

Please note that this English translation is for information purposes only and that the German version is legally binding.

**Academy of Fine Arts Leipzig /
Hochschule für Grafik und Buchkunst Leipzig
General Regulations
(GO-HGB)**

Effective from 01 September 2020

as amended on 11 May 2021 in

accordance with Sect. 13(1) and Sect. 103(1) of the
Saxon Higher Education Freedom Act (Sächsisches Hochschulfreiheitsgesetz,
SächsHSFG) as it appears in its publication on 15 January 2013, last amended
with Article 2, Section 27, on 5 April 2019

On 9 July 2020, the Extended Senate issued the following regulations in
accordance with the Rectorate:

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Part I General Terms

§ 1 Academy Name and Other Designations

- (1) The Academy is called Hochschule für Grafik und Buchkunst Leipzig, in short, HGB Leipzig. It may carry the additional title of Academy of Fine Arts.
- (2) Sub-institutions of the HGB Leipzig with a specialist profile or tradition may be granted their own names under the General Regulations. A register of these names will be recorded in an appendix to the General Regulations.
- (3) The HGB carries an official seal.

§ 2 Responsibilities

The HGB Leipzig fulfils its responsibilities in accordance with its academic profile and Sect. 5 of the Saxon Higher Education Freedom Act (Sächsisches Hochschulfreiheitsgesetz, SächsHSFG)

§ 3 Organisational Structure

- (1) In accordance with Sect. 103(1) of the SächsHSFG, the HGB Leipzig applies the trial clause and establishes the following provisions which deviate from Sect. 59 to Sect. 61 and Sect. 87 to Sect. 91 of the SächsHSFG:

1. The Academy is not divided into faculties.
2. The responsibilities of Deans are carried out by Managing Professors elected by the Senate. The responsibilities of Vice-Deans are assigned to Deputy Managing Professors (cf. Sect. 15).
3. The responsibilities of the Faculty Council are assigned to the Senate (cf. Sect. 16).
4. The responsibilities of the Dean of Students are assigned to the Chair of the Study Committee (cf. Sect. 17).

(2) The trial is limited to a period of five years. It should undergo evaluation after no more than three years.

(3) For evaluation purposes, the Rectorate appoints a Committee in accordance with the Senate. This Committee consists of representatives of all Academy member groups in accordance with Sect. 50(1), Numbers 1 to 4, of the SächsHSFG and at least one external expert. Academy lecturers have a majority of at least one seat on the Committee.

(4) In particular, the Committee evaluates whether the new organisational structure has proven to be effective and has facilitated the fulfilment of responsibilities by the Academy and its members and affiliates. It issues a recommendation for whether the trial should be discontinued after the set term has expired or whether the organisational structure of the trial should be maintained. It may also propose changes as part of its recommendation.

(5) The Committee submits its report to the Rectorate no later than one year before the set term will expire. The Rectorate immediately submits the Committee's report to the Extended Senate, including a statement. In accordance with the Rectorate, the Extended Senate decides whether the trial should be discontinued or whether the organisational structure of the trial should be maintained and the General Regulations revised, if necessary. The Committee's resolution and report must be submitted immediately to the Saxon State Ministry of Science, Culture and Tourism.

Part II

Membership and Participation

§ 4

Members and Affiliates

(1) In accordance with Sect. 49(1) of the SächsHSFG, HGB members are those employed for at least one quarter of regular working hours as well as students.

(2) Affiliates of the HGB Leipzig are all employees not mentioned under Section 1.

(3) Doctoral candidates not enrolled at the HGB Leipzig hold the same rights as affiliates.

(4) The Rector may grant the status of affiliates to retired professors as well as academic and artistic staff who held a permanent contract.

§ 5

Rights and Responsibilities of Members and Affiliates

(1) In accordance with Sect. 49(4) of the SächsHSFG, members and affiliates of the HGB Leipzig must conduct themselves in such a way that the Academy and its administrative bodies can carry out their tasks and no person is hindered from exercising their rights and responsibilities, notwithstanding any further obligations arising from their service or employment contract.

