



UNIVERSITÄT
LEIPZIG

Basic Regulations of Leipzig University

of 6 August 2013



This English translation is intended to allow English-speaking readers a better understanding of the Basic Regulations of Leipzig University. It is solely for information purposes and only the German version is legally binding.

Leipzig University

Basic Regulations of Leipzig University¹

of 6 August 2013

The Extended Senate in accordance with the Rectorate has issued the following Basic Regulations of Leipzig University.

I. Legal Status and Objectives of the University

Section 1 Legal Status

- (1) Leipzig University is a statutory body under public law with the right to self-administration including the right to issue bylaws within the framework of the law.
- (2) The University shall use the historical seal from the 15th century in the version of 1909 with Lawrence and John the Baptist as well as the inscription "SIGILLUM.UNIVERSITATIS.STUDII.LIPSIENSIS". The faculties may use their historical seals.

Section 2 Principles and Objectives

- (1) The University is committed to the principles of the free democratic constitutional order, the University's great academic tradition, and, with regards to its autonomous self-administration, the principle of subsidiarity. At the same time, we also take on the challenges of academia and society and take responsibility for the consequences of academic knowledge, especially for human beings and the natural world.

¹ These rules contain female pronouns which apply to both males and females.

- (2) We bear the responsibility for free research, instruction and study, particularly within the framework of 14 faculties² at present and we perform our statutory functions.
- (3) The following parts of the University are conferred with their own names:

Wilhelm Ostwald Institute of Physical and Theoretical Chemistry
Carl Ludwig Institute for Physiology
Karl Sudhoff Institute of History of Medicine and Science
Paul Flechsig Institute for Brain Research
Rudolf Boehm Institute of Pharmacology and Toxicology
Herder Institute (German as a Foreign Language)
Institute of Egyptology/ Egyptian Museum - Georg Steindorff
Ernst Jaeger Institute for Corporate Restructuring and Insolvency Law

- (4) We are committed to the principle of research-oriented instruction and promote interdisciplinary cooperation as well as the internationalisation of research, instruction and study. We support the diversity of subjects and the development of the range of courses offered. We guarantee that all academic members and employees will be given the opportunity to their own independent research to a reasonable extent.
- (5) Leipzig University is committed to equal opportunity and family-friendly policies. We ensure the integration of foreign students, take care that disabled students and those with chronic illnesses are not put at a disadvantage and we support top-level athletes in their studies.
- (6) We cultivate and promote our collections and museums and make them accessible to research, instruction and study.

² The faculties are: Faculty of Theology, Faculty of Law, Faculty of History, Arts and Oriental Studies, Faculty of Philology, Faculty of Education, Faculty of Social Sciences and Philosophy, Faculty of Economics and Management Science, Faculty of Sport Science, Faculty of Medicine, Faculty of Mathematics and Computer Science, Faculty of Biosciences, Pharmacy and Psychology, Faculty of Physics and Earth Sciences, Faculty of Chemistry and Mineralogy, Faculty of Veterinary Medicine.

II. Members and staff of the University

Section 3

Rights and responsibilities of members and staff; Member groups

- (1) Members are authorised and obligated to participate in the self-administration of the University pursuant to the law and these Basic Regulations.
- (2) Members of a body or its commissions are as such not bound by any directives; they shall inform their units of their resolutions, if confidentiality is not necessary. This also applies to the Commissioner for Equal Opportunities.
- (3) Staff, members and employees who are departing due to age or illness, have the right to use all facilities of the university pursuant to the usage regulations.
- (4) Staff have no active or passive suffrage.
- (5) Members of the University may not be placed at a disadvantage due to their participation in our self-administration.
- (6) Those who hold an official function or an official mandate are obligated to continue to responsibly carry out their function or position after their term has expired until a successor has been appointed or elected, if no deputy or substitute has been determined.
- (7) Members and staff of the University are authorised to consult with the Rector regarding personal matters or those concerning the University.

