

PLEASE TAKE NOTE THAT THIS ENGLISH TRANSLATION OF THE CHARTER IS SOLELY PROVIDED FOR YOUR CONVENIENCE, ONLY THE ORIGINAL GERMAN VERSION IS LEGALLY BINDING.

Preamble

The General Assembly of Clusters 264 “Topoi – The Formation and Transformation of Space and Knowledge in Ancient Civilizations” (Cluster) of the Freie Universität Berlin (FU) and the Humboldt-Universität zu Berlin (HU), with the approval of the Presidium of the FU and the University Administration of the HU and the prior consultation with the German Research Foundation (DFG), has passed the following charter as an administrative and organizational guideline:

Preamble

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§ 1 Tasks and Goals of the Cluster

(1) The Cluster is a joint facility of the FU and the HU. This charter regulates its tasks and organization as an administrative and organizational framework.

(2) The Cluster aims to achieve the following structural goals:

(a) The initiation, grouping, consolidation, and further development of research projects and programs in the area of interdisciplinary research on the interdependence between space and knowledge in the cultures of Antiquity;

(b) The development, testing, and further development of new working forms and formats of scientific communication and collaboration that go beyond the boundaries of traditional disciplinary structures;

(c) The expansion and deepening of existing working relationships with facilities at other institutions of higher learning, in particular the Fachhochschule für Technik und Wirtschaft Berlin (FHTW) and the Technische Universität Berlin (TU), as well as non-university institutions of research and education and cultural institutions, in particular the Berlin-Brandenburgische Akademie der Wissenschaften (Berlin-Brandenburg Academy of Sciences – BBAW), the Deutsche Archäologisches Institut (German Archaeological Institute – DAI), the Max Planck Institute for the History of Science (MPIWG) and the Stiftung Preußischer Kulturbesitz (Prussian Cultural Heritage Foundation – SPK)

- (d) The development and implementation of a joint concept for the Berlin Antike-Kolleg (College of Antiquity) and the associated Graduate School of Ancient Studies as long-term structures of scientific research on Antiquity in Berlin;
 - (e) The development of instruments and measures for quality control, the consideration of gender and diversity aspects, and the fostering of young researchers by means of the graduate education in the framework of the Cluster;
- (3) In fulfilling the tasks listed in Section 2, the fundamental rules and regulations developed in the framework of the overall strategy of the FU and HU are to be adhered to. This applies above all to the developmental work addressed in Section 2 Letter.

§ 2 Research Areas

- (1) The Cluster fosters research on the interdependencies between space and knowledge. Within this framework theme, the following research areas will be treated in particular:
- (a) The reconstruction of the “spatial environment” and its shaping by human beings, as well as the evaluation of human adaptation to the natural living environment, i.e., human/environment interactions;
 - (b) Investigation of those forms of societal regulatory mechanisms that constitute, define, shape, and control spaces and that thereby give them a territorial, social, cultural, administrative, political, or religious meaning.
 - (c) The reconstruction of the perception and representation of spaces in ancient cultures, based on finds and findings, texts and images;
 - (d) The investigation of ancient theories of space and of all ancient areas of knowledge that presuppose a concept of space, as well as the investigation of the heuristic-epistemological role of spatial models in Antiquity;
 - (e) The investigation of how ancient spaces and ideas and concepts of space were constructed and transformed in post-ancient times and of the traditions that shape the modern understanding of Antiquity’s space and knowledge of space.
- (2) Every two years, the Executive Board and the Advisory Board (Advisory Board) will review the research areas listed in Section 1 and make any necessary adjustments.

§ 3 Members and Organs

- (1) The Members of the Cluster are the Principal Investigators named in the proposal, the Members of the Cluster-financed Research Groups, and the academic staff and equivalent persons working in the Cluster. Beyond that, the Cluster’s grant-recipients are Members of the Cluster. Membership is tied to the continuation of participation in accordance with Page 1 and 2.
- (2) The Organs of the Cluster are:
- (a) the General Assembly,
 - (b) the Council,
 - (c) the Executive Board,
 - (d) the Board of Directors and
 - (e) the two Directors

(3) The rights and duties of organs in accordance with Berlin's Hochschulgesetz (law on institutions of higher learning), the partial charter of the Freie Universität Berlin of October 27, 1998 (FU-Mitteilungen Nr. 24/ 1998 – Teilgrundordnung der FU), and the charter of the Humboldt- Universität zu Berlin of November 22, 2005 (Amtliches Mitteilungsblatt Nr. 28/2006 – Verfassung der HU) are not affected. The organs in accordance with Section 2 Letters (a) through (d) shall establish rules of procedure; beyond that, legal provisions are valid.

