



Gender Equality Concept
at the University of Europe for Applied Sciences

from
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presented by the
Equal Opportunities Officer

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1. Gender Equality in Science

Women are still severely underrepresented in academia worldwide, as the German UNESCO Commission points out. For this reason, a great deal of research potential is still being lost today, as comparatively few highly qualified women work in research (cf. UNESCO 2024). For this reason, gender equality is a particularly important task for scientific research and even more so at universities, which train the scientists and specialists of tomorrow.

If we take a closer look at this statement and consider the distribution of male and female students and doctoral candidates within the German higher education landscape, it is striking that this is much more balanced than the distribution of male and female junior professors and professors (cf. CEWS 2024). The proportion of female professors in Germany was only 26% in 2022. Looking at the number of female rectors and presidents of universities in Germany in 2022, it can be seen that they only account for 29% (cf. *ibid.*). This evidence can also be seen in the data report on gender equality in universities with regard to the proportion of women in senior university positions such as faculty heads: only one fifth of faculties are headed by women (cf. *BildungsSpiegel* 2022). It is therefore crucial to find out why women are less likely than men to enter university teaching or research, for example, and how this can be countered.

In order to counteract this effect, it is extremely important, in addition to initiatives and support for women in research, to work with and establish equal opportunities approaches at an early stage. German universities have gender equality concepts for this purpose, which are drawn up, monitored and implemented by the Equal Opportunities Officer.

The election of the Equal Opportunities Officer is laid down in the Higher Education Act of the respective federal state and therefore differs from state to state. As UE is based in Potsdam, the university must comply with the Brandenburg Higher Education Act.

At each university, an Equal Opportunities Officer and up to two deputies are elected by the members and affiliates of the university for a period of four years and appointed by the President. This and the role of the Equal Opportunities Officer are regulated and set out in Section 68 of the Brandenburg Higher Education Act. The Equal Opportunities Officer advises and supports the President and the other bodies and institutions of the university in all matters relating to gender equality and is involved in particular in target agreements, structural and personnel decisions as well as in the preparation and monitoring of guidelines for the advancement of women and plans for the advancement of women, gender equality concepts and gender equality plans.

She must be informed about all matters relating to equality at the university. In these matters, she makes suggestions and comments to the responsible departments at the university. She has the right to information, to speak and to submit motions in all committees and the right to participate in appointment procedures. She is obliged to participate in areas in which women are underrepresented.

2. Gender Equality @ UE

UE is committed to gender equality and the principle of diversity in its constitution. To achieve this goal, the members and affiliates of the university elect Equal Opportunities Officers. In principle,

measures to strengthen gender equality in the university context are developed by the university's Equal Opportunities Officer in consultation with relevant stakeholders (students, teaching staff, administrative units, (Vice-) Deans, Presidium) and their implementation is monitored. Current political and social debates with regard to diversity are also considered.

A new Equal Opportunities Officer was elected at the University of Europe of Applied Sciences for the winter semester 2023/2024. Since then, the newly elected Equal Opportunities Officer at the university is Prof. Dr. Uda-Mareke Risius (Professor of Psychology). A deputy could not be won from the election.

Since 16.05.2022, the Equal Opportunities Officer at UE has not only had the right to inform, speak and submit motions in the Senate as prescribed by Section 68 (4) of the BbgHG, but also an active voting right.

Accordingly, UE is proud that the university's sponsoring company, GUS Germany GmbH, signed the "Diversity Charter" in November 2023, a Germany-wide initiative to promote diversity in companies and institutions. The Charta der Vielfalt e. V. is the largest employer initiative for the promotion of diversity in companies and institutions in Germany. At the heart of the association is the "Diversity Charter", which was launched jointly by companies and politicians in 2006 to recognize and incorporate diversity in the work culture.

The aim of the initiative is to create a prejudice-free working environment and to ensure that all employees - regardless of age, ethnic origin and nationality, gender and gender identity, physical and mental abilities, religion and ideology, sexual orientation and social background - are valued.

In an effort to promote an inclusive and gender-equitable communication culture, we strive to consistently apply gendering in all our communication channels. By consciously using gender-inclusive language, we want to ensure that all genders are represented and addressed equally.

This concept aims to define a comprehensive understanding of gender equality at UE and to lay the groundwork for the development and implementation of measures that place diversity and appreciation at UE and the avoidance of gender-specific stereotypes at the heart of the university's culture.

The third chapter of this concept begins with an analysis of the situation. The fourth chapter is dedicated to the status quo and the recommendations for action derived from this (based on the bukof recommendations for action).

