

Administrative and User Regulations of the Africa Centre for Transregional Research (ACT), Albert-Ludwigs-University Freiburg

I. Establishment of the research institution pursuant to § 40, (5) LHG

On the basis of § 40 (5) of the Law on Universities in Baden-Württemberg (Landeshochschulgesetz - LHG) of 1 January 2005, amended several times by Article 1 of the Law of 13 March 2018 (GBl. p. 85), the University Council of the Albert-Ludwigs-University Freiburg in its meeting on 17 December 2019 decided to establish the **Africa Centre for Transregional Research (ACT)**.

II. Statutes of the Africa Centre for Transregional Research (ACT)

On the basis of the order under I. above, the Senate of the Albert-Ludwigs-University Freiburg on 17 December 2019 decided to adopt the following Statutes in accordance with § 8 (5), and in conjunction with § 19 (1) sentence 2 no. 10, of the LHG.

Preamble

The researchers involved in the Africa Centre for Transregional Research (ACT) are guided by the intention to conduct their research creatively and efficiently, to carry out their projects in an interdisciplinary network, to communicate their results to the public and, through an innovative research strategy, to research in the fields of transregional studies, comparative regional studies and African studies in Freiburg and to make their research internationally visible. The aim of ACT is interdisciplinary and cross-faculty research. In order to implement these goals, the following Statutes define the tasks and organizational requirements of ACT.

§ 1

Legal Form and Tasks

- (1) ACT is an inter-university centre of the Albert-Ludwigs-University according to § 40 (5) of the LHG and in conjunction with the respective applicable provisions of the Basic Regulations.
- (2) The following faculties and non-university institutions are, at the time of establishment, registered as part of ACT:

1. The Faculty of Philosophy
2. The Faculty of Environment and Natural Resources
3. The Faculty of Philology
4. The Faculty of Economics and Behavioral Sciences
5. The Faculty of Law
6. The Faculty of Medicine
7. The Faculty of Biology
8. The Arnold-Bergstraesser-Institut e.V.
9. The Öko-Institut e.V.

- (3) ACT has the following research mandate: Interdisciplinary and cross-faculty research in the field of transregional studies, comparative regional studies and African studies.

Further tasks include national, European and international cooperation and networking in the areas of expertise mentioned in (2), participation in the implementation of the Africa Concept and the Namibia Initiative of the State of Baden-Württemberg as well as the public relations work to foster knowledge transfer within the framework of public events. These tasks pursue the overarching goal of reducing global knowledge asymmetries.

In addition, ACT is to become a platform in Baden-Württemberg for scientific and societal exchange with Africa.

§ 2

Organization

ACT is divided into the following organizational units:

1. General Assembly and Extended General Assembly (§ 6)
2. Directorate (§ 7)
3. Executive Director (§ 8)
4. Managing Director (§ 9)
5. Advisory Board (§ 10)
6. Monitoring Committee (§ 11)

§ 3

Membership

- (1) Scientists may become members of ACT if they are members of the University of Freiburg or members of the listed non-university institutions in § 1 (2) and if they
1. actively contribute to the tasks of ACT pursuant to § 1 (3)
 2. use the human and technical resources available to them in the required scope for ACT and/or
 3. contribute or raise third-party funds for ACT.

- (2) Membership shall be applied for in writing to the Directorate. The Directorate shall decide on admission as a member. Membership does not confer any entitlement to the allocation of funds.
- (3) Membership ceases when the membership of the respective institution expires or a member leaves the external institutions involved in accordance with § 1 (2). The Directorate may terminate membership if the member no longer fulfils the tasks of ACT according to § 1 (3). Membership shall also be terminated by written notice of resignation to the Directorate.

§ 4

Rights and Duties of Members

- (1) Members shall have the right to access and use the facilities and the infrastructure of ACT. They are regularly informed by the Directorate about the development of ACT and they actively participate in the objectives and tasks pursuant to § 1 (3) as well as in ACT's self-administration in accordance with these Statutes.
- (2) Members shall mention ACT in publications on ACT-related research in an appropriate place. They are obliged to comply with the guidelines for use of the respective third-party funding sources.

§ 5

Associate Membership

Upon written application, the Directorate may appoint other members of the Albert-Ludwigs-University Freiburg as well as external scientists as associate members, provided that they conduct research in accordance with the requirements specified in § 1 (7). The appointment is made for three years. Reappointment is permissible. Associate members do not participate in ACT's self-administration.

