

*This document is an English translation of the original German version of the «Geschäftsordnung des Departements Geistes-, Sozial- und Staatswissenschaften (D-GESS)». The translation is provided for information purposes only and has no binding legal effect.*

## **Bylaws of the Department of Humanities, Social and Political Sciences (D-GESS)**

of 1 August 2023

The Department of Humanities, Social and Political Sciences, based on art. 46 para. 2 let. e of the Ordinance Governing the Organisation of ETH Zurich of 16 December 2003<sup>1</sup>, adopts the following bylaws:

### **1. Definition and Composition**

Art. 1 Definition (OV art. 29)

<sup>1</sup> The Department of Humanities, Social and Political Sciences (D-GESS) is a teaching and research unit of the Swiss Federal Institute of Technology in Zurich (ETHZ).

<sup>2</sup> It represents the organisational constituency of the university members working in the academic fields of the humanities and social and political sciences.

Art. 2 Composition (OV art. 43 para. 1 and 2, art. 44 para. 1 to 3, art. 46 para. 2 let. k; annex OV)

<sup>1</sup> The composition of the Department is determined by the Executive Board of ETH Zurich. The Department is composed of centres, institutes, quasi-institutional units, independent professorships and members of the Department. The department administration keeps up-to-date records of organisational units, professorships and permanent visiting professorships.

<sup>2</sup> For internal organisational and coordination purposes, the Department may group professorships into units or sections.

<sup>3</sup> Regular members of the Department are:

- a the professors assigned to the Department;
- b further members of the Department's teaching staff;
- c the members of the academic mid-level faculty and the administrative and technical staff of the departmental institutes, quasi-institutional units and professorships as well as of the Department's own facilities;
- d the students enrolled in the Department's degree programmes as well as auditors.

<sup>4</sup> Associated members of the Department:

The general status of associated members of the Department is governed by art. 44 of the ETH Zurich Organisation Ordinance. The departmental administration keeps up-to-date records of associated members of the Department and publishes them on the Department's website. Rights and obligations as well as the admission procedure are detailed in art. 8 para. 1 let. f and art. 34.

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<sup>1</sup> RSETHZ 201.021en.

## 2. Responsibilities

### Art. 3 General Responsibilities of the Department

<sup>1</sup> The department takes on the responsibilities for planning, teaching and research assigned to it by art. 32 to 35 of the ETH Zurich Organisation Ordinance.<sup>2</sup>

<sup>2</sup> The responsibilities are specified in the articles dedicated to the different bodies.

### Art. 4 Allocation of Resources (OV art. 31)

<sup>1</sup> After hearing the Department members concerned, the Department regulates the internal allocation of resources and the responsibilities with these bylaws. The internal allocation of resources shall be based on workload and performance.

<sup>2</sup> The allocation shall respect existing five-year appointment commitments and contractually agreed funding commitments of the Executive Board of ETH Zurich.

### Art. 5 Allocation of Premises

<sup>1</sup> The Department shall have full use of the premises allocated to it.

<sup>2</sup> A facilities commission may be appointed for the allocation and management of the facilities.

### Art. 6 Departmental Facilities (OV art. 36 para. 2)

The Department shall manage the following facilities:

Departmental administration  
Study and doctoral administration  
Behavioural Studies Laboratories

## 3. Bodies

### 3.1 Department Conference

#### Art. 7 Responsibilities of the Department Conference (OV art. 46)

<sup>1</sup> The department conference is the Department's highest body. Its decisions are binding for all members of the Department.

<sup>2</sup> In addition to the tasks specified in art. 46 para. 2 of the ETH Zurich Organisation Ordinance, it has the following responsibilities:

- a It issues guidelines for the allocation of the resources earmarked for the Department and approves the executive committee's proposals for the allocation of resources;
- b It decides on the establishment or abolition of departmental facilities (art. 6) and sections (art. 2 para. 2) and regulates their organisation;
- c It approves the transfer of supervision for departmental facilities;
- d It submits applications for awarding distinctions for master's and doctoral theses.

