

## **Basic Regulations of the University of Potsdam (GrundO)**

**dated December 17, 2009**

### **in the version of the Seventh Statute Amending the Basic Regulations of the University of Potsdam (GrundO)**

**- Reading version -**

**dated December 14, 2022<sup>1</sup>**

The Senate of the University of Potsdam has, in accordance with Section 5 subsection 1 in conjunction with Section 62 subsection 2 no. 1 of the Brandenburg Higher Education Act (Brandenburgisches Hochschulgesetz, or BbgHG) of December 18, 2008 (GVBl. I/08, p. 318), last amended by Article 16 of the Law of April 3, 2009 (GVBl. I/09, pp. 26, 59), issued the following basic regulations on December 17, 2009:<sup>2</sup>

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## **Article 1 Members and Affiliates of the University**

(1) Members of the university are:

1. the professors and junior professors working full-time at the university,
2. professors who, after joint appointment, work predominantly at a research institution outside the university and perform tasks in teaching and research at the university,
3. the university lecturers working full-time at the university,
4. the scientific and artistic assistants working full-time at the university,
5. senior assistants and senior engineers working full-time at the university,
6. the full-time academic employees working at the university,
7. the full-time teachers for special tasks working at the university,
8. the other employees working full-time at the university (employees in technology and administration),
9. students enrolled at the university and doctoral students,
10. the President.

(2) All other persons working at the university are members. They have only active voting rights.

## **Article 2 Honorary Senators and Honorary Members**

(1) The university shall have the right to bestow honors and confer honorary degrees.

(2) Persons who have rendered special services to the development of the university and who have been members of the university may be appointed honorary senators of the university.

(3) Persons who have rendered special services to the development and promotion of the university and who are not or were not members of the university may be appointed honorary members.

(4) Honorary senators and honorary members shall be elected by the Senate by a majority of two-thirds of the members present.

(5) Honorary senators and honorary members may be involved in the work of the university's committees. They shall become neither members nor affiliates of the university.

(6) Further details of the procedure and other honors bestowed by the university shall be regulated by the Honorary Regulations. They shall be issued by the Senate.

<sup>1</sup> Approved by MWFK by letter dated April 21, 2023.

<sup>2</sup> Approved by the MWFK by letter dated February 15, 2010.

### **Article 3 Participation in Self-government**

(1) Participation in the university's self-government is the right and duty of all members. Functionaries in the self-government shall continue to hold office until a successor is elected or appointed.

(2) The members and staff of the university shall be bound to secrecy in those matters which have become known to them as holders of an office or function and the confidentiality of which results from legal provisions or from a special resolution of the competent body.

(3) If students hold offices in the academic self-administration, they shall receive an expense allowance in accordance with a statute to be enacted by the Senate. The same applies to the student Equal Opportunity Officer of the university, the student Equal Opportunity Officers in the basic organizational units for teaching and research, and their deputies.

(4) The holding of offices in the academic or student self-administration shall not be counted towards the standard period of study to the extent of a maximum of two semesters up to the intermediate examination or up to the final examination. The same applies to the student Equal Opportunity Officer of the university, the student Equal Opportunity Officers in the basic organizational units for teaching and research, and their deputies.

### **Article 4 Associations**

(1) Associations of members of the university may, upon application, be entered in a list kept by the President. The President shall decide on registration and deletion. Registration may be refused or revoked only if the objectives of the association conflict with the tasks of the university.

(2) Registered associations have the right to use rooms and facilities of the university for their events within the limits of capacity and the regulations for use. They have the right to distribute their information material in the university.

### **Article 5 Structure of the University**

- (1) The university is divided into
1. Faculties as basic organizational units for research and teaching,
  2. Scientific institutions, operating units and the university library,
  3. The central university administration.

(2) The faculties may form legally dependent organizational units for the appropriate performance of tasks in research and teaching. The management shall include at least one university teacher. The member groups shall be involved in the management in accordance with the tasks, unless a different arrangement is made in justified cases. The management is appointed by the Dean on the recommendation of the Faculty Council. Further details are regulated by the rules of procedure of the faculties.

