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Student Council Framework Regulations of the Student Body of  
TU Dortmund University

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Published on behalf of the  
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# Student body regulations of the student body of TU Dortmund University

Based on Section 53 (4) of the Higher Education Act of the State of North Rhine-Westphalia (Hochschulgesetz - HG) of September 16, 2014 (GV. NRW. p. 547), last amended by Article 1 of the Act of June 30, 2022 (GV. NRW. p. 780b) and Section 47 of the Student Body Statutes of TU Dortmund University of June 13, 2022 (AM No. 20/2022, p. 3-22), the Student Body of TU Dortmund University has issued the following regulations:

## I. Section: General

### Section 1 Scope of application

Based on the HG NRW and the statutes of the student body, these Student Council Framework Regulations regulate the basic principles of student council law for the student councils and the Student Council Conference of the student body of TU Dortmund University.

## II. Section: The student councils

### Section 2 Student council structure

(1) The student body is divided into the following student councils:

1. Mathematics
2. Physics
3. Chemistry and chemical biology
4. Computer science
5. Statistics
6. Biological and chemical engineering
7. Mechanical engineering
8. Electrical engineering and information technology
9. Spatial planning
10. Building industry
11. Economics
12. Educational science
13. Subject teaching and biology (teacher training)
14. Rehabilitation sciences
15. Social pedagogy teaching degree
16. Protestant theology
17. Catholic theology
18. Philosophy and political science
19. English
20. German studies

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21. Journalism
22. Art
23. Music
24. Sport
25. Textile & KuK
26. Primary level
27. Business mathematics
28. Logistics and industrial engineering
29. Psychology
30. SprachKultur (Applied Linguistics, Literature and Cultural Studies)
31. Teaching profession
32. Technology
33. Social sciences
34. Ageing society
35. Automation & Robotics
36. Sociology

- (2) The affiliation of enrolled students to student councils is based on the degree determined by the student's chosen degree program; if none of the student councils listed under para. 1 corresponds to this degree, it is based on the chosen first degree program. When enrolling or re-registering, the student may choose to belong to one or more other or one or more additional student councils within the scope of the degree programs they have chosen.
- (3) The establishment, renaming or dissolution of a student council shall be effected by amending these regulations in compliance with paragraphs 4 and 5.
- (4) The establishment of a new student council must be applied for. The application to establish a student council must contain at least the following:
  1. Name of the new student council to be founded,
  2. Justification of the need for the new student council and
  3. Definition of the new student council including degrees and degree programs of the students who are to belong to the student council. The student parliament decides on the application based on the proposal of the FsRK and taking into account the opinion of a plenary assembly of the students who would belong to the new student council, to be convened by the student council representative or the student council representatives (FsB). Section 14 applies accordingly to the general assembly.
- (5) A student council shall be dissolved by the student parliament as soon as it has fewer than 42 students. If the dissolution of a student council is applied for and the requirements of sentence 1 are not met, the student parliament shall decide on the application on the proposal of the FsRK, taking into account the opinion of the FVV of the student council concerned; the FVV shall be convened by the FsB or the FsB if the FsR does not convene the FVV within three months of being informed of the application to dissolve the student council. After dissolution of a student council, the documents kept by the student council must be handed over to the FsB or the FsBs without delay.

If the offices of all student representatives are vacant, the documents must be handed over to the AStA's finance officer immediately. The management of the part of the student body's assets previously managed by the student body and the management of the funds previously managed by the student body itself shall be temporarily handled by the AStA's finance officer until a final arrangement has been made.

### Section 3 Tasks

- (1) Notwithstanding the responsibility of the student body's organs, the student council must represent the special interests of its members, which result from their membership of the student council, within the framework of the tasks set out in Section 2 of the student body's statutes. These are in particular
  1. to represent the professional interests of its members,
  2. to comment on university policy issues, insofar as they are subject-related,
  3. to promote exchange and interdisciplinary cooperation between the student councils,
  4. to maintain interregional and international student contacts on a professional level,
  5. to convey critical awareness and the realization of the social relevance of research and teaching in society,
  6. to promote the participation of students in the student and academic self-administration of TU Dortmund University.
- (2) Within the scope of its tasks, the student council works in particular to ensure that no one is disadvantaged on the basis of gender, descent, nationality, home country or origin, language and form of communication, sexual orientation, sexual identity, disability or chronic illness, faith, religious or political views or social situation. Section 2 (2) of the student body statutes applies accordingly.

