Election proposal

to

Proportional representation

Elections to the 69th StuPa

Instructions for an election proposal for proportional representation (list election)

Eligible voters[[1]](#footnote-1) Students can stand for election (passive right to vote). In order to stand for election to the student parliament, an **application** (election proposal) must be submitted to the election officer. In addition to direct candidacy[[2]](#footnote-2) **, it is also possible to stand for election on a list**. An electoral list groups together all persons who are jointly running for mandates in the student parliament.

### Minimum requirements

An election proposal for proportional representation must contain:

1. The name of the list (*the name of the list must not give the impression that the list in question is identical with a body of the student body*) [**Annex 1**];
2. Surname, first name, subject(**s**) of study of the persons running on the list in binding order (*the list election proposal must include at least three persons running*) [**Annex 1**];
3. A joint election manifesto (*please enclose four printed copies with the application);*
4. Name, first name and contact details of a person responsible for the list [**covering letter**];
5. The matriculation number and signature of 20 students eligible to vote who support the list proposal and do not stand on it [**Annex 2**];
6. The personal data of the persons running for election: Date of birth, matriculation number and address (*This personal data will not be published, will only be used internally for the purpose of conducting the election and will be deleted or destroyed once the election result is unappealable*) [**Annex 3**];
7. A written declaration of consent to stand by each person standing on the list [**template attached**].

### Form and deadline

**The original** application must be submitted in **writing to the election officer of the StuPa elections** (contact details can be found in the cover letter). The candidate must sign the application personally[[3]](#footnote-3) . Nominations for the elections to the 69th Student Parliament can be submitted until **02.06.2023** (submission deadline).

### Review and publication

The election officer shall immediately check received election proposals with regard to their correctness with the election regulations and shall notify the person responsible for the list of the result of his check. If the proposal shows **deficiencies**, the election officer shall request in his notification that the deficiencies be remedied without delay.

After expiry of the submission deadline, deficiencies can only be remedied in the case of fundamentally valid election proposals. A valid election proposal does not exist if it has not been submitted in due time, if the required supporting signatures have not been obtained, if a required declaration of consent is missing or if a list proposal has less than three candidates.

Valid, defect-free election proposals will be publicly announced by the election administration on **07.06.2023.**

|  |  |
| --- | --- |
|  | **List Responsible Person:**  ####Please enter and delete references####  First name Last name  Street number  Postcode City  Telephone number  E-mail |
| Election officer for the elections to the 69th Student Parliament of Saarland University  Mr Matthias M. Thielen, Dipl.-Jur.  AStA of Saarland University  Campus, Building A5 2  66123 Saarbrücken |  |

**Election proposal for the list election (proportional representation) for the elections to the 69th Student Parliament**

Dear Mr Heintz,

I hereby apply for the admission of the following list for the elections to the 69th Student Parliament of Saarland University, which will take place from 19 to 23 June 2023.

I have attached the necessary enclosures (1, 2 and 3), four copies of our election manifesto and the signed consent forms of the persons running for office.

