

RHEINISCHE FRIEDRICH-WILHELMS-UNIVERSITÄT BONN

# Official Announcements

### **Contents:**

Revised version of the Faculty Regulations

of the Faculty of Arts at the University of Bonn

As of January 16, 2025

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#### Note on the obligation to give notice of defects:

According to § 12, Section 5 of the Higher Education Act of the state of North Rhine-Westphalia (Hochschulgesetz - HG), a violation of procedural or formal provisions of the Higher Education Act or of the regulatory or other autonomous law of the University of Bonn can no longer be asserted after the expiry of one year from the date of publication of the regulation, unless

- 1. the regulation has not been duly published,
- 2. the Rectorate has previously objected to the decision of the body adopting the regulation, or
- 3. the formal or procedural defect has previously been reported to the University, specifying the violated legal provision and stating that it results in the defect.

Revised version of the Faculty Regulations of the Faculty of Arts at the University of Bonn

As of January 16, 2025

Based on §§ 2 Section 4, 26 Section 3 Sentence 2 of the Higher Education Act of the State of North Rhine-Westphalia (Hochschulgesetz – HG) from September 16, 2014 (GV. NRW. p. 547), last modified by Article 1 of the Law for the Introduction of the Integrated Bachelor's Degree in Law with the First Examination and concerning the integrated degree programs as well as the modification of the Law for the Training of Lawyers from October 29, 2024 (GV. NRW. p. 699 to 712), the Faculty of Arts of the University of Bonn has issued the following regulations:

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#### I. TASKS, BODIES, MEMBERS AND AFFILIATES OF THE FACULTY

### § 1 Tasks of the Faculty / Seal

- (1) The Faculty of Arts fulfills the tasks of the University of Bonn at the departmental level, in particular
- 1. providing the curriculum and ensuring the organization of the examinations arising from the examination and study regulations of the Faculty of Arts,
- 2. supporting individual and collaborative research of Faculty members on a local, national, and international level,
- 3. maintaining international relations,
- 4. awarding the doctoral degree of Philosophy (Dr. phil.) and the honorary doctoral degree of Philosophy (Dr. phil. h. c.),
- 5. conducting habilitation procedures,
- 6. submitting appointment proposals,
- 7. submitting proposals for the awarding of the titles of adjunct professor and honorary professor.
- (2) In accordance with § 2 Section 5 Sentence 1 HG and § 1 of the Constitution of the University of Bonn, the Faculty of Arts has used the seal depicted in the appendix to this regulation since 1956.

# § 2 Executive Bodies of the Faculty

The executive bodies of the Faculty of Arts are the Dean's Office and the Faculty Council.

# § 3 Members of the Faculty

- (1) According to § 26, Section 4 of the Higher Education Act (HG), the members of the Faculty of Arts are the Dean, the full-time university staff who work primarily in the Faculty, the doctoral students, and the students enrolled in a degree program offered by the Faculty. Members of the group of university lecturers and academic staff can be members of several faculties ("multiple membership") with the approval of the Faculty of Arts.
- (2) A person who fulfills the conditions for appointment as a professor according to § 36 of the German Higher Education Act (Hochschulgesetz HG) can be granted the membership status of a professor by the University of Bonn upon the recommendation of the Faculty of Arts and with the consent of the institute concerned, provided that he or she independently performs the Faculty's research and teaching duties ("cooptation"). If this person works outside the University, this does not constitute an employment relationship.
- (3) Professorial representatives (§ 39, Section 2 HG) and professors from other universities in North Rhine-Westphalia who hold lectures at the Faculty as part of their teaching obligations shall exercise the rights and duties associated with the role of a member. They shall not participate in elections.

(4) The following belong to the Faculty without being members: part-time professors, professors who have retired from their teaching duties or have been assigned to a different position, including so-called senior professors, adjunct professors, honorary professors, those working part-time, temporarily or as visiting professors at the Faculty, senior lecturers, and research assistants, provided that they are not members according to Sections 1 or 2 of § 9 HG, as well as cross-registered students and auditors. They do not participate in elections.