3. Situation analysis

The following is a personnel report of various UE stakeholders in the context of gender equality work. Each group is followed by an interim conclusion. The survey was conducted in March 1, 2023. It is also important to emphasize that the following quotas refer to the individual figures from the 2023 survey, which were determined with the help of the university's HR department.

For data protection reasons, we do not go into the figures per se, but only report on the quotas. The quotas for women can be calculated based on the number of female students enrolled, as the gender information "female" and "male" is requested when enrolling and hiring students and employees.

However, the diversity quota is not very valid, as this information was not collected as standard until the end of 2023 and the information was only provided voluntarily. For this reason, these quotas may be lower than they actually are.

It should also be noted that there is no Faculty of Art & Design at the Iserlohn campus, which is why this location has been omitted from the following tables for information on the artistic faculty. The Iserlohn campus is again represented in the Faculty of Business, as are the other campuses in Berlin, Hamburg and our newest campus in Potsdam, which only opened in the winter semester 2021/22.

3.1 Students

Results UE total:

	Women's quota	Diversity quota
UE in total	40%	0,30%

Results from the Faculty of Art & Design:

	Women's quota	Diversity quota
Berlin campus	56%	2%
Hamburg campus	56%	0,38%
Potsdam campus	54%	0%
A&D in total	56%	1%

Results from Bachelor vs. Master degree programs in the Faculty of Art & Design:

	Bachelor		Master	
	Women's quota	Diversity quota	Women's quota	Diversity quota
Berlin campus	55%	2%	63%	1%
Hamburg campus	56%	0,38%	-	-
Potsdam campus	49%	0%	57%	0%

Results from the Faculty of Business:

	Women's quota	Diversity quota
Berlin campus	33%	0,06%
Hamburg campus	41%	0%
Iserlohn campus	41%	0%
Potsdam campus	26%	1%
Business in total	34%	0,03%

Results from Bachelor vs. Master degree programs in the Faculty of Business:

	Bachelor		Master	
	Women's quota	Diversity quota	Women's quota	Diversity quota

Berlin campus	37%	0,12%	29%	0%
Hamburg campus	43%	0%	36%	0%
Iserlohn campus	41%	0%	40%	0%
Potsdam campus	24%	0%	57%	0%

Results from Bachelor vs. Master degree program in total:

	Faculty of Art & Design		Faculty of Business	
	Women's quota	Diversity quota	Women's quota	Diversity quota
Bachelor	55%	1%	37%	0%
Master	57%	5%	31%	0%

An interim conclusion that can be drawn from the situation analysis of the student group is that there is a strong underrepresentation in the Faculty of Business, which is more pronounced in the Master's degree programs (31%) than in the Bachelor's degree programs (37%).

The Faculty of Art & Design, on the other hand, is more balanced in terms of gender distribution. There is a slight overrepresentation of women in the Faculty of Art & Design in the Bachelor's degree programs, which increases again slightly in the Master's degree programs (55% to 57%).

The proportion of diverse students is highest in the Faculty of Art & Design, explicitly in the Bachelor's degree courses at the Berlin campus. In general, however, the percentage of diverse students in the Faculty of Art & Design as a whole is higher than in the Faculty of Business, where only the Berlin campus has a slight increase.

3.2 Total Employees

Results from the employees at UE in total:

	Women's quota	Diversity quota
Berlin campus	41%	0,02%
Hamburg campus	65%	0%
Iserlohn campus	55%	0%
Potsdam campus	18%	0%
Total	48%	0%

Results from the employees without Faculty reference:

	Women's quota	Diversity quota
Berlin campus	58%	0,04%
Hamburg campus	100%	0%
Iserlohn campus	85%	0%
Potsdam campus	33%	0%
Total	69%	0,01%

Results from the employees at the Faculty of Art & Design:

	Women's quota	Diversity quota
Berlin campus	23%	0%
Hamburg campus	50%	0%
Potsdam campus	0%	0%
Total	31%	0%

Results from the employees at the Faculty of Business:

	Women's quota	Diversity quota
Berlin campus	42%	0%
Hamburg campus	56%	0%
Iserlohn campus	31%	0%
Potsdam campus	0%	0%
Total	38%	0%

Results of the part-time UE employees in total:

	Women's quota	Diversity quota
Berlin campus	48%	0%
Hamburg campus	69%	0%
Iserlohn campus	83%	0%
Potsdam campus	50%	0%
Total	63%	0%

Results from the part-time UE employees without Faculty reference vs. Faculty of Art & Design vs. Faculty of Business:

