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# **Statutes of the Graduate School Chemistry in the Department of Chemistry at the University of Konstanz**

(version: 23 June 2023)

## **§ 1**

### **Position within the University of Konstanz**

The Graduate School Chemistry (hereinafter GCh) is a research institution in the Department of Chemistry at the University of Konstanz.

## **§ 2**

### **Objectives and responsibilities**

As an institution in the Department of Chemistry at the University of Konstanz, the GCh aims to provide doctoral researchers with structured, research-based training and to support scientific exchange, both within the department and beyond. § 12 of these statutes and the General Conditions of the GCh govern the details of this training.

## **§ 3**

### **Bodies**

(1) The GCh bodies are:

- Speaker
- Executive Board
- Managing director
- General Assembly
- Doctoral researchers' representation

(2) The GCh may establish further organizational units within the framework of these statutes.

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## § 4

### Membership

- (1) The following persons can become members of the GCh:
  - (a) University teachers and Privatdozenten (lecturers) who are willing and have the qualification to supervise doctoral research at the GCh.
  - (b) Academic staff in the Department of Chemistry who have completed a doctorate and have demonstrated the ability to carry out independent research (e.g. through a habilitation or by setting up an independent junior research group (e.g. Emmy Noether or Heisenberg fellowship)) and whose qualification to supervise doctoral researchers has been determined by the Department of Chemistry's Doctoral Committee as per § 7 para. 2 of the general Doctoral Regulations of the University of Konstanz (PromO).
  - (c) Doctoral researchers from the Department of Chemistry at the University of Konstanz who are supervised at the GCh. As a rule, the doctoral researchers are members of the GCh until they have completed their doctorate.
- (2) Members of the GCh by virtue of their office are:
  - (a) Speaker
  - (b) Supervisors of the GCh doctoral researchers
- (3) New members can be admitted to the GCh upon application: The Executive Board verifies whether the requirements as per para. 1 or 2 are met and decides on admission. The Executive Board also decides on the loss or withdrawal of membership.
- (4) Membership of the GCh ends
  - (a) when corresponding written notice is given to the speaker.
  - (b) when doctoral research is concluded as per § 1 para. 6 of the general regulations PromO. If a continuation of the dissertation does not seem reasonable after the state-

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ments of all supervisors, a doctoral researcher's membership in the GCh can be terminated prematurely by resolution of the Executive Board – if possible by mutual agreement.

- (c) if the Executive Board establishes that a member does not fulfil the obligations and tasks pursuant to § 5 para. 1 and 4 of these statutes.
- (5) If doctoral supervisors retire or leave for another university, membership may continue until all dissertations currently under their supervision at the University of Konstanz have been concluded.

## **§ 5**

### **Members' rights and obligations**

- (1) Members are obliged to contribute to the objectives and tasks of the GCh as per § 2 in accordance with these statutes and to actively support the GCh.

Teaching staff of the GCh take part in thesis committees and share responsibility for the courses offered in the GCh. Moreover, all members must ensure a timely and expeditious doctoral examination procedure, in line with the graduate school's tasks and objectives as per § 2.

- (2) GCh members may submit proposals to the Executive Board at any time that present ideas for new activities that should be implemented at the GCh or be supported by it.
- (3) Members are entitled to use the infrastructure and resources of the GCh, within its possibilities.
- (4) GCh members are required to fulfil publication and reporting obligations and uphold good scientific practice in line with the University of Konstanz's corresponding guidelines.
- (5) All GCh members have one vote in the General Assembly, except for members of the GCh who are not members of the Department of Chemistry at the University of Konstanz (anymore). In this case, they only participate in the General Assembly in an advisory capacity and are not eligible to be elected to the GCh's Executive Board.
- (6) Furthermore, the statutory rights to participation of doctoral researchers are laid out in § 9.