### Section 4 Organs of the student council

The organs of the student council are

1. the student council (FsR),
2. the Fachschaftsvollversammlung (FVV).

## III. Section: Organs of the Student Council

### Section 5 Tasks of the student council

- (1) The FsR performs the tasks of the student council. It decides on all matters concerning the student council. It should cooperate with the representatives of the departmental committees and the student body bodies.
- (2) The FsR implements the binding resolutions of the FVV.
- (3) The student representatives coordinate their work in the FsRK.
- (4) The FsR may adopt its own rules of procedure. These must be submitted to the Student Parliament for information.
- (5) The FsR is obliged to provide information to the FVV.

### Section 6 Composition

The members of the FsR are the student body chairperson, the finance officer and one deputy each for the student body chairperson and the finance officer. The FsR may consist

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of further members in accordance with the student council statutes. The deputies of the student body chairperson and the finance officer are voting members of the FsR. The members of the FsR must belong to the student council. The offices of the student council chairperson, the finance officer and their respective deputies must be held by different people.

## Section 7 Quorum

The FsR is quorate if half of the members, but at least 3 members, are present. Resolutions must be recorded in the minutes.

## Section 8 Election

- (1) The members of the FsR are elected by the FVV. The student body statutes may stipulate that the FsR elected by the FVV elects the student body chairperson, the financial officer and their deputies individually from among its members.
- (2) If elected by the FVV, the FVV elects the student body chairperson, the financial officer and their deputies individually.
- (3) With the exception of paragraph 1 sentence 2, a simple majority of the votes cast is sufficient in the first ballot.
- (4) The members of the FsR belong to the FsR for the duration of a term of office. This is a maximum of one year; further details are regulated by the student council statutes. Re-election is possible.
- (5) If the student representative body chairperson, the financial officer or one of their deputies leaves the FsR before the end of their term of office, a by-election for the remainder of the term of office shall take place immediately. If the election of the functionary is carried out by the FsR in accordance with the student council statutes and the FsR has fewer than four members due to the departure of the functionary, a new member of the FsR must first be elected by the FVV. Otherwise, the by-election of members of the FsR is regulated by the student council statutes.

## Section 9 Term of office

- (1) The term of office of the new FsR begins on the day of its first meeting. The first meeting of a newly elected FsR takes place within 20 days of the election.
- (2) The term of office of the old FsR ends on the previous day.

## Section 10 Resignation of members

A member resigns due to

1. Resignation
2. Deselection
3. Leaving the student council
4. Acceptance of election to another FsR

from the FsR.

Section 44 (4) of the Student Body Statutes applies to the continuation of office in the event of resignation, with the proviso that continuation is only possible until the student leaves the student body.

### Section 11 Chairpersonship and finances

- (1) The student representative body chairperson must object to unlawful resolutions, measures or omissions by the FVV and the FsR. The objection has a suspensive effect. If no remedy is found, she\*he must inform the FsRK.
- (2) The resignation of the student representative or the financial officer is only possible for serious reasons.
- (3) If the student council chairperson or the financial officer resigns from their office without continuing to hold this office in accordance with Section 44 (4) of the Student Body Statutes, the office shall be held until a by-election by the respective deputy or the person who continues to hold the office of the deputy in accordance with Section 44 (4) of the Student Body Statutes. If no such person is available, the FsR shall immediately elect a member from among its members to hold the office until a by-election is held. If such an election does not take place immediately, the AStA must be informed. The AStA shall appoint a member of the student body to hold the office until such an election is held. The representative according to sentence 4 may only make decisions that cannot be postponed and only has the right to vote on resolutions of the FsR in matters that cannot be postponed. He\*she is not entitled to vote in elections.
- (4) Legal declarations by which the student body is to be bound must be made in writing. They must be signed by the student body chairperson or their deputy and by the financial officer or their deputy. Sentences 1 and 2 do not apply to simple transactions of current administration, but the student council statutes may stipulate value limits for these.