(2) Members and affiliates of the HGB Leipzig must independently inform themselves of and adhere to any current academy legislations, regulations and provisions.

(3) Members and affiliates may use HGB facilities as part of their professional activities.

(4) Members of the HGB have the right and responsibility to participate in the Academy's self-administration in accordance with the Saxon Higher Education Freedom Act and these General Regulations. The assumption of a role in self-administration can only be refused or discontinued for compelling reasons. In exercising their mandate, members of the HGB Leipzig administrative body and their committees are not bound by any directives. However, they must inform the groups electing them of any resolutions passed, unless confidentiality is required. They may not be disadvantaged as a result of their participation in self-administration.

§ 6

Election Periods and Terms of Office

(1) The election of HGB administrative bodies is determined by the HGB Leipzig's Election Regulations.

(2) If the term of office for either an office holder or an administrative body consisting of elected representatives of the member groups has come to an end prior to the election of a new successor or administrative body, the previous office

holder or administrative body continues to carry out its responsibilities until a successor takes office or a new administrative body is constituted. Sect. 52(3) of the SächsHSFG remains unaffected. If the term of office for the elected member of an administrative body ends prematurely, the successor will only be elected for the remaining period, unless stipulated otherwise by law.

(3) The Rector, Vice-Rector, Managing Professor and their deputies as well as Senate and Extended Senate members are elected for a period of five years. The student representatives in these bodies and the student bodies themselves are elected annually. The Chair of the Student Committee, their deputies, and the Equal Opportunities Commissioner as well as their representatives (to a maximum of four) are elected every three years. Equal Opportunity Commissioners of the student member groups are elected for one year.

§ 7

Procedural Principles

(1) The central administrative bodies of the HGB Leipzig (Senate, Extended Senate, Rectorate, Academy Council) must establish internal rules of procedure. Other administrative bodies can establish their own internal rules of procedure.

(2) Meetings of the administrative bodies must be scheduled well in advance and in such a way that all members can reasonably be expected to attend. If possible, committee work and official appointments should not run later than 5 pm. The announcement of meetings and the circulation of meeting documents must occur in a way that allows sufficient time to prepare for the content of the meeting. Further details are regulated by internal rules of procedure.

(3) The times, locations and agendas of meetings open to all academy members must be announced at least one week in advance.

(4) The quorum of an administrative body is determined by Sect. 54(1) of the SächsHSFG. The quorum must always be decided at the beginning of a meeting. After selecting a quorum, the administrative body is deemed quorate as long as the lack of a quorum has not been established by the Chair or by petition of a member in attendance. The petition must be submitted before a vote is held at the very latest.

(5) Resolutions are passed by the majority of those voting members in attendance, unless stipulated otherwise by the Saxon Higher Education Freedom Act. Voting rights may not be transferred.

(6) Resolutions are passed during meetings. This notwithstanding and in accordance with Sect. 16(1) of this resolution, the Senate may pass resolutions by way of circulation on matters for which it performs the duties of a faculty council. This does not apply to matters concerning appointments. Sect. 54(3), Sentence 3,

of the SächsHSFG remains unaffected.

(7) In matters concerning teaching, research and artistic development projects, other staff hold voting right.

§ 8

Commissioners and Commissions

(1) In preparation for their decisions, the Senate and the Rectorate may appoint commissioners and commissions. By way of resolution, the appointing administrative body defines the time frame and the concrete task for the Commissioner or Commission before their activities begin. In the case of a standing commission, the appointing administrative body determines whether the Commission will establish its own rules of procedure.

(2) Commissioners required by law will be appointed by the Rectorate unless specific responsibilities or procedures are stipulated by law.

(3) Member groups are represented within commissions in accordance with the tasks of the commission.

(4) Commissioners and commission members have the right to request all information necessary for the fulfilment of commission tasks. In carrying out these tasks, they are not bound by any directives.

