

Information on postal votes 2015

Dear voter,

As you have decided to vote by postal vote, please note the following information and instructions:

1. The following documents are attached:

- 1 plain **voting envelope with nothing printed on it**
- 1 envelope marked **'Wahlbrief'** with your address as the return address (postage paid)

and the following **ballot papers** (BP):

University lecturers	Research staff and other staff	Students
<p>6 BP to vote for the representatives of your group in the Senate.</p> <p>You have a separate BP for each of the five faculties and the sixth professor who is to be elected from the University as a whole and may only <u>vote for one candidate</u> on each BP. You may <u>not</u> give multiple votes to individual candidates.</p>	<p>1 BP to vote for the representatives of your group in the Senate.</p>	<p>1 BP to vote for the representatives in the Students' Representatives Governing Board (Studentischer Konvent).</p>
<p>1 BP to vote for the representatives of your group in the Faculty Council (Fakultätsrat).</p>	<p>1 BP to vote for the representatives of your group in your faculty's Faculty Council <u>if you are a member of a faculty</u>.</p>	<p>1 BP to vote for the representatives of your group in the Faculty Council.</p>
<p>1 BP to vote for the representatives of your group in the School of Theology's Appointments Council (Berufungsrat) <u>if you are a member of the School of Theology</u>.</p>		

- 2. You may now only vote via postal vote, as when the postal vote documents were sent a record of this was made in the electoral register.
- 3. Please read the information on the ballot papers carefully before voting.

4. After you have indicated your votes on the ballot papers, please put them in the **plain voting envelope**. The voting envelope must be **sealed**, otherwise the votes are invalid.
5. Please put the sealed **voting envelope** in the addressed envelope marked **'Wahlbrief'** and seal this envelope. This envelope has your details printed on it (first name and surname, faculty and address) and allows your entry in the electoral register to be checked. Please check that these details are correct. Below is an explanation of the abbreviations and codes used:

Fak. = faculty

- 01 = Faculty of Humanities, Social Sciences, and Theology
- 02 = Faculty of Business, Economics, and Law
- 03 = Faculty of Medicine
- 04 = Faculty of Sciences
- 05 = Faculty of Engineering

WL = polling station no.

- 01 = Erlangen, Kollegienhaus Universitätsstraße 15
- 02 = Erlangen, Seminargebäude, Bismarckstr. 1
- 03 = Erlangen, Hörsaalgebäude, Ulmenweg 18
- 04 = Erlangen, Biologikum, Staudtstraße 5
- 05 = Erlangen, MHB building, Tentoria, Erwin-Rommel-Str. 60
- 06 = Nuremberg, Cafeteria, Lange Gasse 20
- 07 = Nuremberg, Seminargebäude, Regensburger Str. 160

Gr.: = group

- 1 = university lecturers
- 2 = research staff
- 3 = other staff
- 4 = students

Once your postal vote documents have been returned, a record will be made in the electoral register that you have voted and the voting envelope will be removed. This envelope will then be placed in the ballot box still sealed and counted along with the ballot papers submitted in person at the polling station.

6. Return your postal vote documents by post in good time to ensure that they are received by the Elections Office (Wahlamt)

by 6 p.m. on 30 June 2015.

Any postal votes received after this deadline will be considered invalid and will **not be counted**.

Please follow these instructions to ensure that your postal vote can be counted.

Kind regards,
Elections Office

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