### Section 12 Deselection

The members of the student council can submit a motion of no confidence in one or more elected members of the FsR. The FsR is then obliged to convene an FVV with the agenda item "Deselection". The motion of censure must be submitted in writing, identify the elected members of the FsR concerned and be signed by at least 5% of the members of the student council. Section 44 (3) of the student body statutes and Section 14 (6) apply.

### Section 13 Procedure

- (1) Section 43 (1-9) of the student body statutes applies to the convening and passing of resolutions by the FsR. The student representative body chairperson must immediately convene the members of the FsR for a student representative body council meeting if a member of the FsR so requests, stating the agenda items to be discussed.
- (2) Further details are regulated by the student council statutes.

### Section 14 Student Council General Assembly

- (1) The FVV is the highest decision-making body of the student council.
- (2) The FsR holds a general meeting of all members of the student council (FVV) at least once a year. It is also responsible for fundamental matters of the

student council to hold an FVV if at least 5% of the members of the student council request a plenary meeting in writing, stating the voting question. If the FsR is permanently unable to pass a resolution, the FVV shall be convened by the head of the student body or the person holding the office in accordance with Section 11 para. 3. Once a new student council has been founded, the FVV shall be convened by the FsB or the FsB.

- (3) The FsR appoints a person from among its members to take on the task of chairing the plenary assembly as well as the task of a chairperson, unless the FVV itself elects a chairperson.
- (4) Students who are members of the student council on the day of the FVV are entitled to vote at the FVV. The members of the FsR take part in the FVV.
- (5) Section 43 of the student body statutes shall apply. The FVV is quorate when dealing with an item regardless of the number of members present if the discussion of this item has been postponed due to a lack of quorum according to the student body statutes and the FVV has been convened again to discuss the same item; in this case, the consequences for the passing of resolutions must be expressly pointed out when the FVV is convened.
- (6) The FsR must check whether the requirements of paragraph 2 have been met. Once the signatures have been obtained, the FsR must issue an invitation to the FVV within two weeks of the lecture period, giving one week's notice and stating the agenda, which must include the voting question. The invitation to the FVV is issued by means of an announcement to the "Notice boards" of the student council. The FsR can also decide to announce the event via flyers. In addition, publication on the internet should be made where possible. Further details are regulated by the student council statutes.
- (7) The student council statutes regulate the rules of procedure of the FVV.
- (8) Resolutions of the FVV only bind the FsR if at least 10% of the members of the student council participate in a vote following the FVV and the resolution is approved by a majority of the votes cast. Otherwise, the resolutions of the FVV are considered recommendations to the FsR. Notwithstanding this, elections and the resolution and amendments to the student council statutes are always binding.
- (9) The amendment or revocation of a resolution of an FVV is only possible by an FVV.

## **Section 15 Committees, commissions, student working groups**

- (1) The FsR and FVV may form committees and commissions. The members of the committees and commissions are elected by the respective body. Section 13 of the student body statutes applies accordingly. Further details are regulated by the student council statutes.
- (2) The FVV and FsR can recognize student working groups that have been formed from among the student body as working groups of the student body. Working groups of the student council can be funded from the funds available to the student council for self-management (SBM) by resolution of the FVV. They are accountable to the student council for the use of these funds. The AStA must be notified of the recognition and funding of student council working groups.



