



# **Call for applications for positions on the Student Council of the BTU Cottbus- Senftenberg**

For the 2025 legislative period

**Submitted by:** Presidium

**Compiled by:** Student Parliament

**Version dated:** Wednesday, 1 October 2025

## Announcement of the election of the Student Council 2025/2026

In the period from 1 October 2025, the BTU Cottbus - Senftenberg Student Council will be accepting applications for the 2025/26 legislative period. The term of office is usually one year.

Departments	Positions
Department for Diversity and Social Affairs	Two
Department for International Affairs	two
Finance Department	two
Committee Support Unit	two
Department for Environment and Mobility	two
Department for Higher Education Policy	two
Department for Culture	two
Department for Public Relations and Communication	two
Department for Health and Sport	two
Administration Department	Two

BTU students can apply for the departments digitally until Wednesday, 22 October 2025. The election register to be completed can be found at <http://www.stura-btu.de/>. You can only apply for one position in one department. Please send the completed and signed election register to [office@stura-cottbus.de](mailto:office@stura-cottbus.de) or [praesidium@stupa-cottbus.de](mailto:praesidium@stupa-cottbus.de). Written applications must be received by 3 p.m. on Wednesday, 22 October 2025. The following information must be provided with the application:

1. Surname and first name of the student
2. The student's degree programme
3. Address of the student
4. Date of birth of the student
5. The student's telephone number and/or email address
6. Signature of the student

The speakers will receive an expense allowance for their work.

On Thursday, 23 October 2025, the candidates will be announced to the university community.

The election will take place at the student parliament meeting on Tuesday, 4 November 2025, starting at 6:30 p.m. All parliamentarians who are members of the parliament at the beginning of the meeting are eligible to vote. Objections to the electoral roll may be lodged during the determination of quorum at the parliament meeting. The result will be determined during the meeting.

Elections are held according to the principle of personal election, with the results determined after each ballot and published in the minutes of the meeting. The election is based on the student body's election regulations in the version dated 13 July 2021, which can be viewed at <http://www.stura-btu.de/downloads/satzungen-und-ordnungen/>

The student parliament is seeking to increase the proportion of students from Senftenberg in the student council and therefore expressly invites applications from suitably qualified students.

Cottbus, 1 October 2025

Presidium of the Student Parliament of the BTU Cottbus-Senftenberg

## **Diversity and Social Affairs Department (two positions)**

The Diversity and Social Affairs Department represents the social interests of students at all levels. The department helps students liaise with the student services organisation and authorities and advises students on social issues. **Candidates must be proficient in German and English.** Other languages are desirable.

In accordance with § 19 (3) of the Student Body Statutes in the version dated 27 June 2013, the department must inform the assigned departmental commission on a monthly basis about the activities it has carried out. Regular attendance at Student Council meetings is expected.

### **The department's tasks, main topics and projects include**

- Contact person for social and financial concerns (supporting social projects, welcome money for student parents, etc.)
- Contact person and support for student parents
- Administration of the social fund as well as tendering, application and processing of related applications
- Revision and maintenance of the social regulations
- Processing hardship applications
- Taking action against discrimination and promoting equality (including through cooperation with the Equality Council and its members)
- Collaboration with committees and organisations (e.g. Student Services and Opferperspektive e.V.) to improve student life
- Arranging and, if necessary, supporting legal advice
- Networking of students, e.g. through a buddy project
- Participation in the Senate Commission for University Culture and University Community and the Commission for Conflict Prevention
- Cross-departmental support for the Student Union
- Participation in the planning and implementation of the StuRa summer festival

### **We are looking for**

Committed, team-oriented students with an interest in social policy who are familiar with the basics of office communication, have a good command of written and spoken German and English, and enjoy challenging, independent work. Furthermore, the future representative should be culturally open-minded. Due to the often difficult situations that the representative will be confronted with, this department requires a high degree of empathy, friendliness and people skills.

Candidates should convincingly demonstrate their motivation for applying and their possible plans after the election in an introductory round in the student parliament or elsewhere.

## **International Affairs Department Profile (two positions)**

The International Affairs Department represents the social interests of international students at all levels. It provides advice on issues with an international dimension (international students in Germany and German students who wish to study abroad). **Candidates must be proficient in English. Sufficient knowledge of German to actively participate in meetings is recommended**, and knowledge of other languages is desirable.

