



Regulations of the International Max Planck Research School for Organismal Biology

Preface

The International Max Planck Research School for Organismal Biology was approved on April 3, 2009 by the President of the Max Planck Society (MPS), Prof. Dr. Gruss. Until these regulations came into force, the IMPRS for Organismal Biology was managed by a board which was composed of the proposers of the IMPRS, Prof. Dr. Gahr, Prof. Dr. Galizia, Prof. Dr. Kempenaers, Prof. Dr. Meyer and Prof. Dr. Wikelski.

§ 1

Position within the MPI for Ornithology, MPI of Animal Behavior and the University of Konstanz

The International Max Planck Research School (IMPRS) is an institution of the Max Planck Institute for Ornithology (MPIO) in Seewiesen, the Max Planck Institute of Animal Behavior (MPI-AB) in Radolfzell and Konstanz, and the Department of Biology at the University of Konstanz (U KN) and bears the name IMPRS for Organismal Biology.

§ 2

Objectives and tasks

The aim of the IMPRS for Organismal Biology is to provide first-class training and education for outstanding doctoral students from all over the world in a stimulating research environment. The competitive doctoral program will provide its fellows with an excellent starting platform for a successful career in the fields of animal behavior, ecology, evolution, physiology, and neurobiology.



§ 3

Structure

- (1) The IMPRS for Organismal Biology is composed of the following units
 - a. Faculty; § 4-6
 - b. Board; § 7
 - c. Spokesperson and deputy spokesperson; § 8
 - d. Fellows; § 9-11
 - e. Representatives of the fellows; § 12
 - f. Coordinator; § 13
- (2) The IMPRS may create other organizational units within the scope of these regulations.

§ 4

Faculty

- (1) Any post-doctoral scientist of the MPIO, the MPI-AB or the Department of Biology at the U KN may become a member of the faculty of the IMPRS, who:
 - a. pursues their own research projects related to the field of Organismal Biology,
 - b. is sufficiently experienced to supervise a doctoral candidate (e.g., being a senior scientist, leading an independent research group, having a competitive publication list and record of 3rd party funding), and
 - c. is primarily in the position to fund the doctoral position for a minimum of three years, at 65% TVöD E13 or equivalent, or will act as supervisor of a doctoral student holding a scholarship. In exceptional cases, and only if to the benefit of the doctoral fellow, the board may allow exceptions from the funding requirements stipulated. This will be decided on a case-by-case basis.
- (2) New members may be admitted to the faculty of the IMPRS upon application. The board examines whether the prerequisites defined in § 4(1) are met and decides on the admission. The board similarly decides on the loss or withdrawal of the membership.
- (3) All members shall confirm in written form their membership into the faculty of the IMPRS for Organismal Biology before each new funding period by the MPS,
- (4) The membership within the faculty of the IMPRS is terminated:
 - a. if the membership is not confirmed within the period stipulated,



- b. by a written declaration of withdrawal addressed to the spokesperson,
- c. upon termination of the employment or job-activity relationship at the MPIO, the MPI-AB or at the U KN, and as soon as a doctoral candidate is no longer under guidance,
- d. if a member of the faculty fails to fulfill the obligations and tasks in accordance with § 5 of these regulations and the membership has been withdrawn by the board in accordance with § 4(2).

§ 5

Rights and obligations of the members of the faculty

- (1) Members of the faculty are obligated to pursue the aims and tasks of the IMPRS for Organismal Biology in accordance with § 2 and as defined by these regulations and the "Agreement of the IMPRS for Organismal Biology", and to actively support the IMPRS. The members of the faculty of the IMPRS shall particularly participate in Thesis Advisory Committees (TAC) and shall be co-responsible for the additional doctoral curriculum.
- (2) Members of the faculty may present suggestions to the board at any time for activities that are to be conducted within the IMPRS.
- (3) Members of the faculty have to generate the availability of at least a 3-year funding for each of their new doctoral student.
- (4) Members of the faculty are obligated to adhere to the rules of good scientific practice stipulated in the "Rules of good scientific practice" of the Max Planck Society (MPS).
- (5) All the members of the faculty shall have the right to vote in the general meeting.

§ 6

General meeting of the faculty

- (1) The general meeting of the faculty of the IMPRS for Organismal Biology shall take place at least once a year. It shall be convened by the board in writing with at least 14 days' notice; the agenda shall be sent to all the members of the faculty 14 days prior to the meeting, at the latest.
- (2) The general meeting of the faculty may be convened within 6 weeks at the request of at least 50% of the members of the faculty of the IMPRS. The request shall contain a proposal for an agenda.
- (3) The spokesperson or the deputy spokesperson shall act as chairperson and conduct the meetings.