§ 6

General Assembly and Extended General Assembly

- (1) The members of ACT pursuant to § 3 (1) and (2) shall form the General Assembly.
- (2) The General Assembly has the following tasks:
 1. Electing and voting out the ACT's Directorate;
 2. Deciding on the Directorate's applications for amendments to the ACT Statutes;
 3. Receiving and discussing the annual activity report of the Directorate;
 4. Discussing the recommendations of the Advisory Board;
 5. Exchange of experiences among the members;

6. Making suggestions for interdisciplinary research proposals;
 7. Making proposals to improve the work of ACT.
- (3) The General Assembly is chaired by the Executive Director and convenes at least once a year. Further, the General Assembly is to be convened if the Rectorate or one quarter of the members request the convening of a meeting by indicating the reasons and the subject to be treated.
- (4) At least once a year, the Directorate shall invite all members and associate members of ACT to an Extended General Assembly. The Directorate will give the participants of the Extended General Assembly the opportunity to contribute their knowledge and experience to the work of the Centre.

§ 7

Directorate

- (1) The Directorate shall consist of at least five full-time professors at the University of Freiburg or professors who are members of ACT according to § 2. These shall be appointed for three years by the Rectorate of Freiburg University, on the proposal of the General Assembly. In doing so, the disciplines involved are to be given appropriate consideration. The founding Directorate and its Executive Director are appointed by the Rectorate.
- (2) Members of the Directorate may be reappointed. If a member of the Directorate resigns, a successor shall be appointed for the remainder of the term of office in accordance with the regulations of (1). A member of the Directorate may be voted out of office before expiry of the term of office for serious reasons in a quorum at a General Assembly with a majority of 2/3 of the members present.
- (3) The Directorate is responsible for the conduct of business and decides on all matters not assigned to another organ of ACT or the university. The Directorate is responsible for the overall strategic development of the Centre as well as for the performance of operational tasks. In particular, it has the following responsibilities:
1. Coordinating the scientific activities of ACT;
 2. Coordinating strategically relevant scientific networks with national and international research and development institutions;
 3. Determining regulations about the access to and the use of ACT's infrastructure;
 4. Strategic personnel planning in the administrative area;
 5. Deciding on the admission of members as well as on the withdrawal of membership;
 6. Preparation of an annual activity report on the scientific development of ACT addressed to the General Assembly and the Rectorate.
 7. Preparation of an annual budget as well as an accountability report which provides information about the use of budget appropriations in the previous financial year. The budget shall be submitted to the Rectorate in due time, at the latest by 15 November of the year immediately prior to when the budget in question commences. The submission of the

statement of accounts to the Rectorate shall be made without delay, at the latest by 30 April of each year.

8. Proposals to the Rectorate for amendments to the Statutes.
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- (4) The meeting of the Directorate shall be convened by the Executive Director, usually twice per semester, stating the respective agenda items to be discussed. Any member of the Directorate can, by stating the reasons, request the convening of a meeting of the Directorate.

§ 8

Executive Director

- (1) The Rectorate shall appoint a member of the Directorate as Executive Director on the recommendations of the Directorate. In particular, the Executive Director has the following responsibilities:
 1. Management of the current business in her or his own areas of responsibility;
 2. Representation of ACT within the scope of her or his role at the university;
 3. Convocation of the Directorate's meeting, the General Assembly, the Extended General Assembly, the Advisory Board and the Monitoring Committee;
 4. Preparation of the draft budget, the statement of accounts and the annual report;
 5. Administration of the allocated rooms, human and material resources, unless otherwise specified;
 6. Carrying out of the domiciliary right in accordance with the powers delegated by the Rector;
 7. Ensuring that the regulations are obeyed within ACT.
 8. Informing the General Assembly about the suggestions of the Advisory Board and the Monitoring Committee;
 9. Ensuring compliance with the specifications of the third-party funders.

- (2) The Executive Director can, in case of her or his absence - generally or for particular events -, arrange to be represented by another member of the Directorate. § 7 (2) holds respectively.

§ 9

Managing Director

- (1) ACT shall set up an office headed by the Managing Director. The Managing Director shall support the Executive Director, the Directorate as well as the Advisory Board in the fulfilment of their duties.

- (2) The management has in particular the following tasks:
 1. Preparing and implementing the resolutions of the Directorate and the General Assembly;
 2. Performing the function at the interface between ACT and the university administration;
 3. Ongoing administration of funds;
 4. Organization of events;

5. Supporting the raising of third-party funds;
 6. Supporting the national and international networking of ACT;
 7. Participation in the public relations work of ACT after consultation with the press office.
- (3) The management is directly assigned to the Executive Director. Decisions on the use of human and material resources allocated by the office are made in agreement with the Executive Director.

§ 10

Scientific Advisory Board

- (1) To support ACT, a Scientific Advisory Board with a minimum of five, maximum of ten members shall be established, who may not be at the same time members or associate members of ACT. The members of the Advisory Board shall, unless the Basic Rules provide otherwise, be appointed by the Senate on a proposal by the Directorate for a period of three years. Reappointment shall be permitted.
- (2) The Scientific Advisory Board has a consultative function. It has in particular the following tasks:
Consulting about the development of ACT;
Making recommendations on the further objectives and strategies of ACT.
In order to perform its tasks, it has the right to be fully informed about the activities within ACT.
- (3) The Advisory Board shall elect a chairperson and a deputy chairperson from among its members. The Executive Director invites the members of the Advisory Board, in consultation with the chairperson of the Advisory Board, to a meeting at least once a year. The Rectorate shall be informed about the meetings of the Advisory Board and may send a representative of the university management to attend the meeting as a guest without voting rights. The chairperson of the Advisory Board shall record the recommendations of the Advisory Board in a written statement and submit it to the Directorate and Rectorate.

