



Structural Regulations

General Student Council – Rhein - Waal University of applied science

Allgemeiner Studierendenausschuss (AStA)
Hochschule Rhein – Waal
| Marie-Curie-Straße 1
| 47533 Kleve
| Asta-chair@hsrw.org

Preface

The work within the AStA is characterized by continuous change, shifting responsibilities, and regular transitions between terms of office. This repeatedly creates the challenge of understanding existing structures, preserving institutional knowledge, and ensuring the efficient continuation of work processes.

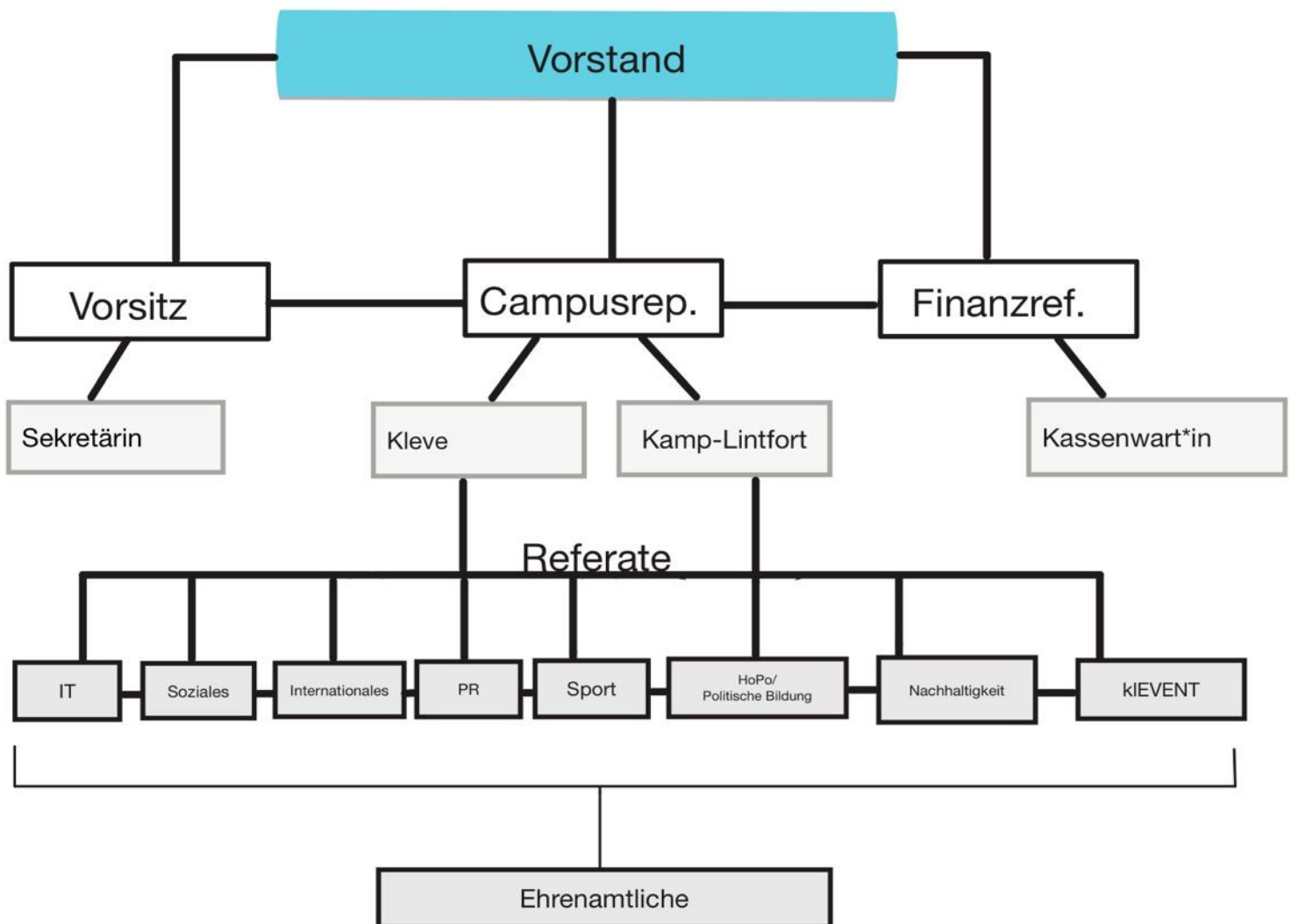
This structural statute has been developed with the aim of providing future AStAs with clear guidance and facilitating their introduction to organizational procedures. It is intended to create transparency, make responsibilities comprehensible, and strengthen cooperation within the AStA.

By formally defining central processes, roles, and responsibilities, the statute seeks to ensure that new officers are able to become operational more quickly and that existing resources can be used efficiently. At the same time, it provides a foundation upon which further developments can build.

It should therefore not be understood as a rigid set of rules, but rather as a living document that should be reviewed regularly and adapted when necessary in order to meet the requirements of each respective term of office.