	Without Faculty reference		Faculty of Art & Design		Faculty of Business	
	Women's quota	Diversity quota	Women's quota	Diversity quota	Women's quota	Diversity quota
Berlin campus	100%	0%	25%	0%	50%	0%
Hamburg campus	100%	0%	57%	0%	67%	0%
Iserlohn campus	100%	0%	-	-	60%	0%
Potsdam campus	50%	0%	0%	0%	0%	0%
Total	94%	0%	37%	0%	58%	0%

Results of UE employees on fixed-term contracts:

	Women's quota	Diversity quota
Berlin campus	71%	0%

Hamburg campus	100%	0%
Iserlohn campus	67%	0%
Potsdam campus	50%	0%
Total	76%	0%

Results from the UE employees on fixed-term contracts without Faculty reference vs. Faculty of Art & Design vs. Faculty of Business:

	Without Faculty reference		Faculty of Art & Design		Faculty of Business	
	Women's quota	Diversity quota	Women's quota	Diversity quota	Women's quota	Diversity quota
Berlin campus	100%	0%	0%	0%	100%	0%
Hamburg campus	100%	0%	100%	0%	100%	0%
Iserlohn campus	100%	0%	-	-	50%	0%
Potsdam campus	50%	0%	0%	0%	0%	0%
Total	89%	0%	33%	0%	%	0%

It is apparent that the individual campuses differ greatly in terms of the gender ratio. Looking at the UE employees as a total, it can be seen that the Hamburg campus stands out in particular with a female ratio of 65%, followed by the Iserlohn campus with 55%. At 41%, Berlin does not yet have a balanced ratio. The Potsdam campus performs worst with a female quota of 18%. These effects are amplified when looking at employees without a Faculty connection. Here, for example, the ratio at the Hamburg campus rises to 100%.

In the Faculty of Art & Design, the proportion of women is also highest on the Hamburg campus – in Potsdam, however, it is 0%. The situation is somewhat different in the Faculty of Business, where Iserlohn brings up the rear with 31% and Potsdam with 0%.

In order to highlight connections with the position, among other things, the next and subsequent categories – professors and academic and administrative staff – must be looked at.

The gender distribution at part-time level is also of interest. The proportion of women employed part-time at UE shows that many more women than men are employed part-time. At all campuses, the figure is at least approx. 50%, at the Hamburg campus 69% and at the Iserlohn campus even 83%.

If the distribution of part-time female employees among the individual Faculties or female employees without a Faculty connection is considered, it can be seen that the proportion of women in the area without a Faculty connection is extremely high. In Berlin, Hamburg and Iserlohn, it is 100%. The Faculty of Art & Design, on the other hand, is rather mixed, while in the Faculty of Business the proportion of women is in the region of 50% and higher, with the exception of Potsdam.

However, this effect is further reinforced when looking at the number of female employees on fixed-term contracts. Here too, the proportion of women at each campus is at least 50%, and already 100% at the Hamburg campus.

Here, too, it is worth taking a look at the breakdown of the individual faculties: in the area of non-faculty employees, the proportion of women is 100% in Berlin, Hamburg and Iserlohn and 50% in Potsdam. These finding changes somewhat when we look at the Faculty of Art & Design, where the proportion of women is 100% in Hamburg and 0% on the other campuses. The situation is different in the Faculty of Business, where the proportion of women is 100% in Berlin and Hamburg, 50% in Iserlohn and 0% in Potsdam.

3.3 Professors and lecturers

Results from full-time professors in total vs. adjunct lecturers at UE in total

	Professors		Adjunct lecturers	
	Women's quota	Diversity quota	Women's quota	Diversity quota
Berlin campus	22%	0,12%	38%	0%
Hamburg campus	50%	0%	34%	0%
Iserlohn campus	23%	0%	42%	0%
Potsdam campus	0%	0%	39%	0%
Total	29%	0%	37%	0%

Results from the Faculty of Art & Design professors:

	Professors		Adjunct lecturers	
	Women's quota	Diversity quota	Women's quota	Diversity quota
Berlin campus	18%	0%	52%	0%
Hamburg campus	50%	0%	45%	0%
Potsdam campus	0%	0%	39%	0%
Total	27%	0%	50%	0%

Results from the Faculty of Business professors:

	Professors		Adjunct lecturers	
	Women's quota	Diversity quota	Women's quota	Diversity quota
Berlin campus	30%	0%	27%	0%
Hamburg campus	50%	0%	31%	0%
Iserlohn campus	23%	0%	42%	0%
Potsdam campus	0%	0%	32%	0%
Total	30%	0%	31%	0%

The interim conclusion for the group of professors and external lecturers is interesting in that there is an albeit small but clear difference between the two groups. In the group of professors, the number

of female professors is noticeably lower than in the group of external lecturers. This applies to both the Faculty of Art & Design and the Faculty of Business.

