

Basic Regulations of the Technische Hochschule Ingolstadt

06.11.2023

in the version of the amended articles of association dated
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Based on Art. 9 sentence 1 of the Bavarian Higher Education Innovation Act (BayHIG) of 5 August 2022 (GVBl. p. 414, BayRS 2210-1-3-WK) in the currently valid version, Technische Hochschule Ingolstadt issues the following basic regulations:

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**I. Section: Name of the University, University Governing Board
and Extended University Governing Board**

1. Chapter: General

§ 1

Name and structure of the university

- (1) The university uses the name "Technische Hochschule Ingolstadt" (hereinafter referred to as "university") in both English and German.
- (2) The following faculties are formed:
 1. Electrical Engineering and Information Technology
 2. Computer Science
 3. Mechanical Engineering
 4. Engineering and Business
 5. Business School
 6. Sustainable Infrastructure

§ 2

Advancement of women

The university actively promotes increasing the proportion of women in all subject groups and at all levels in which women are underrepresented in accordance with Art. 23 Para. 1 BayHIG.

2. Chapter: University Governing Board (Presidium)

§ 3

Management of the university, terms of office, re-election

- (1) ¹The University Governing Board (Präsidium) manages the university. ²The university management consists of the chairperson (president), up to four other elected members (vice-presidents), the Chancellor and the university's equal opportunities officer for women in science and the arts.
- (2) The number of Vice Presidents is determined by the President.
- (3) The term of office of the President comprises ten semesters, that of the Vice-Presidents six semesters, in each case including the semester in which the appointment takes effect.
- (4) The President and Vice-Presidents may be re-elected indefinitely.

§ 4
Representation of the President

¹Insofar as the University Governing Board is not responsible in accordance with Art. 30 BayHIG, the President, in consultation with the other members of the University Governing Board, determines certain areas of responsibility for the members. ²In consultation with the other members of the University Governing Board, the President shall appoint one of the Vice Presidents as their permanent deputy and the Vice Presidents shall deputise for each other. ³If all Vice-Presidents are unable to attend, the President is represented by the Chancellor.

§ 5
Early retirement from office

- (1) If the President leaves office prematurely for good cause, new elections shall be held immediately to appoint a new President.
- (2) If a Vice-President leaves office prematurely for good cause, a successor must be elected immediately for the remainder of the term of office.
- (3) The University Council shall decide on the existence of good cause in accordance with para. 1 or 2.
- (4) The new elections do not take place during the lesson-free periods.

§ 6
Reports, evidence, statements

¹The University Governing Board may obtain reports, evidence and opinions from all bodies and committees of the university that relate to the work and remit of these bodies. ²This also applies in particular to the submission of documents that serve to prepare decisions on the distribution of posts and funds to the faculties as well as documents and reports on development planning in the faculties.

3. Chapter: Extended University Governing Board

§ 7
Extended University Governing Board

¹The Extended University Governing Board consists of the members named in Art. 34 para. 1 sentence 1 BayHIG. ²The Chairperson of the Senate, the Vice-Chancellor and the Academic Director of the THI Campus for Further Education are permanent guests of the Extended University Governing Board in an advisory capacity. ³The President may invite other guests to meetings of the Extended University Governing Board in an advisory capacity.

4. Chapter: Election of the President and Vice-Presidents

§ 8

Electoral body, election supervisor

- (1) The University Council elects the President and Vice-Presidents in meetings convened solely for these elections.
- (2) ¹The elections are prepared, conducted and managed by the election supervisor. ²The election supervisor is the Chancellor or a person authorised by him or her to do so.

§ 9

Public invitation to tender

¹The position of President is publicly advertised by the election supervisor in good time with an application period (deadline) of at least five weeks. ²The election supervisor informs the members of the University Council and the deans of the names of the applicants immediately after the application deadline. ³Applications received after the deadline may be considered if this is compatible with an orderly appointment procedure and, in particular, does not lead to unreasonable delays.

§ 10

Election proposals

¹For the election of the President, the members of the University Council and the Deans submit nominations for the election proposal from the number of applications received to the Chair of the University Council and the Chair of the Senate no later than four weeks after the application deadline. ²The Chairpersons of the University Council and Senate shall draw up a joint election proposal, which may contain one or more names, no earlier than four and no later than six weeks after the application deadline and forward it to the election supervisor in writing without delay. ³The names of several candidates must be listed in alphabetical order.

§ 11

Election day and presentation of the candidates

- (1) ¹The election shall take place in the semester preceding the semester in which the incumbent President ends his/her term of office, at the earliest three weeks and at the latest five weeks after the nomination has been submitted to the election supervisor. ²The election supervisor determines the election day.
- (2) ¹Within two weeks before the election, at the latest on the election day itself, a meeting of the University Council must be convened at which the candidates are given the opportunity to introduce themselves to the University Council. ²In the invitation to this meeting, the names of these persons shall be announced in alphabetical order with a list showing their respective appointments.
- (3) The dates in paragraphs 1 and 2 may not fall during lesson-free periods.

§ 12
Carrying out the election

- (1) ¹The election supervisor invites the members of the University Council to the election in writing at least one week before the election. ²The invitation must contain the names of the candidates standing for election in alphabetical order.
- (2) Before the election process begins, the election supervisor determines the public nature of the meeting and the quorum of the University Council.
- (3) ¹Each member of the University Council has one vote. ²Elections are held without debate by secret ballot using official ballot papers. ³The names of the nominees are listed on the ballot paper in alphabetical order.

