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## Regulations of the Cluster of Excellence Matters of Activity. Image Space Material

### Preamble

The Institutional Leadership of Humboldt-Universität zu Berlin (hereinafter referred to as HU) has passed the following regulations after adopting a resolution by the General Assembly of the Cluster of Excellence *Matters of Activity. Image Space Material* in prior consultation with the Deutsche Forschungsgemeinschaft (DFG, German Research Foundation) and with knowledge of the heads of the participating institutions. The provisions of the DFG's approval letters, including the guidelines for use, form the basis for cooperation between the cooperation partners in the Cluster. In cases of doubt or contradictory regulations, the DFG's regulations take precedence.

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## § 1

### Position within the HU

- (1) The Cluster of Excellence is an interdisciplinary research institution of the HU based at the Hermann von Helmholtz-Zentrum für Kulturtechnik (central institute with faculty status of the HU) and bears the name *Matters of Activity. Image Space Material* (hereinafter Cluster).
- (2) In addition to the HU, other universities, institutions of higher education and non-university institutions as well as various industrial partners are involved in the Cluster. The individual cooperation partners are listed in Annex 1. Cooperation between partners is regulated by contracts.
- (3) The Cluster of Excellence is a legally dependent and not partially legally capable entity, partly in the form of a cooperation of legally independent institutions. The institutions participating in the Cluster and the participating researchers may issue legally binding declarations only in their own name and with effect for themselves or within the scope of a separately issued power of attorney.

## § 2

### Tasks and Objectives of the Cluster

- (1) Overall scientific objectives of the Cluster:
  - (a) Systematic exploration and development of images, spaces and materials as active building blocks of a new symbolic and physical reality
  - (b) Development of a concept of active materiality including the inherent activity of images, spaces and materials in unity of theory and practice
  - (c) Development of a new culture of the material and thus a redefinition of the relationship between nature and culture
  - (d) Rediscovery and reinvention of the analogue in the post-digital age
  - (e) Designing sustainable artefacts, prototypes and design approaches using active materiality
  - (f) Adaptive continuity of an interdisciplinary laboratory as an integrative platform of knowledge
- (2) The following structural objectives are to be achieved by the Cluster:
  - (a) Integrative research in the humanities, natural and technical sciences as well as design disciplines
  - (b) Creation and use of a complementary structure to a discipline-based university
  - (c) Developing and testing new formats of scientific collaboration, communication and teaching
  - (d) Establishment and expansion of work relationships with institutions of other universities and non-university research institutions; establishment of permanent cooperation, especially with the design disciplines
  - (e) Connecting research and mediation through interaction between universities, museums, collections, the private sector and the public at the *Humboldt-Labor* as part of the Humboldt Forum
  - (f) Internationalization through cooperative research, in particular with Parisian and North and South American partner institutions; linking global practices with local forms of knowledge
  - (g) Promotion of early career researchers in an interdisciplinary context through the early integration of young talents into research projects and through the adaption and consolidation of master's and doctoral programs
  - (h) Promotion of interdisciplinary doctorates and their institutionalization
  - (i) Promotion of gender equality and diversity in research and teaching

### § 3

#### Cluster Structure

- (1) The Cluster organizes its research activities in the following forms of scientific cooperation:
  - (a) Research projects that address key challenges of material activity in an interdisciplinary manner
  - (b) Research units that bundle research projects into overarching methodological, theoretical or problem-oriented questions. Initially, three research units (Practices, Structures and Codes) will be established, each with six research projects:
    - Weaving
    - Filtering
    - Cutting
    - Material Form Function
    - Object Space Agency
    - Symbolic Material
  - (c) Establishment of an *Interdisciplinary Research Space* for the development of new interdisciplinary research questions with international fellows.
- (2) The Cluster shall establish an office which shall be headed by an Academic Manager.
- (3) The Cluster may create further organizational units within the framework of these rules.

### § 4

#### Cluster Organs

- (1) The organs of the Cluster are:
  - (a) the General Assembly
  - (b) the Executive Board
  - (c) the Directors
  - (d) the International Scientific Advisory Board
- (2) The organs may issue rules of procedure for themselves.

