**THIS IS AN ENGLISH TRANSLATION OF A GERMAN TEXT. ONLY THE GERMAN VERSION IS LEGALLY BINDING.**

**Statute of the Graduate School for Computing in Medicine and Life Sciences of the University of Lübeck as per 17 November 2009**

In accordance with Section 21, paragraph 1, number 13 of the Universities and Colleges Act (HSG) as published on 28 February 2007 in the *Law and Ordinance Gazette Schleswig-Holstein 2007*, page 184, and last amended in Section 8 of the Amendment to the Schleswig-Holstein Government Employee Regulations of 26 March 2009 (published in the *Law and Ordinance Gazette Schleswig-Holstein 2007*, page 93), and following faculty hearings and the subsequent approval of the Schleswig-Holstein University Committee, the University Senate passed the present statute on 11 November 2009.

### Section 1. General

(1) The Graduate School for Computing in Medicine and Life Sciences is an independent scientific institution of the University of Lübeck. The name of the school shall be Graduate School for Computing in Medicine and Life Sciences.

(2) Supervision of the Graduate School shall lie with the Presidium of the university.

### Section 2. Mission Statement and Core Tasks

(1) The mission of the Graduate School for Computing in Medicine and Life Sciences is to train doctoral students from the University of Lübeck and to provide professional guidance and support to students in carrying out independent research work.

(2) To achieve the mission the Graduate School has set out the following tasks:

(a) offer of structured doctoral programmes,
(b) organisation of scientific events,
(c) interdisciplinary supervision ensuring optimal personal guidance and support of doctoral students,
(d) setting up of thematic research areas, called branches,
(e) offer of interdisciplinary academic research topics,
(f) teaching of soft skills to advance professional qualifications,
(g) collaboration with partner universities at home and abroad,
(h) industry involvement,
(i) development of programmes for equal opportunity.

## Section 3. Programme Structure

The Graduate School consists of two interdisciplinary programmes, Computing in Clinical Medicine and Computing in Life Sciences. Each programme is structured on the basis of a thematic research area, called branch. These programmes are generally financed by external funding (e.g. SFB [special research areas], *Graduiertenkollegs* [research training groups], EU projects).

## Section 4. Statutory Bodies

The bodies of the Graduate School are:

> the General Assembly,
> the Executive Committee,
> the Steering Committee,
> the Advisory Board,
> the Ombudsperson.

## Section 5. Membership

(1) There are four categories of membership:

   (a)  founding members, i.e. the academic staff listed as principal investigators in the application for initial funding for the Graduate School, provided they are still employed as staff members of the University,
   (b) Executive Committee members as well as all management staff.
   (c) doctoral students admitted to the Graduate School's programme,
   (d) persons who are non-members in terms of (a)-(c), but who are employed as supervisors and are referred to in the supervision agreement.

(2) The Executive Committee shall be responsible for the appointment of new members not listed under paragraph 1 above.

(3) Membership in any category may be terminated

   (a) by written notice of resignation to the Academic Director,
   (b) by termination of employment at the Graduate School,
   (c) by doctoral students receiving their PhD. If, however, within the scope of quality control, a supervisor determines that the continuation of a particular doctoral dissertation is inappropriate or unreasonable, a doctoral student's membership may be terminated ahead of time. The Executive Committee shall decide on such termination of a membership.
   (d) by a supervisor no longer having doctoral students enrolled in the Graduate School to supervise, or
   (e) by a member failing to fulfil responsibilities and duties as set down in Section 6.

## Section 6. Members' Rights and Duties

(1) Members shall contribute to and collaborate in drawing up the goals and core tasks of the Graduate School as set out in Section 2 of the statute and to actively support the Graduate School.

(2) Supervisors shall work with doctoral students and contribute to the Graduate School's PhD programme. In particular, the rights and duties of the doctoral students and the supervisors shall be set down in a separate supervision agreement.

(3) Members of the Graduate School shall be able to make suggestions to the Executive Committee on activities that can be carried out for the Graduate School and supported by the Graduate School.

(4) Members shall comply with the German Research Foundation Guidelines for institutions funded by the Excellence Initiative, specifically the guidelines governing publications and usage of funding as well as the obligation to report and scientific excellence.

## Section 7. General Assembly

(1) At least one General Assembly shall be held per year and shall be called by the Executive Committee or by the Steering Committee at the request of at least two thirds (2/3) of said committee members.

