

Certified translation from German into English

The present document is a translation of the official German version.  
In case of doubt, the German version will prevail.

---



## Memoranda

ISSN 0723-0745

Amtsblatt [Official Gazette] of Freie Universität Berlin

28/2013 8 August 2013

### CONTENTS

Charter for the Graduate School of East Asian Studies at the Dahlem Research School of the Freie Universität Berlin	216
Academic Rules and Regulations for the doctoral study program at the Graduate School of East Asian Studies at the Dahlem Research School of the Freie Universität Berlin	220
Second Academic Rules and Regulations for the amendment of the Academic Rules and Regulations for the “Muslim Cultures and Societies” doctoral study program (Berlin Graduate School Muslim Cultures and Societies) at the Dahlem Research School of the Freie Universität Berlin	232

# **Charter for the Graduate School of East Asian Studies at the Dahlem Research School, Freie Universität Berlin**

## **Preamble**

Pursuant to Art. 74 of the Berlin Universities Act (Berliner Hochschulgesetz – BerlHG) in the version of the public announcement of 13 February 2003 (GVBl. p. 81), last amended by the Act of 20 May 2011 (GVBl. p. 194), the Joint Committee (JC) established by the departments of History and Cultural Studies, Political and Social Sciences, Law and the School of Business and Economics as well as Philosophy and Humanities has issued the following Charter for the Graduate School of East Asian Studies at the Dahlem Research School of the Freie Universität Berlin (Graduate School) on 19 June 2013:<sup>1</sup>

## **Table of Contents**

- § 1 Mission and Objectives of the Graduate School
- § 2 Doctoral Grants
- § 3 Research Areas
- § 4 Members and Bodies of the Graduate School
- § 5 Members' Committee
- § 6 Advisory Board
- § 7 Executive Board
- § 8 Director and Vice-Director
- § 9 Coordinator
- § 10 International Advisory Board
- § 11 Taking effect

## **§ 1**

### **Mission and Objectives of the Graduate School**

(1) The Graduate School of East Asian Studies (Graduate School) is an institution of the Dahlem Research School (DRS) of the Freie Universität Berlin.

(2) The Graduate School provides a structured doctoral study program which combines general, historically founded and interdisciplinary doctoral training in East-Asia-related regional studies (Japanese Studies, Korean Studies and Sinology), including theoretically and methodologically founded studies anchored in the disciplines of Social Sciences (Political Science and Economics), Law, Ethnology as well as History and Cultural Studies. The core of the Graduate School's study and research program is the academic discourse with institutions in East Asia in a comparative perspective.

(3) The Graduate School provides the doctoral study program in East Asian Studies (doctoral study program). In order to meet the growing demand for competent experts with the relevant language skills; the Graduate School is designed to train future experts in science, the media, politics and in international cultural and economic cooperation.

(4) The doctoral study program appeals, in particular, to students who intend to work in an interdisciplinary way, nevertheless based on one discipline, as part of their dissertation project. Students shall conduct their research activities independently but in close cooperation with their supervisors.

(5) The Graduate School aims at providing a theoretically and methodologically reflected study and learning program. It combines excellent training in East-Asia-related subjects (Japanese Studies, Korean Studies and Sinology) with the transfer of broad regional expertise and sound methodological knowledge in the relevant disciplines such as Political Science, Law and Economics, History, Ethnology and Cultural Studies. An intensive training phase in East Asia further constitutes an important part of the program. In this aspect, the Graduate School relies on existing networks between the Freie Universität Berlin and the major universities and research institutes in East Asia, as well as major East-Asia related institutions in Europe and the USA.

---

<sup>1</sup> This Charter was confirmed by the President of the Freie Universität Berlin on 6 August 2013.

(6) The admission requirements, the application and selection procedures, as well as content, objectives, organization and requirements of performance are regulated by the Academic Rules and Regulations for the doctoral study program.

(7) All members and bodies of the Graduate School shall be obliged to promote equal opportunities and uphold the compatibility of academic qualification and family life, taking into consideration the regulations of the Guidelines on the Women's Advancement (FFR) of the Freie Universität Berlin dated 17 February 1993 (FU Memoranda 17/1993).

## **§ 2 Doctoral Grants**

(1) The GEAS offers (up to 12) grants annually.

The selection committee shall decide on awarding the grants in a selection procedure in line with §§ 3, 4 of the Academic Rules and Regulations for the doctoral study program. Initially, the grant is approved for one year. In the event of a positive evaluation, it can be extended by a maximum of two years.

(2) As a rule, a six-month research period in East Asia forms part of the doctoral study program. The Graduate School shall provide funds in addition to the grant for the financing of this research period.

## **§ 3 Research Areas**

(1) The Graduate School's research program focuses on the academic discourse with institutions in East Asia, paying special attention to the following research lenses: origin and development of and/or changes of institutions, impact of institutions as well as global interdependencies. The research program combines the institution-based approaches of the disciplines represented in the Graduate School with empiric developments in East Asia, and it aspires to gain new insights and to further develop existing theories.

