

**Statutes of the Potsdam Graduate  
School (PoGS)  
University of Potsdam  
as of 18 December 2013**

(This is a translation for information purposes only. The Potsdam Graduate School does not accept any liability for potential inaccuracy of the translation.)

Based on § 62 Para. 2 No. 2 BbgHG from the Brandenburg Higher Education Regulations dating from 18 December 2008 (GVBl. I/08 p. 318), the senate of the University of Potsdam has enacted the following statutes - last altered by Art. 5 of the law from 5 December 2013 (GVBl. I/13, [No. 36]) in connection with Art. 14 Para. 1 No. 2 of the Basic Constitution of the University of Potsdam from 17 December 2009 (AmBek. No. 4/2010 p. 60) in the version from the First Statute on Alterations to the Basic Constitution of the University of Potsdam (GrundO) from 27 February 2013 (AmBek. UP No. 4/2013 p. 116) on 18 December 2013:<sup>1</sup>

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### § 1 Legal Status

The Potsdam Graduate School is a centralized, scientific institution under the responsibility of the President of the University of Potsdam according to § 72 Para. 2 BbgHG.

### § 2 Duties and Responsibilities

(1) The Potsdam Graduate School is to advance the structured education of doctoral students and postdoctoral researchers at the University of

Potsdam while creating and adhering to defined quality standards.

(2) This advancement is to be effected by providing a multidisciplinary course program for doctoral students and postdoctoral researchers, developing and implementing quality standards for the PhD phase at the University of Potsdam in collaboration with the individual departments and associated graduate programs, as well as supporting both the structured programs and the individual doctoral students and postdoctoral researchers.

### § 3 Members and Statutory Organs

(1) Members of the Potsdam Graduate School are:  
a) doctoral students in graduate programs, graduate colleges and PhD programs at the University of Potsdam and their advisors upon request,

b) speakers, deputies and scientific coordinators of the graduate programs, graduate colleges and PhD programs of the University of Potsdam,

c) individual doctoral students of the University of Potsdam and their advisors upon request,

d) postdoctoral researchers at the University of Potsdam upon request.

(2) Membership does not establish any relationship to the departments with respect to corporate law. Membership ends with a member's written resignation or, in the case of a PhD student, three months after the final defense or other termination of the doctoral program. Membership as a postdoctoral researcher ends upon departure from the University of Potsdam.

(3) In the case of a member's verified, repeated violation of the Potsdam Graduate School's quality criteria, he or she may be expelled at the order of the Potsdam Graduate School board of directors. The board is responsible for informing the member of his or her expulsion in writing.

(4) Statutory organs of the Potsdam Graduate School are the board of directors, the council and the general assembly of the Potsdam Graduate School.

### § 4 General Assembly

(1) The general assembly consists of the members of the Potsdam Graduate School in compliance with § 3 Para. 1.

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<sup>1</sup> Approved by the President of the University of Potsdam on 9 January 2014

(2) The general assembly is assigned the following tasks:

- a) compiling recommendations on all matters of the Potsdam Graduate School, particularly including recommendations regarding coordination, structural development and the organization of study and grant programs for doctoral students,
- b) electing members of the Potsdam Graduate School council in compliance with § 5 Para. 1 within their respective member groups,
- c) accepting the report of the speaker (see § 6 Para. 1).

(3) The speaker normally summons and conducts the general assembly once a year. The general assembly must also be called if two-thirds of the members request it.

### **§ 5 The Potsdam Graduate School Council**

(1) The Potsdam Graduate School council consists of two representatives from the member groups of advisors, scientific coordinators and speakers of the included graduate programs, as well as two doctoral students and two postdoctoral researchers who are members of the Potsdam Graduate School. Representatives in the Potsdam Graduate School council are elected by the general assembly within their respective member groups.

(2) The term of office for elected council members of the Potsdam Graduate School is three years, two years for postdoctoral researchers and one year for doctoral students. Reelection is possible.

(3) The Potsdam Graduate School council generally meets once a year. The council must also be called if at least two-thirds of all members request it. The board of directors and the managing director attend the meetings.

(4) The Potsdam Graduate School council puts recommendations to the board and has the right to be heard on the following topics:

- a) resolutions on all basic concerns of the Potsdam Graduate School according to § 2,
- b) senate proposals relating to the appointment of the board by the president,
- c) resolutions regarding membership applications by graduate programs of external institutions,
- d) decisions concerning the expulsion of members according to §3 Para. 3,
- e) decisions regarding additional course offerings,
- f) criteria for the allocation of grants to doctoral students,
- g) development and revision of the Potsdam

Graduate School's quality standards and compliance thereof,

h) resolutions regarding applications for third-party funds and the development of funding opportunities, including fundraising.

### **§ 6 Board of Directors – Speaker and Deputy**

(1) The Potsdam Graduate School is governed by the board of directors. The board is appointed by the president of the University of Potsdam based on the recommendation of the Potsdam Graduate School council following a proposal by the senate. It consists of the speaker, the speaker's deputy and a representative of the university's executive board. Generally this is the sitting vice-president. The speaker and his or her deputy must be professors and distinguished academics with experience in structured PhD-level education.

(2) The term of office for board members is three years. Reappointment is possible.

(3) The deputy should belong to another department than the speaker.

(4) The board, headed by the speaker, is assigned the following tasks:

- a) representing the University of Potsdam's Potsdam Graduate School,
- b) deciding to include/exclude graduate programs to/from the Potsdam Graduate School in consultation with the Potsdam Graduate School council,
- c) confirming individual membership applications to the Potsdam Graduate School,
- d) reaching individual decisions on the allocation of funds to doctoral students within the scope of the criteria defined by the council,
- e) summoning and conducting general assemblies and council meetings,
- f) submitting an annual report to the general assembly no later than six months after the end of the report period.

### **§ 7 The PoGS Office**

(1) The managing director of the Potsdam Graduate School together with his or her assigned staff support the board in all day-to-day matters of the Potsdam Graduate School, including matters of budget and personnel. He or she prepares the resolutions of the general assembly and the council and attends the board meetings. In consultation with the board, he or she may represent the Potsdam Graduate School in its

current transactions.

(2) The office supports the management of graduate programs at the University of Potsdam.

### **§ 8 Legal Validity, Invalidity and Interim Provisions**

The preceding statutes come into effect on the day after their publication in the University of Potsdam's Official Announcements. At the same time, the Statutes of the Potsdam Graduate School (PoGS) from 11 June 2009 (AmBek. UP No. 12/2009 p. 414) become null and void. Existing memberships remain unaffected in accordance with § 3 Para. 1 a) to e) of the Statutes of the Potsdam Graduate School from 11 June 2009.

(2) Within 12 months of these statutes' validity, the general assembly is to elect a new council.