Contents

Preface.....	1
Table of Contents.....	2
Introduction into the positions.....	3
§ 1 Executive Board.....	4
§ 2 Chair.....	5
§ 3 Finance referee.....	7
§ 4 Treasurer.....	9
§ 5 Campus representative.....	11
§ 6 Secretary.....	14
§ 7 Social Department.....	17
§ 8 International Department.....	19
§ 9 Department for university politics and political education.....	21
§ 10 kIEVENT Department.....	24
§ 11 Sports Department.....	26
§ 12 Sustainability Department.....	28
§ 13 Public Relations Department.....	30
§ 14 IT Department	32
§ 15 Volunteers.....	35



§ 1 Executive Board of the General Students' Committee

The chairpersons of the AStA bear overall responsibility for the work of the General Students' Committee and coordinate its political, organizational, and administrative activities. This includes the Chairperson, the Finance Officer, and the Campus Representatives (Kleve and Kamp-Lintfort).

Their central responsibilities include the strategic management and substantive direction of the AStA's work. They define political priorities, represent the interests of the student body, and ensure the implementation of adopted resolutions.

The chairpersons coordinate the work of the departments, ensure a functioning flow of information, and promote cooperation within the AStA. In doing so, they support the officers in their work and ensure that responsibilities are clearly defined.

Another key responsibility lies in representing the AStA externally in relation to university committees, the university administration, and external partners. In this role, the chairpersons act as the primary points of contact and represent the student body to the outside world.

Furthermore, they are responsible for the proper organization of internal procedures, including convening and chairing meetings as well as ensuring efficient decision-making processes.

They ensure compliance with legal regulations, statutes, and resolutions and contribute to the transparency and documentation of the AStA's work.

Overall, the chairpersons work to sustainably secure the functionality, continuity, and further development of the AStA.

§ 2 Chairperson of the General Students' Committee

(1) The Chairperson of the General Students' Committee (AStA) shall be elected by the Student Parliament. The term of office begins upon the effective acceptance of the election.

(2) Upon taking office, a structured handover shall be carried out by the previous Chairperson. This shall include in particular:

- the transfer of the email account and all relevant communication access
- the handover of all documents, records, and ongoing matters
- an introduction to the organizational structure and working procedures of the AStA
- the introduction of the Executive Board members and relevant internal contacts
- familiarization with the management office or secretariat and an introduction to the cooperation process
- the handover of transponders, keys (especially mailbox keys), and other access devices
- the transfer of all necessary passwords and access rights
- an introduction to the financial situation of the AStA, including accounts, budget management, and ongoing obligations

As a rule, the handover process should be completed within a maximum period of one month. The previous Chairperson is obligated to conduct the transfer of office fully, transparently, and efficiently to the best of their knowledge and conscience.

(3) After taking office, the Chairperson shall immediately initiate the constitution of the AStA. This includes, in particular, the timely invitation to application and election procedures for the departments. All submitted applications must be considered. Selection procedures shall be conducted democratically, transparently, and free from discrimination.

(4) Once the departments have been filled and the AStA has been fully constituted, it shall officially commence its work.

(5) The Chairperson represents the AStA internally and externally. In particular, they shall promptly introduce themselves to central committees and institutions, including the Presidium, the Senate, the Student Council Boards, and Department 5, and shall work towards constructive cooperation in the interest of the student body.

(6) The ongoing duties of the Chairperson further include:

- coordinating and directing the work of the AStA as well as defining work and target structures
- convening, preparing, and chairing meetings
- ensuring a functioning flow of information within the AStA
- representing the AStA on social media
- supporting and supervising the departments in carrying out their responsibilities
- implementing the resolutions of the Student Parliament
- ensuring compliance with legal regulations, statutes, and policies
- participating in budget planning and financial oversight in cooperation with the responsible departments
- documenting and preserving knowledge to ensure continuity
- cooperating with and supervising the secretary

(7) The Chairperson bears overall responsibility for the operational capability, organization, and further development of the AStA.

(8) Should issues arise concerning the Chairperson, both departments and Executive Board members may обратиться to the Presidium of the Student Parliament.

(9) The Chairperson shall receive a monthly expense allowance of €382.50.

(10) A deposit of €65 for the transponder shall be withheld from the first salary payment and reimbursed after the end of the term of office upon return of the transponder.

§ 3 Finance Referee of the General Students' Committee

(1) Responsibility

The Finance Officer is responsible for all financial and budget-related matters of the General Students' Committee (AStA). They manage the financial affairs of the AStA in accordance with this statute, the budget regulations, and the applicable legal provisions.

(2) Budget Management

The Finance Officer shall prepare a budget plan for each fiscal year as well as any supplementary budgets where necessary and submit them to the competent decision-making body within the required deadlines. They monitor compliance with the approved budget and ensure the economical, efficient, and purpose-oriented use of financial resources.

(3) Accounting and Payment Transactions

The Finance Officer is responsible for:

1. maintaining proper bookkeeping,
2. managing the bank accounts and cash funds of the AStA,
3. conducting payment transactions,
4. verifying the factual and mathematical correctness of expenditures,
5. archiving financially relevant documents in accordance with statutory retention periods.

(4) Reporting Obligations

The Finance Officer shall regularly report to the Student Parliament and the AStA on the financial situation of the AStA. After the end of the fiscal year, they shall submit an annual financial statement and an accountability report.

(5) Participation in Financial Decisions

Resolutions of the AStA with financial implications must be submitted to the Finance Officer before implementation. The Finance Officer may object to resolutions if they violate the budget regulations, applicable law, or the principles of sound financial management. The competent decision-making body shall decide on such objections.

