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Regulations of the Department of Social and Health Affairs of the Doctoral School NRW

dated 01.07.2021 in the version dated 29.03.2023

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 (VV) of December 14, 2020 and the Framework Departmental Regulations of April 16, 2021, 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 Social and Health Affairs and are based on the Framework Departmental Regulations and the cooperation practiced in the Department and the specialist group for Social and Health Affairs of the GI NRW as the predecessor institution.

(2) Professors and doctoral candidates from universities of applied sciences (AUS) and universities work together in the department with the aim of carrying out and promoting doctorates, strengthening research cooperation and promoting integration into the scientific community.

(3) In particular, the department ensures that the doctorate is compatible with the national and international scientific community and 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 the other 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 handle scientific methods and results responsibly 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 early career researchers, the members of the department coordinate their research and set common priorities. These Key Research Areas form the basis for the doctoral program. Closer cooperation within a Key Research Area is also possible in the form of temporary research collaborations.

(8) The department promotes cooperation with other departments of the doctoral college as well as with other academic institutions. For example, cooperation agreements have been concluded between the Department of Social and Health Affairs of the GI NRW (the department's predecessor organization in the PK NRW) and the Faculty of Education at the University of Duisburg-Essen and the Faculty of Education, Architecture and the Arts at the University of Siegen for cooperative doctorates. The department will continue to strive to conclude such cooperation agreements with other universities in the future.

(9) The department involves associate professors and thus gives them the opportunity to acquire membership status.

(10) The department promotes gender equality. If required and in coordination with the participating universities, childcare services are organized for the events of the doctoral program in order to support the compatibility of doctorate and family. Furthermore, digital formats would be possible for this purpose, which are not only conducive to compatibility issues, but also benefit other groups in need of support, such as those with chronic illnesses.

(11) The department strives to raise funds for Research Training Groups (e.g. DFG, federal or state funding) in order to both promote structured doctorates and create adequately funded doctoral positions.

§ 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 dated 29.01.2021, 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 other departments may also participate in meetings and events after registering, provided that there are no reasons of confidentiality or other reasons to the contrary.

(3) Guests and alumni may attend department events by invitation.

§ 3 Recommendations Committee

(1) The department's 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.

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

(3) The Recommendations Committee consists of four professorial members, university cooperation partners of the department or other expert professors from institutions authorized to award doctorates. The committee is chaired by the director of the department. When appointing the Recommendations Committee, the department's Key Research Areas should be taken into account wherever possible.

§ 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 of 29.01.2021.

(2) With regard to the director and deputies, it is stipulated that the director shall be supported by up to two deputies. The duties of the director are regulated in § 25 of the administrative agreement.

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

§ 5 Key Research Areas of the Department

(1) The department conducts research in key areas. These are called Social and Health Policy Research, Health Services Research, Professions and Professionalization Research and Inequality, Participation and Inclusion Research. Members and Affiliated Members may be assigned to more than one focus area.

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

(3) The Department board shall decide on the establishment or dissolution of Key Research Areas of the department as well as on its general tasks, taking into account those involved in the Key Research Area. The rights and obligations of professors and doctoral candidates remain unaffected.

(4) Key Research Areas existing at the time the department is established shall be continued unless the Department board decides to dissolve them.

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

(6) For its Key Research Areas, the department determines that they regularly participate in the design of the doctoral program. Cooperative activities of the Key Research Areas are reported to the Department board once a year.

§ 6 Cooperation and events of the department

(1) In addition to the work of the Bodies, elements of the cooperation are the Department Assembly, the implementation of the doctoral program and the cooperation in the Key Research Areas for the joint acquisition of research funds and for the implementation of specialist conferences and publication activities.

(2) Doctoral candidates are involved in the work of the department in particular through their participation in the Department board and the Department assembly. The doctoral candidate representatives are contact persons for all doctoral candidates and bring the interests of doctoral candidates to the Department board, the Department assembly and the Directorate.

(3) Collaboration with university cooperation partners takes place in particular through cooperation in the Key Research Areas and the implementation of Cooperative doctorates, including cooperative doctoral programs. University cooperation partners also have the opportunity to become members of the department.

(4) All those involved, in particular associate professors and doctoral candidates, shall be appropriately involved in decisions of scientific importance, such as the organization of conferences. This takes place in the respective Key Research Areas. The Department board works to ensure that doctoral candidates are also actively involved in the research structures at the AUSs participating in the PK NRW and that support structures for doctoral candidates are established and expanded there.

(5) Other departmental events take place, e.g. a regular "Research Day", at which current research and doctoral projects from the Key Research Areas are presented.

§ 7 Departmental meeting

(1) The departmental assembly meets 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 Department Assembly shall discuss in an open discourse the activities of the Directorate, the Department Board, the Recommendations Committee and the Key Research Areas as well as the doctoral program.

(3) The director shall issue invitations to the departmental meeting with 14 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 shall be sent by e-mail.

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

(5) The Department Assembly may make recommendations to the Department Board. Votes on this are based on the principle of a simple majority and can also be open if no one objects

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

(7) Further regular meetings of doctoral candidates of the department are possible.

§ 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 candidate spokesperson shall be consulted by the Directorate and the Department board on all issues concerning doctoral candidates.

§ 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

The Department board can set up commissions for special tasks as well as reappoint them.

§ 11 Doctoral examining committee

The department shall set up a doctoral examining committee in accordance with Section 4 of the Framework Doctoral Degree Regulations dated 31.01.2023.

§ 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

Issued on the basis of the resolution of the Department board of 29.03.2023. The Departmental Regulations enter into force on the day after their publication in the Official Notices of the Doctoral School NRW.

Cologne, 29.03.2023

The Chairwoman of the Department board

signed. *Leitner*

(Prof. Dr. Sigrid Leitner)