(3) The student body of the university shall be a legally constituted sub-entity of the university and shall perform the duties incumbent upon it under state law; a representative of the executive body of the student body may, within the scope of these duties, attend the meetings of the Senate and the Faculty Councils with the right to speak and make motions.

### **Article 6 Faculty Membership**

(1) The faculty membership of applicants and students is determined by the first subject. In justified exceptional cases, a different membership may be determined upon application.

(2) A non-student member of a faculty may become a member of additional faculties or organizational units, choosing initial membership in one of the eligible faculties or organizational units.

### **Article 7 Principles of Group Representation**

(1) The following groups represent their members in the bodies of the university, faculties, organizational units according to Article 5, paragraph 2, sentence 1, scientific institutions and operating units:

1. University teachers (professors, junior professors, jointly appointed professors pursuant to Article 1, Paragraph 1, Item 2, visiting professors, university lecturers, part-time professors, honorary professors, associate professors, professors after retirement, insofar as they teach courses at the university),
2. The senior assistants, senior engineers, scientific and artistic assistants, academic staff and other members of the full-time scientific staff, as well as guest lecturers,
3. The enrolled students and the doctoral students,
4. The other employees (employees in technology and administration), each of which has one group.

(2) Private lecturers (Privatdozentinnen and Privatdozenten) belong to the group according to para-

graph 1 no. 1, provided that they are not in an employment relationship according to paragraph 1 no. 2. Adjunct professors shall only have active voting rights if they are not in a full-time employment relationship with the university.

## **Article 8 Elections and Terms of Office**

(1) The general application of proportional representation may be waived in particular if majority voting is appropriate due to a manageable number of eligible voters in a member group. Further details shall be determined by the election regulations.

(2) The term of office of the student members of the Senate and the Faculty Councils shall be one year, that of all other members two years.

## **Article 9 Principles of Committee Activity**

(1) Committees may only deliberate and pass resolutions at a duly convened meeting. They shall be convened by their chairpersons. Committees shall be convened without delay if at least one quarter of the voting members, a group or the President - in the case of Faculty Councils, the Dean - so requests, stating the subject of discussion.

(2) Committees shall meet in person. In justified and documented exceptional cases, committee meetings may also take place exclusively as video conferences. The decision on this shall be made by the chairperson. The members must be informed of this at least two days before the start of the meeting. The invitation to the meeting shall refer to the fact that the meeting is to be held as a videoconference. The university public according to Article 10 shall be enabled to participate in an appropriate manner. In the case of non-secret resolutions in video conferences, votes may be cast by a show of hands or by tool of the video technology used. If reservations are made against individual votes during the meeting or if a vote is not possible for technical reasons, the vote shall be taken by circular or other suitable means. Voting by video technology tool is not permitted for secret ballots or elections.

(3) Committees shall constitute a quorum if more than half of the voting members are present. The Senate shall constitute a quorum if two thirds of the members are present. In justified exceptional cases, the chairperson may decide that a member who has notified him or her in good time that he or she cannot attend the meeting shall also be deemed to be present, provided that the meeting can be connected by means of technical equipment for video and audio transmission (video conferencing). A justified exceptional case exists in particular if, for reasons for

which the member is not responsible, participation in the meeting would be impossible or would involve disproportionately high costs or effort. No more than 20 percent of the members of a body may be connected by video conference. If a body has fewer than 10 members, a maximum of 2 members may be connected.

(4) The quorum shall be determined by the chairperson of each committee prior to the opening of the meeting. The committee shall be deemed to have a quorum as long as the absence of a quorum has not been established. If a quorum is doubted by a member before a vote begins, the quorum shall be established by counting the voting members of the committee who are present. The chairperson may suspend the vote until such time.

(5) If no quorum is present, the chairperson shall announce the date of the next meeting. If a matter has been postponed due to the absence of a quorum, the committee shall have a quorum at the meeting convened to discuss the same matter, irrespective of the number of members present; this shall be expressly stated in the invitation. If the absence of a quorum results from a vote, the vote shall be taken at the next meeting; a request for a roll call vote shall remain in force.

(6) A quorum is always required for the elections of the President, Vice-Presidents, Dean, and Associate Dean.

