

Protokoll / Protocol

Reguläre Sitzung des Doktorandenkonvents /

Regular Meeting of the Doctoral Students Convention (DSC)

Datum / Date: 28.07.2016, 19:00

Ort / Place: Office of the Doctoral Students Convention

Im Neuenheimer Feld 294 (Erdgeschoss)

R. 115, 69120 Heidelberg

TOP 0 - Begrüßung / welcome

TOP 1 - Administratives / administrative

- Feststellung der Beschlussfähigkeit / verification of the quorum

Die Beschlussfähigkeit wird festgestellt. Neun Vorstandsmitglieder sind anwesend.

The quorum is established: Nine board members are present.

- Wahl der Sitzungsleitung / election of the session chair

Raban Heller leitet die Sitzung.

Raban Heller chairs the meeting - 9 (In favour)

- Protokollant/in / recorder

Jubin Shah führt das Protokoll.

Jubin Shah records the protocol - 9 (In favour)

- Festlegung der Tagungssprache / choice of language for the meeting

Als Tagungssprache wird English festgelegt.

English is set as the conference language.

Top 2 - Information

A) Report on work by DSC

- **Administration & bureaucracy** - Work of getting and organizing the office, getting access to all the technical stuffs and stationary, organising the post and official mail id is in progress or have been carried out.
- **Contacts and negotiations** - The committee has established relations to other institutions within the University, e.g. had meeting with the rectorate - discussed on various aspects and got support for general assembly arrangements; established a guest seat in the senate - student representations, negotiations with StuRa on financial aspect; currently DSC holds no legal basis right now, since doctoral researchers have no own status group but still negotiated with StuRa on the basis that many doctoral researchers are enrolled as students and therefore pay their fee; established contact with the graduate academy - worked with them for translations and preparing emergency info sheet for international students and finally also got in contact with different faculties. In general, the

DSC aims to act as a reasonable and cooperative representation of doctoral students.

- **Information** - Idea is to strengthen ties among doctoral students; there were constraints related to working on the homepage. The DSC is in process of finding alternatives to reach out to different doctoral students - Newsletter, Facebook page, info flyer. The DSC tries reach out to doctoral students and administration as much as possible to get more support - moreover, different ways to get in the other committees and institutions of the university was achieved, mostly due to the work and acquired reputation of the DSC until so far, achievements include guest seat in senate; guest seat in certain faculties (currently Faculty of Modern Languages - Neuphilologische Fakultät), 4 seats in Council for Graduate studies, two seats in AGQM.

B) Note on Forum of DSCs in in Ba-Wue - Many of the other DSCs in Baden-Württemberg will meet last week in August; possibility of cooperation, however university conventions shall remain independent and without a superstructure without legal basis.

C) Question regarding status group - So far it is not clear, when the concrete work on the status group will be started on a political level. It is stated that a status group might not have only advantages and therefore it is important be involved in the process of shaping the status group - it might be a good idea to form a working group on the status group (to have some ideas collected and background work done).

Top 3 - Suggestions from doctoral students

- The idea is what should be worked on in the next term; suggestions - problems with scholarship; planning to add social security feature in scholarship, there was interest seen in joining the working group for scholarships; what to do on involving more doctoral students (reason not known yet - probably push more and reach out to more doctoral students - e.g. through flyers; having more events; invitation was sent to all students - contact might later use heiDOCS registration system; all channels are being used; around 220 people have registered/subscribed in newsletter; shaping different profiles) - if anyone has suggestions they are most welcome to send it to DSC members.

Top 4 - Preparations of general assembly

A) Date of general assembly - 20.10.16, 7:00PM; will mainly include fixing rules of procedure there; election of new committee.

B) General Discussion points

- People who can help
- Running for a seat
- Advertising the general assembly
- Advertise based on questions which DSC would like to address to attract more students
- Progress on existing tasks and plan for the next year

- Information about the working groups so that they can contact existing members

C) Deadline to apply for a seat – Four Weeks before the general assembly.

D) Collecting constant feedback is a good option

E) Language – there was discussion on language for the general assembly (German and/or English) There were different opinions regarding having a single language or keeping both the languages. Finally, it was concluded that both languages would be used.

