

# **International Psychoanalytic University Berlin (IPU Berlin)**

## **University Constitution**

### **Preamble**

The International Psychoanalytic University Berlin is a state-recognised, non-profit university of the Federal State (Land) of Berlin, which has been active since 2009. At the centre of research and teaching, as well as further training and advanced studies at the IPU Berlin are conscious and unconscious dimensions of human action and experience, which inform each other – also at the relational level – in their psychological, social and cultural conditionality.

Of particular scientific interest is the emergence and understanding of human suffering, its diagnosis and psychotherapeutic treatment. The IPU Berlin is aware of its cultural, social and ecological responsibility and aims to use psychoanalytical knowledge to influence society beyond the university. In doing so, individual questions are combined with a culturally critical view of social contexts, which, with the discursively excluded, tabooed and unrepresented, also includes one's own involvement in these structures and stimulates psychoanalytic reflection on them.

The IPU Berlin's understanding of science and its educational mandate are derived from this comprehensive fundamental understanding, which includes empirical, quantitative and qualitative methods as well as theoretical approaches. In connection with the discussion and communication of scientific findings, students' personality development and their relations with society are always at the centre of attention.

The IPU Berlin promotes intercultural and transcultural perspectives and participates in international discourses and exchange programmes.

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## **Part 1: Legal Status, Tasks, Autonomy**

### **Section 1**

#### **Legal Status, Name, Registered Office, Representative Legal Entity**

- (1) The university is a state-recognised academic and scientific third-level institution owned by an independent, representative legal entity in accordance with Section 123 Berlin Higher Education Act (BerlHG).
- (2) The name of the university is the International Psychoanalytic University Berlin (IPU), in German-language texts “Internationale Psychoanalytische Universität“ (IPU Berlin).
- (3) The registered office of the university is in Berlin.
- (4) The legal entity representing the university is the International Psychoanalytic University Berlin gGmbH, the shareholder of which is currently the Foundation to Promote University Psychoanalysis. Said representative legal entity pursues exclusively non-profit activities.
- (5) The task of the representative legal entity is the statutory organisation of the university while complying with the university freedom for teaching and research, as well as with the academic autonomy, i.e. the self-administrative rights.

### **Section 2**

#### **Aims and Tasks**

- (1) The university pursues the aim of promoting science through research and university teaching in an inter- and transdisciplinary exchange process. It establishes and arranges its own university courses, which contain psychoanalytical aspects.
- (2) The study courses aim to maintain high scientific levels with the participation of internationally recognised scientists.
- (3) The university conducts its own research projects and endeavours to arrange third-party funding from research funding institutions. The research activities focus especially on applied research, concept research and practice development research.
- (4) Furthermore, the IPU supports the continuing development of psychoanalysis as an applied social science and culture theory.
- (5) The university maintains cooperative work with universities both in Germany and abroad, as well as with other scientific and cultural facilities and bodies.
- (6) The university can, with the approval of its representative legal entity, assume all typical university tasks, e.g. in the further training and advanced studies areas, as well as develop and offer further study courses.
- (7) The university supports and fosters young scientific and academic talents.

### **Section 3**

#### **Teaching and Research Autonomy**

- (1) There are no restrictions whatsoever on the teaching and research activities at the university.
- (2) To the extent that the independent range of lectures offered by the university belongs to the official tasks of the members of the scientific and academic staff, the teaching autonomy includes especially the content-based and methodical designing and structuring of lectures, as well as the right to express expert scientific opinions. Resolutions and directives are permitted to the extent that they relate to the organisation of the teaching activities and to the preparation and compliance with study and examination regulations.
- (3) To the extent that research work belongs to the official tasks of the members of the scientific and academic staff, the research autonomy includes especially the issue of selecting the research methods, as well as evaluating the research results and their dissemination.

### **Section 4**

#### **Academic Autonomy**

- (1) The IPU is self-administrative with respect to its academic affairs. These include especially
  - a) The design and structure of the scientific study courses and the acceptance of university examinations,
  - b) The conceptualisation of the research plans and maintenance of the scientific exchanges in publications and scientific conferences and symposia,
  - c) The development of cooperative activities with universities in Germany and abroad,
  - d) The education and advancement of young scientific talents,
  - e) The appointment of professors,
  - f) The professional and didactic further education of the scientific staff
  - g) The decision on the enrolment and exmatriculation of the students,
  - h) The regulations arising from the rights and duties resulting from the membership of the university,
  - i) The awarding of teaching authorisations as well as academic degrees,
  - j) The preparation of financial plans and budgets,
  - k) The evaluation of the lectures in cooperation with the students.
- (2) The academic autonomy is exercised especially by the governing bodies of the IPU. The governing bodies of the IPU are
  - a) The university management,
  - b) The Academic Senate,
  - c) The student representatives.
- (3) The awarding of academic degrees is regulated in a separate set of regulations.

