The student body representatives elect a student body spokesperson from the group of student members of the faculty council.
- (3) The student body representatives are obliged to deal with faculty-related matters of the students in the framework of Art. 52 (5)(7) in conjunction with Paragraph 4 of the BayHSchG.
- (4) The student body representatives meeting is summoned and chaired by the student body spokesperson.

Part VI: Elections

Section 36

Scope of application and electoral regulations

- (1) The regulations of the election of the deans, of the vice dean, of the deans of studies, of the chairing member of the university council and his or her deputy, of the women and equal opportunities officers of the University, the faculties and in the student representatives council and their deputies, of the spokesperson and the deputy spokesperson of the convention of academic and artistic staff, of the chairperson and his or her deputy of the student representatives council, of the members of the spokespersons council, of the specialist group spokesperson and of the student body spokesperson are outlined in the electoral regulations specified in Appendix 1 insofar as no specific regulations are set forth in these basic rules.
- (2) ¹Art. 38 of the BayHSchG in conjunction with the Electoral Regulations for State Universities (BayHSchWO) dated June 16, 2006, in their current valid versions apply to the election of the representatives in the senate and in the faculty council insofar as no deviating regulations are set forth in these basic rules.
²Clause 1 applies to the election of the university-internal members of the university council.

Part VII: Course of business

Section 37

Scope of application and working rules

- (1) The following provisions apply to the course of business of the collegial bodies and other committees insofar as no specific regulations are set forth in these basic rules.
- (2) ¹The collegial bodies and other committees can establish their own working rules. ²The senate must establish working rules which can be used respectively by all collegial bodies and committees of the University if no other working rules have been decided upon.

Section 38

Procedural principles

- (1) ¹The collegial bodies and other committees hold meetings. ²These meetings are summoned by the respective chairperson with an indication of the agenda and chaired by him or her. ³Meeting documents and discussions conducted in the meetings must be handled confidentially by all participants.
- (2) ¹Meetings are summoned in writing or via email at least one week before the meeting. ²The collegial bodies and other committees are obliged to meet at the request of the president, if necessary within a short period of time. ³The chairperson of a collegial body is obliged to summon the collegial body to a meeting within two weeks at the request of at least 25 percent of the members; the request must be submitted in writing or via email and with an indication of the matters to be discussed.
- (3) The collegial bodies and other committees shall have a quorum if all members are properly summoned and the majority of voting members are present; delegations of vote declared in writing or via email are taken into account in the determination of presence and voting rights.
- (4) ¹The members are obliged to participate in meetings and votes; absence is only permissible for an important reason. ²If a collegial body or another committee is brought together for a second time to discuss the same matter, because

it did not have a quorum the first time, the body or committee has a quorum without regard of the number of present voting members; this provision must be outlined in the second summoning of a meeting for which a deadline of at least two days must be complied with. ³Clause 2 applies to extraordinary meetings as outlined in Paragraph 2 (3).

- (5) ¹In the case of absence, a delegation of vote declared in writing or via email is possible for individual meetings or parts of meetings insofar as this is not excluded by Paragraph 6 (2). ²For member groups with several representatives in the committee, the voting right may be delegated to another representative of the same group or an elected substitute representative. ³For member groups with just one member in the committee, the voting right may be delegated to the elected substitute representative; if there is no elected substitute representative or the substitute representative is not able to attend, the voting right may be delegated to a representative of another group. ⁴A member may only delegate his or her voting right once.
- (6) ¹The collegial bodies and other committees make decisions based on the majority of the votes cast; abstentions do not count as votes cast. ²Abstentions, delegations of vote and secret votes are not permissible in examination committees. ³If the number of votes is equal, the vote cast by the chairperson will be decisive. ⁴Decisions on personnel matters are made by secret ballot insofar as the committee does not unanimously decide upon an open ballot.
- (7) ¹In justified cases where the decision must be made without delay, the decision-making process may be completed in a written or electronic circulation procedure. ²The chairperson of the collegial body or committee determines an appropriate deadline of at least one week. ³If a voting member objects to this procedure, no decision may be made. ⁴After the time period has expired, the chairperson determines the content of the decision. ⁵The day on which the decision is adopted is the day on which the time period expires.

