

University of Bamberg



Ordinance of the Bamberg Graduate School of Social Sciences

As enacted on 1 February 2021

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Note: This is a courtesy translation. Only the German language version is legally binding.

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In accordance with Article 13 Paragraph 1 Clause 2 and Article 19 Paragraph 5 Clause 5 of the Bavarian Higher Education Act (“Bayerisches Hochschulgesetz”, “BayHSchG”) in the version promulgated on 23 May 2006 (in the Bavarian Law and Ordinance Gazette “Gesetz- und Verordnungsblatt”, “GVBl.” p. 245), the University of Bamberg issues the following

Ordinance

§ 1

Legal status

The graduate school bearing the name Bamberg Graduate School of Social Sciences (hereinafter: the School) is an interfaculty academic institute at the University of Bamberg.

§ 2

Objectives and tasks

- (1) The Bamberg Graduate School of Social Sciences is tasked with fostering excellent, internationally competitive research by doctoral and postdoctoral researchers in its research focus areas in the social sciences.
- (2) The School is committed to creating an optimal research and learning environment for doctoral researchers in the following research areas within the social sciences:
 - a) Education, Personal Development and Learning from Early Childhood to Adulthood;
 - b) Education and Social Inequality Across the Entire Life Course;
 - c) Changes in Human Capital, Labour Markets and Demographic Structures and their Impact on Social Inequality in Modern Societies;
 - d) Governance, Institutional Change and Political Behaviour.
- (3) The School contributes to the ongoing development of quality standards for doctoral procedures, especially in relation to optimising supervision models and agreements, integrating doctoral researchers into areas of research focus, promoting international cooperation and mobility, and fostering high standards of good academic practice.
- (4) The School works together with suitable university institutes such as the Training Centre for University Teaching (“Fortbildungszentrum Hochschullehre”, “FBZHL”) to provide opportunities for early career researchers to develop skills and gain qualifications in higher education teaching.
- (5) Together with suitable university institutes such as the Trimberg Research Academy (TRAc), the School advises doctoral and postdoctoral researchers seeking to acquire external funding.
- (6) The School strives at all times to create a research and learning environment that provides men and women with equal opportunities and allows researchers and other staff members to balance their family and professional lives.

- (7) The School advises doctoral researchers on career options open to them after successfully completing doctoral degrees (postdoctoral programmes, for example) in liaison with suitable university institutes such as the Trimberg Research Academy (TRAc).
- (8) The School promotes the presentation of research results and encourages doctoral and postdoctoral researchers to speak publicly and at events about their research.

§ 3

Administrative bodies

The School's administrative bodies are:

- a) the General Meeting
- b) the Executive Committee
- c) the Director and Deputy Director
- d) the Pillar Coordinators
- e) the Doctoral Student Council,
- f) the Postdoctoral Representative,
- g) the Academic Advisory Council.

§ 4

Membership

- (1) The following persons may be accepted as full members of the School upon application:
 - a) professors and researchers holding a Habilitation degree who are members of the University of Bamberg or one of its closely affiliated academic institutions and engage in research in the School's areas of research focus;
 - b) doctoral researchers engaged in research in the School's areas of research focus who fulfil the general requirements for admission to doctoral studies and the specific admission criteria of the School pursuant to § 17.
 - c) postdoctoral researchers active in the School's areas of research focus; as a rule, School membership requires membership of the University of Bamberg or of one of its closely affiliated academic institutions.
- (2) Decisions on individual exceptions are made by the Executive Committee.
- (3) Membership of the School ends for any of the following reasons:
 - a) the submission of a written statement of withdrawal to the Director;
 - b) termination of membership of the University of Bamberg or its associated academic institutions for any reason (including termination of employment).
 - c) The membership of doctoral candidates normally ends with the completion of the doctoral procedure. When quality auditing carried out by a doctoral researcher's supervisor or by the Executive Committee on the basis of a supervision agreement

and a review of achieved milestones establishes that the continuation of work on a dissertation in accordance with the School's quality criteria is not possible or that a candidate's continued membership of the School does not fulfil the School's designated objectives pursuant to § 2, the candidate's membership shall be terminated by cancelling the supervision agreement and dissolving the supervisory panel (see § 17 Subsection 1).