(5) Members of the Rectorate may attend commission meetings, where they hold the right to speak.

§ 9

Publicity and Confidentiality

(1) Meetings of the Senate and the Extended Senate are open to all academy members, while the meetings of all other administrative bodies are generally held in private.

(2) Meetings dealing with matters concerning examinations and personnel (including any discussion of senate appointments) are held in private. Any votes concerning matters of personnel must be cast by secret ballot.

(3) With a majority of votes by the voting members in attendance, the Senate and the Extended Senate may decide to exclude the public from selected items on the agenda or parts thereof.

(4) Those attending private meetings of academy bodies and commissions (including the appointment commission) must keep all matters from these meetings confidential.

§ 10 Conflicts of Interest

(1) HGB Leipzig representatives may not be part of the Academy Council if they belong to the Rectorate or Senate.

(2) Members of the Rectorate, Managing Professors and Equal Opportunity Commissioners may not at the same time be elected as representatives of member groups in the Senate or Extended Senate.

(3) Being Managing Professor, Chair of the Study Committee and Equal Opportunity Officer are incompatible with holding an office in the Rectorate.

Part III Structure and Organisation of the Academy

§ 11 Senate

(1) The Senate consists of 13 members entitled to vote:

- seven representatives of the academy lecturer group
- two representatives of academic staff
- two representatives of other staff
- two representatives of the student body

(2) Members of the Rectorate and Equal Opportunity Commissioners have an advisory vote in the Senate. Managing Professors hold an advisory position in the Senate. Advisory members hold the right to speak and submit proposals. The Rector chairs the Senate.

§ 12 Extended Senate

(1) The Extended Senate consists of 27 members entitled to vote:

- senate members eligible to vote according to Sect. 11 of these regulations
- seven representatives of academy lecturers
- two representatives of academic staff
- two representatives of other staff

- three representatives of the student body

(2) Members of the Rectorate and Equal Opportunity Commissioners have an advisory vote in the Extended Senate. Managing Professors hold an advisory position in the Extended Senate. Advisory members hold the right to speak and submit proposals. The Rector chairs the Extended Senate.

§13 The Rectorate

(1) The Rectorate consists of

- the Rectorate
- two Vice-Rectors and
- the Head of Administration and Finance

(2) The Rector is the head of the Academy. They chair the Rectorate and determine its regulations. They uphold the Academy's regulations, exercise the authority to control access and represent the Academy in public, unless stipulated otherwise in the Saxon Higher Education Freedom Act (Sächsisches Hochschulfreiheitsgesetz).

(3) The Rector is employed on a full-time basis. Their responsibilities, rights and duties are determined by the Saxon Higher Education Freedom Act.

(4) The Vice-Rectors hold their office on a part-time basis and are relieved from their teaching duties to an appropriate extent. The extent to which they are relieved from their teaching duties is determined by the Saxon Public Service Task Regulations for Higher Education Institutions (Sächsische Dienstaufgabenverordnung an Hochschulen, DAVOHS), as amended.

§ 14 Academy Council

The HGB Leipzig Academy Council consists of five members, two of which are members or affiliates of the Academy.

§ 15 Managing Professor

(1) The Managing Professor is elected by the academy professors of the Senate on recommendation of the Rectorate. They hold the responsibilities of a Dean.

(2) Following the consultation of academy lecturers, artistic and academic staff, and academic assistants and teaching staff for special instruction, as well as the

recommendation of the Managing Professor, at least three Deputy Managing Professors are elected by the academy professors of the Senate. These Deputy Managing Professors hold the responsibilities of a Vice-Dean. Managing Professors and their Deputies must not belong to the same subject area. The term of office for Deputy Managing Professors ends with that of the Managing Professors.

(3) Managing Professors are relieved of their teaching duties by 50 per cent. Sect. 82(9) of the SächsHSFG applies to them accordingly.

§ 16

Responsibility Transfer from the Faculty Council to the Senate

(1) In accordance with the Saxon Higher Education Freedom Act, the responsibilities of the Faculty Council are transferred to the Senate.