Section 4

Guest lecturers and guest professors

- (1) Guest lecturers are academics who are nationally or internationally recognised in their field and who teach and research at Leipzig University for up to two years.
- (2) In order to acquire visiting lecturers with particular teaching abilities, the Rector can, upon the suggestion of a faculty, grant guest lecturers

the title of "Guest Professor of Leipzig University" for the duration of their activity.

Section 5

University members and staff

- (1) University staff also includes PhD candidates who are not members of the University, research academics and instructors who are supported by stipends or acquired funds granted by third parties who are not full-time private lecturers or professors and qualified university lecturers that are retired, and carry out their duties at the University.
- (2) Upon the written request of the faculty and after Senate approval, the Rector can, as an exception, confer the member position of University lecturer to a person who performs research and instruction activities at Leipzig University and fulfils the conditions of appointment pursuant to Art. 58 (1) 1-3, 4a of the Higher Education Law of the Free State of Saxony (hereafter SächsHSFG).
- (3) Upon written request of the faculty, the Rector can as an exception confer other individuals the rights of a member or staff, as long as these individuals are performing tasks at the University as part of joint projects.

Section 6

PhD candidate representatives

- (1) Those entered on the list of PhD candidates are collectively called the "PhD candidates' assembly".
- (2) The PhD candidates' assembly shall elect a PhD Candidates' Council each year to represent them. Each member of the PhD candidates' assembly is entitled to vote and be elected. Rights stemming from being part of a member group pursuant to Art. 50 (1) 1 SächsHSFG remain unaffected.
- (3) The PhD Candidates' Council is made of at least 5 and not more than 15 members. Rules of procedure shall specify further details. The Council's tasks include

1. Representing the interests of the PhD candidates' assembly
2. Participating in matters pertaining to PhD candidates
3. Fostering the networking of PhD candidates
4. Supporting PhD candidates in matters pertaining to their doctoral procedures upon the request of the PhD candidate.

The Council also conducts its activities on a cross-faculty basis.

- (4) The Senate and the faculty councils can consult with a member of the PhD Candidates' Council appointed by the PhD Candidates' Council.
- (5) Each individual body of Leipzig University shall pass resolutions regarding the participatory rights of the PhD Candidates' Council.

III. Self-Governance of the University

Section 7 Elections

- (1) Representatives of the group of university lecturers, the group of academic employees, and the group of other employees in the faculty councils, the deans, the vice-deans, the academic deans and the Commissioner for Equal Opportunities are elected for a term of three years. If the Commissioner for Equal Opportunities is elected from the students' group, then the term is one year.
- (2) Conditions for as high an election turnout as possible should be created through favourable election procedural rules and the determination of the election date.
- (3) Any official function in the self-governance can be resigned for exceptional cause before the end of the term. Exceptional cause includes beginning a scholarship or a leave of absence.

Section 8 Self-governing bodies

The Senate, the Extended Senate, the Rectorate and the University Council issue their own rules of procedure, the faculty councils may also issue rules of procedure.

Section 9 Publicness

The Senate and the Extended Senate meetings are open to the University public. The Faculty Council meetings are open to the faculty public. Joint meetings of the University Council with the elected Senators pursuant to Art. 86 (7) 5 SächsHSFG on matters that are to be open to the University public are open to the University public. The general public can be excluded upon written request of a member of a body as far as this is necessary to discuss the issue in question. The dates of the meetings and agendas of the meetings open to the University or faculty are to be made known in a timely and appropriate manner. This provision also applies to the notification of relevant resolutions.

Section 10 Voting principles

- (1) The members are not bound in their voting behaviour as group representatives to the resolutions of the group they represent.
- (2) Resolutions are passed with a majority of the votes of those present, if the Saxony State Law on Higher Education does not provide otherwise. In cases of decisions for which all University lecturers of a faculty can participate in voting, the necessary majority of University lecturers refers to the number of University lecturers elected in the Faculty Council plus the other University lecturers of the Faculty that are present.
- (3) Votes that especially affect the concerns of a certain member group cannot overturn a previously unanimous vote of the representatives of this group when first dealing with the issue. This veto can be overturned with a two-thirds majority of the body. A binding, non-overturned group vote means that the subject of the vote will be newly discussed at the following meeting of the body.

