

Rules of Procedure of the Convention of Doctoral Students of the Faculty of Science of the University of Tübingen

Pursuant to §38 paragraph 7 sentence 4 of the State University Act (LHG), the Convention of Doctoral Students of the Faculty of Science (hereinafter the faculty) of the Eberhard Karls University of Tübingen (hereinafter the University) adopted the following rules of procedure on July 19, 2021.

Preliminary remarks

The convention sees itself as a direct contact for all doctoral students of the faculty in matters concerning doctoral studies in general, the doctoral process, and other concerns of doctoral students in connection with the University. The convention acts as an advocate and representative of the doctoral students of the faculty towards the University. In this function, the convention conducts the dialogue with the committees of the University and makes recommendations and statements to the committees and bodies of the University in accordance with LHG §38 paragraph 7 sentence 4.

§1 Definition

The Convention is the association of all doctoral students accepted by the faculty for doctoral studies according to §38 paragraph 7 LHG.

§2 Bodies and Committees

1. the committees of the convention are:

a. The plenary meeting

2. the bodies of the convention are:

a. The executive board

b. The working groups

3. the bodies and committees meet in closed session. The participation of other persons is regulated by the corresponding paragraphs.

§3 Plenary meeting

1. the decision-making committee of the convention is the plenary meeting. The plenary meeting makes its decisions by a simple majority of the members present.

2. all persons mentioned under § 1 of these rules of procedure are entitled to vote in the plenary meeting.

3. The plenary meeting shall meet at least once per calendar year. It shall be convened by the executive board with a notice period of at least one week, if possible during the lecture period.
4. The invitation to the plenary meeting may be sent electronically. The invitation shall contain the items of the provisional agenda. The agenda must include at least the following items: Establishment of the quorum of the plenary meeting, approval of the minutes of the last plenary meeting, accountability report of the executive board on its activities since the last plenary meeting, current activities and reports of the working groups.
5. the plenary meeting may be convened unanimously by the executive board or unscheduled upon written request of at least 10 members of the convention. If there is no executive board or if the executive board is not occupied, the plenary meeting shall be convened by the Dean of the faculty.
6. upon invitation of the executive board, other persons may participate as guests in the plenary meeting without the right to vote. Each member of the convention has the right to propose the persons to be invited to the executive board at least three days before the plenary meeting.
7. the members of the convention may participate in the plenary meeting in person or by video conference with camera. Non-face-to-face participation in the plenary meeting, for example via telephone, is not permitted.
8. the plenary meeting shall be chaired by the 1st chair of the executive board or, by proxy, by its vice-chair. It has a quorum if at least 10 of its members are present.
9. The invitation to the plenary meeting shall be issued in German and English.
10. The plenary meeting shall in principle meet in German. Voting-relevant contents are additionally translated into English upon request. Upon request, agenda items can be dealt with in English. The responsibility for the preparation of the minutes of the meeting lies with the executive board. The latter must publish the minutes within two weeks after the meeting. The minutes will be approved by the next plenary meeting.

§4 Executive board

1. the executive board consists of five members: the 1st chair, the vice chair and three other members. It is aimed that the diversity of subjects of the faculty is represented in the executive board. If fewer than five candidates are available for election, the size of the executive board will be reduced accordingly. The term of office of the executive board is one year and begins with the winter semester following the election.
2. any member of the convention may be elected to the executive board.
3. the election of the executive board shall be public. The executive board shall clarify who is eligible to vote prior to the election.
4. in the election of the executive board, participants in the plenary meeting who are entitled to vote shall each have as many votes as candidates standing for election. Participating persons entitled to vote can only give one vote to each candidate. The candidates who receive the most votes are elected. In the event of a tie, a run-off election shall be required in a second and separated election
5. The members of the executive board shall elect the 1st Chair and a vice chair from among them. The person who receives the most of the votes cast shall be elected. In the event of a tie, a run-off

election shall be required. The term of office of the 1st chair and the vice chair shall correspond to the term of office of the executive board.

6. If a member of the executive board retires prematurely, a by-election shall be held at a plenary meeting. If, due to the premature departure of one or more members, the executive board has three members or less, a by-election must be held within three months. Should a member of the executive board resign from the convention after having completed the doctoral process, he/she may continue to serve as a member of the executive board until the end of the election period, although he/she will no longer have the right to vote in the plenary meeting in accordance with § 3 sentence 2 of these Rules of Procedure. The term of office of a subsequently elected executive board member ends with the period for which the original executive board was elected.

