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Statutes of the Vienna Doctoral School of Philosophy at the University of Vienna

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Preamble

The governance of the Vienna Doctoral School of Philosophy (hereafter "VDP") relies on the existing governing bodies, decision making procedures and appointment mechanisms at the Faculty of Philosophy and Education at the University of Vienna (hereafter "UVie"). It incorporates them into the structure specified in these statutes. This applies in particular to the roles of the DSPL, doctoral advisory boards, the faculty conference and the study conference. Procedures and competencies of other governing bodies are not listed here again. These statutes and changes to the present text according to §2.5 must be confirmed by the rectorate.

1. Organisation

1.1. General provisions

VDP members adhere to the various codes of conduct of the VDP and the UVie. Violations of these codes may lead to revocation of membership or removal from office, especially in the cases specified in 5.1 nrs. ii-iii.

1.2. Composition

The VDP is composed of the following groups of persons and bodies:

I. Team of Directors

- i. Director: The Director is the Studienprogrammleitung of the Doktoratsstudium Philosophie (DSPL43).
- ii. Deputy Director: The Deputy Director is the Vice-Director of the SPL43. The Deputy Director shall act as Director during any period in which the Director is unable to exercise the office (due to e.g. illness, research leave).

II. Scientific Coordinator (IVa, 100% full-time employment)

The Scientific Coordinator supports the Team of Directors and coordinates the administrative and academic affairs of the VDP. Additional part-time coordinator(s) may be appointed to assist in carrying out these tasks.

III. The Faculty

Supervisory Faculty

- i. Internal Supervisors: Employed staff of the Department of Philosophy at UVie with full rights to supervise doctoral theses in the field of philosophy according to §15(2) of the Satzung, and persons habilitated in philosophy at UVie with a *venia docendi* in philosophy at UVie (UG §103) who have no employment at UVie.
- ii. External supervisors: Staff of other Departments at UVie than the Department of Philosophy or of other Universities, recruited to supervise doctoral theses in the field of philosophy at UVie according to the guidelines specified in 4.4 and 6.1-6.2.
- iii. Retired Supervisors: Former internal and external supervisors of UVie who retain the right to supervise doctoral theses in philosophy.

Non-Supervisory Faculty

Staff of the Department of Philosophy at UVie holding a doctorate, but without rights to supervise doctoral theses in the field of philosophy.

IV. VDP Doctoral Researchers

Students enrolled in the Doctoral Programme in Philosophy who are members of the VDP

2. Governance

2.1. Governing body

The VDP is governed by the Steering Committee. The Steering Committee is composed of:

- i. The Team of Directors
- ii. The Scientific Coordinator
- iii. Two Representatives of the Supervisory Faculty
- iv. Two Representatives of the Non-Supervisory Faculty
- v. Two Doctoral Researcher Representatives and their two substitute members

2.2. Assemblies and meetings

Governmental business shall be conducted in the following assemblies and meetings:

- i. Meetings of the Team of Directors
- ii. Meetings of the Director and/or Deputy Director and the Scientific Coordinator(s)
- iii. Steering Committee Meetings

2.3. Tasks of the Team of Directors

- i. The daily management of the VDP.
- ii. To represent the VDP vis-à-vis the faculty, the faculty conference, the departmental meeting, the study conference, the Rectorate, and to external parties (including public relations).
- iii. To propose changes to the statutes of the VDP to the Steering Committee.
- iv. To propose an annual budget for approval by the Steering Committee.
- v. To negotiate, oversee, and manage the budget of the VDP.
- vi. To report to the Rectorate.
- vii. To convene meetings of the Steering Committee.
- viii. To oversee compliance of VDP members with the relevant code of conduct and governance rules set out in this Constitution.