### § 5

#### Membership

- (1) The Cluster has two kinds of membership: direct and indirect.
- (2) Direct Cluster members by virtue of office are:
  - (a) the Principal Investigators (PI): Principal Investigators generally are professors who are involved in and primarily responsible for one or more research projects (see Appendix 2)
  - (b) the Associated Investigators (AI): Associated Investigators are researchers involved in and responsible for one or more research projects.
  - (c) professors financed by Cluster funds
  - (d) research assistants and scholarship holders financed by Cluster funds
  - (e) non-academic staff working at the Cluster

Direct membership is linked to the continuation of participation in Cluster research. New Principal Investigators and Associated Investigators are elected by the Executive Board at the proposal of the Directors. Research assistants and non-academic staff become direct members through recruitment, scholarship holders by signing a scholarship contract or through acceptance of the scholarship approval.

- (3) Indirect members are Associated Members (AMs). Associated Members are persons who are committed to the goals of the Cluster and conduct research on similar topics, as well as guest

researchers for the duration of their contract. Associated Members can be nominated by all direct members. As a rule, they are accepted by the Executive Board for a period of two years, provided that there are at least two advocates per person on the Executive Board. Membership may be extended. Admitted members present their research activities at the Cluster.

- (4) Cluster membership ends:
- (a) by written declaration of resignation addressed to the Directors
  - (b) if a member does not fulfil the duties according to § 6, paragraphs 3, 4, 5 and 6 of these regulations; the Executive Board determines that these prerequisites no longer apply by a two-thirds majority vote
  - (c) in the event of a serious violation of the interests of the Cluster or in the event of serious scientific misconduct (violation of HU's statutes on the Guidelines of Good Scientific Practice and the Handling of Allegations of Scientific Misconduct or DFG Guidelines); the Executive Board determines with a two-thirds majority that these requirements have been met
  - (d) by terminating the employment or activity at the Cluster
- The Executive Board shall decide on membership extensions and termination.

## § 6

### Members' Rights and Obligations

- (1) Direct members according to § 5, paragraph 2, may submit proposals to the Executive Board for activities to be carried out within and supported by the Cluster.
- (2) Direct members are entitled to use the Cluster's infrastructure and resources within the scope of the Cluster's possibilities and in compliance with possible legal requirements. They may participate in the internal allocation of funds in accordance with § 14 in the funds available to the Cluster.
- (3) Members are obliged to cooperate with and actively support Cluster goals and tasks according to § 2 as well as the Cluster administration according to the regulations.
- (4) Members are required to submit regular reports to the Cluster's Executive Board, the HU and the DFG. They shall also participate in any necessary application motions. In the event of withdrawal or resignation, members must document their research carried out within the framework of the Cluster within a period to be determined by the Directors.
- (5) The members undertake to comply with the Berliner Erklärung über den offenen Zugang zu wissenschaftlichem Wissen (Berlin Declaration on Open Access to Research Knowledge) from October 22<sup>nd</sup> 2003 and the development of and compliance with common standards for collecting, storing and publishing digital data.
- (6) Members are obliged to comply with the DFG Guidelines for the Use of Excellence, i.e. rules for publications, economic use, reporting obligations and good scientific practice.
- (7) If a member withdraws from the Cluster, material and human resources that have been approved and not yet spent will be returned to the Cluster. In consultation with the Directors, these funds may be used by way of completion funding for a duration to be determined. Devices, print and other media units procured from Cluster funds remain property of the HU. Other solutions require the approval of the Executive Board as well as the member of the university management responsible for budget matters according to § 11, paragraph 2 of the constitution of the HU.

