

**Statute of the Graduate School for Computing in Medicine  
and Life Sciences of the University of Lübeck**

from 17 November 2009 (NBl. MWV Schl.-H. 2009, p. 47)

corrected by:

Statute from 05 February 2010 (NBl. MWV Schl.-H. 2010, p. 5)

amended by:

Statute from 26 April 2019 (NBl. HS MBWK Schl.-H. p. 39)

**§ 1**

**General principles**

- (1) The Graduate School for Computing in Medicine and Life Sciences (GS-CMLS) is an interdisciplinary scientific institution of the University of Lübeck. It is known as the "Graduate School for Computing in Medicine and Life Sciences".
- (2) The supervisory authority is the Executive Board of the University of Lübeck.

**§ 2**

**Aims and tasks**

- (1) The aim of the GS-CMLS is to train doctoral students of the University of Lübeck and to guide them in undertaking independent scientific work.
- (2) To achieve this aim, the GS-CMLS sets itself the following tasks:
  1. provision of structured doctoral programmes,
  2. organisation of scientific events,
  3. ensuring optimum supervision of doctoral students by interdisciplinary supervision groups,
  4. establishment of thematically focused research branches,
  5. provision of interdisciplinary scientific research topics,
  6. teaching of transversal skills to support vocational qualification,
  7. cooperation with partner universities at home and abroad,
  8. cooperation with industry and
  9. development of equal opportunity programmes.

**§ 3**

**Structure**

The GS-CMLS consists of several interdisciplinary programmes, currently "Computing in Clinical

Medicine" and "Computing in Life Sciences". Each programme is divided into thematic research areas known as branches, which are usually funded through external sources (e.g. Collaborative Research Centres, Research Training Groups, EU projects).

#### **§ 4 Bodies**

The bodies of the GS-CMLS are:

1. the Member Assembly,
2. the Academic Director,
3. the Steering Committee,
4. the Advisory Board,
5. the Ombudsperson.

#### **§ 5 Membership**

(1) Members of the GS-CMLS are:

1. the founding members, i.e. those scientists who are listed as "Principal Investigators" in the application for start-up financing, provided that they are still in the service of the University of Lübeck,
2. the Academic Director,
3. doctoral students who are admitted to a GS-CMLS doctoral programme, and
4. persons named as supervisors in the GS-CMLS supervision agreements.

(2) The Steering Committee shall decide on the admission of new members other than those named in (1).

(3) The membership in the GS-CMLS ends:

1. by written notice of resignation to the Academic Director,
2. for doctoral students upon completion of their doctorate. If, in the course of a quality inspection by the supervisors, it is determined that it no longer appears prudent to continue with the doctoral thesis, the doctoral student's membership may be terminated prematurely. The decision to terminate membership shall be taken by the Steering Committee.
3. If the supervisors do not have any doctoral students who are enrolled in the GS-CMLS, or
4. if a member does not fulfil the duties and tasks according to § 6.

#### **§ 6 Rights and duties of members**

(1) Members are obliged to cooperate in the aims and tasks of the GS-CMLS as set out in § 2 of this statute and to actively support the GS-CMLS.

- (2) Supervisors are obliged to supervise doctoral students and to participate in the GS-CMLS doctoral programme. The rights and duties of doctoral students and supervisors are regulated in detail by a supervision agreement.
- (3) Members of the GS-CMLS may at any time submit proposals to the Steering Committee for activities to be undertaken within the GS-CMLS and supported by the GS-CMLS.
- (4) Members are obliged to comply with the DFG Usage Guidelines for Excellence Facilities, in particular the rules for publications, commercial exploitation, reporting requirements and good scientific practice.

## **§ 7**

### **Member Assembly**

- (1) The Member Assembly meets at least once a year at the invitation of the Academic Director or at the request of at least 2/3 of the members of the Steering Committee.
- (2) The spokesperson or their deputy presides and chairs the meetings.
- (3) The Member Assembly is responsible for the following tasks:
  1. election and dismissal of members of the Steering Committee, and
  2. advising the Steering Committee on all important matters.
- (4) The Member Assembly is quorate if at least 1/4 of the members are present. Decisions are taken by a simple majority of the members present. In the event of a tie, the Academic Director has the casting vote.

