

Rules of Procedure, International Graduate School (IGS) North-South of the Universities of Basel, Bern, Lausanne, and Zurich

	I. Basis
Subject of these Rules of Procedure	<p>Art. 1 These Rules of Procedure govern the purpose, organization, responsibilities, and tasks of the International Graduate School (IGS) North-South, which is operated jointly by the Universities of Basel, Bern, Lausanne, and Zurich.</p>
Purpose	<p>Art. 2 ¹ The overall objective of the IGS North-South is to form the structural basis for a Swiss Inter-university Graduate School North-South, as an internationally recognized and integrated working network of excellence for coping with global change, for innovation, and for sustainable development. The IGS North-South shall achieve this through research partnerships with research and educational institutions in developing and transition countries, with education in particular at doctoral level, as well as with research-based implementation projects.</p> <p>² The IGS North-South operates a joint international research programme in partnership with institutions in developing and transition countries, and promotes the research projects integrated therein primarily for doctoral students and postdocs.</p> <p>³ Under the IGS North-South, the participating universities operate a joint educational programme for doctoral students. This brings together existing skills and also broadens and thematically complements national and international partnerships of the institutions involved.</p> <p>⁴ The training programme for doctoral students of the IGS North-South leads to a comprehensive interdisciplinary education in theory and practice in a relevant area of research for sustainable development. The student receives a certificate in addition to his/her PhD diploma.</p> <p>⁵ The IGS North-South strengthens its global partnerships through targeted activities in research, education, and consultation cooperation between several partners in Switzerland with partner institutions in the global South.</p> <p>⁶ Extending the cooperation to other universities and associated institutions is possible with the agreement of the participating universities.</p>

Organization	<p>II. Organization of the IGS North-South</p> <p>1. General</p> <p>Art. 3 The IGS North-South has the following organizational units:</p> <ul style="list-style-type: none"> <i>a Board,</i> <i>b Supervisory Teams,</i> <i>c Directorate,</i> <i>d Management Centre.</i>
Composition	<p>2. Board</p> <p>Art. 4 ¹The IGS North-South is led by a Board.</p> <p>² The Board has at least seven and at most 15 members, depending on the number of partners of the IGS North-South. Each of the participating universities appoints two Board members, who should preferably be working in North-South research. Board members are elected by the Boards of the respective participating universities for a term of four years, and may stand for re-election. All Board members have voting rights and decisions are taken by qualified majority of those present.</p> <p>³ Depending on the size of the Board, up to three external members (e.g. from the Federal Administration or the partner countries) can be represented on the Board. These members are elected by the Board for a duration of four years; re-election is possible.</p> <p>⁴ The Executive Director shall act as Secretary of the Board.</p> <p>⁵ The delegates of the respective universities on the Board take it in turns to hold the rotating presidency.</p>
Tasks	<p>Art. 5 ¹ The Board shall:</p> <ul style="list-style-type: none"> <i>a</i> undertake the overall supervision of the IGS North-South and decide its strategic direction. <i>b</i> delegate and monitor the operational management of the IGS North-South, as far as these are not carried out by the Supervisory Teams, Directorate, and the Executive Director. <i>c</i> ensure the existing range of courses on the recommendation of the Directorate and the Supervisory Teams, in agreement with the faculties and in accordance with the contracts or service agreements of the parties involved. It can initiate new course contents. <i>d</i> ensure the connection between the Boards of the participating universities. Agreements concern, in particular, course content, curricula, admission procedures, and final certificates. <i>e</i> decide on the research and education programme as well as the budget of the IGS North-South. <i>f</i> submit applications to the Boards of the respective Universities for contributions to the IGS North-South.

