

# Hannover Biomedical Research School (HBRS)

## Rules and Regulations

*Approved by the senate of Hannover Medical School, MHH, on March 14<sup>th</sup>, 2007; modifications on June 4<sup>th</sup>, 2025*

### **Preamble**

The Hannover Biomedical Research School (HBRS) is the graduate school of the Medical University of Hannover (MHH). It was founded in 2003. Both the HBRS and the PhD and medical doctorate programs organized within it had a model character in Germany at the time and the HBRS is still considered an outstanding example of the structured organization of different doctoral programs nationally and internationally. The HBRS is an independent unit within the Dean's Office for Academic Career Development at the MHH. It regulates all matters related to the structured promotion programs (currently: Molecular Medicine, Infection Biology, Regenerative Sciences, Auditory Sciences, Epidemiology and Biomedical Data Science), the externally funded research training groups (e.g. Graduiertenkollegs) and the programs for structured doctoral training for medical students (currently: StrucMed, KlinStrucMed, DigiStrucMed) at the MHH. Some master's programs at the MHH (currently: Biochemistry, Biomedicine and Biomedical Data Science) are associated with the HBRS with the goal of admitting as many master's graduates as possible to the PhD programs.

The HBRS aims to promote and support particularly qualified young scientists at the MHH and to lead to internationally recognized degrees. The programs (study courses) brought together within the HBRS are on the one hand independent, but on the other hand they should be strengthened through synergies in the teaching offer and interdisciplinary knowledge transfer for all programs. The teaching of the lecturers at the HBRS is continuously optimized through the selection process and ongoing evaluation. With this concept, the MHH pursues the characteristic interdisciplinary program of research and teaching for this institution.

### **§ 1 Governing body**

The HBRS is implemented in the MHH. The students participating in the study programs are enrolled at the MHH or partner universities.

### **§ 2 Goals, tasks and purpose of the Research School**

- (1) The HBRS serves exclusively for research and the associated teaching and pursues no own economic purposes.
- (2) The research focuses of the HBRS programs are oriented towards the research focuses of the MHH. The HBRS coordinates the curricula of the individual doctoral programs, guarantees an excellent education in an outstanding research environment and promotes motivation, integration and interdisciplinary exchange of students and scientists during the doctoral phase.
- (3) In addition, the HBRS promotes the exchange of teaching and knowledge with universities and non-university institutions, in particular with all national and international cooperation partners of the MHH.
- (4) The HBRS creates the framework for international guest lecturers, summer schools and the training of talented students and scientists on the way to scientific careers.
- (5) The HBRS understands itself as a family-friendly institution.
- (6) The HBRS supports the principle of dual career in science and healthcare practiced at the MHH.
- (7) The goal of the HBRS is to integrate excellent students and scientists from all over the world into the HBRS in early career phases and to enable them through a structured, quality-assured promotion process to receive an excellent education in view of the requirements of the academic and non-academic labour 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 the MHH, the Dean for Academic Career Development, the Dean for Research and the Director of the HBRS form the Board of Directors of the HBRS, with the Director of the HBRS chairing the Board. The Board of Directors coordinates the cooperation between the HBRS and the MHH and decides on the budget. In matters concerning the study-related medical doctoral studies (Dr.med., Dr.med.dent.), the Dean for Studies can be consulted.

#### **§ 3.2    Central Management**

(1) The Director 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 Director of HBRS is elected for 4 years, re-election is possible. The Director represents the HBRS internally and externally.

(2) 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. The administrative staff members financed from the intramural funds of the MHH are integrated into the office of the HBRS.

(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) The HBRS Committee consists of the program speakers of the participating study programs, the incumbent President of the MHH, the Dean for Academic Career Development, the Dean for Research and the Director of the HBRS. The incumbent President of the MHH, the Dean for Academic Career Development, the Dean for Research and the speakers of the individual study programs each have one vote.

(2) The HBRS Committee shall be convened annually as a rule. The Director of the HBRS invites to the committee meeting and chairs it.

(3) The HBRS Committee submits proposals to the Senate for changes to the HBRS rules and regulations and for the inclusion of new study courses or programs in the HBRS.

(4) Together with the HBRS Executive Board, the HBRS Committee bears the budget responsibility of the HBRS. It decides on the allocation of funds, including the allocation of scholarships. Applications for funding can be submitted at any time.

(5) The HBRS Committee proposes to the President in consultation with the Senate Commission for Academic Career Development the amount of scholarships that are financed from the funds of the MHH.

### **§ 3.4 Internal cooperations**

- (1) The Dean of HBRS is supported by the Dean and Office of Studies.
- (2) The Director of the HBRS is in close exchange with the Deans of the MHH for the development of the programs.
- (3) The International Office and the central MHH Doctoral Office support the HBRS in the support of the doctoral candidates.

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

- (1) In the HBRS, the structured doctoral programs, the research training groups and the programs for structured doctoral training for medical students are represented by the respective speakers. The dispatch of a representative is possible.
- (2) The program speakers represent the interests of the respective program/study course in the HBRS and are responsible for the content and scientific aspects of their program.
- (3) The program speakers are the immediate contact persons for the office of the HBRS in the context of the tasks of the office.

### **§ 3.6 Members and assembly**

- (1) Ordinary members of HBRS are:
  - all individual program speakers,
  - all lecturers and supervisors of the programs
  - all students.
- (2) Advisory members are the:
  - incumbent president of MHH,
  - Director of HBRS,
  - the incumbent Deans (Academic Career Development, Research, Studies)
- (3) The Dean of HBRS invites all ordinary and advisory members to a general assembly at least once a year or on demand (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 Director of HBRS at the senate of MHH.

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

- (1) The International Advisory Board is usually composed of three female and three male renowned international scientists, who give advice to the HBRS in matters concerning all future activities.
- (2) Members are elected for a period of three 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 Director 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.

### **§ 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, Programs and exams**

The enrolment of doctoral candidates in programs of the HBRS and other essential elements (selection procedure, supervision, evaluation, quality assurance, study and qualification programs, study goals, exams) as well as study and doctoral award matters are subject of the separate HBRS "PhD Rules and Regulations".

### **§ 6 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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