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Regulations of the Department of Media and Interactions of the Doctoral School NRW

dated 04.11.2021 in the version dated 04.04.2023

The Department of Media and Interactions of the Doctoral School NRW issues the following Departmental Regulations on the basis of 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 the Doctoral School NRW of April 16, 2021 (RAO):

Contents

- § 1 Scope of application and tasks
- § 2 Contributors
- § 3 Recommendations Committee
- § 4 Bodies of the department
- § 5 Key Research Areas of the Department
- § 6 Cooperation and events of the department
- § 7 Departmental meeting
- § 8 Doctoral candidate spokesperson
- § 9 Equality, Person in charge of Equal Opportunities Affairs
- § 10 Commissions
- § 11 Doctoral examining committee
- § 12 Amendment of the Departmental Regulations
- § 13 Severability clause
- § 14 Entry into force

§ 1 Scope of application and tasks

(1) The Departmental Regulations govern the structure, procedural rules and processes of the Department of Media and Interactions and are based on the valid version of the Framework Departmental Regulations as well as the cooperation practiced in the department and the specialist groups Digitalization in Business and Society and Media and Communication of the GI NRW as predecessor institutions.

(2) The department brings together professors and doctoral candidates from universities of applied sciences (AUS) and universities who deal with the creative and receptive use of media and media formats, the human-centered development of technology in an increasingly digitalized society and the effects of digital and media transformations on people and society, together with the aim of carrying out and promoting doctorates, strengthening cooperation in research, promoting integration into the scientific community, 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 completion of 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, the facilities of all supporting universities involved in the department are also available to them.

(5) The department obliges all members and Affiliated Members to comply with the rules of good scientific practice 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.

(7) In order to provide a supportive environment for early career researchers, the members of the department coordinate their research and form research priorities. The Key Research Areas form the basis for the doctoral programs.

(8) The Department promotes cooperation with other departments of the Doctoral College, in particular with the Departments of Computer and Data Science, Social and Health Affairs and Technology and Systems, as well as with other academic institutions, in particular those promoting and conducting doctorates.

(9) The department involves associate professors and supports them in meeting the requirements for membership.

(10) The department promotes gender equality. To this end, the Department Board, in cooperation with the Person in charge of Equal Opportunities Affairs, adopts a plan of action at regular intervals.

(11) The department sees diversity as an opportunity. It promotes equal opportunities and opportunities for participation. The Department board adopts an action plan for this purpose at regular intervals.

(12) The Department's tasks and the responsibilities of its Bodies are governed by §§ 24-26 of the Administrative Agreement.

§ 2 Contributors

(1) The professorial members and associate professors admitted in accordance with Section 3 of the Membership Regulations of the Doctoral School of Applied Research in North Rhine-Westphalia of 29 January 2021, the doctoral candidates admitted in accordance with Section 4 of the Membership Regulations 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 and §§ 7, 8, 9 and 10 of the Administrative Agreement.

(2) Members and Affiliated Members of the department undertake to support and promote the objectives of the department.

(3) Members and Affiliated Members of other departments may also participate in meetings and events after registering, provided there are no reasons of confidentiality or other reasons to the contrary.

(4) The department may grant guest status to persons who cannot become members or Affiliated Members of the department in accordance with the Membership Regulations, provided that the person is scientifically active or has a professional proximity to the topics and issues of the department. Guests of the department may attend department events in an advisory capacity upon invitation.

§ 3 Recommendations Committee

(1) In accordance with §§ 3 and 5 RAO, the department's Recommendations Committee prepares an academic assessment for the admission of members and Affiliated Members to the department.

(2) The election and composition of the Recommendations Committee are regulated in § 5 RAO.

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

(4) With regard to the composition of the Recommendations Committee, the department further stipulates that the Key Research Areas pursuant to Section 5 (2) should be appropriately represented by the elected members.

(5) The members of the Recommendations Committee shall carry out the academic assessment in accordance with paragraph 1 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 Recommendations Committee exchanges views in writing, in person, online or in a hybrid form and prepares a joint academic assessment.

§ 4 Bodies of the department

(1) Bodies of the department are the Department board and the Director. Tasks and election are regulated in § 4 RAO as well as in §§ 17 and 18 of the Constitution of the Doctoral College for Applied Research in North Rhine-Westphalia of 29.01.2021.

(2) With regard to the director and deputies, it is stipulated that the director shall be represented by 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 twice per semester. It shall adopt its own rules of procedure.

