

The Central Electoral Board of the HWR Berlin
University elections 2025

Timetable

7 April 2025, 10 a.m.	Start of nomination period accessible only via the nomination portal at https://wahlen.hwr-berlin.de with the user login of the HWR
25 April 2025, 2 p.m.	End of the nomination period
approx. 5 May 2025	You will receive an email from the Central Electoral Board to your e-mail address at the HWR Berlin with the request to confirm your candidacy.
by 20 May 2025, 2 p.m.	<p>You can confirm your candidacy in the following ways:</p> <ol style="list-style-type: none">1. reply to the email from the office from your own email account at the HWR Berlin and attach a scan of your own signature to the email, or2. reply to the email from the office from your own email account at the HWR Berlin and attach a scan of the printed and personally signed email from the office to the email, or3. personally sign a printout of the email from the office and<ol style="list-style-type: none">a. send it by post to the office of the Central Electoral Board, Badensche Straße 52, 10825 Berlin (delays and loss are at the sender's expense) orb. deliver it during the opening hours of the Central Electoral Board's office on Tuesdays, Wednesdays and Thursdays from 9:30 a.m. to 12:30 p.m. at Campus Schöneberg, House A, Room A 3.36, orc. at the branch office of the Central Electoral Board at Campus Lichtenberg, Office of the Chairwoman of the Central Electoral Board, House 1 1.1036 on 17 May, 21 or 22 May, each day from 9:00 a.m. to 12:30 p.m.
approx.. 23 May 2025:	Publication of the election proposals on the website and notification of the candidates by email
28 May 2025, 2 p.m.:	Deadline for objections to the election proposals
28 May 2025, 10 a.m.	Display of the electoral roll, digitally accessible at https://wahlen.hwr-berlin.de with the user login of the HWR Berlin
11 June 2025, 2 p.m.	End of the display of the electoral roll and deadline for objections to the electoral roll
25 June 2025, 10 a.m.	Start of the election: You can vote via: https://wahlen.hwr-berlin.de with the user login of the HWR Berlin
3 July 2025, 1 p.m.	End of the election
approx. 4 July 2025	Publication of the provisional election results on the Internet and notification of the candidates
11 July 2025, 2 p.m.	Deadline for contesting the election

FAQ

What information do I need to provide to stand as a candidate?

For a valid nomination, you must provide:

First name

Surname

Matriculation number (complete) if you are studying at the HWR Berlin. Otherwise, the field remains blank.

Email address (email inbox) of the HWR Berlin

- s_[user name]@stud.hwr-berlin.de or
- e_[user name]@doz.hwr-berlin.de or
- [user name]@hwr-berlin.de

Note

You must also enter your email address at the HWR Berlin in full with the domain (hwr-berlin.de or doz.hwr-berlin.de or stud.hwr-berlin.de) so that we can process your data.

For candidacies on lists: the desired list position

Optional: a list/candidacy name with max. 35 characters (including spaces)

Tip for lists:

Collect the information of all persons who are to be on your list and inscribe them on the nomination portal.

How do I stand as a candidate on a list?

A list is submitted by one person. This person enters all persons in the form on the nomination portal and then submits the list. The persons on the list do not have to do anything on the nomination platform.

Note

Please refrain from having several people submit the same list. Doing so will cause a significant amount of work for the electoral board and you will be confronted with queries because you can only stand for election on one list for one body. There is therefore a risk that your candidacy will be invalid overall.

Do supporting signatures still have to be submitted?

No. As a measure to reduce bureaucracy, it is no longer necessary for you to collect supporting signatures.

Note:

Please refrain from additionally submitting signatures by email or in paper form.

If I have submitted an individual candidacy or a list, can I change my mind?

No. Once you have submitted your individual candidacy or a list on the nomination portal, it can no longer be changed. This is comparable to the situation when you used to submit your paper list.

Can I also submit my candidacy on paper?

No. We only accept nominations via the nomination portal, which is accessible from 7 April at 10 a.m. to 25 April 2025 at 2 p.m. via <https://wahlen.hwr-berlin.de>.

Can I also submit my candidacy by email?

No. We only accept nominations via the nomination portal, which is accessible from 7 April at 10 a.m. until 25 April 2025 at 2 p.m. via <https://wahlen.hwr-berlin.de>. Please do not send any additional e-mails.

What is the timeout for the nomination portal?

You are set to be logged out automatically after 30 minutes. However, the session is automatically extended - if half of the time has elapsed and the voter is active in the booth (e.g. moves the mouse pointer), the time is reset.

Once the timeout has expired, you can log in again, but you will then have to re-enter all voting proposals.

How will I know whether my candidacy has been successful?

