**GGK/GCSC Statute**

**Preamble**

The “Gießener Graduiertenzentrum Kulturwissenschaften” (GGK), a central institution of Justus Liebig University, aims to improve the content and structure of doctoral education in those departments related to the study of culture at JLU Gießen (departments 03, 04, and 05). In November 2006 the GGK was expanded to become the “International Graduate Centre for the Study of Culture” (GCSC) within the scope of the Excellence Initiative of the German Federal Ministry of Education and Research and the German Research Foundation. Under the auspices of the Graduate Centre GGK/GCSC (henceforth: “Centre,” discussed in paragraph I), the GCSC represents a separate and internationally oriented area of excellence carrying an emphasis on cultural studies for outstanding doctoral students (Paragraph II). Thereby, the GCSC is intended to contribute over the long term to establishing JLU as an innovative centre of excellence in graduate education and research in the study of culture and to creating a hub for international networks, where distinguished graduate programmes form the structural basis for the highest level of interdisciplinary research.

**§ 1**

**Purpose**

The “Gießener Graduiertenzentrum Kulturwissenschaften/International Graduate Centre for the Study of Culture” (GGK/GCSC) functions as an interdisciplinary entity within the framework of a research profile determined by the Board of Directors. The Centre has the following, general purposes which are supplemented by the specific tasks of the GCSC as an area of excellence:

1. Graduate education

1.1 The centre establishes the organization and content necessary for more efficient, transparent, goal-oriented, and high quality graduate education in the social, historical, literary, and linguistic studies, as well as other cultural studies not mentioned here.

1.2 The Centre develops appropriately innovative concepts for the structured design and qualitative improvement of graduate education, as well as for research-oriented graduate studies, with the goal of bettering the education, supervision, and promotion of doctoral students.

1.3 The Centre supports efforts to encourage doctoral students to participate in scholarly research methods and to integrate them more fully into their departments with more comprehensive research projects.

1.4 The Centre supports the inclusion and further qualification of rising young academics regarding research, teaching, and the supervising of doctoral students.

1.5 The Centre takes measures serving these goals, in particular by creating an interdisciplinary infrastructure for communication between advisors and doctoral students; with tailored activities, it also fosters contacts to foundations, presses, and prospective employers.

1.6 The Centre strives to contribute to a shortening of the time required to attain a PhD with thoughtfully administered programmes and measures.

1.7 The Centre supports the equal treatment of male and female scholars. This includes encouraging academic careers that are compatible with family needs. The Centre’s staff have the right to arrange a substitute during a parental leave. The Centre establishes a committee for equality opportunities that examines decisions affecting the Centre’s members with respect to equal opportunity (see § 10).

2. Learning opportunities

2.1 The Centre, in agreement with the departments involved, coordinates all learning opportunities for doctoral students in the cultural studies field.

2.2 The Centre, in agreement with the cultural studies departments, offers additional, targeted, efficient, and research-oriented learning and training opportunities for the continuing and advanced education of graduates that are particularly directed towards more effectively disseminating theoretical and methodological competence. Thereby, in addition to the tenets for the assurance of good academic practice agreed upon on 9.12.1997 by the German Research Foundation, key competencies for social and communicative practice are also imparted.

3. Services

3.1 The Centre holds ready an informational resource for the cultural studies doctorate in Gießen, which also serves to inform students about scholarship opportunities.

3.2 The Centre offers career services to broker career perspectives beyond academia and teach appropriate and necessary skills.

4. Internationalization

The Centre supports the attractiveness of Justus Liebig University through the internationalization of graduate education and creates incentives for enhancing the mobility of national and international doctoral students.

5. Cooperation

The Centre works together with the cultural studies centres and programmes already existent at Justus Liebig University.

6. Scientific Publications

6.1 The Centre regularly informs about its work and research results.

6.2 The Centre supports rising young scholars in issues of lecturing and publication and strives to raise the level and intensity of research for young academics.

7. In addition to the general aims of the Centre (GGK/GCSC), the “International Graduate Centre for the Study of Culture” (GCSC) Area of Excellence has the following, specific objectives:

7.1 Specific learning opportunities: The GCSC offers internationally oriented learning and educational opportunities within the framework of an unequivocally interdisciplinary, internationally directed research profile.

7.2 The GCSC has the goal of developing new approaches to and methodologies for the study of culture, and of advancing the transfer of concepts between different disciplines and academic cultures. The GCSC’s concept and academic profile are laid out in an interdisciplinary manner with a plurality of methodologies in mind. The GCSC’s research profile is composed of the cultural studies research departments mentioned in Paragraph 1.

7.3 Raising the level of research intensity: The GCSC supports intensive research by doctoral students by providing stipends and other resources for research and lectureship travel, in particular those that involve members in international research collaborations.

7.4 Infrastructure for supervising: The GCSC has created an innovative, interactive, holistic supervising infrastructure that enables PhD students to progress in a multilevel environment of support and guidance. With the introduction of a mentoring contract (see § 24), structured on international example, the rights and responsibilities of advisors and doctoral students are now transparent and comprehensible.

