

**Statutes of the
Doctoral School for Scholarly Doctoral Studies at KUG
(effective January 1, 2013)**

§ 1 Establishment and Purpose of the Doctoral School for Scholarly Doctoral Studies at KUG

- 1) The three-year Scholarly Doctoral Program at KUG is carried out in principle in the form of a Doctoral School.
- 2) The Doctoral School for the Scholarly Doctoral Program has been installed as an organizational unit according to the organization plan of KUG.
- 3) The Doctoral School for the Scholarly Doctoral Program is incumbent on the duties defined in §3 in the organization and carrying out of the Scholarly Doctoral Program.

§ 2 Formation

- 1) Those employees of KUG who have the proper scholarly qualifications and who advise students who have been accepted into the Doctoral School on the basis of recommendations of a doctoral committee (according to §6 (2) lit. a) will be assigned to the Doctoral School for the Scholarly Doctoral Program at KUG. These colleagues remain attached to their respective organizational units (institutes) at KUG as far as their duties in teaching and research are concerned.
- 2) The member of the Rectorate who is responsible for education is exclusively in charge of those colleagues who have been assigned to the Doctoral School and who teach the course “colloquium for doctoral candidates” within the bounds of the Scholarly Doctoral Program.
- 3) The member of the Rectorate who is responsible for education accepts students as fellows of the Doctoral School at KUG on the basis of the doctoral committee recommendations. In principle, students will be accepted into the Doctoral School for three years plus a grace period of one semester. Any academic leave of absence according to § 67 UG (University Act) will not be counted.

§ 3 Duties and Organization of the Doctoral School

- 1) The Doctoral School is concerned with advising and educating students in the Scholarly Doctoral Program. It oversees everything in connection with the activities undertaken by the Scholarly Doctoral Program. Everything that takes place at the Doctoral School has to be in agreement with the regulations of the curriculum of the Scholarly Doctoral Program and has to observe or follow the agenda of the student body organization.
- 2) The Doctoral School has the duty to bring to bear in the best way possible the scholarly potential of KUG by means of the interconnection of researchers as well as through the effective use of resources, and to effectively encourage the training of the next generation of scholars. The Doctoral School is committed to respecting generally recognized principles of good scholarly practice.

- 3) The Doctoral School must make recommendations about the student applications for admittance to the Doctoral School to the member of the Rectorate who is responsible for education.
- 4) The Doctoral School has to ensure that every student accepted into the program will be assigned a main scholarly advisor who has responsibility for that student and a consultative scholarly co-advisor.
- 5) The Doctoral School requires that students present regular progress reports on their dissertation projects – at the very least once annually. These reports are to be presented (e.g., through student lectures in the doctoral forum) and be documented in writing on the KUG homepage.
- 6) The Doctoral School should make it administratively possible for students accepted into the program to fulfill the curricular part of their required courses as well as make exchange visits to foreign universities (if required by their acceptance into the Doctoral program), attend conferences (with active participation), and pursue further educational options. In each case, this is to take place within the regulated length of the study program.
- 7) The Doctoral School presents recommendations for the planning of courses to the Curricular Commission responsible for study plans. If possible, recourse should be made here to the courses already in place at KUG. With the planning and holding of courses, attention must be paid, where necessary, to the additional curricular duties assigned to students at the time of their admission.
- 8) The activities of the Doctoral School are to be documented in a suitable form and made visible on the KUG homepage.
- 9) The Doctoral School complies with ongoing regulations in terms of internal organization.

§ 4 Direction of the Doctoral School

- 1) The Doctoral School for the Scholarly Doctoral Program will be represented on the part of KUG by a director with scholarly qualifications who has been appointed by the Rectorate from a ranked shortlist of three candidates submitted by the university professors assigned to the Doctoral School. This person will be appointed for a term of four years by the Rectorate on the recommendation of those members of KUG who have the proper scholarly qualifications. This person will be in charge of the organization and fulfillment of the duties of the Doctoral School in agreement with advice from the coordinating team.
- 2) A person belonging to the Doctoral School who has the proper scholarly qualifications will be appointed as the deputy director of the Doctoral School by the Rectorate from a ranked shortlist of three candidates submitted by the university professors assigned to the Doctoral School.
- 3) Duties of the Director of the Doctoral School are
 - a. negotiating a target agreement with the Rectorate
 - b. providing the Rectorate with a budget request
 - c. carrying out current transactions and representing the Doctoral School
 - d. organizational direction and coordination of activities in teaching and research as well as in arts-based research in the Doctoral School

- e. acting as supervisor of the Doctoral School staff
- f. deciding on the assignment of the Doctoral School staff (not including teaching), its budget, and its rooms
- g. commenting to the Vice Rector for Academic Affairs on proposals by the Head of Curricular Commission regarding teaching assignments
- h. assisting in evaluation measures

§ 5 Coordinating Team of the Doctoral School

1) The coordinating team of the Doctoral School consists of the director of the Doctoral School, the head of the appropriate curricular commission, the member of the Rectorate responsible for education, the member of the Rectorate responsible for scholarly research, two representatives of the scholarly fields, and a student representative. If the function of the head of the appropriate curricular commission is taken over by the director of the Doctoral School, the deputy director of the Doctoral School is to be accepted as a member of the coordinating team. The rules of procedure of the Senate are to be employed accordingly.