(7) The regulation of the quorum in Habilitation, doctoral and other examination matters is reserved for the respective regulations.

(8) The chairperson of the Senate shall draw up the agenda in consultation with the President. The chairperson of the Faculty Council shall draw up the agenda in consultation with the Dean. In doing so, he or she shall take into account motions submitted within a period to be specified in the rules of procedure prior to the meeting by at least one person in the committee entitled to submit a motion. Items not on the agenda may be discussed only if two-thirds of the voting members of the committee present, upon request, decide that the matter is urgent. A decision on such an item is only permissible if no voting member of the committee presents objections.

(9) Elections to the committees shall in principle be by secret ballot. The candidate who receives the majority of votes shall be elected. If more than one candidate is standing for election in the third ballot, the candidate who has received the most votes shall be elected. Elections may also be held by open ballot with the consent of all eligible voters present at the meeting.

(9a) In the election of the Vice President for Teaching and Studies or the Dean of Studies, the counting/weighting factor of the vote of each member of the group of university professors shall be increased to 3, the vote of each member of the academic staff group to 2, the vote of each member of the student group to 6, and the vote of each member of the technical and administrative staff group to 1.

(10) Each body may form committees to prepare its resolutions. The composition shall be based on the ratio of the groups in the respective body. This may be deviated from with the consent of all groups.

(11) If a committee does not adopt rules of procedure, the rules of procedure of the Senate shall apply *mutatis mutandis*.

## **Article 10 Public Sphere**

(1) The university committees, which are composed according to groups, shall meet in public. Requests for exclusion of the public may only be justified, discussed and decided in closed session. In closed sessions, the President, the Vice-Presidents, the Chancellor and the employees of the university administration called in as experts by the President or the Dean, the deputies of the voting members of a committee, persons with the right to speak and make motions for the committee in question, as well as experts called in and other persons invited to hearings shall not be considered parts of the public.

(2) Agendas and resolutions of decision-making bodies of the university shall be published in an appropriate form. Minutes of committee meetings shall be made available to members of the university upon request; this shall not apply to personnel matters and decisions in examination matters, including Habilitations and doctorates, as well as other matters which are confidential according to statutory regulations.

## **Article 11 Voting Rights**

(1) Technical and administrative staff members who belong to a committee shall have voting rights in matters of research and artistic development projects, provided that they perform corresponding functions at the university and have special experience in the field of research. The same shall apply to their participation in matters of teaching. If, in the cases of sentences 1 and 2, the existence of the prerequisites is confirmed by a member of the body, the member shall be entitled to vote. If there is any doubt, the panel shall decide on this. Insofar as members of the body do not have voting rights in accordance with sentences 1 and 2, they shall participate in an advisory capacity.

(2) Decisions directly affecting research, artistic development projects and the appointment of professors or the probation of junior professors as university teachers shall require not only the majority of the body but also the majority of the professors belonging to the body. If a resolution is still not reached in the second round of voting, the majority of the votes of the professors to be determined from this round of voting shall be sufficient for a decision.

(3) All professors, university lecturers and junior professors who are members of the faculty and who have proven themselves as university lecturers in accordance with Section 44 (1) of the BbgHG shall have the opportunity to participate with voting rights in decisions of the Faculty Council on appointment proposals, Habilitations and on Habilitation and doctoral regulations; insofar as they participate in the decision, they shall be deemed to be members of the group of university lecturers in the Faculty Council.

(4) In the case of decisions on examinations, including post-doctoral degrees and doctorates, the right to vote shall be restricted to persons who themselves possess at least the qualification to be established by the examination or an equivalent qualification.

(5) If a committee of the university discusses matters concerning an organizational unit or the student body of the university, at least the management of the organizational unit or a representative of the executive body of the student body shall be consulted in an advisory capacity.

(6) Anyone who must assume that he or she is excluded from participating in decisions on the basis of the provisions of the Administrative Procedure Act for the State of Brandenburg (Verwaltungsverfahrensgesetz für das Land Brandenburg, or VwVfGBbg) must inform the chairperson of the committee of this without being asked. In cases of doubt, the panel shall decide in the absence of the person concerned.