Section 11

Central organs of the University

The central organs of the University are:

- the Senate
- the Extended Senate
- the Rectorate
- the University Council

Section 12

Senate

(1) The Senate is composed of:

1. Elected members who are eligible to vote

- a) From the group of University lecturers: 11 persons
- b) From the group of academic employees: 4 persons
- c) From the students: 4 persons
- d) From the group of other employees: 2 persons

2. Non-voting advisory members:

- a) The Rector
- b) The Head of Administration and Finance
- c) The Vice-Rectors
- d) The Deans
- e) The Commissioner for Equal Opportunities

(2) When professors are to be appointed, the Senate will be regularly informed of the professor's job description, the text of the job advertisement of the professor position and the composition of the appointment commission.

Section 13

Senate commissions, committees and representatives

(1) The Senate can utilise commissions to prepare its decisions, or committees or representatives for long-term issues.

- (2) The members of a Senate Commission or a Committee choose a speaker from their ranks. The speaker chairs the meetings.
- (3) When determining the personnel of Senate Commissions and Committees, the Senators of each member group has the right of nomination.
- (4) The members of Senate Commissions and Committees have the right to gather required information from the relevant offices of the University.
- (5) Senate Commissions, Committees and Representatives are to regularly inform the Senate of their work.

Section 14 Extended Senate

The Extended Senate is composed of the voting members of the Senate pursuant to Section 12, and of an additional 70 members that are to be determined according to the following formula from the ranks of each individual member groups through free and equal suffrage and secret ballots:

35 University lecturers
14 academic employees
14 students
7 other employees.

Section 15 Rectorate

- (1) The University shall be directed by the Rectorate
- (2) The Rectorate is composed of:
 - The Rector, who also chairs the meeting
 - The Head of Administration and Finance
 - Three Vice-Rectors.

If possible, different subject disciplines should be represented and one member of the Rectorate should come from the Faculty of Medicine.

- (3) The Rector is employed full-time. The Vice-Rectors are as a rule employed full-time. Part-time employment is possible. According to Art. 82 (1) 1 and Art. 85 (1) 1 SächsHSFG, the Rector determines the guidelines for executing the Rectorate's tasks. Upon suggestion of the Rector, the Rectorate can determine a permanent representation with fixed offices for its members, where the business of the day-to-day administration under its responsibility takes place. The rights of the Head of Administration and Finance set down in Art. 85 SächsHSFG remain unaffected. Rules of procedure shall specify further details, particularly the participation of the representative for student matters, if the Rectorate resolves this.
- (4) The Rectorate shall report on its activities to the Senate once each year.
- (5) The Rectorate will regularly consult with the deans.

Section 16

Rector

The Rector formally represents the University and performs the tasks stipulated in Art. 82 SächsHSFG.

Section 17

Head of Administration and Finance

The Head of Administration and Finance directs the University Administration according to the guidelines of the Rectorate. He or she executes the resolutions of the Rectorate and the Senate in his or his/her area of responsibility, Art. 85 SächsHSFG provides further details.

Section 18

University Council

- (1) The University Council is composed of nine members, of whom two are members of Leipzig University. The activities of the members of the University Council are on a voluntary basis.
- (2) The University Council shall elect a chairperson who is not a member of the University. The University Council meets at least once per year with the Senators, preferably at the last regular Senate meeting of the calendar year.

- (3) The Senate appoints four members to the University Council.
- (4) In the case of management pursuant to Art. 11 (5) 1 SächsHSFG, the University Council shall be made up of nine members. The Senate shall appoint five members according to Art. 86 (4) SächsHSFG.

