Statutes of the Konstanz Research School Chemical Biology of the University of Konstanz


The German version of this document is the only legally binding version. This English translation is for your convenience only.

§ 1
Position within the University of Konstanz
The research school is a central, interdisciplinary, scientific institution of the University of Konstanz and is called “Konstanz Research School Chemical Biology” (hereafter KoRS-CB).

§ 2
Objectives and tasks
KoRS-CB is a transdisciplinary initiative of the biology, chemistry, and computer and information science departments of the University of Konstanz. The research school has an international focus and has set itself the objective of providing its doctoral researchers interdisciplinary, research-oriented training at the intersection between chemistry and biology and to establish chemical biology as a scientific and internationally visible research priority at the University of Konstanz.

§ 3
Structure
(1) KoRS-CB is structured as follows:
   ■ Executive Board
   ■ Management (KoRS-CB Office)
   ■ Representatives of the doctoral researchers (KoRS-CB Fellows)
   ■ Members
   ■ Scientific Advisory Board
(2) The KoRS-CB may initiate further organizational units within the framework of these statutes.
§ 4

Bodies

Bodies of the KoRS-CB are the:

1. General Assembly
2. Executive Board
3. KoRS-CB Coordinator
4. Managing Director
5. Representatives of the doctoral researchers and the early career researchers
6. Scientific Advisory Board

§ 5

Membership

(1) The following persons may become a member of the KoRS-CB:

a) Supervising academic staff member who have proven their ability for independent scientific work in the research area of the KoRS-CB (as a rule after completing their doctorate). As a rule, membership of the KoRS-CB is tied to membership of the University of Konstanz;

b) Doctoral researchers in the scientific field of the KoRS-CB who fulfil the admission requirements for doctoral studies, are supervised accordingly within the research school and contribute to it.

c) The admission requirements are governed by the doctoral regulations of the participating departments. As a rule, the doctoral researchers are members of the KoRS-CB until they have completed their doctorate. Membership of the KoRS-CB ends as a rule five years after the date of admission.

(2) Members of the KoRS-CB by virtue of their office are:

1. The Coordinator and the Deputy Coordinator
2. The supervisors of the doctoral researchers of the KoRS-CB

(3) New members can be admitted to the KoRS-CB upon application: The Executive Board verifies whether the requirements in para. 1 are met and decides on admission. The Executive Board equally decides on the loss or withdrawal of membership. The admission of doctoral researchers to the KoRS-CB takes place in the framework of a transparent procedure (as prescribed by the Executive Board). Specific criteria apply for admission, which must reflect the research school’s scientific objectives and are specified in detail by the respective selection
committee. The allocation of the funds required for the research work and training measures of doctoral researchers are governed by § 17. Membership as a KoRS-CB doctoral researcher and supervision are conditional on the conclusion of a Supervision Agreement.

(4) Membership of the KoRS-CB is terminated

- by submitting written notice of withdrawal to the Coordinator;
- if the work/employment relationship at the University of Konstanz ends;
- in the case of doctoral researchers, upon completion of their doctorate, otherwise five years after the date of admission. The Executive Board decides on individual cases upon written application. If, in the framework of quality control measures by the supervising university teachers or committees, it should become apparent that continuing the doctoral thesis is not expedient, the doctoral researcher’s membership of the research school can – where possible by mutual agreement – be terminated prematurely;
- if the Executive Board establishes that a member does not fulfil the obligations and tasks pursuant to § 6 para. 1, 4 and 5 of these statutes.

§ 6

Members’ rights and obligations

(1) Members are obliged to contribute to the objectives and tasks of the KoRS-CB under § 2 in accordance with these statutes and to actively support it. A Supervision Agreement governs in detail the rights and obligations of the doctoral researchers and their supervisors. Moreover, all members must ensure a timely and expeditious doctoral examination procedure, in line with the research school’s tasks and objectives pursuant to § 2.

(2) Members of the KoRS-CB may propose activities to the Executive Board at any time, which could be implemented and supported within the scope of the KoRS-CB.

(3) Members are entitled to use, within its possibilities, the infrastructure and resources of the KoRS-CB. They may make use, in the framework of the procedures set down in § 17, of the funds available to the KoRS-CB.

(4) Members are obliged to report on a regular basis to the Executive Board of the KoRS-CB, the University of Konstanz and the German Research Foundation (DFG). Reporting by doctoral researchers may take place in the framework of the quality
control procedures governed by § 14. Members should also contribute to the necessary applications submitted by the research school.

