

**Only the German version of this call for submissions is legally binding!**

## **Regulations of the Graduate Academy of the University of Kassel**

### **Preamble**

The Presidential Board of the University of Kassel founded the central institution "Graduate Academy" on 10 February 2014, following a statement by the Senate on 15 January 2014. The task of this institution is to strengthen the doctoral culture and doctoral environment at the University of Kassel, to support the scientific qualification after the doctorate and to pursue the goals stated in the concept for the promotion of early career researchers. By resolution of the Presidential Board of 15 July 2014, amended on 10 February 2017, on 21 August 2020, and on 16 January 2023, the following regulations are issued for this purpose.

### **§ 1**

#### **Tasks and objectives**

- (1) The Graduate Academy is a central institution of the University of Kassel. It has the task of working together with the faculties, the graduate centers, and the other institutions for the promotion of early career researchers and artists to secure and further develop the framework conditions for successful doctoral studies or for successful artistic qualification processes at the University of Kassel and, in doing so, to pursue in particular the overarching goals of attracting outstanding doctoral candidates, interdisciplinarity, interdisciplinary continuing education, internationality, equality, and quality assurance. It promotes young academics and artists at the University of Kassel and supports the development of doctoral programs at the University of Kassel, in particular by creating and coordinating overarching offer and service structures. Furthermore, the content of doctoral programs is the responsibility of the faculties; doctoral procedures are governed by the relevant regulations. The goal is a lively and supportive culture and structure for the promotion of young academics and artists.
- (2) One of the tasks of the Graduate Academy is, with the inclusion of the interests and impulses of the faculties and the members of the junior scientific or artistic staff,
  - a. To support graduate centers, research training groups, and programs of doctoral and artistic education at the University of Kassel;
  - b. Provide information about the doctoral and junior research environment at the University of Kassel internally and externally;
  - c. To coordinate interdisciplinary further education and training programs for early career researchers and artists;

- d. Coordinate university-wide scholarship programs for young scholars or artists;
  - e. Coordinate advising for those interested in doctoral studies and members of the junior scientific or artistic staff;
  - f. To support the acquisition of third-party-funded formats for the promotion of young researchers and, in particular, doctoral candidates and artists;
  - g. To participate in questions of quality assurance of doctoral education, for example by discussing the general provisions as well as the special provisions of the faculties for doctorates in advance of a senate referral;
  - h. To promote the networking of early career researchers and artists;
  - i. To support the internationalization of the promotion of early career researchers and artists;
  - j. Promote equality and compatibility of family and scientific or artistic qualification;
  - k. To assist in the collection and provision of data in the area of the promotion of early career researchers and artists;
  - l. Reporting to the Presidential Board and the Senate on the development of the promotion of early career researchers and artists at the University of Kassel.
- (3) The offers of the Graduate Academy are directed to all doctoral candidates and those interested in doctoral studies at the University of Kassel, especially to those who have been formally accepted as doctoral candidates. Furthermore, they are aimed at members of the junior scientific staff who are employed at the University of Kassel after their doctorate or who have a comparable relationship with the University. This applies analogously to members of the next generation of artists.
- (4) Doctoral candidates who complete their further academic qualification at an institution of the University of Kassel or who have been awarded a doctorate by the faculties of the University may, subject to the condition of para. 3 p. 2, make use of offers of the Graduate Academy until the expiry of two years after the date of the disputation. This use of the offers is excluded if the capacities are already exhausted by doctoral candidates. This shall apply mutatis mutandis to members of the junior artistic staff.
- (5) For the use of the offers of the Graduate Academy, with the exception of financial support, further graduate candidates can be admitted by the Executive Board. This also applies to doctoral candidates who are guests at the University of Kassel.

## § 2 Organs

The bodies of the Graduate Academy are the Council and the Executive Board. A management is assigned to the executive board. In both bodies, a gender-parity composition is strived for.

### § 3

#### **Council of the Graduate Academy**

- (1) The Council of the Graduate Academy shall include one junior researcher representative for each department, School of Art and Design, center for teacher education, or interdepartmental graduate center, who shall be elected by the departmental council or the council of the School of Art and Design, the board of directors of the center for teacher education, or the corresponding committee in the case of interdepartmental graduate centers. The representatives of the academic staff in the departmental council, the council of the School of Art and Design or the corresponding committee of the interdepartmental graduate centers have a right of nomination as well as a right of veto against this election of the junior researcher representative. Furthermore, each dean's office or the rector's office of the School of Art and Design, the board of directors of the Center for Teacher Education or each interdepartmental graduate center shall delegate a spokesperson for young academics or artists, who shall be elected by the departmental council, the council of the University of Art or the corresponding committee of the interdepartmental graduate centers on the proposal of the representatives of the academic or artistic mid-level faculty. In the same way, the Center for Teacher Education sends a junior researcher representative from the group of professors and a spokesperson from the group of early career researchers and artists. The faculties, interdisciplinary graduate centers, and the Center for Teacher Education may appoint permanent representatives to the Council of the Graduate Academy for the junior researcher representatives and spokespersons of the early career researchers and artists according to the above selection procedure. As a rule, the appointment is for two years. A renewed appointment is possible. For good cause, the department or institution in question may change the appointment.
- (2) The Executive Board may appoint up to four additional persons to the Council of the Graduate Academy for a limited period of time, e.g. to provide representation for research training groups or special groups of persons. The principle of a balance of votes between professorial representatives and spokespersons for early career researchers should be maintained. Other persons may be included in an advisory capacity.
- (3) The Council of the Graduate Academy takes a position on central matters of the Graduate Academy. It actively shapes the development of the early career researcher culture and environment at the University of Kassel and supports the work of the Executive Board by providing advice. The members of the Council have the task of communicating the needs and respective perspectives of the sending institutions to the Council. At the same time, they have the task of making the offers and projects of the Graduate Academy known to the sending institutions.
- (4) The Council of the Graduate Academy meets at least once per semester. It is chaired by the Chair of the Board. The Executive Director of the Graduate Academy and the Head of the Doctoral Office participate in the meetings of the Council in an advisory capacity. Guests may be invited to the meetings by the Executive Board, including in particular employees

