

**Information
on the 2026 Election**

**a) to the Senate and the Faculty Councils
for the Voting Group of Students**

and

**b) for the By-Election to Fill two Vacant Seats
in the Faculty Council of the Faculty of Management and Sales
for the Voting Group of Staff Members**

I. Election period

The elections will be held **from Wednesday, 24 June 2026, 10 a.m., to Friday, 26 June 2026, 3 p.m.**

II. Online elections

The elections will be held online. Votes will be cast electronically by marking an electronic ballot paper on the election portal on the HHN intranet (<https://wahlen.hs-heilbronn.de/>). Voters identify themselves on the election server by using a user-specific secure link via the intranet. To access the election portal, you need the login data for your HHN user account (user name, password, two-factor authentication).

To access the election portal from outside the HHN network, you must establish an edu-VPN connection.

Persons eligible to vote will receive the election announcement and further information on how to vote online at <https://www.hs-heilbronn.de/de/wahlen> on 18 June 2026 at the latest.

The landing page <https://www.hs-heilbronn.de/en/saf-elections> is intended specifically for students. It provides concise and clear information about the Senate and Faculty Council elections.

III. Number of members to be elected in the student elections

a) **Senate** elections: **8** students

b) **Faculty Council** elections:

- **13** students of the **Faculty of Engineering**
- **10** students of each the **Faculty of Business**, the **Faculty of International Business**, and the **Faculty of Engineering and Business**
- **8** students of the **Faculty of Informatics**
- **6** students of the **Faculty of Management and Sales**

The elected members of the Faculty Council are automatically also members of the Student Council. Information on the Student Council and other important information is provided at <https://asta.hs-heilbronn.de/en/specialties/>. The departmental student committees are part of the General Student Committee (AStA) and decide on the student QA funds (quality assurance funds). In case of any questions, students may contact the AStA office at the TechCampus in Sontheim (A011) or at the Bildungscampus (T.0.33).

IV. Number of members to be elected in the staff member by-election to the Faculty Council of the Faculty of Management and Sales

Two staff members are elected, as two vacant seats on the Council can no longer be filled by persons from the list of successors.

V. Term of office

The term of office of students elected to the Senate and the Faculty Council is one year. It begins on 1 October 2026.

The term of office for the two members subsequently elected to the Faculty Council of the Faculty of Management and Sales covers the remainder of the term for the elected members of the Faculty Council, which ends on 30 September 2027. The term of office begins with the announcement of the election results.

VI. Election type

Elections are held on the basis of nominations ("lists").

- a) Candidates will be elected by proportional representation if for each election the voting group has submitted at least two valid nomination lists that in combination count at least twice as many candidates as members to be elected to the respective body.
- b) Elections will be held by majority vote without restriction to the nominated candidates if the requirements for proportional representation as defined under letter a) are not met and if at least one valid nomination has been submitted. The staff member by-election to the Faculty Council of the Faculty of Management and Sales will be held by majority vote.

VII. Nominations ("lists")

a) Deadline for the submission of nominations

According to section 9 subsection 1 sentence 1 in conjunction with section 26 subsection 2 of the election regulations of Heilbronn University of Applied Sciences (WO), nominations are to be submitted **at the latest by 9 June 2026, 3 p.m.** Only nominations submitted before the deadline can be considered. As of 9 June 2026, 3 p.m., access to the nominations on ILIAS will be closed. Nominations submitted in paper form must be received in the election officer's mailbox (Martin Teltscher, P.O. Box 093 at the Tech

Campus in Sontheim) by 3:00 p.m. on June 9, 2026, at the latest. The approved nominations will be announced in the election announcement at <https://www.hs-heilbronn.de/de/wahlen> on 18 June 2026 at the latest (section 11 WO).

b) Procedure for the submission of nominations

In 2026, three options will be available for submitting candidate lists:

1. In ILIAS:

Candidate lists are generally submitted in ILIAS in the form of groups at

<https://ilias.hs-heilbronn.de/go/cat/1042213> (Student Elections)

or at

<https://ilias.hs-heilbronn.de/go/crs/1047492> (By-election of staff members for the Faculty Council of the Faculty of Management and Sales)

Access to the link must be via the university account. A separate ILIAS course is available for each election (see Sections III and IV), which you can join directly by simply clicking on it.

