DISCLAIMER: THIS TRANSLATION OF ‘Geschäftsordnung für das „Albertus Magnus Center“ (AMC) vom 31.03.2026’ IS NOT LEGALLY BINDING.

Rules of procedure for the ‘Albertus Magnus Center’ (AMC)

as of 31 March 2026

On the basis of Section 2, Subsection 2, Sentence 1, and Section 16, Subsection 1, Sentences 1 and 2 of the Higher Education Act of North Rhine-Westphalia (Hochschulgesetz - HG) as of 16 September 2014 (GV. NRW [Official Gazette of NRW], p. 547), as last amended by Article 2 of the Act to Strengthen Bochum as a Centre of Higher Education in the Field of Healthcare and to Amend Other Higher Education Regulations as of 19 December 2024 (GV. NRW, p. 1222), which entered into force on 1 January 2025, the University of Cologne issues the following Rules of Procedure:

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Preamble

The Albertus Magnus Center (AMC) is the central hub for the University of Cologne’s overall offering in terms of support provided to researchers in all qualification phases (R1-R3). The term R1-R3 researchers refers to the European Commission’s ‘European Framework for Research Careers’ and encompasses doctoral candidates (R1), doctoral graduates or persons with equivalent qualifications who have not yet established a significant level of independence

in developing their own research (R2), and established researchers who are able to independently develop their own research (R3).[1]

The AMC acts in a guiding capacity and establishes networks to connect the target groups and the target group-specific specialist programmes offered by the Faculties of the University of Cologne. In addition, it offers complementary interdisciplinary and meta-disciplinary counselling and further training offers in close cooperation with the relevant units of the central administration. The AMC supports the university-wide further development of the qualification phases and works to enhance quality assurance and monitoring in the qualification phases.

Section 1

Scope of Application

(1) The provisions of these Rules of Procedure apply to the 'Albertus Magnus Center'. The center uses the abbreviation 'AMC'.

(2) The 'Albertus Magnus Center' (AMC) is under the responsibility of the Vice-Rectorate responsible for Academic Career and Staff Development.

(3) The AMC is the central, interdisciplinary unit of the University of Cologne for the provision of support to researchers in qualification phases. It helps to shape the university-wide further development of the qualification phases. As an umbrella organization, it brings together and coordinates the offerings of the Faculties, especially those of the Faculty Graduate Schools, and provides complementary, interdisciplinary counselling and further training offers.

Section 2

Duties

(1) At the University of Cologne, the AMC promotes the supporting of researchers in qualification phases, and is involved in the strategic further development of the qualification phases. These activities are performed in accordance with the relevant Rectorate's Resolution of 2 September 2025.

(2) Within this framework, the AMC performs the following duties in particular, which fall within the four dimensions of advising, supporting, establishing networks, and participating in strategic development:

1. Advising

    a. Provision of central, interdisciplinary counselling and information services before, during and after the doctorate in the respective qualification phases

[1] The AMC's target group does not include R4 researchers recognized as researchers who are leading their research field or specialist area.

(R1-R3), transition phases and career options within and outside the academic fields of work

b. Advising Faculties and Graduate Schools on the further development of the qualification phases

2. Supporting

a. Expansion of interdisciplinary, meta-disciplinary career development and qualification programmes for R1 to R3 researchers

b. Expansion and development of low-threshold, needs-based financial support programmes as a useful supplement to the recommended independent acquisition of third-party funding by researchers

3. Establishing Networks

a. Supporting the university-wide networking of academics in qualification phases

b. Supporting the institutional network structure on three levels: (1) with the actors responsible for qualification phases within the Faculties, (2) with the actors within the administration responsible for the provision of support to researchers in qualification phases and, (3) with actors outside the University of Cologne (including other universities in Germany and abroad, national and international networks, and the non-university labour market).