#### **II. DEAN'S OFFICE**

### § 4 Tasks and Authorizations

- (1) The tasks and authorizations of the Dean are carried out by the Dean's Office, which consists of the Dean as the chairperson and up to three Vice Deans, one of whom has the role of Vice Dean for Studies. If the Dean's Office consists of at least three members, a Vice Dean can be elected from the group of academic staff or from the group of students. The Dean cannot vote against the resolutions of the Dean's Office.
- (2) Under the direction of the Dean, the Dean's Office shall exercise the powers defined in § 27 HG, assuming responsibility, in particular, for
- 1. drawing up the Faculty's development plan in consultation with the Faculty Council,
- 2. the organization of examinations and the drafting of examination regulations,
- 3. the accreditation of degree programs in accordance with § 7 Section 1 HG,
- 4. quality development and management according to § 7 Section 2 HG,
- 5. the distribution of positions and resources within the Faculty following the distribution principles determined by the Dean's Office in consultation with the Faculty Council,
- 6. the disclosure of the distribution principles; these are to be presented for discussion at the beginning of the term of office,
- 7. the cultivation of international relations and the promotion of research,
- 8. the completeness of the range of courses offered and compliance with teaching obligations,
- lawful actions of the Faculty: If resolutions are deemed unlawful, they must be subject to further discussion
  and resolution; a corresponding request has a suspensive effect. If no remedy is found, the Rectorate must
  be informed immediately.
- 10. preparing the meetings of the Faculty Council and implementing its resolutions,
- implementing the measures formulated as target agreements under § 6 HG.
- (3) The Faculty shall establish an Examination Office as the office of the Examination Board, which shall be headed by the Dean or, alternatively, by the Dean of Studies.
- (4) The Dean is the representative of the Faculty and represents it within the University.
- (5) Further tasks may be assigned to the Dean in accordance with § 27 Section 1 Sentence 9 HG.

#### § 5

#### Election

- (1) The Dean and the Vice Deans are elected by the Faculty Council by secret ballot. The election of the Dean must be confirmed by the Rector.
- (2) The person who receives the majority of votes of the members of the Faculty Council (absolute majority) is elected. A majority of the members of the Faculty Council is deemed to exist if more than half of the members of the Faculty Council vote "yes" following § 10 Section 1 of these regulations. If there are several candidates, the election is repeated until one candidate achieves the required majority.
- (3) Any person from the group of full-time professors within the group of university lecturers is eligible for election. Per § 27 Section 4 Sentence 2 HG, anyone who is not a member of the Faculty but fulfills the requirements of § 17 Section 2 Sentence 1 HG may also be elected Dean. If the Dean's Office consists of three or four members, an academic staff member can be elected as Vice Dean.

### § 6 Term of Office and Re-election

The term of office of the members of the Dean's Office is four years. Re-election is permitted.

### § 7 Deselection

- (1) The Dean can be voted out of office by a majority of three-quarters of the members of the Faculty Council if a new Dean is elected at the same time in accordance with § 5 of these regulations and subsequent confirmation by the Rector has taken place. The notice period for the deselection is at least ten business days.
- (2) The oldest member of the Faculty Council in terms of age is responsible for carrying out the deselection process, whereby the age of the Dean is not to be taken into account.
- (3) The application for deselection must also name the candidate for re-election.
- (4) The motion to vote out of office shall be decided by secret ballot.

### § 8 Vice Deans

- (1) The Dean determines the distribution of tasks in the Dean's Office.
- (2) The term of office of the Vice Deans ends with that of the Dean. They shall continue in office until the new Vice Deans take office.
- (3) The Dean shall be represented by one of the Vice Deans. The deputy must belong to the group of university lecturers.

(4) As a rule, the elections of the Vice Deans take place in the meeting of the Faculty Council following the election of the Dean.