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## **§ 6**

### **General Assembly**

- (1) The General Assembly meets at least once a year. The speaker or their deputy announces the meeting in writing at least 14 days beforehand; the agenda is sent to all members 14 days before the meeting at the latest.
- (2) Upon request by at least 50 % of the GCh members with voting rights, the General Assembly must be convened within six weeks. The request must include a proposal for the agenda.
- (3) The speaker or deputy chairs the meetings.
- (4) The General Assembly is responsible for:
  - Discussion on GCh statutes and amendments, initiated by the Executive Board, in order to submit them to the university Senate for approval;
  - Electing/voting out members of the Executive Board as per § 7 paras. 1b, 1e, 1f and paras. 3-5;
  - Receiving reports from the speaker or deputy;
  - Making proposals regarding the termination of the GCh;
  - Making proposals to the Executive Board for the further development of the training concept stated in § 12.
- (5) The General Assembly decides by absolute majority on the election of members of the Executive Board as per § 7 paras. 1b, 1e and 1f. The General Assembly decides by a majority vote of two thirds on requests for amendments to the statutes and on proposals to terminate the GCh.

## **§ 7**

### **Executive Board**

- (1) The Executive Board of the GCh is comprised of:
  - a) The speaker who has two votes in the Executive Board
  - b) The deputy speaker who is a university teacher and a member of the GCh and the Department of Chemistry at the University of Konstanz
  - c) The managing director
  - d) A total of two representatives of the doctoral researchers who are members of the GCh and the Department of Chemistry at the University of Konstanz

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- e) One representative of the postdoctoral researchers who are members of the GCh and the Department of Chemistry at the University of Konstanz
  - f) Two additional university teachers who are members of the GCh and the Department of Chemistry at the University of Konstanz
- (2) The head of the Department of Chemistry at the University of Konstanz is GCh speaker by virtue of the office.
- (3) Members of the Executive Board as per paras. 1b, 1e and 1f are elected by the General Assembly; representatives of the doctoral researchers are elected to the Executive Board by an assembly of doctoral researchers as per § 9.
- (4) If members leave the Executive Board before their term ends, the Executive Board immediately convenes the General Assembly or an assembly of doctoral researchers with a period of at least 14 days of notice to elect a successor.
- (5) The General Assembly can vote out Executive Board members who are university teachers or postdoctoral researchers by electing a successor through majority vote among its members eligible to vote.
- (6) The assembly of doctoral researchers can vote out representatives by electing a successor through majority vote among its members eligible to vote.
- (7) The term of office for Executive Board members – with the exception of the doctoral researchers' representatives – is two years. The term of office for representatives of the doctoral researchers is one year. Board members may be re-elected.
- (8) The Executive Board is responsible for conducting the GCh's business affairs, and it is responsible for all GCh tasks. It is responsible for the following tasks in particular:
- Development of the scientific programme and the training concept as well as coordination, quality control and agreement with the departmental management
  - Coordination of collaboration with other university departments and the integration of external partners
  - Decisions on the admission and exclusion of members
  - Planning and quality assurance of measures
  - Promotion of equal opportunities
  - Public relations work
  - Proposals for amendments to GCh statutes
- (9) The Executive Board can assign/withdraw the above-mentioned responsibilities to/from GCh members by simple majority vote, except the admission and exclusion of members.

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- (10) The Executive Board convenes at least twice per year. Executive Board meetings are convened by the speaker or the deputy in writing with a period of notice of at least seven days; the agenda is sent to all Executive Board members at the latest seven days before the meeting. The speaker or deputy chairs the meetings.

## **§ 8**

### **Speaker and deputy**

- (1) The speaker heads the GCh and represents its interests within and outside the university. The speaker chairs the Executive Board and the General Assembly.
- (2) The GCh office supports the speaker.
- (3) The speaker's responsibilities include, in particular:
- Convening and chairing meetings of the Executive Board and the General Assembly
  - Keeping members and staff informed
  - Providing an annual report on GCh activities and the number of members at the General Assembly
- (4) If the speaker is unable to attend, the deputy takes on the responsibilities stated in paras. 1 and 3.

## **§ 9**

### **Representation of doctoral researchers, assembly of doctoral researchers**

- (1) Two doctoral researchers are tasked with representing the GCh's doctoral researchers. Each year, these representatives are elected in an assembly of doctoral researchers who are members of the GCh and the Department of Chemistry. Representatives can be re-elected or voted out as per § 7 para. 6.
- (2) The assembly of doctoral researchers convenes at least once a year, and it can also be convened by the Executive Board either at the request of the doctoral researchers' representatives or at the request of 25% of the GCh's doctoral researchers. All doctoral researchers who are members of the Department of Chemistry at the University of Konstanz are eligible to vote; researchers who are about to complete their doctorate at the GCh (see

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§ 4 para. 5), but who are no longer members of the University of Konstanz, can participate in the meeting in an advisory capacity.