When the nomination portal is closed, the Central Electoral Board will receive an overview of those who have declared their candidacy. The nominations will be checked. If a valid nomination has been submitted, the Central Electoral Board will send an email to your HWR Berlin email address asking you to confirm your candidacy.

Please refrain from making enquiries during the nomination process. During this time, the Central Electoral Board has no insight into the incoming candidacies. We only receive them after the end of the nomination period.

Do I have to coordinate/obtain approval for my candidacy with/from someone else?

No. You alone decide whether you want to stand as a candidate. You do not have to coordinate it with anyone - other students, teaching staff, etc. - or have it approved.

I would like to submit a list with more people than fields provided. How can I do this?

In the nomination portal, the number of candidates on lists is limited in different ways. If you would like to nominate a list with more candidates, please contact the Central Electoral Board at the email address wahlreferat@hwr-berlin.de.

I would like to stand as a candidate individually. How do I do this?

You can submit a candidacy as an individual. To do so, log in to <https://wahlen.hwr-berlin.de> with your HWR Berlin user data and fill out the form.

Why is the Board of Trustees no longer elected?

Following the reform of the Berlin Higher Education Act, the Board of Trustees is no longer elected by all members of the university, but by the Extended Academic Senate.

What is the Extended Academic Senate?

The tasks of the new body of the Extended Academic Senate are described in [section 63 of the Berlin Higher Education Act](#). According to the statutes of the HWR Berlin, it comprises 19 seats for professors and 6 seats each for the student body, for technical, service and administrative staff, and for academic staff. Since all members of the Academic Senate are also members of the Extended Academic Senate, only the following are elected: 9 seats for the professors and 3 seats each for the student body, for technical, service and administrative staff, and for academic staff.

Can I run for both the Academic Senate and the Extended Academic Senate?

Yes. If you are elected to the Academic Senate, you are also a member of the Extended Academic Senate. You can also stand for election to the respective bodies on different lists. For example, you can stand as an individual candidate for the Extended Academic Senate and on a list for the Academic Senate.

Can I also stand for election to the Academic Senate only?

Yes. However, if you are elected, you are also a member of the Extended Academic Senate in accordance with section 5 (2) sentence 1 of the HWR Berlin's Fundamental Statute.

Can I also only stand as a candidate for the Extended Academic Senate?

Yes, that is possible without any problems.

What happens if I am elected to the Academic Senate and to the Extended Academic Senate?

You are then a member of both the Academic Senate and the Extended Academic Senate. Your mandate in the Extended Senate then arises from your capacity as a member of the Academic Senate, because section 5 (2) sentence 1 of the Fundamental Statute of the HWR Berlin stipulates that you are a member of the Extended Academic Senate at the same time as being a member of the

Academic Senate. Since you can only hold one mandate, the (additional) mandate for the Extended Academic Senate lapses. The mandate will be given to another person/list.

Why does the nomination period start so early?

The process of preparing for electronic voting is very long. In addition, our election regulations stipulate that electronic voting is open for 7 working days. To ensure that the election process, including the processing of any election challenges, can be completed within the lecture period of departments 1, 3 - 5, the entire process must be completed in calendar week 29. In view of the necessary test elections, examination of election proposals, resolutions of the Central Electoral Board, the nomination and confirmation period, it is necessary to start the nomination process as early as April.

Why do I have to confirm my candidacy again?

Unfortunately, it is not yet technically possible for each person on an election proposal to confirm their candidacy in a clear and binding manner when they are nominated. For this reason, this intermediate step of personal confirmation is currently still necessary.

I cannot log in to the election portal. What should I do?

If you are a student and a student employee at the HWR Berlin, please log in with your student ID. So please use s_[username].

In all other cases, please contact the Central Electoral Board at the email address wahlreferat@hwr-berlin.de.

I am a non-degree student at the HWR Berlin. Am I entitled to vote?

No. Non-degree students are not entitled to vote in accordance with section 5 paragraph 3 sentence 1 of the Higher Education Electoral Principles Ordinance.

I am studying for a degree in Public Administration (Consular Secretary) in Faculty 4. Am I entitled to vote?

No. If you are studying for a degree in Public Administration (Consular Secretary) in Faculty 4, you are a non-degree programme student and, in accordance with section 5 (3) sentence 1 of the Higher Education Electoral Principles Ordinance, you are not entitled to vote.

I have the gender assignment diverse. Am I entitled to vote for the Women's and Equal Opportunities Councils?

No. According to section 59 (4) of the Berlin Higher Education Act, only female persons are entitled to vote for the Women's and Equal Opportunities Councils.

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I am a visiting professor (Gastprofessor). Am I entitled to vote?

