

**English Version of
„Fachschaftsordnung der Fachschaft
BioGeoWissenschaften an der
Universität Koblenz,
Campus Koblenz vom 28.11.2025“**

**Student Council Regulations of the
Student Council
BioGeoSciences at the
University of Koblenz,
Koblenz Campus dated 28th
November 2025**

**The Student Council is composed of students enrolled
in BioGeoSciences**

**This document is a translation. It is provided for
informational purposes only and is not legally
binding. No claim is made as to the completeness or
accuracy of the translation. The German version of
28th November 2025 is legally binding.**

In accordance with §49 of the Student Union Statutes and based on a template provided by the Student Representatives Council, each student body shall adopt its own student council regulations, which shall be approved by the student council general assembly and authorised by the Student Council. These student council regulations govern the principles of the student council.

The abbreviations ‘SdS’ and ‘WO’ refer to the corresponding paragraphs in the Student Union Statutes and the Election Regulations of the Student Union of the University of Koblenz, Campus Koblenz, dated 30th January 2023 and 25th April 2024, respectively. The abbreviation ‘FO’ always refers to the corresponding paragraphs in the Financial Regulations dated 16th October 2018.

The function titles listed in the masculine form in these regulations expressly refer to all genders. If the Student Parliament (StuPa) entrusts another department of the General Student Committee (AStA) with the coordination of the student councils, the provisions of the student council regulations shall apply accordingly.

Important Abbreviations:

| | | |
|-----------------------------------|----------------------------------|---------|
| Allgemeiner Studierendenausschuss | General Student Committee | = AStA |
| Studierendenparlament | Student Parliament | = StuPa |
| Satzung der Studierendenschaft | Student Union Statutes | = SdS |
| Wahlordnung | Election Regulations | = WO |
| Fachschaftenrat | Student Representatives Council | = FSR |
| Geschäftsordnung | Rules of Procedure | = GO |
| Fachschaft | Student Body | = FS |
| Fachschaftsvertretung | Student Council | = FSV |
| Fachschaftsvollversammlung | Student Council General Assembly | = FS VV |
| Finanzordnung | Financial Regulations | = FO |

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I. Student body

The student body consists of all students of a subject or degree programme. The persons who are involved in the student council and have been elected are the student council representatives. The student representatives council has authority over the student council representatives.

§ 1 Definition

- (1) All students of a subject or degree programme form a student council. [§48 (1) SdS]
- (2) Students of several related subjects or degree programmes may form a student council by resolution of their general assemblies and after approval by the student council general assembly. Further details are regulated by the rules of procedure of the student council. [§ 48 (2) SdS]

§ 2 Organs of the student council

According to § 50 SdS, the organs of the student body are:

- a) the student council general assembly
- b) and the student council representatives.

§ 3 Rights of the bodies

- (1) The bodies of the student council have the right to represent the interests of students in society. [§ 6 (1)-(2) SdS]
- (2) They shall ensure that access to scientific knowledge, institutional autonomy and the social responsibility of science are guaranteed for all – to the same extent that they advocate freedom of research, teaching and learning and educational reform in line with this principle. [See § 6 SdS]
- (3) They represent the economic and social interests of students and participate in the promotion of studies and training. [See §6 SdS]
- (4) They cultivate inter-university student relations. [§ 6 (10) SdS]

§ 4 Rights and obligations of members

- (1) Every member of the student body has the right to participate in the organs of the student council in accordance with the statutes of the student body. [§ 3 (1) SdS]
- (2) Every member of the student body has the right [§ 3 (2) SdS]
 - a) to be heard by the bodies of the student council on matters concerning student life.
 - b) to inspect the files of the student council at any time.
- (3) Access may only be denied to documents that are subject to secrecy or confidentiality obligations. This applies in particular to documents that the student council has received or created in the course of its participation in the student self-administration of the University of Koblenz, Campus Koblenz. In the event that a member is denied access to documents for the reason stated in sentence 2, the member shall be informed as far as possible about the content of the documents, subject to the duty of confidentiality.
- (4) Every member of the student body has the right to vote and to stand for election. [§ 3 (3) and § 48 (4) SdS] The right to stand for election may be exercised in a maximum of two student bodies. [§ 48 (5) SdS]

II. Student council ballot vote

The student council ballot vote is the highest decision-making body within a student body and overrides all other decisions made by the student body. It is comparable to a student body general assembly, which was convened at greater expense. A student council ballot vote can be convened by any member of the student body under certain conditions.