In accordance with § 19 (3) of the Student Union Statutes in the version dated 27 June 2013, the department must inform the assigned departmental committee on a monthly basis about the activities it has carried out. Regular attendance at the weekly meetings of the Student Council is expected.

### **The department's tasks, main topics and projects include**

- Contact person for international students, in particular for social issues in cooperation with the Department for Diversity and Social Affairs
- Increasing the visibility of student self-government among international students
- Ensuring communication between the student self-administration and international students, e.g. by organising or participating in the international round table
- Supporting international students in their integration into the university environment (e.g. improving the accessibility of student self-government structures for non-German-speaking students)
- Reintroducing the tandem project to connect students
- Collaborating with the Department of Culture to organise international cultural events
- Cooperating and networking with international student organisations at the BTU
- Cooperation with the International Relations Office (IRO) and other university administrators on issues that affect the interests of international students.
- Promotion of the expansion of international exchange programmes at the BTU (e.g. cooperation with international universities, EUNICE)
- Communication with student associations (e.g. Pakistani, Indian, etc. student associations)
- Cooperation with the Administration Department and the Statutes Working Group on the translation of statutes, regulations and advertising materials
- Collaboration with Opferperspektiven e.V. and other organisations to advise victims of racist discrimination or violence
- Cross-departmental support
- Development of formats for better foreign language learning and cooperation with the central language department
- Participation in the planning and implementation of the StuRa summer festival

### **We are looking for**

Committed, team-oriented students with an interest in social policy who are fluent in spoken and written English and enjoy challenging, independent work. Knowledge of German is desirable but not essential. Furthermore, the future representative should be culturally open-minded. Due to the often difficult situations that the representative will be confronted with, this position requires particular empathy, friendliness and good people skills. In order to meet international standards, knowledge of other languages is desirable.

Candidates should convincingly demonstrate their motivation for applying and their possible plans after the election in an introductory round in the student parliament or elsewhere.

## Department profile: Finance (2 positions)

The Finance Department is responsible for the finances of the student body. It represents the student body in financial matters vis-à-vis third parties. The tasks are further regulated in § 5 of the Financial Regulations of the Student Body in the version dated 15 February 2022. The officer must be familiar with the statutes and regulations. In addition to the specified tasks, workshops on financial organisation should be offered for student associations, student councils and interested parties. The Finance Department must work closely with the other departments of the Student Council, the Student Parliament and the student councils. **Very good German language skills are required to understand the relevant laws and regulations for working in the department.** Examples include: Brandenburg Higher Education Act, State Budget Regulations, Tax Code, Value Added Tax Act, Federal Travel Expenses Act, HGB (Commercial Code), BGB (Civil Code).

In accordance with § 19 (3) of the Student Body Statutes in the version dated 27 June 2013, the department must inform the assigned departmental commission on a monthly basis about the activities carried out. Regular attendance at Student Council meetings is expected.

### The department's tasks, main topics and projects include

- Advising on motions from the student body in cooperation with the Department of Culture and reviewing these
- Contact with the university management (in connection with budget and legal matters)
- Monitoring and drafting the student body's budget, preparing the corresponding annual financial statements and appointing an appropriate auditor
- Independently optimising processes (e.g. proposals for amending statutes and regulations in cooperation with the Statutes Working Group)
- Maintaining inventory lists with the Administration Department
- Support and advise the student council on projects and contracts
- Financial auditing and advising the student councils on projects, budgets, contracts and their annual financial statements
- Conducting an annual financial seminar for the student councils
- Making bookings and transfers
- General personnel responsibility for Student Council employees, including managing application processes as required
- Management of Student Council employees, including recording and evaluating work processes and conducting regular staff appraisals
- Representing the office management
- Cross-departmental support,
- Settlement of semester tickets
- Participation in the planning and implementation of the StuRa summer party

## **We are looking for**

Committed, team-oriented, interested students who are familiar with the basics of office communication and enjoy challenging, independent work. Candidates must be willing to take on responsibility and value conscientious and accurate work. Negotiation skills and the ability to work in a team, especially when collaborating with other department heads, are also essential. Basic knowledge of accounting is also required; a relevant field of study would be an advantage. Knowledge of the legal basics is an essential prerequisite for successful work in the finance department. **(Very) good German language skills are required and English language skills are desirable.**

Candidates should convincingly demonstrate their motivation for applying and their potential plans after the election in an introductory round in the student parliament or elsewhere.

