

## **Regulations governing the "Hannover Graduate School for Neurosciences, Infection Medicine, and Veterinary Sciences" of the University of Veterinary Medicine Hannover, Foundation (TiHo)**

### **Section 1**

#### **Status within the TiHo**

The Graduate School is an interdisciplinary scientific institute of the University of Veterinary Medicine Hannover, Foundation (hereinafter TiHo) and bears the name "Hannover Graduate School for Neurosciences, Infection Medicine, and Veterinary Sciences" (hereinafter HGNI).

### **Section 2**

#### **Goals and Tasks**

- (1) The HGNI intends to combine teaching and research in the fields of neurosciences, infection medicine as well as veterinary and biomedical research in order to optimize the resulting synergies at the Hannover campus.
- (2) The objective of the HGNI is to provide outstanding international students and young scientists a structured doctoral program of guaranteed quality, which will give them excellent training to meet the demands of the academic and non-academic job markets.
- (3) The HGNI comprises the organizational merger of the three existing PhD programs at the TiHo.
- (4) The HGNI aims to strengthen both national and international awareness of veterinary, biological and biomedical research at the TiHo in order to increase international scientific interest in and awareness of the Hannover campus.
- (5) The HGNI promotes and supports international activities of young scientists in all phases of their training.

### **Section 3**

#### **Structure**

- (1) The HGNI is organized as follows:
  - three PhD courses of study: "Animal and Zoonotic Infections", "Systems Neuroscience", and "Veterinary Research and Animal Biology";
  - administrative office.
- (2) The HGNI can create additional organizational units within the framework of these Regulations.

### **Section 4**

#### **Organizational Units**

The HGNI is composed of the following organizational units:

- assembly of members,
- board of directors,
- speaker of the HGNI,
- respective speakers of the PhD courses of study "Animal and Zoonotic Infections", "Systems Neuroscience", and "Veterinary Research and Animal Biology",
- doctoral candidates' representative.

## **Section 5**

### **Membership**

- (1) The following are members of the HGNI by virtue of their functions:
  - a) PhD speakers of the programs,
  - b) supervisors and teachers in the programs,
  - c) matriculated doctoral candidates (hereinafter PhD students).
- (2) The following may become members of HGNI:
  - a) Supervisory scientific staff in the research area of the HGNI who are qualified to give independent instruction (usually holders of a doctorate),
  - b) PhD students in the scientific area of the HGNI who have fulfilled the requirements for admission to the PhD program and are being supervised at the HGNI respectively. PhD students are generally members of the HGNI until they complete their doctorates. Details are governed by the PhD Regulation.
- (3) New members can be accepted to the HGNI upon application. The respectively responsible PhD commission determines if the requirements stated in paragraph 2 above are fulfilled and decides upon acceptance. The board also makes decisions concerning the loss or cancellation of membership. Furthermore, PhD students will be accepted by the respectively responsible PhD commission according to a prescribed and transparent procedure. The following criteria apply to acceptance:
  - a) ability to conduct scientific work, generally demonstrated by having completed an outstanding degree,
  - b) a relevant doctoral project within the area of the PhD programs of the Graduate School. The acceptance procedure ensures that the PhD students' projects fall within the scientific program of the HGNI. Allocation of the means required for the PhD students' research and qualifying measures is regulated by Section 15. Details are governed by the PhD regulation.
- (4) Membership in the HGNI ends
  - a) following submission to the speaker of the HGNI or to the speaker of the respective PhD program by a written intent of resignation or
  - b) for the PhD students generally with completion of the degree. Premature termination is governed by the PhD regulation or
  - c) if a member fails to fulfill the obligations and duties specified in Section 6, paragraphs 1 and 5 of these Regulations.