## Part 2: Membership and Effect

### Section 5

#### The Members of the University

- (1) The members of the university are:
  - a) The members of the university management,
  - b) The professors working fulltime,
  - c) The research associates working fulltime,
  - d) The non-scientific staff members working fulltime,
  - e) The enrolled students,
  - f) The lecturers who do not exercise membership rights at any other university,
  - g) Senior Professors.
  
- (2) The members shape and develop the university through their participation in its self-administration. They are entitled and obligated to do same. When performing their tasks, they take into consideration the unique aspects of a university with a private representative legal entity and the requirements for having sustainable securing and safeguarding of its scientific foundations. The assumption of a function in the university's self-administration may only be refused for important reasons.
  
- (3) Those holders of official positions with managerial functions are obligated, in the event of their resigning or following the ending of the term of their official position, to continue acting in their official function until the appointment of a successor, unless the electoral body requests them to refrain from continuing their position or their continuance is linked to undue hardship.
  
- (4) The members of a body are not bound by any instructions in this capacity. No one may be disadvantaged due to the activities in the self-administration.
  
- (5) Members of the university with exceptions are
  - a) The members of the Scientific Advisory Board as per Section 11,
  - b) The members of the foundation board,
  - c) Professors who have retired and been released from their duties,
  - d) The scientific and academic assistants, provided they are not members as per Section 5,
  - e) Those individuals working part-time, temporarily or as a guest scholar at the university,
  - f) The alumni, provided they are not members of the university as per Section 5,
  - g) The participants in a shared PhD colloquium with other universities with the right to confer doctorates,
  - h) Persons who have proven themselves in practice through special scientific achievements or through excellent subject-related achievements, who independently manage university activities in the research and teaching areas and who would be granted the legal status of a member by the Academic Senate.

- (6) The extraordinary members of the university do not participate in any votes. They have the right to use the university facilities available to the members.

## **Part 3: Organisation and Management**

### **Section 6**

#### **The University Management**

- (1) The university management comprises the President, at least one Vice-President and the Chancellor.
- (2) The university management bears responsibility in the context of the academic autonomy for ensuring that the tasks of the university are fulfilled in a proper and orderly manner and that its objectives are maintained and safeguarded. To the extent that the rights and responsibilities of the representative legal entity are affected by same, it is responsible to said entity for the protection of these rights and responsibilities, as well as for the operation of the university in accordance with its articles.
- (3) The university management is responsible for the organisation of the teaching, studies and research at the IPU, for the cooperative activities with universities both in Germany and abroad, as well as for the university's legal, budgetary, economic, construction-related and personnel affairs. The university management has been ordered by the representative legal entity to prepare and administer the university's budget.

### **Section 7**

#### **The President**

- (1) The President manages the university in accordance with this university constitution and the relevant statutory regulations in coordination and agreement with the other members of the university management. The President is obligated to prepare and update the university structure and development plans at the IPU in accordance with the Academic Senate. Said President can entrust the Vice-President with partial managerial tasks either permanently or temporarily.
- (2) The President is represented by the designated Vice-President. In the event of the President's absence, hindrance or when so ordered by the President, this Vice-President is authorised to exercise all functions of the President, the exercising of which cannot be deferred.
- (3) Those persons can be appointed President:
  - Who have a successfully completed university education, and
  - From whom it can be expected that they are adequate to the tasks arising from the office of President due to having gained several years of responsible professional work experience.
- (4) The search for a new President or the initiation of the reappointment process for the current President in office is undertaken by a selection committee. The selection committee consists of three members of the university, as well as two members who are appointed by the supervisory

board. The intention is for these two people to have a strong affinity with psychoanalysis and to belong to the supervisory board, the foundation board or the scientific committee wherever possible. The university members are determined by the respective groups in the Academic Senate, whereby at least two members must belong to the group of professors in the Academic Senate. The selection committee elects a chairperson. The selection committee nominates a proposal for a decision from among the applicants for the position of President. The President is chosen by the supervisory board in agreement with the Academic Senate. Said agreement by the Academic Senate must occur by more than half of the members of the Academic Senate entitled to vote and while complying with the professorial majority.