§ 5 Definition

- (1) In the student council ballot, the members of the student body themselves exercise the absolute decision-making function. Every member of the student body is entitled to vote. [§ 12 and §52 (2) SdS]
- (2) The subject of the student council ballot may be any matter that concerns the student body as a whole. [§ 52 (3) SdS]
- (3) Before a ballot vote, at least one general student council general assembly must have been held on the subject of the ballot vote. This general meeting must take place at least four days before the start of the ballot vote. [§ 15 SdS]

§ 6 Convening and implementation

- (1) The student council ballot shall be held in accordance with § 52 SdS
 - a. upon written request by at least 10 per cent of the members of the student body
 - b. and upon resolution by the student council general assembly.
- (2) Participation in the ballot requires the presentation of a student ID card or official ID. Votes must be recorded on a list of all eligible voters.
- (3) Resolutions that seek to prevent a ballot required under § 52 (1) SdS are invalid.
- (4) The ballot must begin no later than the 21st day after receipt of the request for a ballot. The student council shall conduct the ballot freely and secretly.
- (5) A ballot must be announced at least twelve days before it is held. This announcement shall be made by means of public notices in DIN A4 format on all notice boards provided for this purpose by the General Student Committee (AStA) and by means of an email to the student body's mailing list(s). [Section 13 (4) SdS]
- (6) A ballot shall be held on three consecutive days. [Section 13 (5) SdS]

§ 7 Result of a ballot vote

- (1) The ballot vote shall be successful in accordance with § 14 (1) SdS
 - a) if more than 5 per cent of all members of the student body have cast their votes and
 - b) if the majority of the votes cast are in favour of the motion.
- (2) If the ballot is not successful within the meaning of § 14 (1) in the first ballot,
 - a) no resolution shall be passed.

III. Students Council General Assembly

The student council general assembly serves to provide student body members with information about developments and activities within their subject or degree programme, as well as the work of the student council representatives. Furthermore, the FSV is elected at the FS VV and motions concerning the FS can be submitted.

§ 8 Definition

The general student council assembly is a university-wide meeting of all members of the student body and, after the student council ballot vote, has the highest decision-making function within the student body. All members of the student body have the right to submit motions, speak and vote. The department for internal university affairs or its representative on the student council also has the right to submit motions and speak. Other attendees may be granted the right to speak. [§ 53 (1) SdS]

§ 9 Convening and conducting meetings

- (1) The student council general assembly must be convened by the student council representatives in accordance with § 53 (2) SdS
 - a) upon resolution of the student council representatives,
 - b) upon request of at least ten percent of the members of a student council,
 - c) at least once each semester,
 - d) upon resolution of the student representatives council,
 - e) upon joint resolution of the executive committee of the general student committee and the department for internal university affairs, provided that the latter is occupied.
- (2) The representative for internal university affairs or one of his deputies in the student council must convene a general student council meeting within two weeks,
 - a) if no general student council general assembly was convened in the previous semester in accordance with paragraph 1
 - b) or if no student council representative is in office, and to chair it. [§ 53 (3) SdS]
- (3) The general meeting must take place no later than ten days after the application is submitted, unless the applicant specifies a different date. It should take place during student hours. [§ 15 para. 4 SdS]
- (4) The announcement must be made at least one week before the general meeting by means of public notices, which must be at least DIN A4 in size, on all notice boards provided for this purpose by the General Student Committee (AStA) and by means of an email to the student body mailing list(s). [§ 53 para. 9]
- (5) The general assembly shall constitute a quorum if it has been duly convened [§ 48 (11) SdS] and
 - a) no one questions the quorum.
 - b) at least three per cent of those entitled to vote are present.
- (6) If the last student council general assembly was not quorate, the next student council general assembly shall be quorate regardless of the number of voting members present. This fact must be noted in the invitation to the second general assembly.
- (7) The student council representatives shall draw up a provisional agenda. Any amendments, additions or changes to the agenda shall be voted on by a simple majority.
- (8) A member of the student council shall open, chair and close the general meeting. The general meeting may appoint another chair by acclamation. [§ 53 (6) SdS]

- (9) Complete minutes of the results shall be taken for each meeting. The minute-taker shall be appointed at the beginning of the meeting. He or she shall prepare the complete minutes within one week and sign them together with the chairperson. The original shall be kept in the student council's files. A digital copy shall be made available to the Department for Internal University Affairs.