IV. Equal Opportunity

Section 19 Equal Opportunities Programme

The University shall draft an Equal Opportunities Programme that guarantees equal opportunities for all who study and work at the University. The guidelines drafted for this programme shall be taken into account for all relevant decisions concerning research, instruction and administration.

Section 20 Equal Opportunities Committee

- (1) An Equal Opportunities Committee will be formed at the University.
- (2) The Equal Opportunities Committee should include:
 - a) Two University lecturers,
 - b) Two academic employees,
 - c) Two non-academic employees,
 - d) Two student representatives,
 - e) A total of two representatives from the PhD candidates' assembly and/or non-University employed habilitation candidates.
 - f) The Commissioner for Equal Opportunities of Leipzig University as an advisory member.
- (3) The members of the Equal Opportunities Committee shall be elected by the Senate for a term of three years. The representatives pursuant to (2) d) and e) shall each be elected for one year. The members need not be part of the Senate.

- (4) The Equal Opportunities Committee shall elect a speaker and draft rules of procedure for itself.
- (5) The tasks of the Equal Opportunities Committee include:
 - a) Consulting with the Commissioner for Equal Opportunities, the Rectorate and the Senate on measures and projects to implement equal opportunities,
 - b) Coordinating plans to promote women and equal opportunity reports of the faculties as well as central institutions, especially in context of goal agreements,
 - c) Drafting suggestions and guidelines to update the Equal Opportunities Program and to provide appropriate resources for work for equal opportunities, providing content-related support for the Commissioner for Equal Opportunities and the Rectorate when applying for funds from third parties out of programmes to promote equal opportunities, especially the reconciliation of family and work life, family and studying, and those concerning research funding in the area of equal opportunities,
 - d) Arbitration in cases of conflict within the context of its area of responsibility, if these could not be resolved on the Faculty level or by central institutions and all parties agree to arbitration by the Equal Opportunities Committee.

Section 21

Commissioner for Equal Opportunities

- (1) One Commissioner for Equal Opportunities and at least one deputy shall be chosen for the University and for each Faculty. One Commissioner for Equal Opportunities and at least one deputy shall be chosen for all central institutions and the central administration together. The Commissioner for Equal Opportunities of the University and the deputy will be chosen by the Commissioners for Equal Opportunities of the Faculties and the other central institutions (Equal Opportunities Council). The basis of their work is the Equal Opportunities Programme of the University.
- (2) The Commissioner for Equal Opportunities of the University has an advisory function to the Senate, the Extended Senate, the Rectorate and the Administration. She shall participate in meetings of Senate, Extended Senate and Rectorate Commission meetings in an advisory role, when Equal Opportunity issues are discussed.

- (3) The Commissioner of Equal Opportunities of the University has the right to make statements and suggestions on all issues that affect equal opportunities at the University. The relevant bodies of the University are to address the suggestions in an appropriate amount of time.
- (4) The Commissioner for Equal Opportunities of the University or the deputy shall be freed of at least 50% of his/her other assigned job tasks.

V. Commissioners, Committees and Commissions of the University

Section 22

Representatives of the University, Arbitration

- (1) The University shall appoint a Commissioner for Handicapped and Chronically Ill Students, a Commissioner for Top-Level Sport, a Commissioner for Foreign Students and Researchers, and a Commissioner for Environmental Protection as well as their deputies and other statutory required commissioners. They must be members of the University. The commissioners are not bound by directives in the context of their activities. They shall report on their activities to the Senate once per year. The Commissioner for Handicapped and Chronically Ill Students shall also report on his/her activities to the Student Council once per year.
- (2) The University shall appoint two people to arbitrate conflicts in matters of young researchers. They will intervene if these could not be resolved on the Faculty level, by central institutions or other functional units.
- (3) The commissioners and their deputies are chosen and appointed by the Senate. The member groups of the Senate, the Rectorate, the Faculty Councils, the Student Council and the PhD Candidates' Council are eligible to submit nominations. Their terms are for two years. Re-appointment is possible. The commissioners and their deputies may be dismissed by the Senate with a majority of its members, a vote is initiated by the written request of a member group of the Senate.