However, it can also be noted that the proportion of female professors in the Faculty of Art & Design is very low at 27% and in the Faculty of Business at 30%. Potsdam, our newest German campus, is particularly lagging behind here, as it only has male professors for both faculties.

In the area of external lecturers, the situation is improving in the Faculty of Art & Design, while the Faculty of Business continues to have a low proportion of women. There are only marginal differences between the individual campuses.

This raises the question of how greater support for women can be ensured within the framework of appointment procedures and how the procedures can possibly also consider aspects such as care and nursing periods in order to appoint more women as professors. Furthermore, the question arises as to how more attention can be paid to achieving gender parity when hiring external lecturers.

3.4 Employees in academia and administration

Results from the employees in academia vs. employees in administration at UE in total:

	Academia		Administration	
	Women's quota	Diversity quota	Women's quota	Diversity quota
Berlin campus	60%	0%	58%	0,04%
Hamburg campus	75%	0%	100%	0%
Iserlohn campus	50%	0%	85%	0%
Potsdam campus	0%	0%	33%	0%
Total	64%	0%	69%	0,01%

Results from the employees in administration on fixed-term contracts:

	Men's quota	Women's quota	Diversity quota
Berlin campus	0%	21%	0%
Hamburg campus	0%	38%	0%
Iserlohn campus	0%	9%	0%
Potsdam campus	25%	50%	0%
Total	7%	23%	0%

Results from the employees in academia in the Faculty of Art & Design vs. the Faculty of Business:

	Faculty of Art & Design		Faculty of Business	
	Women's quota	Diversity quota	Women's quota	Diversity quota
Berlin campus	33%	0%	100%	0%
Hamburg campus	67%	0%	100%	0%
Iserlohn campus	-	-	50%	0%
Potsdam campus	0%	0%	0%	0%
Total	50%	0%	80%	0%

Both the group of employees in academia and the group of employees in administration have a disproportionately high number of women.

Looking at the faculties, it can be seen that the Faculty of Art & Design - as in the previous paragraph - has a more balanced gender distribution among academic staff. The Faculty of Business has a very high percentage of academic staff (80%), while the percentage of women professors (two paragraphs above) was very low in this faculty.

The situation is similar in the area of administrative staff. The Hamburg campus leads the way with a female quota of 100%, while even at the sparsely staffed Potsdam campus the female quota in administration is at least 33%.

To put these figures in relation to the fixed-term contracts of administrative staff, it can be seen that there is a difference between the genders. While only 7% of male employees in administration have fixed-term contracts at UE, 23% of female employees have fixed-term contracts.

3.5 Management

Results employees in management at UE in total:

	Women's quota	Diversity quota
Berlin campus	0%	0%
Hamburg campus	100%	0%
Iserlohn campus	0%	0%
Potsdam campus	0%	0%
Total	14%	0%

Results employees in management at UE without Faculty reference vs. Faculty of Art & Design vs. Faculty of Business:

	Without Faculty reference		Faculty of Art & Design		Faculty of Business	
	Women's quota	Diversity quota	Women's quota	Diversity quota	Women's quota	Diversity quota
Berlin campus	0%	0%	0%	0%	0%	0%
Hamburg campus	0%	0%	0%	0%	100%	0%
Iserlohn campus	0%	0%	0%	0%	0%	0%
Potsdam campus	0%	0%	0%	0%	0%	0%
Total	0%	0%	0%	0%	33%	0%

Finally, the situation analysis in the area of management positions at UE is evaluated. With an overall proportion of women of 14%, UE is at a low level. However, it should be noted that the data was collected on March 1, 2023, as explained at the beginning of this chapter. In the meantime, there were two new positions to be filled on the Executive Board, to which women were elected by the Academic Senate of the university. It can also be noted that this group only covers the Executive Board and the two dean's offices, meaning that the population of this group is particularly small compared to all other groups.

However, it should be emphasized that when looking at the two faculties, the Faculty of Business leads the way with 1/3 of women in management positions, while the somewhat smaller Faculty of Art & Design still lags somewhat behind.