§ 10 Motions

- (1) Voting shall be by show of hands. At the request of a member of the student body, voting shall be by secret ballot.
- (2) Motions may be submitted in advance in writing or during the student council general meeting.
- (3) A further motion on the matter and a counter-motion shall be voted on first.
- (4) The discussion of a motion may be terminated at any time by a reasoned motion for a direct vote. This motion must be approved by a majority of the student council members present who are entitled to vote.
- (5) Resolutions shall be passed by a simple majority and may be postponed upon request. A motion to postpone shall be decided by a simple majority. A decision on a postponed resolution must be made at the next meeting.
- (6) If the number of votes in favour and against is equal, a motion shall be deemed rejected.

§ 11 Rights of members

- (1) The student council general assembly is responsible for
 - a) the dismissal of student council representatives. If this results in the number of representatives falling below three, a successor must be elected at the same student council general assembly [§ 54 (3) SdS],
 - b) passing resolutions on a student council ballot vote [§ 52 (1-3) SdS],
 - c) examining the necessity of a list for the departmental council elections,
 - d) and amending the student council regulations.
- (2) Before a student council representative leaves office or is newly elected, they must be discharged from their duties. This agenda item must be included if necessary.
- (3) Agenda items a) to d) may be combined into a single agenda item.

IV. The Student Council

The Student Council is elected by the Student Assembly and looks after the interests of the student body. The Student Council is elected for one year and must be discharged at the end of its term. The Student Council Representatives manages the money it receives from the student body to carry out its work. Other tasks of the FSV are to represent the interests of the FS vis-à-vis the lecturers and the university, to represent the student council vis-à-vis the AStA and within the Student Council, and to plan events for its FS.

§ 12 Definition

The student council representation is elected by the general assembly. It consists of at least three and at most ten student council members. [§ 54 (1-2) SdS] The term of office is one year. [§ 52 (2) WO] Re-election is permitted.

§ 13 Election of student representatives

- (1) Student council representatives shall be elected by oral nomination and a simple majority of those eligible to vote during a general student council general assembly. In the event of a tie after the second ballot, the decision shall be made by lot. [§ 52 (1-2) and § 53 (1) WO]
- (2) The election shall be conducted by a show of hands, unless a motion for a secret ballot is made or the number of candidates exceeds the number of vacant positions. [§ 53 (2) WO]
- (3) Block and individual elections are permitted. The general assembly shall vote on the election mode. A simple majority shall decide. [§ 53 (3) WO]
- (4) The number of votes of those eligible to vote shall be determined by the number of vacant positions. In the case of a block election, the number of votes shall be reduced to one. If positions remain vacant after the block election, a further round of voting may take place. [§ 53 (4) WO]
- (5) The student council representatives may be voted out of office by the student council general assembly at any time. If this results in the number of representatives falling below three, successors must be elected at the same student council general assembly. [§ 54 WO] Those affected must be given the opportunity to justify their actions beforehand.
- (6) The term of office shall end due to
 - a) resignation,
 - b) expiry of the term of office,
 - c) dismissal at a student council general meeting,
 - d) resignation from the student council,
 - e) de-registration
 - f) or death.
- (7) If the number of student representatives outside of a general meeting falls below three, a general meeting of the student body must be convened within two weeks by the internal affairs officer or one of his deputies in the student council. [according to §12 SdS]

