

# Regulations of the TUM Graduate Council

*Adopted by the TUM Graduate Council on 15 July 2021*

## **§1 Tasks and Functions of the TUM Graduate Council**

- (1) The TUM Graduate Council (GC) is the elected representative body of the doctoral candidates of the Technical University of Munich (TUM). The central goals of its work are
  1. to promote the exchange of information and the formation of networks and opinions among doctoral candidates at TUM,
  2. to formulate the higher education policy interests of doctoral candidates vis-à-vis TUM, in particular, the TUM Graduate School (TUM GS), its graduate centers and the TUM Board of Management, as well as the broader public,
  3. to assist and support doctoral candidates with their questions and problems.
- (2) The GC pursues the above goals in compliance with the Statutory Regulations of the TUM GS.

## **§2 Membership**

- (1) Voting members of the GC are three elected doctoral candidates per Graduate Center of the TUM GS. These members will, as a rule, be elected annually by the doctoral candidates of the respective Graduate Center, in compliance with the regulations of that Center.
- (2) Associate members of the GC are
  - 1) all further elected, non-voting, representatives of a Graduate Center. These representatives are named by the election of the respective Graduate Center.
  - 2) all other doctoral candidates of the TUM who actively participate in at least one working group of the GC. These associate members are named by the head of the respective working group and must be confirmed by the GC at its next meeting. The associated membership expires when the working group is dissolved, the associate member desires to leave or at the request of the head of the working group, and is also confirmed by the GC at its next meeting.
- (3) Members of the GC also include its speakers (see §3).
- (4) The members of the GC are committed to responding to the needs of doctoral candidates of their respective Graduate Centers and will represent their interests in the GC.
- (5) The members of the GC, the working groups and its speakers must document their activities in the GC in such a manner as to facilitate knowledge transfer to subsequent members of the GC

## **§3 Speakers of the TUM Graduate Council**

- (1) The Graduate Council will elect a speaker and his or her deputy, who must be voting members of the GC at the time of their election. Regular elections of the speakers take place annually in a GC meeting between 15 July and 15 October.
- (2) The speakers' term of office will, as a rule, be one year and will end with the next regular elections, earliest by 01 October.
- (3) The duties of the speakers shall include, in particular,
  1. representing doctoral candidates and the resolutions of the GC in university-wide and non-university committees, as well as in public,

2. coordinating the activities of the GC, and
  3. managing and chairing the GC meetings.
- (4) Speakers may, within the scope of existing laws and regulations, delegate parts of the above duties to other members of the GC.
  - (5) Speakers may, in consultation with the TUM GS, employ paid assistants to support the activities of the GC. All tasks of an administrative or organizational nature may be delegated to these assistants.
  - (6) At the end of their term in office, speakers are to prepare a written report of the actions they completed during their term in office. This report is to be delivered orally at a meeting of the GC. The report is to contain at least a breakdown of the financial activities of the GC during the past term of office. Following the report, the GC shall vote on the formal discharge of the speakers.
  - (7) If a speaker is not granted formal approval of his or her discharge, he or she will no longer be permitted to hold a position in the GC. In particular, he or she shall not be authorized to bear the title "Senior Advisor" (see §10) or to exercise any such activity. Only persons who have been granted formal approval may obtain a reference regarding their activities as speaker of the Graduate Council.
  - (8) If a speaker steps down prior to the end of term in office, a successor has to be elected as soon as possible until the end of the term in office. Until the election by the GC the other speaker, take over all responsibilities. The withdrawal has to be announced to the GC members in written and justified form.

#### **§4 Meetings, Quorum, Minutes**

- (1) Meetings of the GC are public to university members and take place at least once per semester.
- (2) The GC meetings can be closed, whereas persons not mentioned in §2 (1),(2),(3) are excluded. If required, persons not mentioned in §2 (1),(2),(3) can be included by discretionary decision of the chair of the meeting.
- (3) Meetings of the GC are to be convened with adequate advanced notice by the speakers to the members according to §2 (1),(2),(3). Meetings of the GC must be convened in writing (usually by e-mail) at least 14 days prior to the scheduled meeting.
- (4) A quorum will be present if, following proper invitation, voting members from a majority of Graduate Centers are present and these members wield a majority of the total number of votes (according to §6 (1)). If no quorum is present, the next meeting that has been convened in a timely manner will automatically constitute a quorum, independent of the number of attendees, with regard to any agenda items originally scheduled for the previous meeting, if it was explicitly stated in the invitation.
- (5) Minutes of all meetings of the GC are to be taken and distributed to all members within 14 days. The minutes are deemed accepted if no objections are filed within 14 days of their distribution. Objections to the minutes have no bearing on the validity of decisions reached in a meeting of the GC where a quorum was present.
- (6) The GC speakers shall discuss all objections to the minutes and publish, where applicable, the amended minutes within 14 days of the expiry of the first objection period. The amended minutes become valid if no objection is received from a member within 14 days of re-publication. In the event of further objections, the GC speakers must inform its members immediately. The next quorum meeting of the GC shall adopt the final version of the minutes.

