Universität Münster

Compliance Guide of the University of Münster

English version
May 2026

COMPLIANCE OFFICE

Dear Members of the University of Münster,

There are numerous external and university-specific rules which apply to the research, teaching, transfer and support activities at the University of Münster. And their number and scope have only become more complex and diverse in recent years. Beyond our commitment to uphold the law, we as representatives of the University also pledge to follow the general principles of conduct, which are summarised in our Code of Conduct.

It is not always easy to recognise which requirements are integral to a lawful and value-based form of conduct at the University or how to translate current rules into concrete actions. The following Compliance Guide provides orientation concerning the most important rules and lists key contacts so that you can properly conduct your daily tasks in a lawful, rule-consistent and ethical manner.

The content of this guide is binding for all members of the University of Münster. Consequently, we ask you to read it carefully, and if you have any questions, require further guidance or are aware of potential violations, to contact the official representatives listed below.

The Rectorate

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I. Code of Conduct

The University of Münster draws its strength from the constructive interaction of many people with different tasks in research, teaching, transfer and operations. The University's Code of Conduct summarises how we want to interact with one another and elucidates the values and attitude to which we are committed, as has previously been formulated in numerous University documents.

These general principles of conduct supplement externally prescribed rules and internal university agreements which are primarily of a legal or procedural nature. Their ethical aspects are intended to help employees deal with conflicts of interest, reduce risks and assume responsibility in all areas. They aim to provide orientation and serve as a basis for our future actions.

Taking joint responsibility for our actions

We fulfil our tasks as required and assume the responsibility these entail in the best possible way. In doing so, we make a clear distinction between professional and private interests. In addition, we are aware of the social responsibility that the University assumes through our activities in teaching, research, transfer and operations.

Treating others with respect and appreciation

In the spirit of trusting, constructive and appreciative cooperation, we treat each other with respect and tolerance. We respect the rights of others, ensure that every point of view may be expressed, and critically examine our own and others' points of view. We recognise achievements across organisational units and disciplinary cultures and take into account the subsidiary structure of the University.

Understanding diversity and equality as an asset and opportunity

The diversity of our employees each with their individual backgrounds and genders, their characteristics, areas of competence and perspectives is both the motor and mission of the University of Münster. We live and experience diversity and gender equality every day by learning from one another,

exchanging opinions openly, self-reflecting and surmounting mutual challenges.

Recognising and addressing misconduct, learning from mistakes

Our values and rules help us avoid, reflect on and learn from our mistakes. We do not tolerate misconduct, e.g. violations of the rules of good scientific practice, abuse of power, corruption, discrimination, sexual harassment, bullying or stalking. We apply established, transparent procedures and processes at the University to identify, reduce and prevent such misconduct at an early stage.

Promoting transparency through open communication

Transparency encourages the willingness to get involved and take responsibility. Communication with each other and the outside world in a comprehensible and factual manner creates optimal conditions for transparency. We promote transparency by offering understandable justification for our decisions, being open to objective criticism and advocating for an open exchange of diverse viewpoints.

Promoting sustainability in our areas of responsibility

In the future, we intend to focus more on the principle of sustainability as the basis of our activities. We recognise our exemplary role in implementing sustainable development in the areas for which we are responsible. We assume responsibility for shaping a viable future for society and for preserving the livelihood of all.

Shaping the future together

The future viability of our university is based on our employees' personal commitment and competence, along with the appropriate organisation of their collaboration. We want to safeguard and strengthen these resources through transparent and participative processes. In the face of shifting circumstances, we regard this as an ongoing task and accept the changes they bring.