If a person who wants to initiate a nomination in ILIAS - that is, who is willing to serve as the representative ("list coordinator") for a nomination - should contact Dr. Steimle (kerstin.steimle@hs-heilbronn.de). Dr. Steimle will set up access to a group for the list coordinators. In this group, the nomination (the "list") is compiled with the candidates and supporters. The list managers are responsible for their group and can admit candidates and supporters to their group; the candidates and supporters then add themselves to the list, i.e., to the nomination. For each nomination, a list manager must be available, and a deputy should be designated if possible. Additionally, the list should be identified by a password ("list name").

Candidates and supporters can join a group; the list administrator approves their request to join, and the candidates and supporters must then add themselves to the list as candidates and/or supporters. Within the group, approved candidates and supporters can see who is already listed on the nomination. Candidates and supporters must remain members of the group until the election process is complete, unless they withdraw their candidacy or pledge of support.

Withdrawing a candidacy or a pledge of support can be done by the candidate or supporter deleting their own entry or by sending an email to the list administrator, who will then remove the candidate and/or supporter from the list. If candidates or supporters delete their own entries, they must immediately inform the list manager.

List managers are not obligated to include candidates (or supporters) in a nomination. If, in individual cases, list managers do not wish to include candidates (or supporters) in their group and thus in their nomination, they are obligated to inform the affected persons immediately.

2. In paper form:

Nomination lists (“lists”) may also be submitted in paper form. Forms are available upon request from the Election Officer (martin.teltscher@hs-heilbronn.de).

3. Hybrid (ILIAS + paper form):

It is also possible to submit nominations (“lists”) in a hybrid format, i.e., both in ILIAS and on paper. For this, it is mandatory that the list name in ILIAS and on the paper list be identical. The name of the list coordinator must also be identical.

Individual candidates and supporters can be entered either in ILIAS (see 1.) **or** on the paper list (see 2.). Names should not be entered in both lists simultaneously.

After the submission deadline, the election Officer will compare and merge the names in the ILIAS list with those on the paper list to create a single list.

The following applies to all options (1 - 3): Candidates and supporters must be eligible to vote for the election and voter group in question. Eligible voters may only be listed on one nomination for an election to a body. For the hybrid option (see 3), this means: The entry must be made either in ILIAS or on the paper list.

If an eligible voter is listed on multiple slates for the same election, they must declare in writing to the election Officer which list their candidacy will remain on. The candidate will be removed from the other lists.

c) Form and content of nominations

Each nomination must be identified by a code (a list designation). Nominations submitted via a hybrid method (ILIAS + paper) must be identified by an identical code.

Each nomination list must contain at least twice as many and no more than four times as many candidates as the number of seats allocated to the group in the respective body (section 9 subsection 2 WO).

d) Supporters of nominations

Every nomination **must** have a minimum number of supporters.

For the **Senate** elections:

- at least 20 members of the student voting group

For the **Faculty Council** elections:

- at least 10 members of the student voting group
- at least three members of the staff member voting group

Candidates can also be supporters of nominations. It is advisable that candidates also register as nomination supporters to ensure that the necessary minimum number of supporters is met.

Nominations or additions to a nomination list can be withdrawn before the deadline for the nomination of candidates (9 June 2026, 3 p.m.).

VIII. Register of persons eligible to vote

Once the information on the election has been published, persons eligible to vote can request to view their personal details in the voters' register by sending an email to the Electoral Officer (martin.teltscher@hs-heilbronn.de). This right is restricted to their own data. Persons eligible to vote are only allowed to verify whether the information of other individuals in the voters' register is both correct and complete if they specify legitimate grounds for possible incorrectness or incompleteness of the voters' register and if it does not suffice for the Electoral Officer to examine the voters' register and disclose the relevant information.