#### Art. 8 Composition of the Department Conference (OV art. 47)

<sup>1</sup> The department conference comprises the following members:

- a all professors belonging to the Department, the titular professors, the professors of practice as well as two representatives of the other members of the teaching staff;
- b the directors of the MILAK, the Archives of Contemporary History, and the Behavioural Studies Laboratories;
- c nine representatives of the academic mid-level faculty;

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<sup>2</sup> RSETHZ 201.021en.

- d seven representatives of the student body and the auditors enrolled in the Department's degree programmes and Science in Perspective courses;
- e two representatives of the administrative and technical staff;
- f the associated members of the Department.

<sup>2</sup> The representatives of the groups referred to in para. 1 let. a and c to e shall be elected in accordance with the groups' own electoral procedures. The groups shall inform the department conference about these procedures and notify the head of department of resignations and newly appointed representatives at the end of each semester.

<sup>3</sup> Elected substitutes for the representatives of the members of the Department in accordance with para. 1 let. c, d and e are admissible.

<sup>4</sup> If, in the case of a degree programme based at D-GESS, the director of studies or the deputy director of studies is not a professor associated with the Department, he/she shall be called upon to attend the department conference for agenda items relevant to the degree programme and shall have voting rights for these agenda items. Furthermore, he/she shall only have voting rights if he/she is a voting member of the department conference under the provisions of art. 8 para. 1.

#### Art. 9 Additional Rules of Procedure for Meetings (OV art. 48)

<sup>1</sup> The rules of procedure according to art. 48 of the ETH Zurich Organisation Ordinance<sup>3</sup> apply.

<sup>2</sup> The department conference constitutes a quorum if half of the voting members are present.

<sup>3</sup> When dealing with matters concerning services of other departments, the relevant members of the teaching staff must be consulted in an advisory capacity.

<sup>4</sup> Agenda items for the department conference may be submitted by all voting members. They must be submitted in writing to the head of department at least 14 days before the date of the department conference. In urgent cases, agenda items may be added at the beginning of the department conference, provided that a majority of the members present agree.

<sup>5</sup> Motions to reconsider an issue during a meeting are decided by a two-thirds majority of the members present. Applications for the reconsideration of earlier decisions must be submitted to the department management and included on the agenda in the regular way.

<sup>6</sup> Motions of the ISTP Board of Studies submitted to the department conference for approval can only be accepted or rejected, but not modified in content.<sup>4</sup>

### 3.2 Professors' Conference (OV art. 49)

#### Art. 10 Responsibilities and composition

<sup>1</sup> The professors' conference has the decision-making powers and responsibilities specified in art. 49 para. 1 of the ETH Zurich Organisation Ordinance.<sup>5</sup>

<sup>2</sup> It is composed of all professors of the Department and the honorary professors of the Department employed by ETH Zurich. Associate professors and honorary professors of the Department who are not employed by ETH Zurich may be consulted.

<sup>3</sup> Resolutions to request the appointment of assistant professors as associate or full professors (OV art. 49, para. 1 let. a) require a two-thirds majority of the associate and full professors of the Department with a two-thirds quorum present and voting.<sup>6</sup>

<sup>4</sup> As a rule, the professors' conference meets twice a semester, and on additional occasions if requested by:

the head of department;  
the deputy head of department;  
one third of its members.

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<sup>3</sup> RSETHZ 201.021en.

<sup>4</sup> Business plan ISTP as of 23.09.2014, p. 17.

<sup>5</sup> RSETHZ 201.021en.

<sup>6</sup> RSETHZ 510.21en, art. 8 para.

<sup>5</sup> The professors' conference constitutes a quorum if at least half of its members are present. It passes its resolutions by a two-thirds majority of the members present who are entitled to vote on the respective matter.