(6) Authorization and Approval Authority

Within the framework of the approved budget, the Finance Officer has authorization to approve expenditures of the AStA. Further details are regulated by the Budget and Financial Regulations.

(7) Transfer of Office

Upon the end of their term of office, the Finance Officer shall immediately and completely transfer all financial documents, access credentials, records, and asset overviews to their successor or to a person designated by the AStA.

(8) Expense Allowance

The position shall be compensated with a monthly expense allowance of €427.

(9) Transponder

A deposit of €65 for the transponder shall be withheld from the first salary payment and reimbursed after the end of the term of office upon return of the transponder.

§ 4 Treasurer of the General Students' Committee

(1) Responsibilities

The Cash Officer supports the Finance Officer in managing the financial affairs of the General Students' Committee (AStA). They are in particular responsible for the operational cash management as well as the technical handling of payment transactions.

(2) Cash Management

The Cash Officer shall properly manage the AStA's cash funds and ensure transparent documentation of all income and expenditures. This includes in particular:

1. maintaining cash books,
2. managing petty cash funds,
3. recording receipts and vouchers,
4. preparing payment transactions,
5. regularly reconciling accounts and cash balances.

(3) Cooperation with the Finance Department

The Cash Officer works in close coordination with the Finance Officer and supports them in:

1. bookkeeping,
2. preparing budget documents,
3. preparing the annual financial statement,
4. providing documents for cash and financial audits.

(4) Documentation and Retention Obligations

The Cash Officer shall store all cash-related documents completely, in an organized manner, and in accordance with the applicable retention periods. All income and expenditures must be supported by appropriate documentation.

(5) Duty of Control

The Cash Officer is obliged to immediately report any irregularities, incorrect bookings, or violations of the budget regulations to the Finance Officer and the competent decision-making body.

(6) Transfer of Office

Upon the end of their term of office, the Cash Officer shall fully and without delay transfer all cash books, receipts, access data, records, and other financially relevant documents to the successor or to a person designated by the AStA.

(7) Expense Allowance

The position shall be compensated with a monthly expense allowance of €200.

(8) Transponder

A deposit of €65 for the transponder shall be withheld from the first salary payment and reimbursed after the end of the term of office upon return of the transponder.

§ 5 Campus Representatives of the General Students' Committee

(1) General Responsibility

The Campus Representatives for Kleve are responsible for the coordination, organization, and supervision of all AStA-related activities at the Kleve campus. They serve as the central point of contact between the departments, the AStA Executive Board, and campus-related processes, ensuring transparent, orderly, and efficient workflows. A deputy campus representation is not предусмотрен.

(2) Supervision of Departments

The Campus Representatives supervise and support the AStA departments active on campus. The aim is to ensure proper, responsible, and statute-compliant work by the departments.

The departments are required to report regularly on their activities. Reporting may take place orally during meetings or in written form. The format and scope are determined in coordination with the Campus Representatives.

(3) Team Meetings and Minutes

At least one team meeting shall take place per month. Where possible, this should be held on a Wednesday. Scheduling is carried out by the Campus Representatives.

In addition, regular department meetings are recommended to ensure internal coordination and supervision within the departments.

Minutes must be taken for each team meeting. The minutes are prepared by an attending team member and subsequently submitted to the Chairperson.

During the meetings, the departments report on:

1. ongoing activities and projects,
2. planned future activities,
3. existing challenges or support needs.

The AStA Executive Board also informs participants about relevant resolutions and current developments. The organization of meetings as well as the communication tools used are determined by the Campus Representatives.

(4) Room Management

All room bookings made on behalf of the AStA require approval by the Campus Representatives or the Chairperson. This applies both to booking requests from departments and to external requests from students, insofar as they are processed through the AStA.

(5) Financial Matters

The Campus Representatives review and approve finance-related requests, in particular:

1. funding applications,
2. reimbursement requests,
3. invoices and receipts.

Particular attention must be paid to factual correctness, completeness, and compliance with budgetary regulations. The Campus Representatives share responsibility for ensuring that departments adhere to their approved annual budgets.

For fundamental budgetary and financial matters, the Finance Department is responsible.

(6) Management of the AStA Vehicle

The Campus Representatives supervise the use of the AStA vehicle.

Direct access to the vehicle is granted exclusively to the AStA Executive Board and the Presidium of the Student Parliament. Other AStA members must register their intended use in advance with the Campus Representatives. Student councils or other user groups must submit usage requests in writing via email at least ten days prior to the desired date.

The monthly mileage limit is 838 kilometers and must be monitored by the Campus Representatives.

(7) Logbook and Parking Regulations

A logbook must be kept in the vehicle, located in the glove compartment. Every trip must be recorded completely and without delay. The Campus Representatives shall regularly review the entries.

After each day of use, the vehicle must be parked on the campus premises. Overnight use is only permitted in justified exceptional cases and requires prior documentation and approval.

(8) Campus Affairs and Initiatives

The Campus Representatives are the central contact persons for campus-related concerns, ideas, and student initiatives. New projects and initiatives should generally be coordinated or supported through the Campus Representatives.

(9) Organizational and Communication Duty

The Campus Representatives are obliged to maintain proactive and transparent communication with departments, the Executive Board, and other stakeholders. Regular monitoring of budgets, approvals, and organizational processes serves to prevent irregularities and ensure orderly operations.

