

*The Board of the Graduate School of Humanities and Social Sciences
of the Faculty of Cultural and Social Sciences of the University of Lucerne,*

based on § 15 of the Statute of the University of Lucerne of 12 December 2001 as well as the
Doctoral Regulations of the Faculty II of Humanities and Social Sciences of the
University of Lucerne and the PhD Regulations of the Graduate School of
Humanities and Social Sciences of 27 January 2010 (status quo 1 August 2020)
and the Guide to the Doctoral Regulations of 20 December 2010 (status quo 1
August 2020)

enacts:

Organizational Regulations for the Graduate School of Humanities and Social Sciences (GSL)

of 18.5.2020

§ 1 Bodies of the Graduate School of Humanities and Social Sciences (GSL)

The GSL Board
The GSL Office
The Liaison Officer
The Members

§ 2 GSL Board

- (1) The GSL Board shall be composed in accordance with § 2 of the PhD Regulations and shall be responsible for the tasks described therein.
- (2) In addition to the members of the GSL Board mentioned in the Regulations for Doctoral Studies, the Faculty Assembly may, if necessary, elect a substitute for members of the GSL Board who are absent for a longer period of time, who shall be seated on the GSL Board for the duration of the absence.

§ 3 GSL Office

- (1) The GSL Office shall be responsible for the preparation, coordination and follow-up of all business of the GSL Board.
- (2) In consultation with the GSL Board, the GSL Office shall organize all offers made available to the members of the GSL.

- (3) The GSL Office manages the financial resources of the GSL, based on services provided by the University's financial and accounting services, and is obliged to provide information about these to the GSL Board at all times.
- (4) The GSL Office is a first point of contact for all requests by GSL members. It is obliged to maintain confidentiality with regard to information entrusted to it by members.
- (5) The GSL Office organizes and coordinates the cooperation of the GSL with partners within and outside the University.

§ 4 Liaison Officer

- (1) The Liaison Officer is a member of the GSL who attends GSL Board meetings. The liaison officer is not present during agenda items featuring decisions taken by the board regarding individual GSL members.
- (2) The Liaison Officer shall be elected or confirmed at a General Assembly of all GSL members.
- (3) The Liaison Officer does not represent the opinion of the majority of all members as determined by an official procedure, but may represent opinions entrusted to him/her both to the Executive Board and to the members – if desired, also in an anonymous manner.

§ 5 Members and Membership

- (1) Regular membership in the GSL is automatic upon registration as a doctoral student at the Faculty of Humanities and Social Sciences of the University of Lucerne.
- (2) Regular members receive access to all GSL offers.
- (3) Regular members must carry out and complete the doctoral program in accordance with all the points listed in the PhD regulations and the guidelines.
- (4) An exemption from mandatory GSL study achievements can be requested by means of an application signed by the doctoral candidate and the first supervisor to the attention of the GSL Board (see PhD Regulations § 5, paragraph 4). An exemption from mandatory study achievements leads to limited access to GSL offers.
- (5) In serious cases of violation of the PhD regulations or guidelines, the GSL Board may decide on exclusion from the GSL.
- (6) Visiting doctoral students may submit an application for "associate membership" to the GSL Board for the time of their planned stay. This must be accompanied by a letter of support from a habilitated member (professor) of the KSF. Other applicants for associate membership are recipients of seed money funding. In the case of associate membership, it is up to the GSL Board to determine which offers are available to associate members.
- (7) Once a semester the GSL Office organizes a General Assembly for all GSL members. Members have the possibility to call a General Assembly at any time outside of these General Assemblies if requested in writing by at least one third of the members.

§ 6 GSL Board Meeting

- (1) All resolutions of the GSL Board must be recorded in the minutes.
- (2) Resolutions of the GSL Board are usually passed during the semester's lecture period in meetings at which the GSL Board members are physically present and whose dates are announced before the beginning of the semester. If the physical presence of individual or all Board members is not possible for the agreed date, meetings may also take place via digital platforms. Between meetings with fixed dates and during semester breaks, resolutions shall be passed by written (e-mail) circulation.
- (3) In addition to the Board Members, the Head of the GSL Office and the Liaison Officer take part in the board meeting. The latter is not present for resolutions concerning individual doctoral students by name. The GSL Board is quorate if at least 2/3 of the Board Members are present.

(4) Decisions of the GSL Board are legally binding if they are supported by at least a simple majority of the Board Members. Reasons for unanimous decisions may be recorded in the minutes at the request of a Board Member.

Lucerne, 18 May 2020

The Board of the Graduate School of Humanities and Social Sciences of the University of
Lucerne