Section 39

Publicity and enlistment of guests

- (1) ¹In principle, the collegial bodies and other committees do not have public meetings; exceptions are specified in the working rules of the respective committee.
²They can decide to open up certain items of the agenda of a future meeting to the university public insofar as personnel and examination matters are not to be discussed and third-party rights or other legal grounds are not infringed.
- (2) The presidium must ensure that the members of the University and, if appropriate, the public are promptly informed about the activities and more particularly about the decisions of the collegial bodies and other committees to the extent required.
- (3) It is possible to enlist experts or guests.

Part VIII: Official duties and appointment procedures of (junior) professors

Section 40 Official duties

¹The official duties of full-time (junior) professors are derived from Art. 10 to Art. 13 of the foundation charter and the relevant standards of canon law. ²Their official duties include the following in particular:

1. Participation in the realization of the nature and mission of a Catholic university in accordance with Art. 2, Part II of the ECE,
2. Completion of duties pertaining to academic reform and study guidance,
3. Participation in aptitude tests, suitability determination and selection procedures regarding university access and the admission of study applicants,
4. Provision of courses on their subjects for all degree programs without limitation to their own respective faculty and implementation of decisions made by university bodies relating to the curriculum being ensured,
5. Participation in university examinations as well as state examinations which are necessary to complete a university degree,
6. Participation in the management of the University,
7. Reimbursement of service references including the check-ups required for this at the request of their university or of the State Ministry without special remuneration.
9. Completion of duties assigned to the University in accordance with Art. 2 (7) of the BayHSchG.

Section 41 Appointment regulations

The appointment regulations specified in Appendix 2 apply to appointments.

Part XI: Transitional and final provisions

Section 42 Transitional and final provisions

- (1) These basic rules enter into force on October 1, 2011; the basic rules dated June 25, 2007, in the version dated May 5, 2011, shall cease to be effective subject to the following sections.
- (2) ¹The senate, the university council, the faculty councils and the extended university management are to be dissolved on September 30, 2011. ²The term of office of the members belonging to these bodies on the date that these basic rules enter into force ends with the dissolution; if members of the university council may be re-elected or re-appointed, terms of office before September 30, 2011, will not be taken into account. ³The provisions governing the occupation, responsibilities and duties of these bodies valid on the day before these basic rules entering into force continue to be effective until the dissolution.
- (3) The terms of office of the deans, vice deans and deans of studies end on September 30, 2011.

Appendix 1: Electoral regulations in accordance with Section 36

Table of contents

Section 1 Electoral principles

Section 2 Election of the dean and vice deans

Section 3 Election of the deans of studies

Section 4 Election of the spokesperson and deputy spokesperson for the convention of academic and artistic staff

Section 5 Election of the women and equal opportunities officer and his or her deputy

Section 6 Election of the chairperson and deputy chairperson of the student representatives council

Section 7 Election of the spokespersons council

Section 1 Electoral principles

- (1) These electoral principles apply to all elections in accordance with Section 36 of the basic rules insofar as the basic rules or these electoral regulations do not specify otherwise.
- (2) ¹The summoning to a meeting at which an election is to be conducted must be sent by mail in good time to ensure that it reaches the addressees at least two weeks before the date of the meeting; Art. 41 (2)(1) of the Bavarian Administrative Procedure Act (BayVwVfG) in its current valid version applies here. ²If previous consent has been granted by a member of the electoral body, this summoning may also be sent via email; in this case, Clause 1 in conjunction with Art. 41 (2)(2) of the BayVwVfG applies here.
- (3) ¹Insofar as these electoral regulations do not provide any specific regulations, election nominations may be made by all members of the electoral body until the start of the first round of elections. ²Members may only vote for an election nomination if the nominated candidate is in agreement with the nomination.
- (4) A candidate debate may take place before the election.
- (5) ¹A delegation of vote is not possible. ²The elections are conducted in a secret ballot. ³Votes are cast in writing. ⁴A ballot paper is void if
 1. none of the nominated candidates are selected (abstention),
 2. a person who has not been nominated is proposed,
 3. it has been amended or contains any reservations,
 4. the will of the voter cannot be definitively determined.