§ 13
Election result

- (1) ¹The person who receives more than half of the valid votes cast by the University Council is elected President. ²Abstentions do not count as votes cast.
- (2) ¹If no one achieves the required majority in the first ballot in accordance with para. 1, a second ballot shall be held immediately with the two candidates who receive the highest number of votes cast. ²In the event of a tie, a second ballot shall be held between the candidates with the same number of votes. ³In the event of another tie, the election is decided by drawing lots. ⁴In the second ballot, the candidate who receives more than half of the valid votes cast is elected. ⁵In the event of a tie, a third ballot is held one week later. ⁶If this is also unsuccessful due to a tie, the election has not taken place. ⁷A new election procedure must be carried out immediately as a shortened procedure.
- (3) ¹In the shortened procedure, the deadline for the joint election proposal in accordance with Section 10 sentence 1 is four weeks and the deadline in accordance with Section 10 sentence 2 for the election proposals of the members of the University Council and the deans is two weeks. ²The election shall take place no later than two weeks after the nomination has been submitted to the election supervisor.
- (4) ¹If only one candidate stands for the office of President, he or she is elected if the number of votes cast in favour exceeds the number of votes cast against. ²Otherwise, paragraph 2 sentences 4 to 7 apply accordingly.
- (5) ¹The election result is announced immediately by the election supervisor. ²It notifies the elected person of the election and asks him or her to declare within one week whether he or she accepts the election. ³If the elected person does not make a declaration within this period, the election shall be deemed not to have been accepted; this provision shall be pointed out in the notification. ⁴If the election is not accepted by the person elected, a new, shortened election procedure in accordance with para. 3 shall take place immediately.
- (6) If the elected person accepts the election, the university shall propose him or her for appointment to the responsible Minister of State, enclosing a copy of the election protocol.

§ 14

Election of the Vice Presidents

- (1) ¹Immediately after the beginning of the semester in which the election takes place, the President shall notify the election supervisor in writing of his/her nomination for the office of Vice President to be filled. ²The election shall take place in the semester in which the term of office of the incumbent Vice President ends, at the earliest three, but no later than five weeks after the nomination has been submitted to the election supervisor.
- (2) ¹The individual Vice Presidents are elected in separate ballots. ²This also applies if the election takes place on the same day.
- (3) ¹§§ Sections 12 and 13 (1) to (5) apply accordingly. ²If the person elected accepts the election, he or she shall be appointed Vice-President by the President.

II. Section: Senate and University Council

§ 15 Senate

- (1) ¹At its constituent meeting, the Senate elects a chairperson and a deputy chairperson from among its voting members. ²Each voting member of the Senate may submit a nomination for the chairperson and deputy chairperson at the constituent meeting. ³The election takes place by secret ballot. ⁴The Chairperson and the Deputy Chairperson are elected in separate ballots, with the election of the Chairperson taking place before the election of the Deputy Chairperson. ⁵Re-election is permitted.
- (2) The President convenes the constituent meeting of the Senate and chairs the meeting until the election of the Chairperson.
- (3) ¹For the election and term of office of the members of the Senate pursuant to Art. 35 para. 1 sentence 1 nos. 1 to 4 BayHIG, the provisions of the Election Regulations of Technische Hochschule Ingolstadt (WahlO) of 7 February 2022, as amended, shall apply. ²Notwithstanding Section 11 (4) sentences 1 and 3 half-sentence 2 WahlO, eligible voters may cast their votes for candidates from different nominations within the number of votes to which they are entitled in elections to the Senate (panelling).
- (4) § Section 17 para. 2 sentence 2 no. 7 alternative 2 WahlO does not apply.
- (5) The members of the Extended University Governing Board may attend meetings in an advisory capacity in accordance with Art. 35 para. 1 sentence 4 BayHIG.

§ 16 Composition and term of office of the non-university members of the University Council

- (1) ¹In the semester preceding the beginning of a new term of office, the university management shall inform the incumbent non-university members of the University Council of the proposals for the appointment of the non-university members of the University Council drawn up jointly with the State Ministry; it shall give them the opportunity to comment on the proposals within a period of two weeks. ²At the same time, it shall forward the proposals to the Senate with a request for confirmation; the Senate may not issue the confirmation until the deadline specified in sentence 1 has expired at the earliest and after taking note of any comments submitted after this sentence.
- (2) Honorary professors, honorary senators of the university and honorary citizens or honorary members of the university can be members of the University Council in accordance with Art. 36 para. 1 sentence 1 no. 2 BayHIG.
- (3) If a member who is not a member of the university leaves office prematurely, a successor shall be appointed immediately for the remainder of the previous member's term of office; paragraph 1 shall apply accordingly.
- (4) Members of the University Council who are not members of the university remain in office after the end of their term of office until their successors have been appointed.

§ 17

Election of the Chairperson of the University Council

- (1) ¹At its constituent meeting, the University Council elects a chairperson from among its non-university members. ²Each voting member of the University Council may submit a nomination for the chairperson at the constituent meeting. ³The election takes place by secret ballot. ⁴Re-election is permitted within the scope of Art. 36 para. 2 sentences 2 to 4 BayHIG.
- (2) ¹The constituent meeting of the University Council is convened by the President. ²He or she chairs the meeting until a chairperson is elected.

III. Section: Other functionaries, institutions and bodies

1. Chapter: Representative for equal opportunities for women in science and art at the university and the faculties

§ 18

Election procedure, term of office and report

- (1) ¹The Representative for Equal Opportunities for Women in Science and the Arts at the university and their deputy are elected by secret ballot by the Senate from among the university's full-time academic and artistic staff and doctoral candidates. ²Nominations for election can be submitted by the members of the Senate and by full-time academic and artistic staff and doctoral candidates to the Chair of the Senate as election supervisor no later than one week before the election date, together with a written declaration of consent from the nominee.
- (2) ¹The representatives for equal opportunities for women in science and art in the faculties are elected by secret ballot by the Faculty Council from among the full-time academic and artistic staff and doctoral students working at the university. ²The members of the faculty must submit nominations for election to the Dean as election supervisor at least one week before the election date, together with a written declaration of consent from the nominees.
- (3) ¹The term of office of the Representative for Equal Opportunities for Women in Science and Art is six semesters and begins on 1 October of each year. ²Re-election is permitted. ³The election takes place in the semester in which the term of office of the incumbent Representative for Equal Opportunities for Women in Science and the Arts and the deputy expires, but not during the lesson-free period. ⁴The respective representative for equal opportunities for women in science and the arts and the deputy are elected in separate ballots, with the election of the representative taking place before the election of the deputy.
- (4) If the Representative for Gender Equality in Science and the Arts is unable to attend, voting rights may be transferred in writing or electronically by e-mail to an elected deputy for individual meetings or parts of meetings.
- (5) The Representative for Equal Opportunities for Women in Science and the Arts at the university in accordance with para. 1 shall report to the Senate once a year on the goals she or he has set and their realisation.