### **3.3 Teaching Committees (OV art. 50 to 52)**

#### **Art. 11 Responsibilities**

The duties of the teaching committees are in accordance with art. 50 of the ETH Zurich Organisation Ordinance.<sup>7</sup>

#### **Art. 12 Composition**

There is one teaching committee for each of the following:

- a the study programme Science in Perspective
- b the BA in Public Policy
- c the DAS Military Sciences
- d the MAS Mediation in Peace Processes
- e the MA Comparative and International Studies
- f the MA History and Philosophy of Knowledge
- g the MSc Science, Technology and Policy<sup>8</sup>
- h the CAS in Technology and Public Policy
- i the MAS and the CAS in Development and Cooperation
- j the Teaching Diploma for Secondary Schools and the Teaching Certificate<sup>9</sup>

#### **Art. 13 Composition**

<sup>1</sup> The composition of the teaching committees is determined in accordance with art. 52 of the ETH Zurich Organisation Ordinance<sup>10</sup>.

<sup>2</sup> The teaching committee for the BA in Public Policy is composed of three representatives of each of the three academic groups. One seat of the faculty members shall be allocated to a representative of the Military Academy at ETH Zurich (MILAK).

<sup>3</sup> Insofar as the composition of the teaching committees is not regulated in the study regulations of the respective degree programmes, the teaching committees shall be composed of two representatives of each of the three academic groups.

<sup>4</sup> The representatives of the teaching staff referred to in para. 2 and 3 shall be nominated by the director of studies and elected by the department conference. The aforementioned representatives of the academic staff and the student body will be chosen according to the groups' own electoral procedures.

<sup>5</sup> The academic groups referred to in para. 2 and 3 may only be represented by persons who belong to the respective degree programmes as members of the teaching staff, academic mid-level faculty or the student body.

<sup>6</sup> The teaching committees constitute themselves.

<sup>7</sup> The teaching committees may invite guests to meetings. Guests are not entitled to vote.

### **3.4 Grading Conferences (OV art. 53 and 54)**

#### **Art. 14 Inventory**

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<sup>7</sup> RSETHZ 201.021en.

<sup>8</sup> RSETHZ 201.04 Institute of Science, Technology, and Policy (ISTP) Organisationsreglement (only in German), art. 8 and RSETHZ 324.1.1200.31, Studienreglement 2019 für den Master-Studiengang Science, Technology and Policy (only in German) art. 4 let. a.

<sup>9</sup> RSETHZ 333.5000.2 and 333.100.2 (only in German).

<sup>10</sup> RSETHZ 201.021en.

The degree programmes have their own grading conferences.

#### Art. 15 Responsibilities and Composition

The responsibilities and composition of the grading conferences are governed by art. 19 of the ETH Zurich Ordinance on Performance Assessments<sup>11</sup> and the associated Implementation Provisions<sup>12</sup>. In addition to the provisions mentioned therein, the following rules apply in particular:

- a the grading conference takes place immediately after the examination session and is chaired by the director of studies;
- b it decides on the assessment of the performance in the basic examinations and examination blocks;
- c the grading conference comprises all examiners involved in the respective basic examinations and examination blocks as well as two students per degree programme in an observing capacity. They are invited by the director of studies.

### 3.5 Director of Studies (OV art. 57)

#### Art. 16 Inventory

<sup>1</sup> For the study programme Science in Perspective, the BA, MA and MSc degree programmes, as well as the teaching diploma for secondary schools and the teaching certificate, the department conference elects a director of studies and a deputy director of studies from among the Department's full and associate professors teaching in the programme in question. The term of office is two years. Re-election is permitted.

<sup>2</sup> For MAS, CAS and DAS degree programmes, the department conference elects a director of studies (Studienleiter) and a deputy director of studies from among the Department's full and associate professors teaching in the programme in question. The term of office is two years. Re-election is permitted.

### 3.6 Doctoral Committee

#### Art. 17 Responsibilities

<sup>1</sup> The doctoral committee applies to the rector for provisional admission to the doctorate with or without extended doctoral studies.

<sup>2</sup> The doctoral committee shall approve the second advisors and other co-examiners.

<sup>3</sup> If no unanimous assessment of an aptitude colloquium is reached, the doctoral committee shall decide within one month whether the candidate has passed.

<sup>4</sup> It submits to the department conference the names of candidates to be nominated for a distinction with the ETH Medal for outstanding doctoral theses.