4. Measures in the field of...

4.1 Institutional perspective

Complex of actions	Status quo	Recommendation for action	Time frame
Anchoring the topic of gender equality in the university	<p>UE has a separate section on the intranet (SharePoint) dedicated to the topic of gender equality, which can be viewed by all members and affiliates of the university. In addition to the concept and contact details of the Equal Opportunities Officer, it also contains recommendations for action, e.g. in the areas of gender-equitable language and gender-equitable teaching.</p> <p>At the same time, references to the topic of equality and the tasks/involvement of the Equal Opportunities Officer can be found in</p>	One important task is to focus more on the significance of gender and diversity in order to create a general awareness of these issues and thus emphasize their importance.	31.12.2024
		All important documents relating to gender and diversity as well as plans and measures are to be updated and supplemented on the intranet (SharePoint) so that anyone interested can find out about them. A newsletter/reminder with news can also be sent to members of the university on a regular basis to report from the Equal Opportunities Department and draw	31.12.2024

	<p>various other areas of the UE intranet. Among other things, there are references to this in the Quality Teaching @ UE department and in the area of appointments, in which the Equal Opportunities Officer is also involved.</p>	attention to new developments.	
		<p>In order to be fundamentally involved in the area of appointments right from the start, the Equal Opportunities Officer can be integrated into the creation of job advertisements or also be placed on the digital docket for the release of job advertisements. This makes it possible to check whether the advertisements for professorships have been formulated in a gender-equitable manner.</p>	31.12.2024
		<p>All documents relating to equal opportunities and the contact details of the Equal Opportunities Officer are made available on the Online Campus for students and on the intranet (SharePoint) as well as on the UE homepage in order to increase the presence and to always be approachable for all concerns of all stakeholders.</p>	31.12.2024
		<p>In the future, in addition to self-information materials, there will also be workshops on barrier-free and gender-sensitive teaching as part of the Quality Teaching @ UE staff</p>	31.12.2024

		<p>unit. These will also be announced and listed on the intranet (SharePoint) so that all members and affiliates of the university can register and obtain information. Of course, any requests for seminars, workshops and events will also be accepted. A budget to finance the corresponding workshops (Quality Teaching @ UE) has been requested.</p>	
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4.2 Study and teaching

Complex of actions	Status quo	Recommendation for action	Time frame
Empowerment of female/male and diverse students depending on the degree program	<p>The topic of equality and diversity has already found its way into the areas of marketing and sales, which have also established the third gender as part of the salutation when marketing and selling degree programs, for example.</p> <p>Gender-equitable language has also been almost completely introduced and established at UE. In all communication channels, care is taken to use genders and not only to include all genders, but also to speak them.</p>	<p>A clear recommendation for action is to offer workshops on the topic of equality and diversity, but also to offer programs for the explicit advancement of women, such as campus or university-wide events on the topic of diversity. At the same time, cooperation and lecture partners such as institutes that are particularly committed to these topics can be sought.</p>	perspectively
		<p>A further recommendation for action in the area of study and teaching is to establish contacts</p>	perspectively

	<p>As mentioned in the introduction, UE has signed the Diversity Charter and is therefore committed to its principles.</p> <p>There are also numerous events at UE to empower women. At the Iserlohn campus, for example, there is the Girls Day, and at the Hamburg campus there is the "Period of Change" event, which was organized together with the Institute for Cycle Health.</p>	<p>with schools and expand existing school contacts. There are already contacts with the local grammar school in Iserlohn, which have made it possible to offer Girls' Day at the Iserlohn campus. The aim is to give girls the opportunity to find out not only about studying in general, but also specifically about degree programs, which often have low female quotas.</p>	
		<p>Furthermore, investments are to be made in scholarships for single parents with children in order to offer them subsequently. Single parents with children in particular have more difficult access to higher education due to various factors, and the scholarships are intended to remedy this financial situation.</p>	perspectively
<p>Modification of degree programmes that focus on gender, diversity, anti-discrimination and the needs of people with disabilities in terms of content and organization</p>	<p>There are some degree programs at UE that already deal with these issues in the early stages of the program as part of the accreditation process.</p> <p>Furthermore, this point is part of examination regulations or separate regulations</p>	<p>Contact should be made with the University Development and Quality Management team so that the implementation of gender and diversity aspects can be included in the curricula and module handbooks of the degree programs</p>	31.12.2026