## **Section 6**

### **Rights and Duties of the Members**

- (1) Members are obligated to work towards the goals and tasks of the HGNI as specified in Section 2 and for the administration of the HGNI as indicated in the regulations and to support the HGNI actively. Furthermore, all members are expected to ensure that the doctoral degree is granted in accordance with the tasks and goals of the HGNI (Section 2): expeditiously and within a reasonable time frame.
- (2) Members according to Section 5, paragraph 1, items a) and b) have voting rights in the members' assembly.
- (3) The PhD students and the scientific staff of the HGNI with doctorates serve in an advisory capacity in the members' assembly.
- (4) Members of the HGNI may make suggestions at any time to the board for activities to be conducted within and supported by the HGNI.
- (5) Members are required to uphold the rules for publication, economical use, reporting, and good scientific practice.

## **Section 7**

### **Assembly of Members**

- (1) The members' assembly takes place at least once a year. Written invitations must be distributed by the HGNI office at least 14 days before the meeting; the agenda must be distributed to all members no later than four days before the meeting.
- (2) Additional members' assemblies must be called within two weeks following submission of an application by at least one third of the voting members of the HGNI. The application must include a suggestion for the agenda.
- (3) The speaker or deputy speaker acts as chair and conducts the meetings.
- (4) The members' assembly is responsible for the following:
  - election and removal from office of the board and speaker,
  - acceptance of the speaker's report,
  - request to disband the HGNI.
- (5) In the following cases, the members' assembly decides by a two-thirds majority of the voting members present:
  - election of the board and speaker,
  - proposal to disband the HGNI.

## **Section 8**

### **Board**

- (1) The board of the HGNI is comprised of:
  - the speaker,
  - the deputy speaker,
  - the speakers of the PhD programs,
  - a representative of the PhD students (Section 11),
  - a representative of the scientific staff with doctoral degrees,
  - the Vice-President for Research, in an advisory capacity,
  - the business manager, in an advisory capacity.
- (2) The members of the scientific staff with doctorates elect their representative from their own circle. The PhD students elect their representative in accordance with Section 11.
- (3) The members' assembly can remove members of the executive board from office by electing a successor with two-thirds majority of the voting members of the HGNI present.
- (4) The term of office of the members of the board is four years. Re-election is permitted.
- (5) The board is responsible for:
  - preparation of a Senate resolution on the HGNI regulations and changes to be made to them,
  - development of the scientific program and the qualification concept, as well as the coordination, quality control, and coordination with the Presiding Committee of the TiHo,
  - coordination and integration of intramural and extramural partners,
  - decisions concerning acceptance and exclusion of members,
  - advising the speaker and business manager on budget matters,
  - internal allocation of means (Section 15),
  - internal evaluation
- (6) The board may specify its own rules of procedure.
- (7) The board assigns responsibility for the areas indicated above to members of the board.
- (8) The board meets at least once a year.

## **Section 9**

### **Speaker**

- (1) The speaker directs the HGNI and represents its interests within and beyond the TiHo. The speaker is the chair of the board and members' assembly.
- (2) The speaker of the HGNI and a deputy are elected from the group of full-time university lecturers who are members of the TiHo, for a term of four years. Re-election is possible.
- (3) Among the tasks of the speaker are in particular:
  - responsibility for proper allocation of means and adherence to the overall HGNI budget,
  - convocation and conducting of board meetings and members' assemblies and of meetings of speakers of the PhD programs as needed,
  - reporting to the board of the HGNI,
  - informing members and staff.
- (4) The speaker is supported by the HGNI business office in carrying out his or her assigned duties.
- (5) In urgent matters when the board cannot be called to meet in time, the speaker will make decisions independently and inform the board accordingly.
- (6) If the speaker steps down prematurely or can no longer conduct the duties of the office, the board will call a members' meeting without delay in order to elect a new speaker. The deputy speaker will conduct business temporarily until the election is held.
- (7) The members' assembly can remove the speaker from office by electing a successor according to paragraph 2 with at least a two-third majority of the voting members present, according to Section 7, paragraph 5.

## **Section 10**

### **PhD students' representatives**

The PhD students elect one candidate per year from each course of study as their PhD representatives. These in turn elect one representative to serve on the HGNI board.