## IV. Section: The student council statutes

### Section 16 Student council statutes

- (1) The student council adopts its own statutes, which may not deviate from the statutes of the student body and its supplementary regulations.
- (2) The student council statutes regulate the election procedure for the student council chairperson and the financial officer and the respective deputies, the further details of the composition, convening, tasks, decision-making, the term of office of the FsR and the management of funds by the student council as well as the execution of the tasks of the student council in accordance with these student council framework regulations.
- (3) The draft of the student council statutes or an amendment to the student council statutes is announced with the invitation to the FVV and adopted by the majority of those present at the FVV. The statutes require the approval of the StuPa; approval may only be withheld for legal reasons.
- (4) The student council statutes must be published within the student council by posting them on the student council notice boards and, if possible, on the Internet.
- (5) The student council statutes must be sent in digital form to the AStA's financial officer and the FsB or FsBs.

## V. Section: Financial and economic management

### Section 17 Allocation of funds to student councils

- (1) The allocation for the student councils is budgeted as self-management funds (SBM) in the student body budget and reported accordingly. They are distributed to the individual student councils and the FsRK according to a distribution key proposed by the FsRK. They are to be made available immediately after the budget comes into force; the Student Parliament may decide that half of the self-management funds are not made available until the middle of the financial year.
- (2) The management of funds is governed by Section 16 (2) HWVO NRW, these Student Council Framework Regulations and the regulations adopted by the Student Parliament.
- (3) Self-management funds (SBM) must be applied for by the end of the following semester.

### Section 18 Principles

- (1) The student council must observe the principles of economy and thrift. Loans may not be taken out.
- (2) The student councils are obliged to submit an FVV protocol to the AStA finance officer every semester or to credibly inform the AStA finance officer that no FVV took place in the semester.
- (3) The conclusion of contracts for goods and services must be preceded by a price comparison. For contracts with a value of more than EUR 1,000, at least 3 competitive offers must be obtained. In this case, the price comparison must be recorded on file.



and document the award decision.

- (4) The student council may only represent the student body within the limits of the funds available to it. Contracts with a value of more than EUR 10,000 may not be concluded by the student council. Contracts with a term of three years or more, or one year or more and a value of EUR 200 or more per year require the prior written consent of the spokesperson and the financial officer of the AStA.
- (5) Personnel contracts may not be concluded by the student council.
- (6) The financial year begins on April 1 and ends on March 31 of the following year.
- (7) If a member of a body of the student body intentionally or grossly negligently violates their duties, they must compensate the student body for the resulting damage.

## Section 19 Budget

- (1) If the SBM to which the student council is entitled is less than EUR 10,000 in each of the last two financial years, it is sufficient to keep a record of the incoming and outgoing payments in the management of the SBM (proof), otherwise the student council must also draw up a budget. Expense allowances must always be shown separately.
- (2) The budget and any supplements are drawn up by the FsR for a financial year, taking into account the requirements necessary to fulfill the tasks, and adopted by the FVW. The budget and any supplements should be balanced in terms of income and expenditure.
- (3) Where applicable, the budget must at least be presented separately:
  1. for income: Transfers from the student body, income from business activities, withdrawals from reserves and the release of provisions,
  2. expenditure: Expenditure on services, non-personnel administrative expenditure, grants to bodies outside the student body, expenditure on economic activities, transfers to reserves and the creation of provisions.
- (4) Appropriations not spent in cash at the end of the financial year are to be booked as revenue in the statement for the new financial year. When drawing up a budget, an anticipated surplus for the financial year just ended is to be entered as revenue in the following budget; shortfalls are excluded.

## Section 20 Financial management

- (1) Cash orders are used to manage the student council's funds. Section 8 HWVO applies accordingly.
- (2) The cash orders must be numbered consecutively and arranged in the order of the entries. The cash order must justify the purpose and reason for a payment in connection with the documents attached to it and allow an audit without queries and contain at least the purpose of the income or expenditure, amount of the income or expenditure, date and signatures and, in the case of budget management on the basis of a budget, also the title.