## **Department profile: Committee Support (two positions)**

The Committee Support Department represents the interests of students at university level and, where appropriate, beyond. In order to fulfil this task, it acts as an interface for all student committees (e.g. student councils, senate commissions, faculty councils, etc.) and represents the Student Council in other committees and meetings with university representatives. The department is the point of contact for all student initiatives at the university. It also acts as a link for internal networking within the student self-administration and the committees of the StuRa / StuPa.

In accordance with § 19 (3) of the Student Body Statutes in the version dated 27 June 2013, the department must inform the assigned departmental commission on a monthly basis about the activities it has carried out. Regular participation in the meetings of the student council is expected.

### **The department's tasks, main topics and projects include**

- Examination of the degree programme and examination regulations, in particular for the evaluation of teaching at the BTU Cottbus-Senftenberg
- Supporting student initiatives and university groups
- Planning and implementation of round tables (e.g. student councils) and other measures to strengthen the student body at BTU Cottbus-Senftenberg
- Acting as a contact person for the student vice-presidency, deaneries, senate, student councils and faculty council for matters relating to student self-administration
- Networking with student representatives in the Senate, Senate commissions, faculty councils and the administrative board of the Studierendenwerk Ost:Brandenburg
- Support and, if necessary, implementation of FSR elections (analogue and digital)
- Meetings with student services and university management
- Coordination and organisation of the Student Engagement Award; if necessary, support in awarding the Teaching Award (e.g. as a jury member or in the search for jury members)
- Cross-departmental support
- Participation in the planning and implementation of the StuRa summer festival

### **We are looking for**

Committed, team-oriented, interested students who are familiar with the basics of office communication and enjoy challenging, independent work. Initial experience working with people, enjoyment of networking and strong communication skills are desirable. Basic knowledge of the structure of academic and student self-administration is advantageous but not essential. **Good written and spoken German and English are expected.**

Candidates should convincingly demonstrate their motivation for applying and their potential plans after the election in an introductory round in the student parliament or elsewhere.

## Department profile: Environment and Mobility (2 positions)

The Environment and Mobility Department supports the promotion of environmentally conscious and responsible behaviour as well as the mobility of all members of the university. An essential part of this continues to be the support and networking of various environmental initiatives and the initiation of new projects. Another focus of the department is negotiating semester tickets or similar mobility offers.

In accordance with § 19 (3) of the Student Body Statutes in the version dated 27 June 2013, the department must inform the assigned departmental commission on a monthly basis about the activities it has carried out. Regular participation in the meetings of the Student Council is expected.

### The department's tasks, key topics and projects include

- Cooperation with BTU committees (e.g. evaluation of UMS (environmental management system), EMAS certification (Eco Management and Audit Scheme))
- Participation in the Environment Working Group
- Processing environmental funding applications in cooperation with the finance department, responsibility for the further development of environmental euro funding
- Coordination and contact person for the semester ticket and other measures for cost-effective, environmentally friendly mobility for students (e.g. bike sharing)
- Support for student initiatives related to the environment and sustainable mobility
- Raising awareness for a more sustainable lifestyle (e.g. acting and thinking locally, using regional products)
- Taking proactive measures to improve the environmental balance and sustainability of the university, its members and the student self-administration (especially consumption and mobility behaviour)
- Cross-departmental support
- Participation in the planning and implementation of the StuRa summer festival

### We are looking for

Committed, team-oriented students with a broad cultural interest who are familiar with the basics of office communication and enjoy challenging, independent work. To be successful in this department, you must have an interest in environmental issues, good organisational and rhetorical skills, and negotiating skills in the relevant areas. **Good German language skills and a basic knowledge of English are desirable.**

Candidates should convincingly demonstrate their motivation for applying and their potential plans after the election in an introductory round in the student parliament or elsewhere.

## **Department profile: Higher education policy (two positions)**

The Higher Education Policy Department represents the interests of students at the state level and, where appropriate, at the federal and university levels. This requires regular contact with the university management and the Ministry of Science, Research and Culture (MWFK). Active participation in the Brandenburg Student Representation (BRANDSTUVE) is also desirable. The officer is the contact person for all higher education policy issues. Due to the thematic proximity, close coordination with the Committee Support Department, the Student Parliament and the Student Vice-Presidency is urgently required.

