

Constitution of the University of Music Lübeck (Rules)

of 20 June 2008 as amended on 16 December 2011, 2 February 2017, 14 June 2017 and 23.04.2021

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Pursuant to Section 7 of the Schleswig-Holstein Higher Education Act (Hochschulgesetz - HSG) of 28 February 2007 (GVOBl. Schl.-H. p. 184) and Section 109 (2) sentence 2 of the State Budget Regulations (Landeshaushaltsordnung) as per resolution of 29 June 1992 (GVOBl. Schl.-H. p. 381), last amended by the law of 19 June 2007 (GVOBl. Schl.-H. p. 328), following the University Council statement of 11 April 2008 on the draft constitution proposed by the University Board on 14 April 2008, the Senate of the University of Music Lübeck has concluded the following Rules which, following approval of the Ministry of Science, Economic Affairs and Transport of the State of Schleswig-Holstein of 18 June 2008, are duly enacted as follows:

(as amended on 16 December 2011, 2 February 2017 and 14 June 2017)

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Part one: Basic principles

Section 1 Legal status

¶The 'University of Music Lübeck' is a state university in the State of Schleswig-Holstein domiciled in Lübeck.
¶Legal relations of the university are specifically determined in accordance with the Schleswig-Holstein Higher Education Act (Hochschulgesetz - HSG). ¶The University of Music Lübeck is voluntarily self-committed to achieving amicable civil development of the community.

Section 2 Responsibilities

¶The University of Music fulfils the statutory tasks of all Schleswig-Holstein universities as a university with artistic and academic responsibilities. ¶The university serves the realm of music through research, teaching and study, the development of artistic and academic forms and means of expression and through free performance of the art. ¶The study programme leads to an artistic/academic qualification. ¶In particular, the University of Music prepares students for music professions and occupations as well as music education professions, the exercise of which requires particular musical abilities.

Section 3 Gender equality in research

¶Prior to decisions that

1. impact on the ratio of women and men in the member groups of the University of Music and
2. can be taken in compliance with applicable law for the benefit of members of one gender or another,

the equal opportunities officer is to be given the opportunity to propose an objectively founded proposal for decision, which elucidates the gender-specific consequences of the decision in question. ¶Insofar as urgent necessity of the decision prevents prior involvement of the equal opportunities officer or rules out the possibility of a proposal from such, the equal opportunities officer is to be notified of the adopted decision without delay.

Part two: Members of the university

Section 4 Members

In addition to statutory members (Section 13 HSG), members of the University of Music also include teaching staff who do not fulfil the terms stated under Section 13 (1) No. 2 HSG.

Section 5 Associates of the university

Associates of the university are not entitled to vote or stand as candidates in elections.

Section 6 Rights and obligations

(1) All university members and persons of equal standing are required to fulfil the legal responsibilities of the University of Music in application of beneficial and supportive cooperation and afford such priority over private and, specifically, commercial interests; the same also applies with regard to use of institutions of the University of Music and inclusion of other university members in private artistic or academic undertakings.

(2) ¶In addition to their legal obligations, university members perform honorary activities at the University of Music in the area of planning, development, organisation and examination organisation. ¶Release from honorary obligations for important reason is decided by the university board upon application.

Section 7 Honours

(1) ¹In accordance with resolution of the extended senate, the president will award persons who are recognised for their outstanding services to the University of Music the title of honorary senator. ²The decision of the extended senate requires a two-thirds majority of the votes cast.

(2) Award of the academic title 'professor' is regulated by the HSG.

Part three: Organisational structure

One: Structure

Section 8 Uniform structure and overall responsibility

(1) ¹The University of Music is not divided into faculties. ²The university board and senate also assume the tasks, competencies and responsibilities of faculty bodies.

(2) The technical preparation of decisions is incumbent upon the central committees of the senate as well as the study programme management, course managers and subject groups.

(3) Affiliated institutions (Section 35 HSG) of the University of Music are the Institute for School-Accompanying Music Education and the Brahms Institute of the University of Music Lübeck.

(4) The central institutions are the University Library, the Centre for Teacher Education and the Centre for Scientific Further Training.

(5) The university can establish institutions in accordance with Section 18 (3) HSG or participate in such.

Two: University bodies and committees

Section 9 University council

¹At the request of the chair, the university council management is effected by the university administration. ²The honorary members of the university council receive an expense allowance for each meeting, with the commensurate amount stipulated under the HSG. ³The chair of the university council receives an expense allowance one-third higher. ⁴Expense allowance payments are granted for a maximum of four meetings a year. Travel expenses are reimbursed in accordance with the law governing travel expenses of the State of Schleswig-Holstein.

