

Graduate School Charter for the Faculty of Mathematics, Informatics and Natural Sciences

*Adopted by the Faculty Council of the Faculty of Mathematics, Informatics and Natural Sciences
on 10 October 2012*

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Preamble

The MIN Graduate School constitutes an organizational unit of the Faculty of Mathematics, Informatics and Natural Sciences. The Graduate School's mission is to ensure and continually promote the advancement of high-quality educational training for doctoral students.

§ 1 Legal status

The MIN Graduate School is a graduate school pursuant to § 6(1) of the Faculty Charter of the Faculty of Mathematics, Informatics and Natural Sciences dated 10 July 2010.

§ 2 Responsibilities and objectives

(1) The Graduate School's responsibilities include in particular the following:

- Developing a structured doctoral degree program.
- Organizing and executing the structured doctoral degree program in cooperation with the participating departments and graduate programs.
- Assisting and supporting the development and execution of the Faculty's structured graduate programs (e.g., research training groups, research schools, and graduate schools).
- Assisting and supporting the Faculty in the creation, preservation and further development of general conditions beneficial to doctoral projects.

- Promoting cooperation between the departments participating in doctoral training at Universität Hamburg.
- Promoting cooperation between non-university research facilities and Universität Hamburg with respect to doctoral studies.
- Assisting and supporting doctoral students to acquire core skills.
- Promoting the visibility of doctoral studies in mathematics, informatics, and the natural sciences.
- Promoting the internationalization of doctoral training.
- Promoting equal opportunity and the ability to combine a scientific career with family life.

§ 3 Members

- (1) Graduate School members shall be classified into three groups:
1. supervisors
 2. doctoral students
 3. associated members

§ 4 Supervisors

- (1) In order to qualify as a supervisor for the MIN Graduate School, a person must satisfy one of the following conditions:
- a) He or she is currently supervising or has previously supervised a doctoral dissertation in the role of professor or member of the Faculty holding a completed *Habilitation* (postdoctoral qualification).
 - b) She or he is qualified to supervise and/or examine doctoral dissertations pursuant to the applicable doctoral degree regulations.
- (2) The Board shall accept candidates upon application into the Graduate School who demonstrate the prerequisites set forth in Subsection 1 above. The spokespersons from the graduate programs (e.g., externally funded research training groups and graduate schools or similarly structured doctoral degree programs) may apply for acceptance on behalf of any and all supervisors.
- (3) A supervisor's membership in the Graduate School shall terminate upon:
- a) a written resignation sent to the Board;
 - b) termination of employment with Universität Hamburg or one of the cooperating non-university institutions;
 - c) termination of membership of Universität Hamburg with respect to professors and Faculty members who have completed a *habilitation*; or
 - d) breach of an obligation pursuant to § 7. In such an event, the Graduate School Board shall make a decision regarding the termination of membership.

§ 5 Doctoral Students

- (1) In order to qualify as a doctoral student for the Graduate School, one of the following conditions must be satisfied:
 - a) The student must be a current doctoral student in a graduate program.
 - b) The student must be admitted to a doctoral degree program pursuant to the doctoral degree regulations of the Faculty of Mathematics, Informatics and Natural Sciences.
 - c) The student must be a visiting doctoral student in the Faculty.

- (2) The Board shall admit doctoral students into the program upon an application that demonstrates the prerequisites set forth in Subsection 1 and a recommendation from the respective supervisor. The spokespersons from the graduate programs (e.g., externally funded research training groups and graduate schools or similarly structured doctoral degree programs) may apply for acceptance on behalf of any and all supervisors. Visiting doctoral students shall be admitted for the term of their visit.

- (3) A doctoral student's membership of the Graduate School shall terminate upon:
 - a) the end of the doctoral program or submission of the doctoral project;
 - b) the end of the sojourn in the Faculty for visiting doctoral students; or
 - c) a breach of the obligations and duties pursuant to § 7 of this Charter. In such an event, the Graduate School Board shall make a decision regarding the termination of membership.

