GENERAL INFORMATION

In the summer semester 2024, elections for student representatives in the Senate, in the Faculty Councils, and in the Advisory Board of Equal Opportunities of the Friedrich Schiller University Jena will be held. The elections will be carried out as an Internet-based electronic voting with an option of a postal vote. The information on the existing constituencies and the division of seats will be published on noticeboards separately.

All students at the University are invited to participate in the elections actively, and to stand for election themselves. Female candidates are encouraged to stand for election in particular.

Simultaneously to these elections the students vote their representatives for the Student Representative Council and for their departmental representative councils, also the elections for the Council of the Graduate Academy, for the Council of Doctoral Candidates und for the Council of Student and Graduate Assistants will be carried out. For further information, please refer to a respective notice of election.

RIGHT TO VOTE, ELECTORAL REGISTER

Those listed in the electoral register may vote. The electoral register will be disclosed between 8 May and 15 May 2024 by 14:00 in the Electoral Office (University Main Building, Fürstengraben 1, Jena). Viewing is possible after registering by telephone.

Any objections to the electoral register may be filed until 15 May 2024 by 14:00 during the office hours using official forms available at the Electoral Office. It is the Electoral Executive Board of the Office which shall decide on the objection and issue a notification. The period for lodging appeals commence upon public announcement of Office's decisions.

SUBMISSION OF NOMINATIONS

Nominations shall be submitted to the Electoral Office until 15 May 2024 by 14:00 using the official forms available at: www.uni-jena.de/wahlamt. For the elections individual nominations and list nominations may be submitted. The candidates on a list stand for election jointly. The Electoral Office may issue a proof of delivery on a copy of the nomination form.

Nominations may be submitted by all those entitled to vote for their constituency. Principally, everyone entitled to vote may be elected.

Individual nominations shall include at least two candidates who shall act as the candidate's deputies. The Electoral Office will review the nominations for accuracy, approve them, and finally announce them.

VOTING SYSTEM

The members of the bodies shall be elected in accordance with the personalized proportional representation, i.e. voters choose both the candidate and respective list at the same time. The number of seats for each list shall be calculated proportionately, i.e. based on the number of votes cast for a particular list. Within a list, the seats will be allocated to the candidates with the highest number of votes (refer to the section 2 subsection 1–3 of the Election Regulations of the Friedrich Schiller University Jena /*Wahlordnung*, WO/).

The majority voting shall apply if only individual nominations or one nomination list have been submitted or if there is only one candidate among nominations. In case of the latter, only individual nominations are possible.

ELECTIONS PROCEDURE

The elections will be held as online elections with the option of a postal voting upon prior request. In the electronic electoral portal, each vote shall be cast using an electronic ballot. Voters need to prove their identification on the elections server via a user-specific secure link on the University Computer Centre's service portal. To log-in to the portal, a University's user account with individual username and password is required. Those entitled to vote who do not request a postal voting receive electronic voting documents with user information about the online elections.

Participation in a postal voting is possible upon prior request. Those entitled to vote may request the documents for the postal voting submitting an official form to the Electoral Office until 16 May 2024 by 14:00. When having sent or submitted the request for a postal voting, it is not possible to take part in the online elections anymore. Voters may return their ballots to the Electoral Office or send them to the University Post Office (Fürstengraben 1, 07443 Jena) until 17 June 2024 by 14:00.

The voting period for the online elections begins on 6 June 2024 at 14:00 and ends on 17 June 2024 at 14:00. Those participating in the online voting may cast their vote during the regular office hours using one of the PC provided by the Office, for example at service desks, at Student Service Centre, in the University Main Building.

The election count of both, online ballots and postal ballots, is public and begins on 17 June 2024 at 14:00 at the Electoral Office (Fürstengraben 1, Jena).

ELECTORAL OFFICE, ELECTORAL EXECUTIVE BOARD, ELECTORAL EXAMINATION BOARD

The headquarters of the Electoral Executive Board, of the Elections Administrator, and of the Electoral Examination Board is the Electoral Office. (phone: +49 (0) 3641 9-40 20 20). Meetings of the Electoral Executive Board and of the Electoral Examination Board shall be public.

The Electoral Executive Board, the Electoral Examination Board, and the Electoral Office will publish their announcements on the Office's noticeboard (University Main Building, 1. floor, between the room 1.39 and the entrance to the University's assembly hall; refer to: www.uni-jena.de/wahlamt).

For further information about the Elections, please refer to the WO which is available at the Electoral Office. Being authorized by the Elections Administrator, it is the Electoral Office who shall inform about the elections (e-mail: wahlamt@uni-jena.de, phone: + 49 (0) 3641 9-40 20 20).

Jena, 2 April 2024

Dr Thoralf Held
Head of Administration and Finance as Elections Administrator