## § 7

### General Assembly

- (1) Direct members according to § 5, paragraph 2 form the General Assembly.
- (2) The General Assembly takes place at least twice a year. It shall be convened in writing by the Directors with at least two weeks' notice; the agenda shall be sent to all members no later than 7 days before the meeting.
- (3) If a request for an extraordinary General Assembly is made by at least one third of the members of the Cluster, it must be convened within four weeks. The request must contain the proposal for an agenda.
- (4) The Director and/or the Deputy Directors shall preside over and chair the meetings.
- (5) The General Assembly is responsible for the following:
  - Election and deselection of the Executive Board
  - Receiving reports on the progress and work results of the Cluster. It may make recommendations on all matters relating to the Cluster, in particular on the prioritization, coordination and further development of the scientific program.
  - Passing resolutions for the Cluster regulation and any changes to it on proposal of the Executive Board; these are to be agreed beforehand by the Executive Board with the DFG and subsequently adopted by HU's Institutional Leadership. The General Assembly decides on (changes to) the regulation by way of a two-thirds majority.

## § 8

### Directors

- (1) The Director manages the Cluster and represents its research interests within and outside the university. The Director is the chairperson of the Executive Board and the General Assembly. The Director decides on all Cluster matters and has management authority.
- (2) The Cluster's Director is the person named in the application. In the event of the Director's resignation or in the event that the Director is no longer able to perform their duties, a new Director shall be elected by the Executive Board by an absolute majority vote from among the eligible full-time HU professors who are Cluster members and are employed for an unlimited period of time, for the duration of the funding period.
- (3) The Deputy Directors of the Cluster are those named in the application. In the event of the Deputy Director's resignation, the Executive Board may elect a new Deputy Director from among the PIs by an absolute majority vote for the duration of the funding period.
- (4) The Director is responsible for the following tasks:
  - Development and implementation of the scientific program in coordination with HU's Institutional Leadership
  - Management of the Cluster's current affairs
  - Convening and chairing board meetings and general assemblies
  - Ensuring the review and implementation of recommendations made by the General Assembly and the International Scientific Advisory Board
  - Appropriate allocation of funds and compliance with the overall budget of the Cluster
  - Staff matters relating to staff financed from Cluster funds
  - Planning and implementing measures for
    - Promoting early career researchers (§ 15),
    - Equality
    - Collaboration with users
    - Public relations
  - Working towards the fulfilment of members' obligations (§ 6)
  - Report on their decisions to the Cluster's Executive Board
  - Informing members and employees
  - Reporting to the DFG

The Director may delegate tasks to the Deputy Directors, the Executive Board or individual

members of the Executive Board.

- (5) The Management Office support the Director and Deputy Spokepersons
- (6) In individual cases or in general, the Executive Board and the General Assembly may delegate the right to take essential decisions and measures to the Director and/or the Deputy Directors. In matters that cannot be postponed, they can make decisions and take measures even without this rule. The Executive Board must subsequently approve or correct these decisions.
- (7) Should the Director resign before the end of their term, one of the Deputy Directors will continue to lead the Cluster until election. If the Director and the Deputy Directors resign before the end of their term or if all four Directors are no longer able to perform their duties, the oldest member of the Executive Board at that time shall immediately convene a meeting of the Executive Board with a shortened notice period of at least 24 hours in order to appoint a member of the Executive Board as provisional Director.

In accordance with § 7 paragraph 5, the Executive Board may, at the proposal of the General Assembly, deselect the Director and/or the Deputy Directors by electing a successor in accordance with paragraph 2 with an absolute majority.