2. Chapter: Representative for students with disabilities or chronic illnesses

§ 19

Tasks and right of participation

- (1) ¹The Representative for Students with Disabilities or Chronic Illnesses represents the interests of students with disabilities or chronic illnesses at the university. ²In this context, he or she is responsible for the following tasks in particular:

1. Counselling and information for students with disabilities or chronic illnesses as well as study applicants on topics that affect their equal opportunities at the university, in particular on study and examination conditions as well as structural and technical conditions and requirements,
 2. providing advisory support in the handling and decision-making process for applications from students with disabilities or chronic illnesses that relate to equal opportunities, and
 3. he or she works to ensure that students with disabilities or chronic illnesses are not disadvantaged.
- (2) The Representative for Students with Disabilities or Chronic Illnesses must be invited to attend committee meetings to discuss issues that specifically concern students with disabilities or chronic illnesses; the Representative for Students with Disabilities or Chronic Illnesses shall attend these meetings in an advisory capacity and be heard.

§ 20

Election procedure and term of office

- (1) ¹The term of office of the Representative for Students with Disabilities or Chronic Illnesses is six semesters. ²The term of office begins on 1 October.
- (2) ¹The representative for students with disabilities or chronic illnesses is elected by the Senate from among the full-time members of the university in accordance with Art. 19 para. 2 sentence 1 nos. 1 to 3 BayHIG and appointed by the President. ²The election takes place in the semester in which the term of office of the incumbent representative for students with disabilities or chronic illnesses expires, but not during the lesson-free period. ³Re-election is permitted.
- (3) ¹Nominations can be submitted by members of the Senate, full-time academic and artistic staff at the university, doctoral candidates and the student convention. ²Nominations must be submitted to the Chair of the Senate at least one week before the Senate meeting at which the election is to take place, together with a written declaration of consent from the nominees.
- (4) The Senate may elect a deputy representative for students with disabilities or chronic illnesses; paragraphs 1 to 3 apply accordingly.

3. Chapter: Contact person

§ 21

Contact person for sexualised harassment and sexualised violence, Anti-discrimination contact person

- (1) ¹The University Governing Board appoints at least one suitable and qualified contact person for issues relating to sexual harassment and sexualised violence for a period of two years; reappointment is possible. ²Without prejudice to the responsibility of university bodies and committees in accordance with Art. 25 Para. 1 BayHIG, the contact person works to protect members of the university from sexual harassment and sexualised violence. ³They are not bound by instructions.

- ⁴Information about the personal and factual circumstances of data subjects will not be passed on to third parties or otherwise utilised without their consent.
- (2) ¹The University Governing Board appoints a contact person for anti-discrimination for a period of two years; reappointment is possible. ²Without prejudice to the responsibility of university bodies and committees in accordance with Art. 25 Para. 2 BayHIG, the contact person works to ensure that members and affiliates of the university are protected from discrimination on racial grounds, ethnic origin, gender, religion, ideology, age or sexual identity. ²Paragraph 1 sentences 3 and 4 apply accordingly.
- (3) The function as contact person pursuant to para. 1 and the function as contact person pursuant to para. 2 may be combined in one person.

4. Chapter: Scientific institutions pursuant to Art. 29 para. 5 BayHIG

§ 22

Research and transfer

- (1) ¹In addition to individual research by full-time university lecturers, the university organises its research in thematically focused research institutes and competence fields. ²These are organised independently in accordance with the framework conditions of the University Governing Board. ³The university's research activities are focussed on applied research and the transfer of research results into operational applications.
- (2) ¹At the suggestion of the University Governing Board, the Senate decides on the respective research institutes, which are run as in-institutes or as affiliated institutes of the university. ²The University Governing Board appoints the institute directors for a period of six semesters; reappointment is possible indefinitely.
- (3) ¹The coordination and harmonisation of the university's research activities is carried out by the Committee of Heads of Research. ²The committee is chaired by the President or the Vice-President responsible for research. ³All academic directors of the university's institutes and the academic director of the THI Doctoral School are voting members of the Committee of Heads of Research. ⁴Other members with voting rights, in particular a representative of the fields of expertise, complete the committee by resolution of the University Governing Board. ⁵In addition, the University Governing Board may invite guests in an advisory capacity.
- (4) ¹The THI Doctoral School organises the supervision of doctoral candidates and the organisation of the exercise of its own right to award doctorates in research-intensive areas. ²The University Governing Board appoints an academic director of the THI Doctoral School in accordance with para. 2 sentence 2.
- (5) Supplementary regulations for the respective institution can be made in a regulation that is decided by the University Governing Board.

IV. Section: Faculties

1. Chapter: Dean and vice dean

§ 23

Term of office

- (1) ¹The term of office of the dean and vice dean is four semesters. ²The term of office begins on 1 October. ³Re-election is permitted.
- (2) The dean's term of office does not include the semester in which the election takes place.
- (3) ¹The vice dean's term of office includes the semester in which the election takes place. ²The vice dean remains in office until the new vice dean accepts the election.

§ 24

Election supervisor for the election of the dean

- (1) ¹To prepare and conduct the election of a dean, each Faculty Council shall appoint an election supervisor from among its members no later than four weeks after the beginning of the semester in which the election is to take place. ²This person must be a member of the group of professors.
- (2) The election of the dean of a newly formed faculty is prepared, conducted and chaired by the president as election supervisor.

