

Rules of procedure of the Convent of the Doctoral Candidates of the Faculty of Biology of the University Freiburg

This is an informal translation of German Rules of Procedure which were passed on the 25.01.2016. If there is a discrepancy between the German and the English version of these Rules of Procedure, the German one is binding. The German original can be found here: <https://www.phd-bio.uni-freiburg.de/downloads/geschäftsordnung/view>

Based on the State Higher Education Law (Landeshochschulgesetz, LHG) § 38 (7), sentence 4 from the 01.04.2014 (GBl. S. 99), the PhD Convent of the Faculty of Biology has decided on the following rules of procedure.

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I. General Regulations

§ 1 Scope of Application

These Rules of Procedure apply for the PhD Convent of the Faculty of Biology, i.e. the entirety of all Doctoral Candidates who are accepted at the Faculty of Biology. The Convent is bound in its procedures to the regulations given by the State Higher Education Law (Landeshochschulgesetz, LHG), the basic regulations of the University Freiburg (Grundordnung der Albert-Ludwigs-Universität Freiburg) and the following Rules of Procedure.

§ 2 Interpretation of the Rules of Procedure

The interpretation of the Rules of Procedure is incumbent on the Executive Committee (§ 5). In case of objection, the convent decides.

II. The Convent

§ 3 Composition

The convent is composed of all Doctoral Candidates who are currently accepted as Doctoral Candidates at the Faculty of Biology.

§ 4 Tasks

- (1) The Convent represents the interests of Doctoral Candidates
- (2) Tasks of the Convent are especially:
 - a) Establishing a representation of the Doctoral Candidates which represents the concerns of the Doctoral Candidates towards entities in- and outside of the Uni Freiburg;
 - b) Elaboration of recommendations concerning all questions which affect Doctoral Candidates;
 - c) Providing statements on statutes and regulations which concern Doctoral Candidates;
 - d) Supporting and consulting Doctoral Candidates when questions concerning their doctorate arise;
 - e) Networking among Doctoral Candidates, to be able to represent their concerns beyond the discipline and also networking with other representatives of Doctoral Candidates;
 - f) Delegation of a representative to the Joined Working Committee of the Doctoral Candidate Councils.
- (3) In connection with the doctorate at the University of Freiburg, the Convent also offers support and consultation to individuals who aspire to be a Doctoral Candidate at the university, or who have completed a doctorate at the university.

§ 5 Executive Committee

- (1) The executive committee consists of chairing people who are called "PhD representatives". The executive committee consists of three PhD representatives with equal rights and at least one deputy PhD representative. The convent can elect further deputy PhD representatives for one term of office. Members of the executive committee are decided by the PhD convent by a majority vote.

- (2) The term of office for a PhD representative is one year. Subsequent terms upon re-election are allowed. If a PhD representative ends their activity as a representative before the end of their term of office, the convent has to elect a successor within three months for the remaining time of the term of office.
- (3) The Executive Committee represents the Convent in representative bodies at the university, at central level and Faculty level, which are of interest for doctoral candidates of the Faculty of Biology.

§ 6 Commissions, committees and representation

- (1) The executive committee can create commissions and subcommittees. Commissions can be created for permanent tasks (permanent convent commissions) or for the preparation of certain convent matters, which have a limited duration (non-permanent convent commissions).
- (2) The executive committee can delegate the execution of certain individual tasks to individual members of the convent.
- (3) If other institutions, committees, commissions or representations should wish so, the executive committee can delegate a person to represent the convent to these structures.
- (4) A commission can be closed anytime by the convent.

III. Procedural Provisions

§ 7 According Application of the Procedural Provisions

- (1) The Procedural Provisions of the University Freiburg from the 05.03.2015 applies for the convent according to the following paragraphs.
- (2) If 13 members of the convent are present, the quorum for making decisions is reached. If the quorum has been reached, the convent decides by a majority of its members present.
- (3) The executive committee summons the convent, generally in writing, and decides on the location and time of the meeting. Invitations can also be transmitted by electronic means. The period of notice has to be appropriate, i.e. at least seven days before the meeting. Members of the convent who cannot attend the meeting do not have to inform the executive committee.
- (4) § 11 of the Procedural Provisions of the University Freiburg applies for violations of the Rules of Procedure as required.

IV. Elections

§ 8 Election Principles

- (1) All Doctoral Candidates currently accepted by the Faculty of Biology of the University of Freiburg have the right to vote and to stand as a candidate in elections (active and passive voting rights).
- (2) Each voter has three votes. At maximum one vote can be given to each nominated candidate.
- (3) A Ballot is deemed invalid if:
 - a) the will of the electorate cannot be recognized beyond doubt
 - b) the maximum number of votes is exceeded or if more than one vote is given to one candidate
- (4) The minimum number of votes for a candidate to be elected as a member of the Executive Committee is three votes.
- (5) In case of a tie vote, the winner is decided by lot.
- (6) The election has to be accepted within one week after the election day.
- (7) Individuals who received three or more votes and who were not assigned a seat in the executive committee, are, according the number of their votes, appointed as successors. For successors, §8, paragraph 5 and 6, apply.
- (8) If less members of the executive committee are elected than seats that have to be filled, those seats remain vacant.

V. Final Provisions

§ 9 Commencement of Procedures

This Procedure of Regulations comes into effect on the date of its acceptance by the convent.

Freiburg, on the 04.02.2016

signed by the chairperson of the convent of the Doctoral Candidates who were accepted at the Faculty of Biology