#### **III. FACULTY COUNCIL**

### § 9 Tasks and Authorizations

- (1) The Faculty Council is responsible for passing resolutions on matters relating to the Faculty for which the Dean's Office or another area of responsibility is not specified. In this respect, it is responsible for all matters relating to research and teaching and for passing resolutions on the Faculty Regulations and other ordinances for the Faculty. It receives reports from the Dean's Office and can request information on Faculty matters, particularly with regard to the development plan and distribution principles.
- (2) Each member of the Faculty Council is entitled to request information from the Dean's Office about the implementation of the resolutions.
- (3) The Faculty Council may appoint up to two spokespersons from its ranks to coordinate the internal communication of the Faculty Council outside of meetings and, in consultation with the Faculty Council, to enter into an exchange with the Dean's Office if necessary. Notwithstanding this, any member of the Faculty Council can contact the Dean's Office at any time. The role of the spokesperson is not associated with any official duties or authorizations.

### § 10 Composition, Chair, and Term of Office

- (1) Members of the Faculty Council are:
- 1. eight representatives of the group of university lecturers
- 2. two representatives of the group of academic staff
- 3. two representatives of the group of technical and administrative employees
- 4. three representatives of the group of students
- (2) The members of the Dean's Office are non-voting members of the Faculty Council per Section 28 Section 3 HG.
- (3) With reference to § 28 Section 4 HG and in accordance with § 25 Section 3 of the Basic Regulations of the University of Bonn, the Dean chairs the Faculty Council.
- (4) The term of office for members of the Faculty Council from the group of university lecturers, the group of academic staff, and the group of employees from technical and administrative departments is two years. The term of office for members from the group of students is one year. If a supplementary election or a repeat election takes place during an election period, the term of office of the elected representatives of the member groups ends at the end of the election period in which they were elected.
- (5) Members of the Faculty Council may be re-elected.

#### § 11

#### **Committees of the Faculty Council**

- (1) According to § 26 Section 2 of the Constitution of the University of Bonn, the Faculty Council can appoint advisory committees for individual issues and determine their composition depending on the scope of their responsibilities. The members of a commission are elected separately by the Faculty Council, taking into account gender parity per § 11b HG. Any member of the Faculty can become a voting member of the committees. The committees are elected in the first meeting of a newly elected Faculty Council. The term of office for student members is one year, and for members of all other groups, two years. Re-election is permitted.
- (2) Committee meetings are not public. All members and participants are subject to the confidentiality requirement following § 10 Section 3 HG; the Dean must point out this obligation.
- (3) The Faculty Council appoints a Structural Commission by vote. It advises on structural issues of the Faculty and makes relevant proposals to the Dean's Office and the Faculty Council. The Structural Commission consists of one professorial member per institute of the Faculty, three members of the academic staff, two members of the technical and administrative staff, and three student members. Nominations for the professorial members are determined by the institute boards by election with a simple majority. The nominations of the other status groups are made by the representatives of the respective status group in the Faculty Council. The representatives are determined in the same way. The meetings of the structural commission are chaired by the Vice Dean responsible for structural issues. The Dean and the other Vice Deans participate in the Structural Commission meetings as guests.

### § 12 Digital Meetings and Circulation Procedures in Committees

- (1) The Faculty Council and the committees formed and appointed by the Faculty Council in accordance with the Higher Education Act of North Rhine-Westphalia, these Faculty Regulations, and the regulations of the University of Bonn, and all other bodies of the Faculty (hereinafter collectively referred to as "bodies") may hold their meetings either in person or entirely by electronic means as an online video conference meeting (online meeting) or partly by electronic means. At the request of a member, the Chair of the committee may allow the member making the request to participate using a video conferencing tool, provided that the meeting room meets the necessary technical requirements for individual members to participate digitally in the meeting and in resolutions. For online meetings or meetings conducted partially via electronic communication, only the video conferencing tools approved by the University of Bonn and provided by the University IT Services Center may be used.
- (2) Resolutions of the committees can be passed in electronic communication. If resolutions are passed during an online meeting using a video conferencing tool, voting shall be carried out either by raising a hand or by using an online voting tool approved by the University of Bonn. Secret votes shall be carried out during an online meeting exclusively using an online voting tool. The use of an online voting tool is also permitted in meetings that are held exclusively or partially in person. Resolutions of the committees can also be passed by circulation procedure, provided that no member objects to the circulation procedure. If resolutions of the Faculty Council are passed by circulation procedure, the University shall ensure that the public is adequately informed about the resolutions through