- d) For postdoctoral researchers, membership terminates after three years; upon request, the Executive Committee decides on extension.
 - e) Decisions on the exclusion of members of the School on grounds of negligence in the discharging of their responsibilities and tasks or for other important grounds rest with the Executive Committee.
- (4) ¹When a supervisor's membership of the University of Bamberg is terminated, his or her membership of the School may be extended upon application until relevant dissertation projects have been completed. ²Decisions on such matters rest with the Executive Committee.

§ 5

Rights and responsibilities of members

- (1) Members are obliged to work towards fulfilling the objectives and tasks of the School pursuant to § 2, and to actively support the School.
- (2) The particular rights and duties of doctoral researchers and doctoral project supervisors are specified in supervision agreements as well as in this Ordinance.
- (3) In accordance with the objectives and tasks of the School, all members are also required to ensure that doctoral procedures are completed promptly and within appropriately defined time frames.
- (4) ¹Members of the School may submit proposals to the Executive Committee at any time to suggest activities that could be organised within and supported by the School. ²Members are entitled to utilise the School's infrastructure and resources to the extent possible. ³The Executive Committee shall decide on the implementation provisions for the allocation of funds.
- (5) ¹Doctoral researchers are obliged to report regularly to the Executive Committee of the School and, where applicable, to other funding bodies. ²Doctoral researchers funded by the School must submit to the Director a final report detailing the academic work carried out at the School within three months of membership termination.
- (6) All members are obliged to abide by DFG guidelines concerning good research practice.

§ 6

General Meetings

- (1) ¹The Director convenes a General Meeting at least every two years, or within three weeks of receiving an application supported by at least one-third of members and

containing a proposed agenda for a General Meeting. ²The agenda for the General Meeting is sent to members no later than one week in advance of the meeting.

- (2) The Director or a Deputy Director presides over the General Meeting and chairs the sessions.
- (3) The General Meeting is tasked with:
 - a) making decisions on recommendations to amend this Ordinance as proposed by the Executive Committee,
 - b) voting Executive Committee members and pillar coordinators in and out of office,
 - c) receiving the Director's report,
 - d) making decisions on proposals advanced by the Executive Committee to establish new research areas within the existing areas of research focus,
 - e) proposals to dissolve the School.
- (4) The General Meeting may delegate tasks to the Executive Committee.
- (5) ¹The members specified in § 4 Subsection 1 Letter a and the members of the Doctoral Student Council as well as the Postdoctoral Representative are entitled to vote in the General Meeting. ²The General Meeting is quorate when a majority of members eligible to vote is present.
- (6) ¹An absent representative of a member group may delegate his or her voting rights in writing to a proxy for individual General Meetings or portions thereof. ²In the case of member groups with multiple representatives in the General Meeting, voting rights may only be transferred to another representative from the same group. ³No member may exercise more than one proxy vote.

§ 7

The Executive Committee

- (1) The Executive Committee is comprised of:
 - a) the Director,
 - b) at least one Deputy Director,
 - c) at least three other members of the School elected from the group of professors employed at the University of Bamberg, including the pillar coordinators, and
 - d) the representatives of the Doctoral Student Council,
 - e) the Postdoctoral Representative.
- (2) ¹The members of the Executive Committee are elected by the General Meeting, with the exception of the Doctoral Student Council and the Postdoctoral Representative. ²Members as per § 4 Subsection 1 Letter a are eligible to vote.
- (3) If a member of the Executive Board resigns in accordance with § 7 section 1 letters a to c or can no longer hold office for other reasons, the General Meeting shall elect a successor for the remaining term of office upon proposal of the Executive Committee.

