

ORGANIZATIONAL STRUCTURE OF THE GRAZ SCHOOL OF DISCRETE MATHEMATICS

- (1) The Graz School of Discrete Mathematics (GSDM) is led and administered by the *Speaker* (from TU Graz) and a *Deputy Speaker* (from KFU Graz). The Speaker directs the correct financial management and is supported in these activities by the Deputy Speaker. The Deputy Speaker is in particular responsible for the communication of the GSDM with the KFU administration and takes care of the local financial issues.
- (2) The initial *Faculty* of the GSDM are the faculty members of the DK Discrete Mathematics (regular or associated) that are still employees at TUG or KFU as of Sep 1, 2022.
- (3) The *Council* consists of the Speaker, the Deputy Speaker, the *representative for gender issues* and a *representative of the GSDM students*. It can be augmented by faculty members in cases of necessity.
- (4) The *General Assembly* consists of all faculty members, and Doctoral students of the GSDM. It meets at least once per semester. Typically, this is linked with the common Seminar “Advanced Topics in Discrete Mathematics” The meetings of the General Assembly can be subdivided in a public part and a closed session. The latter is restricted to faculty members and the representative of the DK students.
- (5) The *International Advisory Board* consists of up to 5 internationally renowned experts in the sub-areas of Discrete Mathematics that are present in the GSDM. They are invited to take part in the candidates’ interviews and are in any case informed about the selection of the students. Objections by board members to decisions taken by the Speakers or the Council have to be discussed in a faculty meeting. The nomination of new Advisory Board members, if it becomes necessary, is part of the duties of the Council, which has to search feedback from the faculty members on this issue.
- (6) The representative for gender issues should be a faculty member. They belong to the Council and take part in its meetings and work. In particular, they supervise the correct handling of all gender issues according to the implemented rules of the “Working Group on Issues of Equal Opportunity Treatment”.
- (7) The student representative in the Council is elected by the students of the GSDM. They take part in the meetings and work of the Council.
- (8) The council meets regularly, at least once per semester, in order to discuss and prepare the operative and scientific agenda of the GSDM. Its decisions are communicated to the GSDM members. The Council also supports the interaction between the GSDM and the universities. In cases of delicate issues or when the council does not reach a decision, it can appeal to the International Advisory Board for their opinion and support.
- (9) The speaker, the deputy speaker, and the representative for gender issues are elected in a faculty meeting for a period of 4 years. They can be replaced at any time by a majority vote in a faculty meeting. The same applies for the student representative, by a majority of the student’s assembly. The election of a new speaker has to be communicated to the advisory board.
- (10) Researchers from TUG and KFU can apply to join the GSDM as faculty members if they are Assistant, Associate, or Full Professor or have the right to supervise students through a habilitation. To apply, they write an informal email to the speaker, who will initiate a discussion at the next faculty meeting. The criteria to accept new faculty members are scientific excellence and a research focus on discrete mathematics (in the broad sense

interpreted by the school) that connects to existing faculty members. The faculty members vote on the application by majority vote.

- (11) Researchers of other universities than TUG and KFU can also apply to join the faculty as *partner*. The same criteria as for local candidates apply regarding such applications. Moreover, it is required that Doctoral students supervised by the partner follow a curriculum that is comparable to those of TUG and KFU in terms of requirements, and that they are able to regularly participate in the activities of the GSDM.
- (12) Faculty members can nominate PhD students under their supervision to become GSDM students. The decision about the inclusion is made after a scientific presentation of the candidate of at least 10 minutes. The decision is made by majority vote of the present faculty, and at least three faculty members have to agree to the application. Upon acceptance, students agree to the goals of the GSDM as formulated on the webpage.
- (13) Faculty members should supervise at least one GSDM student at any time. If at some point, they advise no (suitable) student, they commit to actively seek for funding in order to hire a GSDM student. Also, they obey the highest ethical and scientific standards in carrying out the work related to the GSDM. They follow the rules of good scientific practice as formulated by each of the rectorates of TUG and KFU. Through membership, they confirm to pursue the goals of the GSDM as formulated on the webpage.
- (14) Faculty members and students can leave the GSDM at any time by informing the speaker. Moreover, faculty members and students can be excluded from the GSDM for violations to the rules of the GSDM. In that case, the speaker has to provide a written explanation for the exclusion and initiate a discussion in a faculty meeting. Students to be excluded will be invited for a discussion. The faculty members decide on the exclusion by majority vote. The excluded person will be notified about the decision. Also, the advisory board is informed.