

AStA Concept 2025

In the General Student Committee (AStA) of the Foundation University of Hildesheim, individuals are actively involved in representing a body within the partial public corporation of the University of Hildesheim. The Student Parliament elects the members of the AStA. They exercise an imperative mandate and are solely bound to their conscience in their decision-making.

The Student Parliament expects the AStA members to interact with mutual respect and to participate regularly in meetings. Additionally, they are encouraged to carry out their work transparently and in a way that is publicly accessible within the university, making themselves available for dialogue with the student body in their respective areas of responsibility.

The AStA is initiated by the Student Parliament to specifically address the social gap affecting students that is not covered by the structures of the Foundation University of Hildesheim. In doing so, the AStA fulfils the rights and obligations assigned to it under § 20 (1) of the Lower Saxony Higher Education Act.

According to §21 (3) and (4) of the Organisational Statutes of the Student Body of the University of Hildesheim dated April 9, 2025, the AStA is composed of the following departments:

- Chairperson
- Finances (1 & 2)
- Transportation & Mobility
- Communication & Public Relations
- Student Affairs

In addition, according to § 21 (5), the Student Parliament may establish further departments for focus areas. For the year 2025/2026, the following focus departments exist:

- Environment & Sustainability
- Digitalization
- Political Education & Culture
- International Affairs
- Awareness
- Gender & Queer*
- Anti-Discrimination & Anti-Racism
- Projects & Student Infrastructure

Thus, the AStA for 2025/2026 consists of 14 members.

General requirements for an AStA member

What you need as a member

- Independence and initiative
- Sense of responsibility and reliability
- Strong communication and teamwork skills
- Language skills in English and German are desirable

Other requirements:

- No membership in or active support of organisations or associations that pursue anti-constitutional goals or are monitored by the *Verfassungsschutz*.
- Regular participation in AStA meetings; attendance at Student Parliament (StuPa) meetings when necessary.
- Offering regular public consultation hours (online or in person)

Department – Chairperson

Objectives of the Department:

The Chairperson is responsible for centralising the AStA's work and ensuring the efficient organization and implementation of student representation's tasks. It represents the student body's interests to the state, the university, external institutions, and the public. Additionally, it is responsible for strategic planning and the overall leadership of the AStA.

Requirements:

- Leadership skills and organisational competence
- Strong sense of responsibility and sound judgment
- Experience in student self-governance or comparable areas is desirable

Responsibilities:

- Overall coordination of AStA activities and strategic planning of departmental initiatives
- Representation of the AStA at official events, receptions, and media inquiries, unless delegated to the Department of Communication & Public Relations
- Organisation of AStA meetings and coordination among the departments
- Oversight and assurance of proper documentation of all relevant AStA activities and decisions
- Ensuring transparent and effective communication within the AStA and with the student body
- Support for other departments in the implementation of their projects and initiatives
- Responsibility for compliance with the statutes, resolutions, and financial guidelines of the AStA, including reporting and ongoing accountability to the Student Parliament
- Crisis management and mediation in conflicts within the committees, particularly within the AStA
- Organization of training sessions and workshops for AStA members to promote personal and professional development
- Signing contracts on behalf of the AStA and the student body

Additional Information:

- Participation in AStA meetings
- Participation in Student Parliament sessions, where possible

In the event of any contradictions with other regulations of the Student Parliament or the AStA's Rules of Procedure, those regulations shall take precedence.

Department – Finances (I & II)

Objectives of the Department:

The Finance Department within the General Student Committee (AStA) is responsible for the financial management of the student body. It oversees cash flow, prepares the budget plan, and ensures the proper administration of financial resources. It also supports students, student councils, and initiatives with financial matters and funding applications. The department ensures transparent and compliant financial administration and works closely with other AStA departments and the Student Parliament (StuPa). The department consists of two (2) individuals, both of whom receive full compensation for their efforts.