(10) Transfer of Office

Upon the end of their term of office, the Campus Representatives shall fully and without delay transfer all documents, access data, and other relevant records to their successor or to a person designated by the AStA.

(11) Expense Allowance

The Campus Representatives shall each receive a monthly expense allowance of €300.

(12) Transponder

A deposit of €65 for the transponder shall be withheld from the first salary payment and reimbursed after the end of the term of office upon return of the transponder.

§ 6 Secretary of the General Students' Committee

(1) General Responsibility

The Secretary of the General Students' Committee (AStA) is responsible for organizational, administrative, and supportive administrative tasks within the AStA. They support the Executive Board as well as the departments in carrying out their duties and contribute to ensuring orderly administrative and organizational processes.

(2) Administrative and Organizational Tasks

The Secretary is in particular responsible for:

1. handling and managing general correspondence,
2. managing and organizing documents, records, and filing structures,
3. coordinating internal organizational processes within the AStA,
4. supporting scheduling and internal communication.

(3) Administration of the Semester Ticket

The Secretary is responsible for the organizational and administrative handling of the semester ticket. This includes in particular:

1. communication with transport associations, transport companies, and external contractual partners,
2. processing student inquiries regarding the semester ticket,
3. supporting applications, reimbursements, and exemptions,
4. managing and documenting relevant documents and deadlines,
5. organizational coordination of the distribution and provision of the semester ticket,
6. forwarding complex or legally relevant cases to the responsible bodies.

In this context, the Secretary works closely with the Executive Board and, where applicable, the Finance Department.

(4) Support in Financial and Accounting Matters

The Secretary supports the Finance Department and the Cash Officer in accounting and administrative financial matters. This includes in particular:

1. preparing and managing financial documents,
2. supporting the recording and filing of invoices, receipts, and reimbursement requests,
3. providing organizational support in bookkeeping,

4. maintaining internal overviews and documentation,
5. assisting in the preparation of financial reports and annual statements.

For the fulfillment of these tasks, the Secretary is granted access to relevant financial documents as well as an overview of the financial situation of the AStA. Where necessary, access to financial systems, documentation, and account information may be granted. Responsibility for proper budget management remains with the Finance Department.

(5) Meeting Organization and Minute Taking

The Secretary supports the preparation, organization, and follow-up of AStA meetings. This includes in particular:

1. preparing agendas,
2. documenting resolutions,
3. drafting, managing, and archiving meeting minutes,
4. forwarding relevant information to the responsible bodies.

Unless otherwise assigned, the Secretary is responsible for taking minutes at official AStA meetings.

(6) Communication and Point of Contact Function

The Secretary serves as the central organizational contact point for internal and external inquiries to the AStA. They ensure the timely forwarding of concerns to the responsible departments or Executive Board members.

(7) Management of Documents and Access

The Secretary manages organizational documents, internal lists, and administrative access rights, insofar as these are not assigned to other responsibilities. They ensure proper documentation and secure storage of relevant records.

(8) Support of Departments

The Secretary supports the departments in administrative and organizational tasks, in particular:

1. coordinating events,
2. preparing organizational documents,
3. internal communication,
4. compliance with administrative procedures and deadlines.

(9) Confidentiality and Data Protection

The Secretary is obliged to treat personal data and internal information—especially financial and personal data—as confidential and to comply with applicable data protection regulations.

(10) Transfer of Office

Upon the end of their term of office, the Secretary shall fully and without delay transfer all documents, access data, minutes, administrative records, and other organizational information to their successor or to a person designated by the AStA.

(11) Remuneration

The Secretary shall be remunerated as specified in the contract.

(12) Transponder

A deposit of €65 for the transponder shall be withheld from the first salary payment and reimbursed after the end of the term of office upon return of the transponder.

§ 7 Department for Social Affairs of the General Students' Committee

(1) General Responsibility

The Department for Social Affairs is responsible for advising, supporting, and representing the social concerns of the student body within the AStA. It serves as a contact point for students facing social, financial, personal, or study-related difficulties and works to reduce social barriers in academic life.

(2) Advisory and Support Services

The Department for Social Affairs in particular offers:

1. general social counseling for students,
2. support in cases of financial hardship,
3. advice on BAföG, housing benefits, and other social welfare services,
4. referral to relevant internal and external advisory services,
5. assistance in individual social hardship cases.

(3) Representation of Social Interests

The Department for Social Affairs represents the social interests of the student body within the AStA as well as towards university-internal and external bodies. It is particularly committed to equal opportunities, social justice, and the improvement of study conditions.

(4) Hardship and Support Applications

The Department for Social Affairs participates in the processing of social hardship cases and may support students in submitting applications. In doing so, it works closely with the Finance Department and other relevant bodies, particularly where financial support measures are involved.

(5) Cooperation and Networking

The Department for Social Affairs works closely with other AStA departments, student bodies, as well as university and external advisory services. The aim is to provide comprehensive and easily accessible support for the student body.

(6) Projects and Events

The Department for Social Affairs may carry out its own projects, information events, and campaigns, particularly on social topics such as:

1. study financing,
2. mental health and academic stress,
3. housing and cost of living,

4. anti-discrimination and social participation.