7.5 International cooperation: The GCSC endeavours, in particular, to nourish and extend bi- and multilateral cooperations with universities, graduate schools, and research networks abroad with the long-term goal of founding a “European Graduate Centre for the Study of Culture.”

7.6 Promoting teaching: The GCSC contributes to the improvement of academic teaching with the creation of the “Teaching Centre,” which offers structured training in college-level teaching for doctoral students.

7.7 Equal opportunity: The GCSC advances the equal footing of men and women in academia and helps make these academic careers compatible with raising a family.

7.8 The GCSC directly informs the public about its activities.

**I. Section on the graduate centre GGK/GCSC**

**§ 2**

**Members and Affiliated Members**

In accordance with the division of the GGK/GCSC graduate centre into a general area and an area of excellence, there are different provisions for membership. Members of the GCSC area of excellence, who must meet particular acceptance criteria, are automatically also members of the GGK/GCSC centre, but the opposite is not true. Membership in the GCSC is set forth explicitly under Section II, § 13.

(1) Members of the GGK/GCSC graduate centre are:

1. At least 10 JLU professors, suggested by the Board of Directors and appointed by JLU’s President for the duration of three years;
2. The members of the Executive Board (§ 15);
3. The postdocs who, in accordance with § 13 Paragraph 1, line 6 as well as Paragraph 3, have been admitted to the GCSC as associated members;
4. The academic staff, as long as their positions are designated as being within the GGK or the GCSC;
5. The PhD students of departments 03, 04, and 05, as long as they are also enrolled at Justus Liebig University;
6. The administrative-technical staff, as long as their positions are designated as being within the GGK or the GCSC;
7. The supporting staff (i.e. student assistants) of the GGK or the GCSC, as long as they are also enrolled;
8. Those staff members paid through third-party resources within the scope of working projects at the GGK or the GCSC.

(2) At the suggestion of the Board of Directors, JLU’s Executive Board can name additional JLU professors as members, for a duration of three years. The requirement is that the professor in question has the desire to work at the Centre and is materially supported by their department or another source.

(3) Should members decide not to take part in the working projects agreed upon by the Board of Directors, JLU’s Executive Board, at the suggestion of the Board of Directors, can revoke their membership.

(4) Affiliated members of the GGK/GCSC centre are all faculty members with supervisor accreditation within the affiliated departments. Affiliated members can also be those members and affiliated members of the JLU or other universities who are contributing to the tasks and projects of a section or a working group for a limited period of time. Affiliated members are affiliated with the sections or working groups for the length of the cooperation as long as they have previously declared their readiness to take part in the working programme. The speaker of the section will keep the Director informed about such affiliations.

(5) Should a member of the Board of Directors not observe the statutes for his or her responsibilities, he or she may be released from office by the action of the president of JLU in agreement with the Board of Directors.

(6) Furthermore, membership in the GGK/GCSC ends

(a) with a written statement delivered to the Executive Board;

(b) with the completion of employment or the working relationship with the GGK/GCSC;

(c) Upon completion of the doctorate. Should it be established in the course of quality controls carried out by the supervising professor that a dissertation does not warrant continuation, the doctoral student’s membership can be ended sooner. The decision to cancel membership lies in the hands of the Board of Directors.

**§ 3**

**Structure**

(1) The GGK is organized into sections (GGK); a current listing of these can be found on the GGK’s website.

(2) Each section is represented within the Centre by a speaker. The section speaker is voted in each year by the PhD students within that section during an election assembly convened by the Director or a representative (for example, the Academic Manager) as indicated on the agenda. Until the selection of a meeting chair, the election assembly is led by the newest doctoral student. A protocol for the election assembly and signed by the meeting chair and the selected speaker for the section is to be presented to the Director.

(3) The sections of the GGK are listed on the GGK’s website. The Board of Directors decides on establishing new sections and the on alteration and dissolution of existing sections.

**§ 4**

**Organization**

The GGK/GCSC has the following committees and bodies:

1. The Member Council (§ 5),
2. The sections and research areas (Appendices 1 and 2),
3. The Board of Directors (§ 6 und § 7),
4. The Director (§ 8),
5. The Academic Manager (§ 9)
6. The Committee for Equal Opportunities (§ 10),
7. The Ombudsperson for the resolution of conflict (§ 11).

**§ 5**

**Member Council**

(1) The Member Council meets at least once a year at the invitation of the Board of Directors. At the meeting, all matters pertaining to the GGK/GCSC can be discussed. A request by at least 10 members is also grounds for the Board of Directors to call a meeting of the Member Council. The request must include a suggestion for the agenda.

(2) During the Member Council, the groups vote for their members in the Board of Directors, the Selection Committee, the Graduate Student Committee (GCSC doctoral students), and in the Committee for Equal Opportunities.

(3) The Member Council decides upon changes to the statute suggested by the Board of Directors.

(4) The Director presides over the Member Council.