Every person eligible to vote can object to the incorrectness of the voters' register before the Electoral Officer in writing or verbally on record by 3 p.m. two days before the voters' register is finalised. The voters' register must be finalised on 12 June 2026 at the latest (section 8 subsection 3 WO).

IX. Eligibility to vote and eligibility to stand for election

- a) The eligibility to vote and the eligibility to stand for election are determined on the day the voters' register is finalised (qualifying date) (section 3 subsection 3 sentence 2 WO).
- b) Only students who are registered in the voters' register on the qualifying date are eligible to vote and to stand for election.
- c) Students completing a mandatory internship semester are eligible to vote and to stand for election.
- d) Members of the higher education institution who are on leave for a period of more than six months are not eligible to vote (section 9 subsection 7 sentence 1 of the act on the higher education institutions in the Land of Baden-Württemberg (*Landeshochschulgesetz*, LHG)).
- e) Persons eligible to vote who belong to several voting groups or faculties are only eligible to vote in one voting group or faculty. They must present a written declaration stating the voting group or faculty they want to exercise their right to vote in to the Electoral Officer by 5 June 2026 (3 p.m.). The declaration is irrevocable for the elections currently held (section 3 subsection 4 sentence 3 WO). If they do not present a declaration, the Electoral Officer randomly assigns a voting group or faculty to them (section 3 subsection 4 sentence 5 WO).

X. Exercising the right to vote

Votes are cast electronically. Persons eligible to vote cast their votes by secretly and privately marking the electronic ballot paper for the respective election. Voters are authenticated by entering their login data to their individual HHN user account (user name, password, two-factor authentication) on the election portal.

In the rare event that students have difficulty accessing the online voting portal, they may also cast their votes on laptops in on-site voting booths. Trained student volunteers will be available to assist with accessing the online voting portal. Voting itself must be done in person and without assistance.

The voting booths with laptops will be available at all university locations:

- TechCampus in Sontheim: Room B 714 (across from the canteen)
- Bildungscampus: Room T 1.28 (AStA meeting room)
- Künzelsau Campus: Room C 118
- Schwäbisch Hall Campus: Foyer in Building A (Ziegeleiweg 4)

The specific times during which trained students will be available to assist with accessing the online election portal on the individual election days are still being finalized and will be announced with the election notice on June 18, 2026.

XI. Casting votes

- a) If the election is by majority vote, every voter has as many votes as there are members to be elected to the respective body. Voters can only cast one vote per candidate (no cumulation of votes). You do not have to cast all votes. Voters can vote for other eligible members of the student voting group by entering the person's exact name (majority vote without restriction to the nominated candidates).
- b) If candidates are elected by proportional representation, every voter has as many votes as there are members to be elected to the respective body. If voters cast their vote for one candidate of a list, they also vote for the list as a whole. Voters can cast up to two votes per candidate. You do not have to cast all votes.

XII. Distribution of seats

The seats to be filled according to numbers III and IV are distributed as follows:

a) Majority vote without restriction to the nominated candidates

The candidates are elected in descending order according to the number of valid votes they have obtained. If candidates have obtained an equal number of votes, seats are assigned by lot.

b) Proportional representation

The sum of the votes obtained by the single nomination lists are compared and divided successively by 1, 2, 3 and so forth. Seats are distributed to the respective maximum numbers until every seat has been distributed. The order of the candidates within a nomination list is determined by the number of valid votes they have obtained. If candidates have obtained an equal number of votes, seats are assigned by lot.

XIII. Announcement of the election results

Once the service provider charged with carrying out the online elections and the Electoral Officer have counted the votes, the election committee calculates the distribution of seats, confirms the election results and publishes them. The time and place for the meeting of the election committee will be announced at <https://www.hs-heilbronn.de/de/wahlen>.

Heilbronn, 27 May 2026



Martin Teltscher
Electoral Officer