

OFFICIAL TRANSLATION OF

**Satzung über die Graduiertenschule
der Fakultät für Betriebswirtschaft
Vom 24. Januar 2018**

**THIS TRANSLATION IS FOR INFORMATION ONLY –
ONLY THE GERMAN VERSION SHALL BE LEGALLY
VALID AND ENFORCEABLE!**

**Faculty of Business Administration (Hamburg Business
School) Graduate School Charter**

24 January 2018

The Faculty of Business Administration Graduate School Charter was adopted by the Faculty Council of the Faculty of Business Administration on 24 January 2018.

Section 1

Responsibilities and objectives

(1) The graduate school is an organizational unit of the Faculty of Business Administration (Hamburg Business School). The graduate school's responsibilities and objectives include ensuring the quality of the doctoral program and maintaining the structured doctoral degree program.

(2) The individual responsibilities and goals in particular include:

1. supporting the ongoing development of structured doctoral programs in the faculty in consultation with the faculty
2. encouraging cooperation on structured doctoral degree programs between the Faculty of Business Administration at Universität Hamburg and nonuniversity research institutions
3. promoting projects initiated and conducted by doctoral researchers at the graduate school
4. promoting internationalization in structured doctoral programs
5. promoting equal opportunity and the ability to combine an academic career with family life

Section 2

Members

(1) Graduate school members are classified into three groups:

1. supervisors
2. doctoral researchers
3. associated members

Section 3

Supervisors

(1) All university teachers in the Faculty of Business Administration may be supervisors as may any individual who is authorized by the Doctoral Degree Regulations for the Faculty of Business Administration to supervise doctoral theses and/or is involved or associated as an applicant in at least one research training group or structured doctoral program.

(2) University teachers are accepted into the graduate school on commencement of duties; supervisors may apply to the board for acceptance on demonstrating the

prerequisites set forth in subsection 1. Spokespersons from research training groups and comparable structured doctoral programs may apply for admission for all research training group applicants and associated supervisors.

(3) A supervisor's membership in the graduate school terminates on:

1. a written resignation sent to the board
2. termination of employment with Universität Hamburg or one of the collaborating nonuniversity institutions
3. completion of the structured doctoral program for those admitted pursuant to Section 3 subsection 2, sentence 2 breach of an obligation pursuant to Section 6—
4. in this case, to be decided by the graduate school board

Section 4 **Doctoral researchers**

(1) In order to qualify for membership of the graduate school as a doctoral researcher, applicants must satisfy one of the following conditions:

1. be a member of a research training group or a comparable structured doctoral program in the Faculty of Business Administration
2. be admitted as a doctoral researcher in the faculty

(2) Doctoral researchers are automatically admitted to the graduate school on admission to the doctoral program. They may also be admitted on recommendation of the spokesperson for a research training group or a comparable structured doctoral program, on demonstration of the requirements set forth in subsection 1 number 1. Spokespersons for research training groups and comparable structured doctoral programs may apply for the admission of all doctoral researchers to the graduate school; the spokesperson for the graduate school may apply for admission for all scholarship holders. Visiting doctoral researchers will be admitted for the term of their visit.

(3) Membership of the graduate school ends for doctoral researchers on completion or abandonment of their doctoral studies.

Section 5

Associated mem-bers

(1) In order to qualify as an associated member for the graduate school, one of the following conditions must be satisfied:

1. postdoctoral researchers must be a member of a research training group or comparable structured doctoral program
2. teachers must be employed to provide specialized instruction in structured doctoral pro-grams

(2) The board accepts applicants into the graduate school who demonstrate the prerequisites set forth in subsection 1 numbers 1 or 2 above. The spokespersons from research training groups and comparable structured doctoral programs may apply for admission for all postdoctoral researchers of the research training group or comparable structured doctoral programs and for those offering specialized teaching and qualification services; the spokesperson for the graduate school may apply for postdoctoral re-searchers, for those supervising doctoral researchers, and/or for those participating in the teaching of specialized or qualification services.

(3) An associated member's membership in the graduate school terminates on:

1. a written resignation sent to the board
2. breach of an obligation pursuant to Section 6— in this case, to be decided by the graduate school board

Section 6

Member obligations

(1) All members are obligated to actively assist in the realization of the objectives and responsibilities of the graduate school in accordance with the provisions of the charter.

(2) For supervisors and associated members, active assistance means participating in the application and selection procedures or in the teaching and qualification program.

Section 7
Doctoral researchers and
doctoral research-er supervisors

(1) Doctoral researcher members of the graduate school hold a doctoral researchers' assembly every three years to elect a representative and deputy representative to the graduate school board. The representative and deputy representative will be appointed to the graduate school board by the office of the dean for a term of three years. The doctoral researchers' assembly is called and presided over by the doctoral researchers' representative.

(2) The doctoral researchers' representatives are responsible for advocating for doctoral researchers' interests within the graduate school and are to be included in designing the graduate school's teaching and qualification program.

Section 8
Spokesperson

(1) The spokesperson leads the graduate school under the aegis of the office of the dean. They are assisted by a board, which the spokesperson leads. Board meetings are called by the spokesperson.

(2) The chair of the doctoral committee for the Faculty of Business Administration serves as spokesperson of the graduate school; should they refuse this position, the board must elect a spokesperson from among the professors in their number. Until such election, the office of the dean appoints an interim spokesperson.

Section 9
Board

(1) The graduate school board includes the spokesperson of existing research training groups and comparable structured doctoral programs who are members of the Faculty of Business Administration, the professorial members of the doctoral committee, the doctoral research associates of the doctoral committee, and the doctoral researchers' representatives. Research training groups and comparable structured doctoral programs whose spokespersons are not members of the Faculty of Business Administration as applicants may delegate one of these members to the board in an advisory capacity.

(2) The board is responsible for the following tasks:

1. running the graduate school's teaching and qualification programs
2. coordinating and consulting with the doctoral committee of the Faculty of Business Administration and the graduate schools of other faculties
3. coordinating collaboration with nonuniversity research institution partners as part of structured doctoral programs
4. taking decisions on the admission and exclusion of members
5. advising and taking decisions on graduate school budgetary funds
6. carrying out HR responsibilities for staff allocated to the graduate school
7. coordinating collaboration with interdisciplinary institutions (e.g., the Career Center) and third-party-funded research projects and institutions
8. awarding doctoral scholarships where the resources have been provided by the Faculty of Business Administration, in so far as these are not awarded as part of an existing research training group or comparable structured doctoral program

(3) The board may issue rules of order and establish a front office. In the absence of rules of order, the rules established by the Academic Senate of Universität Hamburg apply.

Section 10 **Effective date**

The charter becomes effective on the day of its ratification.

Hamburg, 19 September 2018
Universität Hamburg