**§ 6**

**Board of Directors**

(1) The Board of Directors is made up of:

1. Nine people representing the group of professors (§ 2, Paragraph 1, Line 1),
2. Two people representing the group of employees (§ 2 Paragraph 1, Lines 4, 6, 8),
3. Two people representing the doctoral students of the GGK (§ 2, Paragraph 1, Line 5),
4. One person representing the GCSC postdocs (§2, Paragraph 1 Line 3 sowie § 13, Paragraph 1, Line 6),
5. Two people representing the doctoral students of the GCSC (§ 15, Paragraph 3 and 4) sent from the Graduate Student Committee (§20),
6. One person representing the GGK/GCSC’s Committee for Equal Opportunities (§10, Paragraph 4),
7. One person representing supporting staff (§ 2, Paragraph 1, Line 7),
8. The Director.

(2) The individuals named in Paragraph 1 must be members of the Centre. With the exception of the Director, they are voted in by the members of their groups in the Member Council. The individuals named in Paragraph 1, line 1 are elected for a period of three years; those individuals named in Paragraph 1 lines 2, 3, 4, 5, 6, and 7 for a period of one year.

(3) For every member of the Board of Directors, with the exception of the Director, a replacement person is elected. The replacement person of the Director is the Graduate Studies Executive (§ 16). If a member of the Board of Directors is prevented from attending a meeting of the Board of Directors, his or her elected replacement person is behooved to replace him or her at the meeting.

(4) Insofar as the Academic Manager (§9) and/or the Head of Research Coordination (§16) are not elected members of the Board of Directors as members of their respective status groups, they belong to the Board of Directors in an advising role.

**§ 7**

**Responsibilities of the Board of Directors**

(1) The Board of Directors is responsible for all matters of significant importance to the Centre and for which no other body is responsible. It meets at least once a semester.

(2) The Board of Directors has the following duties:

1. Election of the Director and his or her proxy (§ 8, Paragraph 1),
2. Election of the members of the Executive Board, with the exception of the Academic Manager (§ 15) and the Head of Research Coordination,
3. The drafting of suggested changes to this statute,
4. The ongoing design and development of the research profile; decisions on the working programme (§ 1 and paragraphs 1 and 2),
5. The establishment, alteration, and annulment of research areas and sections (Appendices 1 and 2),
6. Decisions over the thematic orientation of the curriculum,
7. The development and establishment of rules and standards for the long-term quality assurance of the Centre and their accordance with the regulations for the protection of good scientific practice instituted by the DFG on 9.12.1997,
8. Suggestions for the acceptance of new members and also the ending of membership (§ 13 Paragraph 1, Line 3),
9. The establishment of criteria for the awarding of scholarships (§ 23, Paragraph 4),
10. Statements of position on the agreement of objectives between the GGK/GCSC and the Executive Board of Justus Liebig University,
11. Creation of the annual business plan and the assessment of the structural plan of the Centre, which requires the approval of the Executive Board of the JLU,
12. Statements of position on the appointment of the position of Academic Manager (§9),
13. Approval of the annual report (§8, Paragraph 4, Line 3),
14. Calling the meetings of the Member Council (§5),
15. Appointment of the ombudsperson (§11),
16. Appointment of the Head of the Teaching Centre (§17),
17. Appointment of the Graduate Studies Executive (§16).

(3) The Board of Directors has a quorum if more than half of its voting members are present. Abstentions count as untendered votes. For decisions, the majority of tendered votes is decisive.

**§ 8**

**The Director**

(1) The Director (the executive member of the Board of Directors) and his/her proxy are elected by the Board of Directors from the GGK/GCSC‘s group of professors for a term of office of three years. Within the scope of the GCSC Area of Excellence, the proxy takes on the function of the Graduate Studies Executive. The election requires, in addition to the majority of the Board of Directors, the majority of the professors elected as members. Reelection is permitted.

(2) The Director leads and administers the Centre and is therein assisted by the other members of the Executive Board as well as the speaker of the sections and research areas. He/she represents the GGK/GCSC to third parties, in particular to the DFG. Should he/she be unable to fulfill his/her duty, the Deputy Director will act in his/her place.

(3) When a matter that falls under the auspices of the Board of Directors is urgent and cannot be addressed by the Board of Directors in a meeting, or if a meeting is not quorate, the Director can take provisional measures; the members of the Board of Directors are to be immediately notified.

(4) The Director has, in particular, the following responsibilities:

1. Calling and presiding over the meetings of the Board of Directors and the Executive Board,
2. Preparation of the decisions of the Board of Directors and their implementation,
3. Submission of the written annual report to the Board of Directors and forwarding it to the President of JLU as well as to the DFG, upon agreement with the Board of Directors and together with the response of the International Advisory Board (§21, Paragraph 1),
4. Informing the public about the Centre’s work. Hereby, the Director is supported by a staff member responsible for public relations and communication,
5. Appointment and removal of the Academic Manager,
6. Deciding on the appropriate usage of project funds on the basis of the GGK’s business plan created by the Board of Directors,
7. Selection of GGK academic staff.

