

The following translation of the „*Geschäftsordnung der Graduiertenschule “Materials for Solar Energy Conversion (MatSEC)”*” of the Helmholtz Zentrum Berlin für Materialien und Energie GmbH at the Dahlem Research School of the Freie Universität Berlin is provided for purposes of information only and is not authoritative; the original German text shall apply in all cases.

**Rules Governing the
Materials for Solar Energy Conversion Graduate School (MatSEC)
of the Helmholtz Zentrum Berlin für Materialien und Energie GmbH
at the Dahlem Research School, Freie Universität Berlin**

Preamble

The Materials for Solar Energy Conversion Graduate School (MatSEC) is an institution that has been permanently established by the representatives from the participating partners Freie Universität Berlin, the Humboldt-Universität zu Berlin, the Technische Universität Berlin, as well as TU Cottbus in Brandenburg.

The following Rules govern the organisation, membership, decision-making structures, and the administration of MatSEC.

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§ 1 Membership

(1) The Members of the Graduate School are

- scientists who take part as academic advisors in carrying out the programme of doctoral studies at MatSEC,
- students at MatSEC,
- the alumni of MatSEC,
- the Coordinator of MatSEC, and
- non-scientific staff of MatSEC.

(2) In the event Members leave the partnering institutions, they forfeit all offices held at MatSEC.

§ 2 Organs

The organs belonging to MatSEC are:

- the Assembly of Members,
- Assembly of Academic Advisors
- the Board of Directors.

§ 3 Resolutions

(1) At meetings, the presence of a simple **[Anm. des Übers.: Abs. Erweiterung]** majority of the Members entitled to vote shall constitute a quorum. Academic advisors as well as students of MatSEC shall be entitled to vote.

(2) Decisions of the organs shall be taken by simple majority of the Members present entitled to vote. Voting by proxy is not allowed. Tie votes shall be decided by the Dean. If the Dean is not present, the vote shall be decided by the Assistant Dean.

(3) Casting a vote in written form is allowed in all votes; it must be submitted to the chair of the meeting prior to the commencement of the meeting.

(4) Notice of date, agenda, and motions to amend the agenda of a meeting shall be provided by the chair of the meeting at least fourteen days prior to calling said meeting, insofar as not otherwise specified in these Rules.

(5) Minutes shall be kept for every meeting reflecting decisions taken as well as important content of meetings. The minutes shall be signed by the chair of the meeting and designated secretary of this meeting. The minutes shall be presented for approval at the next meeting.

(6) In urgent cases, resolutions are allowed using written, fax, or other **[Anm. des Übers.: Abs. Erweiterung]** electronic means. Votes not cast within three working days shall be counted as abstentions.

§ 4 MatSEC Academic Advisors

(1) The Doctoral Supervisor and second must be instructors at institutions of higher learning accredited for conferral of doctoral degrees.

- (2) Science advisors can include lecturers, Young Investigator Group leaders, or scientific employees of the university partners. They are subject to the rights and obligations that derive from the “*Ordnung für Promotionsstudien an der Graduiertenschule „Materials for Solar Energy Conversion (MatSEC)“*” (“Regulations for Doctoral Studies at the Graduate School of Materials for Solar Energy Conversion (MatSEC)”), and additionally to the rules of each of their places of employment.
- (3) The Board of Directors may appoint additional academic advisors. Other persons who are not employed by institutions of higher learning can also be named as science advisors.
- (4) Every student at MatSEC shall have a doctoral committee.¹ The doctoral committee shall comprise three advisors: the Doctoral Supervisor and second, as well as a science advisor.
- (5) The “*Leitlinien für die Ausbildung von Doktorandinnen und Doktoranden am HZB*” (“Guidelines for Training of Doctoral Students at HZB”) shall be signed and applied by the Doctoral Committee members as well as the doctoral student.

§ 5

Assembly of Academic Advisors

- (1) The Assembly of Academic Advisors will be called and led by the Dean at least annually.
- (2) All Members of the Assembly of Academic Advisors are entitled to vote.
- (3) The Assembly has the following duties in particular:
 - election of the Board of Directors of the MatSEC Graduate School,
 - advising and supporting the Board of Directors in all important matters of MatSEC,
 - discharging the Dean and the Board of Directors at the first assembly in the calendar year.
- (4) Upon written petition of at least half of the Members of the Assembly of Academic Advisors, the Assembly shall be called.

§ 6

Assembly of Members

- (1) The Assembly of Members will be called and led by the Dean at least annually.
- (2) The Assembly of Members shall inform the membership about MatSEC in the current financial year.
- (3) Recognition and Honours will be awarded for outstanding achievement at the Assembly of Members.

§ 7

Dean of the Graduate School

- (1) The Dean of the Graduate School shall be named by the Management Board of HZB, having canvassed the Management Board of DRS.
- (2) The Dean represents the Graduate School in external matters. The Dean carries on the current business and implements the decisions of the Board of Directors. Responsibility for the budget resides with the Dean.
- (3) The Dean shall chair the Board of Directors, the Assembly of Academic Advisors and the Assembly of Members.
- (4) Notwithstanding responsibilities of office, the Dean can delegate assignments to individual members of MatSEC.
- (5) The Dean shall be assisted by staff.

¹ corresponds to the *Promotionskomitee* in the “*Leitlinien für die Ausbildung von Doktorandinnen und Doktoranden im HZB*” (“Guidelines for Training of Doctoral Students at HZB”)

§ 8
Coordinator

- (1) The Coordinator of MatSEC shall be named by the Management Board of HZB, having canvassed the Management Board of DRS.
- (2) The Coordinator is responsible for the following tasks:
 - assisting the Board of Directors in all administrative problems,
 - carrying out the admissions procedures,
 - acting as main contact for students,
 - organising public relations work.

§ 9
Board of Directors

- (1) The MatSEC Board of Directors shall be elected from the Assembly of Academic Advisors for terms of three years. The Board of Directors shall elect one of the Directors as Assistant Dean.
- (2) The Board of Directors shall have five members including the Dean, one of which shall be a scientific employee. The representatives of the student body and the Coordinator take part in meetings in an advisory capacity.
- (3) The Board of Directors shall meet at least twice per semester. The decisions of the Board must always be taken by all members; a vote cast in written form is allowed. Voting by proxy is not allowed.
- (4) The Board of Directors shall meet with the representatives of the DRS management to consult on current business at least once per year.
- (5) The Board of Directors is responsible for the scientific programme of MatSEC.

§ 10
MatSEC Admissions Committee

The Board of Directors appoints an admissions committee for every available doctoral position in conjunction with the potential future doctoral committee. The Dean of the Graduate School, the Equal Opportunity Officer of HZB, as well as the Coordinator are members of the Admissions Committee by virtue of their offices. The Coordinator is not entitled to vote.

§ 11
Transition Rules

Students who had already begun their dissertation as of Jan. 1, 2013 are permitted to be accepted to MatSEC upon application by their Doctoral Supervisor. The Board of Directors shall decide upon the application.