(5) Members are obliged to respect the Guidelines for the Use of Excellence Initiative Funds of the German Research Foundation, in particular the rules regarding publications, commercial application, reporting obligations and good scientific practice. Should a member relocate and withdraw from the KoRS-CB as a consequence, he/she may, as a rule, continue to use the funding made available to him/her from KoRS-CB funds for a maximum period of three months as completion funding. Equipment financed from KoRS-CB funds may on no account be taken to the new location. Other solutions require the Executive Board’s consent.

(6) All members of the KoRS-CB have voting rights in the General Assembly.

§ 7

General Assembly

(1) The General Assembly takes place at least once a year. It is convened by the Coordinator in writing with a period of notice of at least 14 days; the agenda is sent to all members at the latest 14 days before the meeting.

(2) Upon application by at least 50% of the KoRS-CB members (with voting rights), the General Assembly must be convened within six weeks. The application must include a suggestion for the agenda.

(3) The Coordinator or the Deputy Coordinator chairs the meetings.

(4) The General Assembly is responsible for:

- Deliberating, at the suggestion of the Executive Board, on the statutes of the KoRS-CB and amendments to them; these must be agreed with the German Research Foundation (DFG) before they are passed by the Senate of the University of Konstanz.
- Election and voting out of the Executive Board and the Coordinator
- Acceptance of the Coordinator’s report
- Proposals to terminate the KoRS-CB
- Proposals for curriculum development.

(5) The General Assembly decides on the election of the Executive Board and the Coordinator by an absolute majority of the votes cast. The General Assembly decides on applications for amendments to the statutes and on proposals to
terminate the KoRS-CB by a majority vote of two thirds.

§ 8

Executive Board

(1) The Executive Board of the KoRS-CB comprises:

a) The Coordinator with double voting rights

b) The Deputy Coordinator

c) Two representatives of the doctoral researchers (§ 10)

d) A representative of the early career postdoctoral researchers

e) A further three members from the circle of supervising university teachers

f) An equal opportunity representative

(2) The representatives of the supervisors on the Executive Board are elected from the circle of all university teachers or early career researchers who are members of the research school. The representatives of the doctoral researchers on the Executive Board are elected by the doctoral researchers of the KoRS-CB (§ 10). The General Assembly can vote out Executive Board members by electing a successor through a majority vote of all KoRS-CB members eligible to vote.

(3) The term of office of Executive Board members – with the exception of the representatives of the doctoral researchers – is two years. The term of office of the representatives of the doctoral researchers is one year. Re-election is possible.

(4) The Executive Board manages the business affairs of the KoRS-CB. It is responsible for all the tasks of the KoRS-CB. In particular, it bears responsibility for the following tasks:

- Development of the scientific programme and the training concept as well as their coordination and for quality control and agreement with the Rectorate
- Coordination of the integration of external partners
- Preparation of the operational report and the overall funding application of the KoRS-CB to the German Research Foundation (DFG)
- Decisions on the admission and exclusion of members
- Advising the Coordinator on budget issues
- Implementation and quality assurance concerning the processes for the
internal allocation of funds (§ 17)

- Decisions on the uptake and termination of KoRS-CB research projects
- Personnel matters related to staff financed from KoRS-CB funds (in the case of professorial appointments the rules set down in § 16 apply)
- Planning and quality assurance of measures
- Equality
- Collaboration with users
- Public relations work
- Decisions on the purchasing and use of large items of equipment

(5) The Executive Board assigns the above-mentioned responsibilities to persons from its circle. The Executive Board can assign/withdraw the above-mentioned responsibilities to/from KoRS-CB members by simple majority vote.

(6) The Executive Board convenes at least four times a year. Executive Board meetings are convened by the Coordinator in writing with a period of notice of at least seven days; the agenda is sent to all Executive Board members at the latest seven days before the meeting. The Coordinator or the Deputy Coordinator chairs the meetings.

(7) The Executive Board reports to the Rectorate once a year on the development of the KoRS-CB.

§ 9

Coordinator

(1) The Coordinator heads the KoRS-CB and represents its interests within and outside the university. He/she is chairperson of the Executive Board and the General Assembly.

(2) The Coordinator of the KoRS-CB and a deputy are elected from the circle of electable, full-time, permanent professors at the University of Konstanz, who are members of the KoRS-CB, for the duration of two years. Re-election is possible.