**§ 9**

**The Academic Manager**

(1) The Academic Manager supports the Director with the ongoing work of the GGK/GCSC. He or she is appointed on the suggestion of the Board of Directors and must be a part of the Centre’s faculty as “Akademischer Rat” and/or researcher.

(2) The Academic Manager is a regular member of the Executive Board for the duration of his or her employment.

(3) The Academic Manager has the right to decide upon the usage of project funds up to the amount of €500. Outputs of higher amounts are decided upon by the Executive Board (§15, Paragraph 2; §25, Paragraph 1).

**§ 10**

**Committee for Equal Opportunities**

(1) The Committee for Equal Opportunities monitors equal opportunity for all member of the GGK/GCSC, as well as the compatibility of an academic career with family responsibilities. In addition to equality between genders, the Committee is also concerned with the needs of international members and applicants, as well as with the potential discrimination of the disabled or chronically ill. It recommends measures necessary for improvement to the Board of Directors and the Executive Board and reports on its activities to the Board of Directors at least once a year.

(2) The Committee for Equal Opportunities includes two professors, two members of the GGK/GCSC who hold a doctoral degree but have not attained the status of professor, and three doctoral students. The members of the Committee for Equal Opportunities are elected by the members of the GGK/GCSC within their respective groups during the Member Council. The professors are appointed for a term of 3 years, the other members for 1 year.

The Committee for Equal Opportunities must be composed of a balance of genders. One of the doctoral members should belong to the group of international students.

(3) The Committee for Equal Opportunities sends one member to the Selection Committee (§19). This person is selected by vote by the Committee for Equal Opportunities.

(4) The Committee for Equal Opportunities sends one member to the Board of Directors (§6). This person is selected by vote by the Committee for Equal Opportunities.

(5) The Committee for Equal Opportunities monitors that the most recent statute, as well as all decisions of the Board of Directors, are made available to all members of the GGK/GCSC in both German and English.

**§ 11**

**Resolution of Conflict**

An ombudsperson is appointed by the Board of Directors for the resolution of conflict – generally the DFG liaison officer. Should the DFG liaison officer be a member of the Centre, the JLU’s Executive Board shall choose another person, who must not be a member of the GGK/GCSC.

**II. Section on the GCSC**

**§ 12**

**GCSC**

Within the Centre, the GCSC represents a separate, internationally and prominently cultural-studies oriented Area of Excellence for outstanding doctoral students. It is divided into research areas within which members from different disciplines and phases of study work together (Appendix 1).

**§ 13**

**Members of the GCSC**

(1) The members of the GCSC are:

1. Members of the Board of Directors,
2. The Principal Investigators,
3. The members and affiliated members of the Centre who have been accepted into the GCSC area,
4. The GCSC’s doctoral students,
5. The GCSC’s scholarship holders,
6. The GCSC’s postdocs,
7. The GCSC’s academic and administrative-technical staff.

(2) At the suggestion of the Executive Board, the President appoints so-called Principal Investigators for a term of 3 years. They take on an essential role in the design and development of the GCSC’s research profile. Their membership as Principal Investigator requires them to fulfil the duties established by the GCSC, as outlined in §22. The Principal Investigator’s material furnishings must be guaranteed by their department or by some other source.

The Junior Professor is a Principal Investigator of the GCSC [see §18 (6)] and does not require appointment by the President.

(3) Membership, in accordance with Paragraph 1, Lines 3 and 6, presumes that members and affiliated members of the Centre fulfil the obligations as set forth in §22. Upon nomination by the Executive Board they are admitted for a term of, initially, one year (which can then be extended) in the role of associate member by the Board of Directors. Their material furnishings must be guaranteed by their department or by some other source.

(4) In accordance with Paragraph 1, Line 4, membership requires that doctoral students, under the scope of the process outlined in §23, Paragraph 2, be admitted to the GCSC. They are members for 3 years, a term which can be extended, following §13, paragraph 7.

(5) As is outlined in Paragraph 1, Line 5, membership requires that scholarship holders be accepted as members of the GCSC, which comes under the scope of the process laid out in §19 and §23. They are members for the length of their grant, which amounts to 3 years for doctoral students. Membership can also be extended in accordance with §13 Paragraph 7.

(6) In accordance with Paragraph 1, Line 7, membership requires that the relevant positions in the GCSC are designated.

(7) Doctoral students can lengthen their membership in the GCSC in cases of hardship, parenting duties, or academic appointment.

a) The Board of Directors decides on the length of an extension due to hardship on a case-by-case basis.

b) Cases for an extension of membership for parenting duties are processed in accordance with the federal guidelines for parental leave, which means that a membership extension of up to 12 months can be guaranteed upon the birth of a child or for those caring for a child 12 years old or younger. Members who give birth during the time of their membership can receive an extension of their membership and/or their scholarship as explained above, including the time of maternity protection. This extension can be applied for informally by presenting the child’s birth certificate at the GCSC Office. In the case of a second or additional birth during membership, further extensions as regulated by maternity leave laws can be granted.

d) Should the doctoral student obtain academic employment, their membership can be extended to 4 years in total. The Board of Directors makes these decisions on the basis of recommendations by the Executive Board in accordance with the directives decided upon by the Board of Directors, which are published on the GCSC’s website.