In accordance with § 19 (3) of the Student Body Statutes in the version dated 27 June 2013, the department must inform the assigned departmental commission on a monthly basis about the activities carried out. Regular participation in the meetings of the Student Council is expected.

### **The department's tasks, key topics and projects include**

- Evaluation of teaching and the legal situation at state level
- Familiarisation with the statutes and regulations of the student body of the BTU Cottbus-Senftenberg
- Close cooperation with the student parliament
- Contact and exchange with higher education policy organisations and groups
- Cross-university networking (including through BRANDSTUVE) and dissemination of information to student committees
- Networking with the university management, the senate, local decision-making bodies and the Ministry of Science, Research and Culture (MWFK) in cooperation with the presidium of the student parliament
- Planning and implementation of campaigns to strengthen the political interest of the BTU student body
- Active engagement in political issues relevant to students (e.g. student housing, BAföG) in consultation with student committees and relevant stakeholders
- Cooperation with the Finance and Environment and Mobility departments in negotiations on the semester ticket (in consultation with the BRANDSTUVE)
- Cross-departmental support
- Participation in the planning and implementation of the StuRa summer party

### **We are looking for**

Committed, team-oriented, interested students who are familiar with the basics of office communication and enjoy challenging, independent work. Basic knowledge of the structure of academic and student self-administration as well as the Brandenburg higher education landscape is expected. A willingness

to travel (within Brandenburg) is an advantage. In addition to a general interest in politics and engagement with state politics, a strong presence is required for this mediating position. The advisor should be open to the ideas of the student body. **Good German and English language skills are desirable.**

Candidates should convincingly demonstrate their motivation for applying and their possible plans after the election in an introductory round in the student parliament or elsewhere.

## Department profile: Culture (two positions)

The task of the Culture Department is to represent and promote the cultural interests of the student body at BTU Cottbus-Senftenberg. This includes working with students, student councils, student initiatives and associations, as well as advising them. Organising cultural events that affect the entire student body is also a central task of the department.

In accordance with § 19 (3) of the Student Body Statutes in the version dated 27 June 2013, the department must inform the assigned departmental commission on a monthly basis about the activities it has carried out. Regular participation in the meetings of the Student Council is expected.

### The department's tasks, key topics and projects include

- Preserving and strengthening cultural life at BTU Cottbus-Senftenberg
  - Organisational support for projects and promotion of cultural exchange (e.g. Culture Nights)
  - Supporting event organisers (e.g. in finding venues and developing safety concepts)
  - Advising on applications and ongoing projects in cooperation with the Finance Department
  - Collaboration with student associations/initiatives and the student union (including OTIWO e.V., Muggefug e.V., Bühne8 e.V., Lehmbau e.V., Blattwerk e.V.)
  - Coordinating the round table of event organisers
  - Coordinating, organising and maintaining student events
  - Promotion of cabaret and networking with local subculture actors and in the Kulturšok network and the Network Coordination Office for Culture (Night Mayor)
  - Organisation and promotion of events to raise awareness of the student parliament and student council
  - Maintenance of the event calendar in cooperation with the Public Relations and Culture departments
  - Cross-departmental support
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- Participation in the planning and implementation of the StuRa summer festival

### We are looking for

Committed, team-oriented students with a broad cultural interest who are familiar with the basics of office communication and enjoy challenging, independent work. Strong organisational skills are also essential for successful work in this department. Candidates must also be **fluent in spoken and written German** and have **at least a good command of English**. Candidates should be sociable, good at networking and open to new ideas. Candidates should demonstrate their motivation for applying and their potential plans after the election in a convincing manner during an interview with the student parliament or elsewhere.

## **Department profile: Public Relations and Communication (two positions)**

The Public Relations and Communications Department maintains the transparency of both student and academic self-administration. Its responsibilities include the external presentation of the work of the Student Council and the Student Parliament through the coordination and implementation of information and advertising measures. In addition to maintaining the StuRa/StuPa website, this includes the presentation of student self-administration in various media.

In accordance with § 19 (3) of the Student Body Statutes in the version dated 27 June 2013, the department must inform the assigned departmental commission on a monthly basis about the activities it has carried out.