	for examination regulations: There is compensation for disadvantages, which is based on the Deutsches Studierendenwerk. This is assessed individually; there is compensation for disadvantages for the organization and implementation of studies (e.g. individual study plan, part-time studies) as well as for examinations and performance records (e.g. extension of writing time and examination time).	during accreditations and re-accreditations (implementation as a cross-cutting topic in several modules of a degree program is preferable to a single isolated module)	
		The aim is to find ways of communicating more transparently with students on these issues, not only to point out changes but also to obtain students' views on possible modifications and suggestions for action.	31.12.2024
	Students at UE have the opportunity to participate in the courses either digitally or in a hybrid, flexible form after appropriate consultation with the respective lecturers.	Networking and regular exchanges between the local Program Leaders and the Examination Board are planned in order to discuss individual cases regarding compensation for disadvantages.	31.12.2024
		Finally, networking with the internal psychological counselling is planned, which already exists at UE through employed psychologists for both students and teaching staff.	31.12.2024
		Handouts on barrier-free and gender-sensitive teaching and, if necessary, corresponding advisory formats for teachers will be implemented in the further course.	31.12.2026

Raising awareness of gender, diversity and equality among teaching staff and students		Workshop offers should also be available for students and not just for lecturers. It would not be possible to register for these via the Quality Teaching @ UE department, but it could be organized via another department.	31.12.2025
		The handouts on gender-equitable language are updated and made available to the university public.	31.12.2024
		Strengthening the topic in the seminar evaluations; consultation with the respective departments and the UE evaluation officer is planned.	31.12.2025

4.3 Employees

Complex of actions	Status quo	Recommendation for action	Time frame
Personnel recruitment	Although the Equal Opportunities Officer is not a voting member in the appointment process for professorships, she is a member who is always allowed to comment on the process and may also terminate it. She therefore also takes part in trial lectures in order to be able to assess the candidates for the professorship right from the start.	The Equal Opportunities Officer is involved in the approval of advertisement texts and publication media for professorships to be filled at UE.	31.12.2025
		The Equal Opportunities Officer takes part in selection interviews that are held as part of appointment procedures.	31.12.2025
		There is an official statement from the Equal Opportunities	31.12.2025

	<p>Furthermore, as part of active recruitment, all genders are already promoted in the individual university groups: students, full-time professors, academic and administrative staff.</p>	<p>Officer to the appointment committee before a decision is made to fill a professorship.</p>	
	<p>At present, the usual platforms are used to advertise vacancies that are aimed at the advertised position. UE also publishes via Academics, ZEIT online, but also via the Federal Employment Agency and LinkedIn.</p>	<p>A digital docket is to be created in which not only the persons involved in the subject area are to give their consent before the advertisement for a professorship is published, but in which the Equal Opportunities Officer is also to be involved.</p>	31.12.2024
	<p>In the context of internal job advertisements, job advertisements are generally open to all genders, origins, language levels, nationalities, health-related disadvantages or restrictions.</p>	<p>Guidelines are to be drawn up containing information and checklists for gender-sensitive decisions in the context of appointment procedures. These can be made available to all appointment committees.</p>	31.12.2025
	<p>Furthermore, there is explicit support for female beginners and assistance with the visa process in order to increase the chances of filling the position. To this end, UE works closely with the relevant authorities and offices.</p>	<p>The use of further platforms for the targeted approach of suitable female candidates is to be implemented. To this end, the HR department must be consulted regarding publication media: Home - /femconsult (gesis.org) (portal for the search for female academics / female teaching staff)</p> <p>Home (lakof-bw.de) (job exchange for female academics with a focus on universities</p>	31.12.2025

		<p>of applied sciences and universities of cooperative education)</p> <p>Search AcademiaNet (academia-net.org) (database for female academics from all disciplines)</p> <p>DFG - GEPRIS(database of all DFG-funded projects and participating researchers)</p>	
		All UE departments are encouraged to share additional recommendations from their own experience for gender-sensitive platforms with the Equal Opportunities Officer.	31.12.2025
Personnel development	<p>With regard to the onboarding of new members and members of the university, there is the same professional start with the same onboarding for everyone. all documents are gender-sensitive and bilingual and should therefore enable the best possible onboarding.</p> <p>After absence due to illness, parental leave, etc., there is a re-onboarding and re-welcoming process, which is initiated by</p>	The equality concept should be included in the onboarding presentation as well as in the UE Handbook so that all new members and relatives have access to it.	31.12.2024
		The information on the equality concept should also be made available to university members and relatives in the HR department and its wiki (on the intranet/SharePoint).	31.12.2024
		Information about equal opportunities officers and contact details should be made available in a regular newsletter and	31.12.2024

