

## **Unofficial English Version**

# **Statutes of the Freiburg Institute for Advanced Studies (FRIAS) at the University of Freiburg<sup>1</sup>**

### **Preamble**

The University of Freiburg is committed to continuing the Freiburg Institute for Advanced Studies (FRIAS) as the university's international research college.

It is intended that the Freiburg Institute for Advanced Studies (FRIAS) will

- a) considerably boost the attractiveness of the University of Freiburg for foreign as well as its own leading researchers
- b) significantly strengthen the University of Freiburg's international competitiveness
- c) promote dialogue between academia and society

With these objectives in mind, the University of Freiburg passes the following Statutes:

On the basis of Section 8 Para. 5 in connection with Section 40 Para. 5 of the Federal State Higher Education Act (LHG) in Baden-Württemberg dated 1st January 2005, in the version of Article 1 of the Act dated 1st April 2014 (law gazette p. 99), the Senate of the University of Freiburg passed the following Statutes for the Freiburg Institute for Advanced Studies (FRIAS) during a meeting on 16th December 2014 according to Section 19 Para. 1 Sentence 2 (10) of the LHG.

### **Section 1**

#### **FRIAS' areas of responsibility**

- (1) The Freiburg Institute for Advanced Studies (FRIAS) is the international research college of the University of Freiburg. Based on the highest academic standards and the institutional autonomy needed to uphold them, the university has set the following objectives for FRIAS:
  1. strengthening top-level academic research within the university
  2. intensifying international networking and visibility for the university
  3. supporting highly qualified, early-stage academics
  4. promoting new, innovative research approaches

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<sup>1</sup> Reference: Amtliche Bekanntmachungen der Albert-Ludwigs-Universität Freiburg im Breisgau. Vol. 45, No. 90, p. 663-670, Dec. 22 2014

5. fostering dialogue between academia, society, art and culture
  6. strengthening research-oriented academic teaching
  7. reinforcing cooperation and building bridges between disciplines
- (2) In particular, FRIAS achieves these objectives by
1. offering fellowships to both Freiburg-based and external, especially international, researchers in line with highly selective, recognised quality standards set by renowned international institutes for advanced studies
  2. offering positions to early-stage academics in order to support the recruitment of future faculty professors
  3. carrying out academic projects and events
- (3) In line with the University of Freiburg's profile, FRIAS strives to support all academic subject cultures equally.

## **Section 2**

### **Members**

The Freiburg Institute for Advanced Studies (FRIAS) comprises the members of the Board of Directors as well as all academics who have been appointed as fellows in accordance with Section 6 and carry out research at FRIAS. For the duration of their stay, external FRIAS fellows are members of the university in accordance with Section 9 Para. 1 of the LHG.

## **Section 3**

### **Board of Directors**

- (1) The Board of Directors consists of three members:
1. the Executive Director of the Board of Directors
  2. two further full professors
- The Vice Rector for Research and the General Manager of FRIAS regularly take part in and have voting rights during meetings held by the Board of Directors.
- (2) The Members of the Board of Directors are appointed by the Rectorate. The Executive Director is appointed at the recommendation of the Steering Committee in accordance with Section 7 Para. 2 (2). In agreement with the Steering Committee, the Executive Director proposes other members for the Board of Directors to the Rectorate. The period of office for members of the Board of Directors is three years per member. Members may be re-elected.
- (3) FRIAS is managed by the Board of Directors. The Board of Directors is responsible for making decisions on all matters not covered by another university body. Decisions on matters of principle shall be made by the Board of Directors in agreement with the Rectorate. In particular, the Board of Directors shall carry out the following tasks:
1. developing an academic profile and research programme
  2. coordinating tasks at hand
  3. preparing the annual budget
  4. operations and management

5. managing the accounts
- (4) The Board of Directors is free to manage FRIAS' academic affairs as it sees fit. In doing so, the board will consult with the Steering Committee as well as the Scientific Advisory Board according to these committees' areas of responsibility.
- (5) The Board of Directors will generally meet once a month. All members of the Board of Directors are entitled to request meetings to be convened within ten days, citing the reasons for this request.
- (6) If individual faculties are affected by decisions made by the Board of Directors, the deans of the respective faculties will be involved and consulted in due time.
- (7) The members of the Board of Directors divide the responsibilities for certain tasks amongst themselves.