(3) In particular, the Coordinator’s tasks include:

- Responsibility for the proper distribution of funds and adherence to the overall budget of the KoRS-CB
- Convening and chairing Executive Board and General Assembly meetings
- Reporting his/her decisions to the Executive Board of the KoRS-CB
- Keeping members and staff informed

(4) The KoRS-CB Office supports the Coordinator.

(5) Should the Coordinator withdraw prematurely or no longer be able to exercise his/her duties, the Executive Board convenes a meeting of the General Assembly without delay and with a period of notice of 14 days in order to elect a new Coordinator. Until the election, the Coordinator continues to act as Coordinator in a temporary capacity. If this is not possible, the Rectorate designates an Executive Board member at the suggestion of the Executive Board, who acts as Coordinator in a temporary capacity.

(6) The General Assembly can vote out the Coordinator by electing a successor with a majority vote of two thirds, as per para. 2.

§ 10

Doctoral researchers’ representatives

(1) Two doctoral researchers represent the circle of doctoral researchers. They are elected each year by the doctoral researchers of the KoRS-CB. Re-election is possible.

(2) The representatives of the doctoral researchers ensure that the interests of the doctoral researchers in the KoRS-CB are represented in the KoRS-CB beyond their presence on the Executive Board and that they are also included in the design of the programme.

§ 11

Scientific Advisory Board

(1) On the basis of suggestions by the General Assembly, the Executive Board of the KoRS-CB appoints a Scientific Advisory Board. Only renowned personalities from Germany and abroad who enjoy international recognition in the research area of the KoRS-CB but are not members of one of the institutions involved may be members of the Scientific Advisory Board.

(2) In particular, the Scientific Advisory Board has the following tasks:
Recommendations and position papers on the design of the training concept of the KoRS-CB

Recommendations and position papers on the scientific and structural development of the KoRS-CB

Participation in the internal evaluation of the KoRS-CB

(3) The Scientific Advisory Board elects a chairperson from its circle, whose tasks include, among others, informing the Executive Board of the KoRS-CB of the suggestions and decisions of the Scientific Advisory Board. Meetings of the Scientific Advisory Board should take place every two years.

(4) The Scientific Advisory Board may give itself rules of procedure.

(5) The members of the Scientific Advisory Board are appointed for the duration of a funding period. Re-appointment is possible.

§ 12

KoRS-CB Office

(1) The Managing Director heads the KoRS-CB Office. The Coordinator suggests and appoints the Managing Director with the agreement of the Executive Board.

(2) The KoRS-CB Office is responsible for:

- Organizational aspects of KoRS-CB tasks
- Supporting the Coordinator, the Executive Board and the Scientific Advisory Board
- Preparing the meetings of the General Assembly, Executive Board, Scientific Advisory Board and other committees, if relevant, as well as the courses in the training programme, congresses, conferences, workshops, selection of doctoral researchers, etc.
- Personnel and finance
- Correspondence

§ 13

Resolutions, elections, minutes

(1) KoRS-CB bodies are quorate if, after proper invitation, at least half of all members with voting rights are present or are represented by transferring their voting rights to another member of the research school. Eligible to vote are all members as per § 5
para. 1 and 2. Should no quorum be reached after proper invitation, quorum is reached at the next meeting convened irrespective of the number of members present if this is explicitly indicated in the invitation. § 8 para. 5 remains unaffected.

(2) Unless otherwise specified in these statutes, decisions by KoRS-CB bodies are reached by the majority of the “Yes” or “No” votes cast (simple majority). Abstentions are not considered as votes cast. In the case of parity, the proposed resolution is rejected. Upon application by at least three members, votes must be held by secret ballot.

(3) The members of the Executive Board may agree in the rules of procedure on a circulation procedure to reach decisions.

(4) Minutes of the meetings of KoRS-CB bodies must be kept and made available to all members of the respective body at the latest when the invitation to the next meeting is issued. The minutes are considered as accepted if no objection is raised within 14 days of their receipt.

(5) The Code of Procedure of the University of Konstanz otherwise applies.

§ 14

Training concept / doctoral research

(1) The KoRS-CB offers a training programme aligned to its objectives (§ 2).

(2) A thesis committee is responsible for the (academic) supervision of the dissertation projects and the doctoral researchers; it is assembled individually at the beginning of the project, at the latest, however, three months after the start of membership in the KoRS-CB, by mutual agreement between the doctoral researcher, the respective supervisors and the Executive Board. The thesis committee comprises three persons from the circle of professors and early career researchers, whereby at least one person must come from a different department than the main supervisor of the work. The majority of persons on the thesis committee must be members of the University of Konstanz. The composition of the thesis committee may change during the course of the project for academic or non-academic reasons by mutual agreement between the parties involved and the Executive Board. In the event of conflict, all parties involved are allowed recourse to the arbitration board (§ 20). The rights and obligations of supervisors are governed by § 6 and in detail by a Supervision Agreement.
(3) Beyond academic supervision, the KoRS-CB also offers special career development measures. Particular importance is attached here to equality measures (affirmative action). The thesis committee agrees with the doctoral researcher on the courses to be attended within the KoRS-CB course programme.