(7) Confidentiality

The Department for Social Affairs is obliged to treat all personal and sensitive information obtained in the course of its work as strictly confidential and to comply with applicable data protection regulations.

(8) Reporting Obligation

The Department for Social Affairs shall regularly report to the AStA on its activities, developments in the social field, and conducted projects and advisory work.

(9) Transfer of Office

Upon the end of their term of office, all documents, records, project information, and other relevant materials must be fully and promptly handed over to the successor or to a person designated by the AStA.

(10) Expense Allowance

The position shall be compensated with a monthly expense allowance of €200.

(11) Transponder

A deposit of €65 for the transponder shall be withheld from the first salary payment and reimbursed after the end of the term of office upon return of the transponder.

§ 8 Department for International Affairs of the General Students' Committee

(1) General Responsibility

The Department for International Affairs is responsible for representing, supporting, and integrating international students within the student body. It promotes intercultural exchange as well as the international networking of the AStA and supports international students in study-related and everyday matters.

(2) Advice and Support for International Students

The Department for International Affairs in particular offers:

1. support for international students in orienting themselves in university life,
2. advice on organizational and study-related questions,
3. referral to relevant internal and external advisory services,
4. support for integration-promoting measures,
5. assistance with linguistic or cultural challenges in everyday academic life,
6. support in visa hardship cases,
7. accompaniment to appointments with the immigration office or other institutions when needed.

(3) Promotion of International and Intercultural Cooperation

The Department for International Affairs is committed to promoting international cooperation and intercultural understanding within the university. This includes in particular:

1. promoting exchange between international and local students,
2. supporting international initiatives and projects,
3. contributing to measures aimed at improving the integration of international students,
4. cooperation with international university groups and partner organizations.

(4) Events and Projects

The Department for International Affairs may organize or support events, projects, and informational activities. These include in particular:

1. international and intercultural events,
2. information sessions for international students,
3. welcome and integration programs,
4. cultural exchange programs and networking opportunities.

(5) Cooperation with the University and External Institutions

The Department for International Affairs works closely with relevant university bodies, in particular the International Office, as well as with external organizations and student initiatives.

(6) Representation of Interests

The Department for International Affairs represents the interests of international students within the AStA as well as towards university-internal and external bodies. It is committed to equal opportunities, participation, and discrimination-free study conditions.

(7) Public Relations and Communication

The Department for International Affairs informs international students about relevant offers, events, and developments. It supports multilingual and intercultural communication within the AStA.

(8) Confidentiality and Data Protection

The Department for International Affairs is obliged to treat personal data and confidential information obtained in the course of its work in accordance with applicable data protection regulations.

(9) Reporting Obligation

The Department for International Affairs shall regularly report to the AStA on its activities, projects, cooperations, and current concerns of international students.

(10) Transfer of Office

Upon the end of their term of office, all documents, contacts, project information, access data, and other relevant materials must be fully and promptly handed over to the successor or to a person designated by the AStA.

(11) Expense Allowance

The position shall be compensated with a monthly expense allowance of €200.

(12) Transponder

A deposit of €65 for the transponder shall be withheld from the first salary payment and reimbursed after the end of the term of office upon return of the transponder.

§ 9 Department for Higher Education Policy and Civic Education of the General Students' Committee

(1) General Responsibility

The Department for Higher Education Policy and Civic Education is responsible for representing the higher education policy interests of the student body as well as for promoting civic education within the AStA and the student body. It monitors developments in higher education policy and contributes to their critical assessment and active shaping.

(2) Representation in Higher Education Policy

The Department may represent the interests of the student body in particular in higher education policy committees, discussion processes, and towards internal university bodies. It is committed to democratic participation, transparency, and student involvement.

(3) Knowledge of Regulations and Statutes

The Department is obliged to be familiar with all regulations, statutes, and legal frameworks relevant to the student body and the university in their currently valid versions, and to apply them appropriately in its work. This includes in particular higher education legal regulations, examination regulations, as well as relevant AStA rules and statutes.

(4) Advisory Support in Examination Procedures

The Department for Higher Education Policy and Civic Education provides advice to students on matters of higher education law, particularly regarding examination procedures. This includes in particular:

1. general information on examination regulations,
2. support with questions regarding exam registration, deregistration, and procedures,
3. advice on compensation for disadvantages and examination-related issues,
4. referral to responsible university bodies or further advisory services.

Legal representation in the sense of formal legal advice is not provided; the support is informational and advisory in nature.

(5) Analysis and Monitoring of Higher Education Developments

The Department monitors and analyzes developments in higher education policy at university, state, and federal level insofar as they affect the student body. It prepares relevant information and integrates it into the work of the AStA.

(6) Civic Education

The Department promotes civic education within the student body through appropriate measures. This includes in particular:

1. information events and lectures,
2. discussion and exchange formats,
3. educational programs on higher education policy, societal, and democratic topics,
4. cooperation with internal and external educational providers.

(7) Cooperation and Networking

The Department works closely with other AStA departments, student bodies, as well as higher education policy and civil society organizations. The aim is to promote an active, informed, and democratically engaged student body.

(8) Public Relations

The Department informs the student body about developments in higher education policy, decisions, and participation opportunities. It supports transparent communication of higher education policy content within the AStA.