#### **Section 4**

##### **Executive Director**

- (1) The Executive Director will become an Internal Senior Fellow of the Institute and be relieved from of his/her teaching duties during his/her period of office. If he/she should be unable to carry out his/her duties in general or in particular cases, he/she may ask to be represented by another member of the Board of Directors.
- (2) The Executive Director
  1. organises the institute's academic programme and the evaluation process for selecting fellows
  2. represents FRIAS within and outside of the university, except in matters which, under Section 11, fall into the Rectorate's area of responsibility
  3. generally convenes meetings with the Board of Directors once a month
  4. compiles an annual report on work performed at FRIAS in agreement with the Board of Directors, and informs the Rectorate and the Steering Committee about all matters concerning academic activities, administration and FRIAS matters in general. The annual report will also be submitted to, and discussed by, the Senate
  5. independently manages ongoing business affairs and supervises administration matters
  6. exercises the domiciliary rights as conferred upon him/her by the Rector and is responsible for order in the centre

The Executive Director may transfer organisational duties of parts, or all, of the academic programme to other fellows at the institute.

#### **Section 5**

##### **General Manager**

- (1) In order to manage its ongoing affairs, FRIAS maintains an administration unit led by a General Manager, who executes the decisions made by the Board of Directors and reports to the Board of Directors.

- (2) The administration unit is responsible for the following tasks in particular:
1. managing financial resources, human resources and FRIAS premises
  2. organising comprehensive events at FRIAS
  3. public relations work for the institute as agreed with the Executive Director
  4. creating reports for, and applications to, funding institutions
  5. preparing meetings for FRIAS governing bodies
  6. managing the fellow selection procedures

## **Section 6**

### **Fellows**

- (1) FRIAS appoints internationally renowned academics as external or internal Senior Fellows, as well as outstanding early-stage academics as Junior Fellows.
- (2) For the duration of their membership at FRIAS, all fellows have a duty of residence and attendance.
- (3) For the duration of their fellowship, Freiburg-based academics that are Internal Senior Fellows at FRIAS are relieved of their teaching obligations and committee responsibilities to an adequate extent (usually 50%). The attendance of fellows at FRIAS is not classed as a sabbatical semester within the meaning of Article 49 (6) of the Federal State Higher Education Act (LHG).
- (4) By signing written agreements, fellows agree to concentrate on their individual research projects and to regularly participate in academic activities at FRIAS. They shall draw up a final written report on their research time at FRIAS to be submitted to the Board of Directors.
- (5) Taking into consideration the conditions set by external funding agencies, FRIAS and external fellows shall agree on financial compensation for their work at FRIAS. This may also include any additional costs incurred by stays at FRIAS.
- (6) The following rules shall apply when selecting fellows and awarding fellowships:
  1. The selection is subject to strict adherence to the highest academic standards.
  2. The responsibility of selecting fellows for the University of Freiburg shall fall to the Scientific Advisory Board, which consists of external members only. Exceptions are only possible in very special cases.
  3. Fellows are usually selected following a competitive selection process, but a proactive selection process is also possible in justified cases.
  4. Fellowships of up to 6 months may be awarded independently by the Board of Directors to external academics, while appointments for longer-term fellowships require the approval of the Scientific Advisory Board.
  5. Where applications for group funding concern more than 3 fellowships, all applicants will be assessed individually.
  6. Fellowships are subject to a minimum stay at FRIAS of two months; the Board of Directors may invite academics of any level to the Institute for a guest stay lasting for a variable duration.

7. The European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers are observed when awarding and structuring fellowships and awarding grants to early-stage researchers.
- (7) Selecting fellows according to individual research programs, i.e. FRIAS research foci, research groups, junior groups and individual fellowships, is subject to regulations detailing the provisions under Section 6 Para. 6.
- (8) Upon being awarded a fellowship at FRIAS, the Rectorate entrusts Internal Senior Fellows with carrying out their official duties at FRIAS either to a full or reduced extent.
- (9) In the case of serious misconduct, the rectorate may renounce FRIAS fellowships at the Board of Directors' suggestion.
- (10) FRIAS actively maintains and cultivates relations with the Institute's former fellows (alumni).

## **Section 7**

### **Steering Committee**

- (1) The Steering Committee consists of 15 members. The Steering Committee is comprised of:
  1. three faculty representatives
  2. three representatives of the university's major research projects and centres, such as collaborative research centres, research training groups and clusters of excellence
  3. one representative of the Freiburg-based network for early-stage academics (SciNet)
  4. the chairperson of the Scientific Advisory Board (SAB)
  5. one member with experience of organising Advanced Study Institutes (external)
  6. two members with particular expertise in the areas of higher education and research policy or industry and business (external)
  7. one representative of an organisation actively engaging in the promotion of science and research
  8. one representative of the Baden-Württemberg Ministry of Science, Research and the Arts (MWK)
  9. one representative of the students' status group legitimised by the representative student body
  10. one doctoral candidate agreed upon by the faculties' doctorate students and nominated through the ProDoc initiative (representation of doctorate students at the University of Freiburg).