Section 9a Extended senate

¹The extended senate of the University of Music Lübeck is comprised of 24 representatives of the member groups in accordance with Section 13 (1) sentence 1 numbers 1 to 4 HSG with a respective ratio for each number of 8:4:8:4. ²Seats should be assigned equally to female and male participants.

Section 10 Senate

The senate may also elect university members who are not senate members for its committees. In addition to the central committees, further committees should only be convened in relation to issues on which senate members cannot be expected to undertake discussion and effect decisions owing to the respective extent or technical requirements.

Section 11 University board

- (1) The university board is comprised of the president, two vice-presidents - one of which may be elected from the remaining group of university members (Section 13 (1) Nos. 2 to 4 HSG), and the chancellor.
- (2) Where a senate member is elected as a vice-president, the member in question will withdraw from the senate as a representative of their member group.
- (3) During their period of office, vice-presidents have no passive electoral rights on the senate.

Section 12 Study programme management

- (1) ¹In addition to advisory services for the central course committee, at the behest and responsibility of the university board, the study programme management also provides support for the responsible university bodies through assistance with the organisation of teaching and implementation of degree programmes as well as carrying out preparatory work on fundamentally important decisions. ²Specifically, this includes:
 1. Helping accomplish organised studies and the orderly completion of examinations.
 2. Drafting degree and examination regulations and developing proposals for appropriate changes.
 3. Contributing to quality assurance through the coordinated further development of degree offers.
 4. Coordinating and implementing student advisory services.
 5. Supporting the preparation and provision of accreditations through fulfilment of its tasks.
- (2) ¹The study programme management is comprised of the vice-president for teaching, the study coordinator, up to six course managers and two members of the students' group, who are elected for a period of one year by the senate following proposal from the senate student membership group at the inaugural meeting. ²The chair is held by the vice-president for teaching.

Section 12a Course managers

- (1) The design and designation of fields of study are regulated under the Organisation Regulations of the University of Music Lübeck.
- (2) Course managers are responsible for tasks assigned by the study programme management.
- (3) ¹Course managers are elected by the senate and appointed by the president of the University of Music Lübeck. ²The election proposal put forward by the member group of professors is effected by the university board. ³Course managers are appointed for a term of three years. ⁴Re-election is permitted.
- (4) ¹A vice-president may also be elected as a course manager. In such cases the term of office as a course manager will be the same as that for the vice-presidency.

Section 12b Module coordinators

- (1) ¹Module coordinators are appointed from the member group of professors by the university board. ²The appointment is effected for an unlimited period. ³The appointment is terminated by unilateral declaration of the university board to the module coordinator in question.
- (2) ¹Module coordinators support organisation and coordination of the teaching programme. ²They coordinate with the teaching staff involved in the module and assist with measures to cover the range of courses.

³They are also responsible for contextually updating the module to which they are assigned. ⁴They call the respective module teaching staff to module conferences and assist with cross-module conferences.

(3) Following prior assessment, proposals for amendment of module descriptions prepared by the module coordinators are forwarded by the study programme management to the responsible committee for decision.

Section 12c Study coordinator

(1) ¹The study coordinator is an employee of the central university administration. ²The respective responsibilities are assigned in accordance with regulatory administrative and/or collective agreement provisions.

(2) The study coordinator is responsible for providing support to the study programme management, module coordinators and vice-president of teaching in relation to updating and ascertaining the required range of courses, assisting with teaching load administration and course accreditation.

(3) The study coordinator is an ex officio member of the study programme management.

Section 13 Subject groups

(1) The subject groups are responsible for discussion of their respective subject-related issues, both independently and at the request of the university board, and also advise the university board and study programme management accordingly.

(2) The number and designation of subject groups are regulated under the Organisation Regulations of the University of Music Lübeck.

(3) ¹Subject group members include all persons primarily involved with teaching the commensurate subject. In the event of doubt, the decision on membership rests with the university board. ²The subject groups elect a subject-group spokesperson to direct the respective affairs for a term of two years.

Three: Election of equal opportunities officer

Section 14 Election process regulations

(1) The rights and obligations pertaining to the equal opportunities officer are set out under Section 27 HSG.

(2) ¹The equal opportunities officer and respective deputy are elected for a term of office of five years by the extended senate. ²Female or male candidates may be elected as deputies. ³In the event of premature termination of the office of the equal opportunities officer, the term of office of the commensurate deputy will also end; in the event of premature termination of the office of the deputy, a new deputy will be elected for a period up to the end of the current term of office.

