

**Organisational Statutes**  
**of the Gutenberg Graduate School of the Humanities**  
**and Social Sciences (GSHS)**  
**at**  
**Johannes Gutenberg University Mainz**

The Senate of Johannes Gutenberg University Mainz (JGU), upon recommendation of the Executive University Board, adopted the following Organisational Statutes on 5th June 2020:

**Preamble**

The Gutenberg Graduate School of the Humanities and Social Sciences (hereinafter referred to as GSHS) aims to create optimal conditions for doctoral studies in the humanities and social sciences by offering a wide range of qualification and advisory services. The goal is to assist in improving the quality of dissertations, ensuring good scientific practice in accordance with German Research Foundation(DFG) guidelines and increasing success rates.

Providing students with counselling and additional services will serve to achieve a better integration and broader qualification profile of doctoral students. Moreover, GSHS will be able to offer doctoral students the opportunity to build networks and international contacts to promote scientific and interdisciplinary work. Finally, doctoral students will receive support in the mastery of those special challenges which arise during the course of a doctoral programme.

GSHS aims to increase JGU's attractiveness in the international and national competition for outstanding doctoral students by offering well-structured programmes and certificates for doctoral students.

**Section 1 Legal status**

GSHS is a central JGU academic institution within the Executive University Board's scope of responsibility.

**Section 2 Objectives and duties**

(1) Objective

GSHS shall contribute to the improvement of the parameters for doctoral projects at JGU by offering its members the opportunity, in accordance with Section 3, to optimally qualify for

academic and science-based professional fields as well as for positions in business and society. At the same time, GSHS shall promote interdisciplinary exchange and internationalisation for graduate education and research within participating academic fields.

## (2) Duties

These objectives are closely linked to the duties described below:

- a) *Enhancing the visibility of research* and graduate education in the humanities and social sciences at JGU, in particular by developing and implementing appropriate communication strategies and dissemination of information
- b) *The provision and coordination of qualification and course offerings* in addition to networking opportunities taking into account and in coordination with existing university programmes and curricula
- c) *Fostering and recruiting talent* through the advertisement and award of fellowships, scholarships and other doctoral-studies related funding, public relations work, providing guidance and advice as well as offers of appropriate qualification programmes
- d) *Facilitating the acquisition of certificates* as proof of performance - GSHS will coordinate the award of certificates with other university bodies that award certificates
- e) *Facilitating networking and exchanges* between GSHS members together with alumni work, e.g. by organizing appropriate communication initiatives and promoting working groups and events
- f) *Providing advice* to members and supervising university professors on doctoral and non-academic matters as well as the supply of information and support materials/guidelines
- g) *Promoting the internationalisation of graduate education* by providing advice and information, scholarship and support programmes, and cooperation projects with partner institutions (in coordination with the University's International Office)

## (3) Equal opportunity and diversity (profile)

GSHS and its members are committed to the promotion of equal opportunities and diversity and to that end GSHS shall actively support JGU's internationalisation efforts.

## **Section 3 Membership and participants**

(1) Upon application the following persons may be admitted as full members, junior members or senior members of GSHS:

- a. Full members: Doctoral students registered at JGU who are pursuing a doctorate in a humanities or social science subject at JGU and wish to take advantage of the services offered by GSHS in accordance with the standardised criteria established by the Executive Committee.

- b. Junior members: Outstanding students and graduates who subsequent to the completion of a qualified degree programme would like to pursue doctoral studies in the humanities or social sciences at JGU and who wish to prepare an exposé for this purpose in accordance with the standardised criteria established by the Executive Committee.
- c. Senior members: Upon application, GSHS may admit, as senior members, JGU members with doctorates in the humanities and social sciences who are not university professors and who wish to become involved in the work of the graduate school in accordance with the standardised criteria established by the Executive Committee.

The Executive Committee shall establish the admission requirements for full, junior and senior membership.

Admission as a GSHS junior member is not confirmation of acceptance as a doctoral student at JGU.

(2) Doctoral programmes shall be governed by the doctoral degree regulations from the respective faculties. Departments or faculties are responsible for doctoral programmes. GSHS' area of responsibility does not affect any right to award a doctorate.

(3) Any joint supervision with colleagues from other higher education or research institutions is subject to the provisions of the applicable doctoral degree regulations.

(4) Full membership shall terminate

- a) upon completion of the doctoral programme - usually when the doctoral certificate is awarded,
- b) when a doctoral student is no longer registered as a doctoral candidate at JGU<sup>1</sup>,
- c) upon abandonment or discontinuation of doctoral studies, or
- d) upon written resignation addressed to the Director of GSHS.

(5) Junior membership shall terminate

- a) upon registration and enrolment as a doctoral student at JGU or at the latest after one year, whereby family and sick leave may be taken into account, or
- (b) upon written resignation addressed to the Director.

(6) The termination of junior membership shall not at the same time constitute grounds for admission as a full member. If a former junior member wishes to be admitted as a full member, he/she must apply for membership. Likewise, the termination of full membership does not at the same time constitute grounds for admission as a senior member; this too must be applied for by the member.

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<sup>1</sup> Registration as a doctoral candidate in accordance with Section 34(2) of the Rhineland-Palatinate Higher Education Act (Hochschulgesetz Rheinland-Pfalz) [translator's note].

(7) Upon the termination of full membership, GSHS support options also end. The Executive Committee (Section 6) reserves the right to cancel the grant of funding support pursuant to Section 2(2)(c) or to reclaim funding support, which has already been paid out, but not yet used.

(8) Senior membership shall terminate

- a) upon withdrawal as a member of JGU,
- b) after two years, however annual (recurring) extensions are permissible upon application, or
- (c) upon written resignation addressed to the Director.

