

Basic Regulations

of CODE University of Applied Sciences

As last amended on 01.04.2026

English reading version

The Academic Senate of CODE University of Applied Sciences has resolved these Basic Regulations based on § 123 (9) in conjunction with § 3 (1–2) of the Berlin Higher Education Act (*Berliner Hochschulgesetz* – BerlHG) in the version dated July 26, 2011, as last amended by Article 1 of the Act of January 21, 2026 [GVBl. p. 23].

**Basic Regulations of CODE University of Applied Sciences
as last amended on 01.04.2026**

***Grundordnung der CODE University of Applied Sciences
in der Fassung vom 01.04.2026***

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This document is an English reading version of the Basic Regulations of CODE University of Applied Sciences. It is provided for information purposes only. The German original version is the sole legally binding text.

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PREAMBLE

Digitization, used as a collective term for a large number of technological developments and the associated economic and societal changes, presents universities with major challenges. They must adapt their teaching concepts to a rapidly changing professional world. Questions about how existing job profiles will change as a result of digitization, which job profiles will become obsolete, and which new ones will emerge can only be speculated about today.

The task of universities is not only to further develop the technological foundations of digitization through their research, but also to make a contribution to ensuring that the debate on the economic, social, and moral consequences of digitization can keep pace with technological development. They must rethink and redesign the framework governing learning and research as well as the organizational and administrative processes of a university while taking the possibilities of digitization into account.

CODE University of Applied Sciences (hereinafter “CODE” or “the university”) was founded in response to these challenges. As an organization, it utilizes transparent and efficient processes and structures to provide the greatest possible freedom to its students in pursuing their educational goals, and partner organizations benefit from an array of diverse connection points that ensure productive collaboration. Supporting students as they transition into their careers is also a key priority.

CODE sees itself as a living example of a university that considers equal opportunity as a fundamental part of its operations and diversity as an opportunity. It sees digitization both as an object of its learning and research activities and as an instrument for rethinking learning, research, and university organization in the age of digitization.

PART I: GENERAL PROVISIONS

§ 1 Supporting Organization, Name, and Registered Office

- (1) The supporting organization of the university is “CODE Education GmbH”, which is operated in the form of a limited liability company (Commercial Register HRB 181119 B at the Berlin-Charlottenburg District Court).
- (2) The university bears the name “CODE University of Applied Sciences”.
- (3) The university is located in Berlin. The university may maintain legally dependent institutions. The establishment of branch offices outside of the registered office requires a change in the Basic Regulations and approval by the competent authority.
- (4) The university fulfills the tasks incumbent upon it on the basis of the relevant laws and its state recognition in accordance with the applicable state approval notice.
- (5) The supporting organization shall, taking into account the other responsibilities under the Basic Regulations, have the right to object to unlawful decisions or measures taken by an organ or body of the university. The supporting organization may request the respective competent bodies and/or officials and functionaries to make decisions or take measures to which the university is legally obliged.

§ 2 Tasks

- (1) The university provides its students with an academic and scientific education that enables them to apply scientific methods and findings in their professional lives. It fulfills its tasks specifically through practice-oriented teaching, the implementation of practice-oriented research and development projects, and the further development of science through research. The academic outcomes of the university are published promptly.
- (2) The task of the institution is to enable its students to understand digitization and the mechanisms and structures behind it and to help shape it creatively and in a socially responsible manner—with entrepreneurial courage and a pioneering spirit. With its project-based learning concept, the university focuses on teaching skills that enable

students to develop problem-solving strategies in interdisciplinary teams, to acquire the necessary knowledge themselves and to apply it—both during their studies and in their later professional life. This learning concept is made possible by a consistent focus on the acquisition of competence as the goal of the learning process, as well as the transparent documentation of the acquisition of competencies in a competence grid.

- (3) Through its research activities, the university aims to test and evaluate practical application scenarios for innovative technologies and to critically assess them with regard to their social implications. Student participation in research projects is a fundamental part of the university's activities.
- (4) The university guarantees the freedom of teaching and research in accordance with Article 5 of the Basic Law for the Federal Republic of Germany.
- (5) The university promotes the continuous education of its staff.
- (6) The university promotes international cooperation with foreign universities and cooperates with other universities and with state and state-funded research and educational institutions in the performance of its duties.
- (7) The university promotes the implementation and use of its research and development results in practice through knowledge and technology transfer.

