

**Rules of Procedure
of the Rectorate of RWTH Aachen University
dated September 21, 2007
in the Eighth Revised Version
of Procedure of the Rectorate
dated May 6, 2021
Published as a Complete Version**

Please note: This publication is an English translation. Only the German original of these regulations as published in the Official Announcements of RWTH Aachen University (“Amtliche Bekanntmachungen”) is legally binding.

Based on § 2 (4), p.1, 16, 25 (2) of the Higher Education Act of the State of North Rhine-Westphalia (Hochschulgesetz; HG) in the version of the announcement dated September 16, 2014 (Law and Official Gazette of the State of North-Rhine Westphalia p. 547), as last amended by Article 1 of the Act Concerning Further Measures to Address the Coronavirus Pandemic in Higher Education of December 1, 2020 (Law and Official Gazette of the State of North-Rhine Westphalia p. 1110), the Rectorate of RWTH Aachen University has issued the following regulations:

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The Rectorate is a central body of the University and operates on the basis of the Higher Education Act of North Rhine-Westphalia (HG) and the Basic Regulations of RWTH Aachen University as amended.

1st Section General Regulations

§ 1 Responsibilities

The responsibilities defined in § 16 HG and include in particular:

- Management of the University
- Decision-making where responsibilities are unclear within the University
- Draft of the University development plan, taking into account the development plans of the faculties, including the range of courses offered, research priorities, gender mainstreaming, and the University organizational processes as a binding framework
- Responsibility for the implementation of the evaluation and for the execution of the University development plan
- Conclusion of target agreements in consultation with the Senate
- Preparation of the meetings of the Senate and execution of Senate resolutions
- Implementation of the resolutions of the Board of Governors
- Preparation and publication of the statement of accounts
- Decision-making in appointment processes.

§ 2 Chair and Deputy Chair

- (1) The chairperson of the Rectorate is the Rector. The Rector represent the University externally.
- (2) The Chancellor serves as the Rector's deputy. Only in exceptional cases (e.g. official absence) does a Vice-Rector take over the deputy position.

§ 3 Organization of the Rectorate

- (1) Pursuant to Section 19 of the HG, the Chancellor is responsible for managing the budget for the areas of business and personnel administration. They may object to decisions of the Rectorate regarding business management with suspensive effect. If no agreement is reached, the Rectorate reports to the Board of Governors, which brings about a decision. The Chancellor is also the head of the University administration.

- (2) A Vice-Rector is in charge of quality management in teaching in the responsible commission.
- (3) Other focal points of the Rectorate's work include cooperation with the Strategy Board and the Senate Commission for Structural, Financial and Building Affairs, as well as special development projects at RWTH.
- (4) Reporting on the Rectorate's work priorities is carried out by the other Vice-Rectors.
- (5) The necessary decisions of the Rectorate are prepared by the relevant departments and divisions of the University administration, which are under the responsibility of the Chancellor.
- (6) The entire Rectorate shall decide on all matters pursuant to § 16 HG.

§ 4 Meetings

- (1) The Rectorate meetings are not public. The Equal Opportunities Officer attends the meetings in an advisory capacity. The Rectorate may call in other persons for individual meetings or agenda items.
- (2) The meetings of the Rectorate are usually held weekly.

§ 5 Invitation and Agenda

- (1) The members of the Rectorate, the Equal Opportunities Officer, and other advisory persons shall be invited to the meeting at least 3 working days before the meeting, enclosing a provisional agenda and the documents required for the meeting. The invitation and other notifications may be sent by letter post, by fax, or by e-mail.
- (2) The chairperson sets the agenda.
- (3) The agenda is established by resolution at the beginning of the meeting. Changes and additions to the agenda are possible until then with a simple majority of votes.

§ 6 Quorum and Decision-Making

- (1) The Rectorate has a quorum if the meeting has been duly convened and more than half of the voting members are present.
- (2) The quorum shall be established by the chairperson at the beginning of the meeting. If a quorum cannot be established, the chairperson shall convene another meeting at which the Rectorate shall have a quorum regardless of the number of members present.
- (3) Resolutions shall be adopted by a majority of the valid votes cast. In the event of a tie, the chairperson's vote shall decide the matter. Abstentions shall be considered as votes not cast.
- (4) As a rule, voting takes place openly. At the request of a member, voting shall be by secret ballot.

- (5) Within the framework of routine decisions of the Rectorate that do not require consultation, resolutions may also be passed by written procedure. This does not apply to personnel decisions. As part of this process, a resolution formulated in a written submission shall be submitted to the Rectorate. This resolution shall be deemed to have been approved if the Rector, the Chancellor and two other members of the Rectorate have given their written consent to the proposal. All members of the Rectorate will be informed about the decision in a timely manner.
- (6) Decisions from the JARA contractors' meeting are confirmed by circulation after the respective meeting.
- (7) The amendment of these Rules of Procedure is possible only with a 2/3 majority of the voting members of the Rectorate in consultation with the Council of Elders.

§ 7 Minutes

Minutes of the results of each meeting shall be kept. In individual cases, each member may request that his or her statement be recorded in the minutes.

2nd Section Special Regulations

§ 8 Structure of RWTH

- (1) RWTH is divided into the following faculties in accordance with the Rectorate:

- Faculty for Mathematics, Computer Science and Natural Sciences
- Faculty of Architecture
- Faculty of Civil Engineering
- Faculty of Mechanical Engineering
- Faculty of Georesources and Materials Engineering
- Faculty of Electrical Engineering and Information Technology
- Faculty of Arts and Humanities
- School of Business and Economics
- Faculty of Medicine

- (2) The following central scientific institutions and operating units exist at RWTH in accordance with the Rectorate:

- University Library (Central Operating Unit)
- IT Center (Central Operating Unit)
- Center for Learning and Teaching Services (Central Academic Institution)
- Teacher Training Center LBZ (Central Academic Institution)
- University Sports Center (Central Operating Unit)
- Central Facility for Electron Microscopy (Central Operating Unit)
- Language Center (Central Operating Unit).