(9) The Executive Committee may decide to expel a member for good cause.

#### **Section 4 Rights and obligations of members**

(1) GSHS membership permits members to take advantage of the school's scope of offers. However, members are not vested with any kind of legal entitlement as result of membership.

(2) The mutual rights and obligations of full members and their supervisors should be regulated in a supervision agreement. GSHS shall provide a sample agreement.

(3) Members and supervisors may submit proposals for new activities to the Executive Committee.

(4) Full and junior members shall report on the use of funds awarded by GSHS.

(5) Upon admission to GSHS, GSHS members shall explicitly promise to adhere to the rules of good scientific practice according to the DFG Code and relevant JGU rules and regulations.

(6) Members shall be obligated to indicate the provision of support by GSHS in publications and at public events.

(7) The GSHS Director must without undue delay be informed of the reasons for any termination in accordance with Section 3(4)(a-c) or Section 3(8)(a) herein.

#### **Section 5 Members' meetings**

(1) The members shall convene a general meeting at least once a year at the invitation of the Director (Section 7(1)).

(2) A meeting may also be convened at the request of the Executive Committee or one third of the members of GSHS; the request must include a proposed agenda.

(3) Each GSHS member has one vote at any meeting. The right to vote may only be exercised in attendance at a meeting.

(4) The members shall elect doctoral student representatives (Section 6(2)(c)) to the Executive Committee at the annual general meeting.

(5) The Director shall provide a report on the status and plans of GSHS at the annual general meeting of the members. Members at the meeting will be allowed to comment on the report and express particular wishes and expectations. Thereafter, the Executive Committee will be expected to address these issues.

## **Section 6 Executive Committee**

(1) The Executive Committee shall provide advice and decide all questions of general and fundamental importance at GSHS. Its hall be responsible for ensuring the academic and scientific quality at GSHS and its hall provide advice with respect to qualification schemes as well as the general development of GSHS.

Executive Committee duties shall include in particular:

- a) The strategic orientation and further development of GSHS
- (b) The proper use and management of funds
- (c) The adoption of the annual report
- (d) The determination of the admission criteria for membership, Section 3(1)
- (e) The admission of full members, junior members and senior members and, if necessary, the extension of the membership of senior members in accordance with Section 3(8)(b) herein– the Executive Committee also has the authority to delegate this duty to the Director
- f) The determination of criteria for reclaiming funding support in the event membership is terminated per Section 3(7)
- g) Deciding on the expulsion of members in accordance with Section 3(9)

(2) The following individuals shall comprise the Executive Committee:

- a) one university professor from each of Faculties 01, 02, 03, 05, 06 and 07,
- b) a university professor that has a humanities or social sciences background or focus who is a member of another JGU faculty, and
- c) two full members of GSHS in accordance with Section 3(1)(a)

in addition to

- (a) the Vice-President for Research and Early Career Academics and
- (b) the Director or Deputy Director of the Gutenberg Council for Young Researchers

participating on the Executive Committee in an advisory capacity.

(3) In consultation with the respective faculty deans referred to in subsection 2(a) above, the Executive University Board shall appoint university professors to the Executive Committee. This shall also apply to a case per subsection 2(b) *mutatis mutandis*.

(4) The Director of the Research and Technology Transfer Department as well as GSHS office employees pursuant to Section 7(5) shall attend Executive Committee meetings as guests. The Executive Committee may also allow others to attend meetings as guests.

(5) Executive Committee members shall serve on the Executive Committee for a three-year term. The term of office shall commence on 1st. April 2020. Reappointment is permitted. If a member prematurely resigns or is discharged, a new member must be appointed without undue delay.

(6) The Executive Committee shall meet at least twice a year and *pro re nata*.

(7) The Executive Committee may adopt its own rules of procedure. Any rules of procedure must be drafted in consultation with the University Executive Board.

## **Section 7 GSHS management**

(1) The Executive Committee shall elect a Director and a Deputy Director from among its members. He or she shall represent GSHS in its dealings with the Executive University Board and manage GSHS' day-to-day business. He or she shall chair the Executive Committee, convene its meetings and prepare committee resolutions. He or she is also responsible for reporting to the Executive University Board.

(2) The Director shall preside over member meetings, however, this task may be delegated.

(3) In urgent cases where a decision by the Executive Committee cannot be seasonably taken, the Director is hereby authorised to make necessary decisions and to inform the Executive Committee thereafter without undue delay. The Executive Committee may set aside or revoke such decisions without prejudice to any rights that may have accrued on the basis of any such decision.

(4) Upon motion of a member of the Executive Committee, the Director may be removed from office, provided that the Executive Committee elects a new Director by a simple majority vote.

(5) GSHS may set up an office to assist the Executive Committee. The costs for this are to be covered by the budgetary funds allocated to GSHS by the Executive University Board.

## **Section 8 Reporting obligations**

GSHS shall prepare a comprehensive annual report each year for quality assurance.

Once the Executive Committee has adopted resolutions with respect to the annual report, it will be published.

## **Section 9 Evaluation**

GSHS will be evaluated at regular intervals not exceeding five years. The Executive University Board shall provide for a corresponding mandate.

## **Section 10 Effective date**

These Statutes shall become effective the day after publication in the gazette of public announcements for Johannes Gutenberg University Mainz.

Mainz, 5th June 2020

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The President of Johannes Gutenberg University Mainz

University Professor Dr. Georg Krausch

**\*\*\*Please note that only the German version of the Organisational Statutes is legally binding. The English version is for information purposes only.\*\*\***