## § 9

### Executive Board of the Cluster

- (1) The Cluster's Executive Board consist of the following members:
  - the Director
  - the Deputy Directors
  - one elected representative (PI) of the humanities faculties of the HU
  - two elected representatives (PI) of the natural science faculties of the HU
  - an elected representative (PI) of the Cluster's cooperation partners (not HU)
  - one elected representative (PI) of the design disciplines
  - two elected representatives of the Cluster's postdocs
  - the Academic Manager in an advisory capacity
- (2) In accordance with § 5, paragraph 2, the representatives are elected by the General Assembly from among the direct research members for a term of two years, with the possibility of re-election. The General Assembly may deselect members of the Executive Board by electing a successor with an absolute majority vote with all Cluster members entitled to vote. If a member of the Executive Board resigns prematurely, the Executive Board initially consists of the remaining members of the Executive Board. At the next General Assembly, a new member of the Executive Board is elected. If all Board Members resign prematurely, they must observe a period of three weeks for advance notice of the resignation; the Directors immediately call a general meeting for new election.
- (3) The Executive Board meets at least quarterly. Meetings shall be convened in writing by the Directors with a notice period of at least two weeks; the agenda shall be sent to all members no later than 7 days before the meeting. Additionally, a minute-taker from the Management Office shall take part in the meetings.
- (4) The Executive Board is responsible for the following tasks:
  - Adoption of resolutions on the work reports and the Cluster's overall funding proposal to the DFG
  - Advising and monitoring of the Directors in all Cluster concerns
  - Advising and monitoring the Directors and managing budgetary matters
  - Resolution, implementation and quality control of procedures for the internal allocation of funds (§ 14); adoption and amendment of the Funding Guidelines by a two-thirds majority
  - Resolution of the Cluster Regulations and their amendments in coordination with the DFG as a proposal for resolution by the General Assembly.
  - Appointment of experts for internal allocations of funds
  - Decision on the admission and exclusion of members
  - Decision on the commencement and termination of research projects at the Cluster
  - Quality control of the measures for
    - Promotion of early career researchers (§ 15)



- Equality
  - Cooperation with users
  - Science communication
  - Election of the Director in case of resignation
  - Election of Deputy Directors
  - Election of Principal Investigators
  - Determining the membership structure and appointment of the International Scientific Advisory Board
  - Resolution of conflicts between members and/or employees of the Cluster.
- (5) The Board may invite guests to its meetings for support and advice.

## § 10

### Management Office of the Cluster

- (1) The Cluster's Management Office shall comprise at least one Academic Manager. The Academic Manager is the head of the Management Office and responsible for supporting members and the Cluster organs in the fulfilment of their tasks by advising and communicating the services offered by the Cluster.
- (2) The Management Office is responsible for:
- Organizational handling of the Cluster's tasks
  - Supporting the (Deputy) Directors and the Executive Board as well as the International Scientific Advisory Board
  - Staff and financial management, budget preparation, administration of approved funds, preparation of annual accounts and proof of use
  - Preparing meetings of the General Assembly, the Executive Board, the Scientific Advisory Board as well as conferences, workshops, etc.
  - Coordinating and supporting research data management and publication projects, scientific communication, funding, quality control measures, gender equality measures, measures to promote young researchers, internationalization and information technology infrastructure

## § 11

### International Scientific Advisory Board

- (1) The Cluster's International Scientific Advisory Board (Advisory Board) advises Directors and the Executive Board on decisions in fundamental scientific matters and makes recommendations and suggestions. It accompanies and advises the Cluster's activities on the basis of the research projects' reports and supports their further scientific development.
- (2) The Cluster's Executive Board determines the membership structure and appoints the Advisory Board.
- (3) The Directors ensure that the recommendations and suggestions of the Advisory Board are examined and implemented as far as possible.
- (4) The Advisory Board shall meet at least once every two years under the chairmanship of the Directors. The latter may request the convening of further meetings of the Advisory Board at any time, subject to the four-week notice period. On the part of the HU, members of the Institutional Leadership may participate in Advisory Board meetings.

## § 12

### Adopting Resolutions, Elections, Minutes

- (1) The Cluster organs shall constitute a quorum if at least half of the members entitled to vote are present after being duly summoned. Transfers of voting rights are possible. If an organ is called again on the same matter after the absence of a quorum, it shall in any case be quorate if

reference is made to this in the invitation.

- (2) Unless otherwise stated in this regulation, resolutions by the Cluster organs shall be adopted by a majority of the votes cast in favor or against (simple majority). Abstentions are considered votes not cast. In the event of a tie, a motion is rejected. Votes shall be taken openly unless a secret ballot is requested by a member.
- (3) Votes by written procedure are permitted if no member of the governing organ objects to the procedure.
- (4) A record of the results of Cluster organ meetings shall be drawn up and made available to all organ members at the latest with the invitation to the next meeting. The minutes shall be accepted if they have not been opposed in writing within two weeks of receipt.

