

Remuneration Regulations for the Student Body

of Ostfalia University of Applied Sciences Braunschweig/Wolfenbüttel ("Ostfalia") of
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Remuneration Regulations for the Student Body

§ 1 Remuneration for Expenses

Students involved in student self-administration work on a voluntary basis for the students of Ostfalia University of Applied Sciences. This commitment involves a great deal of effort and, in addition to their studies, prevents students from taking up gainful employment. In order to ensure high-quality work despite the voluntary nature of the activity, remuneration for expenses can be applied for. Remuneration for expenses serves to fulfil tasks on behalf of our student body.

- (1) The members of the student self-administration are to be paid the following remuneration for expenses per semester:
- | | Application
for a |
|--|----------------------|
| AStA Executive Board (per person) (with min. 240 hrs/sem.) | 1.200€ |
| Financial Officer (with min. 240 hrs/sem.) | 1.200€ |
| StuPa Presidium (per person) (with min. 100 hrs/sem.) | 500€ |
| Chair of the Budget Committee (with min. 60 hrs/sem.) | 300€ |
| Student Councils ("Fachschaften") (per person) (with min. 48 hrs/sem.) | 240€ |
| Person responsible for finance in the Student Councils (with min. 60 hrs/sem.) | 300€ |
- (2) If, in the case of Student Councils, the total amount of 1,500 € per semester (5 persons at 240 € and one person at 300 €) is not expected to be fully used, the remaining amount may, upon application to the StuPa, be paid out to members with demonstrably higher workload.
- (3) When an AStA unit ("Referat") is established, it is to be classified into the following levels and will receive the corresponding remuneration for expenses per semester:
- | | |
|---|------|
| Small units (per committee) (with min. 60 hrs/sem.) | 300€ |
| Medium units (per committee) (with min. 100 hrs/sem.) | 500€ |
| Large units (per committee) (with min. 160 hrs/sem.) | 800€ |

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- (4) Upon application, the StuPa may decide to change the classification level of a unit according to para. (3) for a semester that has not yet been completed.
- (5) Payment of remuneration for expenses will only be made after completion of the following items that concern the person entitled to remuneration or their committee:
 - Settlement of all advances and events
 - Correct and complete submission of payment orders
 - Submission of an activity report pursuant to § 2 • Handover of inventory pursuant to § 3
 - Provided that there is no other reason preventing payment.
- (6) In the case of multiple persons holding one unit, each has a claim to a pro rata payment of the remuneration for expenses.
- (7) Pro rata remuneration for expenses and attendance fees are rounded to whole euro amounts.
- (8) Applications for payment of remuneration for expenses must be submitted no later than 15 August of the relevant summer semester and no later than 15 February of the relevant winter semester. Applications submitted later can only be considered in justified exceptional cases. Location-specific units submit the application to the respective AStA Executive Board. In the case of Student Councils, applications are to be collected by the person responsible for finance of the respective Student Council. Executive Boards and persons responsible for finance in the Student Councils shall forward the collected applications to the AStA office immediately after the deadline. All others submit their applications directly to the AStA office.
- (9) The Financial Officer / AStA office pays the remuneration for expenses, provided that there are no reasons preventing payment under para. (5), from 31 August of the relevant summer semester or from 28 February of the relevant winter semester of a financial year.
- (10) A justified application for non-payment or partial payment of remuneration for expenses must be submitted by at least two committee members of the student body. Employees of the AStA office are to be regarded as committee members in this context. If an application for non-payment or partial payment of remuneration for expenses is submitted to the StuPa, the relevant remuneration for expenses will not be paid until the StuPa has decided on the payment. The StuPa Presidium must inform the Financial Officer and the Treasurer so that this remuneration is frozen. If the payment of the remuneration for expenses takes place in the new financial year, the full amount of the remuneration must be included in the reported provisions.
- (11) If, during the current semester, persons entitled to remuneration leave their office or only take it up in the course of the semester, they may, after review by the StuPa, receive their remuneration for expenses on a pro rata basis, if applicable. (12) In the event of prolonged illness or other absence, only pro rata remuneration for expenses can be paid, since it is purely a remuneration for expenses and does not constitute a salary (including during semester breaks). (13) The taxation of the remuneration for expenses (income) is the sole responsibility of each committee member. The same applies to the fulfilment of any social security contributions. The tax-free allowance for instructors / honorary office allowance under § 3 no. 26 of the German Income Tax Act (EStG) may not yet have been fully used in the relevant term of office, including the payment made by the AStA of Ostfalia.