(2) The Executive Board, the Advisory Board and the International Advisory Board shall examine the research areas every two years in line with section 1, and carry out the necessary adjustments.

## **§ 4 Members and Bodies of the Graduate School**

(1) Members of the Graduate School are scholars who have taken responsibility in the application process for the Graduate School and/or are involved in running the doctoral study program as full-time lecturers and dissertation supervisors.

Moreover, all students who are admitted to and enrolled in the doctoral study program of the Graduate School in line with §§ 3, 4 of the Academic Rules and Regulations for the doctoral study program are members of the Graduate School. The membership of the teaching staff and supervisors shall be bound to the continuation of their involvement in accordance with phrase 1. Notification regarding the termination of membership must be made in writing.

(2) Upon the Executive Board's application, the Members' Committee shall decide on the admittance of new members in accordance with section 1 phrase 1.

(3) Doctoral candidates studying at foreign universities with the right to issue doctoral degrees or educational institutions of equal rank, who are temporarily admitted and enrolled in the doctoral study program for up to two semesters as part of a cooperation agreement, shall not become members of the Graduate School. Any achievements rendered in this period are subject to the cooperation agreement. Upon expiry of the temporary admission and enrollment, candidates must meet the requirements as outlined in §§ 3, 4 of the Academic Rules and Regulations for the doctoral study program to be further admitted and enrolled and obtain membership of the Graduate School.

(4) The bodies of the Graduate School are:

- a) the Members' Committee
- b) the Advisory Board
- c) the Executive Board, and
- d) the Director

(5) Any rights and obligations of other university bodies as outlined in the Berlin Universities Act [BerLHG] and the Partial Basic Regulations [Teilgrundordnung] (testing model) of the Freie Universität Berlin dated 27 October 1998 (FU Memoranda 24/1998 - Partial Basic Regulations) shall remain unaffected. All bodies in accordance with section 5 item a) to c) shall establish their own rules of procedure; in all other aspects the legal regulations shall apply.

## **§ 5 Members' Committee**

(1) The members of the Graduate School as outlined in § 4 section 1 and 3 shall constitute the Members' Committee.

(2) The Members' Committee may make recommendations concerning all aspects of the Graduate School, and in particular concerning the coordination and development of the program.

(3) The members as outlined in § 4 section 1 phrase 1 shall elect the Executive Board. They propose the members of the selection committee to the Joint Committee which is set up by the departments of History and Cultural Studies, Political and Social Sciences, Law, Economics and Philosophy and Humanities and which has authority to decide on the doctoral study program at the Graduate School of East Asian Studies.

(4) The Director shall convene the Members' Committee at least once a year and take the chair.

(5) The lecturers of the doctoral study program shall meet regularly at plenary meetings which, in particular, serve the further development of the research and study program.

(6) The students of the doctoral study program shall meet regularly at plenary meetings to discuss student affairs in the Graduate School in particular, as well as the quality of supervision. Any suggestions and recommendations may be passed on to the Executive Board or the Advisory Board.

## **§ 6 Advisory Board**

(1) The Advisory Board shall give advice to the Executive Board regarding the decisions on all affairs of the Graduate School and make recommendations and suggestions. It shall decide on measures for quality management which go beyond the activities of the International Advisory Board.

(2) The Advisory Board consists of seven members, of which four are from among the members in accordance with § 4 section 1 phrase 1 with voting rights, and the coordinator and two students of the doctoral study program who have advisory votes.

(3) The members of the Advisory Board from among the members in accordance with § 4 section 1 phrase 1, shall be elected in line with § 4 section 1 phrase 1 by the Members' Committee on the basis of a proposal made by the Executive Board and appointed for three years. The student members shall be elected by the doctoral students committee in line with § 5 section 6 phrase 1 and appointed for one year. Re-election shall be possible.

(4) The Advisory Board may deal with all matters of the Graduate School, which are of general and fundamental importance. In particular, this applies to:

1. the Graduate School's collaboration with university and non-university research and educational institutions regarding further developments in the research areas in line with § 3 section 1;
2. recommendations regarding budgetary questions (material and human resources).

(5) In all matters concerning the promotion of women and gender research, the Advisory Board shall consult the academic management of the Center for the Promotion of Women's and Gender Studies and the Gender equality officers of the departments involved, in particular of the department of History and Cultural Science, who shall have an advisory vote.

(6) When certain research projects are discussed, representatives of the respective disciplines involved must be heard.

(7) The Advisory Board shall be chaired by the Director and meet at least once in a semester. The Advisory Board shall be convened, if this is requested by two thirds of the members; the corresponding details shall be governed by the rules of procedure. The Executive Board may request that further meetings of the Advisory Board be called at any time. If differences of opinion arise between the Executive Board and the members of the Graduate School, the Advisory Board shall assume a conciliating position.

### **§ 7 Executive Board**

(1) The Executive Board consists of the Director, the two Vice-Directors, the coordinator and one student of the doctoral study program. The student member shall be elected by the doctoral students' committee in line with § 5 section 6 phrase 1. The student member's period in office shall be one year, and that of the other members two years. Re-election is possible.

