

Guidelines
Doctoral Candidate Representation

Approved by the Plenary Meeting on July 22, 2009

Based on § 9 of "Grundordnung der BGHS" from March 2, 2009:

"1. Die Doktorandinnen- und Doktoranden wählen jährlich aus ihrer Mitte zwei Vertreterinnen oder Vertreter in den Vorstand der BGHS.

2. Die Doktorandinnen- und Doktorandenvertretung stellt sicher, dass die Interessen der Doktorandinnen und Doktoranden in der BGHS über ihre Präsenz im Vorstand hinaus vertreten und sie auch bei der Gestaltung des Programms der Graduiertenschule miteinbezogen werden. Zu diesem Zweck können aus der Gruppe der Doktorandinnen und Doktoranden weitere Vertreterinnen und Vertreter für spezifische Bereiche gewählt werden, wie beispielsweise für die Interessen internationaler Studierenden oder für soziale und kulturelle Angelegenheiten."

<http://www.uni-bielefeld.de/bghs/wir/grundordnung.html>

Written by Hye-Young Haubner with the help of Tamara Brown, Theo Jung, Yaman Kouli, Rumin Luo and Ulrike Schulz.

1 Election Procedures

1. At the beginning of each semester, three out of six doctoral candidate representatives are elected at the plenary meeting, one for each of the following categories:

- Doctoral Programme
- International Doctoral Candidates
- Social and Cultural Affairs

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. Doctoral candidates have to announce their candidacy one week before election to the current doctoral programme representatives. A list with all candidates is distributed via the BGHS mailing list one week before election.

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

5. Doctoral candidates who cannot participate in the plenary meeting can vote via postal vote by sending an email to the BGHS coordinators before election takes place. The coordinators will pass the vote on to the current doctoral programme representatives.

2 Job Descriptions

2.1 Doctoral Programme Representatives

The doctoral programme representatives are the primary contact persons for all doctoral candidates.

In particular, they

- 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 rules and regulations of the BGHS, § 11,1),
- participate in the selection procedure for BGHS scholarships as members of the selection committee in the interview sessions (without a right to vote),
- supply content for and update the representatives' section of the BGHS webpage and the Forum,

- ensure that the Interdisciplinary Seminar at the BGHS takes place in cooperation with the directors and postdoctoral fellows,
- mediate in cases of conflict between doctoral candidates and the BGHS coordination, their supervisors or others (if necessary, they inform the University's professional conflict mediator),
- preferably engage in social activities at the BGHS and keep close contact to doctoral candidates.

2.2 International Doctoral Candidate Representatives

The main goal of the representatives is to help integrate the international doctoral candidates into the general body of doctoral candidates of the BGHS and into university life in Bielefeld in general. Therefore, they aim to fulfill the following tasks:

- To function as contact persons for international doctoral students, especially before and just after their arrival to Bielefeld.
- To provide information about those practical and administrative issues concerning the university, the BGHS and life in Bielefeld that especially affect international doctoral candidates, or refer to those responsible for other issues.
- To promote the special interests of international doctoral candidates in the Jours Fixes and plenary meetings, especially concerning language, administrative and practical issues.

2.3 Representatives for Social and Cultural Affairs

As social coordinators, we envision the following tasks:

- Establishing and maintaining a calendar for social events.
- Being an organizational tool for social events. I.E.
 - a) We as doctoral candidate representatives for social and cultural affairs want first of all to plan and organize events that help the BGHS-members get to know each other. This includes at least one social event per semester.
 - b) Apart from organizing such events, we see ourselves as being contact persons; we are always open to propositions and are happy to help and furnish everybody who wants to realize a good idea with the resources necessary.

- Representing doctoral candidates' social and cultural interests. Reacting to social and cultural demands of doctoral candidates, and passing them along the respective administrative channels.

3 Communication Structures

3.1 Plenary Meeting

1. The plenary meeting is the decision making body of all doctoral candidates. 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 at the beginning and end of each semester, i.e. in April, July, October and February of each year, usually on a Wednesday.

3. If no major decisions are to be taken, the meeting at the end of each semester, in July and February, can be changed into a Jour Fixe (see below).

4. All doctoral candidates are expected to attend.

5. The agenda for the plenary meeting is distributed by the current doctoral programme representatives one week beforehand.

6. Doctoral candidates 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 doctoral candidate 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 in May, June, November and January of each year, usually on a Wednesday.

3. The following persons are expected to attend:

- Doctoral candidate representatives of the BGHS (at least one person per category).

- Representatives of the research training groups "Weltgesellschaft", "Auf dem Weg in die Wissensgesellschaft", "Archiv, Macht, Wissen"; representatives of the International Graduate School in Sociology (IGSS); representatives of the special research unit "Das Politische als Kommunikationsraum in der Geschichte".
- Doctoral candidates of the junior research groups.
- Directors and coordinators of the BGHS

4. All doctoral candidates are very welcome to attend.

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

6. Doctoral candidates 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.

5 Resolutions and Recommendations

5.1 Allocation of Temporarily Vacant Work Places of BGHS Scholarship Holders

At the Jour Fixe on February 11, 2009, the following procedure was approved by the participants of the meeting:

1. If scholarship holders are willing to offer their work place while they are away for field work, etc., they should inform the student assistants who will announce the vacant places via the BGHS-mailing list.

2. Applications have to be sent to the student assistants.

3. If more than one application is issued, the following criteria apply:

- Intensity of use (e.g. during the final stage of the dissertation)
- Necessity of a stable work place with inflexible working hours (due to e.g. child/elderly care, disabilities)