(8) Membership in the GCSC expires when a member delivers a resignation in writing to the Executive Board. Should a member fail to fulfil the duties imposed upon him or her by §22 without being able to claim sufficient reasons, the JLU’s Executive Board can, at the suggestion of the Board of Directors, revoke their membership.

**§ 14**

**Bodies and Institutions of the GCSC**

(1) Collaborations between the GCSC’s members and associated members, as well as the realization of work programmes, takes place in interdisciplinary Research Areas (Appendix 1).

(2) Above and beyond these, the GCSC has the following bodies and councils whose members must also be those of the GCSC:

1. The Executive Board (§ 15),
2. The Graduate Studies Executive (§ 16, 1-3),
3. The Head of the Teaching Centre (§ 17),
4. The Junior Professor (§ 18),
5. The Selection Committee (§ 19),
6. The Graduate Student Committee (§ 20).
7. The International Advisory Board (§ 21),
8. The Academic Manager (§ 9),
9. The Head of Research Coordination (§16, 4).

(3) Should these bodies not carry out their duties in accordance with Paragraph 2, Lines 1-4 and 8, the JLU’s Executive Board can, with the consensus of the Board of Directors, absolve them of office.

(4) Should a body not carry out their duties as stated in Paragraph 2, Lines 5 through 7, the Board of Directors can absolve them of office.

**§ 15**

**Executive Board**

(1) The Executive Board consists of the executive member of the Board of Directors, the Academic Manager, the Graduate Studies Executive, the Head of Research Coordination, and the Head of the Teaching Centre. The members of the Executive Board, with the exception of the Academic Manager and the Head of Research Coordination, are elected by the Board of Directors for a term of 3 years. Reelection is permitted.

(2) The Executive Board reaches decisions regarding all matters having to do with coordination and ongoing administration. In particular, it has the following duties:

1. Decisions on the appropriate usage of project funds, based on the GCSC’s business plan prepared by the Board of Directors and with the exception of GCSC scholarships,
2. Approval of project proposals following § 25,
3. The selection of the GCSC’s academic staff/faculty.

(3) The Executive Board reaches decisions with a simple majority. Abstentions from voting are considered untendered votes. In the case of a tie vote, the Director’s vote shall be decisive.

**§ 16**

**Graduate Studies Executive and Head of Research Coordination**

(1) The Graduate Studies Executive deputizes for the executive member of the Board of Directors (i.e. the Director). She or he is responsible for all formal aspects of graduate education and is elected by the Board of Directors for a term of 3 years. He or she is assigned a post-doctoral assistant as “Assistant to the Graduate Studies Executive.”

(2) The Graduate Studies Executive is specifically responsible for the following areas:

1. The admission process,
2. The programme of studies,
3. Adherence to the University’s directives for graduate education within the departments participating in the GCSC,
4. Advising on scholarships,
5. Counselling in cases of conflict between doctoral students and their advisors,
6. Conveying the rules of good scientific practice, in particular the respective recommendations and directives for the assurance of good academic practice from the German Research Foundation (DFG).

(3) Once a year, the Graduate Studies Executive holds a conversation with the employees of the GGK/GCSC about the status of their own further training in academia, their activities within the scope of the Centre, and their academic perspectives. These conversations can also be conducted by the Academic Manager.

(4) The position of Head of Research Coordination is occupied by a post-doctoral member of staff. The position of Head of Research Coordination is subject to the same rules as the Academic Manager, §9, Paragraphs 1 and 2. The Head of Research Coordination is specifically responsible for:

1. Coordination of the GCSC’s research activities, including the moderation of regular meetings of Research Area speakers and other interested members,
2. Advising the Research Areas (and other working groups) during grant application processes,
3. Coordinating the review and approval of applications through the Executive Board.

**§ 17**

**Teaching Centre**

(1) The Head of the Teaching Centre is responsible for questions regarding the training of doctoral students concerning higher education teaching at the GCSC.

(2) The Head of the Teaching Centre is appointed by the Board of Directors for a term of three years.

**§ 18**

**Junior Professor**

(1) The GCSC establishes a Junior Professor who is a member of Department 03, 04, or 05. Departmental allocation is decided upon by the Board of Directors in a new tendering. At least half of the appointments committee should be composed of GCSC members.

(2) The regulations of each department apply to the admissions process and appointments. In addition, the following criteria apply:

1. Academic excellence, as demonstrated by attainment of the doctoral degree with outstanding marks,
2. A particular penchant for academic work,
3. Skills in higher education teaching,
4. International experience as well as fluency in both spoken and written German and English,
5. An interdisciplinary research project pertinent to the GCSC that is grounded in one of the research areas noted in Appendix 1.