	<p>^g contribute to the networking of the IGS North-South in Switzerland and to strengthening the international network.</p> <p>² fulfils all other tasks not assigned to another organizational unit of the respective universities.</p>
Resolution	<p>Art. 6 ¹The Board takes its decisions with a majority of the members present. For a resolution to be valid, at least two-thirds of the members (rounded down to the nearest whole number) must be present. In the event of a tie, the president has the casting vote.</p> <p>² For the following decisions, a qualified majority or unanimity is necessary:</p> <ul style="list-style-type: none"> a a dissolution of the IGS North-South requires the approval of all university delegates on the Board. b the enlargement of the IGS North-South with the addition of partners requires the approval of all university delegates on the Board. c a majority of two-thirds of all Board members (rounded down as above) are required for: <ul style="list-style-type: none"> - the application for the appointment of the Executive Director of the IGS Directorate, and - changes to the Rules of Procedure.
Supervisory Teams	<p>3. Supervisory Teams</p> <p>Art. 7 ¹The formation of Supervisory Teams for the supervision of doctoral students and postdocs is within the responsibility of the participating institutions of the IGS North-South.</p> <p>² Supervisory Teams are specialized teams for the evaluation and supervision of doctoral students and postdocs. The number of Supervisory Teams as well as their specialization depends on the number of registered doctoral students and postdocs, and their project topics.</p> <p>³ The requirements that must be fulfilled by the members and the composition of the Supervisory Teams are governed by the respective regulations of the participating institutions.</p> <p>⁴ The Supervisory Teams are responsible for:</p> <ul style="list-style-type: none"> a evaluation of dissertation and postdoc applications, b selection of candidates, c drawing up a doctoral agreement with the doctoral student as well as monitoring compliance with the agreement. d the necessary basic training courses, e advising the candidates during their studies, f reviewing the candidates' progress reports.

	<p>4. Directorate</p> <p>Art. 8¹ The Directorate is responsible for the operational management of the IGS North-South and consults regularly. The Directorate consists of two representatives of the Board as well as the Executive Director of the IGS North-South.</p> <p>² The Directorate shall:</p> <ul style="list-style-type: none"> a support and control the work of the Management Centre, b coordinate the research and education programme, c organize joint activities and events, d communicate with higher bodies of research funding, development cooperation, politics, business, and civil society, e convene Board meetings, f undertake further duties specified by the Board.
	<p>5. The Executive Director</p> <p>Art. 9¹ The Executive Director is appointed by the University of Bern's Board of Directors at the request of the IGS North-South Board.</p> <p>² The Executive Director shall:</p> <ul style="list-style-type: none"> a head the Management Centre of the IGS North-South, b coordinate the research and training programme in cooperation with the Directorate for approval by the Board, c coordinate the research programme and the research plans of the IGS North-South, d develop the integrative training strategy in cooperation with IGS North-South partners, e carry out the budgeting and accounting for the IGS North-South for approval by the Board, f offer support in the acquisition of third-party funding and the participation in research projects, g prepare Board meetings and meeting minutes, h undertake further duties specified by the Board.
	<p>6. Management Centre</p> <p>Art. 10 The Management Centre supports the implementation of the IGS North-South through the following administrative and content-related activities:</p> <ul style="list-style-type: none"> a carries out finance and personnel management, b heads an information centre and prepares and maintains suitable information platforms,

	<p><i>c</i> is responsible for knowledge management and transfer to non-academic partners,</p> <p><i>d</i> implements the integrative training strategy and preparation of learning content,</p> <p><i>e</i> supports advancement of women and career building for IGS North-South members,</p> <p><i>f</i> is responsible for communication and public relations,</p> <p><i>g</i> undertake further duties as specified by the Board.</p>
Administrative allocation	<p>III. Further decisions</p> <p>Art. 11 The Management Centre of the IGS North-South is for administrative purposes assigned to the Centre for Development and Environment (CDE) of the University of Bern.</p>
Budget of the IGS North-South	<p>Art. 12 ¹ The budget of the IGS North-South and the financial allocations including the contributions of the participating universities are prepared by the Executive Director for approval by the Board.</p> <p>² The Board applies to the Boards of the participating universities for financial contributions to the IGS North-South.</p> <p>³ The participating universities ensure funding of their own activities. Third-party funding of projects and programmes depends on the financial allocation determined in advance.</p>
Employment of doctoral students	<p>Art. 13 The employment of doctoral students takes place in accordance with the personnel rules of the respective university.</p>
Validity	<p>Art. 14 These Rules of Procedure replace those of 1 July 2009. They take effect retroactively from 1 July 2017.</p>

Signed in Basel, on 07.09.2017, by Prof. Dr. Dr. h.c. Andrea Schenker-Wicki, Rector

Signed in Bern, on 15.08.2017, by Prof. Dr. Christian Leumann, Rector

Signed in Lausanne, on 05.10.2017, by Prof. Dr. Nouria Hernandez, Rector

Signed in Zurich, on 20.09.2017, by Prof. Dr. Michael Hengartner, Rector