Sources

- Statute "Securing good scientific practice" [DE]: https://www.uni-muenster.de/imperia/md/content/wwu/ab_uni/beitrag232901.pdf
- Principles for the procedure in cases of suspected scientific misconduct [DE]: https://www.uni-muenster.de/Rektorat/abuni/ab80105.htm#:~:text
- Rules of procedure of the central University administration [DE]: https://sso.uni-muenster.de/intern/offiziell/ordnungen/geschaeftsordnung/?-=20220529144408
- Equal Opportunity Framework Plan: https://www.uni-muenster.de/imperia/md/content/gleichstellung/dokumentezurgleichstellung/gleichstellungsrahmenplan_eng_final.pdf
- University Development Plan (HEP) of the University of Münster [DE]: https://sso.uni-muenster.de/imperia/md/content/wwu/rektorat/dokumente/hochschulentwicklungsplan.pdf
- Internationalisation Strategy: https://www.uni-muenster.de/imperia/md/content/wwu/auslandsamt/pdf/internationalisierung/internationalisierungsstrategie_der_universitat_muenster_beschlussfassung_en.pdf
- Mission Statement on Diversity: https://www.uni-muenster.de/profil/en/diversitaet.html
- Mission Statement on Sustainability: https://www.uni-muenster.de/profil/en/nachhaltigkeit/mission_statement_nachhaltigkeit.html
- Documents "Protection against discrimination and violence at the University of Münster" https://www.uni-muenster.de/imperia/md/content/wwu/diversitaet/erstentwurf_english_reading_version.pdf
- Statutes of the University of Münster [DE]: https://sso.uni-muenster.de/imperia/md/content/wwu/verfassung-universitaet-muenster-lesefassung.pdf

II. Compliance issues
II. 1 Ethics in science and academia

1. Good scientific practice

The University of Münster is committed to employing good scientific practice. In accordance with the decisions of the German Research Foundation (DFG), it has established binding rules to this end, to which every researcher at the University of Münster must adhere in the context of their work. This includes working lege artis, maintaining strict integrity with regard to one's own and others' contributions, exercising measured scepticism towards all findings, and allowing and welcoming critical discourse in the scientific community. If questions or difficulties arise, employees can speak with their supervisors, confidants in their departments and the University's central support and counselling services, such as the ULB or theMünster Centre for Emerging Researchers. In addition, the central ombudsperson is available to all members of the University in case of conflicts.

When should you seek advice?

- if you have any questions concerning good scientific practice
- if you suspect academic or scientific misconduct
- if you yourself have been accused of scientific misconduct

More information:
https://www.uni-muenster.de/Senat/en/kodex.html

Contact:
Prof. Dr Reinhard Hoeps
Ombudsperson
Tel.: +49 2533 589309
hoeps@uni-muenster.de

2. Animal protection

The University of Münster is aware of its particular responsibility to protect laboratory animals and continuously work to improve, reduce and (whenever possible) substitute lab work in the interest of animal welfare. The Animal Welfare Officers at the University of Münster provide advice to the participating research groups and principal investigators as well as employees of the animal facilities on all matters regarding animal husbandry and animal experimentation and are happy to support them with approval procedures.

More information:
https://sso.uni-muenster.de/intern/en/arbeits-und-umweltschutz/tierschutz/tierversuche/index.html

Contact:
Dr Mechthild Wiegard
Occupational Safety and Environmental Protection Office, Section of Animal Welfare
Tel.: +49 251 83-25483
mechthild.wiegard@uni-muenster.de

3. Research with genetic resources / Nagoya Protocol

The Nagoya Protocol on Access and Benefit-Sharing (ABS) establishes binding rules for access to genetic resources and associated traditional knowledge. It also defines rules for the fair and equitable sharing of benefits arising from their use. Researchers at the University of Münster who make use of "genetic resources" (i.e. biological material containing DNA or its derivatives) are obliged to take special care in their use. The rules are stipulated in EU Regulation No 511/2014 on compliance measures for users from the Nagoya Protocol on Access to Genetic Resources and the Fair and Equitable Sharing of Benefits Arising from their Utilisation, the amendment of the Patent Act, and the amendment of the Environmental Audit Act.

The Office for Occupational Safety and Environmental Protection is the first point of contact for application procedures. It supports researchers at the University in cooperation with Dept. 6 and an external service provider (PROvendis GmbH) in complying with the legal mandates.

More information:
https://www.cbd.int/abs/

Contact:
Dr Joachim Kremerskothen
Occupational Safety and Environmental Protection Office, Section of Biological Safety and Genetic Engineering
Tel.: +49 251 83-25780
joachim.kremerskothen@uni-muenster.de

4. Ethics Advisor

Research autonomy is a constitutionally protected right and a prerequisite for conducting successful basic and applied research. Nevertheless, ethical limits do exist when it comes to research methods, institutional forms of research and the utilisation of research findings. Consequently, ethics votes are increasingly required for publications in scientific journals and project applications for external funding. In addition, higher education institutions have focused more strongly on the risks involved in security-relevant research in recent years. Research ethics reflects the research process in all its stages and is based on the normative principles of the University and the "civil clause".