Section 23

Commissioner for Student Affairs

- (1) The Commissioner for Student Affairs coordinates the flow of information between the student representatives in the self-administration bodies of the University and the flow of information between the student representatives and other member groups in the self-administration bodies. He/she is a possible contact person to the Rectorate for student matters. She reports to all students on his/her activities at regular intervals. The rights of the students remain unaffected.
- (2) The Commissioner for Student Affairs must be a regularly enrolled student at Leipzig University. The appointment is made by the Senate at the suggestion of the student council in consultation with the Rector. A dismissal can be made upon written request to the Senate by the student council with a majority of the Senate's voting members. The term is one year and an immediate reappointment is not possible.
- (3) The Commissioner for Student Affairs is to be invited as a guest with the right to speak upon the request of the student members of a body of the academic self-administration. If student concerns are affected, then the representative for student matters should also be brought in for consultations with the Rectorate. The legal status in relation to the students and the election procedures shall be regulated by the students on their own responsibility.

Section 24

Committee for Quality Assurance in instruction and study

In order to assure the quality of instruction and study (Art. 9 (1) 2 SächsHSFG), a Standing Committee may be formed.

VI. Organisational units below the administrative level

Section 25 Faculties

- (1) Related subject areas are comprised in faculties and perform the tasks of the University. The faculties work with each other and with the central bodies of the University.
- (2) The faculties are responsible for all relevant matters concerning research, instruction and study if there are no statutory regulations to the contrary. Their tasks especially include:
 - a) Promoting disciplinary and inter-disciplinary research including the provision of a corresponding offer as part of instruction and studies.
 - b) Proposing the formation of institutions required for this, especially departments and institutes,
 - c) Promoting young researchers,
 - d) Ensuring and updating the course offer according to the study and examination regulations,
 - e) Preparation of appointment proposals and decisions on the staffing procedure for academic employees,
 - f) Practicing the right to award PhDs and Habilitation,
 - g) The Faculties are to ensure that they are equipped in such a way that the members and employees can fulfil the tasks incumbent upon them.
- (3) The Faculty of Medicine shall fulfil its research and instruction tasks in close cooperation with the University Hospital. In order to produce a method of communication pursuant to Art. 97 (2) SächsHSFG, the University Hospital is to be informed of the intended decision before the resolution is drafted by the body responsible, giving appropriate amount of notice to voice an opinion.
- (4) In addition to their research and instructional tasks, the institutions of the Faculty of Veterinary Medicine perform tasks involving the medical health of animals and also fulfil assignments of the University in the field of public health with regards to veterinary medicine.

Section 26

Faculty Council

- (1) The Faculty Council includes (Composition: L: University Lecturers, A: academic employees, S: Students, O: other employees, E: Commissioner for Equal Opportunities):
 - At least 13 members (L7, A2, S2, O1, E) in faculties with 10 to 15 professors,
 - At least 17 members (L9, A3, S3, O1, E) in faculties with at least 16 professors,
 - At least 33 members (L17, A6, S6, O3, E) in the Faculty of Medicine.
- (2) If the Faculty Council has been duly convened and is not quorate thereafter, its decisions may be taken by written circulation procedure, as long as no voting member objects. Rules of procedure shall specify further details to this end.

Section 27

Dean

- (1) The Dean is usually elected, upon suggestion of the Rectorate, by the Faculty Council from among the professors of the Faculty Council.
- (2) The Dean's term of office is three years. Re-election is possible.
- (3) The Dean is released from 50 per cent of his/her teaching responsibilities. Upon written request, the Rectorate may decide on a further reduction of his/her teaching responsibilities.
- (4) The Dean reports to the Faculty Council, especially on the objects named in Art. 88 (1) 1-13 SächsHSFG, as long as there are no statutory grounds to the contrary.
- (5) The Deans chose a speaker among them to coordinate common opinions on matters applying to all faculties and communicate them to the Rectorate.

