

Regulations Governing the Hannover Graduate School for Veterinary Pathobiology, Neuroinfectiology, and Translational Medicine of the University of Veterinary Medicine Hannover, Foundation

At its meeting of 05 June 2012, the Senate of the University of Veterinary Medicine Hannover, Foundation, made extensive changes in the Regulations governing the Graduate School for Veterinary Pathobiology, Neuroinfectiology, and Translational Medicine of the University of Veterinary Medicine Hannover, Foundation. These Regulations are herewith made public:

Section 1 Status within the TiHo

The Graduate School is an interdisciplinary scientific institute of the University of Veterinary Medicine Hannover, Foundation (henceforth: TiHo) and bears the name Hannover Graduate School for Veterinary Pathobiology, Neuroinfectiology, and Translational Medicine or *Graduiertenschule für Veterinärmedizinische Pathobiologie, Neuroinfektiologie und Translationale Medizin Hannover* (HGNI).

Section 2 Goals and Tasks

- (1) The HGNI is intended to combine teaching and research in the fields of veterinary pathobiology, neuroinfectiology, and translational medicine 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 three existing PhD programs at the TiHo with a focus on neuroinfectiology. By this synergetic consolidation of two formerly independent, highly successful research areas of the TiHo, Systemic Neurosciences and Infection Medicine, it is possible to make an interdisciplinary approach to research be the primary scientific goal.
- (4) The HGNI is a family-friendly organization.
- (5) The HGNI aims to strengthen both national and international awareness of veterinary, biological, and translational research at the TiHo in order to increase international scientific interest in and awareness of the Hannover campus.
- (6) The HGNI promotes and supports international activities of young scientists in all phases of their training.
- (7) The HGNI strives to strengthen the representation of research in veterinary medicine as part of biomedical research.

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,
- speakers of the PhD courses of study Animal and Zoonotic Infections, Systems Neuroscience, and Veterinary Research and Animal Biology,
- doctoral candidates' representative,
- international scientific advisory board.

Section 5 Membership

(1) The following are members of the HGNI by virtue of their functions:

- speakers of the programs,
- supervisors and teachers in the programs,
- matriculated doctoral candidates.

(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) doctoral candidates in the scientific area of the HGNI who have fulfilled the requirements for admission to the doctoral program, are under appropriate supervision in and are to work at the Graduate School. Doctoral candidates are generally members of the HGNI until they complete their doctorates, at most for five years.

(3) New members can be accepted to the HGNI upon application. The board 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, doctoral candidates will be accepted by the board as members of the HGNI according to a prescribed and transparent procedure. The following criteria apply to acceptance:

- ability to conduct scientific work, generally demonstrated by having completed an outstanding degree,
- a relevant doctoral project within the area of the PhD programs of the Graduate School. The acceptance procedure ensures that the doctoral candidates' projects fall within the scientific program of the HGNI. Allocation of

the means required for the doctoral candidates' research and qualifying measures is regulated by Section 17. Particulars are specified in the PhD Regulations.

(4) Membership in the HGNI ends

- following submission to the speaker of a written intent of resignation;
- for the doctoral candidates, generally with completion of the degree. If quality control by the supervising university instructors or committees indicates that continuation of work on the dissertation is not reasonable, the doctoral candidate's membership can be cancelled prematurely, if possible by mutual agreement;
- if a member fails to fulfill the obligations and duties specified in Section 6, paragraphs 1, 4, and 5 of these Regulations.

Section 6

Rights and Duties of the Members

(1) Members are obligated to work toward the goals and tasks of the Graduate School 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 Graduate School (Section 2): expeditiously and within a reasonable time frame.

(2) All supervisors and instructors in the programs may vote in the members' assembly.

(3) The matriculated 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 authorized to make use of the infrastructure and resources of the HGNI within its possibilities. They can partake of the available means of the HGNI within the framework of the provisions of Section 16.

(6) Members are required to report regularly to the board of the HGNI. Doctoral candidates' reports may be made as part of quality control. Members are also expected to participate in preparing the necessary applications. Members must submit a final report on the scientific work conducted at the HGNI within three months after leaving or resigning.

(7) 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 speaker at least 14 days before the meeting; the agenda must be distributed to all members no later than four days before the meeting.

(2) A members' assembly 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,
 - election of the speakers of the PhD programs,
 - proposal 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 doctoral 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 speaker and the deputy speaker, the speakers of the PhD programs, and the representative of the scientific staff with doctorates are to be elected from all eligible members. The doctoral students elect their representative in accordance with Section 11.
- (3) The members' assembly can remove members of the board from office by electing a successor by two-thirds majority of the voting members of the HGNI present.
- (4) The term of office of the members of the board is two years. The term of the doctoral students' representative board member is one year. Re-election is permitted.
- (5) The board conducts the business of the GHNI. It is responsible for the tasks of the HGNI (Section 2). In particular, it is responsible for the following tasks:
 - 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 Presidium 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;
 - realization and quality control of procedures for the internal allocation of means (Section 17);
 - decisions to begin and end research projects of the HGNI;
 - internal evaluation;
 - reporting to the Presidium of the TiHo about the development of the HGNI.
- (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 twice 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, permanent professors who are members of HGNI, for a term of two years, and is authorized by the President. Reelection 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.