## **§ 8**

### **Director**

- (1) The GS-CMLS is headed by the Academic Director.
- (2) The Academic Director is the spokesperson of the GS-CMLS and represents its interests within and outside the University of Lübeck.
- (3) The President appoints the Academic Director and their deputy for a period of five years, usually following a recommendation by the Steering Committee. Re-appointment is possible. The President may dismiss the Academic Director and their deputy upon recommendation by the Steering Committee. The Academic Director and their deputy are usually full-time professors at the University of Lübeck. If the Academic Director resigns early or is no longer able to perform their duties, the President, upon recommendation by the Steering Committee, appoints a new Academic Director. Until the appointment is made, the deputy remains in office as a provisional representative.
- (4) The Academic Director is responsible for all GS-CMLS matters, unless otherwise provided in this statute. The Academic Director supports the Steering Committee in the fulfilment of its

tasks (§ 9 [6]).

- (5) The Academic Director is responsible for the budget, day-to-day management and administration of the GS-CMLS.
- (6) The Academic Director may delegate some of the tasks stated in § 9 (6) to the spokespersons of the research branches (§ 11) as well as to university teaching staff who are members of the GS-CMLS.
- (7) The Academic Director regularly and appropriately informs the Steering Committee about the work of the GS-CMLS.

## **§ 9**

### **Steering Committee**

- (1) The Steering Committee consists of:
  1. the Academic Director of the GS-CMLS,
  2. the spokespersons of the research branches of the GS-CMLS (§ 11 [2]),
  3. four lecturers from the circle of GS-CMLS members, two each from the Medicine section and the Informatics/Technology and Natural Sciences sections,
  4. two students of the GS-CMLS and
  5. the Equal Rights Officer of the University of Lübeck.
- (2) The persons named in (1) numbers 3 and 4 are elected by the Senate on recommendation by the Members Assembly.
- (3) The term of office of the persons referred to in (1) number 3 is two years and that of the persons referred to in (1) number 4 is one year.
- (4) Re-election is possible. The term of office ends prematurely with the termination of the membership of GS-CMLS (§ 5 [3]). If a member leaves prematurely, a by-election for the remaining term of office is possible. A person cannot hold multiple memberships in different roles.
- (5) The persons mentioned in (1) numbers 3 and 4 may be voted out of office by the Senate on recommendation by a 2/3 majority of the Members Assembly.
- (6) The Steering Committee meets at least once per semester at the invitation of the Academic Director or at the request of at least 1/3 of the members of the GS-CMLS. The Steering Committee is the supreme decision-making body of the GS-CMLS. Its tasks include but are not limited to:
  1. the development of the scientific profile of GS-CMLS and the establishment of new branches of research,
  2. the development of the interdisciplinary teaching programme and the programme for sharing transversal skills,

3. the further development of training and the associated conditions,
  4. the further development of admission statutes, study and examination regulations as well as doctoral regulations for GS-CMLS doctoral programmes,
  5. the acquisition of external funding,
  6. the external image of the GS-CMLS,
  7. promotion of cooperation with other universities at home and abroad,
  8. the advancement of women and doctoral candidates with children, and
  9. the promotion and supervision of foreign doctoral students.
- (7) The Steering Committee is quorate if more than half of its members are present. In budgetary matters, decisions may only be taken with the consent of the Academic Director. Decisions are taken by a simple majority of the members present. In the event of a tie, a motion shall be deemed rejected.
- (8) The meetings of the Steering Committee are not open to the rest of the university.

