

Statute of the Student Body of Universität der Künste Berlin

Based on § 19 Par. 2 and 3 No. 2 of the university law in the state of Berlin (Berliner Hochschulgesetz – BerlHG), last edited on February 2nd of 2018 (GVBl. P. 160), the student parliament of Universität der Künste Berlin decided upon the following statute on January 15th of 2020.

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I. General Information

§ 1 General Provisions

(1) Every member of the student body has the right to take part in the political organs of the student body

(2) Every member of the student body has an active and a passive right to vote according to the following statute and election policy.

(3) The political organs of the student body usually meet publicly.

(4) The chairpersons of the political organs of the student self-administration are obliged to inform its members and, upon request, to disclose information about any matter that regards the field of duty of the organ. This includes the execution of common decisions.

§ 2 Quorum and Term of the Political Organs of the Student Body

(1) A quorum of the political organs of the student body is present if half of the members of a particular organ are present and have been invited in an orderly manner. Decisions are based upon a majority of valid votes as long as this statute does not state otherwise. Abstentions from voting are not counted in the calculation of the majority.

(2) Decisions of the political organs of the student body will be publicized through all the suitable communication channels of the student body. The statute of the student body, the standing orders of the student parliament and the general student committee, the election procedure of the political organs of the student body and the membership fee regulations, as well as its alterations, are to be publicized in the journal of Universität der Künste Berlin and should be accessible through the online presence of the general student committee.

(3) The terms of all political organs of the student body are set to be one year. Within this period a new election should be scheduled. Until the constitution of the newly voted political organs, the organs of the previous term remain in power. The constitution of the student parliament is conducted by the student election committee. The constitution of the other newly voted political organs is conducted by the respective chair or the respectively assigned members of the previous election period.

II. Student Parliament (StuPa)

§ 3 Constitution and Tasks

(1) The student parliament consists of 30 members.

(2) The student parliament takes decisions, based on § 19 Par. 3 Satz 2 BerlHG:

1. regarding principal matters of the student body,
2. regarding the statute, the budget, and the determination of the membership fees,
3. regarding the discharge of members of the general student committee,
4. regarding the election procedure of the political organs of the student body.

(3) Besides these obligations, the student parliament has the following duties:

1. the recall of the general student committee or of single members in case of simultaneous re-election,
2. To decide upon the standing orders of the student parliament,

3. to decide upon the membership of the student body in student organisations and upon the cooperation with other student bodies,
4. the confirmation and examination of adherence to guidelines of project funding and social funding by the general student committee.
5. Election, based on a personal vision and proposition of all student members of all cross-faculty commissions and committees (to the academic senate).
6. Appointment of a student election committee (StudWV). Further matters are handled by the election committee of the political organs of the student body.
 - (4) The student body supports autonomous student propositions (ASV) as free forms of student engagement. Here, the student parliament can decide upon co-operations, as well as upon yearly benefits for financial support in line with the budget law. The student parliament decides upon a regulation of the autonomous student propositions.

§ 4 Constitution and Duties

- (1) In the lecture period, the student parliament holds meetings once a month. Furthermore, it meets at least two weeks after the beginning of the lecture period and/or a new election. In addition to that the student parliament meets
 1. upon decision of the general student committee,
 2. upon request of a quarter of the members of the student parliament
 3. upon request of 5 % of all members of the student body.
- (2) An invitation is orderly if it is being sent at least seven days before the meeting. In case of extraordinary meetings, the invitations are to be sent at least four days prior.
- (3) The student parliament meets publicly; it can decide upon a seclusion from the public.
- (4) In case the student parliament is called to meet again due to the lack of a quorum, a quorum can be reached if the invitation states so.
- (5) As far as it is not determined otherwise, decisions are based on a majority of valid votes. Abstentions from voting are not counted in the calculation of the majority. As far as it is not determined otherwise, in case of a voting tie, a proposition is rejected.

§ 5 Elections and Membership Rights

- (1) The student parliament decides upon an election procedure of the political organs of the student body.
- (2) If a member of the student parliament resigns prematurely, the candidate with the second highest count of votes moves up. In lists of the university, the candidate of the respective list with the second highest vote count moves up. If no other candidates are to be appointed, the chair is abandoned. The chair will not be considered in the assessment of a quorum.
- (3) If not all members of a meeting of the student parliament are present, the present members, that have been voted to be representatives, automatically gain the right to vote.
- (4) If more than half of the chairs of the student parliament are abandoned, new elections are to be implemented within six weeks. Until the constitution of the newly voted parliament, all members and chairs remain in power.
- (5) Legal protection for occupation regarding one's administration can be granted to each member of the student parliament based on a decision of the parliament.