Yes, visiting professors are entitled to vote and stand for election in the professorial status group.

I am an honorary professor. Am I entitled to vote?

Yes, honorary professors are entitled to vote in the professorial status group. However, you do not have the right to stand for election, so you cannot run for office.

I am a guest lecturer (Gastdozent). Am I entitled to vote?

Yes, guest lecturers are entitled to vote and stand for election in the academic staff status group.

I am a lecturer with special responsibilities. Am I entitled to vote?

Yes, lecturers with special responsibilities – whether employed, tenured or on secondment – are entitled to vote and stand for election in the academic staff status group.

I work at the Language Centre. In which electoral group am I entitled to vote?

Persons employed at the Language Centre (as lecturers, lecturers with special responsibilities, academic staff, etc.) are assigned to the Central University Administration group. This means that you are entitled to vote and stand for election for the central committees (Academic Senate, Extended Academic Senate and Central Women's and Equal Opportunities Council, if you are female).

I am a trainee at the HWR Berlin. Am I entitled to vote?

Yes. You vote in the group of employees in technology, service and administration. Since you are on a rotation programme at the HWR Berlin, you are assigned to the Central University Administration (Zentrale Hochschulverwaltung, ZHV) electoral group. This means that you are entitled to vote and stand for election to the central committees (Academic Senate, Extended Academic Senate, and Central Women's and Equal Opportunities Council if you are female).

I am enrolled at the HWR Berlin as a dual student and my work placement is also at the HWR Berlin. Am I entitled to vote?

Yes. You are entitled to vote and stand for election in the student body.

I am employed at the HWR Berlin as a civil servant. Am I entitled to vote?

Yes, all civil servants at the HWR Berlin are entitled to vote. This applies regardless of their status group, so that tenured academic staff, technical, service and administrative staff, etc. are also entitled to vote and stand for election.

I am a lecturer (Lehrbeauftragter). Am I entitled to vote?

Yes, lecturers are entitled to vote and stand for election in the academic staff status group. They retain the offices for which they were elected for as long as they hold a teaching post. This means that if you do not have a teaching assignment in a semester, you will resign from office. You will not return to office if you have a teaching assignment in a later semester. You will have to run again for the following term.

I have been appointed as an examiner or reviewer for a final thesis. Am I entitled to vote?

No. Persons who have been appointed as examiners alone, for example to supervise a Bachelor's or Master's thesis (cf. the term 'examiner' in section 32 (4) BerlHG in comparison to 'lecturer' in section 120 BerlHG) have neither the active nor the passive right to vote.

I am a student assistant at the HWR Berlin. Am I entitled to vote?

Student employees (so-called student assistants) are only eligible to vote and stand for the student representations (section 45 (2) sentence 2, (1) no. 3 BerlHG). Student employees are only members of the higher education institution where they are enrolled (Section 43 (3) BerlHG). This means that if you are enrolled at the HWR Berlin and at the same time are employed as a student employee, you participate in the election as a student. If, on the other hand, you are enrolled at another higher education institution, you can only exercise your right to vote there. You are not entitled to vote at the HWR Berlin.

I am currently on leave. Am I entitled to vote?

It depends. If you are on maternity or parental leave, you remain entitled to vote and stand for election. If you are on leave for other reasons or on a temporary pension, you are entitled to vote until the end of the semester following your leave of absence. For example, if you take special leave from 1 January 2025, you are entitled to vote until 30 September 2025.

Who can vote for the Women's and Equal Opportunities Councils?

Pursuant to Section 59 (4) of the Berlin Higher Education Act, the Women's and Equal Opportunities Councils are elected by female members of the university. This means that persons with the gender assignment male and diverse are not entitled to vote.

How long will my data be stored and where will it be published?

If you are a candidate on a list or wish to submit an individual candidacy:

- The data: first and last name, organisational unit, matriculation number and your email address at the HWR Berlin are required in order to verify your eligibility to stand for election to the committee and to communicate with you.
- We store your data on the network drive of the Central Electoral Board on the servers of the HWR Berlin.
- The Central Electoral Board is obliged to immediately announce the election proposals in accordance with section 15 (3) of the election regulations. The data: first and last name, organisational unit will be published on the university election website.

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- The candidacy will be published on the ballot papers with the data first and last name, organisational unit.
- In accordance with section 29 (1) sentence 1 of the electoral regulations, we store all election documents, including the candidacies, until the end of the semester following the semester in which the election took place. After that, they are deleted in accordance with section 29 (1) sentence 2 of the electoral regulations, unless they are required for an election review procedure or a pending legal dispute.
- If you have been elected to a committee, we will share your data with the relevant committee – the deletion periods are then subject to the respective rules for the committee.