§ 4 Rights and Duties of the Individual Members

(1) At any time, through the Research Groups and the Cross-Sectional Groups, the Members can make suggestions for activities to be carried out by themselves or others within the Cluster and to be supported by the Cluster.

(2) Members as defined in Section 3, Para. 1, Pages 1, 7, Letter (g) are authorized to use the Cluster's infrastructure and resources within the possibilities of the Cluster. In the framework of the procedure laid down by the Executive Board for internal funds-distribution, they can have a share of the funds available to the Cluster, including funds earmarked to foster projects.

(3) Members as defined in Section 3, Para. 1, Pages 1, 7, Letter (g) are obligated to work toward the Cluster's goals and tasks and their administration in accordance with Section 1 and to actively support the development of the Berlin College of Antiquity and the associated Graduate School.

(4) Members as defined in Section 3, Para. 1, Pages 1, 7, Letter (g) are obligated to provide the Executive Board with regular reports on the use of funds belonging to the Cluster. Beyond that, they shall collaborate in formulating any necessary proposals. At the conclusion of his or her membership, each Member shall present a concluding report on the scientific works he or she has carried out in the framework of the Cluster; it shall be presented by a deadline to be determined by one of the two Directors.

(5) The Members shall commit themselves to the idea of open access and to the development of common standards in registering, securing, and publishing digital data. The Digital-Topoi work-place, located in the Business Office, will support them in this. The adoption of the DAI standards of data formats for registration, storing, and securing digital data is to be striven for.

(6) Members as defined in Section 3, Para. 1, Pages 1, 7, Letter (g) are obligated to adhere to the DFG's use guidelines for Institutions of Excellence, in particular the rules for publications, scientific use, and the obligation to provide reports; all Members are obligated to adhere to the rules of good scientific practice.

(7) The Executive Board can expel a Member for severe infractions against the duties listed in Sections 3 to 6.

(8) If a Member as defined in Section 3, Para. 1, Pages 1, 7, Letter (g) leaves the Cluster, the funds for materials and personnel provided him or her by the Cluster can remain at his or her disposal for a period to be determined by the Executive Board, in the sense of concluding funding. Equipment and print or other media units acquired with Cluster funds cannot be taken to other sites. An exception can be made only with the approval of the Executive Board and, depending on whose realm of responsibility is affected, the approval of the Chancellor of the FU or of the member of the HU's University Administration responsible for budget matters in accordance with Section 2 Para. 2, Page 3 of the HU Charter.

§ 5 General Assembly

(1) The Members as defined in Section 3, Para. 1 and Section 7, Para. 4, Letter (g) constitute the General Assembly.

(2) The General Assembly can make recommendations in all Cluster matters. In particular, it can make recommendations on emphases, coordination, and further development of the research program, based on the reports on progress and work results in the Cluster's Research Groups.

(3) The two Directors shall convene and chair the General Assembly at least once each semester.

§ 6 Council

(1) At the suggestion of the two Directors, the General Assembly shall elect the Members of the Council for three-year terms from among the Members of the Cluster as defined in Section 3, Para. 1 and Section 7, Para. 4, Letter (g). The Council shall consist of a maximum of 21 Members. The Executive Secretary belongs to the Council with a merely advisory voice.

(2) The two Directors shall convene and chair the Council at least twice each semester.

(3) The Council develops suggestions for new fields of research, conferences, seminars, and colloquia, as well as for public presentation of the Cluster's research results. These activities shall be developed and agreed upon with the positions responsible for overarching coordination.

§ 7 Executive Board

(1) The Members of the Cluster as defined in Section 3, Para. 1 and Section 7, Para. 4, Letter (g) elect the Members of the Executive Board in response to the suggestions of the two Directors. The Members of the Executive Board have a vote. In accordance with Section 2, Para. 1, two full-time instructors from the FU, two full-time instructors from the HU, and one representative each from the non-university research and educational institutions and cultural institutions mentioned in Section 1, Para. 2, Letter (c) shall be Members of the Executive Board as representatives of the fields of research. Joining them shall be a representative of the academic staff and equivalents working in the Cluster. Deputies shall be elected for all Members of the Executive Board. The term of office for Members of the Executive Board is three years. Re-election is possible.

(2) The two Directors are voting Members of the Executive Board and chair the meetings.