§ 3 Diversity and Equal Opportunity

- (1) The university sees diversity as an opportunity and cultivates a culture of participation for everyone and their specific skills and characteristics. For this reason, respect, recognition and empowerment of all members of the university has the highest priority—regardless of gender, disability, cultural background, worldview, belief, age and sexual identity.

§ 4 Quality Assurance

- (1) The quality of teaching and scientific operations is ensured by internal and external evaluation, such as accreditation, student surveys, and continuous education.

- (2) Further details are regulated by the Evaluation Regulations.

§ 5 Members and Affiliates of the University

- (1) Members of the university include:
1. members of the Presidium,
 2. professors (primary employment),
 3. scientific / artistic staff (primary employment),
 4. teachers for specialized tasks (primary employment),
 5. non-academic staff (primary employment),
 6. enrolled students.
- (2) Affiliates of the university are the members of the University Council, temporary lecturers (*Lehrbeauftragte*), early-entry students (*Frühstudierende*), visiting auditors (*Gasthörende*), and participants in the university's continuing education programs pursuant to § 8 Para. 3. In accordance with the university's electoral regulations, they do not participate in university elections. They are entitled to use the university facilities available to members of the university.
- (3) Members shall be entitled and obliged to participate in the fulfillment of the tasks of the university, in particular in the organization of studies and academic self-administration, either personally and/or through elected representatives. The assumption of a function in a committee and/or a body of the university can only be refused for good cause. In the event of their resignation or after expiry of their term of office, holders of offices or functions in committees/bodies are obliged to continue their function or office until a successor is appointed and/or elected, unless the committee/body which elects or appoints the successor requests that they refrain from continuing their function or office.
- (4) The members of a committee/body are not bound by instructions and orders. No one may be discriminated against because of their activity in self-government.

§ 6 Groups

Each of the following forms one group:

1. professors (primary employment),

2. enrolled students,
3. scientific / artistic staff (primary employment) teachers for specialized tasks (primary employment), and
4. non-academic staff (primary employment).

§ 7 Students

- (1) A student is someone who is enrolled at the university under a study contract. Further details on the admission of students are regulated by the Admission Regulations.
- (2) Students can form a Student Council to represent their university-related, social, and cultural interests at the university and to maintain national and international student relations. This is subject to the legal supervision of the Presidium.
- (3) The students elect the representation of the Student Council. The Student Council adopts rules of procedure that are in accordance with the Basic Regulations of the university. The rules require the approval of the Presidium.

§ 8 Guest Students, Early-entry Students and Participants in Continuing Education

- (1) Persons who provide evidence of sufficient education may be admitted by the Presidium on the proposal of the Study Program Coordinators to participate in individual curricular courses as a guest student, provided that sufficient capacity is available. They will not be admitted to take examinations. Results achieved in guest student studies will not be recognized within the framework of a course of study.
- (2) High school students who, by mutual assessment of the school and university, show special talents may be admitted as early-entry students by the Presidium in agreement with the Study Program Coordinators outside of the Admission Regulations. They are thus granted the right to attend courses, to acquire study and examination credits and corresponding credit points, and to complete individual courses or study modules. The recognition of study and examination achievements for later study is regulated in the program-specific Study and Examination Regulations.

- (3) The Presidium may grant participants in continuing education courses offered by the university the membership status under § 5 (2) for the duration of the continuing education program, provided that the continuing education program is designed to integrate the participants into everyday university life in the longer term.

PART II: STRUCTURE OF THE UNIVERSITY

§ 9 Composition, Election and Duties of the Study Program Council

- (1) In each study program, a Study Program Council is elected in which the group of professors has an absolute majority of seats and votes.
- (2) Voting members of the Study Program Council include:
1. the Study Program Coordinator as chairperson of the Study Program Council;
 2. one elected representative from each of the groups listed in § 6 no. 2, 3 and 4;
 3. three elected professors. If there are fewer than three eligible professors in the study program, the persons entitled to vote according to subsection 4 must include professors from other study programs in the Study Program Council. They may only be active in the Council until the study program has at least three eligible professors.
- (3) The representatives of the groups pursuant to § 6 no. 1, 3, and 4 shall each be elected for a term of three years; the representative of the group pursuant to § 6 no. 2 shall be elected for a term of one year. Re-election is permissible.
- (4) The members of the Study Program Council as defined in Subsection 2 no. 2 and 3 shall be elected separately by group in accordance with § 6, by free, equal, secret, and direct ballot. Those entitled to vote in a group may only nominate and elect members of their own group. All members of the respective groups in accordance with § 6 are entitled to vote and eligible for election. Upon a substantiated request by the majority of those entitled to vote in the respective group pursuant to § 6, the election of the members of their group shall be conducted as a free, equal, direct, and secret ballot. Further details of the election procedure are regulated by the Electoral Regulations.
- (5) The Study Program Council decides by resolution on the following matters:

1. Determination of the need for professors and academic teaching staff in the respective study program and submission of corresponding proposals to the Academic Senate on the basis of the university's personnel requirements planning;
 2. Establishment of the Appointment Committees and comments on the appointment proposals of the Appointment Committees;
 3. Submission of proposals to the Senate for the enactment, amendment, and repeal of Study and Examination Regulations;
 4. Preparation, implementation, and evaluation of study program accreditations in coordination with the academic members of the Presidium;
 5. Election of the Study Program Coordinator from among the professors as well as their dismissal, in each case with the approval of the academic members of the Presidium;
 6. Selection of lecturers in the study program;
 7. Organization within the study program and statements on all matters concerning the study program.
- (6) The Study Program Council reports all decisions to the Senate.

§ 10 Study Program Coordinators

- (1) The Study Program Coordinator represents the study program.
- (2) The Study Program Coordinator is elected by the Study Program Council for a term of three years. Re-election is possible. The procedure for election is detailed within the Election Regulations. The election and dismissal of the Study Program Coordinator requires the approval of the academic members of the Presidium. If the Study Program Council and the academic members of the Presidium cannot agree on a candidate, the Academic Senate shall decide on the appointment of the Study Program Coordinator.
- (3) Professors of the respective study program are eligible for election as Study Program Coordinators. Study Program Coordinators should have exceptional professional and scientific expertise as well as research expertise, personal and social skills to lead a study program, and sustained experience in the development of the university.

- (4) Without prejudice to the overall responsibility of the university and its central bodies, the Study Program Coordinators understand the academic demands and goals formulated in the university's mission statement and in the Basic Regulations as the basis of their work. They must guarantee the completeness, order, and quality of the courses offered in their respective study program.
- (5) The Study Program Coordinators promote interdisciplinary cooperation and coordinate their teaching and research projects with each other. They ensure that the members of the teaching staff properly fulfill their teaching, examination, advisory, and supervisory duties. Study Program Coordinators are responsible for the supervision and integration of the lecturers in their programs.
- (6) The Study Program Coordinators are responsible for academic quality assurance in their program. Further details are regulated by the Evaluation Regulations.
- (7) In addition, the Study Program Coordinators are responsible for all other tasks relating to the organization of the study program that are not the responsibility of the Study Program Council or the other central bodies of the university.

PART III: ORGANIZATION AND MANAGEMENT

§ 11 Central Bodies of the University

Central bodies of the university are:

1. the Presidium,
2. the Academic Senate,
3. the Study Program Councils, and
4. the University Council.

§ 12 Presidium

- (1) The Presidium shall consist of the President, one Vice President, and the Chancellor. The Presidium leads and represents the university. In exercising this function, it is responsible for all matters and decisions of the university, unless other responsibilities are stipulated in the Basic Regulations. The Presidium ensures that the other bodies,

committees, functionaries, and groups of the university fulfill their duties and cooperate to a sufficient degree.

- (2) In addition, the Presidium is specifically responsible for:
1. the preparation of the university development plan, taking into account the business plan for the following year and the subsequent three financial years;
 2. the implementation of the university's business plan;
 3. the conclusion of target and performance agreements with the professors;
 4. decisions on university partnerships;
 5. the tasks pursuant to the Appointment Regulations; and
 6. the establishment and dissolution of academic institutions, centers, institutes, and affiliated institutes, subject to the approval requirement of the Academic Senate.
- Decisions in academic matters are the exclusive responsibility of those members of the Presidium entrusted with academic matters. The rights conferred upon the Academic Senate or other bodies of academic self-administration in accordance with the Basic Regulations are not affected by this. This shall not affect the right of the supporting organization to exercise a justified veto in the case of academic decisions that endanger its strategic or economic interests.
- (3) The Presidium shall submit the university development plan to the supporting organization and the University Council in a timely manner.

