Bielefeld Graduate School
in History and Sociology

Guidelines

Doctoral Representation

Revised and passed version by the Plenary Meeting on July 14, 2015

Based on § 9 (Promovierendenvertretung) of the BGHS statutes from July 15, 2011

1) Each year the doctoral researchers of the BGHS shall elect six of their members as their Representatives.

2) The Representatives ensure that through their presence in the Executive Board the interests of the doctoral researchers are represented and that they are consulted in the drawing up of the BGHS programme.

3) The Doctoral Researchers' Representatives organize the election of the two members of the Executive Board to be provided by the doctoral researchers in accordance with Article 7 section 1d.

1 Election Procedures

1) The six representatives are elected at the plenary meeting, for each of the following categories:

- two doctoral representatives (one from the faculty of sociology, one from the faculty of history; preferably one man, one woman)

- two international representatives (one from the faculty of sociology, one from the faculty of history; preferably one man, one woman; the international representatives do not have to be internationals themselves)

- two social and cultural representatives (preferably one from the faculty of sociology, one from the faculty of history; preferably one man, one woman).

2) Term in office is one year. Re-election is possible once, i.e. one person can hold the same position for a maximum of two years but needs to be reconfirmed after the end of the first year. It is possible to change to another position afterwards.

3) There is a possibility to nominate yourself or someone else for the vacant position to the current doctoral programme representatives one week before the election and circulate the list of candidates via the BGHS mailing list.

4) Voting takes place as a secret ballot with simple majority.

2 Job Descriptions

2.1 Doctoral Representatives

The doctoral representatives are the primary contact persons for all doctoral researchers.

In particular, they

- attend the directors' meeting,
- set the agenda for the plenary meeting and the Jour Fixe,
- attend the board meeting of the BGHS as members of the board (with a right to vote – see BGHS statutes, § 7,1),
- participate in the selection procedure for BGHS scholarships and positions as members of the selection committee in the interview sessions,
- mediate in cases of conflict between doctoral researchers and the BGHS coordination, their supervisors or others (if necessary, together with the Academic Liaison they inform the University´ s professional conflict mediator),
- preferably engage in social activities at the BGHS and keep close contact to doctoral researchers.

2.2 International Representatives

The main goal of the representatives is to welcome and provide help and information to the international   doctoral researchers. Therefore, they:

- attend the directors' meeting,
- function as contact persons for international doctoral students, especially before and just after their arrival to Bielefeld,
- provide information about those practical and administrative issues concerning the university, the BGHS and life in Bielefeld that especially affect international doctoral researchers, or refer to those responsible for other issues,
- promote the specific interests of international doctoral researchers in the Jour Fixe and Plenary Meeting, especially concerning language, administrative and practical issues.

2.3 Representatives for Social and Cultural Affairs

The social and cultural representatives should:

- attend the directors' meeting,
- establish and maintain a calendar for social events,
- plan and organize events that help the BGHS-members get to know each other. This includes at least one social event per semester,
- always be open to propositions and should be happy to help and furnish everybody who wants to realize a good idea with the resources necessary,
- represent the doctoral researchers´ social and cultural interests. They should react to social and cultural demands of doctoral researchers, and pass them along the respective administrative channels.

2.4 Networking

The six representatives together try to:

- create a network of PhD-students and stay in contact with PhD researchers from other departments/faculties,

- stay in contact with the faculties,

- stay in contact with those who represent the PhD researchers in committees and inform the other BGHS-members if something important is going on.

3 Communication Structures

3.1 Plenary Meeting

1) The plenary meeting is the decision making body of all doctoral researchers. At the plenary meeting, issues of general concern are discussed and major decisions taken such as the election of new representatives.

2) A plenary meeting takes place as required, but at least once each semester.

3) All doctoral researchers are expected to attend.

4) The agenda for the plenary meeting is distributed by the current doctoral representatives one week in advance.

5) Doctoral researchers who cannot participate in the meeting can send their opinion on the respective item on the agenda via email to one of the representatives before the meeting takes place. His/her point of view will be brought forward in the discussion.

3.2 Jour Fixe

1) The Jour Fixe is the operative body of the six representatives. At the Jour Fixe, issues of general and particular concern are discussed and proposed resolutions for the plenary meeting are prepared.

2) A Jour Fixe takes place as required but at least twice each semester.

3) All doctoral researchers are expected to attend.

4) The agenda for the Jour Fixe is distributed by the current doctoral representatives one week beforehand.

5) Doctoral researchers who cannot participate in the meeting can send their opinion on the respective item on the agenda via email to one of the representatives before the meeting takes place. His/her point of view will be brought forward in the discussion.

4 Amendments

The preceding guidelines can be changed or abolished by a qualitative majority (two-thirds of attendees) at a plenary meeting.