Section 28 Dean's Office

- (1) A Dean's Office can be made up of up to two Assistant Deans if the size of the faculty requires it. In case of a tie vote, the Dean decides.
- (2) A University employees acting as Assistant to the Dean conducts the business of the ongoing administration of the faculty on behalf of the Dean.

Section 29 Academic Committee

- (1) Each Faculty shall establish an Academic Committee for each course of study according to provisions of Art. 91 (2) SächsHSFG. An Academic Commission can also be assigned several courses of study.
- (2) An Academic Commission is composed of equal numbers of student representatives and lecturers. Among the lecturer representatives, at least one (or two if the commission has more than 8 members) representative shall be an academic employee involved in the course(s) of study.
- (3) The relevant Dean of Students shall chair the Academic Committee.

Section 30 Academic institutions of the faculty

- (1) In order to appropriately address research and instruction tasks in a certain subject area within a faculty, academic institutions such as departments, institutes or seminars can be established, changed or dissolved.
- (2) The establishment, change or dissolution of academic institutions within a faculty is decided by the Rectorate upon the suggestion of the faculty. Academic institutions perform their tasks under the responsibility of the faculty. More detailed regulations are to be set forth in the rules of the faculty.

- (3) They issue rules that are to be confirmed by the Faculty Council.
- (4) If the subject area of an academic institution is assigned to several faculties, then the responsible faculty and the participation of the other faculties are to be determined by the Rectorate with the Senate's approval.

VII. Central Institutions

Section 31

Interdisciplinary academic centres of the University

- (1) Interdisciplinary Academic centres of the University can be created to perform tasks in the area of research and instruction that apply to the entire University or several Faculties, as long as the assignment to several faculties is appropriate with regards to the tasks, facilities or size.
- (2) The Rectorate, in consultation with the Senate and the University Council, will decide on the establishment, change or dissolution of interdisciplinary centres. The Rectorate shall decide on the rules of these centres after hearing the parties and the opinion of the Senate.

VIII. Studium Universale

Section 32

Studium Universale

The University shall establish a "studium universale" dedicated to ethics and societal issues in academics. It will be led by a University lecturer of Leipzig University. Senate rules will regulate further details.

IX. Honours

Section 33

Honorary doctorates

The faculties have the right to award honorary doctorates. The award is made upon resolution of the Faculty Council in consultation with the Senate. The doctoral rules of the Faculties shall regulate further details.

Section 34

Honorary senators, honorary citizens, Leipzig University Medal

- (1) The University can, upon resolution of the Senate, award the title of Honorary Senator to persons who have made outstanding contributions to the University.
- (2) Upon resolution of the Senate, the title of Honorary Citizen of the University can be awarded to persons who have made outstanding contributions to important issues concerning the University.
- (3) The title of Honorary Senator or Honorary Citizen confers no further rights to the recipient.
- (4) Upon resolution of the Senate, the award of the Leipzig University Medal can be given to a person for outstanding merit at the University or for concerns of the University outlined in Section 2.
- (5) The awards rules shall regulate further details.
- (6) The titles of Honorary Senator or Honorary Citizen can be withdrawn upon resolution of the Senate for exceptional reasons.

X. Rules of the University

Section 35

Publication of rules

Rules of Leipzig University shall be published in the Official Announcements of Leipzig University. They are to be signed by the Rector.

XI. Final provisions

Section 36

Interim regulations

These Basic Regulations come into force if the State Ministry for Science and Art does not demand any change for legal reasons within 4 months after notification, but not before publication in the Official Announcements of

Leipzig University. At the same time, the Interim Basic Regulations of Leipzig University dated 16 April 2010 expire. The representatives pursuant to Section 22 of these Basic Regulations are to be re-elected immediately after the entry into force of these Regulations. The incumbent representatives continue to perform their duties until new elections take place.

Leipzig, 6 August 2013

Professor Beate A. Schücking, MD
Rector