## **§ 10**

### **Advisory Board**

- (1) The Steering Committee appoints an Advisory Board for the GS-CMLS. Members of the advisory board can be internationally renowned individuals from science, industry and society who are not members of the GS-CMLS. The Advisory Board consists of at least five but no more than nine members.
- (2) The Advisory Board shall in particular have the following tasks:
1. Recommendations and statements on the design of the scientific and interdisciplinary qualification concept of the GS-CMLS,
  2. recommendations and opinions on the scientific and structural development of the GS-CMLS and
  3. participation in the internal evaluation of the GS-CMLS.
- (3) Meetings of the Advisory Board shall be held once a year.
- (4) The members of the Advisory Board are appointed for the duration of one DFG funding period and for a maximum of five years. Re-appointment is possible.

## **§ 11**

### **Research branches**

- (1) The Steering Committee decides on the admission and closure of individual branches or projects to the GS-CMLS. Research branches are generally tied to larger third-party funded projects.
- (2) A research branch is represented by a spokesperson belonging to the member group of university teaching staff. The spokesperson is elected for a period of two years by the GS-CMLS teaching staff working in this field at the Members Assembly. The spokesperson may be voted

out of office at the General Assembly by a 2/3 majority of the university teaching staff present at the Members Assembly and belonging to the corresponding branch.

- (3) The spokesperson is responsible for
  1. the scientific profile of the research branch,
  2. the branch-specific courses, and
  3. the organisation of summer schools, conferences, and other scientific events.

## **§ 12**

### **Ombudsperson**

For complaints or the like by a member or body against decisions of a GS-CMLS body, the Steering Committee appoints an Ombudsperson to act as an arbitrator at the GS-CMLS for a period of two years. The Ombudsperson can be called upon informally by all members.

## **§ 13**

### **Doctorate**

- (1) The professional supervision of dissertation projects and doctoral students is carried out by an individually composed supervision group. The rights and duties of supervisors and supervised individuals are governed by § 6 and in detail by a supervision agreement.
- (2) The doctorate procedure is governed by the doctoral regulations of the Informatics/Technology and Natural Sciences sections of the University of Lübeck. On successful completion, doctoral students are awarded the title Dr. rer. nat./Dr.-Ing. by the faculty.

## **§ 14**

### **Doctoral students**

- (1) Doctoral students are either employed as research assistants or receive funding through scholarships.
- (2) Doctoral students with existing scholarships are obliged to enrol at the University of Lübeck. They have access to all services of the University of Lübeck, including equal opportunities measures.
- (3) They have the option of applying for an extension of the funding if they have to take time out due to child-rearing responsibilities or hardship (e.g. serious illness). This is decided by the Steering Committee on a case-by-case basis and in accordance with the regulations for the third-party funding.
- (4) Applications for new scholarships are governed by the statute on the award of scholarships by the Center for Doctoral Studies Lübeck (CDSL) of the University of Lübeck, as amended.

## **§ 15**

### **Internal allocation of funds**

- (1) The Steering Committee decides on the allocation and use of the following resources of the GS-CMLS. These include:
  1. scholarships,
  2. resources for the design and implementation of summer schools and conferences,
  3. resources for visiting scientists,
  4. funding for equal opportunity programmes,
  5. resources for the "Transferable Skills" programme, and
  6. marketing.
- (2) The Academic Director decides on all other GS-CMLS funds.

## **§ 16**

### **Publications**

- (1) The results obtained through scientific research by members of the GS-CMLS shall be published in an appropriate form. Each publication must contain a reference to the funding of the project from the Excellence Initiative as well as a reference to funding within the GS-CMLS.
- (2) Joint work results will only be published by mutual agreement of all contributors.
- (3) With all publications, attention must be paid to ensure that the registration of intellectual property rights of other members of the GS-CMLS is not impaired.

## **§ 17**

### **Final provisions**

- (1) This statute enters into force on the day of its announcement. At the same time, the Statute for the Establishment of the Graduate School for Computing in Medicine and Life Sciences of the University of Lübeck of 10 June 2008, NBl. MWV Schl.-H., p. 133 becomes invalid.
- (2) Until the Steering Committee is re-elected, the members elected on the basis of the statute referred to in the second sentence of (1) remain in office. The new election of the Steering Committee must take place without delay.
- (3) The other office holders (Director, Advisory Board) elected in accordance with the statute mentioned in (1) sentence 2 remain in office until the end of their terms of office.