§ 14 Rights and obligations

- (1) The student council may appoint a speaker from among its members. This speaker shall have the right to speak and submit motions on behalf of the student body in the student parliament (StuPa). [§ 54 (8) SdS]
- (2) The student council is responsible for the administration of the funds allocated to it within the framework of the student body's budget and is accountable to the student body. For more details, see Chapter V Finances.
- (3) In order to coordinate its work, the student council shall participate in the meetings of the coordination committees of the student council. [§ 54 (9) SdS]
- (4) The student council implements the resolutions of the student council general assembly and is accountable to it. At the end of the student council representatives' term of office, the general assembly decides on their discharge. [§ 54 (5) SdS]
- (5) The student council offers consultation hours at least once a month. [See § 54 (6) SdS]
- (6) At the end of their term of office or at the request of the general assembly, the student representatives shall give an account of their work and financial management. This shall take place at a general student council assembly, which shall then discharge the representatives by resolution. [§ 52 (3) WO] If the general student council assembly refuses to grant discharge, it must justify its decision and impose appropriate conditions on the representatives that will enable discharge at a later date. If the representatives do not comply with these conditions, the general student council assembly reserves the right to take further steps in cooperation with the internal affairs officer.
- (7) The student council representatives shall conduct the student council ballot vote.
- (8) The student council representatives shall be entitled to make public statements on behalf of the student body after consultation with the internal affairs officer. [§ 54 (10) SdS]
- (9) In addition, there are other areas of responsibility, such as:
 - a) The student council representatives represent the interests of the students in their student council and have equal rights among themselves. As necessary, they create flexible areas of responsibility among themselves based on the division of labour.
 - b) They represent the student council in the student representatives council. In doing so, they are bound by the instructions and mandates of their student council.
 - c) They organise an introductory event for new students enrolled in the student body. This can be done in cooperation with the relevant lecturers.
 - d) They endeavour to mediate in conflicts between members of the student body and lecturers and actively help to resolve them.
 - e) They endeavour to address the study problems of students in the student body and help to resolve them.

V. Finances

The elected FSV shall elect a treasurer from among its members and record the result in the minutes. The treasurer shall be entrusted with the finances of the student body and shall be accountable for them. He or she shall act in accordance with the financial regulations of the local student body and shall observe in particular §24-§31 of the FO.

§ 15 Treasurer

- (1) The student council elects a treasurer from among its members and certifies this in a report. The treasurer is responsible for compliance with the provisions of the financial regulations [FO of the local student body at the University of Koblenz, Koblenz Campus]. [§25 (1) and (2) FO]
- (2) Upon termination of the treasurer's term of office, a new treasurer shall be elected without delay. The previous treasurer shall familiarise the newly elected treasurer with the financial situation and hand over the tasks.
- (3) The treasurer shall also render account of the finances at a general meeting and shall be separately discharged. If the treasurer changes between two general meetings, the previous treasurer shall be discharged by the FSV and this shall be confirmed in the report referred to in paragraph 1.
- (4) The treasurer's term of office shall end upon
 - a) resignation from office,
 - b) the election of another person from the student council as treasurer,
 - c) or upon termination of the term of office as a student council representative.
- (5) For further regulations, Sections 24–31 of the Financial Regulations [FO of the local student body at the University of Koblenz, Koblenz Campus] shall apply accordingly.

IV. Transitional and Final Provisions

This section contains provisions regarding deadlines, how the student council regulations can be amended, who is responsible for interpreting them, and when these regulations come into effect.

§ 16 Deadlines

- (1) Insofar as deadlines are specified in these regulations, they shall be suspended during the lecture-free period. [§ 70 (1) SdS] A deadline specified in days ends at the end of the last day of the deadline. [§ 70 (2) SdS]
- (2) Days within the meaning of these statutes are all calendar days that are not Sundays or public holidays. [§ 70 (3) SdS]

§ 17 Amendment of the student council regulations

- (1) Any amendment to the student council regulations requires a written application to the student council representatives. The next general meeting of the student council shall decide on the application.
- (2) Any planned amendment to the student council regulations must be indicated in the invitation to the relevant student council general assembly. The wording of the amendment must be announced in the invitation.
- (3) Amendments to these student council regulations require a two-thirds majority of the members present at a student council general assembly.
- (4) Any amendments must not contradict the statutes and election regulations of the student body (SdS, WO) or the rules of procedure of the student representatives council (GO) or the financial regulations (FO).
- (5) The amendment must then be reviewed and approved by the student representatives council (FSR). [§ 51 (1) SdS]

§ 18 Interpretation of the Student Council Regulations

In cases of doubt, the representative for internal university matters or one of his deputies in the Student Council shall decide on the interpretation of the Student Council Regulations.

§ 19 Transitional provision

- (1) These student council regulations were adopted at the student council general meeting on 28 November 2025 and shall enter into force immediately after approval by the student council.

- (2) The representatives of the student council in office at the time of entry into force of the student council regulations shall remain in office until their re-election in accordance with these regulations.

Koblenz 28.11.2025

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