Requirements:

- Structured thinking, self-organization, and a strong sense of responsibility
- Knowledge of accounting, financial planning, or budget management is an advantage
- Attention to detail and adherence to financial regulations
- Experience in student self-governance or financial administration is desirable

Responsibilities:

- Administration and monitoring of the student body's financial resources in accordance with the financial regulations
- Drafting and reviewing the budget plan in line with financial guidelines (§§ 16–21 of the Financial Regulations)
- Reviewing and processing funding applications for internal and external projects (§§ 4–10)
- Advising and supporting students, student councils, and initiatives on financial matters
- Ensuring proper bookkeeping and cash management (§§ 29–32)
- Preparing financial reports and quarterly reports for the Student Parliament (§ 24)
- Managing payment transactions and financial settlements (§§ 11, 23)
- Chairing and organizing the Budget Committee (§ 14)
- Collaborating with auditors and the Budget Committee for financial oversight (§§ 14–15, 40–41)
- Managing reserves and budget surpluses in accordance with (§ 27)
- Monitoring income and expenses and ensuring compliance with the principle of economic efficiency (§ 23)
- Exercising veto rights (§ 22 (2)) when financial decisions may harm the interests of the student body
- Preparing the annual financial report and organizing the year-end audit (§§ 37–39)

Additional Information:

- Collaboration with the AStA's service office

In case of conflict, other official regulations take precedence over this conceptual description

Department – Transportation & Mobility

Objective of the Department:

The Transportation Department advocates for sustainable, affordable, and student-friendly mobility at the university. It serves as a point of contact for student concerns and ideas, working with relevant stakeholders to find solutions. Additionally, it is responsible for informing and educating the student body about new transportation services and opportunities.

Requirements:

- Networking and teamwork skills
- Negotiation skills
- Interest in building long-term structures

Responsibilities:

- Processing applications related to the semester ticket
- Negotiating and finding solutions with relevant bodies concerning parking issues during the semester
- Communicating with bus and train operators regarding connections and schedules during peak times
- Planning and improving bicycle infrastructure, such as bike racks and bike paths

Additional Information:

- Supervision of and collaboration with:
 - *Fazze*
- To relieve the department of administrative burdens, the potential creation of student assistant or mini-job positions should be explored. For this purpose, cooperation with the AStA Chair and the Transportation Commission is required.

Department – Communication & Public Relations

Objectives of the Department:

The objective of the Department for Communication & Public Relations is to act as a bridge for exchange and collaboration between the AStA, student councils, and other university bodies, as well as to represent and communicate the student body's interests to the public.

Requirements:

- Strong written and verbal communication skills to convey information clearly and effectively
- Networking and teamwork abilities
- Knowledge of social media platforms
- Creativity
- Proficiency in German and English (spoken and written)

Responsibilities:

- Independent management of social media channels (AStA & StuPa), the AStA website, and AStA bulletin boards (in both German and English)
- Independent and regular creation and publication of press releases on behalf of the student body (in consultation with the AStA Chair and, if necessary, other departments)
- Serving as a point of contact for questions about student self-governance and participation in university decision-making
- Communicating the work of student politics internally and externally
- Creating overviews of activities/events organized by initiatives, student councils, and—if needed—the AStA
- Representing AStA Uni Hildesheim at meetings with external partners (e.g., the State Student Council Conference / LandesAstenkonferenz)
- Establishing a regular event to foster exchange between student councils and university bodies
- Developing communication channels for the flow of information between student council representatives and other university committees
- Cooperating with events in Hildesheim where AStA can maintain a presence (e.g., Campus Festival, Hildesheimer Wallungen, Uni Midsummer Night)
- Oversight of student council representations and initiatives, as long as they are not assigned to another department

Additional Information:

- Participation in the meetings of the Public Relations Committee of the Student Parliament

Department – Student Affairs

Objectives of the Department:

The Department of Student Affairs is a central point of contact for advising and supporting students on all matters related to their studies and student life. It advocates for improving study conditions, represents student interests within the university, and provides assistance with study-related issues.