	<p>HR and communicated to the individual departments.</p> <p>UE attaches great importance to transparent communication. There are weekly newsletters for all members of the university from the management on current topics concerning the university and the university landscape.</p> <p>In addition, UE employees have already completed further training on the topic of gender-sensitive leadership.</p>	<p>on the homepage (and Intranet/SharePoint).</p> <p>After an absence due to parental leave, in addition to the re-onboarding and re-welcoming process, there should be an email with, for example, congratulations and important information about working/studying with a child, which is proactively made available to employees when they return to work.</p> <p>Further training measures are actively offered and the current range is being expanded and further developed as part of the Quality Teaching @ UE staff unit.</p>	<p>31.12.2025</p> <p>31.12.2025</p>
Management positions and committees	<p>UE attaches great importance to increasing the proportion of women in management positions and on committees.</p>	<p>Opportunities to fill vacancies on advisory and decision-making bodies in accordance with LGG § 12 (when filling vacancies, the aim is to achieve a minimum proportion of 50% women - for example by providing information on committee work and encouraging women to stand for election (for elected committee positions))</p>	<p>31.12.2025</p>

4.4 Family-friendly and needs-oriented university

Complex of actions	Status quo	Recommendation for action	Time frame
Space for gender diversity	Both the name and the gender entry depend on official documents. However, only the passport is required at UE to make such a change if the person with a change request is already enrolled.	Requests for changes to the name and gender entry should be clearly communicated with the Student Hub, as this is the first point of contact for such matters.	31.12.2025
	No birth certificate or similar certificates or expert opinions are required by UE in order to implement such a change request.	Training should be offered to employees on how to deal with this topic and on discretion in order to best prepare and sensitize Student Hub employees to all situations.	31.12.2025
	In addition, the UE attaches great importance to implementing the name change according to the student's wishes and ensuring that the previous name (dead-name) is no longer used and does not appear on forms.	Other internal university information management systems as well as teaching and learning systems will be converted to gender diversity.	31.12.2025
	The gender entry in digital registration systems allows you to choose between male, female or diverse. In other recording systems, such as CampusNet, it is not necessary to enter a gender at all.	The use of forms of address such as Mrs. and Mr. will be avoided and gender-neutral forms of address will be used instead.	31.12.2024
	The personnel form for student assistants has also already been converted to a choice of three gender entries. The personnel questionnaire for employees of the university will also be converted to three gender options by HR on 01.12.2023.	Gendered forms of address are avoided in all documents in order to address everyone equally and not to discriminate against anyone.	31.12.2024
		There should be further sensitization for gender-sensitive language and address throughout the	31.12.2025

	<p>In the area of language and address: To date, efforts have been made at UE to make language and address gender-neutral, but this has not been consistently implemented.</p> <p>There are currently no gender equality measures for the building infrastructure.</p>	<p>university in order to establish this uniformly and comprehensively in all departments.</p>	
		<p>Greetings should be used in conjunction with first names and surnames instead of using the traditional form of address with Ms. or Mr. (see guidelines for gender-sensitive language; routing slip for gender-sensitive job advertisements).</p>	31.12.2025
		<p>bukof recommendations for action are currently being coordinated internally: Toilets for all genders ("unisex toilets" or "all-gender toilets") are clearly visible and easily accessible in central locations in university buildings as an additional option to gender-segregated men's and women's toilets.</p>	31.12.2026
		<p>bukof recommendations for action are currently being coordinated internally: Unisex changing rooms.</p>	31.12.2026
<p>Protection from sexualized violence</p>	<p>UE takes the legal protection of minors extremely seriously. There is currently the Guardian Program (buddies for underage students), where university employees can volunteer to support students.</p>	<p>Further training courses on the topic of protection against sexualized violence are to be offered at the UE. in addition, employees are to be sensitized to the topic of sexualized violence</p>	31.12.2025

	Psychological counseling is available at all locations where these issues can be addressed; anonymous reporting options are also available if you wish to discuss certain topics confidentially/anonymously.	in order to be able to deal with it in accordance with the instructions.	
		Information on the equal opportunities officer should be available on the homepage and on the intranet (SharePoint) in order to be able to offer support to everyone (as on the homepage) and to all employees and relatives (as on the intranet/SharePoint).	31.12.2024
		Emergency contacts on the topic of sexualized violence should also be available on the homepage.	31.12.2025
Premises tailored to requirements		See structural measures	
General: Psychological support/counselling	Psychological counseling is available at the Hamburg, Iserlohn, Berlin and Potsdam campuses and can be used by employees, family members and students. UE has also newly established the Being Well micro-credential for students for the winter semester 2023/24.	The mental health program for employees is to be expanded.	31.12.2025
		In addition to mental health, other counseling services are to be developed at the UE, such as crisis services, counseling centers for trans*people, etc.	31.12.2025
Improving working conditions	UE is already a very family-friendly university. With regard to maternity protection and parental leave, UE complies with German law. The university provides support with the relevant processes; there are	Low-threshold, digital options are to be established across the board at the UE if the child is ill or other cases of hardship arise:	31.12.2024
			31.12.2024