- (4) The General Meeting, the doctoral researchers, or the postdoctoral researchers can replace an elected member of the Executive Committee by electing a successor with an absolute majority of votes from all eligible voters.
- (5) The term of office for Executive Committee members according to § 7 section 1 letters a to c is two years; re-election is possible.
- (6) Where not stated otherwise in this Ordinance, the Executive Committee is responsible for, in particular, the following tasks:
 - a) It develops the School's academic programme and qualification programme and is responsible for coordinating it, assuring its quality and consulting on these tasks with the University Executive Board;
 - b) It decides on the admission of new members and on terminating or revoking the membership of current members;
 - c) It coordinates the integration of partners from outside the university;
 - d) It approves the Director's work reports and the overall budget applications made by the School;
 - e) It makes fundamental decisions regarding budgetary matters upon proposal and delegates other budgetary matters to the Director;
 - f) It is responsible for implementing and auditing the quality of the internal funding distribution procedure;
 - g) It decides on the attachment of post-graduate programmes to the School upon request of the respective group's Director;
 - h) It is responsible for planning and implementing measures and carrying out quality assurance in the area of equal opportunities.
- (7) Decisions relating to evaluations of the performance of individuals may only be taken by Executive Committee members with the authority to act as doctoral examiners.
- (8) The Executive Committee convenes as and when required, but at least once per semester.

§ 8

Director and Deputy Director or Deputy Directors

- (1) ¹The Director manages the School, conducts its business, implements decisions made by the Executive Committee and is responsible for the orderly implementation of the School's programme. ²He or she also
 - a) is responsible for ensuring that funds are distributed appropriately and that the overall budget of the School is adhered to;
 - b) has personnel responsibilities for the School's academic and non-academic staff;
 - c) reports on the development of the School to the General Meeting and the University Executive Board;
 - d) reports to the Executive Committee on his or her own decisions;
 - e) convenes and presides over meetings of the Executive Committee and the General Meeting;

- f) represents the interests of the School vis-à-vis the University Executive Board and external partners; and
 - g) informs members of all relevant developments as appropriate.
- (2) ¹The Director and Deputy Director are elected for two-year terms from the group of eligible tenured professors who are members of the School. Following their election, they are appointed by the University Executive Board. ²A decision taken by the General Meeting prior to the election shall determine whether there shall be one or more deputy directors in accordance with Article 7(1)(b).
 - (3) ¹The willingness to stand for election as Director or Deputy Director shall be conveyed to the acting Director at least ten days before the election. ²The list of candidates shall be sent out with the invitation to the General Meeting.
 - (4) The first Deputy Director shall conduct business until a new Director has been elected.
 - (5) In urgent cases and insofar as the Executive Committee is unable to carry out a vote by written consent, the Director is authorised to make necessary decisions on behalf of the Executive Committee.
 - (6) The Deputy Director or Deputy Directors
 - a) assist the Director in carrying out his or her tasks, and
 - b) stand in for the Director in the event that the Director is unavailable.

§ 9

Pillar Coordinators

- (1) ¹Each area of research focus is managed by a pillar coordinator. ²Pillar coordinators assist the Director with the implementation of each pillar's specific programme and perform other tasks within the relevant area of research focus.
- (2) Pillar coordinators report to the Executive Committee and to the General Meeting upon request.
- (3) ¹To be eligible for election as pillar coordinators, candidates must be professors at the University of Bamberg and members of the School. ²Coordinators are elected pursuant to § 7, Subsection 2.
- (4) A pillar coordinator may also hold the position of Deputy Director of the School.

§ 10

Doctoral Student Council

- (1) ¹The Doctoral Student Council is composed of at least two doctoral members of the School. ²The members of the Doctoral Student Council are elected on an annual basis by the School's doctoral researchers.
- (2) Each pillar within the School should have at least one representative on the Doctoral Researcher Council.

- (3) The Doctoral Student Council ensures that the interests of doctoral researchers in the School are represented beyond their presence on the Executive Committee and that their interests are incorporated in the School's programme.
- (4) At the beginning of each summer semester, the Doctoral Student Council elects, by a simple majority vote, two members from its midst to advocate its interests in the Executive Committee; re-election is possible

§ 11

Representation of postdoctoral researchers

- (1) The postdoctoral researchers shall elect a representative from their own ranks once a year.
- (2) The representative ensures that the interests of postdoctoral researchers in the School are represented beyond their presence on the Executive Committee and that their interests are incorporated in the School's programme.
- (3) The representative advocates the interests of the postdoctoral researchers in the Executive Committee; re-election is possible.