- (5) In the event that the required agreement is not reached, both the supervisory board as indeed the Academic Senate can reject the proposal from the selection committee. In this case, the selection committee submits a new proposal to the supervisory board and the Academic Senate.
- (6) The appointment by the supervisory board occurs for a five-year period at the most. Reappointments are permissible.
- (7) The President exercises the property and campus rights.
- (8) The President is the official superior of all the scientific and academic staff at the IPU. In this respect, the President is entitled to issue instructions to all fulltime teaching staff and research associates.
- (9) The President represents the university in relation to the lecturers. This is regulated in more detail in Section 14. Section 4 of this university constitution remains unaffected by same.
- (10) The President holds the position of chairperson in the university management and in the Academic Senate.
- (11) The President can, following a hearing by the Academic Senate, entrust professors at the university with special tasks and areas of responsibility.
- (12) The President can be removed from office, given sufficient reasoning. The motion must be proposed by at least two of the following groups:
  1. the full-time professors,
  2. the full-time teaching staff,
  3. the full-time non-academic staff,
  4. the enrolled students.

The resolution of each status group is based on votes obtained in respective general assemblies. The Academic Senate will then decide on the motion through an anonymous vote, supervised by the relevant Vice-President. If the motion is approved by a three fourths majority of the Academic Senate, the most senior professor within the Academic Senate will formally deliver the result to the supervisory board.

## **Section 8 The Chancellor**

- (1) The Chancellor is appointed by the supervisory board and in agreement with the President for a maximum period of five years.
- (2) Those persons can be appointed Chancellor who, due to their education (preferably with a business-management, commercial or legal direction) and their previous professional work experience, are adequate to the tasks arising from the position.
- (3) The Chancellor manages the administration of the university, including its financial administration, in agreement with the President and in accordance with the rules of procedure for the management, the statutory regulations and this university constitution. The Chancellor is responsible for the preparation of organisational, personnel and budgetary plans. The Chancellor manages the personnel files of all the employees.
- (4) The Chancellor is a member of the management of the representative legal entity (limited liability company) of the university.
- (5) The Chancellor is the official superior of all non-scientific staff at the university. Non-scientific staff are those staff members working in the administration and secretariat sections of the university.

## **Section 9 The Vice-President**

- (1) Those persons can be appointed Vice-President who belong to IPU's full-time professorial staff.
- (2) The procedure for seeking or reappointing the Vice-President occurs analogously to that in Section 7 Paras. 4 and 5 of this university constitution.
- (3) The President can submit her/his own proposals to the selection committee.
- (4) The Vice-President is, following a hearing by the Academic Senate, appointed for a maximum of five years by the supervisory board by the majority of its members. Reappointments are permissible.
- (5) A Vice-President can be removed from office if necessary. The removal follows the same procedure as Section 7, Paragraph 12 of this constitution. If this process concerns a Vice-President who is acting as the President's representative, the President will preside over the decision by the Academic Senate.

## Section 10 The Academic Senate

- (1) The Academic Senate is formed for a term in office of two years. Re-elections are permissible.
- (2) The Academic Senate of the IPU consists of eleven members with voting rights, including:
  - Six university teachers/lecturers,
  - Two members of the academic staff,
  - Two students,
  - One representative of the non-scientific staff.
- (3) The following are members of the Academic Senate of the IPU without voting rights:
  - The members of the university management,
  - A least one ombudsperson in accordance with Section 15.
  - Study courses which are not represented by a professor in the Senate can, via the study-course coordinator, delegate a representative without voting rights.
- (4) Chairs of the IPU gGmbH supervisory board and board of trustees are ineligible to participate.
- (5) Upon request by a member and approval by the Academic Senate, the Academic Senate has the right to meet and make official decisions in the absence of the Chancellor in the case that he/she is also the managing director of the institution.
- (6) The President of the university assume the position of chairperson.
- (7) The chairpersons of the commissions of the Academic Senate are entitled to speak and make proposals when attending the meetings of the Academic Senate.
- (8) Tasks of the Academic Senate
  - a) The Academic Senate is responsible especially for
    - Participating in the election of the President and the Vice-President in accordance with this university constitution,
    - Involvement in the creation and advancement of the President's university structure and development plan through the establishment of the structure and development commission, and subsequent response by the Academic Senate,
    - Approval of the denominations of new professorships being advertised, or change of denominations in the case of new appointments
    - Providing a statement on the draft budget by the Chancellor,
    - The establishment, structural changes to, renaming and withdrawal of study courses in agreement with the supervisory board and on the basis of the university structure and development plan from the President,
    - Approving and accepting the appointment lists of professors,
    - Passing resolutions on all regulations intended for the regulation of the academic processes (appointment regulations, admission regulations, study and examination regulations, etc.),