Various faculties and departments at the University of Münster have set up their own ethics committees to support their researchers and to grant ethics votes.

The Ethics Advisor counsels researchers, committees and the administration on ethical issues in research and, if necessary, on security issues ("dual use"). She supports the University's departments in establishing new ethics committees, fields complaints, advises the Rectorate on ethical issues and supports structural processes that are relevant to research ethics. She is also the point of contact for applications for an ethics vote from departments that do not yet have an ethics committee.

More information:
https://sso.uni-muenster.de/Verwaltung/en/orga/ethik.html

Contact:

Prof. Dr Franziska Dübgen
Ethics Advisor
Tel.: +49 251 83-24466
fduebgen@uni-muenster.de

Eva-Maria Landmesser
Research associate
Tel.: +49 251 83-24339
e_land01@uni-muenster.de

II. 2 Financial compliance
5. Procurement/purchasing

Procurement processes (i.e. purchasing) are organised decentrally at the University of Münster. In other words, your (decentralised) department or facility is responsible for procuring goods with a net order value of max. 5,000 euros. The applicable legal regulations as well as the University's rules and regulations must be observed. Central Purchasing is responsible for reviewing purchases over 5,000 euros in net value.

The Central Purchasing department is your first contact for questions and matters which fall below this 5,000-euro limit.

When should you seek advice?

- when searching for suppliers
- if you have questions concerning compliance with procurement laws (e.g. unique positions, selection procedure...)
- when preparing purchases over 25,000 euros in net value (starting with soliciting tenders)
- if you have questions regarding configuring purchase requisition and orders in SAP

More information:
https://sso.uni-muenster.de/intern/en/finanzen/einkauf/vorschriften/index.html

Contacts:

Alexander Bittner
Head of Central Purchasing
Tel.: +49 251 83-22275
zentraler.einkauf@uni-muenster.de

Markus Kompa
Deputy of Central Purchasing
Tel.: +49 251 83-30334

6. Entertainment and gifts

Expenses for entertaining, catering and other official purposes incurred by public-sector institutions are subject to particular scrutiny by the public and financial control authorities, which is why such expenditures must always comply with the principles of economy and efficiency. Expenses must be directly related to the fulfilment of the university's tasks (research, teaching and transfer).

More information:
New guidelines for hospitality and gift expenditures

You can find the responsible contact for your organisational unit here:

- Allowances/grant budgets and own contributions without faculty resources: contacts in Dept. 5.1
- Third-party funding and own contributions provided by the faculties and research institutes: contacts in Dept. 6.3

General information on economic planning and budget management:
Contact:
Beate Wiederhold
Head of Dept. 5.1 – Business Planning and Budgets
Tel: +49 251 83-22104
wirtschaftsplanung@exchange.wwu.de

General information on third-party funding management:
Contact:
Susanne Zurstegge
Head of Dept. 6.3 – External Funds Management
Tel: +49 251 83-22160
susanne.zurstegge@uni-muenster.de

7. Tax compliance

Within the scope of its economic activities, the University of Münster must correctly fulfil its obligations under tax and customs law. It ensures compliance with these obligations through its Tax and Customs Compliance Management System (Tax CMS or TCMS). As a system covering the entire University, it is continuously monitored and optimised. To this end, the University aims to comply with all University-relevant tax regulations and take preventative action to avoid errors. If you have any questions or uncertainties regarding tax-related processes, please contact the Holdings and Taxes department (Dept. 5.4).

More information:
https://sso.uni-muenster.de/intern/en/finanzen/steuer/taxcompliance.html

Contact:
Frederike Milde
Head of Dept. 5.4 – Investment Management, Taxes, and Export Control
Tel.: +49 251 83-22299
Frederike.milde@uni-muenster.de

8. Export control

Export control regulations serve to prevent proliferation (e.g. of nuclear weapons or the means to produce them), the uncontrolled transfer of conventional military equipment and the violation of human rights. Not only does this include military-grade finished goods, but also components and associated software used in such products, as well as goods (commodities, software and technology) which, in addition to civilian use, can also find a use or end use in the military field (dual-use goods).