⁵The ballot papers must be kept for a year after the election. ⁶If there is only one candidate standing at the start of the first round of elections, the electoral body may consensually refrain from the provisions outlined in Clauses 2 to 5 and conduct the election by open ballot.
- (6) ¹The chair of the meeting determines and announces the result of the election. ²Minutes must be produced on the proceedings of the election and signed by the chair of the meeting.

- (7) ¹If there is only one candidate standing for election, he or she is elected in the first round of elections if he or she gets more than half of the votes of all members of the electoral body. ²If the candidate does not get the majority outlined in Clause 1, a second round of elections takes place. ³He or she is elected in the second round of elections if the number of valid 'yes' votes cast is greater than the number of valid 'no' votes cast.
- (8) ¹If there are several candidates standing for election, the person who gets more than half of the votes of all members of the electoral body is elected in the first round of elections. ²If no candidate achieves this majority in the first round of elections, the second round of elections is a run-off between the two candidates who achieved the greatest number of votes in the first round of elections unless the electoral body introduces and the majority of its members vote for a new electoral procedure. ³If several candidates achieve the same number of votes and are thus eligible for the run-off outlined in Clause 2, the winner is decided by lot. ⁴The person who gets the majority of the valid votes cast in the second round of elections is elected. ⁵If this round of elections results in a tied vote, the election is void. ⁶If the election is void, a new electoral procedure must be immediately introduced.
- (9) Insofar as the electoral regulations do not specify otherwise, an election shall be deemed valid if the elected candidate does not declare his or her objection for an important reason immediately after the result of the election is announced.

Section 2

Election of the dean and vice deans

- (1) ¹The election of the dean and vice dean takes place in the last semester of the term of office of the incumbent dean. ²The incumbent dean summons the election.
- (2) ¹The newly elected faculty council votes before the start of its term of office. ²The election is generally chaired by the most senior professor in the faculty council.

Section 3

Election of the deans of studies

(1) ¹The dean of studies is elected from the group of professors of the faculty by the faculty council. ²Every member of the faculty council may nominate a candidate. ³The nomination must be announced to the members of the faculty council two weeks before the election.

(2) The election of the dean of studies takes place in the last semester before the end of the term of office of the incumbent dean of studies.

Section 4

Election of the spokesperson and deputy spokesperson for the convention of academic and artistic staff

(1) ¹The election of the spokesperson and deputy spokesperson takes place in the inaugural meeting of the convention of academic and artistic staff which is summoned and chaired by the senate representative. ²If the speaker resigns or is voted out, a re-election must take place within four weeks at the latest in an extraordinary meeting.

(2) ¹The senate representative announces the date of the election at least two weeks in advance. ²Nominations for the office of spokesperson may be submitted to the senate representative up to seven days before the election. ³Every nomination must be supported by at least three members of the convention of academic and artistic staff. ⁴The senate representative announces the names of the nominated candidates before the election.

(3) ¹An election official is selected from the present voting members for the election. ²Before the election, the nominated candidates must be asked whether they are in agreement with the candidacy. ³In the case of absence of the nominated candidate, the election official must be presented with a declaration of consent from the candidate.

(4) ¹The candidate who receives the majority of the valid votes cast in the first round of elections is elected. ²If no candidate achieves the required majority, a second round of elections takes place immediately. ³Only the two candidates who received the most votes in the first round of elections are able to stand for election in the second round of elections. ⁴The candidate who receives the majority of

votes in the second round of elections is elected. ⁵In the case of a tied election, a run-off takes place; if this is tied, the winner is decided by lot.

- (5) If the elected candidate does not assume the office, a second election takes place immediately; Paragraphs 3 and 4 apply here.
- (6) ¹The election of the deputy spokesperson takes place after the election of the spokesperson. ²The deputy spokesperson must belong to a different faculty to the spokesperson. ³The elected spokesperson has the right to nominate a candidate. ⁴If the candidate does not achieve the required majority in the first round of elections, every eligible voter may nominate a candidate for the second round of elections. ⁵Paragraphs 3, 4 and 5 apply here.
- (7) ¹The voting out of the spokesperson or the deputy spokesperson may be done as a constructive vote of no confidence and is only possible at the request of at least 50 percent of the voting members. ²The request must be listed as an item on the agenda in the summoning to the respective meeting.

