



Universität Hamburg

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OFFICIAL TRANSLATION OF Satzung über die Graduate School of Business Administration der Fakultät für Betriebswirtschaft

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ENFORCEABLE!**

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

dated 10 April 2024

The Faculty of Business Administration Graduate School Charter was adopted by the Faculty Council of the Faculty of Business Administration on 10 April 2024.

Section 1
Responsibilities and objectives

- (1) The Graduate School of Business Administration is an organizational unit of the Faculty of Business Administration (University of Hamburg Business School). The graduate school's responsibilities and objectives include ensuring the quality of the doctoral program and administering the Research in Business Administration doctoral degree program.
- (2) The individual responsibilities and goals in particular include:
 1. ongoing development, in consultation with the faculty, of structured doctoral programs in the faculty
 2. encouraging cooperation for structured doctoral degree programs between the Faculty of Business Administration at the University of Hamburg and nonuniversity research institutions
 3. to promote projects initiated and carried out by doctoral students at the Graduate School of Business Administration.
 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) The Graduate School of Business Administration has three groups of members:
 1. supervisors
 2. doctoral researchers
 3. associated members

Section 3
Supervisors

- (1) Supervisors include any university teacher in the Faculty of Business Administration, individuals authorized by the Doctoral Degree Regulations for the Faculty of Business Administration to supervise doctoral theses, and those 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 with the Graduate School of Business Administration; other 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 applicants and associated supervisors.
- (3) Supervisors may end their membership of the Graduate School of Business Administration on
 1. written resignation sent to the board
 2. termination of employment with the University of 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
 4. breach of an obligation pursuant to Section 6. Conditions for ending membership are decided by the Graduate School of Business Administration board.

Section 4

Doctoral candidates

- (1) To qualify for membership of the Graduate School of Business Administration 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 of Business Administration 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 of Business Administration 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 of Business Administration ends for doctoral candidates on completion or abandonment of the doctoral project.

Section 5

Associated members

- (1) To qualify as an associated member of the Graduate School of Business Administration, 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 programs.
- (2) The board may grant acceptance into the Graduate School of Business Administration to applicants fulfilling the prerequisites set forth in subsection 1 numbers 1 or 2 above. 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 of Business Administration may apply for admission for postdoctoral researchers, for those supervising doctoral researchers, and/or for those participating in the teaching of specialized or qualification services.
- (3) Associate members may end their membership of the Graduate School of Business Administration on
 1. written resignation sent to the board, breach of an obligation pursuant to Section 6.
 2. Conditions for ending membership are decided by the Graduate School of Business Administration 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
Representation of doctoral candidates

- (1) Doctoral researchers who are members of the Graduate School of Business Administration will 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 board of the Graduate School of Business Administration 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) These representatives are responsible for advocating doctoral researchers' interests within the Graduate School of Business Administration and are to be included in designing the Graduate School's qualification program.

Section 8
Spokesperson

- (1) The spokesperson heads the Graduate School of Business Administration under the overall responsibility 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 of Business Administration; should they refuse this position, the board must elect a spokesperson from among the professors in their number. The office of the dean appoints an interim spokesperson until the spokesperson has been elected.

Section 9
Board

- (1) The Graduate School of Business Administration board includes the spokespersons from 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 applicant members of the Faculty of Business Administration may delegate one of these members to the board in an advisory capacity.
- (2) The board is responsible for the following tasks:
 1. teaching and qualification programs in the Graduate School of Business Administration
 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 institutions as part of structured doctoral programs
 4. taking decisions on the admission and exclusion of members
 5. advising and taking decisions on Graduate School of Business Administration budgetary funds
 6. responsibility in staffing matters concerning the staff assigned to the Graduate School of Business Administration
 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 the University of Hamburg apply.

Section 10
Effective date

The charter becomes effective on the day of its ratification.

Hamburg, 10 April 2024
University of Hamburg