of the Central Administration, the Women's Representative, the Chairperson of the Staff Council, and the representative of the Disabled Persons' Representative Council.

#### § 4

##### Executive Board

- (1) The Executive Board consists of a total of five voting members:
  - a. a vice president,
  - b. two professorial representatives who are members of the Council of the Graduate Academy according to § 3;
  - c. two spokespersons for early career researchers and artists who are members of the Council of the Graduate Academy according to § 3.

The Managing Director according to § 5 and the Head of the PhD Office participate in the meetings of the Executive Board in an advisory capacity. The Executive Board may invite guests to the meetings, including in particular the Women's Representative and the Chairperson of the Staff Council.

The members of the Executive Board under para. 1 lit. b. are elected by the professorial representatives of the faculties and other institutions in the Council of the Graduate Academy for two years at a time. The members of the board under para. 1 lit. c. are elected by the spokespersons of the early career researchers and artists in the council of the Graduate Academy for two years at a time. Re-election is possible. Upon request, an open vote can take place. As far as possible, both major scientific fields of the university (humanities and social sciences and arts or technical and natural sciences and architecture) should be represented at the level of the spokespersons of early career researchers and artists as well as the professorial representatives of the faculties and other institutions. Substitutes shall be elected in case individual members of the board are prevented from attending.

- (2) The Executive Board shall meet at least twice per semester. The Chairperson of the Executive Board is the Vice President. Upon her:his proposal, the Executive Board shall elect an alternate from among the members of the Executive Board pursuant to para. 1 lit. b.
- (3) The Executive Board is responsible for the implementation of the tasks according to § 1 para. 2. It is responsible for all matters of the Graduate Academy, unless they are assigned to the Council of the Graduate Academy by these Regulations. In cooperation with the Council of the Graduate Academy, its tasks include in particular the conception of the work of the Graduate Academy and the reporting on it. The Board conducts evaluations of the doctoral environment at the University of Kassel.
- (4) The Executive Board of the Graduate Academy decides in consultation with the Council on the annual planning of the Graduate Academy, which is submitted once a year by the Chairperson of the Executive Board and which is, in particular, the basis for the use of the funds of the Graduate Academy within the framework of the decisions of the Executive Board.

- (5) Within the framework of the allocation of budgetary funds, the Executive Board of the Graduate Academy may, upon request, recommend the support of departmental or interdepartmental graduate centers and comparable institutions. The allocation of funds shall be made by resolution of the Presidential Board.

## **§ 5**

### **Management and office**

- (1) The Executive Board shall be assigned a management by the President. The latter shall conduct the day-to-day business based on the resolutions of the Executive Board and its chairperson.
- (2) The office is responsible in particular for the organizational implementation of the tasks of the Graduate Academy according to § 1. It prepares and implements the resolutions of the Executive Board and the Council. Furthermore, it has the following tasks in particular:
- a. Advice and services for doctoral candidates and other members of the junior scientific or artistic staff;
  - b. Conception and coordination of the interdisciplinary qualification offer;
  - c. Support of faculties and scientists in the application, establishment, planning and development of doctoral programs;
  - d. Management of the funds of the Graduate Academy within the framework of the relevant decisions of the Governing Board on the basis of an annual plan and the procedures provided for;
  - e. External representation of the Graduate Academy on behalf of the Executive Board;
  - f. Support of the Executive Board.

## **§ 6**

### **Doctoral scholarships**

The awarding of the Exposé and Doctoral Degree Completion Scholarships of the University of Kassel takes place based on the regulations applicable for this purpose.

## **§ 7**

### **Reporting**

Each summer semester, the Executive Board prepares an annual report addressed to the Presidential Board on the activities of the Graduate Academy in the previous year. Together with the planning for the respective coming year, the report is submitted to the Council for comment beforehand.

## **§**

**8**

**Contribution to the quality assurance of the doctoral process**

The Executive Board of the Graduate Academy and, at its instigation, the Council of the Graduate Academy advise the President and the Senate on basic regulations of the doctoral procedures, in particular on the general provisions and the special provisions of the faculties for doctorates.

**§ 9**

**Rules of procedure**

The Common Rules of Procedure for the Committees of the University of Kassel, as amended from time to time, shall apply to the decision-making and resolution process.

**§ 10**

**Transitional provisions**

[delete]

**§11**

**Entry into force**

These regulations shall enter into force on the day following their publication in the University of Kassel's official gazette.

Kassel, 01/16/2023

The President

Prof. Dr. Ute Clement