(3) ¹Should no candidate receive a majority of the votes cast in a ballot by those present, further ballots will be carried out without the participation of the candidate who received the lowest number of votes in the previous ballot. ²In the event of failure to reach a decision after four ballots, the election process will be suspended and subsequently resumed with the remaining candidates within a period of seven days.

(4) ¹The equal opportunities officer and their respective deputy are elected in separate elections by secret ballot of the official ballot papers. ²Each senate member has one vote in each election.

(5) ¹The chair of the extended senate is to call an electoral session within four weeks of submission of the election proposal and written declaration of the willingness to accept the office by the proposed candidates.

²The invitation is to be sent out at least two weeks prior to the date of the meeting.

³The invitation also specifies the names of the proposed candidates and basis for the electoral proposal.

(6) A person who is named amongst the proposed candidates in an electoral session may not chair the respective meeting; in such cases the extended senate will choose an individual to chair the electoral session from amongst its members.

(7) ¹In relation to the preparation and implementation of elections and also the count and record of votes, the secretary of the senate and a sufficient number of election assistants will provide support to the chair of the election session. ²For each election the record of votes is to state:

1. The number of voting members present and the existence of a quorum.
2. The number of votes cast.
3. The number of invalid votes.
4. The number of votes cast for each individual candidate.

(8) ¹The correctness of information stated in the record of votes is to be duly confirmed by signature of the chair of the electoral session and the secretary. ²The record of votes will be published.

(9) Prior to the first election, the proposed candidates will receive an opportunity of equal time to present themselves and respond to questions from the extended senate.

Four: Diversity representative

Section 14a Election process regulations

(1) The diversity representative and commensurate deputy are elected in separate elections for a term of office of 3 years by the extended senate, and are appointed by the president of the University of Music Lübeck.

(2) ¹Should no candidate receive a majority of the votes cast in a ballot by those present, further ballots will be carried out without the participation of the candidate who received the lowest number of votes in the previous ballot. ²In the event of failure to reach a decision after four ballots, the election process will be suspended and subsequently resumed with the remaining candidates within a period of seven days.

(3) ¹The diversity representative and commensurate deputy are elected by secret ballot of the official ballot papers. ²Each member of the extended senate has one vote in each election.

(4) ¹The chair of the extended senate is to call an electoral session within four weeks of submission of the election proposal and written declaration of the willingness to accept the office by the proposed candidates. ²The invitation is to be sent out at least two weeks prior to the date of the meeting. ³The invitation is also to contain the names of the proposed candidates and basis for the electoral proposal.

(5) A person who is named amongst the proposed candidates in an electoral session may not chair the respective meeting; in such cases the extended senate will choose an individual to chair the electoral session from amongst its members.

(6) ¹In relation to the preparation and implementation of elections and also the count and record of votes, the secretary of the senate and a sufficient number of election assistants will provide support to the chair of the election session. ²For each election the record of votes is to state:

1. The number of voting members present and the existence of a quorum.
2. The number of votes cast.
3. The number of invalid votes.
4. The number of votes cast for each individual candidate.

- (7) ¹The correctness of information stated in the record of votes is to be duly confirmed by signature of the chair of the electoral session and the secretary. ²The record of votes will be published.
- (8) Prior to the first election, the proposed candidates will receive an opportunity of equal time to present themselves and respond to questions from the extended senate.

Section 14b Office of diversity representative

- (1) ¹The diversity representative is responsible for seeking to eliminate disadvantages that may arise for university members on the basis of age, gender, sexual identity or orientation, physical or psychological ability, ethnic origin, nationality, religion or philosophy. ²In addition, the diversity representative specifically addresses the issues of those university members with children or dependants in need of care.
- (2) The diversity representative works together with the university board, representative body for severely disabled persons and staff representatives.
- (3) The office is performed on an honorary basis. Additional expenses incurred through exercise of the respective responsibilities will be reimbursed by the University of Music.

Section 15 (Deleted)

Part four: Concluding provisions

Section 16 Notifications

¹Notifications of the bodies and committees of the University of Music are designated 'Official notification of the University of Music Lübeck'. ²They are to be posted on the university board's official bulletin boards in Lübeck, Große Petersgrube 17 - 29.

Section 17 Entry into force

¹These regulations enter into force on the day following their date of publication (Section 95 (2) HSG).
²Simultaneously, the constitution of the University of Music Lübeck of 12 February 1992 (NBI. KM Schl.-H., p. 109), last amended by the Rules of 19 October 2005 (NBI. MBWJK. Schl.-H. p. 875) shall cease to be in force.

Issued: Lübeck, 20 June 2008

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