2.4. Tasks of the Scientific Coordinator

Supporting the Team of Directors, according to general guidelines set by the Team of Directors, in the following tasks:

- i. Coordinating administrative, academic and strategic affairs of the VDP.
- ii. Managing the budget and organizing the doctoral training.
- iii. Executing policies developed by the Steering Committee.
- iv. Developing documentation relevant to the doctoral study programme in collaboration with the Study Service Center Philosophy.
- v. Overseeing admission of new doctoral researchers, organise the recruitment of praedocs employed by the VDP, and support the hiring of third-party funded praedocs within pooled calls.
- vi. Onboarding new doctoral researchers, monitor their progress and provide advice on doctoral studies.
- vii. Organising VDP events and advising doctoral researchers in the organisation of academic events.
- viii. Acting as a point of contact for conflict resolution, in particular concerning supervision.

- ix. Conduct consultations regarding membership status and potential membership. Monitor membership status.
- x. Maintaining an up-to-date website.
- xi. Maintaining contact with alumni.

2.5. Tasks of the Steering Committee

- i. Approving the VDP's annual budget plan and annual report of the VDP.
- ii. Approving amendments to the statutes of the VDP.
- iii. Taking strategic decisions concerning the development of the VDP.
- iv. Developing documentation and establish protocols relevant to the doctoral study programme.
- v. Appointing *ad hoc* juries for decisions within budget lines (e.g. hiring of praedocs).

2.6. Steering Committee Meeting

- i. The Steering Committee shall meet at least once per semester.
- ii. The Steering Committee meeting must be recorded in minutes.
- iii. The Director chairs the Steering Committee Meeting. If the Director is absent, the Deputy Director assumes this role.
- iv. Doctoral Researcher Representatives, Representatives of the Supervisory Faculty and the and Representatives of the Non-Supervisory Faculty participate in the meeting. The Scientific Coordinator participates without voting rights.
- v. The Steering Committee shall seek consensus for its decisions:
 - a. When voting is required, decisions are approved by simple majority.
 - b. Amendments to the statutes and decisions on revocation of a membership require a two-thirds (2/3) majority of the votes present in the meeting.
 - c. Delegation of votes between members of the Steering Committee who represent the same group is permitted.
 - d. Substitute representatives have voting rights only in the absence of the main representative.
 - e. Members with a conflict of interest on a matter shall declare them in due time and have their voting rights suspended for that matter.

2.7. Doctoral Researchers Assembly

The Doctoral Researcher Representatives and their substitutes shall call at least one Doctoral Researchers Assembly per semester. They invite all VDP Doctoral Researchers.

Functions of this assembly include:

- i. To inform on policies developed by the governing body.
- ii. To gather concerns of doctoral researchers to present them to the Team of Directors, the Scientific Coordinator, or in the Steering Committee meeting.
- iii. To elect new Doctoral Researcher Representatives and their substitutes (see 3.3).

2.8. Supervisory Faculty Board and Non-Supervisory Faculty Board

Boards responsible for electing representatives to the Steering Committee (see 3.3)

3. Election Procedures

3.1. Term of office

- i. Members of the Steering Committee are appointed or elected for a period of two years.
- ii. Re-election is permitted.
- iii. If a member steps down during the governmental period, the pertinent body shall appoint or elect a replacement following 3.3.

3.2. Eligibility

Only VDP members holding a contractual relationship with the UVie and the Department of Philosophy may be part of the governing body of the VDP, except for doctoral researcher representatives for whom employment at UVie is not a condition of eligibility.

3.3. Order and procedure of elections

Election of Representatives of the Supervisory Faculty

- i. At least six months before the end of the governmental period, the Team of Directors shall request the representatives of the Supervisory Faculty to organize elections for new representatives within the Supervisory Faculty Board.
- ii. The Supervisory Faculty Board shall elect two representatives from the internal supervisors, eligible in terms of 3.2, by simple majority. If not more than two candidates volunteer, the volunteers shall be deemed elected; up to two non-elected candidates shall become substitute members that become members of the steering committee to fill the vacancy during the current term of office.