4. Participating in strategic development

a. Participation in strategic further development in the area of support for researchers in qualification phases at the University of Cologne

b. Expansion of university-wide, cross-Faculty standards for the qualification phases

c. Expansion of data management and monitoring to further develop quality management in the area of support for R1 to R3 researchers

The aforementioned performance dimensions and areas of responsibility are interconnected. They are to be managed and further developed in coordination with the Faculties and Graduate Schools as well as the thematically adjacent Vice-Rectorates and administrative departments.

Section 3

Bodies and Units

(1) The bodies of the Albertus Magnus Center are

1. the Board of Directors

2. the R1 Board and the R2/R3 Board.

Units of the Albertus Magnus Center are

1. the Coordination Unit

2. the Team.

(2) The composition of the bodies and units and their duties are regulated in the following provisions. The AMC bodies and the Coordination Unit are supported by the AMC Team.

Section 4

Board of Directors

(1) The Board of Directors is responsible for the programme management for the AMC. The Board of Directors is responsible for all AMC duties, including budget management and programme orientation. Within this framework, it discusses and decides on matters of fundamental importance. It is advised by the R1 Board and the R2/R3 Board of the AMC.

(2) The Board of Directors shall be chaired by the member of the Rectorate responsible for Academic Career and Staff Development.

(3) The members of the Board of Directors have equal voting rights: the chairperson, one elected representative from the group of professorial Graduate School spokespersons, one elected representative from the group of vice-deans responsible for academic staff[2] and two elected representatives from the group of researchers in qualification phases. The AMC Coordinator attends the meetings of the Board of Directors in an advisory capacity.

(4) The two elected professorial members of the Board of Directors represent their respective Boards on the Board of Directors and act as spokespersons for the respective target groups (R1 and R2/R3). They ensure a reciprocal exchange between the Boards and the Board of Directors.

(5) The representative from the group of professorial Graduate School spokespersons is elected to the Board of Directors by the R1 Board. The representative from the group of vice-deans responsible for academic staff is elected to the Board of Directors by the R2/R3 Board. Each Board also elects a representative from the group of researchers in qualification phases to the Board of Directors.

The R1 Board and the R2/R3 Board must each appoint a deputy from the above-mentioned groups for the members of the Board of Directors. The deputies shall participate when the members of the relevant group are unable to attend.

(6) The term of office of the elected members of the Board of Directors is two years.

(7) The Board of Directors meets at least once during the semester and as required. The Board of Directors is quorate if at least half of the members with voting rights are present. Resolutions are passed by a simple majority. In the event of a tie, a proposed resolution is deemed to have been rejected. The resolutions, decisions and measures of the Board of Directors must be recorded in minutes and submitted to the chairperson in a timely manner.

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[2] This refers to the respective vice-deans who are responsible within their Faculties for the interests of researchers in advanced qualification phases after gaining their doctorate (R2 and R3).

(8) The Board of Directors of the AMC is accountable to the Rectorate and required to report to the latter.

Section 5

R1 Board and R2/R3 Board

(1) These Boards bring together representatives from the target groups and from the areas of support for researchers in qualification phases from all Faculties. They are divided into an R1 Board and an R2/R3 Board, depending on the target group. Both Boards discuss issues relating to the concerns and needs of researchers in the respective qualification phases as well as the university-wide further development of these qualification phases, and make recommendations to the Board of Directors.

(2) Members of the R1 Board are

a. the six professorial spokespersons of the central Faculty Graduate Schools[3] and one professorial spokesperson of the Graduate School of Teacher Education (GSLB)

b. six doctoral student representatives of the Faculties (R1)

A deputy must be nominated for each member of the R1 Board. The professorial spokespersons nominate a professorial deputy from their respective Graduate School. The two doctoral student representatives elected by each Faculty shall agree on who will serve as a member and who will serve as a deputy on the R1 Board. The deputies shall participate when the members of the relevant group are unable to attend.