#### Art. 18 Composition

The doctoral committee is composed of the professorial members of the executive committee. As a rule, it is chaired by the deputy head of department.

### 3.7 Head of Department and Deputy Head of Department (OV art. 55 and 56)

#### Art. 19 Responsibilities of the Head of Department and the Deputy Head of Department

<sup>1</sup> The responsibilities of the head of department and the deputy head of department are set out in art. 56 of the ETH Zurich Organisation Ordinance.<sup>13</sup>

<sup>2</sup> In addition, at the request of the executive committee and after approval by the department conference, the head of department allocates personnel and material resources to the centres, institutes, quasi-

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<sup>11</sup> SR 414.135.1 / RSETHZ 322.021.

<sup>12</sup> Implementation Provisions for the ETH Zurich Ordinance on Performance Assessments.

<sup>13</sup> RSETHZ 201.021en.

institutional units and independent professorships, which come from the resources earmarked for allocation by the department.<sup>14</sup>

<sup>3</sup> The head of department is responsible for the integral management of the resources allocated to the department (including reserves and third-party funds).<sup>15</sup>

#### Art. 20 Appointment of the Head of Department and the Deputy Head of Department

<sup>1</sup> The appointment of the head of department and the deputy head of department is governed by art. 55 of the ETH Zurich Organisation Ordinance.<sup>16</sup>

<sup>2</sup> As a rule, the term of office of the head of department is two years plus one additional year.

#### Art. 21 Conflicts of Interest and Impairment of Performance

In the event of a conflict of interest, bias or the appearance of bias, the head of department shall immediately report this circumstance to the deputy head of department or to the department coordinator.

### 3.8 Department Management

#### Art. 22 Composition and Responsibilities

<sup>1</sup> The department management consists of the members of the executive committee, including the department coordinator.

<sup>2</sup> The department management supports the head of department in the preparation and implementation of important business matters.

### 3.9 Executive Committee (OV art. 45 para. 2)

#### Art. 23 Responsibilities

<sup>1</sup> The executive committee supports the head of department in the preparation and implementation of important business matters.

<sup>2</sup> It is responsible for the preparation of the budget in accordance with the strategic guidelines of the president of ETH Zurich (art. 32 para. 2 OV).

<sup>3</sup> It supports the head of department in preparing the allocation of resources in accordance with art. 4 and art. 5 for the attention of the department conference.

<sup>4</sup> It formulates the needs of the department in terms of personnel, finances and strategy for the attention of the relevant offices of the executive board of ETH Zurich.

#### Art. 24 Organisation

<sup>1</sup> The executive committee consists of the head, the deputy head, a former head and a representative of each of the sections if they are not already represented by the above-mentioned persons, the director of studies of the Science in Perspective study programme and the department coordinator. The section to which the head belongs may be represented by an additional person. By decision of the executive committee or the department conference, additional persons may be called upon for consultation as required for individual agenda items. The executive board members who are not ex officio members of the committee are elected by the department conference on the proposal of the head of department. Their term of office shall be determined by the term of office of the head of department.

<sup>2</sup> The executive committee is chaired by the head of department and meets at the request of the head of department. If another member desires a meeting of the executive board, he or she must submit a corresponding request to the head of department.

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<sup>14</sup> Financial Regulations of ETH Zurich, RSETHZ 245en, art. 10.

<sup>15</sup> OV RSETHZ 201.021en, art. 31 and Financial Regulations of ETH Zurich, RSETHZ 245en, art. 65 and 101.

<sup>16</sup> RSETHZ 201.021en.

### **3.10 Department Coordinator**

#### Art. 25 Reporting, Responsibilities

<sup>1</sup> The department coordinator reports to the head of department.

<sup>2</sup> The department coordinator performs the following tasks, among others:

- a supporting the head of department in the operational and strategic management of the Department's activities;
- b controlling<sup>17</sup> and reporting;
- c study coordination;
- d management of the departmental staff;
- e management of the IT support manager;
- f member of the executive committee;
- g member of the strategy commission;
- h member of the facilities commission;
- i member of the IT commission.

