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# **Regulations for the Graduate Center of Life Sciences**

## **Preamble**

Based on § 3 (2) of the Statute of the TUM Graduate School (TUM-GS Statute) of 23 August 2021, the following regulations for the Graduate Center of Life Sciences have been adopted.

## **§ 1**

### **Name and Position within the TUM Graduate School**

The Graduate Center of Life Sciences (GC LS) is part of the TUM School of Life Sciences and the TUM Graduate School, which is a central scientific institution of TUM. The name and the appearance of the Graduate Center of Life Sciences are based on the corporate design of TUM and the TUM Graduate School.

## **§ 2**

### **Goals and Tasks**

- (1) The regulations in accordance with § 2 as well as § 14 of the TUM-GS Statute of 23 August 2021 regarding the goals and tasks of the TUM-GS and the Graduate Center shall apply. The Graduate Center of Life Sciences fulfils the goals and tasks of the Graduate Center as defined by the TUM-GS Statute, in particular in the following form:
  - a. Promoting subject-specific qualification elements in accordance with § 16 (6) of the TUM-GS Statute. These include, among others:
    - Development and implementation of seminars with application benefits for doctorates in the life sciences.
    - Development and implementation of information and counselling services for career advancement after a doctorate in the life sciences, both within university research and outside.
  - b. Promoting and supporting internationalization
    - Organization of events on the topic of internationalization
    - Personal counselling for stays abroad
    - Counselling for international doctoral candidates
    - Information, counselling, and seminars in English
  - c. Networking
    - Promoting events for professional exchange and networking between doctoral researchers and, where appropriate, other groups of people, at school level and beyond.
    - Interface with alumni and external institutions (within and outside the university)
  - d. Information and counselling
    - Counselling on doctoral studies at the TUM School of Life Sciences
    - Referral to internal TUM offers and contact points

- Compilation of current, relevant third-party information and offers for doctoral candidates
- Counselling in difficult situations
- e. Administration
  - Membership management and administration of financial support opportunities within the framework of TUM-GS membership
  - Management of the qualification program of the GC LS and the doctoral network
  - Coordination with the TUM-GS office

(2) The tasks mentioned in § 1 shall be performed in coordination with the TUM-GS office.

### **§ 3**

#### **Structure**

The regulations in accordance with § 3 and § 14 of the TUM-GS Statute of 1 October 2021 on the structure of the TUM-GS and the Graduate Center shall apply.

### **§ 4**

#### **Bodies**

The bodies of the Graduate Center of Life Sciences are

- (1) the Executive Board (§ 8),
- (2) the spokesperson of the Graduate Center of Life Sciences (§ 9),
- (3) the representation of doctoral candidates (§ 10).

### **§ 5**

#### **Membership**

The regulations in accordance with § 5 of the TUM-GS Statute on membership shall apply. Accordingly, the doctoral candidates are preliminary members of the Graduate Center of Life Sciences after a successful formal examination by TUM School of Life Sciences, to which they have applied for admission in accordance with § 5 (2) of the TUM-GS Statute. Upon entry in the doctoral candidacy list, the doctoral candidates are members of the Graduate Center of Life Sciences.

### **§ 6**

#### **Associate Members**

In accordance with § 6 of the TUM-GS Statute, doctoral candidates from other domestic and foreign institutions may be admitted as associate members of the Graduate Center of Life Sciences, provided they spend more than one year as guests at the TUM School of Life Sciences.

## **§ 7**

### **Rights and Duties of the Members**

With regard to the rights and duties of members of the Graduate Center of Life Sciences, the regulations in accordance with § 7 of the TUM-GS Statute shall apply accordingly.

## **§ 8**

### **Executive Board**

(1) The Executive Board of the Graduate Center of Life Sciences consists of

- a. the spokesperson (§ 9) (one vote),
- b. the deputy spokesperson (§ 9) (one vote),
- c. the spokesperson of the doctoral candidates (§ 10) (one vote),
- d. the managing director of the Graduate Center of Life Sciences (without voting rights),
- e. a representative of the junior scientists with doctoral degree (one vote).

A deputy of the representative of the doctoral candidates (without voting rights) may attend the meetings of the Executive Board.

(2) The Executive Board decides on the strategic orientation of the Graduate Center of Life Sciences, reviews the implementation of the objectives in accordance with § 2 and gives initiatives for the further development of the Graduate Center of Life Sciences. Furthermore, it is responsible for the following tasks:

- a. Development and assurance of the subject-specific qualification concept as well as its quality control and coordination within the TUM-GS,
- b. Preparation of the Graduate Center of Life Sciences' work report to the TUM-GS Executive Board,
- c. Advising on budgetary matters, implementation and quality assurance of internal resource allocation procedures,
- d. Implementation of the TUM Diversity Code of Conduct within the framework of doctoral training,
- e. Coordinating cooperation with other graduate centers at TUM, other institutes of higher education and non-university partners,
- f. Drafting proposed amendments to the regulations of the Graduate Center of Life Sciences.