- (3) The doctoral researchers' representatives ensure that the interests of the doctoral researchers in the GCh are represented beyond their presence on the Executive Board and that they are also included in the design of the programme.

## **§ 10**

### **GCh office**

- (1) The current managing director of the Graduate School of Chemical Biology also leads the GCh office.
- (2) The GCh office is responsible for:
- Organizational aspects of GCh tasks
  - Support for the speaker and Executive Board
  - Preparation for meetings of the General Assembly, the Executive Board and courses included in the training programme
  - Human resources and finance
  - Correspondence

## **§ 11**

### **Resolutions, elections, minutes**

- (1) The GCh's Executive Board is quorate if 50% of all members eligible to vote are present after having been formally invited to attend the relevant meeting. The GCh's General Assembly is quorate if, after having been formally invited to attend the relevant meeting, 25% of each group are present: a) members eligible to vote as per § 4 paras. 1a and 1b; b) members eligible to vote as per § 4 para. 1c. All members who are also members of the Department of Chemistry at the University of Konstanz are eligible to vote. Doctoral researchers who are no longer members of the University of Konstanz, remain members of the GCh in an advisory capacity but are not eligible to vote. Doctoral supervisors who are

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not members of the Department of Chemistry at the University of Konstanz, can only participate in the General Assembly in an advisory capacity.

- (2) Voting rights may not be transferred. Should no quorum be reached after proper invitation, a quorum is reached at the next meeting convened irrespective of the number of members present, if this is explicitly indicated in the invitation. § 7 para. 5 remains unaffected.
- (3) Unless otherwise specified in these statutes, resolutions in the GCh's bodies are passed with the majority of "Yes" or "No" votes cast (simple majority). Abstentions do not count as votes cast. In the case of parity, the proposed resolution is rejected. Upon application by at least one member, votes must be held by secret ballot.
- (4) The Executive Board can agree to pass resolutions via circulation procedure.
- (5) Minutes must be kept of the meetings of GCh bodies and made available to all members when the invitation to the next meeting is issued at the latest. The minutes are considered as accepted if no objection is made within 14 days of their receipt.
- (6) A by-election takes place if an elected member of the Executive Board loses their eligibility to stand for election, does not take office, resigns or is no longer available for any other reason.
- (7) Furthermore, the Code of Procedure of the University of Konstanz applies.

## **§ 12**

### **Training concept / doctoral research**

- (1) The admission requirements for acceptance as a doctoral candidate in the Department of Chemistry and for admission to the GCh are governed by the relevant general regulations and the subject-specific regulations of the Department of Chemistry in the Doctoral Regulations of the University of Konstanz.
- (2) GCh provides a training programme in line with the objectives stated in § 2. The further regulations regarding the doctoral examination procedure and the publication of the dissertation result from the general regulations as well as from the subject-specific regulations of the Department of Chemistry in the Doctoral Regulations of the University of Konstanz and from the General Conditions of the GCh.
- (3) The dissertation projects and doctoral researchers are supervised by an individually composed team of supervisors (thesis committee) which is determined at the beginning of doctoral studies. The thesis committee consists of the primary supervisor of the dissertation and at least one other university teacher who is authorized to supervise dissertations and who is from a department in the Faculty of Sciences at the University of Konstanz. This



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secondary supervisor is suggested by either the respective doctoral researcher or the primary supervisor and then appointed by the Doctoral Committee in the Department of Chemistry before being confirmed by the primary supervisor.

- (4) The composition of the thesis committee may change during the course of the thesis project for academic or non-academic reasons by mutual agreement between the parties involved and the Doctoral Committee.

### **§ 13**

#### **Final provisions and entry into force**

- (1) Additions or amendments to these statutes must be passed by the Senate of the University of Konstanz. The leadership of the institutions involved must be informed immediately.
- (2) These statutes enter into force on the day after their publication in the "Amtlichen Bekanntmachungen" (official announcements) of the University of Konstanz. They replace the previous version of the statutes of the Graduate School Chemistry dated 10 August 2011 (Amtliche Bekanntmachungen 66/2011), last amendment as of 11 March 2021 (Amtliche Bekanntmachungen 11/2021).

**Note:** The German legally binding version of these statutes was published in the "Amtliche Bekanntmachungen" (official announcements) of the University of Konstanz no. 47/2023 on 23 June 2023.