Section 5

Election of the women and equal opportunities officer and his or her deputy

- (1) ¹Nominations for the women and equal opportunities officers of the faculty and their deputies are made by the full-time employed academic teaching staff of the faculty and a delegate of the student representatives council. ²The nomination for the women and equal opportunities officer of the university and his or her deputy is made by the conference of women and equal opportunities officers.
- (2) ¹The newly elected faculty council elects the women and equal opportunities officer of the faculty as well as his or her representative before the start of its term of office. ²The senate elects the women and equal opportunities officer of the University and his or her deputy in the first meeting of its term of office. ³If the women and equal opportunities officer or his or her deputy resign before the end of their term of office, a re-election must be conducted immediately for the remaining term of office. ⁴Resignation is only possible if there are important reasons why the person cannot fulfill their duties; the presidium decides whether important reasons have been provided.
- (3) Paragraph (2)(3) and (2)(4) applies to the women and equal opportunities officer elected in the student representatives council and his or her deputy.

Section 6
Election of the chairperson and deputy chairperson
of the student representatives council

- (1) The student representatives council elects a chairperson as well as a deputy from its body in separate rounds of elections. The chairperson must belong to a different faculty to his or her deputy.
- (2) The place and time of the election is determined by the president.
- (3) ¹The president chairs the meeting until the newly elected chairperson of the student representatives council has accepted the election. ²The president appoints a minute-taker who takes minutes on the election.
- (4) ¹Every eligible voter may each nominate a candidate for the election of the chairperson as well as the deputy. ²The nominations are submitted in the meeting.
- (5) Every member of the convention each has a vote in the election of the chairperson and the deputy.
- (6) ¹The person who receives the majority of the votes cast is elected as chairperson of the student convention and deputy respectively. ²If no candidate achieves the required majority in the first round of elections, the second round of elections is a run-off between the two candidates who achieved the greatest number of votes in the first round of elections. ³The person who receives the majority of the votes in the second round of elections is elected. ⁴In the case of a tied election, the winner is decided by lot.
- (7) ¹The president immediately informs the elected candidates of the result of the election. ²The election is accepted if the president does not receive a written rejection of the election for an important reason at the latest one week after receipt of notification of the result of the election.
- (8) If an elected candidate does not accept the election or the election is void, a re-election takes place two weeks after the initial election.

Section 7

Election of the spokespersons council

- (1) ¹The chairperson of the student representatives council chairs the election. ²The appointed minute-taker in accordance with Section 6 (3)(2) takes minutes on the election.
- (2) ¹Every member of the student representatives council may nominate only one candidate in each round of elections. ²The nominations are submitted in the meeting. ³Section 6 (4) also applies here.
- (3) Every eligible voter has a vote for each member of the board of spokespersons.
- (4) ¹The person who receives the majority of the votes cast is elected. ²If no candidate achieves the required majority in the first round of elections, the second round of elections is a run-off between the two candidates who achieved the greatest number of votes in the first round of elections. ³The person who receives the majority of the votes in the second round of elections is elected. ⁴In the case of a tied election, the winner is decided by lot.
- (5) The election official immediately informs the elected candidates of the result of the election. ²Section 6 (7)(2) and (8) apply here.

Appendix 2: Appointment regulations in accordance with Section 41

Table of contents

- Section 1 Principles of the appointment procedure
- Section 2 Initiation of the appointment procedure, call for applications
- Section 3 Appointment committee
- Section 4 Sample lecture and references
- Section 5 Appointment proposal
- Section 6 Report of the chairperson of the appointment committee
- Section 7 Reporter of the presidium
- Section 8 Views of the senate
- Section 9 Appointment proposal of the University
- Section 10 Documents and dealing with applications
- Section 11 Internal appointment
- Section 12 Dissenting opinions
- Section 13 Applicants with severe disabilities

Section 1

Principles of the appointment procedure

- (1) The appointment to a post for professors and junior professors (professorship) is made in the framework of an appointment procedure on the basis of an appointment proposal by the University, irrespective of Section 2 (6).
- (2) ¹The content of the application and appointment procedure is subject to a duty of confidentiality. ²The people involved in the preparation and the drafting of the appointment proposal must respect this duty of confidentiality.
- (3) All people involved in the preparation and the handling of the appointment suggestion are obliged to work towards appointing a candidate to the professorship as quickly as possible.
- (4) ¹When preparing the appointment proposal, the nature and mission of the Catholic University of Eichstätt-Ingolstadt in accordance with Section 4 of the basic rules and the corresponding profile formation must be respected. ²The academic profile should not be evaluated without consideration of the Catholic requirement of the University.
- (5) When preparing the appointment proposal, it must be attempted to increase the percentage of women in academia.
- (6) With their approval, an appointment proposal can also include the names of people who have not applied.