- (3) With his/her signature, the financial officer assumes responsibility that
1. obviously recognizable errors are not included in the cash register order,
  2. the factual and arithmetical accuracy of the information contained in the cash order has been certified,
  3. the purpose of the revenue or expenditure and, in the case of budget management on the basis of a budget, the title is also correctly designated and
  4. funds are available in the planned amount.
- (4) The parts of a cash order justifying an income or expenditure must be determined to be factually and arithmetically correct. The financial officer is responsible for determining the factual accuracy. It may be delegated in writing by the finance officer in agreement with the chairperson of the student council to individual other members of the FsR for their respective area of responsibility. Another member of the FsR or an employee of the student body is to be tasked with determining the arithmetical accuracy of the accounts; the person tasked may not also be the treasurer.

### **Section 21 Financial officer**

The financial officer manages the income and expenditure of the student council. If the finance officer considers the financial or economic interests of the student council to be jeopardized by the effects of a resolution passed by the FVV or the FSR, he/she may request that the body that passed the resolution discuss the matter again, taking into account the opinion of the finance officer.

### **Section 22 Approval of the Student Representative Assembly**

Matters of fundamental or significant financial importance as well as disposals of the student body's assets or a significant part of the assets administered by the student body require the prior approval of the FVV, unless they are already provided for in the budget.

### **Section 23 Reserves**

- (1) The Student Council may maintain a working capital reserve to ensure the proper fulfillment of its tasks.
- (2) If necessary
1. a replacement reserve for assets of greater value that are replaced due to age, consumption or other reasons,
  2. to accumulate an expansion and special reserve for assets that need to be expanded to meet growing demand and for special projects. The accumulation of expansion and special reserves is necessary if the expenditure is unlikely to be covered by the available SBM.
- (3) The reserves are in an attachment to the budget or to the (balance sheet) and in the cash audit report.
- (4) The reserves must be invested with banks in a form that is protected against misuse.
- (5) The Student Council is not authorized to create provisions, with the exception of tax provisions.

## Section 24 Contribution to third parties

- (1) Expenditure for services to persons or bodies outside the student body for the fulfillment of certain purposes (grants) may only be budgeted if this is compatible with the legal mandate of the student body and if the student body has a considerable interest in the fulfillment by such bodies, which cannot be satisfied without the grant or not to the extent necessary. The same applies to commitment appropriations.
- (2) When grants are awarded, it must be determined how their appropriate use is to be proven. As a rule, confirmation from the grant recipient that the grant has been used for the intended purpose is sufficient.

## Section 25 Payment transactions

- (1) Payment transactions are processed via the cash register, which consists of at least one cash box. It can also consist of one or more accounts.
- (2) The treasurer may only dispose of the account or accounts together with another authorized signatory to be determined by the FsR, who may not be entrusted with signing cash orders.
- (3) The cash manager must determine the cash balance at least once a month (cash inventory) and compare it with the target cash balance. It must be made clear how the actual cash balance is made up of cash and the credit balance on the account or accounts. The target cash balance is the difference between the totals of incoming and outgoing payments.
- (4) The original receipts, cash books, bank statements and receipt pads must be stored in an orderly and secure manner for 5 years after the end of the financial year.

## Section 26 List of items

Items with a useful life of more than one year must be recorded in a list of items if their value at the time of purchase exceeds a value specified by the FVV. This amount may not exceed the value specified by tax law for low-value assets.

## Section 27 Cash management

- (1) The treasury is managed by the treasurer. Payments may only be accepted or made by the treasurer and only on the basis of a written order (cash order). Payments made by handing over or sending means of payment (cash, checks) must be accepted even if there is no written order. This also applies to amounts transferred. The order must be issued retrospectively.
- (2) A receipt must be issued to the payer for each cash payment, unless proof of payment is ensured in another form. A receipt must be requested from the recipient for each cash payment. Consecutively numbered receipt pads are to be used for deposit receipts; the copies of the receipts remain in the pads. In the case of receipts that are recorded in a list according to the decision of the finance officer, the signature of the payer in the list shall take the place of the individual receipt as confirmation of payment. The statutes of the student council may stipulate that, in addition to the treasurer, other persons to be appointed by the treasurer may be appointed by the student council.

members of the student council are authorized to accept cash. At the same time, the procedure for accepting and delivering the accepted cash to the treasurer must be regulated by the student council's statutes.