§ 25

Preparation and realisation of the election of the dean

- (1) ¹The election of the dean takes place in the semester in which the term of office of the incumbent dean expires, but not during the lesson-free period. ²The election of the dean of a newly formed faculty takes place at the constituent meeting of the respective faculty council.
- (2) No later than six weeks after the beginning of the semester in which the term of office ends, the election supervisor invites the incumbent members of the Faculty Council to submit nominations.
- (3) ¹Each member of the Faculty Council may nominate a candidate from among the professors of the faculty to the election supervisor with their written consent no later than two weeks after the request pursuant to para. 2. ²After the deadline for nominations has expired, the election supervisor shall immediately publicise the names of the candidates (election proposal) electronically or on the official notice boards of the faculty.
- (4) ¹The election supervisor forwards the election proposal to the University Governing Board for approval immediately after the deadline for proposals has expired. ²In addition to approving or rejecting the election proposal, the university management can also limit its approval to individual candidates or one candidate.
- (5) ¹If the University Governing Board gives its consent, the election supervisor shall determine the election day and immediately issue an invitation to the election with at least one week's notice.

election. ²If the deadline according to para. 1 sentence 1 cannot be met due to the time at which the consent is granted, the election shall take place immediately after the start of the lecture period of the following semester. ³Candidates who have received the consent of the University Governing Board are eligible for election. ⁴If consent to the election proposal is refused, a new procedure in accordance with paragraphs 3 and 4 shall be carried out immediately. ⁵In this case, the deadline specified in para. 2 shall not apply.

- (6) The conduct of the election is governed by §§ 52 ff.
- (7) Unless otherwise stipulated in these Articles of Association, the provisions of the Electoral Regulations shall apply accordingly.

§ 26

Election of the vice dean

- (1) ¹The election of the Vice Dean takes place in the first Faculty Council meeting of the semester following the end of the term of office of the incumbent Vice Dean. ²If the dean is also elected in this semester, the election will always take place after that of the dean.
- (2) ¹The dean proposes a candidate from among the professors of the faculty with their written consent. ²The candidate selected by the Dean is eligible for election.
- (3) Before the election process begins, the Faculty Council appoints an election supervisor from the group of professors.
- (4) ¹The Faculty Council may appoint further vice deans with the approval of the University Governing Board. ²Paragraphs 1 to 3 apply to these accordingly.

§ 27

Dismissal of the dean or vice dean

¹If the University Governing Board intends to dismiss the dean or the vice dean or both from office, the acting vice dean in the case of the dean, the acting dean in the case of the vice dean and, in the case of both, the longest-serving member of the group of professors shall immediately convene a meeting of the Faculty Council to discuss the dismissal. the acting dean and, in the case of both, the most senior member of the group of professors shall immediately convene a meeting of the Faculty Council to deal with the dismissal and, if necessary, to decide on the lodging of an objection. ²It is not necessary to convene a meeting in accordance with sentence 1 if the Faculty Council proposes the dismissal with a majority of two thirds of the members.

2. Chapter: Dean of studies

§ 28

Term of office and election procedure

- (1) ¹The term of office of the dean of studies in the faculties is four semesters. ²The term of office begins on 1 October. ³Re-election is permitted.
- (2) ¹The Faculty Council elects the Dean of Studies from among the professors of the faculty. ²The election takes place in the semester in which

in which the term of office of the current academic dean expires, but not during the lesson-free period. ³No later than eight weeks after the beginning of the semester in which the term of office of the previous Dean of Studies expires, the Dean, as election supervisor, shall request the members of the Faculty Council to submit election proposals.

- (3) For faculties with more than one study course and a total number of students of more than 750 in the winter semester preceding the election of the Dean of Studies, the Faculty Council may provide for the election of a further Dean of Studies; paragraphs 1 and 2 apply accordingly.

3. Chapter: Faculty Councils

§ 29

Participation of university lecturers without a seat on the faculty council; formation of new faculties

- (1) ¹Full-time university lecturers who are not members of the Faculty Council are entitled to participate in an advisory capacity in matters of particular importance; the Faculty Council shall determine the particular importance of a matter by a majority of two thirds of its members. ²The full-time university lecturers who are not members of the Faculty Council must also be invited to meetings dealing with matters in accordance with sentence 1, observing the usual deadlines and stating the agenda.
- (2) Notwithstanding para. 1 sentence 1, the Faculty Council may decide with a majority of two thirds of its members that full-time university lecturers who are not members of the Faculty Council may attend one or more meetings or parts thereof as guests without the right to vote or deliberate.
- (3) When a new faculty is formed, the group representatives on the faculty council of the new faculty are elected for the remainder of the current term of office of the group representatives of the existing faculty councils, so that the elections can take place in the course of the general university election.

4. Chapter: Faculty Boards

§ 30

Organisation, composition and tasks

- (1) ¹The faculties are managed by a faculty board. ²This consists of:
1. the dean,
 2. the vice dean or vice deans,
 3. the dean of studies and, if necessary, other deans of studies.
- ³The chairperson is the dean. ⁴Deputy
The chairperson or vice chairperson is the vice dean.
- (2) The Faculty Council may, with the approval of the University Governing Board, appoint further members to the Faculty Board.

- (3) The Faculty Board determines the areas of responsibility of the members of the Faculty Board.

5. Chapter: Study faculties

§ 31

THI Campus for further education

- (1) ¹In accordance with Art. 43 BayHIG, the university runs the THI Campus for Further Education (TCW). ²This brings together all continuing education programmes offered by the university's faculties.
- (2) The TCW is headed by an institute director who is responsible for the strategic, content-related and organisational management of the institute.
- (3) ¹The faculty of studies includes full-time university lecturers who regularly offer or conduct lectures in the faculty of studies. ²The activity of a university lecturer is considered regular if he or she has taught at least two lectures in further education in the current semester of the elective programme and/or in the three previous semesters. ³Members of the study faculty are also
1. research associates, artistic staff and doctoral students who offer or organise lectures,
 2. other employees who are assigned to Academic Further Education, and
 3. the students of the study courses offered in the Faculty of Studies.
- (4) The bodies of the Faculty of Studies are
1. the dean of studies and
 2. the Faculty Council, which is chaired by the Dean of Studies.
- (5) ¹The members of the Faculty Council are
1. the dean of studies,
 2. six representatives of the university lecturers,
 3. two representatives of the research associates, artistic staff and doctoral candidates,
 4. a representative of the research and art-supporting employees and
 5. two representatives of the students.

²The representatives of the university lecturers according to sentence 1 no. 2 are sent by the faculty for four semesters from among the university lecturers who are members of the study faculty. ³No more than two delegated representatives according to sentence 2 from one faculty may be members of the Faculty Council. ⁴The representatives of the research associates and doctoral candidates as well as the academic and artistic support staff are elected for four semesters at a time. ⁵The student representatives are elected for two semesters each. ⁶The provisions of the election regulations for the election of the Faculty Council apply accordingly.

