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Regulations of the Department of Life Sciences and Health Technologies of the Doctoral School NRW

dated 30.11.2021 in the version dated 02.05.2023

Based on Section 4 (4) sentence 3 of the Higher Education Act of the State of North Rhine-Westphalia (Higher Education Act - HG) as amended by the Act Amending the Higher Education Act of July 12, 2019, Section 2 (2) of the Administrative Agreement of the Doctoral School NRW of December 14, 2020 (VV) and the Framework Departmental Regulations of April 16, 2021 (RAO), the Doctoral School NRW issues the following Departmental Regulations:

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§ 1 Scope of application and tasks

(1) The Departmental Regulations govern the structure, procedural rules and processes of the Department of Life Sciences and Health Technologies and are based on the Framework Departmental Regulations and the cooperation practiced in the department and the Life Sciences Division of the GI NRW as the predecessor institution.

(2) Professors and doctoral candidates from universities of applied sciences (AUS) and universities in the field of Life Sciences and Health Technologies work together in the department with the aim of conducting and promoting doctorates, strengthening collaborative research, ensuring a high quality of scientific work and teaching young scientists a responsible approach to science.

(3) In particular, the department ensures that the doctorate is compatible with the national and international scientific community, so that an academic career at other institutions can be continued after completing the doctorate.

(4) The department represents an extended research environment for its doctoral candidates. They are included in the scientific discourse beyond university boundaries. Where possible, they also have access to the facilities, methods and equipment of all supporting universities involved in the department.

(5) The department obliges all members and Affiliated Members to comply with the regulations in accordance with the Regulations for Safeguarding Good Scientific Practice and Dealing with Scientific Misconduct at the Doctoral School NRW, as amended. It shall perform the tasks assigned to it in these regulations.

(6) The department obliges all its members and Affiliated Members to deal responsibly and ethically with scientific methods and results in accordance with the regulations of the Commission on Responsibility in Science of the Doctoral School NRW as amended.

(7) In order to provide a supportive environment for young researchers, the members of the department agree on their research priorities. The Key Research Areas form the basis for the department's doctoral program.

(8) The department promotes cooperation with other departments of the Doctoral College, in particular with the Department of Computer and Data Science and the Department of Resources and Sustainability, as well as with other scientific institutions.

(9) The department involves associate professors and supports them in achieving membership status.

(10) The department discusses further joint events and elements of cooperation, short, medium and long-term goals and measures for their implementation annually at its departmental meeting in accordance with § 7. These may include, for example, actively approaching Master's graduates, integrating socially relevant topics into the events of the doctoral programs, measures to reconcile family and doctorate and to promote gender equality and equal opportunities within the department, as well as the organization of events such as summer schools. Events, elements of cooperation, objectives and measures are implemented by the Directorate with the involvement of members and Affiliated Members and with the support of Coordination, following a decision by the Department Board, provided that a strategic objective is associated with this. The Board of Directors will report on the implementation after one year.

§ 2 Contributors

(1) The professorial members and associate professors admitted in accordance with Section 3 of the Membership Regulations of 29.01.2021, doctoral candidates admitted in accordance with Section 4 of the Membership Regulations of 29.01.2021 and cooperation partners of universities that have assigned themselves to this department work together in the department. The admission of members and Affiliated Members is governed by the Membership Regulations of 29.01.2021 and §§ 7, 8, 9 and 10 of the Administrative Agreement.

(2) Members and Affiliated Members of other departments may attend meetings and events of the department after registering, unless there are reasons of confidentiality or other reasons to the contrary.

(3) The department may invite guests to its events. Guests have neither active nor passive voting or election rights.

§ 3 Recommendations Committee

(1) The Recommendations Committee of the department shall prepare a scientific evaluation for the admission of members and Affiliated Members of the department.

(2) Section 5 of the Framework Division Regulations governs the composition of the Recommendations Committee.

(3) The Recommendations Committee consists of three professorial members, university cooperation partners of the department or other expert professors from institutions entitled to award doctorates. Two members are elected by the Department board in accordance with Section 5 (5) RAO, one member is appointed in accordance with Section 5 (4) RAO from among the Director and his or her deputies in accordance with Section 4 (2).

(4) With regard to the composition of the Recommendations Committee, the department shall determine that the Key Research Areas and platforms pursuant to Section 5 (2) should be represented in an appropriate form by the elected members.

(5) The members of the Recommendations Committee shall carry out the academic assessment of the applicant independently of each other and express their opinion individually and in writing on the PK NRW data portal for or against admission to the department as professorial members, associate professors or doctoral candidates. The majority of votes decides. If the opinions do not result in a clear vote or at the request of a member of the Recommendations Committee, the committee exchanges views in writing, in person, online or in a hybrid form and prepares a joint academic evaluation.

§ 4 Bodies of the department

(1) Bodies of the department are the Department board and the director. Tasks and election are regulated in § 4 of the Framework Departmental Regulations and in §§ 17 and 18 of the Constitution.

(2) The Director shall be represented by at least one professorial member, but no more than two professorial members. Attention must be paid to a gender-balanced composition of the directorate. The duties of the director are regulated in § 25 of the administrative agreement.

(3) The Department board meets at least once per semester and as required. It shall adopt its own rules of procedure.

§ 5 Key Research Areas of the Department

(1) The department is anchored in the following disciplines: biology, medicine, chemistry, physics and process engineering.¹

(2) The department is divided into the Key Research Areas "Biomedicine" and "Biogenic Resources in Value Networks", which are linked by the platforms "Biomaterials" and "Computational Life Sciences". The department's platforms comprise methods and technologies that support the outlined Key Research Areas as a cross-sectional function in a variety of ways. In addition, independent research and development projects are pursued within the respective platform. Members and Affiliated Members assign themselves to one or more Key Research Areas or platforms when they join the department.