(2) The coordinator (§ 9) and the student member shall be advisory members, the other members of the Executive Board shall have a voting right.

(3) In accordance with § 5 section 6 phrase 1, the Executive Board shall appoint, upon the proposal of the doctoral students committee, an ombudsman/woman from among the full-time lecturers involved in the doctoral study program, who takes part in the Executive Board's meetings with an advisory vote.

(4) In all matters pertaining to the promotion of women and gender research, the Executive Board shall consult the academic management of the Center for the Promotion of Women's and Gender Studies and the women's representatives of the departments involved, in particular of the department of History and Cultural Science, as well as the Interdisciplinary Center for Gender Research (IZ), who shall have an advisory vote.

(5) The Executive Board deliberates and decides upon all matters of general and fundamental importance for the Graduate School. This includes, in particular, the internal distribution of human and material resources as well as the definition of the employees' areas of responsibility. The Executive Board may, in general or in individual cases, transfer the right to take imperative decisions and measures to the Director. This shall however not affect the Executive Board's right to make its own decisions.

(6) The Executive Board may employ representatives, commissions and committees for its support and advice. This shall apply, in particular, to the following fields of responsibility:

- budgetary matters
- quality management
- study planning
- student affairs

The members as outlined in § 4 section 1 phrase 1, shall elect the representatives and members of these commissions and committees from among the lecturers. The student representatives and members of commissions and committees shall be elected by the doctoral students committee in line with § 5 section 6 phrase 1. Re-election is possible.

(7) Commissions that draw up proposals as part of recruitment procedures or appointment or employment proposals, shall mainly consist of voting members according to § 4 section 1 phrase 1. The members proposed by the Executive Board shall be appointed as members of these commissions by the legal bodies or the bodies competent in line with the Partial Basic Regulations of the Freie Universität Berlin.

**§ 8**  
**Director and Vice-Directors**

- (1) The members as outlined in § 4 section 1 phrase 1 shall elect from among them one Director and two Vice-Directors who shall be in office for two years. Re-election is possible.
- (2) The Director as well as one Vice-Director shall be confirmed as Representatives and/or second Representative for the doctoral study program in line with § 6 section 1 of the Academic Rules and Regulations for the doctoral study program.
- (3) The Director shall be the spokesperson of the Graduate School, s/he shall be responsible for managing the Graduate School and for carrying out the decisions of the Members' Committee, the Advisory Board and the Executive Board. S/he shall represent the Graduate School. In matters which cannot be postponed s/he may take the imperative decisions and measures, whereas the Executive Board's right to take own decisions shall not be affected by this. The Director shall have the managing authority, taking into consideration any and all formal prerequisites. An accounting statement must be submitted to the Members' Committee, the Advisory Board and the University Management annually.
- (4) One of the Vice-Directors shall be responsible for coordinating the study program, and in particular for planning the Graduate School course in consultation with the Executive Board. The second Vice-Director shall be responsible for the coordination of the Graduate School's international relations in consultation with the Executive Board.
- (5) The Director as well as the two Vice-Directors shall be supported by the coordinator and an executive office. The executive office shall organize the meetings of the Members' Committee, the Advisory Board, the Executive Board and the International Advisory Board.

**§ 9**  
**Coordinator**

- (1) The coordinator shall manage the executive office and support the members of the Graduate School in complying with their tasks, in particular the planning and carrying out of the study program as well as communicating the service offers provided by the Dahlem Research School and the university and non-university institutions involved in the Graduate School. S/he shall work together with the bodies and administrations of the institutions participating in the Graduate School. Her/his duties include, in particular, organizing public relations work as well as continuous data collection for evaluation purposes.
- (2) The coordinator shall be appointed by the Executive Board. The Director may have management authority for the coordinator issued by the competent office.

**§ 10**  
**International Advisory Board**

- (1) The International Advisory Board shall give advice to the Advisory Board, the Executive Board and the Director regarding any and all decisions in fundamental academic matters and make recommendations and suggestions. The International Advisory Board shall examine and evaluate the activities of the Graduate School and support the further development of the doctoral study program.
- (2) The Director shall appoint the members of the International Advisory Board for three years on proposal of the Executive Board and on behalf of the University Management. Re-appointment is possible. The number of members shall appropriately represent the research areas named in § 3 section 1.
- (3) The International Advisory Board may consult experts from science, culture and politics.
- (4) The Director and the Executive Board shall ensure that the International Advisory Board's recommendations and suggestions are examined and implemented to the extent possible.

(5) As a rule, the International Advisory Board meets once a year and is chaired by the Director. The International Advisory Board may request further meetings.

#### **§ 11 Taking effect**

This Charter shall take effect on the date after its publishing in the memoranda (Amtsblatt der Freien Universität Berlin)

---

In the capacity of sworn interpreter to the Berlin law courts and notaries public appointed by the President of the Landgericht Berlin (Berlin Regional Court) under D VI 29/89 I certify that the foregoing is a true and faithful translation of the German document submitted to me.

Berlin, 27 January 2015

Maria Dettmers