### § 13

#### Appointments

In order to involve the Cluster as comprehensively as possible in appointments resulting from the Cluster's funds or in filling professorships that are important for the Cluster, the following applies – insofar as the applicable Landeshochschulrecht (state university law) or HU's appointment regulations do not conflict with this:

- (1) In agreement with the relevant Faculty Board, the Cluster shall appoint at least one of the members of the university teaching group entitled to vote to the Appointment Committee. A member of the Executive Board in an advisory capacity is a non-voting member of the Appointment Committee.
- (2) The Cluster's Executive Board may submit statements to the chairman of the Appointments Committee on all proposals for appointments which, in its opinion, affect the interests of the Cluster.

### § 14

#### Procedure for Internal Resource Allocation

- (1) The allocation of funds shall be laid down in the Cluster's Funding Guidelines. The Executive Board decides on the Funding Guidelines in accordance with the provisions of state law and the DFG's conditions of approval and guidelines for use.
- (2) Applications for resource allocation will be reviewed on the basis of a procedure of quality control. The following criteria in particular must be considered during the review process:
  - (a) Scientific quality of the project
  - (b) Contribution to the achievement of the Cluster's objectives
  - (c) Interdisciplinary research performance
  - (d) Technical expertise of the scientists involved in the project
  - (e) Adequacy of the material and human resources requested

### § 15

#### Early Career Researchers

- (1) Early career researchers are all academic staff and fellows of the Cluster as well as postdoctoral researchers who do not hold a junior research group leader position.
- (2) Jobs shall be advertised internationally. Selection procedures will be led by a Principal Investi-



gator of the research project advertising the position, and shall be carried out by an interdisciplinary team of at least three whenever possible.

- (3) In order to promote young researchers, the Cluster shall continue the ongoing master programs and the doctoral program.

## § 16

### Publishing

- (1) Cluster members are requested to publish their research results appropriately. Results that can be attributed to the work of several researchers may only be published after mutual consultation and agreement and by providing an appropriate reference to the joint research performance. No researcher may unreasonably withhold their consent. The researcher planning the publication must submit the relevant copies of the planned publication to the parties concerned and, if there are no objections within two weeks, may assume that they have no objections.
- (2) When publishing project results, point 11 of the guidelines for use within the framework of the federal and state Excellence Strategy must be followed accurately (conditions for funding agreements for Clusters of Excellence with the Deutsche Forschungsgemeinschaft e.V. (DFG)).

## § 17

### Arbitration Clause

- (1) An Arbitration Board shall be set up at the Cluster for complaints by a member or an organ against decisions by a Cluster organ which cannot be resolved by mutual agreement after discussion. The Arbitration Board consists of two Cluster members elected by the General Assembly. The members of the Arbitration Board are appointed for a period of two years.
- (2) The Arbitration Board may be called upon by any member of the Cluster. The Arbitration Board must investigate any appeal.
- (3) The decisions of the Arbitration Board are to be communicated both to the body concerned and to the Executive Board. They shall be dealt with by the Executive Board and considered appropriately. If necessary, the complainant or the Arbitration Board must be given a hearing.

## § 18

### Final Clauses and Effective Date

- (1) Amendments or changes to these regulations must be coordinated with the DFG and require the approval of the Academic Senate of the HU. They must be notified immediately to the heads of the participating institutions. Amendments or changes to the regulations in § 12 require the approval by the heads of all participating institutions.
- (2) These regulations shall come into force on the day following their announcement in the official bulletin of the HU. The rules shall continue to apply if the DFG extends the duration of the cluster.