F) Discussion on changing Rules of procedure (ROP). There could be changes of the rules of procedure (ROP) for the DSC.

- Including an advisory council – 2-3 members of the old committee could advise the new DSC committee in following term for about three months in order to secure a continuity in the DSC.; The proposal of advisory committee was supported by everyone.
- Reducing the number of regular sessions per semester – the current wording of the ROP demand the committee to organise two regular sessions per semester, the possibility to reduce to “at least one per semester” was discussed. The question was raised whether one regular session might enough, when other sessions - like an info session on heiDOCS – are done; the feedback was that on the one hand, most of the topics are long term, so that one public session per semester is enough; on the other hand, two meetings could give more opportunities for participation of doctoral researchers beyond the members of the executive committee, and moreover other options could be discussed, two sessions served as a possibility to update members more frequently.
- Period of each executive committee – The question was raised whether one year is enough or not. Based on the experiences one year might be too short; the option of 1+1 year was introduced (after one-year executive committee members can decide whether he/she wants to stay or not and an additional election is not required for that decision); **idea is favoured. The idea can be properly formulated and voting can be done during the general elections. Pros and cons of the matter should be introduced during the general assembly so it would be easier for everyone to understand.** The idea to discuss it prior to the general assembly to among others allow for inputs without personally attending the meeting was being considered.

I) Number of people required – 11 people required in the new committee.

Top 5 - heiDOCS

- Report on implementation

A) heiDOCS is a central registration system for doctoral students as well as a quality management process.

B) The registration will be mandatory for all newly enrolled doctoral students;

- C) DSC committee succeeded in strengthening the role of doctoral students in that process.
- D) The executive committee sent members to participate in the AG QM (Elias Eckert, La Toya Waha) lead by Prof. Loureda. It was agreed upon that an information session with Prof. Loureda would be organised, allowing interested doctoral students to ask questions about heiDOCS.
- E) Due to uncertainties it is stressed, that heiDOCS is not a project established by the DSC or its executive committee.
- F) A Working group on heiDOCS should be implemented to work on it and secure a continuity. It is crucial because it impacts all doctoral researchers. All DSC members can join this working group.

Top 6 - Working groups

- A) Website and communication - Through entire last year, setup infrastructure (info flyer, home page of DSC, Facebook group) - work of this group is finished.
- B) Overview of doctoral regulations - no news
- C) Academic employees group - Had meeting 2 times, there are problems with translations of doctoral regulations in certain faculties. Discussed with rectorate, it's been worked upon by rectorate's office; list of all doctoral regulations from all faculties would be added on the DSC webpage.
- D) Survey Needs and wants - Members discussed and worked on a draft for a survey. It would be done till September. Collected information required for the group. Testing on executive committee; negotiated with 3 faculties; first a pre-survey; probably around 15-20-minute survey. Results would be evaluated based on preliminary trial. Questions need to be framed properly. Comments can be given by committee.
- E) International Doctoral students - Framed emergency sheet for all international students. Worked with graduate academy to give them feedback on the sheet prepared and also gave suggestions on points which can be included.
- F) Proposal for new working groups - 1) heiDOCS - Christoph Poetsch, La Toya Waha, Elias Eckert, Angela Calderón Villarino, Michael Kraft (topical working group); 2) Process within medical thesis - Raban Heller, Tobias Krause, Manuel Kuhner, Nicolai Ritschel (faculty specific working group)
- G) Dissolution - Working Group "Supervisor award"
- H) Scholarships - Attempt of influencing decision on including scholarship with social security benefits was successful. Graduate academy plans to reconsider the option and currently work in under progress.
- I) Dissolution - Working Group "Website and communication"

Top 7 - Discussion

There was general discussion on changing the terminology of “Doctoral students” to “Doctoral researchers”; it would be important for the administrative work and hierarchy in university; it would allow assigning more importance to doctoral students. The idea was supported by all.

Top 8 - Miscellaneous

Barbeque - Was enjoyed by everyone and was a good idea for an informal get together.