Section 2

Initiation of the appointment procedure, call for applications

- (1) ¹The appointment procedure is initiated by the presidium in good time, generally at least 18 months before the departure of the incumbent after it has been checked and decided whether and where necessary in which specialized direction the post should be filled. ²The affected faculty council must be consulted before the decision.
- (2) ¹The call for applications for professorships is issued publicly and generally internationally. ²The call for applications requires prior consent from the foundation, unless the specialized direction of the professorship to be filled is determined in

a target agreement with the foundation or in the University's development plan to which the foundation has agreed.

- (3) ¹At the suggestion of the faculty council, the presidium decides upon the text of the call for applications in which the type and scope of the duties to be fulfilled are described. ²If the text of the call for applications deviates significantly from the suggestion of the faculty council, the faculty council must be informed. ³The faculty council may deliver its opinion on the text of the call for applications.
- (4) The requirement for a call for applications may be waived if a professor in a temporary civil servant role or with a fixed-term contract is to be appointed to the same professorship in a life-time civil servant role or with a permanent contract.
- (5) ¹At the request of the president, the foundation may exempt the need for a public call for applications
1. if a junior professor is to be appointed to a professorship in a life-time civil servant role or with a permanent contract, or
 2. a person with very particular qualifications is available to fill the role, the employment of whom is in the specific interests of the University with regards to the reinforcement of quality and profile formation.

²Before the request outlined in Clause 1, the particular qualifications in accordance with Clause 1 (2) must be checked by at least two external reviewers and completely justified; the request may only be accepted if the reviews confirm the particular qualifications.

- (6) ¹If an exemption from the need for a call for applications in accordance with Paragraph 5 is agreed and the qualifications are confirmed, the views of the faculty and of the senate must be sought in accordance with Section 8 before the decision of the presidium; Section 9 applies here. ²The presidium can decide upon the use of an appointment committee; there is no need for a sample lecture here as outlined in Section 4 (1).

Section 3 Appointment committee

- (1) ¹The appointment proposal of the University is prepared by an appointment committee, which is used by the presidium at the suggestion of the faculty. ²The appointment committee elects a member of the appointment committee as its chairperson.
- (2) ¹Professors have the majority of the votes in the appointment committee; other voting members of the committee include the women and equal opportunities officers of the faculty as well as one representative from the group of academic and artistic staff (Art. 17 (2)(1)(2) of the BayHSchG) and one representative of the students. ²At least two external members who are professors should be part of the appointment committee.
- (3) ¹The current holder of the advertised position cannot be appointed as a member of the appointment committee. ²Employees who are associated with the advertised position should not belong to the appointment committee as the representative from the group of academic and artistic staff. ³Dismissed and retired professors of the Catholic University of Eichstätt-Ingolstadt cannot be members of the appointment committee; if a professor is expected to be dismissed or to retire before the end of the appointment procedure, he or she should no longer be appointed as a member of the appointment committee.
- (4) ¹If a member withdraws from the appointment committee, this role must be refilled immediately. ²Members of the appointment committee must withdraw if they have a close personal or academic relationship with one of the shortlisted applicants and thus there is a conflict of interests.
- (5) ¹The appointment committee does not meet in public. ²The dean of the relevant faculty may be present at all meetings of the appointment committee in an advisory capacity insofar as he or she is not already a voting member of the appointment committee in line with Section 18 (9) of the basic rules. ³The procedure is governed by the general procedural principles in Section 38 of the basic rules.
- (6) The women and equal opportunities officer of the faculty can inform the women and equal opportunities officer of the University about the status of the procedure at any time.