(3) The official duties of the Junior Professor relate exclusively to her of his work within the scope of the GCSC. She or he is responsible, in close collaboration with the Executive Board, for the following tasks:

1. Ongoing design and advancement of the academic profile, in collaboration with the Board of Directors,
2. Active involvement in the design and interdisciplinary evolution of the programme of study,
3. Regular realization of courses to the extent of 4 weekly semester teaching hours,
4. Organization of conferences,
5. Advising and mentoring of doctoral students.

(4) The Junior Professor is assigned an academic assistant with a PhD.

(5) The rights and obligations of the Junior Professor conform to the HHG.

(6) By default, the Junior Professor functions as PI and must not be named by the JLU President.

**§ 19**

**Selection Committee**

(1) The Selection Committee consists of the members of the Executive Board, three professors, the Junior Professor, a selected member of the Committee for Equal Opportunities, a postdoctoral researcher, and two doctoral students. With the exception of the Executive Board, the Junior Professor, the member sent from the committee for Equal Opportunities, and the two representative doctoral candidates, the members of the Selection Committee are elected every three years by the graduated members of the GCSC, within their respective groups, during the Member Council. The representative doctoral students are elected yearly by the doctoral students, exclusively. One doctoral student member of the Selection Committee should represent the international students. Reelection is permitted.

(2) It is incumbent upon the Selection Committee to decide on the admission of new doctoral students to the GCSC and to award scholarships in accordance with the prescribed regulations of the Board of Directors (§ 23, Paragraph 4). Should a potential member be in an ongoing advising relationship with a member of the Selection Committee, then this member takes on an advising role, only, in the decision.

(3) The Selection Committee meets regularly and is summoned by the Director. It is quorate when more than half of the members are present. Decisions are reached by a majority of members present. Vote abstentions count as null votes.

**§ 20**

**Graduate Student Committee**

(1) The Graduate Student Committee consists of four PhD students from the GCSC, including members from at least two of the three departments involved in the GCSC. The members of the Graduate Student Committee are elected yearly by the GCSC doctoral students during the Member Council.

(2) The Graduate Student Committee ensures that the interests of the doctoral students in the GCSC are represented, above and beyond their presence on the Board of Directors, and that they are also included in shaping the research profile.

(3) The Graduate Student Committee selects two members who are simultaneously members of the Board of Directors. The other members function as their proxies on the Board of Directors.

**§ 21**

**International Advisory Board**

(1) The GGK/GCSC is supported by an International Advisory Board, one which follows its work, ensures quality, and contributes to the development of its goals and missions. The International Advisory Board advises the Board of Directors in its decisions regarding the design and advancement of the research profile (Appendices 1 and 2), the thematic focus of the curriculum, as well as other strategic decisions. In addition, it takes a position on the written annual report of the Managing Director in accordance with the tenets on the assurance of good scientific practice. It meets at least once per year.

(2) The International Advisory Board consists of at most six members. These include

* up to three academic researchers, of whom at least two must be affiliated with a non-German university,
* a representative of a German academic organization such as the Rectors’ Conference, the Council of Science and Humanities, the Research Funding Body, the Sponsoring Association for the Advancement of German Arts and Science, or the Academic Exchange Service,
* a representative of a German fellowship fund,
* at least one representative from the research-oriented public, such as from the areas of art or culture and/or from the journalism or publishing fields.

(3) The members of the International Advisory Board are named to the committee at the suggestion of the Board of Directors, for a term of 3 years. Reappointment is permissable. Members of Justus Liebig University cannot, and affiliated members of JLU only with exception, be nominated.

(4) The International Advisory Board elects from its members and for the entirety of its term a person to serve as speaker and a person as deputy speaker. Reelection is permitted.

**§ 22**

**Rights and Responsibilities of GCSC Members**

(1) Within the scope of their doctoral studies and also for their own personal research plans, members of the GCSC have the right to apply to the GCSC for funds. The Executive Board makes the final approval using the criteria established in § 25. Travel grants for research and archival trips are preferentially reserved for PhD students.

(2) All non-doctoral members of the GCSC commit to participating in the activities of the GCSC as well as to the advancement of the research profile within the scope of the specific research areas. The Principal Investigators play a key role in the shaping and advancement of the GCSC’s research profile. The responsibilities of the non-doctoral student members of the GCSC include, in particular, teaching and advising duties. The relationship between PhD students and first advisors is treated separately in § 24, the Supervision Agreement.

(3) Doctoral student members of the GCSC commit to participating in the programme of studies. Apart from this, their rights and responsibilites are treated in § 24, the Supervision Agreement.

(4) Once a year, members submit a report on their activities within the GCSC.

**§ 23**

**Doctoral Student Scholarships and Postdocs at the GCSC**

(1) Every year the GCSC awards scholarships to doctoral students (see § 19, Paragraph 2). The number of scholarships is determined by the status of both finances and the applicants themselves by the Selection Committee, in consultation with the Executive Board. Those who receive doctoral scholarships must be enrolled at Justus Liebig University.

