

**Regulations of the Graduate School of Politics (GraSP) of the Faculty of
Educational and Social Science (FB 06)
at the Westfälische Wilhelms Universität Münster
of 28 January 2013**

This is a translation of the original German text and is intended for your information only. Under German law only the official German version of the “Ordnung der Graduate School of Politics (GraSP) des Fachbereichs 6 an der Westfälischen Wilhelms-Universität Münster vom 28.01.2013” is legally binding. It was published in the *Amtliche Bekanntmachungen* (AB Uni; “Official Announcements”) on [February 1st 2013], pp. 305-313.

In accordance with § 2 Absatz 4 and § 64 Absatz 3 of the Universities Act of the Federal State of North Rhine-Westphalia (*Gesetz über die Hochschulen des Landes Nordrhein-Westfalen – HG NRW*) in its version of the Higher Education Autonomy Act (*Hochschulfreiheitsgesetz*) of 31 October 2006 (GV. NRW, p. 474), last modified by Art. 1 of the act of 18 December 2012 (GV. NRW, p. 672), the University of Münster has issued the following Regulations:

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§ 1 Scope of the Regulations

- 1) These Regulations apply to the Graduate School of Politics (GraSP) of the Faculty of Educational and Social Science (FB 06) at the University of Münster, which belongs to the Institute of Political Science.
- 2) These Regulations also apply to the doctoral degree programme “Dr. phil.” offered at GraSP and complement the examination regulations of the doctoral degree programme “Dr. phil.” of the FB 06. Insofar as these Regulations do not include different provisions which specifically concern the doctoral programme at GraSP, the doctoral degree regulations of the FB 06 and its appendix for the subject Politics apply.

§ 2 Tasks and Aims of GraSP

- 1) The Graduate School of Politics Münster aims to enable excellent young researchers to obtain their doctorate within three years as a rule by means of a structured doctoral programme and first-rate supervision.
- 2) The aim of the Graduate School of Politics Münster is to offer a structured and supervised doctoral training programme. The GraSP doctoral programme aims to enable students to independently plan and carry out project-related academic research under the guidance of a team of supervisors, to publish the results, and to present and discuss them in front of an expert audience.
- 3) As the doctoral programme is embedded in a research training group structure and enlists the support of professors from Germany and abroad, both from politics and from other related subject areas and faculties, doctoral students at GraSP are provided with optimal conditions to study and complete their doctorate – also by international standards. GraSP thereby creates the necessary organisational and thematic conditions for goal orientation and quality assurance in doctoral training in political science. GraSP Münster specifically aims to achieve the following:
 - improve the training, supervision and support of doctoral students
 - structure doctoral training and shorten the duration of the doctoral programme
 - improve the structural requirements for interdisciplinary doctorates
 - integrate junior researchers into academic networks more quickly
 - promote the internationalisation of doctoral training.
- 4) GraSP builds on the main areas of research at the Institute of Political Science. It provides the doctoral students and the participating professors and academic staff of the Institute of Political Science with an institutional framework for a continuous and intensive exchange of research findings as well as the opportunity to reflect on relevant theories and methods.
- 5) GraSP enables the members of the Institute of Political Science to carry out research projects together with doctoral students within an institutional framework.
- 6) GraSP considers gender mainstreaming as one of its central tasks.

§ 3 Structure of GraSP

- 1) The Graduate School of Politics is structured as follows:
 - research groups
 - general assembly
 - executive board.
- 2) The executive board can appoint an administrative director to assume responsibility of administrative issues.

§ 4 Membership

- 1) The members of GraSP are:
 1. the group of the doctoral students, namely
 - a) doctoral students admitted as the result of a formal admission procedure, and
 - b) visiting doctoral students who have been admitted to GraSP for the duration of their stay in Münster by the executive board;
 2. the group of the professors, namely
 - a) all members of the Institute of Political Science of the University of Münster authorised to provide doctoral training,
 - b) professors co-opted individually by the executive board who have been admitted to GraSP for an individual doctoral project or to collaborate in a research group from other subjects or faculties at the University of Münster and/or from other German or foreign universities;.
 3. the group of the academic staff of the Institute of Political Science who hold a PhD.
- 2) The executive board of GraSP decides on the admission of new members in accordance with § 4 (1) (2b) upon request. For these professors, membership can be limited in terms of duration and, if applicable, to individual doctoral projects.