III. Chair of the Student Parliament

§ 6 Election of the Chair

1. The student parliament votes for a chair, from its own members, on its constitutional meeting. The chair consists of three members. The election method is a majority vote based on a bare majority. In case of a voting tie between two or more candidates a runoff vote is conducted, as far as the appointment of a chair is decided between the respective candidates. In case of a second voting tie, the decision is drawn by lot.
2. Through new elections, the student parliament can vote current chair members out of their position.
3. The members of the chair will be granted an expense allowance. This allowance amounts to half of the pay that is granted to a member of the student committee according to § 15.

§7 Duties of the Chair

- (1) The chair is responsible for the type of work of the student parliament which is subject to the standing orders. Most significantly,
 1. according to § 2 Par. 3, it must ensure the formation of a student election committee for the new election of the student parliament,
 2. it is responsible for the administration of the meetings and the protocol.
- (2) The chair represents the student body in irrefutable matters, in case no general student committee is in power.

IV. Commissions and Committees

§ 8 Formation of Commissions and Committees

- (1) The student parliament can appoint a budget committee. Its duties are regulated by standing orders of the student parliament.
- (2) If possible, meetings of the budget committee are to be scheduled in accordance with the financial department of the general student committee. The budget committee can invite the financial advisor of the general student committee to its meetings. The advisor is obliged to accept this invitation.
- (3) Besides the budget committee the student parliament can appoint other committees and commissions in the build-up of its decisions. These committees and commissions are bound to the decisions of the student parliament. They have to be accountable and are always terminable.
- (4) Apart from members of the student parliament, members of committees or commissions can, if not defined otherwise, also include other students of Universität der Künste Berlin elected by the student parliament.
- (5) Decisions are made, based on the bare majority of the present members. They are made to support the student parliament.

V. General Student Committee (AStA)

§ 9 Elections

- (1) The student parliament elects the members of the general student committee. Elections of the departments of the general student committee are announced through all suitable channels of communication of the student body, through an email to all the students, as well as through a poster by the office of the general student committee. Additionally, a poster should be displayed in all the frequently visited buildings of Universität der Künste. The announcement has to be made public at least four weeks beforehand. The content of the announcement is formulated by the student parliament.
- (2) The election of a department of the general student committee is to be scheduled at least one month before the end of the current term.
- (3) Members of the general student committee are elected in a single secret vote based on the bare majority of the student parliament and are appointed for a one-year term. In case of a voting tie between two or more candidates a runoff vote is conducted between the candidates with the most votes. In case of a second voting tie, the decision is drawn by lot.
- (4) Applicants must register with the chair of the student parliament, in written form, at least seven days before the day of the election. The student parliament can decide to accept singular applications that have been submitted after the deadline. Upon request, the application formulas are to be made public in due consideration of the data protection of all members of the student parliament and the general student committee.
- (5) Electable are all ordinarily enrolled students who are exercising their membership rights of Universität der Künste Berlin.

§ 10 General Provisions

- (1) The general student committee represents the student body. It is bound to the decisions of the student parliament and deals with the current matters of the student body. Its members must provide information and be accountable to the student parliament and the general assembly of the students.
- (2) Members of the general student committee are not supposed to be part of the student parliament. Moreover, they are not allowed to be chairpersons of the student parliament.
- (3) The term of a single member of the general student committee amounts to one year regardless of the term of the student parliament. A term ends prematurely if a motion of no-confidence is enacted, a resignation is announced, or the electability is no longer given.
- (4) The membership of the general student committee is restricted to four years. The student parliament decides upon exceptions.
- (5) All advisors of the general student committee are equally authorized to be represented to the outside.
- (6) The department of finance assesses the factual and analytical validity of budget matters and arranges for the timely completion of payment duties.

§11 Constitution

- (1) The general student committee consists of at least four departments which are assigned the following areas of duty:
 1. University Policy
 2. Finance
 3. Social Matters
 4. Public Relations
- (2) The student parliament has the possibility to appoint further departments, especially in the fields of equality, intercultural matters, and student councils.

§ 12 Motion of No-Confidence and Resignation

- (1) The student parliament can voice their distrust towards members of the general student committee. For this purpose, the majority of present eligible voters need to be given. A justified motion of no-confidence is to be submitted, in appropriate form, to the respective chairperson of the student parliament and to the general student committee at least ten days before the meeting at which the motion will be decided upon. Furthermore, the motion is to be submitted to the members of the student parliament alongside the invitation of the respective meeting. If distrust is voiced towards a member, this member will be excluded immediately from the general student committee.
- (2) The general student committee can voice distrust with a bare majority of its members by deciding upon a motion of no-confidence towards the student parliament. Alongside the motion of no-confidence, a request for the summoning of an extraordinary meeting of the student parliament has to be decided upon. The meeting must be summoned within eight days. Point 2 and 3 do not apply if, within this period an ordinary meeting of the student parliament is scheduled.
- (3) The resignation of a member of the general student committee is to be communicated in written form to the chair of the student parliament. The date of resignation must be included in the message. The chair assigns the financial department with communicating the resignation to the responsible budget department of Universität der Künste Berlin accompanied by the request to stop the payment of expense allowance.
- (4) With resignation from their position, members of the general student committee must faithfully transfer all official duties and means of work to their elected successor.

