

# Hannover Biomedical Research School (HBRS)

## Rules and Regulations

*Approved by the senate of Hannover Medical School, MHH, on March 14<sup>th</sup>, 2007.*

### **Preamble**

Hannover Biomedical Research School (HBRS) is the organizational roof for a number of (post-)graduate programs (PhD programs etc.) as well as associated Master programs and a structured doctoral program for undergraduate medical students (StrucMed; Dr.med./Dr.med.dent.) at Hannover Medical School (MHH). The aim is to support qualified young researchers towards internationally well accredited degrees. The programs in the HBRS are on the one hand independent, on the other hand synergies in teaching and supervision as well as in coordination particularly allow interdisciplinarity as well as optimal utilization of resources. Teaching is optimized by regular evaluations and selection of lecturers. With this concept, the MHH follows its characteristic interdisciplinary orientation in research as well as teaching.

### **§ 1 Governing body**

The HBRS is implemented in the MHH. The students of study programs are immatriculated (enrolled) at MHH or partner universities.

### **§ 2 Aim of the Research School**

(1) The HBRS only serves research and teaching. It does not follow profit-orientated interests.

(2) The research foci of HBRS are concentrated on Inflammation, Infection and Immunity, Transplantation as well as Tissue Regeneration.

HBRS co-ordinates teaching and ensures excellent training in high quality research laboratories, furthers motivation, and actively encourages integration and interdisciplinary exchange between students and young researchers from both medical and life science backgrounds.

(3) HBRS also fosters educational and scientific interaction between university and non-university institutions in the Hannover region; among these are the University of Veterinary Medicine, the Leibniz University of Hannover, the Helmholtz Institute for Infection Research Braunschweig (HZI), and the Fraunhofer Institute for Toxicology and Experimental Medicine Hannover (ITEM). International activities in all phases of qualification are extended.

(4) HBRS provides a framework for international guest lectures, summer schools and for the training of talented medical and life science students for a future career in science.

(5) HBRS is a “family-oriented” training facility, in particular for excellent scientists.

(6) HBRS is also supporting a new model for clinical research scientists with the introduction of a dual career concept, involving rotation of positions and tandem research groups.

(7) The aim of HBRS is to attract excellent students and junior researchers from all over the world to Hannover. They are provided with structured, quality-oriented PhD programs in order to guarantee training according to the current needs of the academic as well as non-academic job market.

### **§ 3 Organs of HBRS**

Organs of HBRS are the Executive Board, the Central Management, the HBRS Committee, the assembly of members and the International Advisory Board.

#### **§ 3.1 Executive Board**

The incumbent president of MHH, as well as a deputy elected from the body of persons being in charge of the programs (usually the Dean of Research) and the Dean of HBRS represent the Executive Board of HBRS. The Dean of HBRS is the speaker of the board. The Executive Board coordinates the collaboration between MHH and HBRS as well as decides about the budget.

#### **§ 3.2 Central Management**

(1) The Dean of HBRS is elected by the senate of MHH on recommendation of the HBRS committee. The Dean of HBRS is responsible for the central management together with the HBRS office. The Dean of HBRS is elected for 4 years, re-election is possible. The Dean represents HBRS to the DFG.

(2) Hannover Biomedical Research School (HBRS) has a central office, which is sufficiently equipped through central financial means of MHH with personal, infrastructure (particularly rooms) as well as office supplies.

(3) Additional scientific or administrative staff of the individual programs are integrated in the HBRS, however, they maintain their relative independence. They are responsible for tasks being set by the respective funding organizations. They underlie authorities of the program speakers.

(4) Main tasks of the HBRS office are:

- National and international advertisement, public relations
- In cooperation with program committees: application and selection procedures,
- In close collaboration with the students' secretary: enrolment (immatriculation) in the different programs of the HBRS,
- Coordination of curricula in agreement with program committees and organization of detailed agendas (including organization of soft skill courses, workshops, summer schools etc.),
- Organization of exams in agreement with program committees and according to the respective "rules and regulations",
- Administration and students' welfare,
- Alumni
- Evaluation (concurrent with training), quality-management and support of equality of opportunity.

#### **§ 3.3 HBRS Committee**

(1) Members of the HBRS Committee are: the individual program speakers, president of MHH, Dean of Research and Dean of HBRS.

(2) HBRS Committee meetings should as a rule be summoned every three months.

(3) The HBRS Committee gives recommendations for integrating new study programs in the HBRS (to the senate of MHH).