The PhD students' representatives ensure that the interests of the PhD students are represented in the HGNI and that these are also included in development of the PhD programs.

## **Section 11**

### **Administrative Office**

- (1) The administrative office of the HGNI is directed by the business manager, who is appointed by the Presidium Presiding Committee of the TiHo upon recommendation by the board. The administrative office will be allocated adequate staff, space, and equipment from central funds of the TiHo for the promotion of research and teaching.
- (2) The administrative office is responsible for:
  - organization and administration of the tasks of the HGNI,
  - support of the speaker and board, and of the scientific advisory board,
  - preparation of the members' assemblies, meetings of the board, the speakers of the PhD programs, the scientific advisory board, and any other committees as needed, as well as activities of the qualification program, congresses, conferences, workshops and selection of new PhD students,
  - HGNI finances,
  - Correspondence,
  - annual report to the Presiding Committee of the TiHo about the development within the HGNI.

## **Section 12**

### **Decision-making, Elections, Documentation**

(1) The members' assembly of the HGNI has a quorum when a simple majority of all voting members is present following due notification and invitation. Voting members are defined in Section 5, paragraphs 1 and 2. The right to vote is not transferrable upon another member. If no quorum is present at a members' assembly, this will be considered given at the next members' assembly, regardless of the number present, if this has been explicated in the invitation to the members' assembly. The regulations of Section 7, paragraph 5 remain unaffected.

(2) If not otherwise defined in these regulations, decisions are to be made by simple majority of the "yes" or "no" votes cast. Abstentions are counted as not cast. A proposal is defeated in case of a tie. Voting must be by secret ballot if a member so requests.

(3) Resolutions may also be carried out by email circulation procedures.

(4) Minutes are to be kept of the results of meetings of units of the HGNI, and these are to be distributed to all members of the unit no later than four weeks after the meeting was held. The minutes are considered approved if no objection is received within 14 days after receipt.

## **Section 13**

### **Qualification Concept and Awarding of Doctoral Degrees**

(1) The curriculum and the doctoral examination procedure of the individual PhD programs are defined in the PhD Regulations (*PhD-Ordnung*).

## **Section 14**

### **Scholarships**

(1) The HGNI may award scholarships to its PhD students. Decisions about scholarship awards will be made by the board as part of a transparent selection process. The maximum period of support is three years. Scholarships are always to be advertised internationally.

(2) Doctoral scholarship candidates who claim parental leave according to present legal provisions may apply for an extension of the term of scholarship.

(3) In case of hardship (such as serious illness) doctoral scholarship candidates may apply for an extension. The length of the extension in case of hardship is decided individually by the board.

## **Section 15**

### **Staff and Internal Allocation of Funds**

(1) The HGNI receives staff commensurate with its tasks from the Presiding Committee of the TiHo in the form of an administrative office and secretarial services.

(2) The administrative office receives an annual budget to finance its central tasks. The board decides how this budget is to be allocated. Financial coverage is required for:

- funding for infrastructure (including teaching materials) and overhead,
- funding for courses to acquire key competence and skills,
- funding for workshops, Graduate School Day, guests lectures, etc.

(3) In addition, every PhD course of study receives an annual budget for program-specific tasks. These are above all:

- justified final funding of PhD students,
- travel grants for PhD students.

(4) Applications for funding according to Section 3 may be made by the supervisors and by the PhD students in agreement with their supervisors. The PhD commission in question decides on these awards.

(5) The board of the HGNI is accountable to the Presiding Committee of the TiHo for the budget.

(6) The statement of accounts is part of the report to the members' assembly and will also be submitted to the committees of the TiHo.

## **Section 16**

### **Publications**

(1) The results obtained from scientific research by members of the HGNI are to be published in appropriate form and follow the rules of good scientific practice.

## **Section 17**

### **Coming into Effect**

These Regulations go into effect one day after their publication in the official record (*Verkündungsblatt der TiHo*) of the TiHo and replace the regulations from 13.08.2012 (*Verkündungsblatt 191/2012*).