Requirements:

- Sensitivity to the diverse needs of students
- Experience in counseling or student self-governance is desirable
- Ability to handle personal data and confidential discussions with discretion

Responsibilities:

- Initial advising and support for students with academic-related issues (e.g., examination law, student financing, hardship regulations)
- Participation in university-wide projects to improve study conditions and the social infrastructure for students, such as improving study/workspaces
- Creation and maintenance of location-specific informational materials on topics like examination law, student financing, housing, and social support services
 - This includes especially referrals to other advisory services or departments
- Development of a financial advising service focused on anti-classism (e.g., in collaboration with the Student Services organisation)
- Negotiating with internal and external university bodies (e.g., Student Services, examination offices, social counseling services)
- Organisation of informational events, workshops, and office hours on study-related topics

Additional Information:

- Coordination with the Anchor Peers
- Membership in the Ethics Commission
- Participation in Public Relations Committee meetings upon request

Focus Department – Environment & Sustainability

Objective of the Department:

This department is committed to promoting sustainable and environmentally conscious university policies. It provides support for internal and external projects and develops new concepts for environmental and sustainability-related initiatives.

Requirements:

- In-depth knowledge of environmental and sustainability topics
- Familiarity with the 17 Sustainable Development Goals (United Nations)
- Creativity
- Conceptual thinking and planning skills

Responsibilities:

- Advising and supporting students who wish to engage in more sustainable practices in their studies or daily lives
- Close cooperation with the Green Office on sustainability and environmental topics
- Networking with environmental and sustainability departments at other universities and with internal and external stakeholders (e.g., Green Office, conservation organizations, Students for Future)
- Communication with the Department for Construction and Facility Management regarding biodiversity-enhancing measures in green space management
- Initiating and contributing to sustainability guidelines and reports at the university
- Initiating, organizing, and conducting projects related to sustainability (e.g., lectures, workshops)
- Promoting and supporting climate demonstrations in the surrounding region
- Implementing sustainable structures on campus (e.g., strict waste separation, water dispensers, urban gardening, reducing paper and electricity consumption)

Additional Information:

- Supervision of and collaboration with:
 - *Initiative UmweltBewusst*

Rationale for a Dedicated Department:

In times of climate crisis and increasingly urgent political circumstances, it is essential for universities to take a clear stand. An AStA department makes it possible to build on existing initiatives and strengthen the call for more climate protection. Although the Green Office was founded by students, having a dedicated contact person within the student body who continues to pursue structured cooperation remains highly valuable.

Focus Department – Digitalization

Objective of the Department:

The Department of Digitalization strategically plans and shapes the AStA's digital infrastructure to significantly reduce the workload of the committees—especially AStA itself—through the use of appropriate digital tools and workflow models. To this end, it works closely with other departments and is responsible for both the planning and implementation of digital initiatives.

Requirements:

- Strong interest in digitalization, process optimization, and strategic IT planning
- Optional: Experience with Linux or Windows servers
- Optional: Practical experience in system administration
- Optional: Basic understanding of university structures, particularly regarding the university's IT center and the AStA

Responsibilities:

- Independent identification of work areas and processes that can be digitally supported or automated
- Support for the Finance Department and AStA Service Office in further digitizing bookkeeping
- Further development and technical maintenance of the AStA website
- Regular maintenance of web infrastructure
- Introduction of digital systems for managing decisions and documents of AStA and StuPa
- Development of a digital inventory tracking system (excluding the physical inventory itself)
- Implementation of projects either independently or in cooperation with suitable companies or university institutions

Rationale for a Dedicated Department:

Technical deficits tend to accumulate over time and cannot be fully compensated for, even with considerable staffing. Therefore, a dedicated department is needed to initiate and drive both the strategic planning and consistent implementation of digital solutions—until meaningful improvements are achieved and ideally have a lasting effect.

Focus Department – Political Education and Culture

Objectives of the Department:

This department serves as a central contact point for issues related to political education and culture. It aims to raise awareness among students about cultural and political topics, with a particular focus on organizing its own events and preserving cultural diversity in Hildesheim.

