



## **Internal regulations**

Valid after 15.11.2018

### 1. The Doctoral Council

The Doctoral Council is an institution of the Graduate Academy (GA) of the Technische Universität Dresden (TU Dresden). Its composition and constitution are regulated in the GA's regulations from 18.11.2015, amended by decision of the Rectorate of 14.02.2017.

### 2. Goals

The goals formulated below constitute a self-commitment of the Doctoral Council and extend and specify general goals of the Doctoral Council from the regulation of the Graduate Academy.

The Doctoral Council is the representative of doctoral candidates in the Graduate Academy. It serves to connect doctoral candidates among themselves in order to represent their interests across disciplines.

In addition, interdisciplinary exchange between scientists within the TU Dresden, but also with other universities should be fostered (such as networking).

The spokesperson, who is chosen by the council during the first constitutional meeting of each election period, and the deputy are permanent members of the Board of Graduate Academy with voting rights. They can be invited as guests to attend the public and closed meetings of the TU Dresden senate with the right to speak.

Digitalization is to be encouraged (cloud-service, digital elections).

### 3. Communal language

Written and oral exchange takes place in English. The external communication is in English and German. Documents such as minutes are written in English. Documents which have to be written in German for legal requirements will be provided in an English translation.

### 4. Meetings

Meetings of the Doctoral Council take place once a month.

The invitation will be sent not later than seven days before the next meeting by the speaker or his/her deputy together with the preliminary agenda in written form to all members. Requests for changes and additions to the agenda must be sent to the speaker not later than 6 pm of the previous day's meeting or in his/her absence to the deputy speaker.

Minutes are kept of meetings and decisions. Minutes are deposited in the document management system of the doctoral council (Cloud)

At the beginning of each meeting, chair and clerk are appointed as well as the agenda and the last meeting's protocol are confirmed.



#### 5. Resolutions

Resolutions are passed by the Doctoral Council during monthly meeting or by circular resolution. Decisions are made by counting good votes only. Rejected votes and abstentions from voting aren't counted. Draft resolutions due to circular resolution must reach all members with a minimum 48-hour deadline. Resolutions in the meeting are documented in the minutes of the meeting.

#### 6. Exchange and communication

Member's message exchange takes place via email. Documents and files are exchanged via a specially arranged cloud service.

#### 7. Representatives and departments

Doctoral Council members fulfill the tasks listed below. Personal union and task sharing is possible.

- Chair (Speaker)
- Deputy of the chair (Deputy Speaker)
- Management of finances
- External communication and marketing (Email, Website, Social Media, VMPV Skype)
- Assembly organization and meeting organization
- Written documentation
- Event management (Science Beer, Junior Scientist Party)

The Doctoral Council lists tasks and corresponding members publically each legislature together with its internal regulations on the website.

#### 8. Resigning

Members of the Doctoral Council can resign from office at any time with immediate effect. Doctoral Council will eventually delegate remaining tasks within its next meeting.

#### 9. Change of Internal Regulation

The Internal Regulation may be amended by a resolution of the Doctoral Council.