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§ 2 Activity Report

- (1) An activity report includes the name of the committee and the committee member, the current semester period, the activities carried out during the semester including approximate time spent, as well as an outlook on future projects for a potential successor, and must be signed in the original.
- (2) Every AStA unit officer ("AStA-Referent") is obliged to submit an activity report to the AStA office by 01.08. of the relevant summer semester or by 01.02. of the relevant winter semester. The AStA Executive Board of the respective location must verify and countersign its accuracy.
- (3) Every university-wide AStA unit officer is obliged to submit an activity report to the AStA office by 01.08. of the relevant summer semester or by 01.02. of the relevant winter semester. A copy must be given to the AStA Executive Board of the respective study location and to the StuPa Presidium.
- (4) Every AStA Executive Board member is obliged to submit an activity report to the AStA office by 01.08. of the relevant summer semester or by 01.02. of the relevant winter semester. The StuPa Presidium must verify and countersign its accuracy.
- (5) The Financial Officer is obliged to submit an activity report to the AStA office by 01.08. of the relevant summer semester or by 01.02. of the relevant winter semester. The StuPa Presidium must verify and countersign its accuracy.
- (6) Every elected Student Council member ("Fachschaftsratsmitglied") is obliged to submit an activity report to the AStA office by 01.08. of the relevant summer semester or by 01.02. of the relevant winter semester. A copy must be given to the AStA Executive Board of the respective location.
- (7) Every member of the StuPa Presidium is obliged to submit an activity report to the AStA office by 01.08. of the relevant summer semester or by 01.02. of the relevant winter semester. A copy is to be given to each StuPa member.

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§ 3 Handover of Inventory

- (1) Every committee member is obliged to check their inventory for completeness and document this in an inventory list. This is to be checked by the AStA Executive Board of the respective location or, where appropriate, by the inventory officer. In the case of unexplained losses, the committee members are obliged to clarify the matter.
- (2) After the end of a financial year or when a committee member leaves office, the inventory list and the inventory must be handed over to the new committee member and checked for completeness by the latter. A handover protocol is to be completed, countersigned by both parties and submitted to the Executive Board for review.
- (3) If a unit is not re-filled, the handover must be made to the AStA Executive Board of the corresponding location and the protocol must be signed accordingly by this Executive Board. The Executive Board then hands over the inventory to its successor or to a subsequent officer.

§ 4 Attendance Fees for StuPa Members

- (1) Every StuPa member, with the exception of the Presidium and the Chair of the Budget Committee, receives per semester an attendance fee of a maximum of 100 € plus 25 € for each membership in a committee of the Student Parliament. Maximum amount = $100 \text{ €} + 25 \text{ €} \cdot \text{number of memberships in StuPa committees}$
- (2) The amount of the attendance fee per meeting results from the maximum amount divided by the number of meetings held by the StuPa and its committees to which the person entitled to remuneration was elected. Attendance fee = $\text{maximum amount} / (\text{number of StuPa meetings} + \text{committee meetings})$
- (3) The attendance fee calculated in this way is paid for each meeting attended. Attendance must be confirmed by an attendance list. Amount paid = $\text{attendance fee} \cdot \text{number of meetings attended}$
- (4) The StuPa Presidium must record the attending committee members in table form on the basis of copies of the attendance lists for all meetings and report them to the AStA office at the end of the financial year. The AStA office will check these immediately and then pay out the attendance fees for the previous financial year from 28.02. onwards. For this purpose, it is necessary that all StuPa members have previously completed the personal data form electronically and sent it to the AStA office by e-mail.

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§ 5 Attendance Fees

- (1) Every member of a university-wide committee or a committee of the Studentenwerk (in which the student body has a vote – e.g. faculty-internal study commissions are assigned to a location and are therefore not university-wide), who is not entitled to remuneration for expenses or an attendance fee under § 4, is entitled to an attendance fee of 10 € for attending meetings of this committee, provided that proof of attendance is submitted (e.g. through minutes including an attendance list).
- (2) The regulation in § 4 para. 4 applies accordingly.

§ 6 Project Leaders

- (1) A project leader can only be appointed by a two-thirds majority of the members of the relevant campus committee (CG) or, if no CG has been constituted, by a majority of the AStA Executive Board committee. The StuPa must be informed of the appointment of a project leader.
- (2) The remuneration for expenses of the project leader is paid from the budget of the relevant CG.
- (3) When a project leader is appointed, the agreed remuneration for expenses, a project description, the project name and the name of the project leader must be communicated to the Financial Officer, the StuPa and the Treasurer.
- (4) The total remuneration for expenses for project leaders may not exceed 300 € per semester. Per project, the remuneration for expenses should not exceed 200 €. The amount of the remuneration for expenses is decided by the CG. The minutes of the CG meeting must be enclosed with the application for remuneration for expenses. For the payment of the remuneration, the provisions of § 1 paras. 2 to 8 apply accordingly.

§ 7 Entry into Force

These Remuneration Regulations enter into force after adoption by the StuPa, approval by the University Management and public announcement. They replace the previously valid §§ 32, 33 and 34 of the Financial Regulations of the Student Body of Ostfalia University of Applied Sciences.

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