(7) Resolutions passed with the involvement of a member excluded under subsection 1 shall be rescinded if the involvement was decisive for the outcome and this does not conflict with rights of third parties established in the meantime.

## **Article 12 Reconciliations**

(1) Unless otherwise provided by law or in these Basic Regulations, a resolution shall require a majority of the votes cast. This majority is achieved if the number of votes in favor exceeds the number of votes against. Abstentions and invalid votes shall not be counted as votes cast. In the event of a tie, the motion is rejected.

(1a) In all matters of study organization and teaching, the counting/weighting factor of the vote of each member of the group of university teachers shall be increased to 3, the vote of each member of the group of academic staff shall be increased to 2, the vote of each member of the group of students shall be increased to 6, and the vote of each member of the group of technical and administrative staff shall be increased to 1. This shall not apply to votes in which the composition of the body means that the group of students already has a voting share of at least 30%.

(2) Any member of a decision-making body composed by groups of members who has been outvoted in a resolution may demand that

- his dissenting opinion is noted in the minutes,
- resolutions forwarded to other bodies shall be accompanied by its special vote.

A special vote must be announced before the vote and may only contain arguments that were also raised during the discussion. Special votes must be submitted in writing with reasons within a reasonable period to be determined by the chair. Special votes must be mentioned in the main report.

### **Article 13 President, Executive Committee**

(1) The Executive Committee advises the President. The Executive Committee shall consist of the Vice-Presidents, the Deans, and the Chancellor. The chairperson of the Senate shall be involved in deliberations of the Executive Committee that concern Senate tasks pursuant to Article 14, Paragraph 1. The central Equal Opportunity Officer shall be involved in deliberations concerning gender equality or the advancement of women, and the Teacher Education Officer shall be involved in matters concerning teacher education. At least one representative of the executive body of the student body shall be involved in consultations concerning matters of the student body.

(2) A Vice President may be appointed on a full-time basis. The term of office of a full-time Vice President shall be six years; in the case of part-time Vice Presidents, the term of office shall be three years. The full-time Vice President shall be the first deputy to the President. If no full-time Vice President is appointed, the election of Vice Presidents shall determine who shall be the first representative of the President.

(3) The President shall be represented in legal and administrative matters by the Chancellor.

(4) The office of the President and Vice-Presidents is incompatible with the offices of Dean, Assistant Dean and with membership as a representative of a group in bodies of academic self-government. Upon

assuming office, the President and Vice President shall resign from such offices.

(5) The President may, for the purpose of fulfilling his or her duties, inform himself or herself at any time about the affairs of the faculties and other subdivisional units of the university. She or he may attend the meetings of all bodies of the university.

(6) The President may object to resolutions and measures of other bodies or other offices of the university which violate applicable law and demand that they be rescinded within a period of time determined by him or her. He or she may also demand that the action taken on the basis of such resolutions and measures be reversed. The objected resolutions and measures may not be implemented.

(7) If the governing body or other body of the university fails to comply with a complaint within the time limit set, the President may rescind the resolutions and measures complained of by him or her and may demand that what has been demanded on the basis of such resolutions and measures be rescinded.

(8) If the governing body or other body of the university fails to fulfill the duties incumbent upon it by law, the President may order the governing body or other body to arrange for or perform the necessary within a reasonable period of time.

(9) If the institution or other body fails to comply with a request or order of the President under the listed supervisory measures within the set time limit, the President may carry out the necessary measures himself or herself instead of and at the expense of the institution or other body, or entrust the implementation to a third party.

### **Article 14 Senate**

(1) The Senate shall be responsible for:

1. the enactment and amendment of the Basic Regulations,
2. the enactment and amendment of other statutes of the university, unless the competence of the faculties is established,
3. the election and deselection of the President and the Vice-Presidents,
4. decisions on fundamental questions of teaching, research, studies and examinations as well as the promotion of young academics and artists,
5. deciding on the development plan of the university and on the proposals of the faculties for the appointment of university professors,
6. commenting on the bylaws of the faculties,
7. commenting on the draft budget of the university,

8. the opinion on the establishment and dissolution of faculties, of central institutions and operating units, and the recognition of affiliated institutes,
9. the opinion on the establishment and dissolution of study programs,
10. the proposal for the appointment of the management of central scientific institutions and operating units and for the designation of the management of scientific institutions and operating units for several universities,
11. the decision on the establishment of further central commissions, and
12. the proposal for the appointment of other officers of the university.