appropriate measures. Concerning quorum, the same rules apply to resolutions in electronic communication and resolutions by circulation as for in-person meetings, in accordance with the relevant regulations. If a member objects to the decision by circular resolution within the deadline set for the reply, the Chair of the body shall call an in-person or online meeting at which the decision shall be taken. The Chair shall send the members a specific draft resolution by mail or email for voting in the case of circular resolutions. The members entitled to vote shall return their personally signed vote to the Chair of the respective body by mail, fax, or scanned and emailed copy. The result of the voting on the resolutions in terms of Sentences 1 and 5 shall be recorded in the protocol. Sentence 11 does not apply if resolutions are passed by circulation using an online voting tool approved by the University of Bonn and provided by the University IT Services Center. In this case, a voting period must nevertheless be set and, when the proposal is sent out, instructions for casting votes using the voting tool must be provided.

- (3) The Dean and Vice Deans may not be elected in a meeting through electronic communication or by a circular resolution.
- (4) The chairperson of the body shall decide whether the body meeting shall take place in person or as an online meeting. The Chair shall also decide whether resolutions shall be passed in person, by electronic communication, or by circular resolution. Section 2, Sentences 5 and 9 shall remain unaffected. At the request of one-third of the members of the body, a body meeting shall be held in person.
- (5) Insofar as the regulations of the Faculty or the University contain provisions on online meetings and circulation procedures, the provisions therein shall take precedence over the provisions of this regulation.

### § 13 Study Advisory Board

- (1) In matters of teaching and studies, in particular in matters of study reform and the evaluation of studies and teaching, as well as the issuing or amending of examination regulations, the Dean and the Faculty Council shall be advised by the Faculty's Academic Advisory Board in accordance with § 28 Section 8 of the Higher Education Act.
- (2) Examination regulations are decided by the Faculty Council at the suggestion of the Academic Advisory Board. If the Faculty Council does not wish to follow a suggestion of the Advisory Board or decide without a suggestion, it can replace the suggestion or decide without a suggestion with a two-thirds majority of its votes, insofar as the decision concerns organizational regulations of the examination regulations; if the subject of the decision concerns regulations other than organizational ones, a simple majority of its votes is sufficient. Organizational regulations concern the number of examinations and modules as well as the examination procedure.
- (3) Half of the members of the Academic Advisory Board are made up of the Dean of Studies, who is the chairperson, at least one member with teaching responsibilities from the group of university professors and the group of academic staff, and the other half is made up of a corresponding number of students. When voting within the Academic Advisory Board, all members, including the chairperson, have one vote each. In the event of a tie, no proposal is made by the Academic Advisory Board.

(4) The Faculty Council shall elect the members of the Student Advisory Board at the suggestion of the respective groups.

#### IV. PROCEDURAL PROVISIONS

#### § 14

#### **Meetings of the Faculty Council**

- (1) The Dean invites the Faculty Council to meetings at least three times per semester. If an elected member of the Faculty Council is unable to attend, he/she must inform the Dean immediately.
- (2) The invitation must be sent out at least seven days and the agenda at least six days before the date of the meeting; the date of the meeting shall be published appropriately.
- (3) The Dean shall convene a meeting in the same way without delay if at least one-third of the voting members of the Faculty Council submit a request to this effect.
- (4) The meetings of the Faculty Council generally consist of a public and a non-public part. The discussion of appointment proposals for professors takes place in a non-public session, in which all professors within the group of university lecturers, who are members of the Faculty, are entitled to participate without voting rights. The same applies to all members of the group of university lecturers when discussing other appointment proposals. The discussion of doctoral regulations takes place in the public part. All professors are entitled to participate without voting rights. The public may be excluded by resolution; applications for exclusion of the public may only be justified, discussed, and decided in a non-public meeting.
- (5) Personnel and examination matters as well as decisions on habilitation achievements are dealt with in closed sessions.
- (6) Deliberations in non-public sessions are confidential. All members and participants are subject to the duty of confidentiality. This does not affect the right of members of the Faculty Council to inform those they represent about resolutions or the status of deliberations, but not about the deliberations themselves, unless the Faculty Council expressly excludes this, or unless the matter concerns a matter under § 12 Section 2 Sentences 3 to 5 HG.
- (7) The Faculty Board must be granted a hearing before a decision is made on matters that directly affect the structure of an academic institution within the Faculty. When dealing with issues related to a subject that is not represented by a professor on the Faculty Board, a professor or a representative with postdoctoral teaching qualifications in that subject must be allowed to participate in the deliberations. Furthermore, when dealing with issues of a subject, other members of the group of university lecturers, academic staff, technical and administrative staff, or students may be allowed to participate in the deliberations upon request.
- (8) The Dean may, in agreement with the Faculty Council, invite experts to participate in the discussion of individual items on the agenda.