7. if the board resigns as a whole, its last task shall be to convene and organize a plenary meeting at which the new election of the board shall take place. Notwithstanding paragraph 1, the term of office of the newly elected executive board shall begin immediately after its election and end with the period for which the original executive board was elected.

8. The executive board may invite other non-electoral persons as guests to attend its meetings. In the period between the election and the inauguration of a new executive board, the elected executive board members shall participate in the meetings of the incumbent executive board in an advisory capacity.

9. the executive board makes its decisions, which are defined in § 5 of these rules of procedure, by majority. In the event of a tie, the vote of the 1st chair shall be decisive. The executive board is bound to the decisions of the plenary meeting.

§5 Tasks and activities

1. The executive board organizes the work of the convention, receives requests to the convention and informs the members of the convention about its activities as well as current issues concerning the doctoral candidates of the faculty. The plenary meeting may define further tasks of the executive board.

2. According to § 38 paragraph 7 sentence 3 LHG, the convention can make recommendations to the bodies of the University in all matters concerning the doctoral students. The convention delegates to the executive board the right to make recommendations to the bodies of the University on all matters concerning doctoral students.

3. according to § 38 paragraph 7 sentence 6 LHG, drafts for doctoral regulations are forwarded to the convention for comment. The executive board may draw up a written statement on the matter, which will be decided upon by the convention at a plenary meeting. The statement shall be forwarded to the appropriate committees of the University.

4. According to §25 and §10 of the LHG, accepted and enrolled doctoral students can be elected to the faculty council and the senate. All accepted and enrolled doctoral students may stand for election and submit nominations. The executive board considers it its responsibility to nominate a candidate for election from the group of accepted and enrolled doctoral candidates. The doctoral candidates proposed for election by the executive board may be members of the executive board itself for other members of the convention.

5. the executive board coordinates the cooperation both with the other conventions of the University and with other committees, bodies and commissions of the faculty as well as doctoral convents of other universities on the federal state level. It coordinates the convention's involvement in all issues affecting doctoral students, such as those related to the graduate academy, graduate programs, university didactics, postgraduate fellowship programmes, the design of structured doctoral programs, the compatibility of academic work and doctoral studies, and the working conditions of doctoral students at the University. The participation and opinions of the convention are without prejudice to the decision-making competencies of other bodies of the University as regulated by the LHG and special legislation.

6. the executive board strives for a trusting and constructive cooperation with the dean's office, the representation of the student body and the academic staff and all other committees, bodies and commissions of the faculty.

7. the executive board coordinates the work of the convention with the conventions of other faculties. It also decides on the delegation of deputies to an informal representative assembly of the conventions at the University level.

§6 Working Groups

1. The plenary meeting or the executive board may establish working groups. In the working groups, the members of the plenary meeting may participate in the substantive work of the convention. Every member of the convention can participate in as many working groups. The working groups may be established in cooperation with other conventions of the University of Tübingen and conventions of other universities.

2. working groups may be established permanently or for a limited purpose.

3. the plenary meeting may decide to close a working group. A temporary working group closes automatically after the completion of its task and the submission of a final report. This report may be given orally by a member of the working group or by a member of the board at the plenary meeting.

4. The working groups elect themselves a 1st chair, who organizes and moderates the working group and reports to the board. The executive board shall support the leadership of the working groups.

5. the working groups prepare recommendations to the board and drafts for resolutions of the plenary meeting.

6. The plenary meeting may delegate tasks to the working groups and decide that the working groups may pass resolutions on their behalf in a clearly defined subject area. This does not affect the possibility of the plenary meeting to revise the decisions of a working group afterwards.

§7 Legal validity

These rules of procedure enters into force immediately after their resolution in the plenary meeting.

§8 Amendments to the Rules of Procedure

1. Amendments to the rules of procedure require a two-thirds majority of the members present at the plenary meeting. The proposed amendment must be mentioned as an item on the agenda in the invitation to the plenary meeting.

2. proposed amendments must be submitted in writing to the executive board. The executive board may require the proposer to provide written or oral justification for the proposed amendment.