- The rules on the use of the university facilities,
  - Approval of the university diversity concept,
  - Any adoption of, amendment and supplement to the university constitution occurs through the Academic Senate in agreement with the supervisory board. In this respect, the Academic Senate takes its decisions on the basis of a three-quarter majority of its members.
- b) The Academic Senate can appoint commissions to support and advise it. The Academic Senate determines their range of tasks and methods, as well as the length of their appointment. The members of commissions are each named by the representatives of their member groups in the Academic Senate.
- c) The meetings of the Academic Senate are fundamentally open to all members of the university. With personnel and financial affairs, such meetings are closed to the public. Furthermore, the Academic Senate can in justified cases resolve by a majority of its members not to hold its discussions in public.
- d) The above is regulated in more detail in the rules of procedure.

### **Section 11**

#### **Scientific Advisory Board**

- (1) The IPU appoints a Scientific Advisory Board, which advises the IPU on particular projects with regard to its research profile and programme, submits statements on special scientific projects and formulates recommendations in this regard.
- (2) The members of the Scientific Advisory Board are appointed for a term of office of five years at the recommendation of the University Management and by resolution of the Academic Senate. The term of office may be repeated once.
- (3) The Advisory Board consists of up to six members who are domestically and internationally recognised for the research and teaching profile of the IPU. As a rule, the Advisory Board meets once a year, receives a report from the University Management and submits a statement on important key points anchored therein.
- (4) The Scientific Advisory Board may adopt its own set of regulations.

### **Section 12**

#### **Meetings Open to University Members/Public**

- (1) With the exception of the regulation named under Section 10 Para 6 c) for the Academic Senate, the meetings of the governing bodies of the university are fundamentally closed to the public. Individual meetings or points on the agendas can be made public upon approval by a two-thirds majority of the respective members, provided there are no legal grounds contrary to same.
- (2) Personnel affairs and decisions on examination matters are managed in meetings closed to the public. Hearings in the context of applications for a professorship to be filled are open to university members.

## Part 4: University Personnel

### Section 13

#### Scientific/Academic Personnel

- (1) The President is the superior of the scientific/academic staff.
- (2) The university's tasks are undertaken by scientific/academic staff working on a fulltime or a part-time basis in accordance with the higher education law of the Federal State (Land) of Berlin.
- (3) The appointment procedure for professors is regulated in a separate set of appointment regulations.
- (4) Prior to the conclusion of employment contracts with professors, it must be ensured that the appointment provisions of the Berlin Higher Education Act (BerLHG) for scientific universities have been fulfilled. The naming of professors requires the agreement and approval of the responsible Senate Department in the Federal State (Land) of Berlin. The IPU reports once a year on the appointments which have occurred to the responsible Senate Department in the Federal State (Land) of Berlin.
- (5) Professors of the IPU who have ended their employment there can act as voluntary Senior Professors of the IPU when they are prepared to teach two lecture periods per week each year in their specialist field or in the studium generale courses, as well as to supervise qualification work.. An appointment to be a Senior Professor is proposed by the university management to the Academic Senate and is imparted for three years. A renewed appointment is possible on request for same.

### Section 14

#### Lecturers

Lecturing and teaching assignments are issued by the President on the basis of the budget. The President can wholly or partly transfer this task to the professors responsible for the respective study courses. The regulations in Sec. 112 Berlin Higher Education Act (BerLHG) are applicable. The lecturers assume and fulfil the tasks transferred to them on an independent, autonomous basis.

### Section 15

#### Research Associates

Research associates are those staff working fulltime at the university in the fields of teaching and research. They can be attached to the scientific facilities or to central operational units of the university. To the extent that they are allocated to a professor's task area, said professor is entitled to issue instructions to them. They should be given an opportunity in the context of their tasks to gain a further scientific qualification. One requirement for employment here is to have successfully completed studies corresponding to the employment relationship. The appointments occur fundamentally for a limited (i.e. not permanent) employment relationship.