(3) The Executive Board meets at least twice a year. The meetings are chaired by the spokesperson or her\*his deputy.

(4) The Executive Board may adopt rules of procedure.

## **§ 9**

### **Spokesperson of the Graduate Center of Life Sciences**

- (1) The spokesperson heads the Graduate Center of Life Sciences. He or she is responsible for the tasks defined in § 11 of the TUM-GS Statute.
- (2) The Vice Dean of Talent Management and Diversity is the spokesperson of the Graduate Center of Life Sciences. The deputy spokesperson must be a full-time, tenured professor at TUM and is appointed by the School Council.
- (3) The School Council proposes the appointment of the designated persons to the Dean. The term of office is three years. Reappointment is possible.

## **§ 10**

### **Representation of Junior Scientists with Doctoral Degree**

- (1) The Board member in accordance with § 7 (1) e., Representation of the junior scientists with doctoral degree, is appointed by the School Council from the elected representation of the academic staff in the School Council.
- (2) The School Council proposes the appointment of the designated person to the Dean. The term of office is three years. Reappointment is possible.

## **§ 11**

### **Representation of PhD Candidates**

- (1) The Graduate Center of Life Sciences delegates three doctoral candidates as members of the Graduate Council in accordance with § 12 of the TUM-GS Statute.
- (2) The doctoral representatives are elected by the doctoral candidates of the Graduate Center of Life Sciences in a secret ballot using ballot boxes, suitable software, or by postal vote. All doctoral candidates who are members of the Graduate Center of Life Sciences at the time of the announcement of the candidates are eligible to vote and to be elected. The election is for a term of office of one year.
- (3) Elections are by list of persons. This means that the names of all candidates are on the ballot paper, and all persons can be elected individually. The candidates who receive the most, second most, and third most votes with a simple majority are elected. In the event of a tie, a new election is required.
- (4) The election is organized by the office of the Graduate Center of Life Sciences.

## **§ 12**

### **Business Office**

- (1) The office of the Graduate Center of Life Sciences is headed by the managing director. The managing director is appointed by the head of the doctoral institution and the spokesperson of the Graduate Center of Life Sciences in consultation with the graduate dean.
- (2) The office is responsible in particular for:
  - a. Organization and handling of the tasks of the Graduate Center of Life Sciences (§ 2),
  - b. Cooperation with the TUM-GS office,
  - c. Human resources, reporting and finance,
  - d. Organization of the elections in accordance with § 9 and 11.

## **§ 13**

### **Adoption of Resolutions, Elections, Taking of Minutes**

The regulations in accordance with § 15 of the TUM-GS Statute of 1 October 2021 regarding the passing of resolutions, elections, and the taking of minutes shall apply.

## **§ 14**

### **Qualification Program**

The regulations in accordance with § 16 of the TUM-GS Statute of 23 August 2021 on the qualification program as well as the regulations in accordance with § 8 No. 1 of the TUM Doctoral Regulations of 23 August 2021 shall apply. The following elements are obligatory within the framework of the qualification program and must be proven before submitting the dissertation:

- a. a membership in the TUM Graduate School of at least two years,
- b. participation in the kick-off seminar,
- c. participation in subject-specific courses amounting to at least 6 semester week hours, which may be spread over the entire doctoral period,
- d. the active participation of the doctoral candidate in the academic environment of TUM, which is appropriate for the academic qualification,
- e. During the doctorate, at least two meetings of the Thesis Advisory Committee (TAC meetings) are mandatory. The TAC is comprised of the supervisor, the potential second examiner, and the mentor. In the TAC meetings, the progress of the doctoral project and the elements of the qualification program are discussed and, if necessary, advice on how to proceed is given to the doctoral candidate. The first meeting takes place in the period of 6 to 10 months after the start of the doctorate; the second in the period of 20 to 24 months together with the feedback. If necessary, further TAC meetings can be held. Part of each TAC meeting is a 2-to-5-page report by the doctoral candidate on the status of the doctoral project. The thesis supervisor, the second examiner, and mentor shall receive this report approximately 1 week before the meeting. Further components of each TAC meeting include a presentation on the doctoral

topic and previous results, followed by a discussion. The presentation should be delivered as a seminar talk at the supervisor's chair. The results have to be documented.

- f. A discussion of the research project in the international scientific community.
- g. Attending a seminar on good scientific practice.

As part of the doctoral project, each doctoral candidate should give at least one university-public seminar presentation and/or one presentation at a scientific conference about his or her doctoral project.

## **§ 15**

### **Conflict Situations**

The regulations on conflict situations in accordance with § 18 of the TUM-GS Statute of 1 October 2021 shall apply.

## **§ 16**

### **Final Provisions and Entry into Force**

- (1) In accordance with § 3 (2) of the TUM-GS Statute, supplements or amendments to these regulations require the approval of the Executive Board of the TUM Graduate School and the Presidential Board of the TUM.
- (2) <sup>1</sup>These Regulations shall enter into force on 25 February 2025.

Freising, 25 February 2025

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Speaker of the GC LS