



Administration and User Regulations for the Buchmann Institute for Molecular Life Sciences (BMLS) of Goethe University

§ 1. Legal status, name and segmentation

1. The Buchmann Institute for Molecular Life Sciences (BMLS) of the Excellence Cluster Macromolecular Complexes (CEF) is an interdisciplinary and cross-faculty establishment of Goethe University. It is attached to the Executive Board of the University, which is also responsible for its supervision.
2. The Institute bears the German name “Buchmann Institut für Molekulare Lebenswissenschaften” and the English name “Buchmann Institute for Molecular Life Sciences”. The Institute is segmented into independent research groups and junior research groups, as well as the central units for scientific, technical and administrative services.
3. The research group leaders and the scientific, technical and administrative personnel are allocated to the corresponding University faculties. The junior research groups set up by the Institute are exempt from this allocation.

§ 2. Tasks

1. The Institute undertakes basic research in the field of molecular life sciences.
2. On behalf of the CEF, the Institute especially coordinates and networks activities in researching macromolecular complexes, maintains contacts to international and national scientific establishments and actively promotes junior scientists.
3. The Institute members also take part in University teaching.

§ 3. Organs of the BMLS

Organs of the BMLS are the Research Group Leaders Assembly (§ 6), the Director (§ 6) and the Scientific Advisory Board (§ 7).

§ 4. Research groups and research group leaders

1. A research group is the organisational unit for conducting projects at the Institute. It consists of the research group leader and the scientific, technical and administrative employees. The research group leaders are professors and junior research group leaders who are either accommodated in the Institute building or are responsible for scientific facilities at the Institute.

2. The research groups work independently within the scope of the Institute's tasks (§ 2). They are responsible for their own personnel and material resources.
3. The research groups participate in training junior scientists, the Institute's scientific programs and support the Director in implementing the target agreements of the Institute.
4. The research group leaders present a scientific report to the Director once a year for their respective research group.

§ 5. Junior research groups of the Institute

1. Managerial positions of junior research groups established by the Institute are to be advertised internationally. For this the Director forms a selection commission comprising the Director or the Vice-Director, 3 members of the Research Group Leaders Assembly and at least one external specialist representative. As the case may be, a representative of the incorporating faculty must also be involved. The Research Group Leaders Assembly decides on the staffing of the junior research group leader positions at the suggestion of the commission.
2. Junior research group leaders are on par with Emmy-Noether-Fellows.

§6. Research Group Leaders Assembly

1. Together with two representatives from the research assistants, one representative from the technical-administrative employees the research group leaders form the Research Group Leaders Assembly. The research assistant and the technical-administrative assistant representatives are appointed by the Director for one year at the suggestion of this group. The assembly is convened by the Director at least once every quarter year.
2. The Director reports to the Research Group Leaders Assembly on all affairs of fundamental significance. The Research Group Leaders Assembly comments on the budget and economic plan and on the target agreements. In mutual agreement with the Director, it stipulates the scientific objectives of the Institute which form the basis for the target agreement discussions.
3. The Research Group Leaders Assembly decides at the suggestion of the Director and on the base of three laudatory speeches of Research Group Leaders on the inclusion of new research group leaders who are not accommodated in the Institute building. The admission is valid until revoked by the Director for two years and can be extended by an informal application to the Director. Research Group Leaders without accommodation in the Institute building are on par with Research Group Leaders located at the Institute. Excluded from this are the junior research group leader positions staffed according to § 5 No. 1.
4. The Research Group Leaders Assembly proposes the appointment of a director to the Executive Board of the University.
5. The Research Group Leaders Assembly passes resolutions with simple majority, excepting § 7 No. 2.

§ 7. Management of the Institute

1. The Institute is headed by a Scientific Director who represents the Institute externally. In his absence he is represented by the Vice-Director.
2. The Director is appointed by the Executive Board of the University at the suggestion of the Research Group Leaders Assembly and after hearing the CEF Board of Directors. The Director is appointed for 4 years in office. The Executive Board of the University can relieve the Director of his office prematurely on application by a 2/3 majority of the Research Group Leaders.
3. The Vice-Director is appointed and recalled by the Director. His term in office ends no later than with ending of the Director's term in office.
4. The Director appoints a manager responsible for the administration and who is subject to instruction by the Director.
5. The Director is responsible for administration and the spending of resources, especially the budget of the Institute, the premises and infrastructure, in accordance with the directive competence of the Executive Board of the University. He exercises the property rights in the Institute.
6. The Director has at his disposal the central facilities for scientific and technical services (Annex 1); these are available in accordance with the respectively applicable usage rules and regulations to all members of the Institute for successfully undertaking their research work.
7. The Director also has the following tasks:
 - a) Monitoring and ensuring compliance with good scientific practice;
 - b) Promoting scientific cooperation projects;
 - c) Presenting the annual scientific report to the Scientific Advisory Board and the Executive Board of the University;
 - d) Presenting the budget and economic plan in the Research Group Leaders Assembly;
 - e) Representing the interests of the Institute towards the faculties and University administration, especially with regard to overheads and third-party funding bonuses;
 - f) Concluding target agreements with the Executive Board of the University for a term of four years;
 - g) Deciding on use of the Institute's central facilities and, in disputes, on the use of furnishings and equipment allocated to several groups for shared use;
 - h) Admission of associate members.