With kind regards

|  |
| --- |
| ###Please enter and delete notes ###  First name Last name |

|  |  |
| --- | --- |
| Attachments | Attached  Please tick |
| Annex 1 (list proposal) |  |
| Annex 2 (Support list) |  |
| Annex 3 (personal data) |  |
| Joint election programme |  |
| Consent forms |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Enclosure 1** | | | List proposal (electoral list) | |
| Name of the list  *Please state the name of the list. It is not permissible to use such designations that are likely to create the impression that the list in question is identical with one of the organs of the student body (Organs of the student body are: The Student Parliament [StuPa], the General Student Committee [AStA] and the Council of Elders [ÄRat]).* | | | | |
| The name of our list running for the elections to the 69th Student Parliament is: | | | | |
| ###Please enter here### **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  List designation | | | | |
| Electoral list  *The list proposal is composed of the persons standing as candidates. Only persons who are eligible to vote may stand for election. All students enrolled at Saarland University in the summer semester of 2023 are eligible to vote, with the exception of guest students, second-year students, junior students and starter students. A list proposal can only be admitted if it consists of at least three candidates. Please note that the* ***order of the list positions (LP) is binding****!* | | | | |
| **LP** | **Name** | **First name** | | **Subject | Subjects** |
|  |  |  | |  |
|  |  |  | |  |
|  |  |  | |  |
|  |  |  | |  |
|  |  |  | |  |
|  |  |  | |  |
|  |  |  | |  |
|  |  |  | |  |
|  |  |  | |  |
|  |  |  | |  |
|  |  |  | |  |
|  |  |  | |  |
|  |  |  | |  |
|  |  |  | |  |
|  |  |  | |  |
|  |  |  | |  |
|  |  |  | |  |
|  |  |  | |  |
|  |  |  | |  |
|  |  |  | |  |
|  |  |  | |  |
|  |  |  | |  |
|  |  |  | |  |
|  |  |  | |  |
|  |  |  | |  |
|  |  |  | |  |
|  |  |  | |  |
|  |  |  | |  |
|  |  |  | |  |
|  |  |  | |  |
|  |  |  | |  |
|  |  |  | |  |
|  |  |  | |  |
|  |  |  | |  |
|  |  |  | |  |
|  |  |  | |  |
|  |  |  | |  |
|  |  |  | |  |
|  |  |  | |  |
|  |  |  | |  |
|  |  |  | |  |
|  |  |  | |  |
|  |  |  | |  |
|  |  |  | |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Enclosure 2** | | Support list | |
| *To be accepted as a list proposal, you need the support of at least 20 eligible students who are not candidates on the list itself. All students enrolled at Saarland University in the summer semester 2023 are eligible to vote, with the exception of guest students, second-year students, junior students and starter students.* | | | |
| Designation of the electoral list: | | | |
| ###Please enter here### \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  List designation | | | |
|  | | | |
| The following persons support the list proposal of the above-mentioned list for the elections to the 69th Student Parliament of Saarland University: | | | |
| **No.** | **Matriculation number** | | **Handwritten signature** |
| 1 |  | |  |
| 2 |  | |  |
| 3 |  | |  |
| 4 |  | |  |
| 5 |  | |  |
| 6 |  | |  |
| 7 |  | |  |
| 8 |  | |  |
| 9 |  | |  |
| 10 |  | |  |
| 11 |  | |  |
| 12 |  | |  |
| 13 |  | |  |
| 14 |  | |  |
| 15 |  | |  |
| 16 |  | |  |
| 17 |  | |  |
| 18 |  | |  |
| 19 |  | |  |
| 20 |  | |  |
| 21 |  | |  |
| 22 |  | |  |
| 23 |  | |  |
| 24 |  | |  |
| 25 |  | |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Enclosure 3** | | Personal data (internal) | | | |
| Personal data of the candidates  *In order to check the election proposal, the requested personal data of the candidates is required. For data protection, please compare the data protection information for election proposals for the elections to the 69th Student Parliament in the appendix to this proposal and on our election website at: www.uni-saarland.de/page/stupa-wahl.html.* | | | | | |
| Designation of the electoral list: | | | | | |
| ###Please enter here### \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  List designation | | | | | |
|  | | | | | |
| Personal data | | | | | |
| LP | **Name, first name** | | **Date of birth** | **Marticle number** | **Address**  (Street, house number, postcode, town) |
| 1. |  | |  |  |  |
| 2. |  | |  |  |  |
| 3. |  | |  |  |  |
| 4. |  | |  |  |  |
| 5. |  | |  |  |  |
| 6. |  | |  |  |  |
| 7. |  | |  |  |  |
| 8. |  | |  |  |  |
| 9. |  | |  |  |  |
| 10. |  | |  |  |  |
| 11. |  | |  |  |  |
| 12. |  | |  |  |  |
| 13. |  | |  |  |  |
| 14. |  | |  |  |  |
| 15. |  | |  |  |  |
| 16. |  | |  |  |  |
| 17. |  | |  |  |  |
| 18. |  | |  |  |  |
| 19. |  | |  |  |  |
| 20. |  | |  |  |  |
| 21. |  | |  |  |  |
| 22. |  | |  |  |  |
| 23. |  | |  |  |  |
| 24. |  | |  |  |  |
| 25. |  | |  |  |  |
| 26. |  | |  |  |  |
| 27. |  | |  |  |  |
| 28. |  | |  |  |  |
| 29. |  | |  |  |  |
| 30. |  | |  |  |  |
| 31. |  | |  |  |  |
| 32. |  | |  |  |  |
| 33. |  | |  |  |  |
| 34. |  | |  |  |  |
| 35. |  | |  |  |  |
| 36. |  | |  |  |  |
| 37. |  | |  |  |  |
| 38. |  | |  |  |  |
| 39. |  | |  |  |  |
| 40. |  | |  |  |  |
| 41. |  | |  |  |  |
| 42. |  | |  |  |  |
| 43. |  | |  |  |  |
| 44. |  | |  |  |  |
| 45. |  | |  |  |  |
| 46. |  | |  |  |  |
| 47. |  | |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Declaration of consent to list candidacy** | | |
| Written declaration of consent to list candidacy  *A signed declaration of consent must be submitted by* ***each*** *candidate of the list proposal. Only those candidates who have submitted a declaration of consent can be considered. For data protection, please compare the data protection information for election proposals for the elections to the 69th Student Parliament in the appendix to this proposal and on our election website at: www.uni-saarland.de/page/stupa-wahl.html.* | | |
| Designation of the electoral list: | | |
| ###Please enter here### \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  List designation | | |
|  | | |
| Personal details | | |
| Name: |  | |
| First name: |  | |
| Date of birth: |  | |
| Matriculation number: |  | |
| Street and house number: |  | |
| Address suffix: |  | |
| Postcode: |  | |
| Place: |  | |
| E-mail: |  | |
| With my **signature,** I declare my consent to my candidacy for the elections to the 69th Student Parliament. With my signature, I also confirm that I have taken note of the information enclosed with the form and available on the StuPa elections website in accordance with Art. 13 DSGVO. | | |
|  | | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date, Place | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Unterschrift |