§ 11

Monitoring Committee

- (1) The Monitoring Committee shall be established as a university-internal advisory body. In particular, it has the following responsibilities:
1. Monitoring the development of ACT;
 2. Effecting a reconciliation of interests, in particular in case of disagreements between content-related faculties of ACT, non-university institutions and universities, including the elaboration of appropriate measures to solve them;
 3. Ensuring a continuous flow of information between the institutions involved.
- (2) The Members of the Monitoring Committee are

1. up to three Deans of the faculties participating in ACT;
2. one representative of each of the ACT's associated non-university institutions according to § 1 (3);
3. the Executive Director;
4. one person, appointed by the Rectorate, who represents the university administration, primarily in the field of research promotion.

The members of the Monitoring Committee are appointed by the Rectorate for a period of three years. Reappointment is permissible. The members by virtue of office pursuant to (2) 1 may be represented by their deputies and are, in case of withdrawal from their office, replaced by their successors in office. The members and their deputies in accordance with subsection (2) 2 are suggested for appointment by the respective external institutions. The Rectorate further appoints a deputy for the member pursuant to subsection (2) 4.

- (3) The Monitoring Committee shall be convened by the Executive Director at least once a year or upon reasoned request of at least two members of the Monitoring Committee. The Rectorate shall be informed about the meetings of the Monitoring Committee and may send a representative who attends the meetings as a guest without voting rights. The Executive Director informs the members of the Monitoring Committee about current scientific developments of the Centre and future plans. The Monitoring Committee shall elect from among the Deans in accordance with subsection (2) 1 a meeting chair for a term of office of up to two years. A protocol about the meetings of the Monitoring Committee shall be submitted to the Directorate and Rectorate.

§ 12

Evaluation

- (1) The Centre shall periodically be evaluated, and for the first time three years after its establishment. The criteria for evaluating the quality and performance of the Centre are
 1. the scientific quality of the research carried out within the Centre;
 2. the relevance of the Centre for the university's profile development;
 3. the efficiency of the Centre's structure and organization.

In order to conduct the evaluation, the Directorate shall provide the necessary information.

- (2) The evaluation shall be conducted by four members of the Scientific Advisory Board and four internationally acknowledged scientists with recognized expertise within the Centre's field of activity. The Directorate, in consultation with the Scientific Advisory Board, shall draw up a list of suggestions for the eight evaluators and shall submit this list to the Rectorate for the decision about the appointments.

- (3) The evaluation shall consist of a report about the Centre's development and research performance according to the criteria specified in (1) sentence 2. The evaluation report shall be submitted simultaneously to the Rectorate and Directorate. Possible dissenting opinions need to be added to the evaluation report.
- (4) The Directorate prepares a written comment within three months of receipt of the evaluation report for the Rectorate, in which the proposals and results of the evaluation report for the further development of the Centre are discussed.
- (5) The Rectorate shall, on the basis of the report by the evaluation committee and the written statement of the Directorate, decide about the continuation of ACT and shall eventually bring about the necessary decisions of the respective bodies. The Rectorate shall inform the Directorate of ACT on the outcome of the evaluation and the decisions that have been taken on the basis of the evaluation.

§ 13

Modification and Dissolution of ACT

- (1) The General Assembly can propose to the Rectorate the Centre's modification or dissolution in an orderly summoned meeting and with a two-third majority of the members entitled to vote. The Rectorate examines the proposal and, recommending a resolution, forwards it to the responsible bodies.
- (2) Independent from § 12 (5), the Rectorate may bring about a resolution of the Senate to dissolve ACT, in particular if the latter is no longer compatible with the profile building or the strategic focus formation of the university.

§ 14

External Representation, Supervision

- (1) The rector represents ACT externally in a legally-binding capacity. The Rectorate decides on the conclusion of contracts, in particular within the area of personnel law, and decides on the formal acceptance of third-party donations.
- (2) The Rectorate shall exercise official and legal supervision of ACT.

§ 15

Other Regulations

- (1) Within the framework of the regulations of the LHG, the Basic Regulations of the Albert-Ludwigs-University Freiburg and these Statutes, ACT may, upon proposal of the Directorate by resolution of the General Assembly, establish rules of procedure for internal issues.

- (2) Unless these Statutes do not establish any special regulations, the provisions of the rules of procedure apply.

§ 16

Implementation

These Statutes shall enter into force on the day following their announcement in the Official Notices of the Albert-Ludwigs-University Freiburg.

Freiburg, 16.01.2020

Prof. Dr. Dr. h.c. Hans-Jochen Schiewer
Rector