§13 Meetings

- (1) Meetings of the general student committee are openly accessible within the university. According to point 1 they are publicly accessible to members of the student body as well as students enrolled in institutes that cooperate with Universität der Künste Berlin. The general student committee can decide upon exclusion from the public. The chair of the student parliament belongs to the non-public.
- (2) The general student committee meets weekly during the lecture period. During semester breaks the meetings take place twice a month.
- (3) Dates of meetings are to be made public one week in advance. The student parliament must be informed about the dates of meetings.

- (4) In meetings of the general student committee the chair of the student parliament as well as members of the ordinarily elected student representatives dispose of an advisory voice, a right to speak as well as a petition right.
- (5) All advisors should always take part in meetings of the general student committee as well as the student parliament.

§ 14 Legal Protection

Legal protection for the claim of one's administration can be granted to every member of the general student committee upon decision of the general student committee or the student parliament.

§ 15 Expense Allowance

- (1) Every member of the general student committee is granted an expense allowance amounting to the designated maximum for minor employment according to § 8 Par. 1 SGB IV.
- (2) In the exceptional case that a member of the general student committee is provisionally taking part in a second department the expense allowance mentioned in point 1 can be doubled.

§ 16 Standing Orders

The AStA decides upon its own standing orders.

VI. Student Councils

§ 17 Student Council

Students of a department form a respective student council. However, student councils can also be formed across departments or location oriented.

§18 Council of Student Representatives (FSR)

- (1) The student council of one or more departments elects a council of student representatives. This council consists of at least three members.
- (2) The council of student representatives detects the special interests of members of the student council with regards to the duties of the student body according to § 18 Par. 2 BerlHG. These include especially:
 1. Consultation of members of the student council regarding questions of the study, the teaching, and the exams,
 2. Mediation between students, professors as well as committees
 3. Representation of the interest of the student council in their direct respective university committees (councils of faculty and institute)
 4. Special supervision of students in the first semester
 5. Consultation of the applicants of the respective department
 6. Administration of the budget of the student council
 7. Non-material and financial funding of student projects of the members of the student council. The number of duties should be divided upon its members as equally as possible.
- (3) Within the student parliament members of an ordinarily elected council of student representatives dispose of the right to speak, the right to information and a petition right.
- (4) To vote for a council of student representatives a general assembly of the respective department must be summoned. The general assembly must be announced seven days in

advance through a clear posting. At the general assembly candidates introduce themselves to the students and are elected afterwards. The general assembly of the student council must be able to constitute a quorum. The assembly can constitute a quorum if at least 5 % of the members of the students of the student council are present. Voting is conducted through:

1. The acclamation for all candidates simultaneously,
2. a direct vote through which the candidates with the most votes respective to the number of chairs form a council of student representatives. The number of votes of every eligible voter is calculated according to the number of positions. Abstentions are not considered. A protocol is to be made for the election. The protocol is to be submitted to the chair of the student parliament. The announcement of the members of a council of student representatives on the AStA homepage is asked for. The election is organised and conducted by the previous office bearers. Unless noted otherwise the regulations of the election procedure of the political organs of the student body apply.

(5) The constitution of a council of student representatives is summoned by the previous council of student representatives.

(6) The council of student representatives is to be summoned by demand of each of its members.

(7) Decisions are based upon the majority of the present members of the council eligible to vote. Abstentions are not considered. Secret votes are conducted upon request of a member of the council eligible to vote.

(8) Councils of student representatives can decide upon their own standing orders.

§ 19 Conference of Student Representatives (FSRK)

(1) The conference of student representatives consists of one member of each council of student representatives.

(2) Their duty is the allocation of the budget of the student councils to the single councils of student representatives, the coordination of the work of these councils and the representation of the interests of student councils in front of the general student committee.

(3) Decisions concerning the allocations of the budget of student councils to the single councils of student representatives must be made based upon a two-third majority.

(4) The conference of student representatives can make their own guidelines concerning the allocations of project funding and the like.

(5) The council of student representatives holds meetings at least two times per semester during the lecture period. The meetings are public. The council of student representatives can decide upon exclusion from the public in singular, justified cases. The members of the general student committee and the chair of the student parliament belong to the non-public.