Requirements:

- Strong interest in political and cultural events, as well as their organization
- Creative thinking for event planning
- Conceptual and organizational skills

Responsibilities:

- Conceptualization, preparation, execution, and supervision of cultural and political events organized by AStA. These include, for example, informational events on (university) political education or the general student assembly
- Creation and maintenance of informational materials on political participation in higher education and the political structure of the University of Hildesheim (UHI)
- Contact point for cultural questions within student self-administration
- Collaboration in event series organized by the Student Services (Studentenwerk)
- Contract negotiations with external entities, such as cultural institutions
- Management of overviews or a calendar of political and cultural events at the university
- Coordination of the “Wohnzimmer” project with the goal of preserving it as a student meeting space in Hildesheim
- Oversight of the cultural ticket: negotiating, drafting, and evaluating contracts with respective institutions; preparing corresponding resolutions for the relevant committees

Additional Notes:

- Participation in meetings of the Student Parliament’s Committee on Public Relations, if necessary
- Recommended member of the Ethics Commission
- Supervision of and collaboration with:
 - Campusfest Initiative
 - WelcomeBack Initiative

Rationale for a Dedicated Department:

A dedicated department is necessary to visibly promote political education and cultural

engagement. It strengthens democratic participation, encourages involvement in university politics, and provides space for events, dialogue, and cultural diversity. In doing so, the university becomes a place of active and reflective student life.

Focus Department – International Affairs

Objectives of the Department:

The Department of International Affairs promotes the integration and participation of international students in university life and intercultural exchange at the University of Hildesheim. It serves as a contact point for questions related to living and studying in Hildesheim from an international perspective, supports international students in their transition and daily life, and represents their interests within the student self-governance.

Requirements:

- Intercultural competence and sensitivity when working with students from diverse backgrounds
- English skills, both written and spoken; additional language skills are an advantage
- Strong organisational and communication skills
- Preferably: experience abroad or experience working with international groups
- Interest in university political structures and international exchange

Responsibilities:

- Contact person for international students regarding student life, self-governance, cultural exchange, and participation opportunities
- Support for international students in networking with each other and with local students
- Planning, organizing, and implementing intercultural events such as language cafés, welcome events, or discussion groups
- Cooperation with the International Office and the Student Services regarding topics such as housing, funding, and psychosocial support
- Public relations work to highlight international perspectives within the student body
- Support and co-organization of informational events to help international students orient themselves at the university
- Promotion of multilingual communication within the AStA (e.g., translation of content, bilingual social media posts)
- Regular exchange with other relevant university offices (e.g., Gender Equality Office, Anti-Discrimination Office)

Additional Notes:

- Supervision and cooperation with:
 - ESN Hildesheim (Erasmus Student Network)

Rationale for a dedicated department:

International students often face specific challenges, ranging from language barriers and bureaucratic difficulties to social isolation. A dedicated department provides a structured point of contact that gives these students visibility and support. Furthermore, it actively contributes to shaping the University of Hildesheim into a more inclusive and international space—by promoting intercultural exchange, strengthening international perspectives in university politics, and fostering a welcoming culture built on mutual respect.

Focus Department – Awareness

Objective of the Department:

This department serves as a contact point for student councils, initiatives, and the general student body to organize and implement awareness work at events (e.g., parties, Christmas celebrations, etc.). Furthermore, the department aims to increase the visibility of awareness as a topic within the university and develop it more substantively.

Requirements:

- Basic knowledge of awareness work
- Strong communication and conflict resolution skills
- Conceptual abilities
- Careful handling of sensitive personal data and information

Responsibilities:

- Coordination and support in designing awareness work at events organized by student councils, initiatives, and the general student body
- Contacting and providing guidance on the basics of awareness work to student councils and initiatives
- Developing concepts for common event venues (e.g., Kufa, sports facilities, etc.)
- Organizing and conducting workshops for student councils, initiatives, and the general student body
- Creating and procuring materials for awareness work
- Public relations work to promote the topic of awareness
- Documenting the activities of awareness personnel

Additional Notes:

- Collaboration with the initiative awareness* Hildesheim
- Participation in meetings of the Ethics Commission
- Supervision of and collaboration with:
 - awareness*hildesheim

Rationale for a Dedicated Department:

As a dedicated AStA department, awareness structures such as networking and concepts for specific event venues (e.g., Kufa, sports facilities) should be established and solidified to create long-term usable resources for the student body.