(2) The members of the Senate shall be the representatives of the group of university teachers, academic staff, students and technical and administrative staff in a ratio of 6:2:2:1. The Senate shall elect a chairperson and his/her representative from among its members and shall adopt rules of procedure. The Deans and the central representatives are members of the Senate in an advisory capacity.

(3) The Senate shall supervise the President with regard to the performance of his or her duties, discuss the President's report and decide on the President's discharge. Within the scope of its competence, the Senate has a comprehensive right to information vis-à-vis the President. The members of the Senate have the right to speak in all central commissions.

## **Article 15**

### **Central Commissions**

Joint central commissions shall be established to prepare resolutions of the Senate and to advise the Presidential College. The heads of the commissions shall have voting rights.

(1) The Commission for Development Planning and Finance (*Kommission für Entwicklungsplanung und Finanzen*, or EPK) shall be responsible in particular for structural and development planning, the principles of the distribution of material and personnel resources, and budgetary and financial planning. The EPK shall be formed by the President and the groups represented in the Senate. The composition is to be made in such a way that the Senate constituencies are each represented by a university lecturer, the member groups of academic staff, students and staff from technology and administration in a ratio of 5:2:2:1. The Deans are members of the EPK in an advisory capacity. The members of the EPK are nominated by the respective member groups in the Senate. The EPK is chaired by the President.

(2) The Commission for Research and Young Academics (*Kommission für Forschung und wissenschaftlichen Nachwuchs*, or FNK) is responsible in

particular for the further development of research structures and instruments of research funding as well as for the promotion of young academics. It supports the linking of research and teaching and the organization and networking of research across faculties and universities. The FNK is formed by the President, by the groups represented in the Senate and by representatives of the Faculty Councils. The composition shall be such that the members of the groups of university teachers, academic staff, students, and technical and administrative staff are represented in a ratio of 6:3:2:1. The FNK is chaired by the responsible Vice President.

(3) The Commission for Teaching and Studies (*Kommission für Lehre und Studium*, or LSK) is responsible in particular for advising on study and examination regulations, study reform and the evaluation of teaching and studies. The members of the LSK are the Vice President responsible for teaching and studies, the Deans of studies, the director of the Center for Teacher Education and Educational Research (ZeLB), and one member of the student group from each faculty. Two additional members are appointed by the Senate in such a way that the group of university teachers and the group of academic staff are each represented by at least two members in the LSK. The representatives of the group of students are appointed by the student representatives in the Senate upon proposal of the student representatives in the Faculty Councils. The LSK is chaired by the responsible Vice President.

(4) The Commission for Equal Opportunity (*Kommission für Chancengleichheit*, or CGK) is responsible in particular for implementing the legal mandate for the actual equality of women and men and for eliminating existing disadvantages for women at the university. It works towards the compatibility of career, studies and family, supports the Equal Opportunity Officers in the implementation of the university's Equal Opportunity Concept, and initiates measures for the advancement of women as well as teaching and research projects on women's and gender studies. The President, the central Equal Opportunity Officer, each faculty, the central university administration and the central institutions each appoint one member of the CGK; the students appoint two members. A substitute shall be appointed for each member. The participation of the decentralized Equal Opportunity Officers and the participation of men shall be sought. The commission is chaired by the central Equal Opportunity Officer.

## **Article 16**

### **Equal Opportunity Officer**

(1) An Equal Opportunity Officer and up to two deputies shall be elected by the members and staff of the university for a period of four years and appointed by the President. The Equal Opportunity Officer

must have the knowledge and qualifications required for the exercise of her office. The duties of the central equal opportunity commissioner may also be performed in a full-time capacity. The election rules shall govern the details of the election. Re-election and deselection are possible.