(3) Members with an advisory voice are the Executive Secretary, the Commissioner for Graduate Education, and the Equal Opportunity Commissioner. The Equal Opportunity Commissioner is elected by the General Assembly from the group of Members as defined in Section 3, Para. 1 and Section 7, Para. 4, Letter (g). He or she is responsible for development and fostering of measures to ensure equality between the sexes in the framework of the Cluster.

(4) The Executive Board confers and decides on all questions of general or fundamental importance. It is responsible for all the Cluster's tasks, where not otherwise stipulated in this Charter. In particular, it is responsible for the following tasks:

(a) Developing the emphases of the research program;

- (b) Deciding on the work report and on the proposal to the DFG for overall funding;
 - (c) Determining a procedure for internal fund-distribution and engaging external evaluators for the decision on accepting, fostering, and ending research projects;
 - (d) Deciding on the accepting, fostering, and ending of research projects at the suggestion of the Board of Directors;
 - (e) Developing standards for quality control in the areas of
 - Fostering young researchers
 - Equal opportunity
 - Public relations;
 - (f) Developing criteria for quality control for internal evaluations;
 - (g) Deciding on the acceptance and exclusion of Members;
 - (h) Consulting and deciding on all questions of general and fundamental importance for graduate education; and
 - (i) Deciding on the bestowal of grants and on inviting guest researchers.
- (5) To support and advise it, the Executive Board can name commissioners and establish commissions, and committees. It decides on the tasks, composition, and duration of such appointments and appoints the commissioners and members of the commissions and committees.
- (6) Disbursing funds for personnel for the Research Groups and Cross-Sectional Groups requires the approval of the Executive Board.
- (7) The majority of voting members of commissions that work up suggestions for appointments and hiring in the framework of personnel selection procedures should be Members of the Cluster as defined in Section 3, Para. 1 and Section 7, Para. 4, Letter (g). The members appointed by the Executive Board are to be appointed as members of these commissions in accordance with the official responsible organs in accordance with the Teilgrundordnung (partial charter) of the FU or the charter of the Humboldt Universität zu Berlin.

§ 8 Board of Directors

- (1) The voting Members of the Board of Directors are the Directors. Executive Secretary and the Commissioner for Graduate Education belong to the Board of Directors with a merely advisory voice.
- (2) The Board of Directors decides on all matters pertaining to the Cluster and to graduate education, where not otherwise stipulated by this Charter. In particular, it is responsible for performing the following tasks:
 - (a) Conducting the regular business of the Cluster;
 - (b) Carrying out the research program;
 - (c) Deciding on budgetary matters, including the internal distribution of personnel funds and material funds, and on defining the job descriptions of personnel.
 - (d) Working toward the fulfillment of the Members' duties (Section 4, Para. 3 to 6);
 - (e) Carrying out measures to foster young researchers, to ensure equal opportunity, and to conduct public relations;
 - (f) Planning and executing internal evaluations;
 - (g) Preparing the work report and the overall proposal to the DFG for funding; and
 - (h) Coordinating all Cluster matters with the Presidiums of the two universities and the four cooperation partners.

(3) Beyond that, in individual cases or in general, the Executive Board can transfer to the Board of Directors the right to make decisions and carry out measures. The Executive Board's right to make its own decisions remains unaffected.

§ 9 Directors

(1) The two Directors are elected by a majority of the Members of the Cluster as defined in Section 3, Para. 1 and Section 7, Para. 4, Letter (g). The Directors will generally belong to the Cluster's Principal Investigators in accordance with Section 3, Para. 1, Sentence 1 and also be full-time instructors at the FU or HU. One Director shall come from each university.

(2) The Members of the Cluster as defined in Section 3, Para. 1 and Section 7, Para. 4, Letter (g) can vote the Spokespersons out of office if a majority vote for successors in accordance with Para. 1.

(3) The Directors are responsible for heading the Cluster and carrying out the resolutions of the Executive Board. They shall ensure that the recommendations of the General Assembly and the suggestions of the Council are examined and, as far as possible, implemented. They represent the Cluster. The Directors have the authority to manage the Cluster's business. They shall submit a full statement of accounts to the General Assembly, the Council, the Executive Board, the FU Presidium, and the Administration of the HU annually. In individual cases or in general, the Executive Board and the Board of Directors can transfer to the Directors the right to make and carry out urgent decisions and measures. In matters that cannot be postponed, the Directors can make and carry out decisions and measures without any prior transfer procedure. The Executive Board's right to make its own decisions remains unaffected.