Focus Department – Gender & Queer*

Objectives of the Department:

The Gender & Queer* Department serves as a contact point for questions related to gender and sexual diversity, as well as for promoting equality and anti-discrimination at the university. It aims to raise awareness among the student body about queer and feminist issues.

Requirements:

- Solid knowledge of feminist, queer, and intersectional topics as well as anti-discrimination work
- Conceptual skills
- Familiarity with gender- and queer-sensitive language and communication

Responsibilities:

- Planning, organising, conducting, and supporting workshops, lectures, or panel discussions with queer, feminist, and intersectional focuses
- Providing support to students regarding questions and concerns around Gender & Queer*
- Identifying barriers at the university and developing measures for a discrimination-sensitive university culture within the Gender & Queer* context
- Creating, acquiring, and maintaining informational materials on queer topics, gender-sensitive language, and anti-discrimination strategies
- Expanding existing structures and implementing new concepts to strengthen equality and diversity at the university

Additional Notes:

- Recommended member of the Ethics Commission
- Collaboration with the Equal Opportunities Office and the Anti-Discrimination Office
- Supervision of and collaboration with:
 - Queere Theke Hildesheim

Rationale for a Dedicated Department:

In a society where discrimination based on gender, sexual orientation, and identity still exists, this department provides a point of contact for students seeking support or connection. It actively contributes to making the university an inclusive and discrimination-sensitive space where diversity is not only tolerated but actively promoted.

Focus Department – Anti-Discrimination and Anti-Racism

Objectives of the Department:

The Anti-Discrimination Department (with a focus on anti-racism) is committed to dismantling racism and discrimination at the University of Hildesheim. This includes highlighting racist and discriminatory structures and engaging with intersectional areas of concern.

Requirements:

- Conceptual and coordination skills
- Expertise in anti-discrimination and anti-racism work
- Strong communication skills and sensitivity to diversity
- Preferably, experience working with and for marginalized groups

Responsibilities:

- First point of contact, support, and representation of students who experience (racist) discrimination by university structures or members
- Contact and information point for topics related to discrimination, racism, and group-based misanthropy
- Initiating, organizing, and implementing independent projects
- Creating and maintaining informational materials

Additional Notes:

- Member of the Ethics Commission of the Student Parliament

Rationale for a Dedicated Department:

A dedicated department provides a permanent point of contact for students who experience discrimination. It makes structural inequalities visible, offers support, and promotes a discrimination-sensitive environment. Anti-racist education and empowerment are thereby specifically strengthened.

Focus Department – Projects & Student Infrastructure

Objectives of the Department:

The Projects & Student Infrastructure Department supports the development of new spaces and initiatives for the student body that serve as places for exchange, networking, cultural activities, and low-threshold encounters. The goal is to create, in cooperation with relevant university bodies and administration, a lasting infrastructure that actively promotes student life on campus.

Requirements:

- Structured and reliable work ethic, especially for long-term processes
- Willingness to collaborate with administration, university leadership, and external parties
- Interest in infrastructural and legal matters
- Ability to mediate between student needs and institutional frameworks
- Organizational competence in managing project-related processes and negotiations
- Leadership and teamwork skills

Responsibilities:

- Steering and supporting individual implementation steps in close coordination with relevant university departments
- Developing a sustainable overall concept for the student meeting place. This should include proposals on objectives, usage possibilities, opening hours, management, responsibilities, equipment, and possible event formats
- Assisting in clarifying open questions regarding supervision, liability, safety, insurance, or usage terms in cooperation with responsible university offices
- Supporting the launch of the space, being a contact person for users, and continuously refining the usage concept based on practical experience
- Engaging with student councils and initiatives to integrate student projects
- Assembling a team is encouraged

Rationale for the Department:

The development of a new student space is a complex and long-term undertaking that requires reliable coordination, continuous communication, and conceptual planning. A dedicated department ensures a structured representation of student interests and consistent support through all phases of the project.