- (4) The general meeting of the faculty shall be responsible for:
 - a. the resolution governing the regulations of the IMPRS and its amendments,
 - b. the election and dismissal of the spokesperson, deputy spokesperson, and the faculty representatives in the board,
 - c. the acceptance of the report of the spokesperson and the coordinator,
 - d. making suggestions for the curriculum's development, and
 - e. proposing the dissolution of the IMPRS.
- (5) The general meeting of the faculty shall decide with a two-thirds majority on the regulations, their amendments, and also the proposal for dissolving the IMPRS.

§ 7

Board

- (1) The board of the IMPRS for Organismal Biology shall be comprised of:
 - a. a representative from each of the directors of the MPI for Ornithology and from the MPI of Animal Behavior,
 - b. a representative from the professors of the University of Konstanz,
 - c. three further members of the IMPRS faculty, and
 - d. three representatives of the IMPRS fellows.

The board should include at least one female and one male member, and at least one representative from each of the three locations of the IMPRS.

- (2) The representatives of the directors and of the professors and the three additional members of the faculty in the board shall be elected from their circle by the general meeting of the faculty. The spokesperson and the deputy spokesperson shall be selected among the new board members. The representatives of the fellows shall be elected from their circle by the meeting of the fellows.
- (3) The term of office of the members of the board – with the exception of the representative of the fellows – shall be two years. The term of office of the representatives of the fellows shall be one year. Re-election shall be possible.
- (4) The board shall manage the business of the IMPRS. It shall be responsible for all the activity of the IMPRS. It shall be responsible particularly for the following tasks:



- a. developing the scientific program and the additional doctoral curriculum ("Agreement of the International Max Planck Research School for Organismal Biology"), as well as its coordination and quality assurance,
 - b. coordinating the collaboration with the other graduate programs of the Department of Biology of the U KN, as well as other institutions,
 - c. passing the resolution on the acceptance and exclusion of fellows and members of the faculty, and
 - d. for accepting the report of the spokesperson and the coordinator.
- (5) The board shall decide on the persons to be responsible for the above-mentioned competences within its administration. The board may assign the above-mentioned responsibilities to members of the faculty or the coordinator of the IMPRS with a simple majority, or revoke it again, respectively.
- (6) The board shall hold a meeting at least twice a year. The board meeting shall be convened by the spokesperson in writing with at least 14 days' notice; the agenda shall be sent to all the board members at the latest 14 days prior to the meeting. The spokesperson or the deputy spokesperson shall act as chairperson and conduct the meetings.

§ 8

Spokesperson

- (1) The spokesperson shall manage the IMPRS for Organismal Biology and represent its interests within and outside the MPIO, the MPI-AB and the U KN. The spokesperson shall act as chairperson of the board and of the general meeting of the faculty.
- (2) The spokesperson and the deputy shall be elected for a term of two years from the circle of members of the faculty. Re-election shall be possible.
- (3) The tasks of the spokesperson shall particularly include:
 - a. the responsibility for the appropriate allocation of funds and for adherence to the total budget of the IMPRS,
 - b. convening and conducting board meetings and general meetings of the faculty, and
 - c. reporting decisions to the board as well as to the general IMPRS faculty and fellows.
- (4) The spokesperson and deputy shall be supported by the coordinator of the IMPRS.



- (5) If the spokesperson stands down prematurely or should the spokesperson be unable to exercise the office duties, the deputy spokesperson shall exercise the office until the election has taken place.
- (6) The general meeting of the faculty may vote the spokesperson out of office by electing a successor with a two-thirds majority.

§ 9

Fellows

- (1) The acceptance of fellows in the IMPRS for Organismal Biology shall be conducted by the board. Those accepted shall be:
 - a. the best students who have been chosen in the IMPRS selection procedure which takes place once a year, and
 - b. in exceptional cases, also students who are doing their doctorate with a member of the faculty, who are at an early stage in their studies and whose topic and CV are classified by the board as appropriate for the IMPRS.
- (2) Upon completing their final doctoral examination procedure, the fellows leave the IMPRS.
- (3) Fellows may be excluded from the IMPRS by the board if:
 - a. the TAC recommends the exclusion of the doctoral candidate,
 - b. the doctoral candidate infringes the "Rules of good scientific practice" of the MPS,
 - c. the criteria of the *Promotionsordnung Biologie* ("Doctorate regulations for biology") at the U KN are not fulfilled. This shall be valid accordingly for the doctorate regulations of the universities at which the doctoral candidates take their doctoral degree (§ 9(2)), or
 - d. after carefully considering the quality of the fellow, the progress of the project and the supervision situation e.g the fellow was flagged by one of their TAC members.