The managing directors of the central Graduate Schools of the Faculties and the GSLB can participate in the meetings of the R1 Board in an advisory capacity.[4]

(3) Members of the R2/R3 Board are

a. the six vice-deans responsible for academic staff

b. two representatives of the early postdocs (R2)

c. two representatives of the Junior Faculty Club (R3)

The two representatives of the early postdocs are appointed by the member of the Rectorate responsible for Academic Career and Staff Development for a term of office of two years until further notice. Renomination is permitted. The two representatives of the Junior

[3] The Faculty of Mathematics and Natural Sciences appoints a professorial spokesperson from among the professorial spokespersons of the five Graduate Schools of the departments to represent the Faculty on the R1 Board of the AMC.

[4] The Faculty of Mathematics and Natural Sciences shall appoint a person from among the managing directors of the five Graduate Schools of the departments to attend the meetings of the R1 Board in an advisory capacity on behalf of the Faculty.

Faculty Club (JFC) are delegated to the R2/R3 Board by the JFC Board of Directors from among all JFC members for a term of office of two years. Renomination is permitted.

A deputy must be nominated for each member of the R2/R3 Board. Another vice-dean of the Faculty shall act as deputy for the vice-deans responsible for academic staff. Deputies must be nominated respectively for the representatives of the early postdocs (R2) and the JFC (R3). These deputies are appointed in the same way as the members described above. The deputies shall participate when the members of the relevant group are unable to attend.

(4) The Boards shall meet at least once during the semester and as required. The chair is held by the professorial spokespersons of the respective board elected to the Board of Directors by the Boards. The AMC Coordinator and other members of the AMC Team attend the meetings in an advisory capacity.

(5) The organizational structure set out in these Rules of Procedure, consisting of two advisory boards, shall be evaluated three years after the Rules of Procedure come into force.

Section 6

Coordination

(1) The AMC Coordinator is located in the Vice-Rectorate responsible for Academic Career and Staff Development.

(2) The Coordinator has the following duties in particular:

a. Organizational implementation of the AMC's duties, including decisions on the allocation and prioritization of duties.

b. Preparation and follow-up of AMC board meetings.

c. Reporting to the Board of Directors and implementation of its resolutions.

(3) The Coordinator is not authorized to issue disciplinary instructions and is obliged to provide information and be accountable to the members of the Board of Directors.

Section 7

Team

(1) The AMC team is made up of those employees in the Vice-Rectorate responsible for Academic Career and Staff Development and in the Human Resources Division who are primarily entrusted with activities on behalf of the AMC.

(2) The team implements the resolutions of the Board of Directors and assumes the operational, ongoing duties of the AMC. It assists in the provision of support to researchers in qualification phases (R1-R3) in various areas and engages in close coordination with the Faculties, the Faculty Graduate Schools and the central administrative units, including in the areas of doctoral funding, funding and application advice, internationalization of the qualification phases, transfer activities, etc. The AMC Team works to establish networks in relation to the above-mentioned university-wide stakeholders and their services in order to

support researchers in qualification phases, and develops complementary, interdisciplinary services.

Section 8

Junior Faculty Club

(1) The Junior Faculty Club (JFC) of the University of Cologne is associated with the Albertus Magnus Center.

(2) The Junior Faculty Club acts as an independent representative of the interests of advanced researchers in qualification phases with the specific career goal of a professorship. It contributes its expertise to the AMC and participates in the further development of the R2 and R3 phases at the University of Cologne.

(3) The Junior Faculty Club is represented in the Boards of the AMC (see Section 5). It can draw on the networking and technical expertise as well as the administrative resources of the AMC.

Section 9

Final provisions and Entry into Force

(1) Amendments or supplements to these Rules of Procedure require the approval of the Board of Directors and the Rectorate in order to become effective.

(2) These Rules of Procedure shall enter into force on the day following their publication in the Official Bulletins of the University of Cologne.

Issued on the basis of the Resolution of the Rectorate of the University of Cologne of 24 March 2026.

Cologne, 31 March 2026

The Rector
of the University of Cologne

Professor Dr Joybrato Mukherjee