Section 4

Sample lecture and references

- (1) ¹The appointment committee invites suitable applicants to give a sample lecture which is open to the university public with subsequent discussions. ²The sample lecture may also be conducted in a different form if evidence of the academic and higher education didactic suitability of such a form may be provided.
- (2) ¹At least two external and comparable expert opinions must be sought. ²The appointment committee decides upon the external reviewers. ³The reviewers should not have any working relationship with the applicants, especially reviewers for the doctoral thesis or habilitation thesis.
- (3) ¹The reviewers receive the names of referees provided by the applicants in alphabetical order as well as all application documents. ²The reviewers should come up with a ranking of the applicants on the basis of the criteria outlined in the call for applications.

Section 5

Appointment proposal

- (1) ¹The dean of studies should and the student representatives in the faculty council can give their views about the competencies of the applicants with regards to teaching. ²The women and equal opportunities officer of the faculty should deliver his or her opinions from which an assessment must be made as to whether the procedure should be objected to or not with regard to the treatment of the applications.
- (2) ¹Upon presentation of and taking into consideration the sought expert opinions and opinions of various people, the appointment committee decides upon an appointment proposal to fill the post. ²The appointment proposal should include three names. ³The professional, pedagogical and personal suitability of the candidates must be commented upon and compared in detail and the selected ranking must be justified. ⁴The suitability of the applicants with regard to the nature and mission of the Catholic University of Eichstätt-Ingolstadt must be outlined.

- (3) ¹Immediately after the decision, the chairperson of the appointment committee informs the professors of the faculty in writing or via email about the appointment proposal. ²The notification is deemed to have been received three days after it was sent.
- (4) The dean of the faculty invites the opinions of the faculty council in line with Section 21 (5) of the basic rules.

Section 6

Report of the chairperson of the appointment committee

- (1) ¹The chairperson of the appointment committee draws up a report which must include all the information that is required for proper completion of the appointment procedure. ²The report must include the following information in particular:
 1. Composition of the appointment committee,
 2. List of the names of all applicants,
 3. Sample lectures with names of those invited, topics covered and date,
 4. Overall assessment of the sought expert opinions,
 5. Appointment proposal of the appointment committee,
 6. Justification of the ranking; in the case of less than three people on the appointment list, this must also be justified.
- (2) The report must also include the following appendices:
 1. Call for applications,
 2. Complete documentation of the applicants mentioned in the appointment proposal,
 3. Expert opinions of external academics,
 4. Minutes from the appointment committee meetings,
 5. Opinion of the dean of studies,
 6. Opinion of the student representatives in the faculty council where necessary,

7. Opinion of the women and equal opportunities officer of the faculty,
8. Any dissenting opinions in line with Section 12,
9. Opinion of the representative of people with severe disabilities in line with Section 13 (3)(2).

Section 7 **Reporter of the presidium**

- (1) ¹The presidium appoints a professor of the University as its reporter; the professor should not belong to the faculty to which the professorship is allocated. ²The reporter of the presidium follows the appointment procedure, is entitled to be involved in the meetings and discussions of the appointment committee and gives his or her views on the appointment proposal.
- (2) ¹It must be decided from the views of the reporter of the presidium whether the procedure should be objected to or not. ²His or her views must be presented to the presidium and the senate.

Section 8 **Views of the senate**

- (1) ¹The views of the senate must be requested by the dean of the faculty in accordance with Section 15 (5)(1)(8) of the basic rules. ²The request must include the following documents:
 1. Report of the chairperson of the appointment committee in line with Section 6 including appendices
 2. Views of the faculty council on the appointment proposal in line with Section 21 (5) of the basic rules.
- (2) The chairperson of the appointment committee generally presents the appointment suggestion in the senate meeting.
- (3) ¹The senate examines the appointment proposal before delivering its views. ²If the senate determines that the appointment procedure has not been properly conducted or the appointment proposal is not conclusive, the procedure should

be passed back to the appointment committee with the request for renewed discussions, a new decision and subsequent presentation. ³If the senate refuses the appointment proposal a second time, the appointment procedure shall be deemed to have failed; the presidium decides upon a re-initiation of the procedure in line with Section 2.

