



Election committee for the student committee elections  
a.d. University of Applied Sciences Bremen  
c/o AStA Hochschule Bremen  
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Bremen, 02.11.2023

To  
the Students of the  
University of Applied Sciences Bremen

### **Election notice for the election of the Student Council and the student councils for the 2023/2024 term of office**

Dear students,

at its last meeting, the Election Committee decided on the elections for the Student Council (SR) and the student councils (FS) and scheduled them. The elections will take place on **January 24 & 25, 2024**. Election proposals for the above-mentioned bodies can be submitted from now until **22.12.2023 - 12:00 noon** to the Election Committee, the AStA or the Committee Representative (see page 4 for addresses). It is possible to submit election proposals by e-mail or fax. Forms for submitting election proposals are now available on the AStA website ([www.asta-hsb.de/wahlen2024](http://www.asta-hsb.de/wahlen2024)) and the student councils ([www.fachschaften-hsb.de/wahlen2024](http://www.fachschaften-hsb.de/wahlen2024)), as well as in all AStA offices and from the committee representative.

Informally submitted election proposals must include the following:

- Indication of the committee for which the election proposal is to apply
- (if applicable, name of the list for which the candidate is standing),
- Surname, first name, address and matriculation number,
- Subject and semester of study,
- Telephone number and e-mail address,
- Signature.

In the event that fewer nominations with candidates have been received for a committee by **22 December 2023** than there are seats to be allocated, the deadline for submitting nominations for the respective committee is automatically extended to **12.01.2024 - 12.00 noon**.

The active and passive right to vote is available to all enrolled students who are registered in the registered in the electoral roll.

The voters' register can be viewed from **08.11.2023** at the **Enrolment and Examination Office** at Neustadtswall can be viewed. Objections to the register can be made within one week, until **15.11.2023 - 14:00**, by e-mail to the election committee. On **17.01.2024 - 12:00** the electoral register will be closed.

Voting by **postal vote is possible**. The relevant documents can be obtained between

**06.11.2023** and **17.01.2024** to the election committee by e-mail, post or fax.  
 The postal voting documents must be received by the election committee by **2 p.m. on 25.01.2024**.  
 The submission of postal voting documents by email is not possible.

Voting in person is possible on election days between **10:00 - 14:00**.

**The polling stations are located at the following locations**

Standort	Raum
<b>Werderstraße</b>	Foyer B-Building
<b>Neustadtswall</b>	Cafeteria / Infopoint
<b>ZIMT</b>	I031 (Ground Floor / Entrance Area)

Students vote at the main location of their own degree program or at the closest location of their own degree program. Students of Flughafendamm or Hermann-Köhl-Straße therefore vote, for example, at the ZIMT, students of IGC or Am Brill vote at Neustadtswall etc.

The Election Committee endeavors to enable students to vote at all locations. Information on this will be provided in good time before the election on the above-mentioned websites and by e-mail from the election committee.

A **valid student ID card** or other official photo ID must be presented to vote.

**Overview of the mandates to be awarded:**

Body	Mandates to be allocated
<b>Student Council (SR)</b>	25
<b>FS 1 (Economics)</b>	5
<b>FS 2 (Construction, Architecture and Environment)</b>	5
<b>FS 3 (Social Sciences)</b>	5
<b>FS 4 (Electrical Engineering and Computer Science)</b>	5
<b>FS 5 (Nature &amp; Technology)</b>	5

We ask students to note the following schedule for the elections. The schedule was drawn up by the Election Committee on the basis of the provisions of the election regulations (§ 19 - 36 WahlO).

### Schedule of dates

Thu.,	02.11.2023	Publication of the election notice Acceptance of election proposals
Wed.,	08.11.2023	Start of inspection of the voters' register Start of the objection period against the voters' register Start of the application for postal voting
Wed.,	15.11.2023 – 14:00	End of the objection period against the voters' register
<b>Fri.,</b>	<b>22.12.2023 – 12:00 noon</b>	<b>End of the deadline for submitting election proposals</b>
Fri.,	22.12.2023 – from 12:00 noon	Publication of the submitted election proposals
<b>Fri.,</b>	<b>12.01.2024 – 12:00 noon</b>	<b>End of the grace period for submitting election proposals</b>
Fri.,	12.01.2024 – from 14:00	Publication of the election proposals and sample ballot papers
Tue.,	16.01.2024 - 14:00	End of the objection period against the nominations and sample ballot papers
Wed.,	17.01.2024 – 12:00 noon	Closure of the electoral roll
Wed.,	17.01.2024	Last application for postal voting
<b>Wed.,</b>	<b>24.01.2024 – 10:00 – 14:00</b>	<b>First election day</b>
<b>Thu.,</b>	<b>25.01.2024 – 10:00 – 14:00</b>	<b>Second election day</b>
Thu.,	25.01.2024 – from 14:30	University public counting of votes (in the office of the AStA, Neustadtswall 30, room M07)
Fri.,	26.01.2024 – 14:00	Publication of the provisional election results
Wed.,	31.01.2024 – 14:00	End of the objection period against the election results
Thu.,	01.02.2024 – from 14:00	Publication of the final election results

If you have any questions about the student committees, you can contact the committee representative or the AStA.

When running for office, please bear in mind that the term of office begins on 01.04.2024 and ends on 31.03.2025. In the interest of successful committee work, it would certainly be helpful if you are not already in the process of completing your studies or in a semester abroad or internship.

Make use of your active and passive right to vote.

We look forward to your candidacies and votes.

*Best Regards*

Chairperson of the Election Committee

## Further information / election procedure

1. the electoral roll can be viewed from 08.11.2023 at the Enrolment and Examination Office Examination Office at Neustadtswall. Objections must be addressed directly to the Election Committee directly.
2. the electoral register contains a list of all students entitled to vote and therefore all students who can stand for election. **If you are not on this list, unfortunately you cannot stand for election.**
3. in order to meet the deadlines specified in the election notice and in the schedule, it is necessary to submission/application in the following offices of the AstA, the committee representative or to a member of the election committee. Sending a fax to meet the deadline is possible.
4. postal voting is generally possible if the election documents are requested in good time from the Election Committee and then completed and sent to the Election Committee (please note the enclosed instructions) by 2:00 p.m. on 25.01.2024.

List of contact persons / possibility to submit nominations:		
<b>Election Committee</b> for the student committee elections	<b>Office hours:</b> By agreement	
	<b>Postal address:</b> AstA Hochschule Bremen z.Hd. Wahlausschuss Neustadtswall 30 / Raum M07 28199 Bremen	<b>E-Mail:</b> wahlausschuss@hs-bremen.de Phone: +49 421 5905-3643 Fax: +49 421 5905-3603
<b>General Student Committee (AstA)</b> University of Applied Sciences Bremen	<b>Office hours:</b> (see: asta-hsb.de)	
	<b>Postal address:</b> Neustadtswall 30 / Raum M07	Werderstraße 73 / Raum B24
	<b>E-Mail:</b> asta@hs-bremen.de Phone: +49 421 5905-3643 Fax: +49 421 5905-3603	<b>E-Mail:</b> asta-werderstrasse@hs-bremen.de Phone: +49 421 5905-4639 Fax: +49 421 5905-4845
<b>Officer for student committees</b> Marc Renken	<b>Office hours:</b> (see: asta-hsb.de)	
	<b>Postal address:</b> Neustadtswall 30 / Raum M05 Werderstraße 73 / Raum B28 28199 Bremen	<b>E-Mail:</b> gremien@hs-bremen.de Phone: +49 421 5905-3642