Members of the Steering Committee are appointed by the Rectorate for a period of office of three years. The period of office for student members shall be one year. Members may be re-elected. The Rectorate will convene constituent meetings.

- (2) The Steering Committee has a consultative function, and is thus responsible for the more general questions concerning the Institute's work. It issues recommendations
  1. on questions concerning FRIAS' long-term development

2. on appointing the Executive Director
3. on appointing the members of the Scientific Advisory Board

It makes its recommendations to the Rectorate and the FRIAS Board of Directors.

- (3) The Steering Committee convenes once a year. The chairperson shall summon a meeting at least once a year, or at the request of at least four members.
- (4) The Rector, or a representative appointed by him/her, and the FRIAS Board of Directors will attend the Steering Committee's meetings as guests.

## **Section 8**

### **Scientific Advisory Board**

- (1) FRIAS has a Scientific Advisory Board consisting of international members, including a maximum of 11 voting members.
- (2) The Scientific Advisory Board advises the Board of Directors and the Rectorate on academic issues. It is responsible for the academic appraisal of fellowship applications under Section 6 Para. 6 and grant applications in other FRIAS research programs. It advises FRIAS with a view to ensuring compliance with high standards of academic quality in its research programs and selection procedures.
- (3) Board members are appointed by the Senate at the recommendation of the Steering Committee for a period of three years. Members may be re-elected.
- (4) The Scientific Advisory Board shall appoint a chairperson and a deputy chairperson from its members. The Board may make decisions by circulation. It may form working groups from its members to implement particular selection procedures.
- (5) The meetings of the Scientific Advisory Board shall be convened by the Board of Directors in agreement with the chairperson of the Scientific Advisory Board.

## **Section 9**

### **Board of Trustees**

FRIAS may appoint a Board of Trustees consisting of suitable persons of public standing. The Board of Trustees shall help the Institute to carry out its duties, promote its work in public and support the Institute in the long term.

## **Section 10**

### **Evaluation**

- (1) FRIAS' work shall be comprehensively evaluated by an independent, external committee of experts, for the first time in 2017 and every five years thereafter. The timescale and procedure of this evaluation may be changed if mutually agreed by the Rectorate and the Steering Committee, provided that this is deemed to be expedient as a result of the stipulations of external funding bodies.
- (2) The evaluation will assess the following subject-specific criteria:
  1. quality and scope of FRIAS' research performance
  2. level of disciplinary and interdisciplinary communication

3. FRIAS's work to promote the development of the university at large in accordance with the preamble of these Statutes
  4. inspiration to research-oriented teaching
  5. support of early-stage researchers
- (3) The Board of Directors shall submit a statement to the Steering Committee and Rectorate within three months of receiving the evaluation report. The statement shall detail the suggestions and conclusions of the review by the expert panel as regards to the further development of FRIAS.
- (4) The Rectorate and the Steering Committee shall honour the results of the evaluation procedure, deliberate on its conclusions and consider how these might be implemented. The Rectorate shall decide on the continuation of the Institute and instigate, where necessary, the relevant resolutions passed by the relevant committees.

## **Section 11**

### **Legal representation**

The Rectorate shall legally represent FRIAS to the outside world, in particular with regard to signing contracts and formally accepting third-party funds. It is also responsible for decisions pertaining to personnel matters under civil service and employment law.

## **Section 12**

### **Rules of Procedure**

Within the provisions of the Federal State Higher Education Act (LHG) and these Statutes, FRIAS may establish its own rules of procedure to govern the Institute's internal procedures. All other matters will be subject to the procedural regulations (Verfahrensordnung) of the university.

## **Section 13**

### **Transitional provisions**

- (1) The Board of Directors shall consist of two people until 30th September 2015, contrary to the provision in Section 3 Para. 1. The Rectorate shall appoint two directors for this purpose. These directors shall share the tasks of the Executive Director and work with the Vice Rector for Research and the General Manager to jointly organise the transition to the new management structures provided by these Statutes.
- (2) The Steering Committee shall make its first recommendation on appointing the Executive Director for the period of office starting on 1st October 2015.
- (3) The Senate shall appoint the members of the Scientific Advisory Board at the Steering Committee's recommendation for the first time on 1st October 2015. The previous Scientific Advisory Board shall continue to carry out its tasks until 30th September 2015.

## **Section 14**

### **Date of legal effect**

These Statutes will become effective on the day after their publication in the University of Freiburg's Official Announcements (Amtliche Bekanntmachungen).

Freiburg, .....

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Prof. Dr Dr h.c. Hans-Jochen Schiewer

Rector