(3) The Key Research Areas and Platforms can elect a spokesperson from among their participants to represent the Key Research Area or Platform within the department.

(4) The Department board decides on the establishment or dissolution of Key Research Areas or platforms of the department as well as on their general tasks. All those involved in the Key Research Areas or platform must be consulted and the effects on the doctoral programs must be taken into account and adjustments made if necessary. The rights and obligations of professors and doctoral candidates remain unaffected.

(5) In the event of the establishment or dissolution of Key Research Areas or platforms, the impact on the doctoral programs must be examined immediately and adjustments made if necessary.

§ 6 Cooperation and events of the department

(1) In addition to the work of the Bodies, elements of cooperation include the Department Assembly, the implementation of the doctoral program and, for example, the organization of specialist conferences and congresses, joint research projects or events for young academics.

(2) Doctoral candidates are involved in the work of the department, for example through doctoral candidate days and by asking doctoral candidates about their wishes and needs.

(3) Collaboration with university cooperation partners takes place in particular through joint doctoral projects, scientific projects and conferences.

(4) In the case of decisions with scientific or organizational implications, such as the holding of conferences, all those involved, in particular associate professors and doctoral candidates, shall be appropriately involved. This is done by putting together working groups in which professorial members, doctoral candidates and Affiliated Members are represented.

(5) The department meeting discusses and the Department board decides on other department events. Provided there are no reasons of confidentiality to the contrary, public invitations are issued.

¹ The list is based on the subject areas listed in the "DFG classification of scientific disciplines, subject areas, review boards and subjects for the 2020-2024 term of office".

§ 7 Departmental meeting

(1) The Department Assembly shall meet at least once a year. The departmental assembly consists of professorial members, associate professors, university cooperation partners, doctoral candidates and Staff members. The director or a deputy director should be present.

(2) The departmental assembly shall discuss the scientific work of the department, the promotion of doctorates, the doctoral programs and the organization in an open discourse. In addition, the Department Assembly shall discuss further events, elements of cooperation, objectives and measures in accordance with Section 1 (10).

(3) The director shall issue a written invitation to the departmental meeting, giving ten days' notice and stating the agenda, and shall be supported in this by the Staff member responsible for the department.

(4) The deliberations and resolutions of the departmental meeting are recorded in minutes and forwarded to the responsible Bodies as statements or recommendations.

(5) Voting at the departmental meeting shall take place openly by show of hands, verbal vote or an electronic voting program. If no alternatives are available, the vote can be replaced by acclamation as long as no participant objects.

(6) The department meeting can be held as an in-person, online or hybrid event.

(7) In addition to the departmental meeting, the department may, if required, for example for information, networking or voting purposes, and at the suggestion of a member, Affiliated Member or Coordination of the department, provide for meetings for individual groups in the department, for example:

1. Meetings of all professorial members of the department,
2. Meetings of all professorial members and Affiliated Members of the department,
3. Meetings of all doctoral candidates in the department.

Coordination is entitled to participate in all meetings without voting rights. The deliberations and resolutions of these meetings are recorded in minutes and forwarded to the responsible Bodies as opinions or recommendations.

§ 8 Doctoral candidate spokesperson

(1) The Doctoral Candidate Representatives represent the interests of doctoral candidates within the department and vis-à-vis the Executive Board of the Doctoral School NRW.

(2) The election and term of office of the Doctoral Candidate Representatives is governed by Section 6 of the Framework Departmental Regulations.

(3) The department shall stipulate that the doctoral spokesperson shall be consulted on all issues relating to the department and doctoral programs.

§ 9 Equality, Person in charge of Equal Opportunities Affairs

- (1) The Equal Opportunities Officer performs the tasks in accordance with Section 24 of the Higher Education Act. She participates in the meetings of the Department board and the Recommendations Committee in an advisory capacity.
- (2) The department's equal opportunities officer and deputy are elected by the Department board from among all female members of the department.
- (3) The term of office of the Person in charge of Equal Opportunities Affairs of the department and the deputy is three years.
- (4) The election of the Person in charge of Equal Opportunities Affairs of the department and the deputy shall take place in separate ballots. The person who receives a simple majority of the votes cast by the members entitled to vote is elected. Abstentions count as votes not cast.
- (5) Together with other departments of Doctoral School NRW, an interdepartmental Person in Charge of Equal Opportunities Affairs and deputy may also be elected from among all female members of the participating departments. Paragraphs 1, 3 and 4 shall apply accordingly.

§ 10 Commissions

- (1) The Department board may set up and dissolve commissions for special tasks
- (2) Members and Affiliated Members of the Department may submit proposals to the Department Board for the establishment of commissions, which the Department Board shall discuss and decide on.

§ 11 Doctoral examining committee

The department sets up a doctoral examining committee in accordance with § 4 of the RPO.

§ 12 Amendment of the Departmental Regulations

The Departmental Regulations are adopted and amended by a two-thirds majority of the voting members of the Department board.

§ 13 Severability clause

Should any provision of these regulations be invalid, this shall not affect the validity of the remaining provisions. An invalid provision shall be replaced by a new, valid provision that comes as close as possible to the meaning and purpose of the original provision.

§ 14 Entry into force

The Departmental Regulations enter into force on the day following their publication in the Official Notices of the Doctoral School NRW.

Issued on the basis of the resolution of the Department board dated 02.05.2023.

Bielefeld, 02.05.2023

The Chairman of the Department board

signed. *Patel*

(Prof. Dr. Anant Patel)