The export of such goods is subject to export control by the Federal Office for Economic Affairs and Export Control (BAFA). In addition, the transfer of technical knowledge or software (or parts thereof) can be subject to export control regulations, especially in the context of research.

At the University of Münster, Dept. 5.4 – Investment Management, Taxes, and Export Control is responsible for this compliance area. If you believe that your project might be subject to export control laws, please contact Dept. 5.4 at an early stage. The responsible contact person will help you determine how to proceed, clarify whether you require a license and establish contact with BAFA.

More information:
https://sso.uni-muenster.de/intern/en/finanzen/exportkontrolle/index.html

Contact:
Elena Gurgel do Amaral Valente
Dept. 5.4 – Investment Management, Taxes, and Export Control
Tel. +49 251 83 -22 106
Elena.valente@uni-muenster.de

9. Corruption prevention: Accepting gifts, sponsoring, secondary employment

All University employees must avoid the appearance of being susceptible to personal gain in the performance of their duties. The corruption prevention guidelines of the University of Münster emphasise the importance of avoiding and combating corruption. Moreover, they specify the consequences of violating these rules and define exemptions on the ban on accepting gifts and other forms of remuneration. When employees take up secondary employment or plan sponsoring activities, they must avoid the impression that they are mixing official and personal interests. To this end, paid and unpaid secondary employment must be reported to the HR department and sponsoring projects to the Corruption Prevention Officer.

When should you seek advice?

- if you are uncertain whether you can accept gifts or invitations
- if you are planning sponsoring activities
- in cases of suspected corruption

More information:
https://xsso.uni-muenster.de/intern/en/offiziell/compliance/korruptionspraevention/index.html

Contact:
Ann-Kathrin Bilda
Corruption Prevention Officer
Tel.: +49 251 83-21202
antikorruption@uni-muenster.de

II. 3 Protection areas

10. Occupational safety and environmental protection

The University pursues a preventive approach in occupational and environment safety. In addition to mandatory compliance with relevant legal regulations, internal rules and government requirements at the workplace and in the classroom, proactive prevention is an essential component of the university's safety culture. Through targeted measures, working conditions and thus the safety of employees and students can be continuously improved. The University is keenly aware of its responsibility in this area. It works to integrate occupational safety and environment protection into all management levels. Supervisory staff are obliged to ensure compliance with occupational safety and environmental protection provisions in their area of responsibility and to implement prescribed protective measures in a timely and appropriate manner.

More information:
https://sso.uni-muenster.de/intern/en/arbeits-und-umweltschutz/index.html

The Occupational Safety and Environmental Protection Office supports and offers advice in the following areas:

- **Occupational Safety**
- **Biological Safety and Genetic Engineering**
- **Fire Safety**
- **Radiation Protection**
- **Animal Welfare**
- **Environmental Protection**

Contact for general matters:
Kornelia Hilla
Head of Occupational Safety and Environmental Protection
Tel: +49 251 83-25798
Kornelia.Hilla@uni-muenster.de

Contacts for specific areas:

Occupational Safety
Björn Alberternst
Tel: +49 251 83-25754
arbeitsschutz@uni-muenster.de

Radiation Protection
Dr Ramona Pilz
Tel: +49 251 83-25757
Ramona.Pilz@uni-muenster.de

Biological Safety/Genetic Engineering
Dr Joachim Kremerskothen
Tel: +49 251 83-25780
gentechnik@uni-muenster.de

Animal Welfare
Dr Mechthild Wiegard
Tel: +49 251 83-25483
tierschutz@uni-muenster.de

Fire Safety
Jennifer Käsekamp T: 83-2 57 54
brandschutz@uni-muenster.de

Environmental Protection
Dr Martina Johnen
Tel: +49 251 83-25758
Martina.Johnen@uni-muenster.de

11. Data protection

Everyone has the right to have their personal data protected. Anyone who processes personal data must therefore comply with data protection regulations. At the University of Münster, these regulations are primarily derived from the EU General Data Protection Regulation (GDPR). You may only collect, store, and use personal data, if you have obtained the consent of the data subject or if there is a legal basis that permits such usage. Personal data must always be appropriately protected through technical and organizational measures. The data protection coordinators of your faculty or department and the Data Protection Office will support you in implementing data protection requirements, particularly in the following areas:

- GDPR-compliant data processing, e.g., in research projects, data collection, (new) IT processes, and websites
- Data subject requests (e.g., the right to erasure)
- Data protection-related contracts

! If you notice a potential data protection violation, please inform the Data Protection Office immediately. We will review the situation and initiate any necessary measures.