(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 Section 2 with at least a two-thirds majority of the voting members present, according to Section 7, paragraph 5, sentence 1.

Section 10 Coordination of the PhD Programs

Each PhD program will be directed by its own speaker, who is elected, following recommendation of the PhD commissions, from the eligible leading scientists of the PhD program in question. The speaker's tasks are defined in the PhD Regulations.

Section 11 Representatives of the Doctoral Candidates

The doctoral candidates elect three candidates from each course of study as their representatives. These in turn elect one representative to serve on the HGNI board. Details are to be regulated in rules of procedure. The doctoral candidates' representatives are elected once a year by the doctoral candidates of the HGNI. The doctoral candidates' representatives ensure that the interests of the doctoral candidates are represented beyond their presence on the board and that these are also included in development of the program.

Section 12 Scientific Advisory Board

(1) The board of the HGNI appoints an international scientific advisory board with five members on the basis of suggestions from the members' assembly. Only internationally recognized German and international scientists in the research area of the HGNI may be members of the scientific advisory board, but they must not be members of the HGNI.

(2) The tasks of the scientific advisory board are in particular:

- recommendations and evaluations for defining the HGNI qualification concept,
- recommendations and evaluations for scientific and/or structural development of the HGNI, as well as
- participation in internal evaluation of the HGNI.

(3) The scientific advisory board elects from its members a chair whose duties include communicating the suggestions and decisions of the scientific advisory board to the board or speaker of the HGNI. The scientific advisory board should meet once a year.

(4) The scientific advisory board may specify its own rules of procedure.

(5) Members of the scientific advisory board are appointed for two years. Reappointment is permitted.

Section 13 Administrative Office

(1) The administrative office of the HGNI is directed by the business manager, who is appointed by the Presidium 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, selection of doctoral candidates, and so on;
- HGNI finances;
- correspondence.

Section 14 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 6, 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) The members of the board may provide in the procedural rules for decisions by circulation.

(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 15

Qualification Concept and Awarding of Doctoral Degrees

(1) The program of study and the doctoral degree and the procedures of the individual PhD programs are defined in the PhD Regulations.

(2) The scientific supervision of dissertation projects and doctoral candidates will be conducted by a supervisory group individually composed at the beginning of the project by mutual agreement between the doctoral candidate, the supervisors, and the PhD commission in question. In addition to scientific supervision, the HGNI offers special career-fostering measures, including emphasis on affirmative action.

(3) Upon successful completion of the doctoral program, the TiHo will award the candidates the PhD or Dr. rer. nat. degree.

Section 16

Scholarships

(1) The HGNI awards scholarships to its doctoral 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 17

Staff and Internal Allocation of Funds

(1) The HGNI receives staff commensurate with its tasks from the Presidium 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. The central tasks are above all:

- 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 expenses specific to its particular tasks. Specific tasks are above all:

- justified initial and 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 Presidium 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 18 Inventions

The TiHo is fundamentally committed to obtaining patents to protect research results with relevance for practical application. Doctoral candidates who are employees of the TiHo are subject to the current German act on employee's inventions (*Arbeitnehmererfindungsgesetz*). Contributions made by doctoral students to inventions become property of the TiHo. A corresponding advance agreement for the transfer of parts of inventions by these doctoral candidates is to be made before they are accepted to the HGNI. The inventor's compensation is based on the German act on employee's inventions.

Section 19 Exploitation Rights

The rights of exploitation belong to the TiHo. The TiHo intends to offer all parties interested in commercial exploitation of inventions originating from within or with involvement of the Graduate School such rights in return for appropriate compensation.

Section 20 Liability

(1) Members are obligated to conduct the work undertaken at the Graduate School correctly and to their best knowledge under consideration of the latest scientific and technical knowledge, as determined by researching current information.

(2) If a member determines that the property rights of others have been violated, he or she must report this immediately to the HGNI and the TiHo.

(3) No criminal or contractual claims of members against each other for compensation of damages will be admitted unless such were intentional or due to gross negligence. This also applies to indirect damages. Sole liability for damage to third parties is borne by the member who caused such damage. Members are thus not liable for damages claimed by third parties.

(4) Members are to apply the same care taken in their own affairs when transferring information as part of their work.

Section 21 Publications

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

(2) The results of group work will be published only in mutual agreement of all contributors.

(3) In all publications care is to be taken that no encroachment is made on the claim for property rights by other HGNI members.

These Regulations go into effect one day after their publication in the official record (*Verköndungsblatt der TiHo*) of the TiHo.