- (9) A request to speak on a point of order shall interrupt the list of speakers after a speaker has finished their remarks.
- (10) If no objection is raised to a point of order, it shall be deemed to have been accepted. Otherwise, an objection shall be heard. This shall be immediately followed by an open vote.

### § 15 Quorum, Majorities

- (1) The Faculty Council shall constitute a quorum if at least half of its voting members are present.
- (2) Votes are generally taken by a show of hands. At the request of a member of the Faculty Council, voting shall be by secret ballot. Decisions on personnel matters and elections shall always be made by secret ballot.
- (3) A proposal shall be deemed adopted if it receives a simple majority of the members present unless a statutory provision, regulation, or statute of the University of Bonn or the Faculty stipulates otherwise.
- (4) The right to vote can only be exercised by attending the vote in person.
- (5) Any member of the Faculty Council whose proposal is defeated in a vote may present a dissenting view in a separate vote, provided that they have announced this at the meeting during the discussion of the relevant item on the agenda. The separate vote must be submitted to the Dean in writing within eight days.
- (6) The special vote should only refer to arguments and proposals that were presented at the meeting itself.
- (7) The special vote is to be included in the protocol of the meeting. If it refers to decisions that are to be forwarded to other bodies, in particular the Senate, the Rectorate, the University Council, or the Ministry of Science and Research, it is to be attached to them.
- (8) The Dean is entitled to supplement the special vote with a statement.
- (9) Insofar as those affected by a decision of the Faculty Council consider their rights or the safeguarding of their interests to have been violated, they may submit a reasoned objection in writing within one week of notification. The objection has a suspensive effect. A decision on the objection is to be made at a further meeting of the Faculty Council.

#### § 16 Agenda

- (1) The Dean determines the agenda for the Faculty Council meeting and sends it out no later than the day after the invitation. The agenda for the public part of the meeting is to be made public in an appropriate manner (usually on the website of the Faculty of Arts).
- (2) Each member of the Faculty may request the inclusion of items on the agenda for matters for which they have the right to make proposals. Such requests must be submitted to the Dean no later than 14 days before the meeting.
- (3) The Dean may propose additions to or changes in the agenda before it is discussed. These require the approval of a majority of the Faculty Council.
- (4) Draft resolutions, for example, those concerning study and examination regulations, must be received by the members of the Faculty Council at least six days before the meeting. Exceptions require the approval of the Faculty Council.

### § 17 Record of Proceedings

- (1) A protocol is kept for each meeting. The protocol should be sent to the Faculty Council no later than 14 days after the meeting and must be signed by the Chair and the person responsible for the protocol. In addition, reference is made to § 93 VwVfG NRW.
- (2) Requests for changes to the protocol must be submitted in writing at the latest by the following meeting.

#### V. ACADEMIC INSTITUTIONS

# § 18 Structure of the Faculty

- (1) The Faculty is divided into institutes and their departments. It can establish further subdivisions for special tasks.
- (2) The current structure of the institutes is listed in the appendix to the Faculty Regulations.