(2) Furthermore, the GCSC accepts doctoral students who are already enrolled at Justus Liebig University and nominated by the Selection Committee (§ 19).

(3) In addition, postdocs are supported within the scope of “Research Team Positions.” They are subject to the rights and responsibilities for members laid out in § 22. The exact configuration of this job description is up to the Executive Board to produce, in agreement with the postdocs; in particular, they should be given the opportunity to teach.

(4) Acceptance into the GCSC is based on the following criteria set forth by the Board of Directors:

1. Academic excellence, generally demonstrated by an outstanding student record or attainment of a doctoral degree with distinction (and also publications, where applicable),
2. A doctoral or postdoctoral/habilitation project relevant to the GCSC that also falls into one of the research areas named in Appendix 2,
3. Interdisciplinary connectivity,
4. Academic relevance.

(5) The extension of a scholarship in the case of parenthood will be processed in accordance with the federal parental leave regulations. The guidelines and regulations set forth by the DFG apply here. All scholarships holders at the GCSC can request an extension of the maximum support period of up to 12 months, when living in a household with their child or children and the child or one of the children is under the age of 12. The application process for an extension involves presenting the child’s birth certificate at the GCSC office with an informal letter.

Should a student become a parent during the stipend period, it remains at the maximum funding-time extension of 12 months, three months of which are already included in these 12 months following official maternity leave provisions. If a scholarship holder has more children during the scholarship term, a further three months per child can be added to the one-time stipend extension of 12 months, again in accordance with official maternity leave provisions.

As an alternative to this extension, scholarship holders can use, in part or in full, the “Geld statt Zeit” (“money instead of time”) regulation, and use the funds originally designated for the extension ahead of schedule for childcare costs within the scope of the DFG guidelines. This provision holds independent of the disbursement of a childcare package in addition to the scholarship, in accordance with the DFG’s regulations.

**§ 24**

**Supervision Agreement**

The completion of a supervision agreement (Appendix 2) is required for membership as a doctoral student in the GCSC, as well as for their supervising. The agreement establishes guidelines for the supervising of a degree plan between doctoral student and advisor and governs both the rules of the relevant doctoral study ordinance and, with their consensus, the rights and responsibilities of both parties.

**§ 25**

**Budget Accountability and Distribution of Funds**

(1) Accountability to the budget is incumbent upon the aforementioned bodies of the GCSC. Personnel costs for Junior Professors, academic staff, as well as scholarship funds are allocated depending on the number of approved positions or scholarships. In addition, the Executive Board (§ 15, Paragraph 2) – or the Academic Manager, for amounts up to €500 (§ 9, Paragraph 3) – decides upon the distribution of project funds and the costs incurred by the appointment of student and research assistants.

(2) Project support: requests for resource allocation can only be posed by members. These must accord with the goals and sanctions of the GCSC. The following criteria are decisive in the selection of projects:

1. The projects must make a demonstrable contribution to doctoral education (§ 1).
2. The projects must fit into the GCSC’s research profile (see § 12 as well as Appendix 1). Projects that are particularly worthy of funding are those that contribute to the conceptual advancement of the research profile.
3. More than nominally including doctoral students, the projects should be specifically tailored to fostering their paths and be well developed, potentially together with the doctoral students, and with their active participation and implementation.
4. Projects that are funded are those of academic rigor, above all programmes and groups that have a track record of excellence.
5. The projects should be interdisciplinarily oriented and, to the furthest extent possible, planned and executed with the involvement of several disciplines collaborating at the GCSC.
6. When possible, projects should contain an international dimension (for example, by bringing in international speakers and/or collaborative partners).
7. The projects should contribute to the public image and to the GCSC’s visibility both nationally and, above all, internationally.

(3) Proposals must name at least one accountable project leader. Furthermore, they must contain a project description that demonstrates the extent to which the project is oriented with the goals and activities of the GCSC in mind, and also provide information on the amount of requested funding.

(4) Proposals must be submitted in written form and in a timely manner to the Executive Board. In deciding upon the fundability of proposals, the Executive Board evaluates their relevance for the GCSC’s goals as well as the academic quality of the project.

**§ 26**

**GCSC Evaluation, Short-term Continuation, Termination**

(1) The GCSC is initially supported for a period of 5 years under the scope of the DFG’s federal and state Excellence Initiative. The relevant committees of the DFG and the Council of Science and Humanities decide on the continuation of this funding.

(2) Should the DFG not meet a positive decision for the short-term continuation of the GCSC, the JLU is bound to continue funding the GCSC for at least 5 years beyond the DFG funding window.

(3) In the case of the dissolution of the GCSC, the JLU’s President’s cabinet decides, at the suggestion of the President, on the future use of the space allocated to the GCSC.

**§ 27**

**Transitional Provision, Taking of Effect**

(1) The JLU’s electoral regulations apply with regard to the election procedure presented in this statute, as long as no opposing directive is met.

