

Guidelines

Doctoral Representation

Revised and passed version by the Plenary Meeting on 20th of November 2024

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

- 1) Each year, the doctoral researchers of the BGHS shall elect four of their members as their representatives: two as representatives and two as deputy 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 program.
- 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 four representatives are elected at the plenary meeting:
 - two doctoral representatives (one from the faculty of sociology, one from the faculty of history; preferably one man, one woman)
 - two deputy representatives (one from the faculty of sociology, one from the faculty of history; preferably one man, one woman).
- 2) The term in office is one year. Re-election is possible 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 program representatives one week before the election and circulate the list of candidates via the BGHS mailing list.

Voting takes place as a secret ballot with a simple majority. In case there is only one candidate for the voted position, voting can be public and by hand vote.

2 Tasks

2.1 Doctoral Representatives

The doctoral representatives are the primary contact persons for all doctoral researchers and promote their specific interests. In particular, they

- attend the directors' meetings,
- set the agenda for the plenary meetings and the Jour Fixe,
- attend the Executive Board meeting of the BGHS as members of the Executive 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.
- provide information about those practical and administrative issues concerning the university, the BGHS, and life in Bielefeld
- plan and organize events that help the BGHS members get to know each other. This includes at least one social event per semester,
- represent the doctoral researchers' social and cultural interests. They should react to the social and cultural demands of doctoral researchers and pass them along the respective administrative channels.

2.2 Deputy Representatives

The deputy representatives support the representatives in the performance of their duties and act for the doctoral representatives in case the latter are not able to fulfill their tasks. Therefore, the tasks mentioned in section 2.1 also apply to the deputies.

2.3 Networking

The four representatives together try to:

- create a network of doctoral researchers and stay in contact with doctoral researchers from other departments/faculties,
- stay in contact with the faculties,
- stay in contact with those who represent the doctoral researchers in committees and inform the other BGHS members about important affairs and changes.

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 are 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 opinions on the respective item on the agenda via email to one of the representatives before the meeting takes place. Their points of view will be brought forward in the discussion.
- 6) The plenary meeting takes place in person in the University Bielefeld

3.2 Jour Fixe

- 1) The Jour Fixe is the operative body of the four representatives. At the Jour Fixe, issues of general and particular concern are discussed, and proposed resolutions for the plenary meeting (see 3.1) are prepared.
- 2) A Jour Fixe takes place as required but at least twice each semester.
- 3) The agenda for the Jour Fixe is distributed by the current doctoral representatives one week beforehand.
- 4) The Jour Fixe can take place in a hybrid format.

4 Amendments

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