- (6) ¹The Dean of Studies and the Deputy Dean of Studies are elected by the Faculty Council from among the full-time professors of the Faculty of Studies for a period of four semesters. ²The election supervisor is appointed by the Faculty Council.
- (7) ¹The Dean of Studies or his/her deputy is responsible for implementing the resolutions of the Faculty Council. ²Furthermore, he or she is responsible for the tasks of the dean of studies in accordance with Art. 40 BayHIG.
- (8) ¹The Academic Faculty Council is responsible for drafting the study and examination regulations and their amendments as well as for fundamental questions of academic study organisation, evaluation and accreditation. ²It meets regularly at least twice a semester and is convened by the Dean of Studies; at the request of at least one third of the members, it must be convened within ten days, stating the agenda.

V. Section: Part-time scientific and artistic professionals

§ 32

Honorary professors

¹The Senate decides on the university's proposal for the appointment of an honorary professor in accordance with Art. 68 BayHIG on the basis of a resolution by the responsible faculty council. ²Following the Senate's resolution, the appointment is made by the President.

§ 33

Lecturers, other part-time employees

¹Lecturers and part-time lecturers for special tasks are appointed and dismissed by the President on the recommendation of the relevant dean. ²The deans submit the proposals to the President after the respective Faculty Council has passed a resolution.

VI. Section: Student Representation

1. Chapter: General

§ 34

Bodies of the Student Representation

The bodies of the Student Representation are

1. student convention,
2. Student Council and
3. Student representatives.

2. Chapter: Student Convention

§ 35

Composition

- (1) The Student convent is the highest decision-making body of the students.
- (2) The members of the student convention are:
 1. the two student representatives in the Senate,
 2. One member per student council/student representation,
 3. the student representatives on the TCW Faculty Council,
 4. the other student representatives, whose number corresponds to twice the number of members according to no. 2.
- (3) ¹The representatives according to para. 2 no. 2 are elected by the members of the respective student council/student representation. ²The election shall be conducted in such a way that the representatives in accordance with para. 2 no. 2 are appointed at the constituent meeting of the convent.
- (4) ¹The term of office of the other student representatives in the student convention in accordance with para. 2 no. 4 is one year. ²It begins on 1 October and ends on 30 September. ³They are elected directly from the entire student body in an equal, free and secret election according to the principles of personalised proportional representation (list election). ⁴If only one valid nomination is submitted, the election is held according to the principles of majority voting (personalised election). ⁵All students of the university who are registered in the group of students at the time the electoral roll is closed are eligible to vote. ⁶§ Section 3 (4) WahlO applies accordingly. ⁷The election takes place at the same time as the elections for the representatives of the Senate and the Faculty Councils. ⁸§ Section 7 WahlO applies accordingly. ⁹Unless otherwise stipulated below, §§ 2 to 23 WahlO apply accordingly to the election. ¹⁰In addition to the contents specified in § 6 para. 2 sentence 1 WahlO, the election notice in accordance with § 6 para. 1 WahlO must specify the number of additional student representatives to be elected to the student convention. ¹¹§ Section 8 (1) and (2) sentence 2 half-sentence 2 WahlO do not apply. ¹²An election proposal must be signed by at least five students who are eligible to vote.
- (5) Each member of the Student Convention has only one vote, unless there is a valid transfer of voting rights.

§ 36

Tasks of the student convention

- (1) The tasks of the student convention include:
 1. the inter-faculty affairs of the students;
 2. facilitating the formation of opinions within the group of students;
 3. participation in the fulfilment of the university's tasks (Art. 2 BayHIG), in particular by commenting on university or science policy issues;
 4. representing the political, academic, economic, social and cultural interests of students;
 5. the promotion of gender equality at the university;
 6. promoting the interests of students with disabilities/chronic illnesses;
 7. the promotion of students' intellectual, artistic and sporting interests;
 8. maintaining national and international relationships, especially with students;
 9. the promotion of students' extracurricular skills;
 10. Support, organisation and implementation of events for networking between students and staff.
 11. the provision of offers to facilitate and improve everyday student life.
- (2) The meetings of the Student Convention and the constituent meeting are always held in public.

§ 37

Election of the chairperson and his/her deputy

- (1) At its constituent meeting, the Student Convention elects a chairperson and two deputy chairpersons from among its members in separate ballots no later than six weeks after its election.
- (2) The President or a representative in accordance with § 4 chairs the meeting and the election until the newly elected Chairperson of the Student Convention has accepted the election.
- (3) ¹Each person entitled to vote may nominate one candidate for the election of the chairperson and one candidate for the election of the deputy chairperson. ²The nominations are submitted at the meeting.
- (4) ¹If an elected person does not accept the election or if an election is not held, a new election shall be held immediately, at the latest two weeks after the election day. ²If no election is held in the re-election, the election is decided by lot.
- (5) ¹The student convention must be convened by its chairperson at least once per semester during the lecture period. ²The chairperson shall issue invitations to the meetings at least three working days in advance. ³He or she shall inform the members of the student convention in an appropriate manner. ⁴At the request of at least 25 per cent of its members, the Student Convention must be convened within 14 days.