Data protection information pursuant to Art. 13 of the General Data Protection Regulation (DSGVO) for election proposals

**RESPONSIBLE FOR DATA PROCESSING:**   
The Chief Electoral Officer  
Dipl.-Jur. Matthias M. Thielen   
E-mail: wahlleitung@stupa-wahl.de   
Postal address:   
Campus Saarland University, Building A 5.2.   
66123 Saarbrücken  
  
**DATA PROTECTION OFFICER:**  
Ralf Lehmann   
E-mail: datenschutz@uni-saarland.de Postal address  
: Meerwiesertalweg   
location   
Postfach 15 11 50   
66041 Saarbrücken

**PURPOSES AND LEGAL BASIS OF DATA PROCESSING:**   
Your data is collected in order to be able to check and process the election proposal submitted by   
you with regard to eligibility and to ensure the proper conduct of the election. Your data is collected on the basis of Art. 6 Para. 1 Sentence 1 e), Para. 3 Sentence 1 b) Basic Data Protection Regulation (DSGVO) and § 4 Saarland State Data Protection Act (SDSG).

**DURATION OF STORAGE:**   
Your data will be stored   
until 10 days after the election to the 69th Student Parliament of Saarland University.

**AFFECTED RIGHTS:**   
You have the following rights under the General Data Protection Regulation:

* **Right to information**  
  If your personal data is processed, you have the right to receive information about the data stored about you (Art. 15 DSGVO).
* **Right to data correction**  
  If incorrect or incomplete personal data are processed, you have the right to rectification (Art. 16 DSGVO).
* **Right to erasure**If the legal requirements are met, you may request the erasure or restriction of processing as well as object to processing (Art. 17, 18 and 21 DSGVO).
* **Right to data portability**  
  If you have consented to the data processing or if there is a contract for data processing and the data processing is carried out with the help of automated procedures, you may have a right to data portability (Art. 20 DSGVO).
* **Right of complaint:**Every data subject has the right to lodge a complaint with the competent supervisory authority if he or she considers that the personal data have been processed unlawfully (for contact details of the data protection officers, see above).

**DUTY TO PROVIDE DATA:**   
According to §§ 9, 10, 11 WO-StuPa   
you are obliged to provide the following personal data when running for direct election: Surname, first names, date of birth, matriculation number, home address (street, house number, postcode, town) and your e-mail address.   
The contact data (e-mail address and postal address) will only be used for correspondence in the context of the candidature. Your data will not be used for any other purpose or passed on to third parties.

1. All students enrolled at Saarland University in the summer semester 2023 are eligible to vote, with the exception of guest students, second-year students, junior students and starter students. [↑](#footnote-ref-1)
2. Separate forms are available for direct candidacy in the respective constituencies. [↑](#footnote-ref-2)
3. A handwritten signature is not required if it is provided electronically and does not meet the requirements of a qualified electronic signature. [↑](#footnote-ref-3)