More information:
Data Protection (data protection templates, incident reporting form etc.)
https://sso.uni-muenster.de/intern/en/offiziell/datenschutzundsicherheit/index.html
Data Protection in Student Projects (momentarily in German only)
https://www.uni-muenster.de/studium/orga/datenschutz/index.html

Contact:

Nina Meyer-Pachur
Data Protection Officer
Tel: +49 251 83-22 446
datenschutz@uni-muenster.de

Sophie Schünemann
Deputy Data Protection Officer
Tel.: + 49 251 83-21684

12. Information security

In order to conduct research, teaching and administration at the University of Münster successfully, employees depend on the confidentiality, availability and integrity of information. As a result, information security is a fundamental requirement. Since the essential processes at the University are supported by information technology (IT), IT security plays a key role in information security.
The University has implemented numerous measures to protect official information, data and systems. However, current events have demonstrated that even supposedly well-protected IT systems are vulnerable to internal and external attacks which can result in extensive damage. To prevent this, all members of the University of Münster must take measures to protect information and familiarise themselves with the rules of information security, e.g. by visiting the web pages on information security and participating in corresponding trainings.

More information:
Information security:
https://www.uni-muenster.de/Informationssicherheit/en/index.shtml
https://sso.uni-muenster.de/intern/en/werkzeuge/edv_sicherheit/index.html

Computer Emergency Response Team of the University of Muenster (CERT-UM):
https://www.uni-muenster.de/CERT/en/index.html

! If you suspect an IT security breach, please contact the responsible IT service provider first or call the IT hotline to determine how to proceed. Also refer to the information provided on the IT emergency card.

Contacts:

Dr Ludger Becker
Chief Information Security Officer (CISO)
Tel. +49 251 83-38441
informationssicherheit@uni-muenster.de

Michael Engemann
Deputy CISO
Tel. +49 251 83-33750

II. 4 General standards

13. Gender equality, diversity and discrimination

Gender equality

The University of Münster regards gender equality as a strategically important goal. Reducing discrimination on the basis of gender and gender equality is a cross-sectional task of every individual, which is not only anchored at the management level, but also within the faculties, departments and central units. Moreover, equal opportunity of women and men is being implemented according to (legally) defined criteria and goals at all decision-making levels and in relation to all member groups. The legal basis for this includes, among others, the Higher Education Act and the State Equality Act of North Rhine-Westphalia (NRW).

The University's gender equality policy is firmly anchored in its mission statement as a voluntary commitment and is concretized in the Framework of Gender Equality and the Gender Equality Plans of the individual units. The University management regards gender mainstreaming and gender equality as important criteria for the sustainable development of higher education.

More information:
https://www.uni-muenster.de/Gleichstellung/en/index.html

https://www.uni-muenster.de/imperia/md/content/gleichstellung/dokumentezurgleichstellung/gleichstellungsrahmenplan_eng_final.pdf

Contact:
Dr Bente Lucht
Principal Equal Opportunity Officer
Tel. +49 251 83-29701
gleichstellungsbeauftragte@uni-muenster.de

Diversity and equal opportunity

Diversity at the workplace and in academic life is of central importance to the University of Münster. The University values all employees and students, regardless of age, gender, ethnicity, disability, sexual orientation or religion. It promotes this philosophy by means of an active equal opportunity and diversity policy and rejects every form and manner of discrimination.

Recognition across disciplines and organisational units and respect for personal individuality are decisive factors that influence university, academic and student action. The University supports the different characteristics, diverse talents and experiences of its employees and students. Through a variety of projects, programmes and funding measures, the University of Münster is committed to equal opportunities and thus contributes to its future viability and competitiveness.

