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Framework Departmental Regulations

Doctoral School NRW

in the version dated 13.02.2023

Based on Section 67b of the Higher Education Act of the State of North Rhine-Westphalia (Hochschulgesetz - HG) in the version of the Act amending the Higher Education Act of July 12, 2019 and Section 2 (2) of the Administrative Agreement of the Doctoral School NRW (VV), the Doctoral School NRW issues the following framework departmental regulations:

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Preamble

The following Framework Departmental Regulations form the framework for the Departmental Regulations of the departments. The thematically organized departments form the core of the Doctoral School NRW. They bring together professors and doctoral candidates from the supporting universities and universities. The departments form the environment for the training of young academics and offer doctoral programs.

§ 1 Scope of application and tasks

- (1) The Framework Departmental Regulations apply to all departments of Doctoral School NRW.
- (2) The departments network professors and doctoral candidates from universities of applied sciences and universities. The participants exchange expertise, initiate research and doctoral projects, develop doctoral programs and carry them out.
- (3) The departmental assembly meets at least once a year. The departmental assembly consists of professorial members, associate professors or associate professors, university cooperation partners and doctoral candidates. The director or a deputy director should be present.

- (4) The department meeting can held as an in-person or online event.
- (5) The Departmental Regulations may provide for further commissions and committees as well as regular meetings.
- (6) Regular academic discourse between professors and doctoral candidates should be ensured through specialist events.

§ 2 Members, Affiliated Members and Guests

- (1) Membership of the Doctoral School NRW is regulated in Section 7 (1) VV.
- (2) Affiliated Members of the Doctoral School NRW are admitted associate professors and cooperation partners of universities, provided they are not members. They may be involved in the supervision of doctoral candidates and participate in events in accordance with Section 4 (2) of the Constitution.
- (3) The department may invite guests such as researchers from other organizations and alumni of the Doctoral School NRW to events.

§ 3 Admission of Members and Affiliated Members

- (1) The selection process and the criteria for the admission of new members to the department are governed by §§ 7, 8 and 10 VV and the Membership Regulations of the Doctoral School NRW as amended.
- (2) The office shall carry out a preliminary examination. The department's Recommendations Committee shall prepare an academic assessment based on the criteria specified in paragraph 1. It may vote in favor of admission as a professorial or doctoral member, participation as an associate professor or rejection of admission as a member or Affiliated Member.
- (3) The Executive Board shall decide on the application for membership on the basis of the application documents and the scientific assessment of the Recommendations Committee. It may obtain further scientific assessments. In doing so, the Executive Board may deviate from the vote of the Recommendations Committee.

§ 4 Bodies of the department

- (1) The bodies of the department are the Director and the Department board in accordance with Section 24 (3) VV.
- (2) The director of the department shall be represented by a deputy or up to two deputy directors in accordance with Section 25 (1) VV.
- (3) The duties and responsibilities of the director are regulated in § 25 VV.
- (4) The elections of the director and deputy directors are regulated in Section 25 (5) and (6) VV and in Section 33 of the election regulations. The term of office is regulated in Section 17 (2) of the Constitution.
- (5) The tasks and responsibilities of the Department Board are regulated in Section 26 (1) VV.

The composition of the Department board is governed by Section 18 (3) of the Constitution.

(6) The term of office of the Department board is governed by Section 18 (2) of the Constitution.

§ 5 Recommendations Committee

(1) Each department shall form a Recommendations Committee.

(2) The Recommendations Committee, with the assistance of professorial expertise from external institutions authorized to award doctorates, prepares a scientific evaluation for the admission of members and Affiliated Members to the department.

(3) The Recommendations Committee consists of a minimum of three and a maximum of five professorial members, university cooperation partners of the department or other expert professors from institutions authorized to award doctorates. The respective Key Research Areas of the department must be taken into account when appointing the Recommendations Committee. Further details are regulated by the Departmental Regulations.

(4) The Director or a deputy must be represented on the Recommendations Committee. This member shall be appointed from among the director and the deputy or deputies of the department.

(5) With the exception of the Director or Deputy Director, the Recommendations Committee shall be elected by the Department board by a majority of the votes cast. Abstentions do not count as votes cast. In the event of a tie, the decision is made by drawing lots. The members of the Department Board have as many votes as the Recommendations Committee has eligible members. Each person entitled to vote may cast a maximum of one vote for one candidate. If the number of candidates is less than or equal to the number of eligible members of the Recommendations Committee, all eligible candidates become members of the committee without election.

(6) A secret ballot must be held. The election result must be documented in writing.

(7) If one of the elected members leaves the recommendation committee prematurely, a substitute member shall take their place. The substitute members shall take their place in the order of the next highest number of votes. If no substitute member can be appointed, a by-election shall only take place at the request of a member of the Recommendations Committee. The term of office for the substitute member or, in the case of a by-election, for the remainder of the term of office of the member who has left. If no substitute member is available for the vacant seat after the by-election, the seat remains vacant.

(8) The Recommendations Committee shall vote by a majority of the votes cast. Abstentions count as votes cast. At least two votes must be cast.

(9) If a member of the Recommendations Committee is biased, he or she shall not participate in the vote.

(10) The members of the Recommendations Committee are subject to a duty of confidentiality and secrecy. This also applies beyond the end of the term of office.

(11) The term of office of the members of the Recommendations Committee is three years. Re-election is permitted.

§ 6 Doctoral Candidate Representatives

(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 representatives of the group of doctoral candidates elected to the Department board in accordance with Section 18 (3) of the Constitution shall appoint the Doctoral Candidate Representatives from their group. The two other doctoral members of the Department board shall become deputy doctoral candidate spokespersons.

(3) The term of office of the Doctoral Candidate Representatives and their deputies is based on the term of office on the Department board.

§ 7 Equality; Person in charge of Equal Opportunities Affairs

The Department boards of the departments can elect a Person in charge of Equal Opportunities Affairs and deputies for their department in accordance with Section 24 (3) sentence 1 HG. Election and term of office are regulated by the respective Departmental Regulations, taking into account the State Equal Opportunities Act and the corresponding regulations in the administrative agreement.

§ 8 Permeability of the departments

(1) Cross-departmental networking of doctoral candidates and professors should be ensured.

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

§ 9 Doctoral examining committee

If the state of North Rhine-Westphalia the department the right to confer a doctorate, the department shall set up a doctoral examining committee. The Framework Doctoral Degree Regulations and the doctoral degree regulations of the department regulate the details of its composition and election.

§ 10 Entry into force

Issued on the basis of the Doctoral School Senate's resolution of 13.02.2023. The Framework Departmental Regulations enter into force on the day following their publication in the Official Notices of the Doctoral School NRW.

Bochum, 24.02.23

The Chairman of the Executive Board
signed. *Sternberg*

(Prof. Dr. Martin Sternberg)

Sankt Augustin, 13.02.2023

The Chairman of the Doctoral School Senate
signed. *Jung*

(Prof. Dr. Norbert Jung)

Informational Version