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In case of doubt, the German version will prevail.*

Doctoral Council Statutes at Freie Universität Berlin

(Satzung der Promovierendenvertretung der Freien Universität Berlin, PromV-S)

On the basis of Section 9.1.1.4 of the supplemental rules and regulations (*Teilgrundordnung [Erprobungsmodell]*) of Freie Universität Berlin of October 27, 1998 (*FU-Mitteilungen* 24/1998) in conjunction with Section 25.3 of the Berlin Higher Education Act (*Berliner Hochschulgesetz, BerlHG*) in the version of July 26, 2011 (GVBl. 2011, p. 378) last amended July 11, 2023 (GVBl. p. 260) the Academic Senate of Freie Universität Berlin issued the following statutes on February 14, 2024:¹

Section 1 Scope

These statutes apply to the Doctoral Council at Freie Universität Berlin and define its responsibilities, composition, working principles, and election procedure.

Section 2 Responsibilities of the Doctoral Council

(1) ¹The Doctoral Council represents the interests of all doctoral candidates (doctoral students) admitted to Freie Universität Berlin to complete their doctoral degree irrespective of the status group to which they belong. ²The interests and concerns of those who have yet to be admitted to a doctoral degree program (students interested in pursuing a doctorate) may be considered where reasonable. ³The Doctoral Council advises on issues that concern doctoral candidates and thus serves to provide the university's bodies and governing boards with recommendations and statements on such matters.

(2) ¹Prior to decisions made by the Department Council regarding doctoral regulations and regulations for doctoral degree programs, the Doctoral Council shall be granted the opportunity to submit a statement by an appropriate deadline. ²This period may not exceed three weeks.

(3) Furthermore the elected members of the Doctoral Council pertaining to the respective department may participate in the Department Council's meetings with the right to speak and submit proposals.

(4) One member of the Doctoral Council may participate in meetings of the Academic Senate with the right to speak and submit proposals. This may also be the spokesperson pursuant to Section 3.3.

(5) ¹The Doctoral Council appoints four representatives with one deputy each to the Permanent Commission of the Dahlem Research School pursuant to the regulations applicable to the Dahlem Research School. ²The first appointment lasts until the end of the semester following the semester in which the appointment was made, then for one academic year. ³These representatives to the Permanent Commission must be doctoral candidates at Freie Universität Berlin; however, they may not also be serving members or deputy members of the Doctoral Council.

¹ The Executive Board of Freie Universität Berlin approved these statutes on March 01, 2024.

Section 3 Composition of the Doctoral Council, Spokesperson, Term of Appointment

(1) ¹The Doctoral Council consists of two elected members per department. Further regulations are outlined in Section 6 of these statutes. ²The elected deputies may also participate in meetings of the Doctoral Council in an advisory capacity alongside elected members.

(2) ¹Members of the Doctoral Council are appointed for a two-year period, whereby efforts should be made to conform with the Academic Senate's term of office. ²It is possible for members to be reelected.

(3) ¹The Doctoral Council elects a spokesperson and a deputy from among its members for the Doctoral Council's respective term of office, each by a simple majority. ²It is possible for them to be reelected.

(4) The Doctoral Council may issue its own bylaws (*Geschäftsordnung*).

Section 4 Convening of Meetings, Quorum, Minutes, Language

(1) The Doctoral Council shall convene at least once per year in order to appoint its representatives pursuant to Section 2.4 and Section 2.5.

(2) ¹The meetings of the Doctoral Council are convened and presided over by the spokesperson. ²A meeting is to be convened when members from at least two departments submit a joint request for a meeting either in writing or electronically. The notice period is two weeks. ³The Doctoral Council is considered quorate when the meeting has been convened in line with the relevant notice period and more than half of the members entitled to vote are present. ⁴If the Doctoral Council is not quorate, then another meeting with a notice period of one week must be organized. ⁵At this meeting the Doctoral Council shall be considered quorate irrespective of the number of members present provided that this state of affairs has been indicated in the meeting invitation.

(3) ¹Resolution minutes must be taken for meetings of the Doctoral Council. These must be signed by the spokesperson and the minute-taker. ²Resolutions may be documented in writing or electronically, provided that no members object to this process by an appropriate deadline.

(4) ¹The Doctoral Council may advise in English, provided that none of the members present object. ²Resolutions shall be written in German; English translations may be completed and provided with resolutions and resolution minutes. ³Further regulations are to be covered in the bylaws.

Section 5 Departmental General Assembly

¹The doctoral candidates within a department form the general assembly of the respective department. ²The members of the Doctoral Council within a department may convene the general assembly independently or with others. ³The members of the Doctoral Council are to convene a general assembly of the department when at least ten doctoral candidates in the department submit a request for them to do so. ⁴The general assembly may submit proposals regarding the concerns of doctoral candidates to the Doctoral Council of Freie Universität Berlin.

Section 6 Election Procedure

(1) ¹The election is a majority vote within the meaning of the Electoral Regulations of Freie Universität Berlin (FU-WahlO) and shall be conducted pursuant to the stipulations outlined in the applicable electoral regulations. ²Irrespective of Section 12.3.1 of the Electoral Regulations of Freie Universität Berlin, a minimum of one candidate may stand for election in the Doctoral Council vote. ³In case of a tie, the chair of the Central Election Board shall draw lots to determine the winning candidate.

(2) The doctoral candidates of each department shall elect two members and an equal number of deputies to the Doctoral Council.

(3) All doctoral candidates at Freie Universität Berlin who are members of Freie Universität Berlin pursuant to Section 3.1 of the Ordinance Governing Electoral Principles at Universities in the State of Berlin (*Hochschul-Wahlgrundsätze-Verordnung*, HWGVO) are entitled to vote.

(4) The election shall be conducted by the Central Election Board, whereby, irrespective of Section 12.5 of the Electoral Regulations of Freie Universität Berlin, the nominations are to be submitted to the respective departmental election board by the deadline defined by the Central Election Board pursuant to Section 12.1 of the Electoral Regulations of Freie Universität Berlin.

(5) The Central Election Board shall be supported by the departments and the departmental election boards in the following ways:

1. Producing and forwarding a (digital) list of the doctoral candidates admitted by the doctoral board to create a record of individuals who are entitled to vote.
2. Collecting nominations and submitting them to the Central Election Board.
3. Preparing for and carrying out the Doctoral Council election at the polling station of the respective department in an orderly manner.

Section 7 Entry into Force

These statutes shall enter into force on the day following their publication in *FU-Mitteilungen* (the official bulletin of Freie Universität Berlin).