§ 5 Research Groups

- 1) GraSP is comprised of research groups with different thematic orientation. These research groups may collaborate with academic centres and other graduate schools/research training groups.
- 2) The research groups determine their research schedule independently. They provide their members a forum for academic exchange and help them establish themselves in the academic community (e.g. through joint grant proposals, organising panels at international conferences, preparing applications for methodology and summer schools etc.).
- 3) The research groups may contribute to the curricular programme of GraSP by organising and/or conducting guest lectures, methodology courses etc. of their own.

- 4) The research groups are usually headed by at least two professors and focus on a specific subject area of political science research.
- 5) All GraSP doctoral students belong to at least one research group.
- 6) The head of the research group decides on the admission of doctoral students to the group.

§ 6 General Assembly

- 1) The general assembly is convened at least once a year by the spokesperson of GraSP, who also chairs it. The GraSP administrative director takes part in the general assembly meetings but may only vote if he/she is a member of GraSP.
- 2) The general assembly receives the report of the executive board and is responsible for monitoring the work of the executive board and the research groups. It advises on the further development of GraSP.
- 3) A general assembly meeting has to be called if requested by at least half of the members of the executive board or by a third of the doctoral students or by the executive board of the Institute of Political Science.

§ 7 Executive Board

- 1) The members of the executive board are elected by the respective groups in the general assembly in separate elections. The term of office for professors and academic staff members is two years, for doctoral students one year.
- 2) The executive board meets at least once per semester.
- 3) The executive board of GraSP consists of four members of the group of professors (see § 4 (1) (2)), two members of the group of doctoral students (see § 4 (1) (1)) and one member of the group of academic staff (see § 4 (1) (3)).
- 4) The executive board is entitled to appoint an administrative director, who may have an advisory role.
- 5) Each member of the executive board has one vote. Decisions are taken by simple majority of the members present. In the event of a tie, the vote of the chair decides the matter. The executive board may delegate issues concerning the day-to-day running of GraSP to the spokesperson and/or the administrative director.
- 6) The executive board is responsible for all important GraSP affairs that have not been assigned to the general assembly or another body by statute, by the constitution of the University of Münster or these Regulations. The executive board is particularly responsible for the following tasks:
 - to draw up a report on the activities of GraSP for the general assembly
 - to decide on the admission of doctoral students into the graduate school on the basis of a selection procedure in accordance with § 9
 - to decide on exceptions to the admissions requirements in accordance with § 9 (3)
 - to decide on the admission of visiting doctoral students into the graduate school
 - to act as arbitrator in cases of conflict between doctoral students and supervisors

- to decide on co-opting professors in accordance with § 4 (1) (2b)
- to decide on the exclusion of doctoral candidates and co-opted professors
- to decide on the establishment and dissolution of research groups within GraSP
- to decide on the integration of specific doctoral programmes (*Graduiertenkollegs*, *Promotionskollegs*) within GraSP.

§ 8 Spokesperson

- 1) The executive board elects a spokesperson from the group of professors.
- 2) The spokesperson is chair of the executive board and the general assembly; he/she calls the meetings and chairs them.
- 3) The spokesperson acts on behalf of GraSP and represents it at the Institute of Political Science and in the public sphere. He/she manages the daily business and carries out the resolutions of the executive board and the general assembly.
- 4) The spokesperson is responsible for the administration of GraSP. He/she may be assisted by an administrative director.

