



## **Guidelines for the Election of Doctoral Representatives at Leibniz institutes**

The following paragraphs are recommendations and suggestions for a good conduct of elections for Doctoral Representatives from the Leibniz PhD Network to the doctoral researchers at the institutes. The recommendations are built on common practices in the network and should help to clarify procedures. These are not binding rules for the individual institutes. The Leibniz PhD Network also recommends the doctoral researchers at each institute to agree upon a statute which lays down the rules applying at your institute.

1. Every Leibniz institute elects one or more Doctoral Representatives. The Doctoral Representatives are elected for one year in an offline or online [General Assembly](#). The representatives can be reelected.
2. The Leibniz PhD Network encourages the election of representatives enjoying equal rights and duties. There should be at least one female and one male Doctoral Representative. In order to enhance the fair representation of diverse interests, the Leibniz PhD Network encourages the election of Doctoral Representatives from the various underrepresented groups.
3. Doctoral researchers can nominate themselves or get nominated by others. The nomination should be declared publicly to all doctoral researchers until one day before the GA. The nominated doctoral researchers have to accept or decline their nomination until the beginning of the GA. If no candidates are available for the election as Doctoral Representative, the institutes' doctoral researchers may contact their respective Leibniz PhD Network Section Spokesperson for consultation.
4. Doctoral Representatives are elected by majority rule. Only doctoral researchers present at the GA can cast their vote, except when there are agreed rules for distance voting by mail, e-mail, voting rights transfer or if the voting process is conducted digitally (see paragraph 5). Each doctoral researcher can cast only one vote. The vote is free, equal, and secret. Accordingly, the voting process should be conducted in a manner that fraud or sabotage is excluded. In the case that more candidates than necessary have received such a majority, the ones with the most votes become Doctoral Representatives. In case of a draw, a run-off is conducted. A proper election should also be held in case there is only one nominee to provide a legitimate mandate for the representative.
5. Doctoral researchers who are unable to attend the GA may request at least one day before the GA that the election be conducted digitally. The Doctoral Representatives then

send the names of candidates and the link of a digital election tool to all doctoral researchers via e-mail during the GA to cast a vote. The results of the election need to be made public.

6. An individual Doctoral Representative's term ends if they successfully defend their dissertation during their term, if they are unable to fulfil their mandate, if they resign or leave the institute in another way.

7. In case of irregularities in the election process, the Leibniz PhD Network can serve as an advisory body and mediator.