(2) A chairperson, or in his or her absence a deputy, shall preside at the General Assembly.

(3) The General Assembly shall be called for

    (a) the election and dismissal of Steering Committee members, and
    (b) advising the Steering Committee in all important matters.

(4) The General Assembly shall constitute a quorum provided that at least one fourth (1/4) of the members are in attendance. Resolutions shall be passed by a simple majority of the members present. In the event of a tie of votes, the deciding vote shall be that of the Academic Director or in his or her absence the deputy, or that of the Managing Director.

## Section 8. Executive Committee

(1) The Graduate School shall be managed by an Executive Committee composed of an Academic Director and a Managing Director.

(2) The Academic Director shall act as the spokesperson for the Graduate School and represent its interests inside and outside the University.

(3) The President of the University shall appoint the Academic Director and his or her deputy based on the proposal of the Steering Committee for a period of five years. Re-appointment is possible. The President shall be entitled to dismiss the Academic Director and/or his or

her deputy based on the recommendation of the Steering Committee. The Academic Director and his or her deputy are, as a rule, faculty professors of the University of Lübeck. In the event that the Academic Director should resign from office ahead of time or become incapacitated in any way, the President shall appoint a new Academic Director based on the proposal of the Steering Committee. Until such appointment has been made the deputy shall temporarily take over the function of the Academic Director.

(4) The Executive Committee shall be responsible for all matters regarding the Graduate School unless otherwise defined by the statute. The Executive Committee shall support the Steering Committee in performing its duties (Section 9, paragraph 6).

(5) The Managing Director shall be responsible for the budget, day-to-day business and the administration of the Graduate School.

(6) The Executive Committee shall be entitled to delegate individual tasks defined in Section 9 paragraph 6 to the spokespersons of the different research branches (Section 11) as well as to professors who are members of the Graduate School.

(7) The Executive Committee shall inform the Steering Committee on the work of the Graduate School on a regular basis and in suitable form.

### Section 9. Steering Committee

(1) The Steering Committee is composed of:

    (a) the Executive Committee of the Graduate School,
    (b) the spokespersons of the Graduate School's research branches (Section 11 paragraph 2),
    (c) four professors from the members of the Graduate School, two from the Faculty of Medicine and two from the Faculty of Science and Technology,
    (d) two Graduate School students, and
    (e) the University's equal opportunity officer.

(2) The persons referred to in paragraph 1 (c) and 1 (d) shall be appointed by the University Senate in accordance with the proposals made at the General Assembly.

(3) The term of office for the persons referred to in paragraph 1 (c) shall be two years, and for the persons referred to in paragraph 1 (d) one year.

(4) Re-appointment is possible, however, a term in office shall terminate prematurely upon termination of membership in the Graduate School (Section 5 paragraph 3). Should a member resign ahead of time, a by-election may be held for the remaining term. Multiple membership of one person involving different functions is not possible.

(5) The Univeristy Senate may dismiss the persons referred to in paragraph 1 (c) and 1 (d) based on the recommendation of the General Assembly by a two thirds (2/3) majority vote.

(6)   The Executive Committee shall call a meeting of the Steering Committee at least once a semester or at the request of at least one third (1/3) of the members of the Graduate School. The Steering Committee constitutes the highest decision-making body of the Graduate School. Its tasks include, but are not restricted to:

(a)  development of the Graduate School's scientific profile and the setting up of new research branches,
(b) development of an interdisciplinary curriculum and soft skills training programmes,
(c) improvement of the teaching programme and the educational environment,
(d) further development of admission procedures, as well as examination and doctorate regulations for the doctoral programmes offered by the Graduate School,
(e) procurement of external funding,
(f) establishment of the Graduate School's public image,
(g) promotion of collaboration with other universities at home and abroad,
(h) advancement of women as well as doctoral students who have children, and
(i) support and supervision of international doctoral students.

(7)   The Steering Committee shall constitute a quorum provided that more than half of its members are present at a meeting. Resolutions on budget issues shall require the approval of the Managing Director. Resolutions may be passed by simple majority of the members in attendance. In the event of a tie of votes, the proposed resolutions or motions shall be considered rejected.

(8)   Steering Committee meetings are not open to the university students or staff.