§ 13 President

- (1) Anyone with a university degree and management experience appropriate to the task may be appointed President. The term of office of the President is four years. Reappointment is permissible.
- (2) Candidates for the office of President who meet the requirements of subsection 1 may be proposed by both the Academic Senate and the supporting organization. A proposal by the supporting organization shall require the approval of the Academic Senate (right of approval). The supporting organization may reject a proposal of the Academic Senate for a candidate for the office of President only with good cause (right of veto). If the Academic Senate does not approve a candidate proposed by the supporting organization, the supporting organization shall appoint a new candidate; sentence 2 shall apply accordingly. If the supporting organization exercises its right of

veto, the Academic Senate shall propose a new candidate; sentence 3 shall apply accordingly. If both the Academic Senate and the supporting organization propose a candidate for the office of President, the Academic Senate and the supporting organization must agree on a candidate by mutual consent; sentences 2 to 3 shall apply accordingly.

- (3) If the supporting organization does not veto the candidate proposed by the Academic Senate, or if the Academic Senate agrees to the candidate proposed by the supporting organization, or if the Academic Senate and the supporting organization agree on a candidate, the Academic Senate shall appoint this candidate as President.
- (4) The President may be dismissed on the initiative of the Academic Senate or on the initiative of the supporting organization with the consent of the Academic Senate. The consent of the Academic Senate under sentence 1 may not be refused without good cause. Any dismissal of the President shall be subject to the approval of the supporting organization with regard to the formalities of the employment contract. The University Council shall be informed of these proceedings.
- (5) The President represents the university in all matters relating to university law. They must take into account the responsibilities of the Chancellor, the Vice Presidents, and the university bodies. They shall ensure that the Basic Regulations are observed; prepare resolutions for the Presidium, the deliberations of the Academic Senate, and the committees that they chair; lead their meetings; and implement the resolutions.
- (6) If the President considers decisions of the competent university bodies to be unlawful, they shall object to them and press for their rectification. The objection shall have suspensive effect. The University Council shall be involved in an advisory capacity. The supervisory right of the competent authority shall remain unaffected.
- (7) The President, through the Study Program Coordinators, shall ensure that the professors and other persons obliged to teach properly fulfill their teaching and examination obligations; in this respect, they shall have the right to supervise and instruct.
- (8) The President shall specifically have the following duties:
 1. Strategic management in academic affairs;
 2. Supervision and maintenance of academic cooperation with other universities;

3. Personnel management with regard to scientific personnel;
 4. Implementation of Senate decisions on internal and external quality assurance measures;
 5. Committee management;
 6. Research management and the management of institutes;
 7. Propose candidates to the Academic Senate for the election and appointment of Vice Presidents; and
 8. The tasks according to the Appointment Regulations.
- (9) The President shall exercise domestic authority and regulatory power in accordance with § 56, subsection 2, Berlin Higher Education Act (BerlHG). They may delegate this task to third parties.

§ 14 Chancellor

- (1) The Chancellor shall be appointed and dismissed by the supporting organization. They manage the administration of the university, are responsible for its economic affairs, and carry out legal transactions in the sense of the legally dependent university.
- (2) The Chancellor shall specifically have the following duties:
 1. Strategic management in all non-academic matters;
 2. Resource management and preparation of the business plan;
 3. Marketing and sales management;
 4. Personnel management in compliance with the responsibility pursuant to § 12 subsection 1, particularly in connection with economic decisions on the recruitment of personnel and the drafting and conclusion of contracts;
 5. Economic controlling;
 6. Conclusion and termination of employment and rental contracts.
- (3) The Chancellor shall respect the responsibilities of the university bodies and the members of university bodies. This shall not affect the right of the Chancellor or the supporting organization to exercise a well-founded veto in the case of academic decisions that jeopardize its strategic or economic interests.

§ 15 Vice President

- (1) The university has one Vice President. The Vice President may be elected from the group of professors upon the proposal of the President. There must be a mutual agreement between the President and the Academic Senate on the proposed candidate. The Vice President shall be elected and appointed by the Academic Senate for a term of four years. Re-election is possible.
- (2) The Vice President shall represent the President.
- (3) The Vice President may be dismissed on the initiative of the Academic Senate or on the initiative of the President with the consent of the Academic Senate. Any dismissal of the Vice President shall be subject to the approval of the supporting organization with regard to the formalities of the employment contract. The University Council shall be informed of these proceedings.