	<p>numerous part-time offers and support; there are also many different, flexible working time models to make working at UE as attractive and practical as possible.</p> <p>There is also individual counseling and compensation for disadvantages when studying with a child.</p>	<p>- Employees: Possibility to work from home</p>	31.12.2024
		<p>- Lecturers: Possibility to offer the lecture digitally at short notice</p>	31.12.2024
		<p>- Students: Possibility to attend the lecture digitally (after informing the respective lecturer by 08.00 a.m. on the day in question)</p>	
		<p>Individual study advice during care / parental leave (course of study is planned individually in cooperation with the Local Program Leader, Scheduling and Examination Office)</p>	31.12.2025
		<p>Visibly communicate the family-friendly orientation of the university (e.g. family offers, workshops, family service office with advice for students, childcare)</p>	31.12.2026
		<p>Proactive information on parenthood at UE (parental allowance, child sickness, flexible working time models, parental leave, keeping in touch during parental leave)</p>	31.12.2025
		<p>Flexible working time models; compatibility of care responsibilities and studies; Reconciliation of family and career as</p>	perspectively

		well as a model for parental leave replacement and keeping in touch as well as support for managers through information and personnel development offers for the reconciliation of career and family are to be set up at the university in the future.	
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4.5 Quality management

Complex of actions	Status quo	Recommendation for action	Time frame
Resources	-	An annually allocated budget is planned; a separate cost center (without third-party or special funds) which, in addition to personnel costs, material costs and scholarships, also includes an own contribution for gender equality-promoting third-party funding programs. A budget request was submitted by the end of 2023.	31.12.2024
Personnel	UE currently has an Equal Opportunities Officer for all campuses of the University of Europe for Applied Sciences.	As there is currently only one Equal Opportunities Officer without a deputy, the option of electing and appointing up to two deputies or a decentralized Equal Opportunities Officer remains open.	31.12.2025

		Furthermore, the "Diversity, Equality and Anti-Discrimination" team and task force should be reactivated and operate across the university.	perspectively
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5. Perspectives

The status quo of this concept shows that UE is already actively pursuing many equality issues. In the third chapter of the Gender Equality Concept, the situation analyses of the individual university groups and the group of people in management positions and committees are examined in more detail. It can be stated that the group of students is the most balanced in terms of gender distribution. Several points that UE can address with the support of this concept and the measures described in the fourth chapter are the unequal distribution of part-time and temporary employees as well as people in management positions and committees. If the number of UEs of female professors or management positions, for example, is compared to the national average, the number of UEs is in line with the German average. Nevertheless, the catalogue of measures to improve this is indispensable.

In order to make the promotion of gender equality and equal opportunities even more comprehensive in the future, recommendations for action are formulated in the fourth chapter, which are to be implemented in the short, medium and long term over the next four years. The measures in the field of action of institutional anchoring in particular are set for the short term, as making the topic of gender equality visible can be implemented quite easily with the individual departments, while other measures will entail more complex implementation. The revision of module handbooks and curricula for the individual degree programs is a more intensive task, particularly in areas such as the field of action Studies & Teaching, and therefore also requires a longer-term timeframe. In the area of personnel, it must always be borne in mind that bukof (the Federal Conference of Women's and Equal Opportunities Officers at Universities) always publishes up-to-date information material, including on publication media, in order to address women in science. In all areas of action, however, the cooperation and collaboration of other departments is indispensable, which is why joint work on the measures for the next four years is imminent.

In line with the "Diversity Charter", our aim is to create a "prejudice-free working environment and that all employees - regardless of age, ethnic origin and nationality, gender and gender identity, physical and mental abilities, religion and ideology, sexual orientation and social background - are valued". We want to transfer this aspiration to the entire university, including students and external lecturers.

6. Sources

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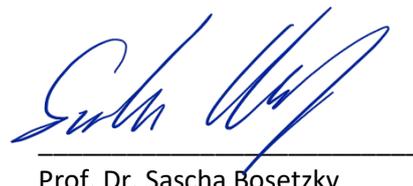
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Berlin, December 18, 2023



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Vice-President Studies & Teaching
(On behalf of the Presidium)