(9) Projects and Initiatives

The Department may initiate and carry out its own projects and campaigns on higher education policy and educational topics. These serve in particular to strengthen democratic structures and student participation.

(10) Confidentiality and Responsible Handling of Information

The Department is obliged to handle confidential information from committees, meetings, and internal processes responsibly and to use it only within the scope of its statutory duties.

(11) Reporting Obligation

The Department for Higher Education Policy and Civic Education shall regularly report to the AStA on higher education policy developments, ongoing projects, and implemented measures in the areas of civic education and advisory work.

(12) Transfer of Office

Upon the end of their term of office, all documents, minutes, working materials, regulations, statutes, contacts, and other relevant information must be fully and promptly handed over to the successor or to a person designated by the AStA.

(13) Expense Allowance

The position shall be compensated with a monthly expense allowance of €200.

(14) Transponder

A deposit of €65 for the transponder shall be withheld from the first salary payment and reimbursed after the end of the term of office upon return of the transponder.

§ 10 Department for Event Planning (kIEVENT) of the General Students' Committee

(1) General Responsibility

The Department for Event Planning is responsible for the planning, organization, execution, and follow-up of events of the General Students' Committee (AStA). It serves to promote student life as well as social, cultural, and community activities at the university.

(2) Event Planning and Execution

The Department for Event Planning is in particular responsible for:

1. the conception and planning of events,
2. the organization and coordination of practical implementation,
3. coordination with internal AStA departments as well as external partners,
4. ensuring the smooth execution of events,
5. post-event evaluation and follow-up of events.

(3) Mandatory Events

The Department for Event Planning is required to organize the following mandatory events in each academic year:

1. Semester Opening Party
2. Halloween Event
3. Christmas Event
4. Semester Closing Party

These events must be given high priority and planned in such a way that appropriate execution in the interest of the student body is ensured. Timing, format, and structure shall be determined with due consideration of organizational and financial conditions.

(4) Budget and Resource Planning

The Department is obliged to plan and carry out events within the available financial resources. It works closely with the Finance Department and ensures compliance with budgetary guidelines.

(5) Room, Technical, and Logistics Coordination

The Department is responsible for organizing:

1. room reservations and room coordination,
2. technical equipment and its deployment,

3. logistical processes related to events,
4. cooperation with relevant university departments or external service providers.

(6) Cooperation and Communication

The Department for Event Planning works closely with all AStA departments as well as student groups. The aim is coordinated and aligned event work within the AStA.

(7) Public Relations

The Department supports the promotion and communication of events.

(8) Safety and Responsibility

The Department ensures that all applicable safety, regulatory, and university regulations are complied with during events. It bears responsibility for careful planning with regard to participant numbers, procedures, and framework conditions.

(9) Evaluation

After the completion of events, the Department conducts evaluations in order to document quality, procedures, and potential areas for improvement and to optimize future events.

(10) Reporting Obligation

The Department for Event Planning shall regularly report to the AStA on planned, ongoing, and completed events as well as on the use of allocated funds.

(11) Transfer of Office

Upon the end of their term of office, all documents, concepts, contacts, financial statements, event documentation, and other relevant information must be fully and promptly handed over to the successor or to a person designated by the AStA.

(12) Expense Allowance

The position shall be compensated with a monthly expense allowance of €200.

(13) Transponder

A deposit of €65 for the transponder shall be withheld from the first salary payment and reimbursed after the end of the term of office upon return of the transponder.

§ 11 Department for Sports of the General Students' Committee

(1) General Responsibility

The Department for Sports is responsible for promoting, organizing, and supporting sporting activities within the student body. It contributes to improving student life through sports offerings and promotes health, physical activity, and community.

(2) Organization and Implementation of Sports Programs

The Department for Sports is in particular responsible for:

1. planning and organizing sports events and activities,
2. coordinating AStA-internal sports activities,
3. supporting and initiating tournaments, competitions, and sports events,
4. cooperating with sports facilities and external partners,
5. ensuring an accessible and diverse range of sports opportunities for students.

(3) Promotion of University Sports

The Department is committed to the further development and improvement of university sports. This includes in particular:

1. promoting new sports offerings,
2. supporting student sports groups and initiatives,
3. improving accessibility of sports programs for all students,
4. contributing to the development of sports infrastructure.

(4) Events and Projects

The Department for Sports may organize or support its own events and projects, in particular:

1. sports tournaments and competitive formats,
2. health and physical activity campaigns,
3. team-building and community sports events,
4. low-threshold sports activities for beginners.

(5) Cooperation and Networking

The Department works closely with other AStA departments, the university sports service, student groups, and external sports organizations. The aim is to provide a diverse, well-coordinated, and sustainable sports program.

(6) Public Relations

The Department informs the student body about existing and new sports programs as well as events. It supports the promotion of sports activities through appropriate AStA communication channels.

(7) Safety and Responsibility

The Department ensures that all sporting activities are carried out in compliance with applicable safety and organizational regulations. Special attention is given to minimizing the risk of injury.

(8) Reporting Obligation

The Department shall regularly report to the AStA on planned, ongoing, and completed sports activities as well as on the use of resources and the development of sports offerings.

(9) Transfer of Office

Upon the end of their term of office, all documents, concepts, contacts, organizational plans, and other relevant information must be fully and promptly handed over to the successor or to a person designated by the AStA.