3. Chapter: Student Council

§ 38

Composition of the Student Council

- (1) ¹The Student Council consists of seven people who are elected by the Student Convention in accordance with para. 4. ²Only students who are enrolled at the university can be elected to the Student Council. ³Furthermore, the chairpersons of the Student Convention are members of the Student Council in an advisory capacity. ⁴The Chairperson may invite guests to the meetings of the Student Council in an advisory capacity.
- (2) ¹The elections according to para. 1 sentence 1 shall take place in the constituent meeting of the Student Convention immediately after the elections of the Chairperson of the Student Convention and their deputy in a joint ballot. ²The Chairperson of the Student Convention or, if they are unable to attend, their deputy, shall act as election supervisor. ³Each authorised voter may nominate a total of seven candidates. ⁴The authorised voters submit their nominations at the meeting.
- (3) ¹The seven candidates with the highest number of votes are elected. ²In the event of a tie between the seventh-placed candidates, a run-off vote is held, which is repeated if the number of votes is again equal. ³In the event of another tie, the election is decided by drawing lots. ⁴If an elected candidate does not accept the election, a new election shall be held immediately, at the latest two weeks after the election day.
- (4) ¹Immediately after the elections of the members of the Student Convention, the Student Convention elects its chairperson and deputy chairperson from among its members. ²The election supervisor is the chairperson of the Student Convention. ³§ Section 37 (3) and (4) apply accordingly.
- (5) ¹The Student Council must be convened by its chairperson at least once per semester during the lecture period. ²The chairperson shall issue invitations to the meetings at least three working days in advance. ³He or she shall inform the members of the Student Council in an appropriate manner. ⁴At the request of at least 25 per cent of its members, the Student Council must be convened within 14 days.
- (6) ¹The elected members of the Student Council and the Chairperson of the Student Council may resign from their positions if there is good cause. ²The body that elected the respective member or appointed the chairperson decides whether there is good cause. ³This body should elect a successor within two weeks.

§ 39

Tasks of the Student Council

¹In cooperation with the Student Convention, the Student Council carries out the tasks specified in § 36 para. 1 and implements the resolutions of the Student Convention. ²The Student Council shall deal with current affairs independently. ³The Student Council is obliged to report to the Student Convention on its activities, in particular on the use of budget funds; the Student Convention can advise on this.

4. Chapter: Student representatives

§ 40

Student representatives

- (1) ¹The representatives of the students of a faculty form the student representatives. ²If the number of students who are members of a faculty does not exceed 2000, the student representatives shall consist of seven persons. ³If the number of students who are members of a faculty exceeds 2,000, the number of student representatives who make up the student representatives increases by one for each additional 1,000 students or part thereof. ⁴The members of the student representatives are those students in the required number who received the most votes in the election to the faculty councils. ⁵Effective resignation from the office of student representative on the faculty council does not lead to resignation as a member of the student representatives.
- (2) ¹Within the framework of the tasks of the student convention and the student council, the student representatives are responsible for faculty-related student affairs. ²Before the start of the financial year, the student representatives shall draw up an overview of the expected expenditure based on the funds available to them. ³The overview must be submitted to the University Governing Board in good time before the start of the financial year. ⁴The student representatives shall appoint two of their members for each semester who are authorised and responsible for the budget. ⁵The student representatives shall coordinate at least once per semester on interdisciplinary topics.
- (3) ¹At its constituent meeting, the student council elects a chairperson (student council spokesperson) and a deputy chairperson from among its voting members. ²Each voting member of the student council/student representation may submit a nomination for the chairperson and deputy chairperson at the constituent meeting. ³The election takes place by secret ballot. ⁴The chairperson and deputy chairperson are elected in separate ballots, with the election of the chairperson taking place before the election of the deputy chairperson. ⁵Re-election is permitted.
- (4) ¹The student body spokesperson manages the day-to-day business of the student body representation and implements its resolutions. ²The student representative must report to the student convention on their activities, in particular on the use of budget funds; the student convention can advise on this.
- (5) ¹The student representatives must be convened at least once a semester during the lecture period by the student representative. ²The chairperson shall issue invitations to the meetings at least three working days in advance. ³He or she shall inform the members of the student representatives in an appropriate manner. ⁴At the request of at least 25 per cent of its members, the student representatives must be convened within 14 days.

5. Chapter: State Student Council

§ 41

Election of delegates to the State Student Council

- (1) The student convention elects the representatives for the State Student Council in accordance with Art. 28 para. 1 sentence 3 BayHIG.
- (2) One representative and two to four deputies are elected from the entire student body according to the principles of majority voting (election of persons) in accordance with Section 18 (6) WahlO.
- (3) Any member of the university from the group of students according to § 2 para. 1 sentence 1 no. 4 WahlO is eligible for election.
- (4) ¹The representatives are elected for one year. ²As a rule, the term of office should begin on 1 October of each year and end no later than the end of 30 September of the following year.
- (5) ¹If a representative leaves office prematurely, the next deputy shall take over the duties of the departed representative. ²If no further representatives are elected, a successor must be elected immediately for the remainder of the term of office, whereby paragraphs 1 to 3 apply accordingly.
- (6) ¹The rules of procedure of the student convention regulate the details of the election procedure. ²Otherwise, the common regulations on the election procedure in the collegial bodies and other committees according to §§ 52 ff.

6. Chapter: Financing

§ 42

Financing

- (1) ¹As part of the state budget, funds are made available for the purposes of the student convention, including the student council and the student representatives. ²The university administration shall ensure that the budget funds are distributed among the authorised recipients according to sentence 1 in accordance with the requirements of Art. 27 para. 2 sentence 4 BayHIG and § 36 para. 1. ³The Student Council shall draw up an overview of the expected expenditure before the start of the financial year, which must be submitted to the University Governing Board in good time. ⁴The overview of expected expenditure must be approved by a majority of the Student Convention before being submitted to the University Governing Board. ⁵The decision of the Student Convention must be made in good time so that the overview can be submitted to the University Governing Board before the start of the financial year. ⁶The student representatives should draw up an overview of the expected expenditure before the start of the financial year, which must be submitted to the Student Council in good time.
- (2) ¹The Student Council appoints two members of the University Governing Board for a specific period of time, who are authorised to determine the factual and mathematical accuracy of the disbursement documents. ²The university administration checks whether the disbursements to be made correspond to the earmarking and the tasks in accordance with Art. 27 Para. 2 Sentence 4 BayHIG and § 36 Para. 1 and orders the disbursement if there are no objections. ³In case of doubt, the payment orders must be submitted to the University Governing Board for a decision in accordance with Art. 27 para. 3 sentence 2 BayHIG.

7. Chapter: Alumni

§ 43 Alumni

¹Former students who have completed a degree or academic degree at Technische Hochschule Ingolstadt and persons who were supervised at Technische Hochschule Ingolstadt as part of their doctorate become members of the university upon application and are listed as alumni. ²They are not assigned to any member group within the meaning of Art. 19 Para. 2 BayHIG and do not take part in the elections.