§ 5 Key Research Areas of the Department

(1) The department is anchored in the following disciplines: humanities (art, music, theater and media studies; linguistics; literary studies; philosophy); social and behavioral sciences (educational science and educational research; psychology; social sciences; economics), health sciences; computer science, systems and electrical engineering.¹ The department sees itself as an interdisciplinary research network that promotes joint cooperation between members and Affiliated Members across institutionally established subject boundaries.

(2) The department conducts research in priority areas. These are called:

1. Media and the public,
2. Media culture and media education,
3. Aesthetics and communication,
4. Digital society,
5. Human-technology interaction.

Members and Affiliated Members assign themselves to one or more Key Research Areas upon admission to the department.

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

(4) The Department board decides on the establishment of new Key Research Areas in the department. The decision must take into account

1. whether there are enough members assigned to this Key Research Areas to ensure sufficient research activity,
2. whether the topics and issues dealt with in the Key Research Area are scientifically and socially topical and relevant and can be linked to the overarching topics and issues dealt with by the department and the other Key Research Areas.

(5) The Department board decides on the dissolution of the department's Key Research Areas. All those involved in the Key Research Areas must be consulted. The dissolution of a Key Research Area may become necessary if

1. the topics and issues dealt with there have lost their scientific and social topicality and relevance,
2. there is no longer sufficient research activity in this Key Research Area.

(6) A Key Research Area may be dissolved at the earliest two years after its establishment, unless serious reasons make earlier dissolution necessary.

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

(7) In the event of the establishment or dissolution of Key Research Areas, the impact on the doctoral programs must be examined immediately and adjustments made if necessary. The rights and obligations of professors and doctoral candidates remain unaffected by the establishment or dissolution of Key Research Areas.

§ 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 doctoral programs and, for example, specialist conferences and congresses, joint research projects and events for young academics. The Department Assembly can discuss further elements of cooperation and the Department board can decide on them.

(2) Doctoral candidates are involved in the work of the department in particular through participation in the organization of and participation in scientific events, further training courses and subject-specific and interdisciplinary workshops as well as through regular inquiries about the wishes and needs of doctoral candidates.

(3) Collaboration with university cooperation partners takes place in particular through scientific exchange at the department's events, jointly conducted research projects, advice on and events for doctoral candidates as part of the doctoral programs and participation in the department's doctoral procedures.

(4) All members and Affiliated Members are offered the opportunity to participate in decisions with scientific or organizational implications. Working groups can be set up for this purpose.

(5) The department regularly organizes a conference for young researchers, to which the public is invited. Selected contributions to the conference shall be published in a conference volume.

§ 7 Departmental meeting

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

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

(3) The Department Assembly shall discuss the scientific work of the department, the promotion of doctorates, the doctoral programs and the organization in an open discourse. The departmental assembly also discusses further events, elements of cooperation, goals and measures of the department.

(4) The director shall issue invitations to the departmental meeting with fourteen days' notice and announce the agenda. The director shall be supported in this by the Staff members responsible for the department. The invitation to the departmental meeting is sent by e-mail.

(5) The meeting shall be opened by the Director or a deputy. At the beginning, the meeting elects the chairperson.

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

(7) 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.

(8) In addition to the departmental meeting, the department may provide for meetings for individual groups in the department as required, for example for information, networking or voting purposes, or at the suggestion of a member, Affiliated Member or Coordination of 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,
4. Meetings of all female members and Affiliated Members of the department.

The Management Committee and Coordination may be invited to all meetings in an advisory capacity. The deliberations and resolutions of these meetings are recorded in minutes and forwarded as opinions or recommendations to the responsible Bodies.

§ 8 Doctoral candidate spokesperson

(1) The Doctoral Candidate Representatives and their deputies 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 and their deputies are regulated in Section 6 RAO.

(3) For the doctoral student spokesperson and their deputies, the department shall stipulate that

1. they are consulted on all issues concerning the department and doctoral programs,
2. their arguments are given special consideration by the professorial members of the Department board.

§ 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.

§ 10 Commissions

(1) The Department board may establish commissions for special tasks as well as reappoint them.

(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 shall set up a doctoral examining committee. Further details on the composition and election are regulated by the Framework Doctoral Degree Regulations of the Doctoral College for Applied Research in North Rhine-Westphalia dated 31.01.2023 and the Doctoral Degree Regulations of the Department of Media and Interactions of the Doctoral College for Applied Research in North Rhine-Westphalia, as amended.

§ 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 04.04.2023.

Bottrop, 04.04.2023

The Chairman of the Department board

signed. *Geisler*

(Prof. Dr. Stefan Geisler)

Informational Version