### § 19 Executive Committee of the Institute

- (1) The management of an institute is the responsibility of the Executive Committee. The Executive Committee consists of the full-time university professors and at least one representative of the other groups in the institution. The number of university professors must form the majority. The representatives of the groups are elected in election meetings or by postal vote. The term of office for student members is one year, and for the other members, two years.
- (2) The Executive Board shall meet at least twice per semester. It shall limit its discussions and decisions to matters of general or fundamental importance. § 17 shall apply accordingly. The Executive Board shall constitute a quorum if at least half of its members are present, with the majority of those present belonging to the group of university professors. Resolutions shall be adopted by a simple majority.
- (3) The Executive Board shall be convened if at least three of its members request this.
- (4) Members of the Executive Board may appeal to the Faculty Council against resolutions and decisions of the Executive Board if a prior attempt at conciliation by the Dean has been unsuccessful.

# § 20 Managing Director

- (1) The current administrative business is carried out by a Managing Director. For this purpose, the Executive Board elects a professor from among its members, who is tenured or in a corresponding private-law employment relationship as a professor, as Managing Director for a term of office of one year. Re-election is permitted. A three-quarters majority vote is required to dismiss the Managing Director, provided that a new Managing Director is elected by the Executive Board at the same time. The Managing Director is represented by a professor from the institute in accordance with the resolutions of the Executive Board.
- (2) Should the election of a Managing Director also fail at the second attempt, the Dean may propose to the Faculty Council the appointment of an acting Managing Director. In this case, the Dean shall inform the Rectorate. The acting Managing Director shall conduct business until an election has been successfully carried out following § 19 Section 1.
- (3) The Managing Director of the Institute has the following tasks in particular: She\*he
- represents the institute in its dealings with the governing bodies, committees, and institutions of the University of Bonn and conducts the business of the institute's current administration under its responsibility,
- 2. invites members to the meetings of the institute's Executive Board and chairs these,
- 3. implements the resolutions of the Executive Board.
- (4) The Managing Director is obliged to provide information and is accountable to the members of the Executive Board.

### § 21 Research Centers

- (1) The Faculty may decide to establish research centers. These are temporary institutions that are established by the Faculty Council at the request of the Dean's Office.
- (2) Research centers of the Faculty serve the research-led, topic-related, and overarching interlinking of the institutes and subjects. In addition to their core research topic, they can work on other topics and also serve the transfer to the public.
- (3) Further details are regulated by the Center Regulations of the Faculty of Arts.

#### VI. VALIDITY PROVISIONS

### § 22 Amendment of the Faculty Regulations

- (1) These regulations shall be deemed to have been adopted when they have received the approval of two-thirds of the members of the Faculty Council.
- (2) Motions to amend the Faculty Regulations may be submitted in writing by any member. An amendment to the regulations requires a two-thirds majority of the Faculty Council.

#### § 23

#### Commencement

These regulations enter into force on the day after their publication in the Official Announcements of the University of Bonn. At the same time, the Faculty Regulations of the Faculty of Arts from December 1, 2008, in the version of the Fourth Regulation amending the Faculty Regulations of the Faculty of Arts from November 19, 2021 (Amtl. Bek. der Universität Bonn 51. Jg, Nr. 77 vom 24. November 2021), expires.

#### S. Conermann

Dean
of the Faculty of Arts
of the University of Bonn
Professor Dr. Stephan Conermann

Issued based on the resolution of the Faculty of Arts of the University of Bonn dated November 27, 2024.

Bonn, 16 January 2025

### M. Hoch

Rector of the University of Bonn University Professor Dr. Dr. h.c. Michael Hoch

#### **APPENDIX**

#### **Current structure of the Faculty**

Institutes of the Faculty of Arts of the University of Bonn

- I. Institute of Philosophy
- II. Institute of Psychology
- III. Institute of Political Science and Sociology
- IV. Institute of History
- V. Institute of German and Comparative Literature and Culture
- VI. Institute of English, American and Celtic Studies
- VII. Institute of Classical and Romance Philology
- VIII. Institute of Oriental and Asian Studies
- IX. Institute for Language, Media Studies and Musicology
- X. Institute of Art History
- XI. Institute for Archaeology and Cultural Anthropology

Fields of Study at the Faculty of Philosophy at the University of Bonn

- Research Area for Slavery and Dependency Studies
- Research Area "Digital Humanities"
- Research Area for Reconciliation Studies

### Depiction of the seal of the Faculty of Arts