Further details are governed by the Regulations for the Establishment of Scientific Institutions and Operating Units.

§ 9 Rector's Delegates

- (1) The Rectorate may appoint representatives for specific areas of responsibility.
- (2) As a rule, the appointment of a Rector's Delegate is for a period of three years.
- (3) The assignment is made by Rectorate decision and can also be terminated by Rectorate decision.

§ 10 Commissions of the Rectorate

The Rectorate shall establish the following commissions:

1. Commission for Quality Management in Teaching
2. Strategy Board
3. Committee for Safeguarding Good Scientific Practice
4. RWTHextern Citizens' Forum

§ 11 Commission for Quality Management in Teaching

- (1) This commission advises the Rectorate on fundamental matters of study and teaching. Furthermore, it prepares decision proposals, in particular on quality management in teaching.
- (2) The commission has 15 members. One representative from each faculty from the group of University teachers or from the group of academic employees, one representative from the group of non-academic employees and five representatives from the group of students. If a faculty sends a representative from the group of University teachers as a member of the commission, the deputy must come from the group of academic staff. The same applies to the reverse case. Here, § 12 para. 4 of the Basic Regulations applies. Section 16 (2) no. 5 of the Basic Regulations shall apply to the appointment of members on the proposal of the groups. The chairperson of the commission is the responsible Vice-Rector according to § 3 para. 2.
- (3) Members should have gained experience in the field of quality management in teaching, e.g. through participation in evaluation commissions, quality management working groups, course evaluations and/or have experience in the field of didactics.

§ 12 Strategy Board

- (1) The Strategy Board advises the Rectorate and the Deans on matters relating to the strategic planning of the University. It makes recommendations both to the Rectorate and to the Deans. In this context, the Strategy Board deals with:
 - Planning and structural matters
 - Outlines of target and performance agreements of the University with the state and within the University

- Planning of focal points for future professorships
 - Initiating new activities of the University and evaluating and assessing already existing fields of activity and concepts.
- (2) The Strategy Board consists of 10 members who are distinguished researchers at RWTH. As a rule, 3 members come from the natural sciences, 3 from the engineering sciences, and 3 from the remaining faculties. A person from the Board of Directors of Forschungszentrum Jülich should also be present. The Strategy Board elects a chairperson from among its members.
 - (3) The Rectorate meets at least four times a year together with the Strategy Board, twice a year also together with the Deans and the group spokespersons.
 - (4) In addition, members of the Rectorate may attend any meeting of the Strategy Board. § Section 4 (1) shall apply accordingly.

§ 13

Committee for Safeguarding Good Scientific Practice

- (1) To implement the guidelines and procedures for ensuring good scientific practice at RWTH Aachen University, the Commission for Safeguarding Good Scientific Practice is appointed by the Rectorate.
- (2) This commission consists of three voting members from the group of University professors and one member each of the groups of academic staff, non-academic staff, and students. Section 16 (2) no. 5 of the Basic Regulations shall apply to the appointment of members on the proposal of the groups. The Commission will be chaired by a member from the group of University professors. Further details are regulated by the Guidelines and Procedures for Safeguarding Good Scientific Practice at RWTH Aachen University, which are issued by the Senate.

§ 14

RWTHextern Citizens' Forum

- (1) The RWTHextern Citizens' Forum communicates scientific topics of the University in a generally understandable way to interested target groups inside and outside RWTH Aachen University, especially in the Meuse-Rhine Euroregion.
- (2) The RWTHextern Citizens' Forum seeks to reach out to the public to convey appropriate information about its research activities and research results. The Board of Directors is responsible for managing the RWTHextern Citizens' Forum. It is supported in its work by the Rectorate.
- (3) The Rectorate shall appoint a member from the group of University professors as Rector's Delegate for the RWTHextern Citizens' Forum. This person is also the chairperson of the board of the RWTHextern Citizens' Forum. The Executive Board also includes one member of each group pursuant to Section 11 (1) HG. §§ Sections 12, 16 (2) no. 5 of the Basic Regulations shall apply accordingly.
- (4) The aim is to present research, teaching, and academic life in a generally understandable way and to show that their value extends to the whole of society. In order to achieve this goal, the RWTHextern Citizens' Forum organizes in particular seminars, lectures and lecture series, exhibitions, excursions, panel discussions, or film screenings. These activities are also carried out with partners from business, science, administration, and the media.

§ 15 Entry Into Force

These rules are published as an Official Announcement of RWTH Aachen University (“Amtliche Bekanntmachungen”) and come into effect on the day after publication.

Issued on the basis of the decision of the Rectorate of April 30, 2021 after consultation with the Council of Elders on April 20, 2021.

It is pointed out that, in accordance with § 12 (5) NRW Higher Education Act, any claims regarding a violation of procedural or formal requirements of the regulatory or other autonomous rights of the University may no longer be asserted after one year has elapsed since the official publication of this announcement unless:

- 1) the announcement has not been properly published,
- 2) the Rectorate has objected, prior to publication, to the decision of the committee adopting the regulations,
- 3) the University has been previously notified about the defect of form or of procedure in a complaint, specifying the infringed legal provision and the fact which gives rise to the defect, or
- 4) the legal consequence of the exclusion of complaints was not pointed out in the public announcement.

Rector
of RWTH
Aachen University

Aachen,
dated

May 06, 2021

sgd. Rüdiger

Univ.-Prof. Dr. rer. nat. Dr. h. c. mult. Rüdiger