

Geschäftsordnung der Hamburg School of Infection and Immunity (HSII)

Introduction

As a graduate school, the Hamburg School of Infection & Immunity (HSII) is part of the "UKE Academy of Biomedical and Health Sciences" (ABHS). The "UKE Academy of Biomedical and Health Sciences" forms the faculty umbrella organisation for the structured doctoral and junior researcher support programmes at the Medical Faculty of the University of Hamburg. These rules of procedure regulate the composition, tasks and objectives of the HSII. The HSII aims to structure graduate education at the UKE, in particular for doctoral students in the field of the topics of the UKE focus "C3i" (Infection, Inflammation, Immunity) and thus to train and support the next generation of researchers.

§ 1 Tasks and Goals

The activities of the HSII are intended to advance the quality, internationalisation and diversification of PhD student education at the location. The tasks and objectives of the HSII include in particular:

- a. Offering PhD-related and career-preparatory events;
- b. Supporting and networking PhD and MD students in the UKE focus on immunity, infection and inflammation (C3i) by establishing a joint structured curriculum;
- c. Supporting PhD students in acquiring key qualifications in close cooperation with the Hamburg Center for Translational Immunology (HCTI);
- d. Promoting cooperation between the research institutions at the UKE and the surrounding non-university institutions;
- e. Promoting the internationalisation of doctoral training and promoting equal opportunities and the compatibility of a scientific career and family.

§ 2 Members

(1) Members of the HSII are:

- a. supervisors
- b. PhD candidates and
- c. associate members.

All members are obliged to actively participate in the realisation of the tasks and objectives of the HSII in accordance with the Preamble and §1 of these Rules of Procedure.

(2) Admission as a member of the HSII shall take place upon application by the Board of the HSII and if the prerequisites pursuant to §§ 3 and 4 of these Rules of Procedure are met. Special consideration shall be given to the teaching and research activities of the applicant.

(3) Members of the HSII may, upon application, also become members of the ABHS if the requirements pursuant to §§ 4, 6 and 7 of the statutes of the UKE Graduate School "UKE Academy of Biomedical and Health Sciences (ABHS)" are met.

§ 3 Supervisors

- (1) For membership, the supervisors must fulfil one of the following conditions:
- a. supervise or have supervised a doctorate of the Faculty of Medicine as a university lecturer or habilitated member of the Faculty of Medicine, or
 - b. be a member of non-university research institutions and educational establishments which have been granted the right by the Faculty of Medicine within the framework of cooperation agreements to act as supervisor and/or reviewer;
 - c. be a junior research group leader financed by third-party funds for whom the Faculty of Medicine is the host institution and who has been granted the right to guide doctoral candidates to doctoral studies within the framework of a contract;
 - d. be authorised, according to the respective valid doctoral regulations, to participate in the doctoral procedures as a reviewer and/or supervisor.

The requirements of the respective doctoral regulations for taking up the position of supervisor shall remain unaffected.

- (2) Membership in the HSII shall end for supervisors:
- a. by a written declaration of resignation to the Board of the HSII;
 - b. for university lecturers or habilitated members with the termination of membership in the Faculty of Medicine or another university institution;
 - c. if the prerequisites according to § 3 (1) clauses b and c are no longer fulfilled;
 - d. if they do not fulfil the duties and tasks according to § 6 of these rules of procedure. In this case, the Board of Directors of the HSII shall decide on the termination of membership.

§ 4 PhD candidates

- (1) Membership as a doctoral student in the HSII requires that the scientific work carried out for this purpose falls within one of the subject areas represented by the HSII. The selection of doctoral candidates shall take place within the framework of a selection procedure. The doctoral candidate must be admitted to doctoral studies at the Faculty of Medicine or at one of the other faculties participating in the HSII in accordance with the applicable doctoral regulations. In exceptional cases, the doctoral procedure may also take place at an external university, provided the doctoral candidate's work focuses on the subject area of the HSII.
- (2) Admission shall be granted by the Board of Directors of the HSII if the prerequisites according to paragraph 1 are fulfilled. Visiting doctoral candidates may be admitted as guest members for the duration of their stay upon application.
- (3) Membership in the HSII shall end for doctoral candidates:
- a. with the termination of the doctoral procedure or with the abandonment of the doctoral project;
 - b. for guest members with the end of their guest stay;
 - c. if they violate the tasks and objectives of the HSII according to § 1 of these Rules of Procedure. In this case, the Board of Directors of the HSII shall decide on the termination of membership.

§ 5 Associate Members

- (1) On application, a) postdocs employed in the Faculty of Medicine, in a cooperating research institution or in another university institution and b) teachers in graduate education who offer special teaching and qualification courses, as well as researchers, may become associate members of the HSII. Associate members have the right to participate in the General Assembly, but without the right to vote.
- (2) The associate membership in the HSII ends:
 - a. by a written declaration of resignation by the member to the Executive Board; with the termination of employment at the institution concerned;
 - b. if they violate the tasks and objectives of the HSII according to § 1 of these Rules of Procedure. In this case, the Executive Board of the HSII shall decide on the termination of membership.

The decision shall be taken by the Board of Directors in accordance with § 7 Para. 3.