## **Section 16**

### **Mediatory Ombudspersons**

In order to resolve and settle conflicts between members of the university, the Academic Senate appoints at least one mediatory ombudsperson. Said ombudsperson is available for the persons concerned in a confidential and advisory role, and to reveal routes to a solution to the conflict in the context of mediation as required.

## **Section 17**

### **Ombudspersons in Issues of Good Scientific Practice**

The President appoints two ombudspersons for a period of five years, who are available as contact persons in issues of good scientific practice and to receive any allegations and tip-offs about scientific misconduct. Further details in this regard are regulated in the guidelines dated 25.01.2013 on the securing of good scientific practice and on avoiding scientific misconduct at the International Psychoanalytic University (IPU Berlin).

## **Section 18**

### **Diversity Representative**

- (1) The Academic Senate appoints a Diversity Representative and a deputy from the IPU members according to Section 5, Paragraph 1, Letters a) through e). They chair a permanent Diversity Working Group (AG Diversity), whose members elect them and propose them to the Academic Senate for appointment. The appointment has a duration of two years, linked to the term of office of the Academic Senate.
- (2) The Diversity Working Group handles the implementation of the Diversity Policy and Concept adopted by the Academic Senate, which it regularly reviews to ensure that it is up to date and for which it submits proposals for amendments to the Academic Senate if necessary.
- (3) Each member group of the IPU pursuant to Section 5 (1) (a) to (e) must be represented in the AG Diversity by at least one and at most two persons. The members of the AG are appointed by the Academic Senate for a period of two years on the recommendation of the respective member group.
- (4) The Diversity Representative or their deputy may attend meetings of the Academic Senate and the appointments commissions as a non-voting member with the right to speak and submit requests. Further details are controlled by the appointment regulations.

## **Part 5: Students**

### **Section 19**

#### **The Students**

- (1) The foremost task of the university is the education and advancement of students through the academic and scientific teaching.

- (2) Upon their enrolment, the students become members of the university. The students forego their membership upon their exmatriculation.
- (3) The students manage their own interests and participate in the fulfilment of tasks and objectives of the university. These include especially
  - a) Representing the professional, economic and social interests of the students,
  - b) Issuing statements on university policy issues,
  - c) Advising on and participating in the structure and design of the studies,
  - d) The promotion of the students' cultural concerns and causes.

## **Section 20**

### **Admission to Studies**

- (1) Those persons can be admitted to studies who have obtained the required entrance qualification for the study course in question.
- (2) The university can conduct a selection procedure for the admissions or have such a procedure conducted.
- (3) There is no legal claim or right to admission to studies.
- (4) The President reports on a regular basis about the content and the results of the selection procedure to the Academic Senate and the supervisory board.
- (5) The conclusion of a study contract with the university is required in order to be able to enrol there. The ending of the study contract is required in order to exmatriculate.
- (6) The above is regulated in detail in the admission regulations.

## **Section 21**

### **Rights and Duties of the Students**

- (1) The students have the right to freely select lectures and university events within the framework of the study and examination regulations.
- (2) The students have the right to advice accompanying their studies from the university and its members responsible for teaching work.
- (3) The students safeguard the reputation and standing of the university and enhance it in the context of their study work and activities.

## **Section 22**

### **Alumni**

- (1) The university maintains contacts with its former students (alumni) and calls upon them to promote the aims and tasks of the university.
- (2) The university will establish an alumni association in due course.

## **Part 6: Finances**

### **Section 23**

#### **Budgets and Accounting**

- (1) The bookkeeping and accounting system of the university is to be conducted on the basis of commercial principles using double-entry bookkeeping.
- (2) Prior to the start of each year, a budget, a mid-term finance plan, as well as an overview of the amount of the study fees are to be prepared.
- (3) The financial year is the calendar year.
- (4) Annual accounts in the form of a balance sheet and a profit and loss account are to be prepared within six months after the end of the respective financial year.

## **Part 7: Final Provisions**

### **Section 24**

#### **Applicability**

Upon taking effect, the university constitution nullifies the articles of the IPU as well as all other regulations concerning the organisation of the university. The same is applicable to all further regulations to the extent that they are inconsistent with or contradict said university constitution.

The university constitution is applicable as of 19.6.2024 (amendment to the university constitution dated 26.3.2021, adopted by the Academic Senate on 19.6.2024, approved by the Berlin Senate Department on 19.6.2024, adopted by the Supervisory Board on 5.7.2024).