§ 8. Scientific Advisory Board of the BMLS

1. The CEF Advisory Board simultaneously acts as advisory board of the Institute.
2. The Advisory Board advises the Institute in scientific and strategic questions of fundamental significance.
3. The Advisory Board collaborates in evaluation of the Institute's scientific performance.

§ 9. Institute members and use of the Institute building

1. Institute members are
 - a) Research Group Leaders;
 - b) Members of research groups who have their main workplace in the Institute;
 - c) Employees in central facilities of the Institute.
2. Members substantiate their affiliation in the Institute in publications by stating the address of the Institute, as the case may be with a second affiliation (N.N., Buchmann Institute for Molecular Life Sciences, Goethe University Frankfurt, Max-von-Laue-Str. 15, 60438 Frankfurt am Main, Germany).
3. Associates of the University and externals working in the field of molecular life sciences can apply to the Director for associate membership. Associate members must refer to their use of the Institute's infrastructure in the "Acknowledgement" section of publications.
4. Members and associate members are designated as "Users" of the Institute.
5. Users are entitled to make use of the Institute's central facilities within the context of the respective usage rules and regulations.
6. The Director can temporarily or permanently ban users who repeatedly or seriously offend against the Institute's administration and usage regulations from using Institute facilities or restrict such use in future with written statement of reasons. A ban does not impair the obligations arising from the usage relationship.

§ 10. Role of the faculties

1. The Institute members work closely together with the participating faculties with regard to research, teaching, promoting young researchers and infrastructure.
2. Professorships and junior research group leader positions are advertised and staffed by the incorporating faculty in mutual agreement with the Institute. Exempt from this are the junior research group leader positions established by the Institute according to § 5 section 1.

§11. Budget, Personnel

1. The operating and running costs for the Institute building (power, water, infrastructure, building maintenance and similar) are assumed by the University.
2. Applications by Institute members for third-party funding must be notified to the Director. If an application for third-party funding will give rise to significant subsequent costs or burdens, the Director must approve such an application before it is submitted.

§12. Evaluation

For the first time in 2014 and at quarter-yearly intervals thereafter, the Institute will be evaluated under the direction of the Executive Board of the University and with the involvement of the Advisory Board. National or international experts can be involved in this evaluation.

§13. Coming into effect

These Administration and User Regulations become effect with resolution by the Executive Board of the University.

Frankfurt a.M., den 20. Mai 2014



Prof. Dr. Werner Müller-Esterl

Impressum

UniReport Satzungen und Ordnungen erscheint unregelmäßig und anlassbezogen als Sonderausgabe des UniReport. Die Auflage wird für jede Ausgabe separat festgesetzt.

Herausgeber Der Präsident der Johann Wolfgang Goethe-Universität Frankfurt am Main

Annex 1

Central Facilities for Scientific and Technical Services

Frankfurt Center for Advanced Light Microscopy (FCAM), responsible: Prof. Dr. Ernst Stelzer, basic furnishing and equipment financed by CEF pursuant to the appointment agreement of Prof. Stelzer, ongoing costs financed from fees pursuant to usage regulations).

Crystal Growing Facility (responsible: Prof. Dr. Martin Pos, basic furnishing and equipment financed as part of the building measure, ongoing costs financed by University and by projects of individual group heads).

S2 Laboratories

1. Eukaryotic S2-Facility (responsible: Prof. Dr. Andreas Reichert, Dr. Francesco Pampaloni)
2. Prokaryotic S2-Facility (responsible: Dr. Anja Seybert, Dr. Francesco Pampaloni)

Basic furnishing and equipment financed as part of the building measure and by individual group leaders, ongoing costs financed by the BMLS and by the projects of individual group leaders.

Lab Kitchen/Scullery (responsible: BMLS Director, basic furnishing and equipment financed as part of the building measure, ongoing costs shared between group leaders).

Copier (responsible: BMLS Director, ongoing costs shared between group leaders).

Annex 2

The junior group leaders set up by the Institute are granted on request subsidiary membership in Faculty 15 and thus also the right to be involved in doctorate procedures in accordance with the respectively applicable doctorate regulations.

Only the German version of the “Administration and User Regulations for the Buchmann Institute for Molecular Life Sciences (BMLS) of Goethe University” is the legally valid version.