More information:
https://www.uni-muenster.de/profil/en/diversity/index.html

Contact:
Tanja Beck
Diversity coordinator
Tel. +49 251 83- 21289
tbeck@uni-muenster.de

Discrimination – GETA Advisory Office and GETA Complaints Office

The University of Münster rejects discrimination in all forms. For advice and support, there are various support offices at the University where employees affected by discrimination can seek confidential consultation. These include, for example, the Human Resources department, the Equal Opportunities Officer(s), the Representative of the Severely Disabled and the staff representatives. In particular, the **Counselling Service for Staff and Management**, with its special expertise on the General Equal Treatment Act (GETA), is available to all employees in the event of experiences or perceptions of (multiple) disadvantage and discrimination.

More information:
https://www.uni-muenster.de/Verwaltung/en/orga/sozialberatung.html

Contact:
Anne Wienströer
Counselling Service for Staff and Management
awienstr@uni-muenster.de
Tel.: +49 251 83-22425

If you want to lodge a **GETA complaint on the grounds of § 13** (discrimination on the grounds of ethnic origin, gender, religion or belief, disability, age or sexual identity) or are considering doing so and have questions about the process, you can contact the GETA Complaints Office directly.

More information:
https://sso.uni-muenster.de/intern/en/personal/kontakt/vertretungen/beschwerdestelle/index.html

Contact:
Ann-Kathrin Bilda
GETA Complaints Office for employees
Compliance Office
Tel. +49 251 83-21202
compliance@uni-muenster.de

14. Sustainability

Sustainable development is one of the major challenges of our time, and science plays an essential role in addressing it. Universities are an important forum for discussing and exploring opportunities for sustainable action. Disciplinary as well as inter- and transdisciplinary research approaches contribute to addressing such global challenges as climate change, mobility and energy transition, and questions of peace and democracy. As educational institutions, universities play a central role in promoting competence among future decision-makers with respect to sustainability. At the same time, universities themselves are part of the problem, as they themselves consume considerable resources. The University of Münster is aware of its responsibility with regard to these issues and their relevant social, ecological and economic impacts, and strives to address sustainability in the central areas of research, teaching, transfer and operations.

More information:
https://www.uni-muenster.de/profil/en/nachhaltigkeit/index.html

Contact:
Nico Schäfer
Sustainability Office (Dept. 2.3)
Tel: +49 251 83-21554
abteilung.nachhaltigkeit@uni-muenster.de

15. Press and public relations

The University's press and PR activities are organised by the Communication and Public Relations department, which is responsible for internal communication and external presentation.
Naturally, all academics and researchers are welcome to carry out their own public relations work on topics in their area of research and teaching and – if necessary – seek the advice/support of this department. In this context, researchers and instructors should understand that they are perceived by the public as members or representatives of the University and consequently play a public role. Consequently, they must assume responsibility for their own statements.
Administrative staff are not authorised to provide information to the press without consulting with the Communication and Public Relations department in advance.

More information:
https://www.uni-muenster.de/kommunikation/en/index.html

Contact:
Norbert Robers
Press Officer of the University of Münster and
Head of the Communication and Public Relations department
Tel: +49 251 83-22232
communication@uni-muenster.de

16. Regulatory issues and conflicts of interest

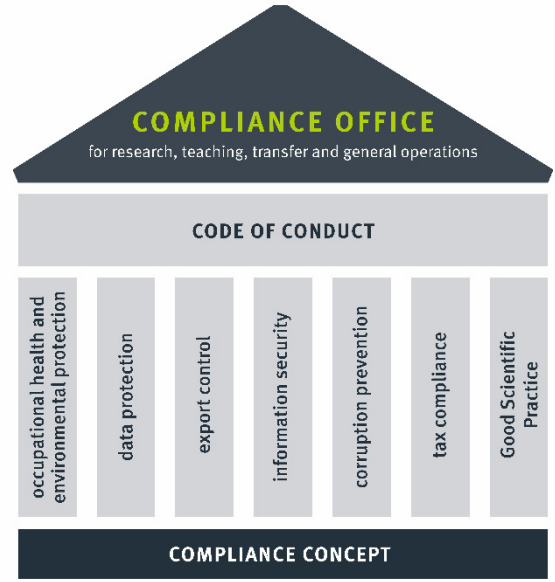
Official decisions are to be made on the basis of the applicable regulations and always in the interest of the University of Münster. Official and private interests must be consistently separated. In the event of a conflict between the interests of the University and private interests, employees are obliged to report this conflict to their supervisor and work to resolve the conflict as quickly as possible. This especially applies to personal, familial or economic relationships between University employees and/or contractual partners. If you have general questions about regulatory issues, feel free to contact the Compliance Office or the Compliance Advisor to the Rectorate, who can help you find the right contacts or guidelines.
If you become aware of violations, we ask you to take responsibility and report them to your supervisor or the responsible departments. Alternatively, in the event of significant violations or concerns about personal disadvantages, you can contact the Compliance Office as the central internal reporting office.