2) The two representatives of the scholarly fields in the coordinating team of the Doctoral School are to be nominated by all the representatives of the scholarly fields for a period of four years starting on January 1, 2013. One must ensure that both nominated persons cover scholarly fields that are complementary to those of the director of the Doctoral School and the head of the curricular commission.

3) The coordinating team of the Doctoral School is responsible for:

- a. advising the director of the Doctoral School
- b. enacting regulations for the internal organization of the Doctoral School
- c. making recommendations to the member of the Rectorate responsible for education regarding the members of a Doctoral Committee for each PhD candidate
- d. making recommendations to the member of the Rectorate responsible for education regarding changes to the membership of a doctoral committee (for example, replacing a supervisor)

§ 6 Doctoral Committee

1) Formation

The coordinating team of the Doctoral School will recommend a doctoral committee for each doctoral candidate with regard to the proposed scholarly research project. The committee will consist of:

- a. Chair: the director of the Doctoral School as president of the examination committee (without the right to vote). If the director of the Doctoral School is assigned as the main supervisor or a co-advisor of the doctoral candidate, then the deputy director takes over the chair position. If the deputy director of the Doctoral School likewise is assigned as the main supervisor or co-advisor of the doctoral candidate, then a representative of the scholarly fields takes over the chair position.
- b. A proposed main supervisor from KUG and a proposed co-advisor from KUG. These individuals can be university professors (according to § 94 Abs. 2 Z. 1 UG 2002), emeritus university professors (according to § 94 Abs. 1 Z. 7), retired university professors (according to § 94 Abs. 1 Z. 8 UG 2002), university lecturers (according to § 94 Abs. 2 Z. 2), or private lecturers who have their Habilitation from KUG (according to § 102 UG 2002).

The advisors must have expertise, in each respective case, in the scholarly main subject area.

The coordinating team is also authorized to appoint persons at a recognized foreign university or at another foreign educational institution of equivalent rank to act as supervisor or co-advisor if they are sufficiently qualified (i.e., having a postdoctoral lecture qualification (Habilitation) or an equally high rank (associate or full professor).

- c. An external person who has the scholarly qualifications for the proposed research topic.

The proposal for the members of the doctoral committee will be submitted for approval to the member of the Rectorate who is responsible for education.

2) Duties of the Doctoral Committee

- a. In the course of the admission of a candidate into the Doctoral School:

Before the advisor is assigned, the candidate has to present his or her scholarly dissertation proposal in front of the doctoral committee.

Supporting documents for the presentation:

- proof of prior scholarly achievement (including the Master's or Diploma thesis)
- an exposé containing the scholarly dissertation proposal (in German and/or English)

After the presentation, the doctoral committee poses questions about the suggested scholarly dissertation proposal. In the course of this admission procedure, it will be verified that the requirement of competent use of the German language according to Level C1 of the European Standard for Languages (GER), or a comparably good command of the English language, is fulfilled.

After the successful presentation, the doctoral committee delivers its opinion on the following points:

- recommendation for acceptance into the Doctoral School, made to the member of the Rectorate responsible for education
- recommendation for the bestowal of the supervisor's acceptance, made to the proposed scholarly advisor
- recommendations for additional curricular duties, made to the member of the Rectorate responsible for education
- if necessary, regulations concerning lectures and appearances at home or abroad, as well as requirements for publications, study trips at home or abroad (depending on the subject area or research project), and participation in events for purposes of further education
- recommendation for a KUG scholarship to candidates for the first year of their doctoral study, made to the director of the Doctoral School

b. Interim evaluation

At the end of the first year of study, an interim evaluation of the work in progress takes place in the form of a progress report and a presentation in front of the doctoral committee. If there is no unanimous positive appraisal, the candidate must submit to the committee a new progress report within six months. The committee will provide a written assessment of the progress report..

- c. Holding the Rigorosum (oral exam): the member of the Rectorate responsible for education establishes the board of examiners for the Rigorosum – as a rule, the doctoral committee. When necessary, additional examiners with the proper qualifications will be drawn upon.

§ 7 Resources and Equipment

1) The resources necessary for the running of the scholarly doctoral study will be agreed upon in the target agreement between the Rectorate and the organizational unit. The director of the Doctoral School disposes of these resources.

2) Scholarships

The doctoral committee advises the Rectorate concerning the granting of possible scholarships offered by KUG for the first year of study, in the course of admission to the Doctoral School.

Scholarship holders will be incorporated into the university system as Early Stage Researchers, but this does not include employment status at KUG.

§ 8 Quality Management

The Scholarly Doctoral School in its entirety is subject to the quality management system of KUG.

§ 9 Provisional Arrangements

Students of the former inter-university Doctoral Program in Philosophy or in the Natural Sciences are entitled to opt for the new three-year curriculum voluntarily at any time and apply for admission into the Doctoral School. In the course of the application process, the doctoral committee gives recommendations to the member of the Rectorate responsible for education about how many years the student should spend in the Doctoral School. Proof of already having passed the *Colloquium for Doctoral Candidates* in the inter-university Doctoral Program will automatically be accepted.

TAKING EFFECT

These statutes of the Scholarly Doctoral School will take effect on January 1, 2013.

For the Rectorate: Höldrich