§ 9 Admission to the Doctoral Programme at GraSP

- 1) The GraSP doctoral programme is offered in the subject of political science.
- 2) Requirements for admission to the doctoral programme of GraSP are:
 - a) completion of a relevant university degree leading to a qualification other than a bachelor degree, and with a standard duration of at least eight semesters (four years), or
 - b) completion of a relevant university degree with a standard duration of at least six semesters (three years) with a final grade of at least *gut*, followed by courses in the field of political science in preparation for doctoral studies, or
 - c) completion of a master's degree in accordance with § 61 Abs. 2, sentence 2 of the Universities Act. The degrees must generally have a final grade of at least *gut* (2.5 or better);
 - d) confirmation of supervision by a professor (see § 4 (1) (2a) who also recommends the doctoral student for membership to GraSP;
 - e) confirmation of admission to a research group. As a rule, the candidate's doctoral supervisor should be involved in the respective research group;
 - f) proof of the particular suitability of the applicant for the doctoral programme at the Graduate School of Politics;
 - g) proof of adequate knowledge of German and English. In exceptional cases, the executive board may allow a student to make up for lacking language skills during the doctoral programme or substitute the English language requirement with proficiency in a different foreign language.
- 3) Degrees from universities outside of Germany can be recognised upon request if they are equivalent to those mentioned in § 9 (2). Decisions on equivalence of academic qualifications are made by the executive board of GraSP, taking into consideration the agreements made by the

Standing Conference of Ministers of Education and Cultural Affairs of the Federal Republic of Germany and the University Rectors Conference. If there is doubt regarding equivalence, the Central Office for Foreign Education (*Zentralstelle für ausländisches Bildungswesen, ZAB*) can be consulted.

- 4) Applications for admission to the doctoral programme at GraSP must include a 10-page outline of the intended doctoral project covering the research issue, the relevance of the topic, the methodological design, a short overview of the current state of research, the motivation for undertaking the doctoral project and the connection to a GraSP research group. The following documents also have to be enclosed: a CV in tabular form, a letter of application and documentation confirming the candidate's qualifications according to § 9 (2 a-g). If this documentation is in a language other than German or English, a certified translation must also be provided.
- 5) The executive board reviews the applications and decides on admission to the programme on the basis of the following criteria:
 - a) fulfilment of the formal admissions requirements in accordance with §9 (2)
 - b) the quality of the project outline
 - c) the supervisory capacity of the Graduate School of Politics.
- 6) The executive board may invite candidates for a personal selection interview.
- 7) All applicants are notified in writing as to whether they were accepted into the programme or not.
- 8) Doctoral students whom the executive board has accepted into the GraSP doctoral programme enter into a written agreement of supervision with their supervising professor and the spokesperson of GraSP. This agreement stipulates the terms of the doctoral supervision as part of an accompanying structured programme of academic studies in GraSP along with any additional qualifications required and binds the parties, i.e. the doctoral candidate, supervisor and GraSP, to its conditions.

§ 10 Duration and Start of Studies

- 1) Candidates may begin the doctoral programme in either the summer or winter semester.
- 2) The standard duration of the doctoral programme is six semesters (three academic years). In justified cases, the executive board can grant an extension.

§ 11 Thesis Supervision

- 1) The doctoral supervisors must belong to the group of professors, or have a habilitation or an equivalent post-doctoral qualification. Doctoral candidates must have at least two, but no more than three supervisors. Professors who are no longer in office or who have retired may also serve as supervisors, as well as honorary professors (*Honorarprofessoren*) upon separate application to the executive board.

- 2) At least one member of the team of supervisors must be a full-time lecturer in political science at the University of Münster.
- 3) The other supervisor(s) may, upon approval by the executive board, either represent a different subject, or belong to a different faculty, a different university in Germany or abroad, or, in accordance with § 67 (6) of the Universities Act (*HG*), to a University of Applied Sciences (*Fachhochschule*).
- 4) The second supervisor may be appointed at a later date, but no later than the end of the first year at GraSP.
- 5) The doctoral candidate can designate the supervisors. Those designated by the candidate are not obliged, however, to become supervisors.
- 6) The main task of the team of supervisors is to develop a structured study programme for the doctoral student based on his/her individual strengths and needs as well as to provide counselling and academic supervision on the basis of the continuous review and assessment of the candidate's progress in his/her studies and doctoral project.