More information:
https://sso.uni-muenster.de/intern/en/offiziell/compliance/index.html

Digital internal reporting system:
https://uni-muenster.interne-meldestelle.de/

Contact:
Ann-Kathrin Bilda
Compliance Office
Tel.: +49 251 83-21202
compliance@uni-muenster.de

III. Compliance organisation



Since May 2021, the **Compliance Office (CO**), a staff unit of the Rectorate, has been the central coordination centre for compliance management.

The service organisation is a point of contact for all people at the university for regulatory issues. The CO develops guidance, communication and training programmes that contribute preventively to greater compliance and the strengthening of the university's compliance culture. This is also intended to reduce conflicts of interest and information deficits, strengthen the personal responsibility of members and relatives, increase their confidence in their actions and avoid unintentional mistakes.

Compliance Advisor to the Rectorate

The Compliance Office develops proposals for the further development of the Compliance Management System in coordination with the **Compliance Advisor to the Rectorate.**

The Compliance Advisor is responsible for providing independent, strategic advice to the Rectorate on issues relating to the further development of the Compliance Management System and associated processes. he Compliance Advisor receives regular reports from the head of the Compliance Office.

Contact:

Prof Dr Reinhard Achenbach
Phone: +49 251-83 22531
reinhard.achenbach@uni-muenster.de

IV. Internal reporting office

Information on misconduct:
Compliance Office
Schlossplatz 2
48149 Münster
T: +49 251 - 83 21202
compliance@uni-muenster.de
https://uni-muenster.interne-meldestelle.de/

GETA Complaints Office for employees:
https://sso.uni-muenster.de/intern/en/personal/kontakt/vertretungen/beschwerdestelle/index.html

Revision history

Version	Date	Changes compared to the previous version	Creator
1.8.0	11/2026	4. Ethics Advisor: editorial change 9. Corruption prevention: Accepting gifts, sponsoring, secondary employment: Link updated 10. Occupational safety and environmental protection: Editorial change 11. Data protection: Editorial change	Bilda, Schmidtmann
1.7.0	05/2026	Sources: Link updated 5. Procurement/purchasing: Link updated 7. Tax compliance: Updating the contact details 8. Export control: Updating the contact details 9. Corruption prevention: Link updated, Updating the contact details 10. Occupational safety and environmental protection: Editorial change 11. Data protection: Link updated 12. Information security: Editorial change 13. Gender equality, diversity and discrimination: Link updated 14. Sustainability: Updating the contact details IV. Internal reporting office: Link updated	Bilda, Schmidtmann
1.6.0	11/2025	Links updated; 3. Research with genetic resources / Nagoya Protocol: editorial change	Bilda, Schmidtmann

		10. Occupational safety and environmental protection: editorial change	
1.5.0	05/2025	Sources: Links updated 1. Good scientific practice: editorial change 2. Animal protection: Amendments to the text, Links updated 3. Research with genetic resources / Nagoya Protocol: Amendments to the text 5. Procurement/purchasing: Updating the contact details 6. Entertainment and gifts: Amendments to the text, Updating the contact details 8. Export control: Updating the contact details 10. Occupational health and environment protection: Updating the contact details 11. Data protection: Amendments to the text 12. Information security: Updating the contact details 13. Gender equality: editorial change, Links updated 16. Regulatory issues and conflicts of interest: Updating the contact details	Bilda, Schmidtmann
1.4.0	12/2024	13. Updating the contact details 14. E-Mail-address adjusted 16. Link to the Compliance intranet page added	Bilda, Voß
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