(10) Expense Allowance

The position shall be compensated with a monthly expense allowance of €200.

(11) Transponder

A deposit of €65 for the transponder shall be withheld from the first salary payment and reimbursed after the end of the term of office upon return of the transponder.

§ 12 Department for Sustainability of the General Students' Committee

(1) General Responsibility

The Department for Sustainability is responsible for promoting ecological, socially sustainable, and resource-efficient structures within the AStA and the student body. It develops and supports measures aimed at sustainably shaping campus life and the work of the AStA.

(2) Promotion of Sustainability and Concept Development

The Department for Sustainability is in particular responsible for:

1. developing and implementing sustainable projects and measures,
2. promoting resource-efficient practices within the AStA,
3. creating concepts to reduce waste, energy consumption, and resource use,
4. supporting sustainable initiatives within the student body,
5. continuously developing sustainability standards within the AStA.

(3) Awareness Raising and Education

The Department implements measures to raise awareness among the student body regarding sustainability topics. This includes in particular:

1. information and awareness campaigns,
2. workshops, lectures, and events,
3. cooperation with internal and external sustainability stakeholders,
4. promoting sustainable awareness in everyday university life.

(4) Events and Projects

The Department for Sustainability may initiate or support its own projects and events, in particular on:

1. environmental and climate protection,
2. sustainable consumption and lifestyles,
3. recycling and waste reduction strategies,
4. sustainable mobility and campus development.

(5) Sustainable Organization of the AStA

The Department works to ensure that the work of the AStA itself is designed to be as sustainable as possible. This includes in particular:

1. reducing paper and resource consumption,

2. promoting digital workflows,
3. sustainable procurement of materials and goods,
4. advising other departments on sustainability issues.

(6) Cooperation and Networking

The Department works closely with other AStA departments, student initiatives, university bodies, and external organizations in the field of sustainability. The aim is to promote a holistic and sustainable campus concept.

(7) Public Relations

The Department informs the student body about sustainability projects, actions, and relevant developments. It supports the visibility of sustainability topics within the AStA and the university.

(8) Evaluation and Further Development

The Department regularly evaluates the effectiveness of implemented measures and continuously develops them further. The goal is a long-term and structurally embedded sustainability strategy.

(9) Reporting Obligation

The Department for Sustainability shall regularly report to the AStA on ongoing projects, measures, and developments in the field of sustainability as well as on the use of allocated resources.

(10) Transfer of Office

Upon the end of their term of office, all documents, concepts, contacts, project overviews, and other relevant information must be fully and promptly handed over to the successor or to a person designated by the AStA.

(11) Expense Allowance

The position shall be compensated with a monthly expense allowance of €200.

(12) Transponder

A deposit of €65 for the transponder shall be withheld from the first salary payment and reimbursed after the end of the term of office upon return of the transponder.

§ 13 Department for Public Relations of the General Students' Committee

(1) General Responsibility

The Department for Public Relations is responsible for the internal and external communications of the General Students' Committee (AStA). It ensures consistent, transparent, and target-group-oriented communication of the AStA's activities, decisions, and services to both the student body and the general public.

(2) Public Relations and Communication

The Department for Public Relations is in particular responsible for:

1. creating, coordinating, and publishing communication content,
2. managing the official social media channels and communication platforms of the AStA (WhatsApp Hub | Instagram | Facebook | LinkedIn),
3. designing informational and promotional materials,
4. ensuring a consistent external representation of the AStA,
5. preparing information for the student body in an accessible and understandable form.

(3) Information Dissemination

The Department ensures that relevant AStA information is communicated to the student body in a timely and understandable manner. This includes in particular:

1. events and projects,
2. AStA resolutions and decisions,
3. important university-related information,
4. notices regarding services and advisory centers.

(4) Brand and External Image

The Department for Public Relations is responsible for maintaining and further developing the public image of the AStA. It ensures a consistent and professional appearance across all communication channels.

(5) Cooperation and Coordination

The Department works closely with all AStA departments to publish information in a coordinated and consolidated manner. It supports the departments in communicating their projects and events.

(6) Media Work and Content

The Department is responsible for the editorial preparation of content. This includes in particular:

1. writing texts, posts, and announcements,
2. photo and video documentation of events,
3. maintaining online content and publications,
4. adapting content for different target groups.

(7) Crisis and Sensitive Communication

The Department supports communication in sensitive or conflict-related situations. Communication must be factual, transparent, and responsible. Coordination with the Executive Board is mandatory in such cases.

(8) Public Campaigns

The Department may independently or in cooperation with other departments develop and implement campaigns and informational actions, particularly on study-related, social, or higher education policy topics.

(9) Quality Assurance

The Department ensures the quality, accuracy, and linguistic correctness of all published content. Publications must be understandable, accessible, and tailored to their target audiences.

(10) Reporting Obligation

The Department for Public Relations shall regularly report to the AStA on ongoing communication activities, public campaigns, and the development of the AStA's external image.

(11) Transfer of Office

Upon the end of their term of office, all content, access data, communication plans, media files, and other relevant documents must be fully and promptly handed over to the successor or to a person designated by the AStA.

(12) Expense Allowance

The position shall be compensated with a monthly expense allowance of €200.