§ 6 General Assembly

- (1) The General Assembly shall be convened by the Spokesperson of the Executive Board as required, but at least once per calendar year. The meeting may also take place in digital form. The invitation shall be sent electronically or in writing, with a minimum of two weeks' notice. The agenda shall be specified in the invitation.
- (2) The General Assembly has a quorum if it has been convened in accordance with the Statutes. The members present constitute a quorum with a simple majority. In the case of online or hybrid meetings, members identified by name and video shall also be deemed to be present.
- (3) The General Assembly shall elect the Executive Board from among its members by a majority of the votes of the members present. The General Assembly shall advise the Executive Board on all tasks incumbent upon it.
- (4) The General Assembly shall discharge the Speaker at the annual meeting.

§ 7 Board of Directors

- (1) The Board shall consist of four supervisors of the HSII according to § 3, the doctoral students' representation and the spokesperson.
- (2) The Board is elected by the General Assembly of the HSII for three years. Re-election is possible for supervisors.
- (3) The Board shall manage the HSII and shall be responsible in particular for the performance of the following tasks:
 - a. Development of the qualification programme of the HSII;
 - b. Deciding on the admission and exclusion of doctoral candidates, supervisors and associated members;
 - c. Consultation and decision-making on the budget funds made available to the HSII;
 - d. Coordination and agreement with the relevant doctoral committees and umbrella graduate schools;

- e. Coordinating cooperation with other inter-faculty institutions and externally funded research projects and research institutions;
 - f. Promotion of international relations and cooperation in doctoral training; promotion of equal opportunities and the compatibility of an academic career and family;
 - g. Public relations.
- (4) The Executive Board shall meet at least once a year. All members of the Board shall be entitled to vote. The doctoral students' representation shall have a double voting right.
- (5) The Board has a quorum if at least two supervisors and one doctoral student representative are present. Resolutions of the Executive Board shall be passed at a meeting of the Executive Board with a simple majority of the voting members present. Members identified by name and video at online or hybrid meetings are also considered present. Motions to the Executive Board, in particular applications for membership of the HSII, may be decided by circulation.
- (6) Amendments to these Rules of Procedure must be adopted at a Board meeting by a two-thirds majority of those present and entitled to vote. Members identified by name and video at online or hybrid meetings shall also be deemed to be present. Motions for amendments to the Rules of Procedure may be submitted by members of the HSII.
- (7) The following persons shall be appointed as founding board members for the first three years: Prof. Dr. Immo Prinz (Speaker and Chairman of the Board), Prof. Dr. Eva Tolosa, Prof. Dr. Hans-Willi Mittrücker, Dr. Dorothee Schwinge as well as the PhD students' representative Ms. Rixa-Mereike Köhn (Chairperson) and Mr. Zheng Song (Deputy).

§ 8 PhD students' representation

- (1) The members of the doctoral students' group of the HSII shall elect a chairperson and a deputy chairperson within the framework of a doctoral students' meeting by a simple majority of those present (members identified by name and by video at online or hybrid meetings shall also be considered present). These shall form the doctoral students' representation.
- (2) The term of office of the doctoral students' representation is three years. Re-election is not possible.
- (3) The doctoral students' representation shall ensure that the interests of the doctoral students are represented in the HSII and that they are included in the design of the qualification programme of the HSII.
- (4) The doctoral candidates' assembly shall be convened and chaired by the chairperson at least once a year.

§ 9 Speaker

- (1) The General Assembly of the HSII shall elect a spokesperson from among the appointed professors by a simple majority of those present. He or she shall at the same time be the Chairperson of the Board.
- (2) The spokesperson shall be appointed for a period of three years. Reappointment is possible.

- (3) In his or her function as Chairperson of the Board, the Speaker represents the HSII and represents its interests within and outside the UKE Graduate Academy. Her/his tasks include in particular:
 - a. The proper administration of the umbrella Graduate Academy and its allocated funds; (b) The convening and chairing of Board meetings;
 - b. Providing information to the members of the Graduate School;
 - c. Reporting on developments and decisions to the Dean's Office of the UKE.
- (4) The Speaker of the HSII shall also be an ex officio member of the Board of the UKE Academy of Biomedical and Health Sciences.

§ 10 Selection committee and selection procedure

- 1) For admission to the structured doctoral programme of the HSII, the requirements for admission to the doctoral procedure of the respective doctoral degrees apply. Applicants must provide evidence of above-average academic performance. The previous career must show a special aptitude and motivation for scientific work.
- (2) Students shall be selected within the framework of a selection procedure. A selection committee shall be appointed for this purpose. It shall consist of members of the HSII (at least three professors), in particular of those who offer a doctoral project in the HSII, of competent academics, and of the doctoral students' representation. The selection committee is appointed annually by the Board. At least one member of the Board of the HSII shall also participate in the selection committee.
- (3) After receipt of the applications by 30 April of each year, the HSII Executive Board shall make a central preselection. The successful candidates will be presented to the selection committee and invited to a first interview via video conference (approx. Zoom). Prior to the selection interviews, the pre-selected candidates are sent an overview of the available doctoral projects at the HSII. For a second round of selection interviews the prospective PhD students will be invited to Hamburg, provided that there are no travel restrictions.
- (4) The selected PhD students will conclude a supervision agreement on funding with the respective supervising institutes and supervisors for the duration of the PhD project. The probationary period is six months. In the event of unexpected problems in the supervision relationship, the HSII will try to arrange an alternative project for the student.

§ 11 Salvatory Clause

If individual provisions of these Rules are or become invalid, the validity of the remaining provisions of these Rules shall not be affected. Ineffective provisions must be replaced by new effective provisions in the board meeting of the HSII.

§ 12 Entry into force

These rules of procedure have been agreed with the Dean's Office of the Faculty of Medicine of the University of Hamburg and shall enter into force upon their approval by the Board of the HSII.

Hamburg, May 2023