(2) The Appointment Committee is appointed by the Senate following a consultation with the Rectorate. Its majority should consist of academy lecturers as well as academic and artistic staff (including any academic assistants and teaching staff for special tasks) belonging to the subject area relevant to the appointment procedure, and it should include their Chair. The professors must hold a majority seat of one. The appointment of members of the Appointment Committee should consider recommendations from academy lecturers as well as academic and artistic staff, including any academic assistants and teaching staff for special tasks from the relevant subject areas.

(3) Academy lecturers who do not belong to the Senate but instead to subject areas relevant to the appointment procedure have voting rights in any appointment resolutions by the Senate. Meeting agendas, times and locations along with invitations to participate must generally be communicated to the academy lecturers one week in advance.

(4) Sections 2 and 3 also apply to appointment procedures in areas of responsibility within the Institute of Theory.

(5) Any Senate resolution concerning matters related to the organisation of studies must have the approval of a majority of student representatives in attendance or, alternatively, the approval of two-thirds of the Senate.

§ 17

Study Committee

(1) Following the recommendation of the Managing Professor, the Senate elects a member from the body of academy professors to become Chair of the Study

Committee as well as electing the Chair's Deputy. The election proposal will be issued in consultation with the Student Council. The person who receives a two-third majority of senate members eligible to vote will be elected. The Chair of the Study Committee acts as the representative of the Managing Professor in all study matters. They are Study Committee members by virtue of their office. Re-elections are possible.

(2) In consultation with the Student Council and in accordance with Sect. 91(6) of the SächsHSFG, the Senate appoints a Study Committee. It consists of ten members, including five members of the teaching staff (which includes the Chair of the Study Committee) and five students. The appointment of teaching staff and students must guarantee a balanced representation of all study programmes. The term of office for members of the Study Committee is three years and for student members one year.

(3) The Study Committee acts as an advisory body to the Managing Professor on matters concerning the organisation of teaching and study operations. It must be consulted prior to any changes to the study and examination regulations. It must be summoned on request of one third of its members. In the Senate, it holds the right to initiate regulations regarding its responsibilities. Its resolutions on the organisation of teaching and study operations are binding as long as no other resolutions are passed by a two-third majority of members of the Senate.

§ 18 Subject Areas

The HGB Leipzig has the following subject areas:

1. Book Design/Graphic Design
2. Photography
3. Painting/Graphic Design
4. Media Art

§ 19 Central Facilities

The HGB Leipzig consists of the following central facilities:

1. Evening Academy (Abendakademie)
2. HGB Gallery
3. HGB Library
4. HGB Archive
5. Institute of Book Design
6. Institute of Theory
7. Workshops

§ 20

HGB Archive

The HGB Archive is responsible for the entire stock of documents and collectibles from all areas of the Academy. These archival records are made accessible for permanent storage. As a public archive, it is used for research and provides information from the archival records to the extent of its ability.

§ 21

Workshops

The HGB Leipzig's workshops consist of the following central facilities:

1. Graphics workshops
2. Artistic workshops
 - audiovisual workshops
 - photographic laboratory
 - woodcutting workshop
 - workshop for artistic offset printing
 - lithography workshop
 - sculpture workshop
 - etching workshop
 - silkscreen printing workshop
3. Technical workshops
 - wood workshop
 - metal workshop
 - data processing centre

Part IV
Final Provisions

§ 22
Announcements

HGB regulations are announced on the Rectorate's bulletin board inside the office building at Wächterstraße 11. Notices are displayed for at least four weeks. All other announcements from HGB Leipzig administrative bodies as well as invitations for meetings open to all members of the Academy will be announced at the Rectorate's bulletin board.

§ 23
Entry into Force and Expiry

These regulations come into force on the day following their publication. They also replace the Academy of Fine Arts Leipzig's General Regulations of 15 November 2010, as amended on 15 April 2015.

Leipzig, the 1st of September 2020

Thomas Locher,
Rector