

PLEASE NOTE:

The following document is a translation of the “*Geschäftsordnung der Vollversammlung der Doktorandinnen und Doktoranden der Christian-Albrechts-Universität zu Kiel (GO VV)*”. It is solely intended to serve as information for those doctoral candidates without sufficient comprehension of the German language. It will not be voted on and can thus not be adopted by the plenary meeting, as opposed to its original version. It is of no legal relevance.

**Rules of Procedure for the Plenary Meeting of the Doctoral Candidates
at Kiel University
(RoP PM)**

The plenary meeting of the doctoral candidates at Kiel University (“*Plenary Meeting*”) adopt the following rules of procedure, in consultation with the Advisory Board and the Executive Committee of the Graduate Center at Kiel University (“*Graduate Center*”):

§ 1

Tasks and Calling of the Meeting

- (1) The Plenary Meeting pursues those objectives and performs those tasks which are defined in § 6 of the Statutes of the Graduate Center.
- (2) The calling of the Plenary Meeting is effected in accordance with § 6 of the Statutes of the Graduate Center. The invitation must reach the registered doctoral candidates no later than 21 days before the appointed day of the Plenary Meeting. It may be distributed via e-mail. A preliminary first draft of the agenda for the Plenary Meeting is to be enclosed herewith.

§ 2

Agenda

- (1) The preliminary first draft of the agenda is mapped out by the representatives of the doctoral candidates in the Executive Committee and the Advisory Board of the Graduate Center as well as by their substitutes (“*Moderators*”). All other members of the Executive Committee and the Advisory Board are given the opportunity to make representations.
- (2) Registered doctoral candidates may propose amendments to the agenda, either in person at the Plenary Meeting or, until seven days before the Plenary Meeting, by e-mail to the Moderators.
- (3) In the beginning of the session, the Plenary Meeting decide on the incorporation of the proposed amendments to the agenda as well as on the adoption of the agenda with the respective relative majority of the votes cast by attendant and registered doctoral candidates.

§ 3

Moderation

- (1) The Moderators open, head, and close the Plenary Meeting. In case that, concerning a certain issue, a consensus among the Moderators cannot be attained, a decision is made with the relative majority of the votes cast by present Moderators.
- (2) The Plenary Meeting is open to all candidates and employees of this university; § 16 HSG applies. The Moderators may invite expert guests.

§ 4

Resolutions

- (1) The Plenary Meeting is quorate, if the regulations for calling the meeting were observed and there are at least 20 registered doctoral candidates attending the session.
- (2) The Plenary Meeting make decisions with the relative majority of the votes cast by attendant and registered doctoral candidates.
- (3) The adoption of these rules of procedure as well as the incorporation of amendments to them require a two-thirds majority of the votes cast by the attendant and registered doctoral candidates.
- (4) Voting is carried out by show of hands or acclamation, unless the Moderators choose an alternative method. A secret ballot must be arranged upon request by an attendant and registered doctoral candidate.

§ 5

Election of the Representatives and Their Substitutes

- (1) One representative in the Executive Committee and four representatives in the Advisory Board of the Graduate Center (*"Representation of the Doctoral Candidates"*) are to be elected from among the registered doctoral candidates. In addition, it shall be elected one substitute per post.
- (2) Candidates are proposed by invoking them during the session.
- (3) The election of the Representation of the Doctoral Candidates is carried out in separate ballots for the Executive Committee and the Advisory Board, respectively. Those ballots are free, equal, secret, and direct.
- (4) Each attendee has one vote in the ballot for the representative in the Executive Committee. Each attendant and registered doctoral candidate has four votes in the ballot for the representatives in the Advisory Board.
- (5) Cumulating votes onto a single candidate is not permitted.
- (6) The votes cast in each ballot are counted immediately and the results are announced.
- (7) The representative in the Executive Committee is the candidate with the highest number of votes. His/her substitute is the candidate with the second-highest number of votes. The representatives in the Advisory Board are the candidates with the four highest numbers of votes. Their substitutes are the candidates with the four highest numbers of the remaining votes (5th-8th highest numbers of votes).
- (8) The people elected must have complied with their candidacy and must comply with the outcome of the ballot for that ballot to be valid.
- (9) If two or more candidates are tied with one another, they are given the opportunity to come to a mutual agreement on their ranking order. Should no agreement be reached, then a subsequent run-off ballot with those candidates is carried through.
- (10) Should there be fewer candidates to vote for than posts to be allocated, the election of the representatives in the Executive Committee and the Advisory Board precedes that of their substitutes, whereby the latter may be forgone. The number of votes of every attendant and registered doctoral candidate may be adjusted to the number of posts that are to be allocated (excluding substitutes).
- (11) Ballot papers are regarded not valid, provided that they are severely damaged or illegible. The same applies, if more votes were cast by a doctoral candidate than there were at his/her disposal.

§ 6

Protocols

(1) A protocol of the session's course of events is to be put down in writing by the Moderators. Protocols must contain information about:

- a) the place and the time of the Plenary Meeting,
- b) the names of the present Moderators,
- c) the issues discussed and the motions brought forward,
- d) the resolutions,
- e) and the election results.

(2) In order to be assessed, the protocol is to be brought before the Representation of the Doctoral Candidates as well as before their substitutes no later than 7 days after the session. The assessment and the (majoritarian) acceptance of the protocol are carried out by circulation via e-mail. Other means of circulation remain reserved and require the majoritarian approval of the Representation of the Doctoral Candidates.

(3) If no written objection is filed by a member of the Representation of the Doctoral Candidates, this is regarded as silent approval. If, within 21 days after the Plenary Meeting, no protocol can be provided that obtains a majority approval, an extraordinary Plenary Meeting is to be conducted.

(4) The protocol is to be communicated to registered doctoral candidates via the Graduate Center's online portal within 28 days after the Plenary Meeting.

§ 7

Postponement

If the agenda that was approved of by the Plenary Meeting cannot be dealt with entirely during the appointed time, the Moderators may postpone the discussion of the remaining items on the agenda. A postponement requires an extraordinary Plenary Meeting, unless the majority of the votes cast by the attendant and registered doctoral candidates approves of a postponement until the next ordinary Plenary Meeting.

§ 8

Entry into Force

The rules of procedure enter into force immediately after their adoption by the Plenary Meeting.