(2) Enactment and alteration of this statute is decided upon during the Member Council (§ 5).

(3) The statute for the “Gießener Graduiertenzentrum Kulturwissenschaften (GGK)”/“International Graduate Centre for the Study of Culture” (GCSC) takes effect on the day following its publication.

**Appendix 1 of the Statute of the GGK/GCSC, Re: § 12:**

**Research Areas**

1. Cultural Memory Studies
2. Cultural Narratologies
3. Cultural Transformation and Performativity Studies
4. Visual and Material Culture Studies
5. Media and Multiliteracy Cultures
6. Cultural Identities
7. Global Studies and Politics of Space
8. Cultures of Knowledge, Research, and Education

**Appendix 2 of the Ordinance of the GGK/GCSC, Re: § 24**

# **Agreement for Doctoral Degree Supervising Under the Scope of the GCSC**

|  |  |
| --- | --- |
| Advisor: |  |
| Doctoral student: |  |
| Department: |  |

**Within the scope of graduate study at the GCSC, a supervision agreement has been reached between the above-named people and the department of Justus Liebig University Gießen for the following dissertation plan:**

|  |
| --- |
|  |
|  |

**1**

The agreement represents a supervision arrangement within which, in the framework of supervised doctoral study at the International Graduate Centre for the Study of Culture (GCSC) of Justus Liebig University Gießen, the directives for supervising a doctoral degree plan are established between PhD candidate and advisor. The agreement governs both the rules of the relevant doctoral study ordinance and, with their consensus, the rights and responsibilities of both parties.

**2**

The agreement is to be signed as soon as a detailed project description and a concrete work- and timeplan, agreed upon with the advisor, are presented. At the foundation of the agreement is the included project description and a work and time plan generally laid out over three years. Departures from the foreseen, standard period can be brought to bear upon a graduate student’s individual situation.

**3**

The goal of the agreement is ongoing, dependable, and efficient supervision of the degree plan and its successful implementation in the designated time period. Hereby, both parties commit to collaboration that endeavors to find a middle ground between rigid segmentation into individual steps and their strict monitoring, on the one side, and the freedom and flexibility necessary for cultural studies research, on the other.

**4**

Supervision takes place depending on what is necessitated by the project’s timeline and the progress of the work. During the initial phase, the design of the accompanying project description should be discussed, and this phase should also include regular check-ins regarding the methodological foundation of the work, whereby the advisor is to be sent the edited plan at least 10 days in advance. The second phase, which should commence by the end of the first year, at the latest, involves the discussion of regular updates on partial results, in written form, as well as individual chapters, each of which are to be submitted to the advisor at least 14 days in advance. Appointments are arranged as needed, whereby the accompanying work and time plans are to form the basis of the meetings. Should individual working steps not be completed within the intended timeframe, unfinished partial results are to be submitted. Generally, at least two meetings are arranged per semester.

**5**

The individual procedures of supervision, making corrections, as well as problems encountered over the course of the work, delays and revisions, are to be held firm and documented in writing, signed by both parties.

**6**

In the case of serious difficulties between advisor and student, both parties are asked to request mediation from the GCSC’s Graduate Studies Executive.

**7**

Personal supervising of a project by a qualified researcher is supplemented by presentations of the research project in doctoral colloquia at the GCSC and in the department responsible for the doctoral subject matter, as well as by discussions in the student’s thematic working groups. The doctoral student is committed to participating in department-specific courses and lectures, workshops, master classes, spring and summer schools, among other events, that are included in the GCSC’s programme.

**8**

In addition to mentoring the dissertation plan, the advisor is committed to informing the candidate about every potential support useful for the doctoral plan or for future career moves. This includes, for example, supporting him or her in the search for additional specialized supervision, drafting reports when applying for scholarships, offering assistance in having academic essays and reviews published, producing contacts with relevant institutions and researchers both within the country and abroad, and so on.

**9**

Advisor and candidates are committed to adhering to the rules of good research practice and to the ethical guidelines of the German Research Foundation.

**10**

Officially and in accordance with the general guidelines established in the preamble, the advising relationship begins on the date of contract signature. The doctoral student declares her/his readiness to undertake all possible means to successfully see the dissertation plan through within the agreed time period, following the accompanying work and time plans. The advisor declares her/his readiness to advise and support the candidate to the best of their abilities during this time and to undertake all possible means to successfully see the dissertation plan through within the agreed time period.

**11**

The doctoral student is committed to, in addition to the four yearly meetings, request an appointment at the earliest sign of a problem, or when seeking changes in the content or the schedule. The advisor is committed to meeting the candidate’s needs for additional appointments as quickly as possible.

**12**

At any given point, the doctoral student has the right to request additional meeting times from the advisor. At any given point, the advisor has the right to request insight into the status and ongoing progress of the work.

**13**

The doctoral student is committed to submitting a brief written report (max. five pages) on the status and progress of the work to the GCSC’s Graduate Studies Executive – generally once a year.

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(City, Date)

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(Advisor) (Candidate)