§ 16 Composition and Election of the Academic Senate

- (1) The Academic Senate shall consist of thirteen members:
 1. seven members from the group of professors,
 2. two members from the group of academic staff,
 3. two members from the group of students,
 4. two members from the group of technical, service, and administrative staff.
- (2) The President shall chair the Academic Senate. The following persons are entitled to attend Senate sessions with the right to speak and to submit motions:
 1. the Vice President,
 2. the Study Program Coordinators, and
 3. the Special Representative for Equal Opportunities.
- (3) All members pursuant to subsection 1 are entitled to vote. The term of office of the members pursuant to subsection 1 no. 3 is one year; the term of office of the members pursuant to subsection 1 no. 1, 2, and 4 is three years. Re-election is permissible. The composition of the Academic Senate must ensure a professorial majority; resolutions directly concerning research, teaching, artistic development projects, or the appointment of professors may only be adopted with a professorial majority.

- (4) The members of the Academic Senate pursuant to subsection 1 shall be elected separately by groups as defined in § 6 in free, equal, secret, and direct elections. Those entitled to vote in a group may only propose and elect members of their group for election. All members of the respective groups are entitled to vote and eligible for election in accordance with § 6. Those entitled to vote may propose one or more members of their group. Upon a substantiated application by the majority of those entitled to vote in the respective group in accordance with § 6, the election of the members of their group shall be conducted as a secret, free, and equal ballot. Further details of the election procedure are regulated in the Election Regulations.

§ 17 Duties of the Academic Senate and Senate Sessions

- (1) The Academic Senate is the supreme academic body of the university. The Academic Senate is responsible for matters that concern the university as a whole or its central institutions, or that are of fundamental importance. In exercising academic self-governance, the Academic Senate shall give appropriate consideration to the economic interests of the supporting organization. The Academic Senate shall specifically have the following duties:
1. Adoption and amendment of the Basic Regulations; insofar as the economic interests of the university and/or the supporting organization are affected, amendments to and arrangements of the Basic Regulations shall as a rule be made in agreement with the supporting organization; all amendments to the Basic Regulations only become effective after they have been approved by the competent authority;
 2. The establishment, modification, and dissolution of study programs and cross-curricular programs;
 3. Decisions of fundamental importance in questions of research and the promotion of young scientists and artists;
 4. Adoption, amendment, and repeal of the Election Regulations with the approval of the Presidium;
 5. Adoption, amendment, and repeal of the Academic Senate's rules of procedure;
 6. Adoption, amendment, and repeal of the Academic Regulations, in particular the framework Study and Examination Regulations as well as the program-specific regulations on the recommendation of the Study Program Councils;

7. Appointment and dismissal of the President in accordance with the procedure laid down in § 13;
 8. Election and appointment of the Vice President as well as their dismissal in accordance with the procedure laid down in § 15;
 9. Election and appointment of committees, in particular the Board of Examiners;
 10. Supervision of the activities of the Study Program Coordinators and Study Program Councils in connection with the planning and implementation of the organization of studies;
 11. Decision on internal and external quality assurance measures of the university in coordination with the academic members of the Presidium;
 12. Comments on the results of evaluations and the resulting measures;
 13. Statements and participation in the business plan and the university development planning of the university;
 14. Suggesting and taking positions on university cooperation;
 15. Development, evaluation, and implementation of the selection and admission procedure;
 16. Adoption of guidelines for the targeted promotion of eligible groups, in particular women, minorities, people with chronic illnesses, and people with disabilities;
 17. Decisions on the denominations for professorial appointments on the basis of the strategic appointment planning;
 18. Adoption of resolutions on appointments of professors, taking into account the position of the Study Program Councils on the appointment proposals of the Appointment Committee, as well as other resolutions in accordance with the Appointment Regulations;
 19. Nomination and appointment of members of the University Council under § 19; and
 20. Approval for the establishment of centers, institutes, and affiliated institutes.
- (2) The supporting organization has the right to exercise a well-founded veto on academic decisions that jeopardize its economic or strategic interests.
- (3) The President as the chairperson of the Academic Senate shall convene the Senate sessions in writing with a reasonable notice period and timely notification of the agenda, and shall chair these sessions. An exceptional Senate session may be convened at any time. In urgent cases, decisions of the Academic Senate may be obtained via circulation procedure. Senate sessions must be held at least twice a year.