(6) During votes every present, ordinarily elected, council of student representatives has one vote each. Decisions are usually based on the bare majority of the present councils of student representatives. When calculating the majority abstentions are not considered.

(7) The administration and organisation of meetings is the responsibility of the respective department of the general student committee.

(8) The conference of student representatives can decide upon its own standing orders.

VII. General Student Assembly and Strike Vote

§ 20 General Student Assembly (StudVV)

- (1) The general student assembly contributes to the opinion formation and decision-making of the student body and the political organs of the student body. It is summoned in case of
 1. Decision of the general student committee,
 2. Decision of the student parliament,
 3. Request of three ordinarily elected councils of student representatives (only in case of a general assembly of the student body)
 4. Request of 5 % of the members of the student body
 5. Decision of the respective council of student representatives (only in case of a general assembly of the student council).

The general assembly of the student body is to be summoned and conducted by the chair of the student parliament. The general assembly of a student council is to be summoned and conducted by the respective council of student representatives.

(2) Every member of the student body has a right to speak, a petition-right and the right to vote.

(3) The general student assembly can have a quorum if at least 5 % of the members of the student body are present. A quorum is determined upon a motion from within the general student assembly.

(4) The decisions of the general student assembly have a pointing character for the political organs of the student body. Decisions are based upon a bare majority of the present students eligible to vote. Abstentions are not considered. Secret votes are not provided for.

(5) For a general assembly of a student council Par. 1 to 4 apply as well.

§ 21 Strike Vote

(1) Strike votes are appointed to assist the decision-making of the political organs of the student body. They have a pointing character.

(2) A strike vote is to be conducted based on

1. Decision of the general student committee,
2. Decision of the student parliament,
3. Request of three ordinarily elected councils of student representatives,
4. Request of 5 % of all members of the student body.

(3) The motion for a strike vote is to be directed towards the chair of the student parliament alongside a referendum question. Alternative or additional questions for the vote have to be asked upon request of

1. the general student committee,
2. a quarter of the members of the student parliament,
3. two ordinarily elected councils of student representatives,
4. 5 % of all the members of the student body.

(4) For the conduct of a strike vote a committee is elected by the student parliament. The committee consists of at least three members of the student parliament and up to five more members of the student body. The maximum is eight members. Its duty is to conduct the strike vote within the following five weeks following the order below.

1. Publication of the motions through all available channels of communication of the student body and the general announcement options in all buildings of Universität der Künste Berlin.
2. Reception and publication of alternative or additional texts concerning the referendum according to Par. 3 within a week after the publication of the strike vote.

3. Assessment and publication of the result of the strike vote through all available channels of communication of the student body.
- (5) The strike vote must be conducted within at least four days. The strike vote must not be conducted outside of the lecture period or within its first week. The strike vote should be conducted at all teaching facilities of Universität der Künste Berlin.
- (6) A debate held at the general assembly of the student body should precede the strike vote.

VIII. Budget of the Student Body

§ 22 Budget Management

- (1) A budget year of the student body begins on April 1 and ends on March 31 of the following year.
- (2) The new budget plan and the membership fee regulations should be submitted for approval to the president of Universität der Künste Berlin at least two months before the start of a new budget year.
- (3) The general student committee can make an agreement on the conduct of financial and administrative duties with the administration of the university. The department of finance is the manager and commissioner of the budget.
- (4) The budget management of student councils is the responsibility of the respective council of student representatives. The administration of the budget of the conference of student representatives is the responsibility of the financial department of the general student committee. For each budget year the budget allocation of student council is ensured by the university. The budgets are distributed on the first conference of student representatives of the new budget year. The budget plan of student councils is tied to the budget year of the university beginning on January 1st of every year. In case Universität der Künste Berlin does not provide a budget for the student councils, the general student committee is prompted to react accordingly.

IX. Closing Provisions

§ 23 Confidentiality

- (1) All students assigned and engaged with duties and matters of student self-administration are obliged to confidentiality. This also applies after the resignation of a position.
- (2) Confidential duties are especially the duties and matters which are handled and decided upon in non-public meetings as well as personal information on students.

§ 24 Change of the Statute

- (1) Changes of the statute can only be decided upon if they were discussed in two meetings or have been developed by a commission according to § 8. A change of the statute requires a two-third majority of the present members of the student parliament eligible to vote.
- (2) Motions of change of the statute must be addressed as an item of the agenda of a previous meeting of the general student committee. The respective part of the protocol is to be submitted alongside the draft for such a decision.

§ 25 Coming into Effect, Termination

- (1) This statute is coming into effect on the day after its first publication in the journal of Universität der Künste Berlin.

(2) Concurrently the statute of the student body of Universität der Künste Berlin published on May 9 of 2012 (UdK-Journal 2/2013 from January 28, 2013) is terminated.