(4) In cooperation with the Executive Board, the HBRS Committee is responsible and decides about the budget of HBRS (including stipends). Applications for financial support can be submitted at any time.

#### **§ 3.4 Internal cooperations**

(1) The Dean of HBRS is supported by the Dean and Office of Studies.

(2) The Dean of HBRS represents the HBRS in the „Research Committee“ (Forschungskommission) of MHH as well as in the „Committee of Studies“.

(3) The international office is supposed to support the HBRS office concerning international students' affairs.

### **§ 3.5 Individual program speakers**

(1) Program speakers are those scientists who are responsible for steering one (or more) of the programs in the HBRS (Research training groups, PhD programs etc.).

(2) Program speakers act for the interests of their individual program within the HBRS and are responsible for scientific contents as well for the individual training/study programs.

(3) Program speakers act as contact persons for the HBRS office.

(4) Associated Master programs as well as the structural doctoral program for medical students (StrucMed; Dr.med./ Dr.med.dent.) is also represented by a senior scientist elected by the group of professors.

### **§ 3.6 Members and assembly**

(1) Ordinary members of HBRS are:

- individual program speakers,
- all lecturers and supervisors of the programs
- all students.

(2) Advisory members are the:

- incumbent president of MHH,
- Dean of HBRS,
- Dean of Research

(3) The Dean of HBRS invites all ordinary and advisory members to a general assembly at least once a year (written, 4 weeks in advance), together with the agenda and protocol of the last meeting.

(4) The members of HBRS can call a special assembly, if 1/3 of the ordinary members send in a written request to the HBRS office.

(5) The assembly of members discuss the report of the Executive Board and the overall current situation of the HBRS. They are authorized to make suggestions for improvement.

(6) 2/3 of the members attending (but not against the majority of supervisors and lecturers of the HBRS) can ask for the dismissal of the Executive Board at the senate of MHH.

### **§ 3.7 International Advisory Board**

(1) The International Advisory Board is usually composed of eight renowned international scientists, who give advice to the HBRS in matters concerning all future activities.

(2) Members are elected for a period of six years by the senate of MHH on recommendation of the HBRS Committee. Re-election is possible.

(3) The International Advisory Board assembles at least once a year (e.g. in October on the occasion of the opening of the new study year in HBRS).

(4) Members discuss the annual reports of HBRS and of the individual programs, give advice concerning plans and structures of HBRS and serve as contact persons as well as source for scientific information to students and responsible scientists.

### **§ 3.8 Budget**

(1) A separate budget is allocated to the HBRS by the president of MHH.

(2) The budget is primarily used for:

- Financing of stipends (PhD and StrucMed)
- Financing of full-time staff of the HBRS office (if they cannot be supported by individual programs),
- Financing of language teachers
- Financing of infrastructure (including teaching aids) and office supplies
- Support of workshops, summer schools, guest lecturers etc.

(3) The Executive Board decides about the distribution of funds in agreement with the HBRS Committee.

(4) The Dean of HBRS is liable to account for usage of financial means to the steering committee of MHH and the funding organization (e.g. DFG/BMBF).

(5) A detailed finance report is part of the annual report to the assembly of members of HBRS and is submitted to the senate of MHH or DFG.

#### **§ 4 Responsible Scientists**

(1) Members of HBRS are all scientists being involved in HBRS as supervisor or lecturer.

(2) The individual program committees decide about admission and exemption of a scientist to their programs.

(3) If a program expires, it is withdrawn from HBRS.

(4) Responsible scientists commit themselves to contribute to the individual study programs, as well as to cooperate with the central management of HBRS.

(5) Program committees guarantee financial support of students in their programs according to program rules and regulations. The HBRS actively takes part in the acquisition of additional grants and further financial support.

#### **§ 5 Junior scientists, PhD students**

All PhD students and students of other programs of HBRS are enrolled at the MHH or partner universities.

Program details (selection, supervision, evaluation, quality management, study and qualifying program, aims of study, exams) are regulated in separate HBRS "Rules and requirements for PhD studies (PhD) and Examinations in structured doctoral programs at Hannover Medical School".

#### **§ 6 Study programs and exams**

Details of the study programs as well as exams (PhD etc.) and conflict management are regulated in separate HBRS "Rules and requirements for PhD studies (PhD) and Examinations in structured doctoral programs at Hannover Medical School".

#### **§ 7 Coming into effect**

The HBRS rules and regulations come into effect after being approved by the senate of MHH and after making them public.

Alterations have to be approved by the HBRS Committee as well as by the senate of MHH.

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