§ 12

Academic Advisory Council

- (1) The Academic Advisory Council
 - a) is comprised of at least four distinguished scholars of international reputation who are not members of the University of Bamberg and who are active in the areas in the social sciences forming the School's areas of research focus;
 - b) is appointed by the President of the University of Bamberg for a period of four years upon the suggestion of the School's Director, with the possibility of re-appointment;
 - c) normally convenes once every four years;
and
 - d) makes its reports and recommendations available to the School's Executive Committee and to the University Executive Board.
- (2) The Academic Advisory Council has, in particular, the following responsibilities:
 - a) advising the School on academic, structural and/or personnel-related matters and on its qualification programme;
 - b) providing recommendations and expert opinions on the academic and structural development of the School;
 - c) providing recommendations and expert opinions on the design of the School's qualification programme;
and
 - d) evaluating the School pursuant to § 24.

§ 13

Graduate School Administrative Office

- (1) The Graduate School Administrative Office assists the Director, the Executive Committee, and the other administrative bodies of the School in organisational matters.
- (2) ¹The Graduate School Administrative Office is headed by a Managing Director. ²He or she takes part in meetings of the Executive Committee in an advisory capacity.

§ 14

Notice of meetings, resolutions, etc.

- (1) The day-to-day business of the School's administrative bodies is handled in accordance with the Internal Rules of Procedure of the Senate of the University of Bamberg except where other provisions are specifically set out in this Ordinance.
- (2) ¹Minutes of the meetings of the School's administrative bodies are kept and made available to all members, at the latest together with the invitation to the following meeting. ²Minutes are considered approved if no objections are raised within 14 days upon their receipt.

§ 15

Attachment of research training groups

- (1) Research training groups may be attached to the School upon application.
- (2) The director of a research training group may propose that the programme of the group in question be fully or partially integrated into the programme of the School.
- (3) Procedures for admitting a member to a research training group attached to the school may deviate from the procedure set out in § 17.

§ 16

Qualification programme

- (1) With a view to achieving the aims set out in § 2, the qualification programme of the School is based on the following principles:
 - a) the programme is intended to provide doctoral researchers with the professional and methodological skills necessary to develop their research projects;
 - b) adequate opportunities to discuss project drafts should be provided;
 - c) to the maximum possible extent, events are held and courses taught in the English language.
- (2) ¹In addition to providing researchers with academic supervision, the School also offers career-enhancing measures in cooperation with suitable university institutes such as the Trimberg Research Academy (TRAc). ²Particular emphasis is placed on "affirmative action" measures geared to ensuring equal treatment.

- (3) To attain the School's "Certificate of Graduate Studies" in addition to a doctoral degree, doctoral researchers at the School are required to successfully complete core and elective courses specified by the supervisory panel.

§ 17

Admission of doctoral researchers

- (1) Applications for admission to the School as a doctoral researcher should be addressed to the Director and sent to the Graduate School Administrative Office.
- (2) To ease the workload of the Executive Committee, admissions decisions may be prepared by a committee appointed by the Executive Committee for this purpose and including at least two professorial members of the Executive Committee.
- (3) The following criteria for admission to the School as a doctoral researcher apply:
 - a) fulfilment of the minimum admissions requirements defined in the applicable doctoral degree regulations;
 - b) academic excellence demonstrated, as a rule, by an outstanding academic track record;
 - c) a dissertation project closely linked to one of the School's areas of research focus and capable of forming an integral component in the School's academic programme;
 - d) a first supervisor who is a member of the School.
- (4) If an application for admission to the School is accepted, the doctoral researcher becomes a member of the School as soon as the researcher and the first supervisor have signed a supervision agreement.
- (5) ¹Exceptionally well-qualified graduates with a Bachelor's degree in a relevant field may be granted associate membership of the School if they are admitted to a relevant Master's programme at the University of Bamberg and a member of the School expresses willingness to act as the first supervisor of a planned doctoral dissertation project. ²Such students are admitted to the doctoral programme once they have successfully completed an appropriate Master's degree and fulfil the minimum admissions requirements set out in the applicable doctoral degree regulations.
- (6) Eligibility for admission to the School does not constitute an entitlement to be admitted.

