

Regulations
for the structured doctoral program
"BioSciences"
of the Department of Biology
of the Westfälische Wilhelms-Universität Münster
from September 28, 2020

Preamble

The **Structured Doctoral Program BioSciences (SP BioSciences)** is an institution of the Department of Biology for its doctoral students with the aim of sustainably strengthening graduate support at the Department of Biology and ensuring and further developing quality standards for doctoral studies. The **SP BioSciences** considers it an important task to contribute to enabling doctoral students to disseminate their scientific expertise and current research results to society. The **SP BioSciences contributes to** an environment that enables students to complete their doctorates quickly and to high scientific standards; the aim is to complete a doctorate within three to four years.

To this end, the **SP BioSciences** establishes support and qualification measures for its doctoral members. The specialist qualification programme is coordinated by the PhD project supervisors, who are responsible for quality assurance and related organizational matters. The **SP BioSciences** offers an interdisciplinary qualification program to promote the careers of doctoral students.

§ 1

Sponsorship/Organisation

The Department of Biology at the University of Münster (hereinafter referred to as the Department of Biology) is establishing the **Structured Doctoral Program BioSciences** in accordance with Section 6 (2) of its doctoral regulations dated 30.10.2019 (AB Uni 36/2019, p. 2811 ff.). The principles for this are governed by the doctoral regulations mentioned in sentence 1.

§ 2

Goals and tasks

The objectives and tasks of the **SP BioSciences** include in particular

- (a) the support of structured, research-based training to prepare doctoral candidates for a scientific career within or outside the academic system,

- (b) the promotion of academic careers through offers for the interdisciplinary qualification of doctoral students,
- (c) supporting academic exchange within the department and across departmental and university boundaries.

§ 3

Organs

The organs of the SP BioSciences are:

- The steering committee
- The General Assembly of Doctoral Candidates

§ 4

Steering committee

- (1) The steering committee of the **SP BioSciences** consists of
 - (a) the spokesperson and his/her deputy from the Department of Biology, who must belong to the group of full-time professors in the Department of Biology and be the topic creator.
 - (b) three other topic contributors; at least one, usually two topic contributors from the Faculty of Biology and one topic contributor from the Faculty of Medicine of the WWU. The FBR of the Faculty of Biology can ask another faculty to elect a member of the steering committee.
 - (c) the spokesperson of the doctoral candidates and his/her deputy.

The Scientific Coordinator participates in the meetings of the Steering Committee in an advisory capacity. The Academic Coordinator is appointed by the Dean's Office from among the academic staff of the Department of Biology.

- (2) The members of the Steering Committee in accordance with paragraph 1 (a) and (b) are elected by the Faculty Council of the Faculty of Biology or the delegating faculty for a period of three years; re-election is possible. These members of the Steering Committee can only be voted out of office by the respective delegating FBR by electing a successor. The election of the members of the Steering Committee in accordance with paragraph 1 (c) shall take place at the General Assembly of Doctoral Members (see Section 7). The assembly of doctoral members may vote the spokesperson and/or his/her deputy out of office by an absolute majority of the members present; a successor must be elected at the same time.

§ 5

Rights and duties of the Steering Committee and Spokesperson

(1) The governing body of the **SP BioSciences** has the following rights and duties:

- (a) It represents the interests and concerns of the **SP BioSciences** vis-à-vis the Department of Biology and the other departments involved, the university and externally.
- (b) It decides on the use of the financial resources provided in particular by the Department of Biology for the interdisciplinary qualification program of the **SP BioSciences**. The Steering Committee and the Scientific Coordinator can raise further funds for use in the SP BioSciences.
- (c) The steering committee is responsible for the evaluation and further development of the **SP BioSciences program** in collaboration with the coordinator.
- (d) It reports on the development of the **SP BioSciences** to the Faculty Council of the Department of Biology.
- (e) It may take on tasks of the Doctoral Committee if these are transferred to it by the Doctoral Committee with the approval of the Faculty Council; the transfer must be made in writing (cf. Section 3 (7) of the Doctoral Degree Regulations).

Within the steering committee, tasks (a-d) can be delegated to the spokesperson.

- (2) The Steering Committee is supported in its tasks by the Scientific Coordinator. The spokesperson can delegate tasks to the scientific coordinator.
- (3) The governing body meets at least twice a year. The spokesperson or his/her deputy chairs the meetings. The governing body is quorate if more than half of the voting members are present. The quorum must be established at the beginning of the meeting. The governing body remains quorate as long as it has not been determined that it is not quorate at the request of a member.

Minutes are taken of the meetings of the Steering Committee, which are signed by the spokesperson and the nominated secretary after circulation among the members of the Steering Committee. The document is sent to the Dean's Office in writing.