- (3) The treasurer must submit an overview of income and expenditure, broken down according to the budget, to the finance officer immediately after the end of each month. If the student council does not have a budget, the treasurer shall keep the records. This must be submitted to the finance officer immediately after the end of each month.
- (4) The treasurer prepares the accounts for the student council within one month of the end of the financial year. It consists of a summary of actual income and actual expenditure in the financial year and the resulting cash surplus. If the student council has a budget, the compilation shall be made in accordance with the order provided for in the budget.

### **Section 28 Cash and financial audit**

- (1) To audit the budget and financial management of a student council and in particular the management of the treasurer, the FVV elects at least two treasurers and auditors who may not be members of the FsR and may not be entrusted with ordering or making payments. They do not have to be members of the student council.
- (2) An unsolicited cash and financial audit and an audit of the annual financial statements must be carried out at least once a year. Its purpose is to determine whether, in particular
  1. The cash balance with the target cash balance corresponds to the target cash balance (cash balance recording),
  2. all receipts are complete and match the postings,
  3. the necessary cash orders are available, and
  4. the receipt blocks are complete.
- (3) Minutes must be kept of the cash and financial audit, including at least the period of the audit, the cash balance at the beginning and end of the period and all deficiencies identified during the audit. Reserves must be shown separately with the intended use.
- (4) The accounting result and the result of the audit and cash audit must be published immediately on the "notice board" of the student council and, if possible, also on the internet. The accounting result and the result of the annual audit must be published at least one month before the FVV passes a resolution on the discharge of the FsR. The financial result and the result of the audit and cash audit must be communicated immediately to the financial officer of the AStA.
- (5) The financial officer of the AStA may audit the student body's cash registers and the accounts managed by the student bodies at any time and is authorized to entrust a person independent of the student body council with this task.

### **Section 29 Rules of procedure**

The FsRK shall adopt its own rules of procedure. These must be made known to the student parliament.

## Section 30 Finances

- (1) The FsRK proposes the key for the allocation of self-management funds to the student councils with a 2/3 majority of all votes; the FsRK is only quorate when passing a resolution on the key if at least 2/3 of the student councils are present. Each student council has one vote for every 500 students or part thereof when passing resolutions on the key. The number of votes cannot be divided.
- (2) The allocation key may include a share for a joint expenditure pot managed by the FsRK (FsRK funds).
- (3) An expenditure pot (FS Verfügungsmittel) is created in the student body budget. The expenditure pot is financed by:
  1. unspent FsRK funds from the previous year,
  2. unused SBM payments, which are voluntarily paid into the FS Verfügungsmittel by the student council,
  3. SBM not paid out to a student council, as it has working capital reserves amounting to at least 3 SBM payments,
  4. SBM payments not called up in the last two semesters.

All student councils can apply to the AStA for funds from this expenditure pot for projects, events and more. The student parliament decides on a guideline for the allocation of funds.

## VI. Section: Transitional and final provisions

### Section 31 Amendments to the Student Council Framework Regulations

Amendments to these Student Council Framework Regulations are decided by the Student Parliament with a simple majority of its statutory members at the proposal of the FsRK.

### Section 32 Transitional provisions

Until the entry into force of a student council statute adopted in accordance with the principles of these Student Council Framework Regulations, the provisions of the Rules of Procedure of the Student Parliament shall apply accordingly to the meetings of the FsR.

### Section 33 Entry into force

These regulations come into force on the day after their publication in the Official Notices of TU Dortmund University. At the same time, the Student Body Framework Regulations of TU Dortmund University dated 31 May 2022 (AM No. 27/2022, p. 1-13) shall cease to be in force.

Issued on the basis of the resolution of the student parliament of the student body of TU Dortmund University dated 7 December 2022.

Dortmund, 31 January 2023

The Speaker of the  
of the General Students' Committee

David Wiegmann

Dortmund, 30 January 2023

On behalf of the Executive Committee  
of the Student Parliament

Raphael Martin

Dortmund, 2 February 2023

The President  
TU Dortmund University

University Professor Dr.  
Manfred Bayer