§ 10 Executive Secretary

(1) The Executive Secretary of the Cluster is responsible for operating the business office and for supporting the Members and organs in fulfilling their tasks; to do so, they shall provide consultation and shall mediate the services of the Cluster and the other facilities of the FU and HU.

(2) The Executive Secretary is selected by the Directors. The Directors can grant wider operating authority to the Executive Secretary.

§ 11 Selection Procedure for Research Projects

(1) The Research Groups of the five research areas shall submit to the Board of Directors proposals, in written form, for research projects to be carried out and financed in the framework of the research area in accordance with Section 2.

(2) In general, the proposals will be evaluated by the Executive Board. This evaluation can be carried out on the basis of the written proposal of the Research Group and, where applicable, of a Proposal Colloquium.

(3) The evaluation shall consider the following criteria in particular:

- (a) The scientific quality of the proposal;
- (b) The specialized expertise of the proposed researchers;

- (c) The contribution to the research areas in accordance with Section 2; and
 - (d) The required demand for material and personnel funds.
- (4) The Executive Board decides on the proposals based on the results of the evaluation in accordance with Para. 2 and 3.
- (5) If, without carrying out an evaluation procedure in accordance with Para. 2 and 3, the Executive Board does not accept a proposal for a research project, the proposing party can appeal to the Advisory Board in accordance with Section 12.

§ 12 Advisory Board

- (1) The Advisory Board advises the Executive Board and the Spokespersons on all decisions on fundamental research matters and provides recommendations and suggestions. It examines and evaluates the Cluster's activities on the basis of the Research Groups' reports and supports their further scientific development.
- (2) The Advisory Board consists of seven internationally renowned researchers who are appointed for a term of three years by the two Directors at the suggestion of the Executive Board and in agreement with the Presidium of the FU and the Administration of the HU. A renewed appointment is possible.
- (3) The Advisory Board can obtain advice from specialists in politics, research, and culture.
- (4) The Directors shall ensure that the Advisory Board's recommendations and suggestions are examined and, as far as possible, implemented.
- (5) The Advisory Board shall meet at least once each year, chaired by the Directors. The Directors can demand the convening of additional Advisory Board meetings at any time.

§ 13 Graduate Education

- (1) In the Cluster's first two years of operation, a concept for a joint graduate school with a joint doctoral program shall be worked out under the umbrella of Berlin's Antike Kolleg; it shall integrate the graduate groups already existing in the Cluster and in the Graduate School of Ancient Philosophy. The responsible organs shall strive to promulgate the required legal basis in a charter regulating admission requirements, procedures for application and selection, content, structure, goals, organization, and required achievement. Until that time, interim regulations governing the Cluster as a whole and in the individual graduate groups remain in effect or shall be set down.
- (2) Graduate education serves to prepare highly qualified and promising students for research professions at universities and non-university research institutions and in scientific organizations, as well as for leading positions in politics, international organization, the arts, and the media.
- (3) Graduate education is designed particularly for applicants who, in the framework of their dissertation plan, want to specialize in one of the research areas listed under Section 2, Para. 1. At the same time, the graduate education program fosters an interdisciplinary orientation in dissertation plans. The graduates carry out their research projects independently in close consultation with their mentors.

(4) The goal of the graduate education program is to offer a theoretically and methodologically reflected program of instruction and study. Individual forms of instruction and studying shall foster the independence and originality of the issues addressed. In the framework of the graduate education program, individual research opportunities will be created in research institutes, archives, and libraries.

(5) The Executive Board shall appoint a Commissioner for implementing the Graduate Education program and its further development from among the Members of the Cluster as defined in Section 3, Para. 1 and Section 7, Para. 4, Letter (g). The Commissioner must be a full-time instructor at the FU or HU.

§ 14 Effective Date and Preliminary Arrangements

(1) This charter goes into effect on August 2008.

(2) The Members of the Cluster as defined in Section 3, Para. 1, Pages 1, 7, Letter (g), in agreement with the Presidium of the FU and the Administration of the HU, shall choose a preliminary Cluster directorship from among the Members for the first year of the Cluster's overall funding period. It shall consist of the Directors, their deputies, the Commissioner for implementing the Graduate Education Program, and a representative of each of the fields for research in accordance with Section 2, Para. 1. The Directors and their deputies must be selected from among the Cluster's Principal Investigators in accordance with Section 3, Para. 1, Sentence 1; they must also be full-time instructors at the FU or HU.