§ 6 Associated members

- (1) In order to qualify as an associated member for the Graduate School one of the following conditions must be satisfied:
 - a) The person must be employed as a postgraduate researcher in a graduate program.
 - b) The person must be employed as teacher in the doctoral program and provide specialized instruction.
 - c) The person must be employed by the Graduate School.

- (2) Admission by the Board of the Graduate School shall occur upon application demonstrating the prerequisites set forth in Subsection 1. The spokespersons from the graduate programs may apply for admission on behalf of any and all postgraduate researchers from research training groups.

- (3) An associated member's membership in the Graduate School shall terminate upon:
 - a) the member's written resignation sent to the Board;
 - b) termination of employment with Universität Hamburg or one of the cooperating non-university institutions;

- c) breach of an obligation pursuant to § 7. In such an event, the Graduate School Board shall make a decision regarding the termination of membership.

§ 7 Obligations of the members

All members are obligated to actively assist in the realization of the objectives and responsibilities of the Graduate School in accordance with the provisions of the Charter.

§ 8 Doctoral students' representatives

- (1) At an assembly (doctoral students' assembly) convened at least once a year, doctoral students from the MIN Graduate School shall elect a chair and deputy chair (doctoral students' representatives). The doctoral students' assembly may also elect other representatives for specific doctoral student matters and/or create committees. The doctoral students' assembly shall be convened and presided over by the president.
- (2) The doctoral students' representatives are responsible for advocating doctoral students' interests within the MIN Graduate School and are to be included in designing the Graduate School's qualification program.

§ 9 The Board

- (1) The responsible Faculty body shall elect, upon the recommendation of the Graduate School Board, at least three members from the group of supervisors and, upon recommendation of the doctoral students' representatives, at least two members from the group of doctoral students to sit on the Board. The Board shall comprise of no more than eight elected members.
- (2) The elected members of the Board should come from as many different departments of the Faculty as possible and be representative of the current research focus and graduate programs in the Faculty. University professors must represent an absolute majority on the Board.
- (3) The Head of the MIN Graduate School shall also sit on the Board and shall be entitled to vote.
- (4) A member from the Office of the Dean in the MIN Faculty may participate in Board meetings of the MIN Graduate School and shall have a right to vote. The Dean shall appoint the member from the Office of the Dean.
- (5) The Chair of the Faculty Doctoral Committee for the Faculty of Mathematics, Informatics and Natural Sciences shall also be a member of the Board and entitled to vote.
- (6) Generally, tenure for the members of the Board shall be one year for doctoral students and three years for the other groups. Re-election is possible.

(7) The Board is responsible for carrying out the responsibilities and objectives specified in § 2.

(8) Board resolutions shall be adopted upon a simple majority vote. In the event of a tied vote, the vote of the chair shall be determinative.

§ 10 Head of the MIN Graduate School / Chair

(1) The Head of the MIN Graduate School shall manage the MIN Graduate School and shall represent the School and its interests internally and externally with overall responsibility lying with the Office of the Dean. The Head of the MIN Graduate School shall also be the Board Chair and shall convene Board meetings.

(2) The responsible Faculty body shall appoint the Head and Deputy Head of the MIN Graduate School for a period of 3–5 years upon the recommendation of the Graduate School Board.

§ 11 Resources and management

(1) The Office of the Dean of the MIN Faculty shall allocate resources to the Graduate School so as to be able to realize the responsibilities set forth in § 2. A business office may be set up in order to assist in administration. This shall be set forth in more detail in the MIN Graduate School's bylaws adopted by the Board and agreed upon with the Office of the Dean.

(2) In order to best utilize the Graduate School's resources, the organization and execution of the doctoral degree program shall be conducted in cooperation with the Office of the Dean and the offices in the participating departments responsible for doctoral degree programs.

§ 12 Additional responsibilities of the Graduate School

In addition to the responsibilities specified in § 2, the Office of the Dean can authorize the Graduate School to assume additional responsibilities designed to support and encourage young researchers in science.

§ 13 Effective date

This Charter shall become effective upon its adoption by the Faculty Council of the Faculty of Mathematics, Informatics and Natural Sciences and ratification by the Presidium of Universität Hamburg.