§ 12 Workload

- 1) The doctoral programme at GraSP comprises 180 ECTS points, of which 120 ECTS points are awarded to the thesis and its defence and 60 ECTS to the structured study programme.
- 2) The doctoral thesis forms the central part of the doctoral programme. It can either be a single publication or be completed in cumulative form in accordance with the subject-specific appendix for political science to the doctoral study regulations of the Faculty of Educational and Social Science (FB 06).
- 3) The structured study programme is comprised of various academic tasks which serve to improve the candidate's academic qualifications. These include attending conferences, publishing articles, participating in seminars and colloquia, and teaching. At the beginning of the programme, the team of supervisors and the doctoral student decide on an individual programme, which is then recorded in the agreement of supervision.
- 4) The primary supervisor and the GraSP spokesperson must confirm in writing that a candidate has successfully completed the study programme before the thesis can be handed in to the Examinations Office (*Prüfungsamt*). The spokesperson may delegate this task to the administrative director.
- 5) The thesis may be written in German or English.

§ 13 Examination Procedure

- 1) The date of the defence of a thesis is announced publicly on the websites of both GraSP and the Examinations Office of the doctoral programme and is also posted on a noticeboard at the Institute of Political Science.
- 2) The remainder of the doctoral examination procedure is carried out in accordance with the doctoral regulations of the Faculty of Educational and Social Science.

§ 14 Invalidity of Individual Doctoral Examinations

- 1) Decisions regarding the invalidity of individual doctoral examinations or the deprivation of a doctoral degree are taken by the doctoral committee of the Faculty of Educational and Social Science (FB 06) in accordance with the faculty's doctoral regulations.
- 2) The executive board of GraSP may be heard in these matters.

§ 15 Exclusion from GraSP

- 1) Membership of GraSP may be terminated unilaterally by either the team of supervisors or the doctoral student if continuing with the doctoral project at GraSP no longer appears reasonably possible. This is particularly the case if one of the parties seriously violates the agreement of supervision.
- 2) Before membership is terminated, the executive board must be called upon to act as mediator.
- 3) Once the agreement of supervision has been terminated, the doctoral student is no longer a member of GraSP.
- 4) The executive board can terminate the membership of professorial members (see §4 (1) (2b)) if they have seriously violated an agreement of supervision.

§ 16 Coming into Force and Publication

These Regulations (in the original German version) come into force on the day following their publication in the Official Announcements (*Amtliche Bekanntmachungen*) of the University of Münster.

Issued (in the original German version) upon resolution by the faculty board of the Faculty of Educational and Social Science (FB 06) on 9 January 2013.

Münster, 28 January 2013

The Rector

Professor Dr. Ursula Nelles

These Regulations (in their original German version) are hereby announced in accordance with the University of Münster's Regulations on the Announcement and Publication of Orders, Decisions and Statutes (*Ordnung der Westfälischen Wilhelms-Universität über die Verkündung von Ordnungen, die Veröffentlichung von Beschlüssen sowie die Bekanntmachung von Satzungen*) of 8 February 1991 (AB Uni 91/1) as amended on 23 December 1998 (AB Uni 99/4).

Münster, 28 January 2013

The Rector

Professor Dr. Ursula Nelles

Glossary

agreement of supervision	<i>Betreuungsvereinbarung</i>
confirmation of supervision	<i>Betreuungszusage</i>
defence	<i>Disputation</i>
doctoral committee	<i>Promotionsausschuss</i>
doctoral regulations	<i>Promotionsordnung</i>
(doctoral) thesis	<i>Doktorarbeit, Dissertation</i>
Examinations Office	<i>Prüfungsamt</i>
executive board	<i>Vorstand</i>
faculty	<i>Fachbereich</i>
faculty board	<i>Fachbereichsrat</i>
administrative director	<i>Geschäftsführung</i>
general assembly	<i>Mitgliederversammlung</i>
research group	<i>Forschungsgruppe</i>
spokesperson	<i>Sprecher/in</i>
(primary/second) supervisor	<i>(Erst-/Zweit-)Betreuer/in</i>
team of supervisors	<i>Betreuungsteam</i>

Translation updated by: Supportstelle Englisch, WWU Münster, 2017