VII. Section: Common rules on the conduct of business in the collegial bodies and other bodies

§ 44
Scope of application

The following regulations apply to all collegial bodies and other committees, unless expressly stipulated otherwise in the provisions relating to them.

§ 45
Summons and notice periods, meeting

- (1) ¹Collegial bodies and other committees are convened and chaired by their chairperson; constituent meetings of committees are convened and chaired by the President until a chairperson is elected. ²The invitation must be issued in writing or electronically by email, stating the agenda, and in good time so that the members can generally be in possession of the invitation and agenda one week before the start of the meeting. ³The documents relating to the agenda must be sent with the invitation or at least one week before the start of the meeting. ⁴Sentence 2 applies accordingly to functionaries who participate in the meetings without voting rights or in an advisory capacity. ⁵Sentence 2 does not apply to the University Governing Board.
- (2) If the handling of a matter is so urgent that it cannot be postponed, the chairperson may convene a meeting with express reference to the urgency, observing a notice period of three working days; the documents pertaining to the agenda must be enclosed with the invitation.
- (3) At the request of at least 25 per cent of its members, the chairperson shall convene the body to a meeting within the deadlines set out in para. 1 sentence 2 or para. 2; the chairperson shall decide on the deadline at his/her own discretion; para. 1 sentence 3 shall apply accordingly.
- (4) The University Governing Board shall be invited to the meetings of all committees, stating the agenda; para. 1 sentence 2 and para. 2 shall apply accordingly.
- (5) The University Governing Board is authorised to convene the committees to a joint meeting, stating an agenda; para. 1 sentences 2 to 4 and para. 2 apply accordingly.
- (6) Meetings should take place at family-friendly times.
- (7) Paragraphs 4 and 5 do not apply to the University Council.
- (8) ¹A meeting can be held in person, as a digital meeting using digital media (e.g. video conferencing) or as a hybrid meeting (hybrid form of presence and digital meeting). ²The chairperson shall determine in which of the forms mentioned in sentence 1 the meeting is to be held. ³The meeting must be held in person if at least a quarter of the members object to a hybrid or digital meeting. ⁴Connected members of the meeting must have the technical ability to comply with the requirements of the GDPR. ⁵Meetings must be held in person for secret ballots.

§ 46

Quorum

- (1) ¹The University Council shall constitute a quorum if all members and the functionaries pursuant to Section 45 para. 1 sentence 2 have been duly invited and the majority of the members of each group pursuant to Art. 36 para. 1 sentence 1 BayHIG are present and entitled to vote. ²Written or electronic transfers of voting rights by email are taken into account in accordance with Section 50 when determining attendance and voting rights.
- (2) ¹The other bodies are quorate if all members and the functionaries pursuant to Section 45 para. 1 sentence 2 have been duly invited and the majority of members are present and authorised to vote. ²Written and electronic transfers of voting rights by email are taken into account in accordance with Section 50 when determining attendance and voting rights.
- (3) ¹The connected participant bears the risk of a disconnection and must ensure that his or her participation is not affected. ²When conducting digital or hybrid meetings in accordance with Section 45 para. 8, the respective member must immediately inform the chair of the meeting or the person taking the minutes in the event of a disconnection. ³If the quorum is jeopardised, the chair of the meeting shall take appropriate measures without delay.

§ 47

Passing of resolutions

- (1) ¹The committees pass resolutions by a majority of the votes cast at meetings; abstentions are considered votes not cast. ²In the event of a tie, the chairperson has the casting vote. ³Abstentions and non-votes are not permitted on examination committees.
- (2) ¹By way of exception, resolutions by way of circulation are permitted provided that a matter must be decided due to unexpected urgency that cannot be postponed. ²In this case, the chairperson shall announce the matter to be discussed to the members of the body in writing in an appropriate manner, stating the reason for the urgency. ³The subject of the vote must be described in such a way that the individual committee member can easily make a decision with "yes" or "no". ⁴The chairperson shall set a deadline by which a written or electronic vote (e.g. by email) must be received by him or her at the latest; votes received late will not be taken into account. ⁵The deadline for casting votes must be at least ten days after the announcement is sent. ⁶Voting rights may be transferred in accordance with Section 50. ⁷A resolution has been passed if the majority of members participate in the vote within the deadline; para. 1 applies accordingly. ⁸The chairperson shall note the result of the vote in the files relating to the body.
- (3) When holding digital or hybrid meetings, voting must take place in such a way that the result of the vote can be established beyond doubt.

§ 48

The public

- (1) ¹The committees do not meet in public. ²Exceptions are regulated in the rules of procedure of the respective body. ³In individual cases, they may decide to open certain agenda items of a future meeting to the public, provided that, notwithstanding para. 3, no personnel or audit matters are dealt with or the rights of third parties or other legal reasons stand in the way.

- (2) Resolutions in accordance with paragraph 1 sentence 3 are passed by secret ballot and require a majority of two thirds of the members present.
- (3) ¹Meetings or parts of meetings that deal with the election of a president, vice president, dean, vice dean, dean of studies, the university's equal opportunities officer for women in science and the arts and the faculties' equal opportunities officer for women in science and the arts are open to the public. ²The part(s) of the meeting in which the candidates standing for election present themselves and their concept for the desired office is also open to the public. ³The University Council's interviews with the candidates are not open to the public.

§ 49 **Secret ballot**

¹Votes on personnel matters shall be taken by secret ballot unless the Board unanimously decides on an open vote at the meeting in question. ²Otherwise, voting must be by secret ballot if two thirds of the members present request this. ³A secret ballot is not permitted for audit committees.