§ 10

Rights and obligations of the fellows

- (1) The "*Allgemeine Promotionsordnung*" ("General doctorate regulations") of the U KN, the "*Fachspezifischen Regelungen des Fachbereichs Biologie*" ("Specific regulations for the department of biology") and the detailed training concept "Agreement of the IMPRS for Organismal Biology" specify the formal frame of the doctoral studies and shall be binding for all the fellows of the



IMPRS for Organismal Biology. For doctoral candidates of other universities (§ 9(2)) the respective regulations of the home universities shall be applicable. The "Agreement of the IMPRS for Organismal Biology" shall be binding, whatever the case.

- (2) The fellows are obligated to pursue the aims and tasks of the IMPRS in accordance with § 2 and as defined by these regulations.
- (3) Fellows may submit proposals to the board at any time on activities that are to be carried out within the IMPRS or supported thereby.
- (4) All the fellows of the IMPRS have a single-weighting vote in the general meeting of the fellows.

§ 11

General meeting of the fellows

- (1) The general meeting of the fellows of the IMPRS shall take place at least once a year. It shall be convened in writing with at least 14 days' notice by the representatives of the fellows in the board; the agenda shall be sent to all the fellows 14 days prior to the meeting, at the latest.
- (2) The general meeting of the fellows may be convened within 6 weeks at the request of at least 50% of the fellows of the IMPRS. The petition shall contain a proposal for an agenda.
- (3) The representatives of the fellows in the IMPRS board shall hold the chair and conduct the meetings.
- (4) The general meeting of the fellows shall be responsible for the
 - a. election and dismissal of the representatives of the fellows in the board with an absolute majority,
 - b. the acceptance of the report of the spokesperson and the coordinator, and
 - c. for making suggestions for the curriculum's development.

§ 12

Representatives of the fellows

- (1) Three fellows, one from each of the three locations of the IMPRS for Organismal Biology, shall belong to the board of the IMPRS. The representatives of the fellows shall be elected each year by the meeting of the fellows of the IMPRS. Re-election shall be possible.



- (2) The representatives of the fellows shall ensure that the interests of the fellows in the IMPRS are represented beyond their presence in the board and that they are integrated in structuring the program.
- (3) The meeting of the fellows may vote one or both of the representatives out of office by electing one or two successors, respectively, with a two-thirds majority.

§ 13

Coordinator

- (1) The coordinator shall be appointed upon the proposal of the spokesperson.
- (2) The coordinator shall be responsible for:
 - a. the organizational handling of the activities of the IMPRS,
 - b. supporting the spokesperson and board,
 - c. organizing the general meetings and the board meetings, as well as the additional doctoral curriculum, symposia, workshops, and selection procedures, etc.,
 - d. correspondence.

§ 14

Resolutions, elections, recording

- (1) The board and the general meetings of the IMPRS for Organismal Biology shall be quorate if, after proper invitation, 30% of all the members entitled to vote are present. Rights to vote are not transferable. Should a quorum fail to be reached at any one meeting, the number of persons present at the next meeting to be convened, irrespective of how many, shall constitute a quorum, if this stipulation has been stated specifically in the invitation.
- (2) Unless otherwise stipulated in these regulations, the resolutions shall be passed with a simple majority. Abstentions shall be considered as votes that have not been cast. If the election outcome is a tie, the motion shall be rejected. Upon request, voting may take place by secret ballot.
- (3) The minutes shall be taken at the board meetings and the general meetings of the IMPRS and shall be made available to all the members of the respective meeting, at the latest, in the invitation to the next meeting. The minutes shall be valid as approved, unless they are contested within 14 days of receipt.

§ 15

Qualification concept / doctorate regulations



- (1) The qualification concept of the IMPRS for Organismal Biology acts in accordance with the Higher Education Act of the State of Baden-Württemberg (Landeshochschulgesetz - LHG).
- (2) The IMPRS for Organismal Biology offers a qualification program geared to its objectives (§ 2) that shall be stipulated by the board in the "Agreement of the IMPRS for Organismal Biology" and organized by the coordinator(s). All members of the faculty and its fellows shall participate in the implementation and be called upon to promote further development of the qualification program content.
- (3) The expert guidance for the doctoral thesis projects and the fellows shall be given primarily by the TAC that is formed at the beginning of the doctoral work. The TAC shall consist of the supervisor for the doctoral thesis and at least two additional scientists of whom at least one shall come from an institute other than that of the supervisor. The TAC shall be determined mutually by the fellow and his supervisor.
- (4) The composition of the TAC may change during the course of the project for professional or non-professional reasons, upon mutual consent of those involved. In the case of conflicts, the coordinator and board shall mediate.
- (5) The doctoral examination procedure shall be regulated by the *Promotionsordnung Biologie* ("Doctorate regulations for biology") of the U KN. For doctoral candidates of other universities (§ 9(2)) the respective regulations of the home universities shall be applicable. Together with their doctoral degree certificate awarded by the U KN (or other hosting University), the doctoral candidates shall also receive a certificate from the IMPRS on all the results obtained within the scope of the qualification program.