- (4) ¹After examination of the appointment proposal and any dissenting opinions in line with Paragraph 3, the senate delivers its views. ²It may decide to make a recommendation to the presidium to change the appointment proposal as well as the ranking and number of ranked applicants.

Section 9

Appointment proposal of the University

- (1) ¹The appointment proposal of the University is decided upon by the presidium after the relevant faculty council and the senate have delivered their views. ²If the presidium deviates from the appointment proposal, the faculty council must be consulted.
- (2) ¹After making its decision, the presidium immediately informs the foundation of the appointment proposal of the University. ²At the same time and on the basis of the discussions conducted with the suggested candidates, the president presents his or her views on the suitability of the candidates for the profile of a Catholic university. ³The chairperson of the foundation council decides upon the appointment in line with Art. 11 (3) in conjunction with Art. 13 (4)(2) and (4)(3) of the foundation charter.

Section 10

Documents and dealing with applications

- (1) ¹The required documents must be made accessible to the assessing committees in good time. ²All participating voting committee members have the right to view the documents in the period between the summoning of the meeting and the meeting. ³If copies of the documents are sent to committee members during the course of the appointment procedure, these documents must be destroyed following on from the final decision of the committee.

- (2) ¹It must be ensured that all candidates who have applied for a professorship immediately receive confirmation of receipt of application documents. ²Confirmation can be provided by the chairperson of the appointment committee or by the dean's office of the relevant faculty.
- (3) ¹After successful appointment, application documents must be sent back to the candidates. ²It should be noted in an accompanying letter that the appointment procedure has come to an end.

Section 11

Internal appointment

- (1) Members of the University should only be included in the appointment proposal in justified exceptional cases.
- (2) Junior professors of the University can be included in an appointment proposal for the filling of posts for professors; if he or she was already a member of the university when he or she was appointed as a junior professor, this is only permissible in special cases.

Section 12

Dissenting opinions

- (1) ¹The individual voting members of the appointment committee, the professors of the relevant faculty and the president can each deliver a dissenting opinion. ²A dissenting opinion may be limited to the determination of another ranking of the suggested candidates.
- (2) ¹If a member of the appointment committee intends to deliver a dissenting opinion, he or she must announce this to the chairperson of the appointment committee in writing no later than eight days after the decision of the appointment committee and deliver his or her dissenting opinion eight days after the announcement. ²The dissenting opinion must be presented in the appointment proposal.
- (3) ¹If a professor of the faculty concerned intends to deliver a dissenting opinion, he or she must announce this to the chairperson of the appointment committee in writing eight days after receipt of the notification outlined in Section 5 (3) and

deliver his or her dissenting opinion eight days after the announcement. ²The dissenting opinion must be presented in the appointment suggestion.

- (4) ¹In accordance with Section 11 (1)(5) of the basic rules, the president must present his or her dissenting opinion to his or her permanent representative through the presidium within eight days of the decision. ²If the dissenting opinion deviates from the appointment proposal, the faculty council must be consulted.

Section 13 **Applicants with severe disabilities**

- (1) ¹The representative of people with severe disabilities (Sections 81 (1), 82 (2) and (3), 95 (2) of the Social Security Act IX) must be involved in the procedure if a severe disability is stated by one of the applicants in their application documents. ²The representative must be informed about the application of applicants with severe disabilities immediately after receipt of the application and has the right to view the application documents of non-disabled applicants if these are relevant to any decision.
- (2) ¹If candidates with severe disabilities have applied, they are invited to deliver a sample lecture. ²An invitation is not necessary if the candidate is clearly not suitable and this is agreed with the representative of people with severe disabilities. ³If this is not agreed with the representative of people with severe disabilities, the applicant with a severe disability is invited to deliver a sample lecture. ⁴The representative of people with severe disabilities has the right to participate in all sample lectures and meetings of the involved committees and must be invited in good time if candidates with severe disabilities have submitted applications to the procedure.
- (3) ¹The inclusion or non-inclusion of the applicant with a severe disability in the appointment suggestion must be discussed with and where necessary justified to the representative of people with severe disabilities. ²The representative of people with severe disabilities can deliver his or her opinions.
- (4) The participation rights of the representative of people with severe disabilities do not apply if the person with a severe disability explicitly opposes to his or her participation.

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