(2) In the basic organizational units for research and teaching and in the central institutions, decentralized Equal Opportunity Officers and their deputies may be elected for a term of two years. The election regulations shall govern the details of the election. Re-election and deselection are possible. Upon assumption of office, arrangements for the appropriate discharge of official duties shall be agreed upon in writing.

(3) The Equal Opportunity Officers shall advise and support the President and the other bodies and institutions of the university in all matters relating to the equality of women and men, in particular with regard to agreements on objectives, structural and personnel decisions, and the preparation and monitoring of the equal opportunity concept.

#### **Article 17 Representative for Persons with Disabilities**

(1) The employer's Representative for Persons with Disabilities shall represent the management of the university in matters relating to disabled persons in a responsible manner and shall, in particular, participate in the organization of teaching, study and working conditions.

(2) The Representative for Persons with Disabilities and his/her deputy shall be appointed by the President for a term of two years upon proposal by the Senate. Reappointments are permissible.

(3) The Representative for Persons with Disabilities has the right to receive necessary and relevant information. He or she shall have the right to make motions and speak in all committees and shall take a stand vis-à-vis the organs of the university in all matters that affect his or her interests. He or she reports annually to the President and the Senate on his or her activities.

#### **Article 18 Representative for Teacher Education**

(1) The director of the Center for Teacher Education and Educational Research (ZeLB) at the University of Potsdam is also the Representative for Teacher Education. She or he advises the university on all matters concerning teacher education. Insofar as matters of teacher education are concerned, the Representative for Teacher Education must be notified in good time and his or her feedback solicited. In this

respect, he or she has the right to speak and make motions in all committees.

(2) The further duties and responsibilities of the Representative for Teacher Education are governed by the statutes for the Center for Teacher Education and Educational Research (ZeLB) at the University of Potsdam.

#### **Article 19 Ombudsperson**

The Ombudsperson of the University of Potsdam may be called upon by all members and affiliates of the University of Potsdam to act as a moderator in cases of conflict or dispute. The Ombudsperson shall perform his or her duties confidentially and impartially and shall be a retired former member of the University of Potsdam. The Ombudsperson is appointed by the President on the recommendation of the Senate.

#### **Article 20 Bodies of the Faculty**

(1) The organs of the faculty are the Faculty Council and the Dean.

(2) The Dean's term of office shall be four years.

(3) The Dean shall be entitled to participate in the meetings of all committees and commissions of the faculty as well as in the meetings of the governing bodies of organizational units without voting rights, unless he or she is entitled to voting rights under other provisions of these Basic Regulations.

(4) The office of Dean may be held on a full-time basis by persons from outside the university, provided that the requirements for the position are met and the funds are available in the university budget.

(5) The Assistant Dean shall represent the Dean. The Assistant Dean shall be represented in office by the Dean of Students.

(6) Each faculty may establish a Dean's office to support the Dean. The Faculty Council shall decide on the establishment and composition of the Dean's Office on the proposal of the Dean.

#### **Article 21 Faculty Council**

(1) The members of the Faculty Council are the representatives of the group of university teachers, academic staff, students and staff from technology and administration, in the ratio of 6:2:2:1. The Faculty

Council elects a chairperson and his/her representative from among its members and adopts rules of procedure. The Dean has the right to propose motions and to speak in the Faculty Council.

(2) The Faculty Council is responsible for:

1. The enactment of bylaws of the faculty,
2. The decisions on the structural and development planning of the Faculty,
3. The proposals for the management of scientific institutions and operating units of faculty institutions,
4. The decisions on appeal proposals,
5. The decisions on Habilitations,
6. The opinions on the probation of junior professors,
7. Participating in the evaluation and coordination of teaching and research in the faculty,
8. Supervision of the Dean,
9. The election and deselection of the Dean and his or her deputy,
10. The election and deselection of the Dean of Studies and
11. Deciding on the establishment and composition of the Dean's Office.