Date:

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Prof. Dr. Wolfgang Schäffner  
Director of the Cluster of Excellence

Date:

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Prof. Dr.-Ing. Dr. Sabine Kunst  
President of the Humboldt-Universität zu Berlin

## Annex 1: Cooperation Partners

- Hochschule Anhalt
- Bundesanstalt für Materialforschung und -prüfung (BAM)
- Bard College, Bard Graduate Center
- Stiftung Bauhaus Dessau
- Universität der Künste Berlin (UdK Berlin)
- Zentrum für Literatur- und Kulturforschung (ZfL)
- Charité – Universitätsmedizin Berlin (Charité)
- École Nationale Supérieure des Arts Décoratifs (EnsAD)
- École Nationale Supérieure des Beaux-Arts (ENSBA)
- Hochschule für Gestaltung und Kunst (FHNW)
- Freie Universität Berlin (FU Berlin)
- Hochschule für Technik und Wirtschaft Berlin (HTW Berlin)
- Humboldt Forum Kultur GmbH
- Ibero-Amerikanisches Institut, Stiftung Preußischer Kulturbesitz (SPK)
- Max-Planck-Institut für Wissenschaftsgeschichte (MPIWG)
- Max-Planck-Institut für Kolloid- und Grenzflächenforschung (MPIKG)
- Museum für Naturkunde Berlin (MfN)
- Kunstgewerbemuseum, Staatliche Museen zu Berlin, Stiftung Preußischer Kulturbesitz (SPK)
- Technische Universität Berlin (TU Berlin)
- Kunstuniversität Linz, Internationales Forschungszentrum Kulturwissenschaften (IFK)
- Weißensee Kunsthochschule Berlin (KHB)
- Zuse Institut Berlin (ZIB)

## Annex 2: Principal Investigators

### Principal Investigators

Prof. Dr. Claudia Blümle	Institut für Kunst- und Bildgeschichte, HU Berlin
Prof. Dr. Horst Bredekamp	Institut für Kunst- und Bildgeschichte, HU Berlin
Dr. Matthias Bruhn	Staatliche Hochschule für Gestaltung Karlsruhe
Dr. Myfanwy Evans	Institut für Mathematik, TU Berlin
Prof. Dr. Dr. h. c. Peter Fratzl	MPI für Kolloid- und Grenzflächenforschung
Prof. Finn Geipel	Institut für Architektur, TU Berlin
Prof. Dr. Regine Hengge	Institut für Biologie, HU Berlin
Prof. Dr. Christian Kassung	Institut für Kulturwissenschaft, HU Berlin
Prof. Dr. Sharon Macdonald	Institut für Europäische Ethnologie, HU Berlin
Prof. Dr. Claudia Mareis	Institut für Experimentelle Design- und Medienkulturen, FHNW Basel
Prof. Dr. Claudia Müller-Birn	Institute of Computer Science, FU Berlin
Prof. Dr. Jörg Niewöhner	Institut für Europäische Ethnologie, HU Berlin
Prof. Dr. John Nyakatura	Institut für Biologie, HU Berlin
Dr. med. Thomas Picht	Charité – Universitätsmedizin Berlin
Prof. Dr. Konrad Polthier	Mathematical Geometry Processing Group, FU Berlin
Prof. Dr. med. Johann Pratschke	Charité – Universitätsmedizin Berlin
Prof. Dr. Dr. h. c. Friedemann Pulvermüller	Brain Language Laboratory, FU Berlin
Prof. Dr. Jürgen P. Rabe	Institut für Physik, HU Berlin
Prof. Dr. Patricia Ribault	Institut für Kulturwissenschaft, HU Berlin
Prof. Christiane Sauer	Weißensee Kunsthochschule Berlin
Prof. Dr. Igor M. Sauer	Charité – Universitätsmedizin Berlin
Prof. Dr. Wolfgang Schäffner	Institut für Kulturwissenschaft, HU Berlin
Prof. Dr. Jürgen Sieck	Hochschule für Technik und Wirtschaft, Berlin
Prof. Dr. Matthias Staudacher	Institut für Physik, HU Berlin
Prof. Dr. Sabine Thümmler	Kunstgewerbemuseum, SMB, SPK
Prof. Dr. Joseph Vogl	Institut für Deutsche Literatur, HU Berlin
Prof. Carola Zwick	Weißensee Kunsthochschule Berlin