- (4) The tasks of the spokesperson include convening and chairing meetings of the Steering Committee and reporting on his/her decisions to the Steering Committee of the **SP BioSciences**.
- (5) The Scientific Coordinator, together with the members of the Executive Steering committee, is responsible for the organization, coordination and further development of the qualifying offers of the **SP BioSciences** in accordance with § 8.

§ 6

Doctoral members

- (1) Admission to doctoral studies in accordance with § 2 PromO is linked to membership in the SP BioSciences, provided there is no membership in another structured doctoral program (in accordance with § 6 Doctoral Degree Regulations).
- (2) Doctoral members of other graduate programs can also become members of the SP **BioSciences** upon application to the Steering committee of Directors. If a doctoral member of the SP **BioSciences** is accepted into another doctoral program in the subject area (in accordance with Section 6 (2) of the PromO), the doctoral member can terminate their membership in the **SP BioSciences** with an informal notification to the Doctoral Examination Office, accompanied by proof of membership in the other doctoral program.
- (3) As a rule, membership ends upon completion of the doctorate.

§ 7

Rights and obligations of doctoral members

- (1) The rights and obligations of the doctoral candidates are set out in the doctoral agreement of the **SP BioSciences**, which the doctoral candidates acknowledge by signing it. The doctoral regulations of the Department of Biology apply to the completion of the doctorate.
- (2) The doctoral members elect a spokesperson and his/her representative to the steering committee from among their number for a period of one year; re-election is possible. The general meeting decides on the election of the spokesperson and his/her representative. At least 20% of the members must participate.
- (3) The general assembly meets at least once a year to elect representatives to the steering committee. The spokesperson or his/her deputy chairs the meeting and conducts the meetings. Minutes are taken of the meetings of the General Assembly, which are signed by the spokesperson and the nominated secretary and sent to the members of the Steering Committee and the Dean's Office and made available to the doctoral members.

§ 8

Qualification program

- (1) The **SP BioSciences** offers a qualification program aligned with its objectives (§ 2). The program consists of three parts: a compulsory area, a compulsory elective area "Academic skills" and a compulsory elective area "Professional skills".
- (2) The compulsory area according to § 6 of the doctoral degree regulations of the Department of Biology comprises at least

(a) one cross-group seminar	20 hours
(b) one course on good scientific practice	1 day or 1 SWS

- (c) Under-graduate teaching 5 SWS
- (d) Annual meeting of the promotion committee
1. Year: Project defense
 2. Year: Progress report
 3. Year: Final planning
- (3) Doctoral students must acquire **at least three certificates** in the compulsory elective area "Academic skills". Examples can be found in the following list. An up-to-date list can be found on the website of the **SP BioSciences**.
- Active conference attendance (one obligatory!) ≥ 1 day
 - Scientific publication with peer review
 - Subject-specific course ≥ 1 day or ≥ 1 SWS
 - Laboratory rotation ≥ 1 week
 - Co-organization of an event ≥ 2 days of work
 - additional teaching ≥ 5 SWS
 - Other (on application to the doctoral committee) ≥ 2 days of work
- (4) In the compulsory elective area "Professional skills", doctoral students must obtain **at least two certificates** totaling at least three days from the following areas:
- Academics & Societal Impact Trainings
 - Management training
 - Career Development Trainings
- A current list of courses can be found on the **SP BioSciences** website. Offers from other providers can be recognized as equivalent upon written application to the Steering Committee.
- (5) Successful participation in the **SP BioSciences** is certified to doctoral candidates in a separate certificate that supplements the doctoral certificate and lists the courses completed. The certificate is signed by the spokesperson or the scientific coordinator.

§ 9

Final provisions and entry into force

These regulations enter into force on the day after their publication in the Official Announcements of the University of Münster (AB Uni). It applies to all applicants who conclude a doctoral agreement of the SP BioSciences in accordance with § 2 paragraph 6 sentence 3 of the doctoral regulations of the Department of Biology of the Universität Münster of 30.10.2019, in the version of the first amendment regulation of 04.08.2020, and § 7 sentence 1 of these regulations.

Issued on the basis of the resolution of the Faculty Council of the Department of Biology of the Universität on May 13, 2020. The above regulations are hereby promulgated.

Please note that, in accordance with Section 12 (5) of the North Rhine-Westphalia Higher Education Act (Hochschulgesetz - HG NRW), a violation of procedural or formal provisions of the university's regulatory or other autonomous law can no longer be asserted after one year has elapsed since this announcement, unless

1. the order has not been duly published,
2. the Rectorate has previously objected to the resolution of the body adopting the regulations,
3. the formal or procedural defect has been notified to the university in advance, stating the violated legal provision and the fact giving rise to the defect, or
4. no reference was made to the legal consequences of the exclusion of complaints when the order was made public.

Münster, September 28,

2020The Rector

Prof. Dr. Johannes W e s s e l s