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**Statutes of the University of
Mannheim on the Appointment of an
Ombudsperson
for Doctoral Candidate and Supervisors**

As of 8 March 2012

Based on section 8 subsection 5 of the Act on Higher Education of the Land of Baden-Württemberg (LHG), the Senate of the University of Mannheim passed the following Statutes according to section 19 subsection 1 sentence 2 number 10 LHG on 29 February 2012, approved by the President.

Section 1 Purpose

The ombudsperson provides assistance to all doctoral candidates of the University of Mannheim and their supervisors.

In cases of conflict between the doctoral candidate and the supervisor, the parties may consult the respective ombudsperson. The individual parties are free to decide which of the two ombudspersons they would like to contact.

The ombudsperson is an independent entity that provides advice and mediates in cases of conflict. The ombudsperson does not, in any way, influence the evaluation of the work of the doctoral candidate.

Section 2 Responsibilities

In cases of conflict between a doctoral candidate and a supervisor, the ombudsperson functions as an impartial confidant for both sides and assists in finding a solution for the problem at hand.

The responsibilities of other authorities, particularly the doctoral committees of the schools and the Standing Committee for the Investigation of Research Misconduct Allegations of the University of Mannheim, remain unaffected.

The advice and mediation services rendered by the ombudsperson are free of charge.

Section 3 Procedure

Doctoral candidates and supervisors who would like to seek an ombudsperson's assistance are to do so by writing a letter with their complaint addressed to the ombudsperson. Upon receiving the complaint, the ombudsperson will then get in touch with the applicant in order to discuss the problem, the responsibilities and possible next steps. If the problem can be taken care of this way and giving advice to the applicant without any further information seems justifiable, the ombudsperson may advise the applicant without informing the person subject to the complaint. However, if the mediation calls for further information and is not justifiable without involving or hearing the person subject to the complaint, the ombudsperson may arrange and supervise a meeting between the parties in question to discuss the problems at hand and assist both parties with finding constructive solutions.

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Before contacting the person subject to the complaint the ombudsperson will ask the applicant for written consent. At this point, the applicant will also be given the opportunity by the ombudsperson to either withdraw or rephrase the complaint. The ombudsperson can only make suggestions.

Section 4 Legal Status and Confidentiality

The ombudsperson is factually independent in this capacity. The ombudsperson cannot provide assistance with complaints that are already subject to formal proceedings (especially to preliminary or administrative proceedings). Suggestions made by the ombudsperson cannot be challenged in court nor can they be passed on to another entity. The ombudsperson is bound to secrecy and is not obliged to give out information to anyone. Without explicit consent of the parties involved, the complaint will not be passed on to third parties unless it violates a higher-ranking binding rule of law.

No one is to be penalized for seeking out the ombudsperson's assistance. Criminal regulations remain unaffected.

If there is reason to believe that an ombudsperson is partial, the second ombudsperson is to take over the case (see section 5).

The ombudspersons are to report back to the President's Office annually. There are no details disclosed in this report that would allow for conclusions to be drawn regarding the identity of the persons concerned.

Section 5 Appointment of Ombudspersons

Two ombudspersons are appointed, one of them must be a woman.

The positions are to be filled by professors working for the University of Mannheim. If possible, the ombudspersons should be members of different schools. The right of proposal is reserved for the President's Office.

The ombudspersons are appointed by the Senate of the University of Mannheim.

The term of office is two years. They may be reappointed. If an ombudsperson leaves/has to leave the position before the end of the term of office, the Senate will appoint a new ombudsperson as a replacement for the rest of the term.

Section 6 Final Provisions

- (1) These Statutes will come into effect on the day after their announcement in the Bulletin of the President's Office.
- (2) By way of derogation from section 5, the term of office of the first ombudspersons begins on the day of their appointment by the Senate and ends on 31 July 2014.

Mannheim, 8 March 2012

signed
Prof. Dr. Hans-Wolfgang Arndt
President