### Section 10. Advisory Board

(1) The Steering Committee shall appoint an Advisory Board for the Graduate School. Members of the board may be internationally renowned personalities from academia, business and politics. However, they shall not be members of the Graduate School. The Advisory Board is composed of a minimum of five and a maximum of nine persons.

(2) The specific tasks of the Advisory Board consist of:

(a)  recommendations on the structure of the scientific and interdisciplinary concept of the Graduate School,
(b) recommendations on the scientific and structural development of the Graduate School, and
(c) participation in internal evaluation processes of the Graduate School.

(3)  Advisory Board meetings shall be called once a year.

(4)  Advisory Board members shall be appointed for the duration of one German Research Foundation funding period after which re-appointment is possible.

## Section 11. Research Branches

(1) The Steering Committee shall decide on the establishment or discontinuation of individual branches and / or projects. In general, research branches are linked to large third-party funded projects.

(2) Research branches shall be represented by a spokesperson who is a professor and lecturer member of the University. The spokesperson shall be elected by the professor and lecturer members of the Graduate School within the respective research branch at the General Assembly for a term of two years. The same members may dismiss the spokesperson by a two thirds (2/3) majority vote.

(3) The spokesperson shall be responsible for

    (a) the scientific profile of a given research branch,
    (b) branch-related courses, and
    (c) organisation of scientific events such as summer schools, conferences, etc.


## Section 12. Ombudsperson

The Steering Committee shall appoint an ombudsperson as an intermediary at the Graduate School for a term of two years to handle complaints from members or institutional bodies against decisions made by any of the Graduate School's statutory body. The ombudsperson may be contacted informally by all members.


## Section 13. Doctoral Dissertation

(1) Students admitted to the doctoral programme of the Graduate School shall be assigned to special individual supervision groups. The rights and duties of the supervisors and students are set down in Section 6 and in greater detail in the supervision agreement.

(2) The doctoral examination procedure is subject to the examination regulations of the Faculty of Science and Technology of the University of Lübeck. PhD students graduating from the Faculty have a degree as Dr.rer.nat. (PhD in science) or Dr.-ing. (PhD in engineering).


## Section 14. Doctoral Students

(1) Doctoral students receive financial aid in the form of scholarships/salaries from the Graduate School or from the institutions to which the supervisors belong. The Executive Committee together with the supervisors of a certain project shall implement the selection process in accordance with Section 2 of the current examination regulations for the doctoral programme at the Graduate School for Computing in Medicine and Life Sciences of the University of Lübeck.

(2) Scholarship holders at the Graduate School shall enrol at the University of Lübeck. They shall have access to all services of the university, including equal opportunity measures and programmes.

(3) In cases of parental leave or hardship (e.g. severe illness), doctoral students holding scholarships are entitled to apply for an extension of their scholarships.

(4) After careful assessment of the requirements by external funding providers, the Steering Committee shall decide on individual cases of scholarship extensions as mentioned in paragraph 3.


### Section 15. Internal Distribution of Funding

(1) The Steering Committee shall decide on the granting of scholarships and use of Graduate School resources which include:

  (a) scholarships,
  (b) funding for the organisation of summer school and conferences,
  (c) funding for visiting scholars,
  (d) funding for equal opportunity programmes,
  (e) funding for the soft skills programme, and
  (f) marketing activities.

(2) The Executive Committee shall decide on all other funding available to the Graduate School.


### Section 16. Publications

(1) Research project findings by members of the Graduate School shall be published in suitable form. Each publication shall make reference to the funding support by the Excellence Initiative as well as to the funding support by the Graduate School.

(2) Joint research project findings shall only be published by mutual agreement of the researchers involved.

(3) It shall be ensured that publications do not infringe the protective rights of other members of the Graduate School.


### Section 17. Final Provisions

(1) The statute shall become effective on the day of official publication. At the same time, the statute for the formation of the Graduate School for Computing in Medicine and Life Sciences of the University of Lübeck published on 10 June 2008 in the Bulletin of the Ministry of Science and Transport of Schleswig-Holstein, page 133, shall expire.

(2)   Until the election of a new Steering Committee, the appointed members shall remain in office in accordance with paragraph 1 clause 2.

(3)   Other appointed officers in paragraph 1 clause 2 of this statute (Executive Committee, Advisory Board) shall remain in office until termination of their term in office.

Lübeck, 17 November 2009
signed  Prof Dr P Dominiak
President of the University of Lübeck