Regulations
of the Graduate Center of the Department of Electrical Engineering and Information Technology

In compliance with the requirements of TUM Graduate School, the Department of Electrical Engineering and Information Technology adopted the following regulations on 4 December 2013. These regulations (“Regulations”) are based on the Statutory Regulations of the TUM Graduate School (TUM GS) of 1 September 2013.

§ 1
Name and Status within the TUM Graduate School

The Graduate Center of the Department of Electrical Engineering and Information Technology (“FGC-EI”) is part of the TUM Graduate School, a central scientific institution of TUM. Name and appearance/logo of the FGC-EI are in line with the corporate design of TUM and the TUM Graduate School.

§ 2
Tasks and Aims

The provisions on tasks and aims contained in § 2 of the Statutory Regulations of the TUM GS of 1 September 2013 shall apply accordingly. Specifically, the FGC-EI will pursue the following tasks:

a. Promotion of subject-specific and subject-related qualification elements in accordance with § 15 of the TUM-GS Statutory Regulations
   • advise on events that extend beyond the scope of those offered by the relevant chair (including gender training)
   • direct the disbursement and use of FGC-EI funds;
b. Internationalization
   • advise on stays abroad
   • provide services for international guests;
c. Social Networking
   • promote events specifically tailored to doctoral candidates
   • provide an interface for alumni/career/industry;
d. Administration
   • general administration of data pertaining to doctoral projects: supervision agreement, mentors, interim evaluation
   • management of the Department’s qualification program
   • reporting/quality management; interface for the TUM GS Management Office
   • public relations, marketing.

The above activities will be performed in collaboration with TUM GS.

§ 3
Structure

The provisions on the structure of TUM GS contained in § 3 of the Statutory Regulations of 1 September 2013 shall apply.
§ 4
Governing Bodies

The governing bodies of the FGC-EI are:
- the management board,
- the spokesperson of the FGC-EI and
- the graduate council.

§ 5
Membership

The provisions on membership contained in § 5 of the Statutory Regulations of 1 September 2013 shall apply.

§ 6
Associated Members

The provisions on associated members contained in § 6 of the Statutory Regulations of 1 September 2013 shall apply.

§ 7
Rights and Obligations of the Members

The provisions on the rights and obligations of the members contained in § 7 of the Statutory Regulations of 1 September 2013 shall apply.

§ 8
Management Board

The provisions on the management board contained in § 8 of the Statutory Regulations of 1 September 2013 shall apply to the management board of the FGC-EI. The management board of the FGC-EI consists of the following members who each have a single vote:
- spokesperson;
- deputy spokesperson;
- two representatives of the doctoral candidates (see § 10 of these Regulations);
- two representatives of the young scientists holding a doctoral degree and¹;
- three representatives of the professorial faculty of the Department of Electrical Engineering and Information Technology.²

An additional member without voting rights shall be the
- managing director of the FGC-EI.

§ 9
Spokespersons of the FGC-EI

The faculty council will elect the spokesperson and the spokesperson’s deputy from among the full-time professorial faculty (see Art. 2 of the BayHSchPG) of the Department of Electrical Engineering and Information Technology. Their term in office shall be three years. Reelection is permitted.

¹ to be appointed upon the spokesperson’s proposal by the faculty council from among all scientists holding a doctoral degree
² to be appointed by the faculty council
The spokesperson is the head of the FGC-EI. § 10 of the Statutory Regulations of 1 September 2013 shall apply.

§ 10
Representatives of the Doctoral Candidates

The provisions on the Graduate Council contained in § 11 of the Statutory Regulations of 1 September 2013 shall apply. The election will be organized by the management office of the FGC-EI.

(1) The first and the second representative of the doctoral candidates will be elected by the doctoral candidates of the FGC-EI using ballot boxes, postal vote, or the online election system. All doctoral candidates who have been a member of the FGC-EI 35 days prior to the first day of election shall be entitled to vote and eligible for election.

(2) A list of candidates shall be drawn up all of whom may be elected individually. The candidate who receives a simple majority of votes is elected. In case of a tie a second vote shall be held. The candidate who receives the second most votes will be the second representative of doctoral candidates.

§ 11
Management Office

The FGC-EI Management Office is headed by a managing director. The managing director is appointed by the dean following agreement with the spokesperson of the FGC-EI and the graduate dean of TUM Graduate School.

The responsibilities of the Management Office include:

- organizing FGC-EI’s tasks,
- supporting the collaboration with TUM GS,
- human resources, reporting, financing,
- correspondence,
- organizing elections pursuant to § 10 of these Regulations,
- advising doctoral candidates,
- developing and coordinating subject-related training and networking programs,
- PR and marketing.

§ 12
Adoption of Resolutions, Elections, Minutes

The provisions on the adoption of resolutions, elections, and minutes contained in § 14 of the Statutory Regulations of 1 September 2013 shall apply. Resolutions may be taken by circulation or electronically.

§ 13
Qualification Program

The provisions on the qualification program contained in § 15 of the Statutory Regulations of 1 September 2013 shall apply. As a rule, the candidates may participate in all programs of the Thematic Graduate Centers and the Graduate Centers of the Departments and Schools of TUM GS, provided that the Graduate Centers involved give their approval regarding financing.
and availability. The doctoral candidates of the Department of Electrical Engineering and Information Technology are recommended to participate in subject-specific and extradisciplinary qualification programs above and beyond the mandatory qualification elements.

The Department of Electrical Engineering and Information Technology stipulates that the discussion of the doctoral project within the international expert community as required in § 15 (5) of the Statutory Regulations of 1 September 2013 is, as a rule, demonstrated by original publications/"full paper" conference contributions subject to peer review that have been accepted for publication.

§ 14
Diversity

Throughout the term of the doctoral project, the FGC EI implements and supports the Department’s diversity policy including, but not limited to, the equality of men and women and the advancement of family-friendly structures, which will be supported by seminars and events tailored to the needs and requirements.

§ 15
Arbitration Clause

The arbitration clause contained in § 17 of the Statutory Regulations of 1 September 2013 shall apply.

§ 16
Final Provisions and Entry into Force

(1) Any changes, amendments or supplements to these Regulations must be in compliance with the Statutory Regulations of TUM GS and shall require the approval of TUM GS. Any changes, amendments or supplements must be communicated to the management board of TUM Graduate School without delay.

(2) These Regulations shall enter into force the day after their publication within the university. They shall be reviewed for practicality and adequacy every three years.

Munich, 4 December 2013

Prof. Dr.-Ing. Werner Hemmert (Spokesman FGC-EI)

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