(13) Transponder

A deposit of €65 for the transponder shall be withheld from the first salary payment and reimbursed after the end of the term of office upon return of the transponder.

§ 14 Department for IT of the General Students' Committee

(1) General Responsibility

The IT Department is responsible for providing, maintaining, and further developing the digital infrastructure of the General Students' Committee (AStA). It particularly supports the Executive Board as well as all departments in technical and digital matters and ensures a stable, secure, and functional IT operation.

(2) Work for the Executive Board

The IT Department provides dedicated support to the AStA Executive Board. This includes in particular:

1. technical support for all tasks of the Executive Board,
2. implementation and maintenance of digital processes of the Executive Board,
3. provision and administration of communication and management systems,
4. support with organizational and administrative digital workflows,
5. fast and prioritized handling of IT requests from the Executive Board.

(3) IT Infrastructure and System Administration

The IT Department is in particular responsible for:

1. setting up, maintaining, and managing the AStA's digital systems,
2. maintaining websites, domains, and internal platforms,
3. managing email systems and user accounts,
4. ensuring the technical functionality of digital work tools,
5. error analysis and resolution of technical issues.

(4) Support and Technical Assistance

The IT Department supports all AStA departments and members in technical matters. This includes in particular:

1. setup and maintenance of work software,
2. support for digital event formats,
3. technical consultation for projects and digital applications,
4. rapid assistance in acute IT issues during ongoing operations.

(5) Data Security and Data Protection

The IT Department is responsible for implementing technical measures to ensure data security. In particular, it ensures:

1. protection of personal and sensitive data,
2. secure access systems and password management,
3. regular updates and system security maintenance,
4. compliance with applicable data protection regulations in cooperation with the relevant bodies.

(6) Development of Digital Structures

The IT Department contributes to the continuous improvement and modernization of the AStA's digital infrastructure. This includes in particular:

1. optimization of internal workflows through digital solutions,
2. introduction of new software and system solutions,
3. automation of recurring processes,
4. improvement of digital communication and collaboration.

(7) Cooperation and Advisory Role

The IT Department works closely with all AStA departments and advises them on technical matters. It particularly supports the digital implementation of projects, events, and administrative processes.

(8) Documentation and Transparency

The IT Department is obliged to document technical systems, access rights, and processes in a comprehensible manner. The aim is a transparent and maintainable IT structure, particularly with regard to handovers and continuity.

(9) Security and System Responsibility

The IT Department ensures that systems are regularly maintained and security updates are carried out. It is responsible for providing a stable, secure, and reliable digital infrastructure for the AStA.

(10) Reporting Obligation

The IT Department shall regularly report to the AStA—especially to the Executive Board—on the condition of the IT infrastructure, ongoing projects, security measures, and planned technical developments.

(11) Transfer of Office

Upon the end of their term of office, all technical documentation, access data, system overviews, configurations, and other relevant IT documents must be fully and promptly handed over to the successor or to a person designated by the AStA.

(12) Expense Allowance

The position shall be compensated with a monthly expense allowance of €200.

(13) Transponder

A deposit of €65 for the transponder shall be withheld from the first salary payment and reimbursed after the end of the term of office upon return of the transponder.

§ 15 Volunteers of the General Students' Committee

(1) Principle

The General Students' Committee (AStA) may employ volunteers to support its work. These volunteers contribute to the implementation of individual tasks, projects, and events without being members of an elected department.

(2) Purpose of Voluntary Work

Voluntary work serves in particular:

1. to support departments with time-limited tasks,
2. to support projects and events,
3. to promote student engagement within the AStA,
4. to involve additional students in the work of the AStA.

(3) Scope of Duties

Volunteers may only work within clearly defined and assigned areas of responsibility. These are determined by the responsible department or the Executive Board. Volunteers do not have independent decision-making authority unless explicitly granted.

(4) Involvement and Responsibility

Volunteers work under the guidance and responsibility of a designated department or the Executive Board. Overall responsibility for all activities remains with the AStA or the respective responsible office holders.

(5) Rights and Duties

Volunteers are obliged to:

1. comply with the statutes and resolutions of the AStA,
2. maintain confidentiality regarding sensitive information,
3. carry out assigned tasks carefully and responsibly.

Volunteers have no entitlement to a mandate, voting rights, or independent external representation of the AStA unless explicitly decided otherwise.

(6) Coordination and Organization

The involvement of volunteers is coordinated through the respective departments or the Executive Board. These are responsible for:

1. assigning tasks,
2. providing instruction and supervision,

3. monitoring task completion,
4. organizational integration into projects and workflows.

(7) Use of Resources

Volunteers may only use AStA resources (e.g. rooms, equipment, or vehicles) within the scope of their assigned tasks and with prior approval from the responsible bodies.

(8) Remuneration

Voluntary work is generally unpaid. Compensation for expenses or reimbursements may only be granted based on a separate resolution of the AStA or in accordance with the financial regulations.

(9) Termination of Voluntary Work

Voluntary work may be terminated at any time by either the AStA or the volunteer. Upon termination, all documents, access rights, and materials received must be returned immediately.

(10) Handover and Documentation

Even in voluntary roles, it must be ensured that relevant information, work results, and documents are handed over to the responsible department or the Executive Board in order to ensure continuity of work.