§ 18

Supervision

- (1) ¹The specialist academic supervision of doctoral researchers and their doctoral projects is carried out by supervisory panels. ²Upon agreement between the doctoral researcher and their prospective supervisors, the composition of the supervisory panel is reported to the Administrative Office by the first supervisor at the outset of the project, and the supervisory panel is then appointed by the Director.
- (2) ¹Each supervisory panel is comprised of a first supervisor who teaches and pursues research in the area of the doctoral project and of two further members of which at

least one must also be engaged in research in the same area of research focus. ²The panel shall be formed in compliance with the applicable doctoral degree regulations concerning the composition of doctoral panels or examination panels. ³Suggestions from the doctoral researcher are taken into consideration when possible. ⁴Candidates are not entitled to have particular scholars appointed to the supervisory panel.

- (3) ¹The Director ensures that the supervision of candidates continues throughout the full duration of their doctoral studies. ²The composition of the supervisory panel may change over the course of a doctoral project for academic or other reasons with the assent of those involved and the Director.
- (4) The respective rights and responsibilities of supervisors and doctoral researchers are set out in § 5 of this Ordinance and in individual supervision agreements.
- (5) Doctoral researchers should, after consulting with the Director, submit an application to the relevant doctoral committee to have the members of the supervisory panel appointed as dissertation reviewers and/or as examiners in the relevant formal doctoral procedure conducted in accordance with the applicable doctoral degree regulations.

§ 19

Doctoral scholarships and doctoral positions

- (1) ¹The Executive Committee awards doctoral scholarships and assigns doctoral positions funded by the School following a transparent selection procedure.
- (2) Scholarships awarded by the School are tied to clearly defined milestones in the funded dissertation projects. Likewise, academic positions for doctoral researchers filled by the School in accordance with the Public Sector Collective Wage Agreement for Federal States (“Tarifvertrag der Länder”, “TV-L”) are also tied to clearly defined milestones in the funded projects.
- (3) The Executive Committee can extend scholarships or academic positions upon application if doctoral researchers have taken parental leave.
- (4) ¹The Executive Committee may grant a funding extension to doctoral researchers with scholarships or academic positions in cases of hardship (severe illness, for example) upon application. ²Any such extension periods are determined on a case-by-case basis by the Executive Committee.
- (5) ¹Funding may be withdrawn if the agreed research goals for the year (“milestones”) are not reached or the obligations set out in the School’s grant letter are not met for reasons not beyond the control of the doctoral researcher. ²The Executive Committee shall take decisions on withdrawing funding in consultation with the first supervisor.

§ 20

Applicable doctoral degree procedures

- (1) ¹Doctoral degree procedures take place in conformity with the doctoral degree regulations for the Faculty of Social Sciences, Economics and Business Administration or the doctoral degree regulations for the Humanities Faculty and the Faculty of

Human Sciences and Education in their current versions. ²The applicable doctoral regulations are those of the Faculty to which the first supervisor belongs.

- (2) In the event of any conflict between the applicable doctoral degree regulations and this Ordinance, the doctoral degree regulations take precedence.
- (3) The academic degree conferred on doctoral candidates who have successfully completed the doctoral procedure depends on the faculty to which the first supervisor belongs. The degree of Dr. phil. is awarded in accordance with the doctoral regulations for the Faculty of Humanities and the Faculty of Human Sciences and Education, and the degree of Dr. rer. pol. is awarded in accordance with the regulations for the Faculty of Social Sciences, Economics and Business Administration.

§ 21

Appointment of professors

In order to involve the School as fully as possible in appointments it funds out of its own means and in filling professorships that are of central importance for the School, the following principles apply insofar as their application is not precluded by general legislation regulating higher education in Bavaria.

- (1) ¹In the case of professorships that are of central importance to the School in terms of subject matter or structure, the subject groups concerned shall, in consultation with the Executive Board, submit a proposal for advertising the position and appointing the Appointments Committee. ²The School must be represented adequately in the appointment committee.
- (2) The Executive Committee may submit statements on all proposed appointments to the chairperson of the appointments committee and the University Executive Board if they consider that particular appointments are of relevance for the School.