- (4) The Senate sessions are generally open to the university public; personnel and financial matters are excluded. In addition, the Academic Senate may, in justified cases, decide by a majority of its members not to meet in public. Members of the Academic Senate are bound by professional secrecy with regard to the treatment of personnel and financial matters — with the exception of election procedures. The Academic Senate may convene and adopt decisions without representatives of the supporting organization, provided that the majority of the members of the Academic Senate present so resolves upon a corresponding motion. The Chancellor may only attend Academic Senate sessions by invitation, insofar as they hold shares in the supporting organization.
- (5) The Academic Senate may call in experts as advisers in its meetings.
- (6) The Academic Senate shall adopt its own rules of procedure, which shall regulate in particular the convening of meetings and the procedure for passing resolutions. Meetings and votes may, in accordance with § 47 subsection 1a BerlHG, be conducted in person or by means of information and communication technologies (for example, in the form of online sessions), provided that the rules of procedure or a resolution of the Academic Senate so stipulates. In well-founded exceptional cases, those functionaries/officials who are connected to the meetings of their bodies, committees, and boards by telephone or video conferencing system and can therefore follow the discussion for the purpose of adopting resolutions are also entitled to vote upon request.

§ 18 Committees

- (1) The Academic Senate may form committees for specific tasks and elect the members of these committees. Members of the standing committees shall be elected by the Academic Senate for a term of two years.
- (2) The standing committees include:
1. the Board of Examiners (subsection 3);
 2. the Research Commission (subsection 4);
 3. the Commission on Quality Assurance for Project-Based Learning (subsection 5);
 4. the Admissions Committee (subsection 6).

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- (3) Regulations concerning the Board of Examiners and its composition are detailed in the framework Study and Examination Regulations. The election is regulated in the Election Regulations.
 - (4) The task of the Research Commission is to make proposals for the implementation of the research strategy at the university. It is required to critically observe the research-relevant framework conditions at the university and, if necessary, to make suggestions for improvement. The majority of the members of the Research Commission are professors. All members of the university are required to inform the Research Commission regularly about the acceptance of research projects and their progress. The Research Commission elects an ombudsperson for scientific misconduct, in each case for a term of four years. A person can only be elected as ombudsperson when they are not compelled to take relevant action on the basis of the information that they may receive, for example, in the role of a supervisor. The ombudsperson is the contact person for members of the university who have to make accusations of academic misconduct, such as deliberate or grossly negligent misrepresentation or the infringement of the intellectual property of others. As a person of trust, the ombudsperson advises those who inform them about suspected academic misconduct and, on their own initiative, acts upon relevant information of which they become aware. They examine the allegations from the point of view of plausibility with regard to their concreteness and significance, possible motives, and with regard to the possibilities of clearing up the allegations. The ombudsperson reports to the Research Commission and the Academic Senate.
 - (5) The majority of the members of the Commission on Quality Assurance for Project-Based Learning are professors. The task of the Commission is to ensure that the project discovery phase, which takes place every semester, is conducted transparently and cooperatively, and that the interests of students, teaching staff, and partner organizations of the university are adequately taken into account. The Commission on Quality Assurance may make proposals for the further development of project-based learning.
 - (6) The Admissions Committee is responsible for the proper implementation, evaluation, and further development of the admissions procedure at the university in accordance with the Admissions Regulations.

§ 19 University Council

- (1) The University Council shall consist of at least three members and shall — if the number of three persons is exceeded — always have an odd number of members. The number of members on the Council can be increased on the initiative of the Academic Senate as well as on the initiative of the supporting organization. A decision to change the number of members of the University Council must be made in mutual agreement. At least half of the members shall be nominated and appointed by the Academic Senate; the rounded-off half shall be nominated and appointed by the supporting organization. The members of the University Council shall not belong to any other governing body of the university. The term of office shall be four years. Re-election is possible.
- (2) The members of the University Council shall elect a chairperson and a deputy chairperson from among their members by simple majority. If the chairperson is elected from among the members proposed by the Academic Senate, the deputy chairperson shall not be among the members proposed by the Academic Senate. The same shall apply accordingly to the members of the University Council proposed by the supporting organization.
- (3) The University Council advises the Presidium and can comment on all decisions of the Presidium and the other bodies/committees of the university. The tasks of the University Council include in particular:
 1. Advising the Chancellor in the preparation of the business plan;
 2. Advising the Presidium in the preparation of the university development plan;
 3. Advising the President with regard to the strategic management of the university.
- (4) The University Council shall be authorized to inspect all information and documents of the university required for the performance of its duties.
- (5) Further details shall be governed by the rules of procedure of the University Council.