<sup>3</sup> He/she reports regularly to the conferences and commissions of the Department.

### **3.11 Strategy Commission**

#### Art. 26 Responsibilities

<sup>1</sup> The strategy commission is an advisory body with the following responsibilities:

- a strategic medium- and long-term development of the department in research, teaching, knowledge and technology transfer, engagement and outreach; and with regard to its internal structure;
- b longer-term planning of professorships;
- c linking the departmental strategy with the strategic planning of ETH Zurich and the ETH Domain.

<sup>2</sup> The strategy commission is independent of individual interests and takes into account the views of all stakeholders of the Department.

<sup>3</sup> The strategy commission develops recommendations for the Department's professors' conference and department conference.

#### Art. 27 Composition and Rules of Procedure

<sup>1</sup> The strategy commission consists of:

- a two associate / full professors as chairperson and deputy chairperson;
- b up to seven associate / full professors of the Department;
- c a total of two representatives of the academic staff and/or from the student body at D-GESS;
- d the head of department;
- e the department coordinator.

<sup>2</sup> The members of the strategy commission are elected by the department conference for the duration of the head of department's term of office. Re-election is possible.

<sup>3</sup> The chairperson may invite other persons to meetings of the strategy commissions as non-voting guests.

<sup>4</sup> The strategy commission determines its own internal rules of procedure. Its meetings are not public. It keeps decision minutes.

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<sup>17</sup> Financial Regulations of ETH Zurich, RSETHZ 245en, art. 15.

### **3.12 IT Commission**

#### Art. 28 IT Commission

The department management may appoint an IT commission if necessary.

### **3.13 Facilities Commission**

#### Art. 29 Composition

The facilities commission is composed of the members of the executive committee.

#### Art. 30 Responsibilities

The facilities commission carries out demand-based facilities planning for all units of the Department. In the event of conflict, it decides on the allocation of facilities after hearing all parties involved.

### **3.14 Behavioural Studies Laboratories Commission**

#### Art. 31 Composition

The Behavioural Studies Laboratories commission consists of professors of ETH Zurich and the director of the laboratory. The members of the commission are elected by the department conference for a term of two years. Re-election is permitted.

#### Art. 32 Responsibilities

<sup>1</sup> The Behavioural Studies Laboratories commission elects a laboratory delegate and a deputy laboratory delegate from among its professorial members. The delegate and deputy delegate must belong to D-GESS. The Behavioural Studies Laboratories commission adopts the organisational rules and terms of use and bears overall responsibility for the use of the infrastructure.

<sup>2</sup> The laboratory delegate is the technical supervisor of the manager of the laboratory and chairs the Behavioural Studies Laboratories commission.

<sup>3</sup> The manager of the laboratory is the supervisor of the employees in the laboratory area.

### **3.15 Help!Point**

#### Art. 33 Responsibilities and Composition

The Help!Point at D-GESS is a contact point for all members of the Department and its student body. The Help!Point offers initial advice for all kinds of difficulties and problems at work or in the working environment. It is comprised of representatives of the academic groups.

## **4. Associate Members of the Department (OV art. 44)**

#### Art. 34 Applications for Association

<sup>1</sup> Applications for the association of professors from other departments may be submitted by any member of the department conference.

<sup>2</sup> Associate members of the Department are members of the department conference without voting rights. If required, associate professors may also be called upon to advise on dealings of the professors' conference.

<sup>3</sup> Associate members of the Department have to offer courses at D-GESS on a regular basis.

## **5. Final Provisions**

#### Art. 35 Entry into force

<sup>1</sup> These bylaws take effect on 1 August 2023. They replace the bylaws of 1 July 2016 (amended 1 July 2018).

<sup>2</sup> These bylaws were approved by the department conference of D-GESS on 16 May 2023.



Zurich, 7 June 2023

The Head of Department:

Prof. Dr. Lars-Erik Cederman

Approved on 13 June 2023

The President of ETH Zurich:

Prof. Dr. Joël Mesot