§ 50 **Transfer of voting rights**

- (1) ¹In the absence of a representative of a member group in a committee, a written or electronic transfer of voting rights by email is permitted for individual meetings or parts of meetings; the further transfer of a transferred voting right is not permitted. ²In the committees and bodies of the Student Representation, written or electronic transfers of voting rights by email are also permitted for several meetings, but no longer than until the end of the term of office. ³If several representatives of a member group are represented on the committee, the right to vote may be transferred to another representative of the same group; if a group has only one representative on the committee, the right to vote may only be transferred to the elected substitute representative. ⁴The transfer of voting rights to a representative of another member group in accordance with Art. 19 para. 2 sentence 1 BayHIG is excluded. ⁵Members of the University Council who are members of the university cannot transfer their voting rights to members who are not members of the university and vice versa.
- (2) If a member of a collegial body is assigned several voting rights, he or she may only exercise one of these.
- (3) Notwithstanding para. 1, voting rights may not be transferred to the University Governing Board, Extended University Governing Board or examination boards.

§ 51 **Rules of procedure**

¹The Senate shall issue rules of procedure for its area on the basis of the provisions of Section VII; the other committees and collegial bodies may issue rules of procedure. ²For committees that do not have their own rules of procedure, the Senate's rules of procedure shall apply accordingly.

VIII. Section: Common provisions on the election procedure in the collegial bodies and other bodies

§ 52

Scope of application

The following regulations apply to all collegial bodies and other committees, unless expressly stipulated otherwise in the provisions relating to them.

§ 53

General information on the election

- (1) Each person entitled to vote has one vote.
- (2) ¹An election supervisor must be appointed for each election. ²The position of election supervisor is honorary; it does not restrict the right to vote and stand for election. ³The election supervisor opens and conducts the election process.
- (3) Voting rights may be transferred in accordance with § 50.
- (4) ¹Elections are held by secret ballot without debate. ²Elections may not be held by circulation.
- (5) ¹Before receiving the ballot paper, those authorised to vote must identify themselves at the request of the election supervisor. ²The election supervisor shall record the names in the list of members of the respective body and note the votes cast.
- (6) After the election supervisor has declared the election process complete, the votes cast are counted.
- (7) ¹A ballot paper is invalid if
 1. it is not labelled,
 2. it is not recognisable as official,
 3. the voter's will is not clear from its labelling,
 4. it names a person who is not standing for election, or
 5. it contains additions other than the name of the person(s) elected.

²In cases of doubt, the election supervisor decides on validity.
- (8) Minutes shall be kept of the meetings of the committees, including the election process, by the election supervisor or by a person to be appointed by the election supervisor.
- (9) Doctoral candidates are eligible to vote if they can prove the significant scope of their academic work at the university in accordance with Art. 19 Para. 1 Sentence 9 BayHIG by concluding a supervision agreement with regular meetings.

§ 54

Election result

- (1) ¹The election is won by the person who obtains more than half of the valid votes cast. ²Abstentions do not count as votes cast.
- (2) ¹If no one achieves the required majority in the first ballot, a run-off election is held between the two candidates with the highest number of votes.

number of votes takes place. ²If there is a tie after the second ballot, a second ballot is held. ³If there is still a tie after this, the election is decided by drawing lots. ⁴The election supervisor immediately informs the elected person of the election result. ⁵The elected candidate must declare immediately whether he or she accepts the election. ⁶If the elected person is not present, acceptance must be made in writing or electronically no later than one week after the election.

- (3) If the election is not accepted by the person elected, a new election procedure shall take place immediately, at the latest at the next regular meeting of the respective body.

§ 55

Election audit

- (1) Any person entitled to vote and any nominee may contest the election within a preclusive period of one week after the day on which the election result is announced by submitting a written or electronic declaration to the election supervisor, stating reasons.
- (2) An electoral challenge is only justified if essential provisions of the election procedure have been violated and this violation has led or could have led to a different election result.
- (3) ¹The election supervisor decides on an election challenge. ²The decision must be substantiated in writing, include information on legal remedies and be sent to the applicant and the elected candidate. ³If the election challenge is justified, the election supervisor must declare the election invalid and hold a re-election.

§ 56

Deselection and resignation of elected members

- (1) ¹The elected members of a university committee or body can be voted out of office for good cause in a secret ballot with a majority of two thirds of the members of the respective committee. ²The chairperson of the respective body decides whether there is good cause.
- (2) At the request of at least 25 per cent of the members, its chairperson shall convene a meeting for this purpose.
- (3) The vote on the deselection takes place immediately after the debate on the corresponding motion.
- (4) ¹If the member resigns from office, a successor must be elected immediately for the remainder of the term of office, but not during the lesson-free period. ²Until a successor has been elected, the deputy shall take over the duties of the departing member.

§ 57

Resignation of a committee chairperson or a deputy chairperson

¹If an office holder leaves office prematurely for good cause, new elections shall be held immediately for the remainder of the term of office in accordance with the provisions of these Basic Regulations. ²In this case, the term of office of the successor begins with the acceptance of the election and ends with the expiry of the term of office of the prematurely resigned office holder; the prematurely resigned office holder remains in office until the election is accepted. ³The respective body shall decide on the existence of good cause at the request of the office holder.

IX. Section: Transitional and final provisions

§ 58

Amendment of the basic regulations

- (1) ¹Proposals to amend these Basic Regulations are prepared by the University Governing Board in accordance with Art. 30 para. 2 BayHIG. ²These proposals are forwarded to the University Council by the President for resolution in accordance with Art. 36 para. 5 sentence 1 no. 1 BayHIG.
- (2) The University Council then adopts amendments to these Basic Regulations in accordance with Art. 9, Art. 36 para. 5 sentence 1 no. 1 BayHIG as statutes.

§ 59

entry into force

¹These Basic Regulations enter into force on 01.01.2024. ²Upon entry into force of these Basic Regulations, the previous Basic Regulations of Technische Hochschule Ingolstadt dated 12 December 2018, last amended by the Statutes dated 27 April 2020, and the Statutes on the Election of Delegates to the State Student Council at Technische Hochschule Ingolstadt dated 20 March 2023 shall cease to apply.

Issued on the basis of the resolution of the University Council of 16 November 2023 and approved by the President.

Ingolstadt, 23 November 2023

signed.

Prof Dr Walter Schober President

These statutes were deposited at Technische Hochschule Ingolstadt on 27 November 2023. The resignation was announced digitally on 27 November 2023 by posting it on the homepage of Technische Hochschule Ingolstadt. The date of announcement is therefore 27 November 2023.