PART IV: INSTITUTIONS OF THE UNIVERSITY

§ 20 Centers and Institutes

- (1) For the purpose of interprofessional and interdisciplinary cooperation and in the interest of sharpening the profile, the Academic Senate may set up cross-study or independent centers. The Presidium must approve the establishment of a center.
- (2) Insofar as this is necessary for the purpose of supporting special teaching and research tasks in the individual study programs, the Presidium may establish institutes that are assigned to the respective study program. The Academic Senate must approve the establishment of an institute. The leadership of institutes should include a majority of representatives from the group of professors.

§ 21 Institutions at the University (Affiliated Institutes)

- (1) The Presidium may recognize an institution located outside the university which performs tasks in research, teaching, or further education as an affiliated institution of the university. Recognition shall only be granted if the tasks cannot be performed by an institution of the university. The recognized institution shall cooperate with the university. The legal independence of the institution and the legal status of the staff in the institution shall not be affected thereby.
- (2) Recognition as an affiliated institute requires the approval of the Academic Senate.

PART V: TEACHING STAFF AND NON-ACADEMIC STAFF

§ 22 Composition and Duties of the Teaching Staff

- (1) Teaching staff consists of:
 1. the duly appointed professors for whom the conditions of employment according to § 100 BerlHG are met;
 2. the lecturers according to § 114 no. 3 BerlHG;
 3. the scientific/artistic staff according to §§ 110, 110a BerlHG; and
 4. the teachers for specialized tasks according to § 112 BerlHG.
- (2) The full-time teaching staff under subsection 1 no. 1 and 3 must have training, aptitude, and qualifications that correspond to the area of responsibility intended for them.
- (3) In accordance with § 103 BerlHG, the title of professor may be awarded to lecturers (primary occupation) who meet the conditions of employment in accordance with § 100 BerlHG.

§ 23 Tasks of the Teaching Staff

The members of the teaching staff shall perform their duties as described under § 2 within the framework of their work/employment conditions and with respect to the resolutions of the governing bodies and committees of the university. They shall participate in examinations and be involved in the organization of the university and the administration of university institutions within the framework of these Basic Regulations.

§ 24 Professors

- (1) The professors independently carry out the tasks incumbent on their university in science, research, and teaching, as well as in continuing education. The professors are obliged to provide high-quality teaching in terms of content and didactics on the basis of the university's resolutions adopted to ensure the quality of the courses offered. They shall hold courses in their subjects for all study programs and for

continuing education, and shall, if necessary, take responsibility for courses related to their field of appointment. During the lecture period, teaching obligations shall in principle take precedence over other official duties. Professors may only be represented by a substitute in courses for compelling reasons; such representation requires the approval of the respective Study Program Coordinator.

- (2) The tasks of the professors include in particular:
1. tasks within the scope of knowledge and technology transfer;
 2. the assumption of or participation in research projects of the university;
 3. participation in the administration of examinations;
 4. participation in the further development of studies and teaching;
 5. the advancement of students through participation in tutoring programs, mentoring programs, and student counselling;
 6. participation in appointment proceedings;
 7. promoting the technical and didactic qualification of the staff assigned to them;
 8. the supervision of young scientists;
 9. the provision of expert opinions in their subjects without additional compensation, including the investigation required for this purpose; this includes, in particular, expert opinions for their own university and expert opinions in appointment procedures;
 10. participation in aptitude assessment and selection procedures for university admission and the admission of applicants.
- (3) The appointment procedure for professors is regulated in the Appointment Regulations of the university. The Appointment Regulations are to be reported to the competent authority. The Appointment Regulations must provide for the formation of appointment committees — composed of a majority of professors — for each appointment procedure. The appointment committee appointed in each case must justify its proposal with regard to professional, personal, and pedagogical suitability.