Election of Representatives of the Non-Supervisory Faculty

- i. At least six months before the end of the governmental period, the Team of Directors shall request the representatives of the Non-Supervisory Faculty to organize elections for new representatives within the Non-Supervisory Faculty Board.
- ii. The Non-Supervisory Faculty Board shall elect two representatives from the Non-Supervisory Faculty, eligible in terms of 3.2, by simple majority. If not more than two candidates volunteer, the volunteers shall be deemed elected; up to two non-elected candidates shall become substitute members that become members of the steering committee to fill the vacancy during the current term of office.

Election of Doctoral Researcher Representatives

- i. At least six months before the end of the governmental period, the Team of Directors shall request the Doctoral Researcher Representatives to convene the VDP Doctoral Researchers Assembly for the election of two Doctoral Researcher Representatives and two substitute representatives.
- ii. Representatives and their substitutes are elected by simple majority. If not more than four candidates volunteer, the volunteers shall be deemed elected. Representatives with the fewest of votes become substitute representatives.

4. Membership

4.1. Doctoral Researchers

A doctoral student becomes a doctoral researcher of the VDP if:

- i. they are enrolled in the doctoral programme in Philosophy at the UVie (SPL43);
- ii. they submit an application for membership; and
- iii. and they sign the Code of Good Practice

4.2. Internal Supervisors

- i. The VDP director must invite employees (full, associate, or tenure-track professor, permanent lecturer, or postdoc) at the Department of Philosophy at UVie with a *venia docendi* according to §15 (2) of the Satzung to become internal supervisors.
- ii. The Steering Committee decides whether persons habilitated in philosophy at UVie with a *venia docendi* in philosophy at UVie (UG §103) who have no employment at UVie are invited to become internal supervisors. Any Steering Committee member may propose a deliberation on a suitable candidacy as a topic for the Steering Committee Meeting.
- iii. Candidates who are approaching the legal retirement age or who are soon to conclude their contractual relationship with the UVie may be excluded.

4.3. Non-Supervisory Faculty

- i. Appointment of a member of the Non-Supervisory Faculty is by invitation of the Director of the VDP, and requires:
 - a. Employment at the Department of Philosophy at UVie as a University Assistant (postdoc), a third-party funded postdoc, a permanent lecturer, or in a position similar to those listed; and
 - b. No right to supervise PhD theses
- ii. Candidates who are approaching retirement or who are soon to conclude their contractual relationship with the UVie may be excluded.

4.4. External Supervisors

- i. Appointment to the External Supervisors is by invitation of the Director of the VDP. The invitation is conditional on previous completion of the procedure according to 6, resulting in a positive vote by the Steering Committee. Starting the procedure according to 6 requires that the potential candidate meets one of the following:
- ii. Employment at UVie as a full, associate, tenure-track professor, permanent lecturer, outside the Department of Philosophy or supervision rights according to §103 UG (*venia docendi*) at UVie outside the Department of Philosophy.
- iii. Eligibility to supervise doctoral theses at UVie as a member of a different University or institution of higher education, according §15 (5) of the Satzung.

4.5. Retired Supervisors

- i. Membership of internal supervisors terminates upon cessation of employment at UVie, or for internal supervisors with no employment at UVie at the legal age of retirement, must be invited by the VDP director to join as retired supervisors, provided that they retain their *venia docendi*.

- ii. External supervisors approaching their retirement can be invited by the VDP director to join as retired supervisors, upon retaining the *venia docendi*, contingent upon the decision of the steering committee.
- iii. A consultation can be made, every second year, whether the retired supervisor is willing to keep the affiliation with the VDP.

4.6. Procedure for Unclear Conditions for Membership

Whenever it is unclear whether conditions for membership are met, the Steering Committee will be consulted by the Team of Directors, after consultation with the Büro Studienpräses, and will make an *ad hoc* decision.

5. Termination of membership

5.1. General Rules

Any membership will be terminated by the Team of Directors in the following cases:

- i. The passing of the member.
- ii. Termination of a membership has been decided on the basis of severe or repeated violations of a relevant code(s) of conduct, in a procedure complying with existing protocols.
- iii. Termination of a membership has been decided on the basis of a deficiency in the supervision record, according to the relevant code(s) of conduct, in a procedure complying with existing protocols.
- iv. At the member's own written request.