(4) Further details of the doctoral examination procedure regarding design, coordination and quality control are regulated by the doctoral regulations of the University of Konstanz.

§ 15

Scholarships / scientific posts

(1) KoRS-CB awards scholarships for doctoral researchers. The Executive Board decides on the award of scholarships in the course of a transparent selection process. The maximum funding period is three years. As a general principle, scholarships are advertised internationally.

(2) In the event of parental leave, the scholarship can be extended for doctoral researchers with scholarships. The scholarship can be extended in cases of hardship (e.g. a serious illness) for doctoral researchers with scholarships. The Executive Board decides on a case-by-case basis on the duration of the extension in cases of hardship.

§ 16

Professorial appointments

In order to achieve the objective of involving the KoRS-CB to as great a degree as possible in professorial appointments financed from KoRS-CB funds or the filling of central junior professorships, the following applies:

(1) The Executive Board participates in the procedure for filling central professorships. The procedure is organized in agreement with the Rector, the KoRS-CB and the faculty in such a way that it complies with the requirements of the university constitution.

(2) The Executive Board of the KoRS-CB may deliver opinions to the chairperson of the Appointments Committee on all appointment proposals which, in its view, affect the interests of the KoRS-CB.
§ 17

Internal allocation of funds
Following a respective application, the Executive Board approves and allocates funds in support of dissertation projects and training measures. Eligible to apply are the members of the KoRS-CB (see also § 5). The Coordinator decides on a case-by-case basis on the allocation of funds up to an amount of € 10,000 and reports and justifies them in the meetings of the Executive Board. In the course of a transparent application procedure, the Executive Board decides on the allocation of funds in excess of € 10,000. No applications may be submitted for subsequent costs for investments that go beyond the duration of the KoRS-CB. Responsibility for operation and maintenance lies with the applicant.

§ 18

Inventions and rights of use
The provisions of Germany’s Employee Inventions Act apply for inventions by staff of the University of Konstanz. In accordance with this act, in particular pursuant to § 42, inventions must be reported to the university without delay. Publications that might contain patentable inventions must be presented to the university in a timely manner, as a rule two months beforehand. Doctoral researchers without a work/employment relationship with the University of Konstanz are independent inventors. For inventions produced in the framework of partnerships with third parties, the respective contractual provisions additionally apply. With regard to rights of use protected by copyright, the statutory rules apply. In the case of externally-funded projects, additionally the respective contractual agreements apply.

§ 19

Publications
(1) The results achieved through scientific research by members of the KoRS-CB should be published in an appropriate form. Each publication should contain a reference to the funding provided within the research school as well as referring to the financing of the project from Excellence Initiative resources (Cf. 7 d) of the Guidelines on the Use of Funds).

(2) Joint results are only published with the mutual agreement of all contributors.
(3) When publishing results, care must be taken to ensure that the filing of property rights by other members of the KoRS-CB is not compromised.

§ 20

Arbitration

An arbitration board will be established at the KoRS-CB for complaints, etc., by a member or a body regarding decisions by a KoRS-CB body. The arbitration board comprises three members who are not and have not been KoRS-CB members. The arbitration board members are appointed by the KoRS-CB Coordinator at the suggestion of the General Assembly for the duration of three years. All members may refer informally to the arbitration board.

§ 21

Final provisions and entry into force

(1) Additions or amendments to these statutes must be agreed with the German Research Foundation (DFG) and require a resolution by the Senate of the University of Konstanz.

(2) These statutes enter into force on the day after their announcement in the official bulletin of the University of Konstanz.

Note

These statutes were published in the Amtlichen Bekanntmachungen (official bulletin) of the University of Konstanz No. 55/2008 dated 28 October 2008.

The first amendment to these statutes dated 12 August 2009 was published in the Amtlichen Bekanntmachungen (official bulletin) of the University of Konstanz No. 54/2009.

The second amendment to these statutes dated 21 July 2015 was published in the Amtlichen Bekanntmachungen (official bulletin) of the University of Konstanz No. 54/2015.