§ 25 Temporary Lecturers

- (1) The university may award teaching assignments to competent representatives of the subject who have pedagogical aptitude, typically an academic degree and several years of professional experience. In accordance with § 32 BerlHG, an examiner can be appointed if the exam subject has been taught full-time or as a lecturer at the

university and if the person has at least the qualification being tested in the exam or an equivalent qualification. They are selected by the respective Study Program Coordinator. Teaching contracts are managed by the Chancellor.

§ 26 Scientific/Artistic and Non-Academic Staff

- (1) The university employs scientific/artistic staff and non-academic staff as well as research and student assistants.
- (2) Scientific/artistic staff are mainly active in the fields of teaching and research. They are usually assigned to specific study programs or scientific institutions of the university. Insofar as they are assigned to the area of responsibility of a professor, the latter is authorized to issue instructions. Within the scope of their duties, they should be given the opportunity for further academic qualification.
- (3) Non-academic staff are employed in the administrative area of the university.
- (4) Research and student assistants perform teaching and research duties in the study programs and academic institutions, as well as related administrative activities under the guidance of a professor, other staff with independent teaching duties, or an academic employee. They may be assigned to support students and student project groups in their studies.

§ 27 Special Representatives of the Presidium

- (1) The Presidium, in consultation with the Academic Senate, appoints special representatives whose areas of responsibility and competence are determined by the Presidium and the Academic Senate in accordance with the relevant legal requirements. The respective terms of office are four years; re-appointment is permitted.
- (2) The special representatives shall specifically include:
 1. Special Representative for Equal Opportunities (Equal Opportunities Officer);
 2. Special Representative for Data Protection (Data Protection Officer);
 3. Special Representative for Quality Assurance and Evaluation;
 4. Special Representative for Strategic Development.

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- (3) The function of the Equal Opportunities Officer may be performed by a professor or another member of the academic staff. The function of the Equal Opportunities Officer may also be performed by a member of the non-academic staff who can demonstrate suitable professional experience. The Equal Opportunities Officer shall fulfill their duties as provided for in these Basic Regulations and shall support the university in all equal opportunity measures. In particular, they shall be involved in structural and personnel decisions as well as in the university's development planning and may comment on all equality measures.
- (4) Only persons who have relevant experience and knowledge in the field of data protection can be appointed Data Protection Officer. The Data Protection Officer is responsible for ensuring compliance with the laws and regulations on data protection and for advising and monitoring the university and its members in all matters of data protection. They are obliged to maintain secrecy and are not bound by instructions with regard to their activities.

PART VI: FINAL PROVISIONS

§ 28 Resolutions

Unless otherwise provided for in the university's Basic Regulations or its rules and statutes, the councils, bodies, and committees shall constitute a quorum if more than half of the persons entitled to vote are present when the resolution is adopted and the meeting is duly convened. In matters relating to § 47 (3) BerlHG, a professorial majority must be ensured. The number of persons present is irrelevant to the passing of a resolution if this was expressly stated in the second invitation due to the absence of a quorum. In well-founded exceptional cases, those functionaries/officials who are connected to the meetings of their bodies, committees, and boards by telephone or video conferencing system and can therefore follow the discussion for the purpose of adopting resolutions are also entitled to vote upon request. Resolutions are passed by a simple majority of the persons present, unless the Basic Regulations provide otherwise. In addition, resolutions are passed with the votes of a simple majority of the persons present if the same matter has been invited to the discussion for the second time. In urgent cases, resolutions of the bodies/committees may be passed by circulation procedure.

§ 29 Publication

The regulations, resolutions, communications, and other information concerning the university are published on the university's intranet, insofar as required by legal provisions (in particular in accordance with the Berlin Study Accreditation Regulation — BlnStudAkkV) on the university's website, or otherwise made known to the university public in an appropriate manner.

§ 30 Equal Opportunities Clause

The status and functional designations found in these regulations apply to all genders equally.

§ 31 Date of Effect

These Basic Regulations shall require the approval of the competent authority and shall enter into force on the day following their publication.

§ 32 Transitional Provision

When these Basic Regulations come into effect, the previous Basic Regulations of the university shall cease to apply. The office bearers appointed to office according to the previous Basic Regulations — President, Chancellor, Vice President, and Study Program Coordinators — shall remain in office after these Basic Regulations come into effect. Office bearers and functionaries in the Academic Senate and the University Council shall remain in office until the Academic Senate and the University Council are newly elected.