## §5 Motions

- (1) Individual doctoral candidates or groups of doctoral candidates in the doctoral candidacy list of the Technical University of Munich may submit motions to the GC.
- (2) The speakers are obligated to include these motions in the meeting agenda, provided they are submitted in at least 8 days prior to a meeting. Otherwise, they are obligated to include them in the agenda of the next meeting.
- (3) Motions for amendments to the GC regulations, for position papers and opinions must be sent to the members of the GC in draft form by the speakers. These drafts serve as a basis for discussion and may be revised in the course of the meeting.
- (4) Motions for funding exceeding € 200 must be announced to the members of the GC by the speakers.

Motions for dismissal of a speaker have to be submitted in written and justified form. The GC shall vote if valid reasons for the dismissal exist.

## §6 Voting

- (1) The representatives of each Graduate Center in the GC with voting power pursuant to §2 (1) will have one vote per 50 members of its Center and additional votes for each unit of 50 begun thereafter (e.g. 51-100 members = 2 votes, etc.). Basis for the calculation of the number of votes will be the number of members on the first day of the quarter in which the GC meeting concerned takes place.
- (2) If several voting representatives of a Graduate Center are present at a vote, they shall decide amongst themselves how to distribute their allotted vote(s).
- (3) As a rule, votes are by open ballot. If requested by a voting member, votes must be in writing and by secret ballot.
- (4) Votes will be by simple majority of votes cast. In the event of a tie vote a motion is deemed rejected. Abstentions do not count as valid votes.
- (5) If the number of abstentions is higher as the number of votes cast, the voting is inconclusive.
- (6) Voting rights may not be transferred.

## §7 Election of Speakers

- (1) Voting in all elections shall be secret.
- (2) The GC speakers will be elected in two separate ballots.
- (3) A candidate is elected who has received more than half of the valid votes cast. If no candidate has received more than half of the valid votes cast, a further ballot shall be held amongst all candidates with the most votes who have together received more than half of the valid votes cast in one ballot. Abstentions do not count as valid votes.
- (4) There shall be a maximum of three ballots. If none of the candidates obtains an absolute majority after the third ballot, the position will be advertised again for the next meeting of the GC. In this case, the previous speakers will act as interim speakers. The previous speakers will also act as interim speakers if no candidates apply for the position during the election period according to §3 (1). Under this circumstance, the interim speakers should call for elections on every meeting.

- (5) The GC may dismiss the speaker or his/her deputy by electing a successor upon request, according to §5 (5). This election requires a two-thirds majority in favor of the dismissal.

### **§8 Expenses, Budget**

- (1) Once a year, the speakers will draw up a budget for the GC for the coming year, which is to be approved by the GC, discussed with the administrative office of the TUM GS and confirmed by its Management Board.
- (2) If the budget is approved by the GC before discussion is held with the TUM GS and changes to the budget are introduced as a result, the speakers are to inform the GC at the next meeting. This also applies to any changes introduced by the TUM GS Management Board.
- (3) Expenditures that can be clearly assigned to a specific item of the approved budget and that do not exceed the amount allocated for that item can be made independently by the speakers of the GC.
- (4) Expenditures that are not covered by paragraph 3 and whose amount does not exceed 200 € can also be made independently by the speakers of the GC. The GC is to be informed of these expenditures at the next meeting.
- (5) At least once every six months, the speakers report to the GC on the status of expenditures to date for the current fiscal year.

### **§9 Working groups**

- (1) In meetings, the GC may establish working groups to address specific issues and dissolve existing working groups.
- (2) A working group must include at least one voting or associate members of the GC.
- (3) A working group must select a person from among its members who will provide a status report of the committee's activities at regular meetings of the GC and serve as a contact person for the speakers of the GC.
- (4) Issues addressed by working groups must concern more than one Graduate Center.

### **§10 Senior Advisors to the TUM Graduate Council**

- (1) Every formally discharged speaker of the GC shall receive the status of Senior Advisor to the GC at the end of his/her term of office.
- (2) Senior Advisors are to advise current speakers upon request, in particular regarding issues from previous terms of office.
- (3) Senior Advisors are required to attend an annual meeting with the current speakers to discuss the progress of and future prospects for the GC. This meeting will be organized by the current speakers. The meeting will be funded by the GC budget.
- (4) Senior Advisors are at liberty, at all times, to inform the GC's current speakers of their decision to renounce the office of Senior Advisor. Those who do so will no longer be invited to meetings of the Senior Advisors nor consulted as such.