### **The department's tasks, main topics and projects include**

- Developing creative ideas for the external presentation of student self-government
- Communicating the work of the Student Council/Student Parliament to the student body (including advertising via the website, newsletter, Facebook, Instagram)
- Maintaining the cafeteria info screen and the website (including uploading meeting minutes and dates) and managing social media accounts
- Supporting other departments in the creation of flyers and other advertising materials
- Making information available to international students
- Providing information about the activities of the student and academic self-administration
- Cooperating with the student parliament and student council to develop concepts for increasing voter turnout among the student body
- Cooperation with other media outlets in the city and at the university
- Supporting associations in their public relations work in cooperation with the International Office
- Cross-departmental support
- Participation in the planning and implementation of the StuRa summer festival

### **We are looking for**

Committed, creative, team-oriented and interested students who are familiar with the basics of office communication and enjoy challenging, independent work. An open-minded attitude and experience in organising meetings are helpful for performing communication tasks. Due to the increased amount of text and advertising work in German and English, we are looking for students who have a very high level of written and spoken German and at least a good command of English. Knowledge of common graphics or image editing programmes such as Photoshop and InDesign is very welcome. We require a confident manner and an enjoyment of communicating verbal and visual content. Initial experience in public relations would be desirable.

Candidates should be able to convincingly explain their motivation for applying in their cover letter.

## **Department profile: Health and Sport (two positions)**

The Health and Sport Department represents the sporting and health interests of students at all levels and at all locations of the BTU Cottbus-Senftenberg. Among other things, this is done in cooperation with the Central University Sports Facility (ZEH), the General German University Sports Association (ADH) and the university management. The department can also provide advice on healthier lifestyles for students in cooperation with the Public Relations and Communications Department.

In accordance with § 19 (3) of the Student Union Statutes in the version dated 27 June 2013, the department must inform the assigned departmental commission on a monthly basis about the activities it has carried out. Regular participation in the meetings of the Student Council is expected.

### **The department's tasks, key topics and projects include**

- Maintaining and developing the range of sports activities at all BTU Cottbus-Senftenberg locations
- Administration of material resources for sport
- Organisation of the German University Cup (DHP)
- Support and advice on sports tournaments
- Improvement of the infrastructure for the Central University Sports Facility
- Coordination of ZEH/ADH
- Meetings with sports programme supervisors
- Implementation of measures to improve student health
- Collaboration with the BTU's student health promotion programme
- Mediation and promotion of health and mental health counselling services for students
- Cross-departmental support
- Participation in the planning and implementation of the StuRa summer festival

### **We are looking for**

Committed, team-oriented, interested students who are familiar with the basics of office communication and enjoy challenging, independent work. Knowledge of the services and organisational structure of university sports is an advantage. Participation in sports is desirable. In order to improve the integration of international students through sports activities, we expect basic knowledge of English. Furthermore, solid coordination skills are required.

Candidates should convincingly demonstrate their motivation for applying and their potential plans after the election in an interview with the student parliament or elsewhere.

## **e Administration Department Profile (two positions)**

The Administration Department coordinates the work of the Student Council, supports the work of the other departments and assists them with any questions they may have. The main tasks of the department include chairing and taking minutes of the Student Council meetings.

**Candidates must be proficient in German and should have at least a good knowledge of English.**

In accordance with § 19 (3) of the Student Body Statutes in the version dated 27 June 2013, the department must inform the assigned departmental committee on a monthly basis about the activities carried out. Regular attendance at the weekly meetings of the Student Council is expected and is essential for the performance of the department's activities.

### **The department's tasks, main topics and projects include**

- Chairing and taking minutes of the meetings of the Student Council
- Distribution and forwarding of information between the Student Council, Student Parliament and Student Vice-Presidency
- Coordinating the other departments of the Student Council
- Monitoring compliance with data protection and occupational safety regulations
- Training new officers in the work of the Student Council, as well as managing user accounts and providing IT support
- Maintaining the calendar of events in cooperation with the public relations and culture departments
- Representing the office management (processing emails and offering consultation hours if necessary)
- Managing the Student Council's archive and storage
- Collaboration in the statutes working group
- Cross-departmental support
- Participation in the planning and implementation of the StuRa summer party

### **We are looking for**

Committed, team-oriented students who are interested in administrative work, **are fluent in spoken and written German, and have a good command of English.** Furthermore, future representatives should have an overview of the tasks of the other departments as well as statutes and regulations.

Candidates should convincingly demonstrate their motivation for applying and their potential plans after the election in an introductory round in the student parliament or elsewhere.