## **Article 22 Dean of Studies**

(1) The Dean of Studies shall support the Dean in particular in the organization of studies and examinations, the coordination of studies and teaching, and in ensuring the teaching required to comply with the study regulations. He or she is the point of contact for complaints concerning the organization of studies and examinations as well as the quality of teaching, and ensures that subject-related study advising is provided. The Dean of Studies works to ensure that the faculty's study and examination regulations comply with legal requirements and meet Brandenburg, national and European quality standards. Furthermore, the Dean of Studies is responsible for the evaluation of teaching and studies as well as the (re-)accreditation according to the evaluation statutes of the University of Potsdam. In appointment procedures, the responsible appointment committee may ask the Dean of Studies for an opinion in matters of teaching. The Dean of Studies is to be involved in the development planning of the faculty and the conclusion of performance and target agreements between the faculty and the Executive Board. In addition, he or she has the right to submit proposals to the Dean for the use of funds available for teaching.

(2) The Dean of Studies is a member of the Central Commission for Teaching and Studies (LSK). He or she shall be informed and consulted in a timely manner on all matters concerning teaching, learning and the evaluation of teaching and learning in the faculty, shall have the right to information, to speak and to make proposals in all committees of the faculty

within the scope of his or her duties, and may make statements and proposals to the responsible bodies of the university. She or he reports regularly to the Faculty Council on current developments in the area of teaching and studies and gives an annual report on teaching (teaching report).

(3) The Dean of Studies shall be elected from the group of university professors on the proposal of the student representatives in the Faculty Council in agreement with the Dean. In all other respects, the regulations for the election, re-election and de-selection of Deans shall apply. The term of office of the Dean of Studies is two years. Re-election is possible.

(4) The faculty is obligated to provide the Dean of Studies with adequate funds to fulfill his or her duties.

(5) The office of Dean of Studies may also be held by the Associate Dean. In addition, the Faculty Council may determine that the Dean of Studies shall bear the title of Associate Dean for Teaching and Studies.

## **Article 23 Faculty Committees**

(1) The Faculty Councils may form commissions and appoint officers to advise them.

(2) Unless the Basic Regulations provide otherwise, the representation of the member groups in the commissions shall, as a rule, be based on the representation of the member groups in the Faculty Councils; otherwise, the member groups shall be involved in accordance with the tasks of the commissions. The members of the commissions shall be nominated by the member groups of the Faculty Councils.

(3) For the preparation of new study programs, for the revision and further development of existing study programs, the faculties shall establish study commissions for individual subjects or across subjects. For the fulfillment of these tasks, results from evaluations of studies and teaching shall be taken into account. The study commission should have a total of at least 6 members, half of whom should come from the group of university teachers or academic staff and half from the group of students. The members of the Study Commission are appointed by the Faculty Council. The student members are nominated by the student representatives in the Faculty Councils. The Study Commission has a chairperson. The term of office of the members is one year. Re-appointment is possible.

(4) In the case of study programs whose regulations are adopted by more than one Faculty Council, representatives of all faculties involved shall be members of the study commission.



(5) In the case of teaching degree programs, study commissions established by the Center for Teacher Education and Educational Research shall take the place of the faculty commissions pursuant to paragraph 3. Details regarding their tasks, composition, and establishment are governed by the statutes for the Center for Teacher Education and Educational Research (ZeLB) at the University of Potsdam. Paragraph 4 applies accordingly.

#### **Article 24** **Special Rules of Procedure**

(1) If questions of a subject area are dealt with which is not represented by a professor in the Faculty Council, at least one professor of this subject area shall be given the opportunity to participate in the deliberations.

(2) Prior to the adoption of resolutions by the Faculty Council on matters directly affecting an organizational unit of the Faculty, at least its management shall be given the opportunity to participate in the deliberations.

#### **Article 25** **Amendments to the Basic Regulations**

Amendments to these basic regulations shall be enacted by the Senate. Proposals for amendments shall be submitted by one quarter of the members of the Senate or by the representatives of at least two groups of members in the Senate or by the President. The approval of two-thirds of the members of the Senate is required for the adoption of a proposed amendment in the Senate.

#### **Article 26** **Entry into Force, Expiry**

These Basic Regulations enter into force on the day following their publication in the official announcements of the University of Potsdam. The Basic Regulations of the University of Potsdam of July 29, 1999 (AmBek. UP No. 6/1999 p. 52) are thereby superseded.