§ 22

Internal distribution of funding

- (1) The School's Executive Committee makes decisions on how available funding is distributed on the basis of
 - a) the general needs of the School (in particular for teaching assignments, external training of doctoral researchers, books, journals, data records, IT equipment, software licences, public relations work or visits by the Academic Advisory Council);
 - b) individual applications for funds allocated on a competitive basis and in a transparent process received from the School's members and visiting members (for instance for specific workshops, guest lectures, and expenses arising in connection with attending conferences);
 and
- (2) ¹The Executive Committee may authorise the Director to decide independently on the basis of general instructions on expenses meeting general needs and on individual applications pursuant to Subsection 1. ²The Director reports regularly to the Executive Committee on such decisions to allocate funds.

§ 23

Publication of research

- (1) Results obtained by the members of the School in the course of their academic research shall be published in an appropriate form.
- (2) Collective research results may be published only with the agreement of all contributors.
- (3) It must be ensured when publishing work that copyrights and other protected rights of other members of the School are not adversely affected.

§ 24

Evaluation

- (1) Evaluation of the School is conducted by the Academic Advisory Council at least every five years.
- (2) This evaluation process audits, in particular, the significance of the School in terms of the contribution it makes to the distinctive profile of the University, the efficiency of its structures and organisation, and the quality of its programme.
- (3) The School ensures that the results of each evaluation are passed on to the University Executive Board for its further consideration without undue delay.

§ 25

Arbitration

- (1) In the event that a member of the School or one of the School's administrative bodies brings forward an allegation of suspected academic misconduct, the University of Bamberg's procedures as laid out in the Regulations of the University of Bamberg on Academic Misconduct (*Ordnung der Otto-Friedrich-Universität Bamberg zu Fehlverhalten in der Wissenschaft*) apply.
- (2) ¹If other grievances are raised in relation to decisions made by one of the School's administrative bodies, an arbitration committee, whose members do not belong to the Executive Committee, convenes to deal with them. ²The President of the University of Bamberg consults with the Executive Committee of the School before nominating the chairperson and additional members of this committee. ³The German Research Foundation (DFG) liaison officer at the University of Bamberg and two other professors are appointed. ⁴This committee provides a recommendation to the President of the University of Bamberg without delay, and the President then makes a final decision on the matter in question.

§ 26

Proposals for dissolving the School

- (1) ¹The University Executive Board may decide in consultation with the General Meeting or in response to a resolution passed by the General Meeting pursuant to § 6 Subsection 3 Letter e to dissolve the School. ²The University Council issues a statement on the dissolving of the School.

- (2) If the School is dissolved, it will be ensured that the School's qualification programme pursuant to § 16 and the supervision of doctoral degree projects pursuant to § 18 can continue for doctoral projects already in progress until they have been concluded.

§ 27

Final provisions, Entry into force

- (1) ¹This Ordinance becomes effective on the day after its promulgation by means of being put on display in the University. ²When these regulations come into force, the regulations of the Bamberg Graduate School of Social Sciences (BAGSS) of the University of Bamberg of 30 September 2013 shall cease to apply (source: <https://www.uni-bamberg.de/fileadmin/www.abt-studium/amtliche-veroeffentlichungen/2013/2013-66.pdf>), last amended by the ordinance of 15 March 2017 (source: <https://www.uni-bamberg.de/fileadmin/www.abt-studium/amtliche-veroeffentlichungen/2017/2017-05.pdf>).

Issued in accordance with the resolution passed on 9 December 2020 by the Senate of the University of Bamberg and with the permission of the President of the University of Bamberg pursuant to Article 13 Paragraph 2 Clause 2 and Article 19 Paragraph 5 Clause 5 of the Bavarian Higher Education Act ("Bayerisches Hochschulgesetz", "BayHSchG").

Bamberg, 1 February 2021

Signed

Prof. Dr. Kai Fischbach

President

This Ordinance was set down in writing on 1 February 2021 in the University of Bamberg and made known on the same day by being placed on display in the University. The date of its promulgation is, therefore, 1 February 2021.