Whenever it is unclear that conditions for termination of membership are met, the Steering Committee will be consulted by the Team of Directors, after consultation with the Büro Studienpräses, and will make an *ad hoc* decision.

5.2. Termination of membership of Doctoral Researchers

Membership of doctoral researchers terminates in the following cases:

- i. Upon completion of the doctoral programme
- ii. Upon termination of the doctoral project and withdrawal from the doctoral programme

5.3. Termination of membership of Internal Supervisors

- i. Membership of internal supervisors terminates upon cessation of employment at UVie, or for internal supervisors with no employment at UVie at the legal age of retirement.
- ii. Membership of internal supervisors with no employment at UVie can be terminated at any time by the Team of Directors, especially if the internal supervisor has not supervised doctoral theses within the VDP for more than one year. The Team of Directors may consult with internal supervisors before termination of membership about prospective activities within the VDP.

5.4. Termination of membership of Non-Supervisory Faculty

- i. Membership of non-supervisory faculty terminates in the following cases:
 - a. Upon cessation of employment at UVie
 - b. After retirement

5.5. Termination of membership of External Supervisors

Membership of external supervisors terminates in the following cases:

- i. Upon cessation of employment at UVie (for staff of departments other than the Department of Philosophy at UVie)
- ii. Membership of external supervisors with supervision rights according to §15 (5) of the Satzung of the UVie can be terminated at any time by the Team of Directors, especially if the external supervisor has not supervised doctoral theses within the VDP for more than one year. The Team of Directors may consult with external supervisors before termination of membership about prospective activities within the VDP.

5.6. Termination of membership of Retired Supervisors

- i. Membership of retired supervisors can terminate by decision of the Team of Directors, in the event that the person does not answer the consultation about their affiliation with the VDP (see 4.5, nr. iii).
- ii. Membership of retired supervisors can be terminated at any time by the Team of Directors, especially if the retired supervisor has not supervised doctoral theses within the VDP for more than one year. The Team of Directors may consult with retired supervisors before termination of membership about prospective activities within the VDP.

6. Procedure for Recruiting External Supervisors

6.1. Strategic goals

Recruitment to external supervisors shall be guided by the need to:

- i. Close gaps in expertise within the current body of internal supervisors.
- ii. To support inter- or trans-disciplinary research projects.
- iii. Attract third-party funded doctoral candidates to the VDP.

6.2. Procedure for appointment:

- i. The Director shall contact potential candidates and inform them about the appointment procedure and the requirement that a final decision will be made by the Steering Committee.
- ii. Potential candidates shall be informed of the minimum requirements for student's admission to the Doctoral Programme in Philosophy: a master's degree or diploma in philosophy (or equivalent degree), or a master's degree or diploma in a closely related subject, including at least 60 ECTS at the master's level in philosophy. In the latter case there may also be conditions for admission, such as taking additional courses at master's level, up to a total of 60 ECTS credits during the first year of the doctoral programme.
- iii. The potential candidate shall confirm commitment to the VDP's supervisory standards and indicate whether they currently have, or could in the future have, students who meet the minimum admission requirements.
- iv. The Director shall propose candidates to the Steering Committee, demonstrating that:
 - a. The requirements stipulated in 4.4. nrs. II.-III. have been met
 - b. The strategic goals have been taken into account; and

- c. The additional selection criteria listed below have been satisfied.
- v. Additional selection criteria:
 - a. Candidates possess formal training in Philosophy (Habilitation in Philosophy or equivalent, or doctorate in Philosophy, or substantial research achievements in at least one philosophical sub-discipline).
 - b. Candidates have documented substantial doctoral supervisory experience, or have participated in supervision training, especially where they are early-career researchers.
 - c. In cases falling under §15(5) of the Satzung of the UVie, the Fachvertreter according to §15 (2) were consulted and have approved of supervision rights within UVie
- vi. Discussion and decision about appointment of external supervisors shall take place at a meeting of the Steering Committee.
- vii. Following a positive decision of the Steering Committee, the Director shall extend an invitation to the candidate.