Amended version of the Rules on establishing a Graduate Center at Kiel University of 19 November 2010


This version is an unofficial version for reading purposes only, in which the above mentioned amending ordinances have been incorporated. Only the text published in the Notices of the University Board continues to apply and be legally binding.

Based on Section 34 (1) of the Schleswig-Holstein Higher Education Act (HSG) of 28 February 2007, last amended by Article 12 of the Act implementing the EU Directive on services in the internal market of 9 March 2010, Schleswig-Holstein Law and Ordinance Gazette (GVOBl. Schl.-H.) page 356, the University Board adopted the following Rules on establishing a Graduate Center at Kiel University in its meeting on 16/06/2010 in accordance with the University Senate's statement of 16/06/2010:

Section 1
Establishment and tasks

(1) The Graduate Center is a central establishment of Kiel University under the responsibility of the University Board in accordance with Section 34 of the Higher Education Act (HSG).

(2) Together with Kiel University's faculties, doctoral degree programmes and doctoral candidates, the Graduate Center is responsible for ensuring framework conditions are in place for high-quality doctoral degrees at Kiel University. It promotes Kiel University's doctoral candidates and supports the development of doctoral degree programmes at Kiel University. Where required, the Graduate Center's tasks include, in particular:
1. offering interdisciplinary training and career planning services for doctoral candidates,
2. promoting the doctoral candidates' self initiative and scientific independence,
3. supporting the internationalisation of doctoral degree programmes,
4. recording data on doctoral degrees,
5. providing information and advice on the subject of doctoral degrees and scientific careers,
6. ensuring equal opportunities for women and men in scientific qualification phases,
7. advising applicants for doctoral degree programmes financed by external funding,
8. administering doctoral degree scholarships.

(3) In accordance with Para 2 (3) No. 1, postdocs who are completing their further scientific training at an establishment of the university or completed their doctoral degree at a faculty of the university, may use the services provided by the Graduate Center up to two years after the day on which their doctoral degree was awarded. Use of the Graduate Center's services is excluded, if all availability has already been taken by doctoral candidates.

(4) Other graduates may be permitted to use the Graduate Center's services, excluding financial subsidies, on the basis of special agreements. This applies, in particular, to:
1. doctoral candidates who are guests at Kiel University;
2. doctoral candidates studying at other universities, if they are completing their doctoral thesis within the framework of Kiel University's Cluster of Excellence and cross-university doctoral degree programmes.

Section 2
Bodies

The bodies of the Graduate Center are the Executive Committee and the Advisory Board. The Executive Committee is assigned a Chief Operating Officer.

Section 3
Executive Committee

(1) The Executive Committee is made up of four people: a vice president, a representative of the faculties, who is a university lecturer, a representative of cross-faculty doctoral degree programmes, and a representative of doctoral candidates. The representative of the faculties is proposed by the University Board following consultation with the Dean and elected by the Senate for a term in office of 3 years. The representative of cross-faculty doctoral degree programmes is proposed by the University Board following consultation with the programmes' spokespersons and elected by the Senate for a term in office of 3 years. Section 6 applies to the representative of the doctoral candidates. His/her term in office is 1 year. Re-election is possible.

(2) The Executive Committee is responsible for implementing tasks in accordance with Section 1 (2).

(3) The Executive Committee establishes its own rules of procedure and elects a chairperson from its midst.

(4) The Chief Operating Officer is a member of the Executive Committee and has an advisory role.

Section 4
Advisory Board

(1) The Advisory Board is made up of a representative of each faculty, who is a university lecturer, a representative of each cross-faculty doctoral degree programme, and a total of four representatives of doctoral candidates. Faculty representatives are delegated by the Faculty Convention, representatives of cross-faculty doctoral degree programmes are delegated by their managers. Their term in office is 3 years. The procedure defined in Section 6 applies to doctoral candidates. Their term in office is 1 year. Redelegation is possible.

(2) With the agreement of the University Board, the Executive Committee may appoint up to two non-university advisers to the Advisory Board. Their term in office is 3 years. Reappointment is possible.

(3) The Advisory Board supports the work of the Executive Committee by offering advice and actively shaping the development of doctoral degree culture at Kiel University. Members of the Advisory Board communicate the needs of the delegating establishments and groups and make these aware of the Graduate Center's services.

(4) Members of the Executive Committee attend Advisory Board meetings in an advisory capacity. The Advisory Board elects a chairperson from its midst.

(5) The Advisory Board establishes its own rules of procedure.

Section 5
Chief Operating Officer and Committee Office
(1) The Executive Committee is assigned a Chief Operating Officer by the University Board. He/she manages the day-to-day business based on resolutions by the Executive Committee and the Advisory Board.

(2) The Chief Operating Officer deals with the independent organisation and management of the Committee Office. He/she is responsible for preparing the annual budget, managing a commercial business operation, and the annual financial statements. He/she supervises staff working at the Graduate Center. The Chief Operating Officer independently decides on the awarding of Graduate Center funding and the type of services offered in accordance with Section 1 (2) and is responsible, in particular, for the organisational implementation of the Graduate Center's tasks in accordance with Section 1 (2). He/she regularly reports to the Executive Committee and independently produces the Executive Committee's annual reports to be presented to the University Board.

(3) The Chief Operating Officer attends meetings of the Graduate Center's bodies in an advisory capacity.

Section 6
General Assembly of Doctoral Candidates

(1) The Executive Committee invites doctoral candidates who are registered members of the Graduate Center to a General Assembly of Doctoral Candidates each year. At the General Assembly, the doctoral candidates elect an individual from their midst to become a member of the Executive Committee and several individuals to become representatives of their group on the Advisory Board. The General Assembly of Doctoral Candidates may prepare recommendations for the further development of the Graduate Center, in particular, regarding advisory and qualification services, and present these to the Executive Committee and the Advisory Board.

(2) At the request of at least 50 doctoral candidates who are registered members of the Graduate Center, the Executive Committee is required to convene a Special General Assembly within three weeks.

Section 7
Doctoral degree scholarships

With the agreement of the faculties, the Executive Committee of the Graduate Center determines cross-faculty quality criteria applicable to all doctoral degree scholarships awarded centrally by the university for selecting individuals and projects to be funded, taking into account current legal provisions, in particular, the Stipendiumsverordnung (Scholarship Ordinance, Schleswig-Holstein Law and Ordinance Gazette (GVOBl. S.-H.) 2009, page 57), as well as relevant foundation rules.

Section 8
Persons of trust

A central male and female person of trust is assigned to the Graduate Center to act as mediators in difficult situations and solve conflicts relating to doctoral degree programmes. With the agreement of the Graduate Center's Executive Committee, they are proposed by the University Board and elected by the University Senate. The two persons of trust represent each other in the event of absence. Their term in office is 2 years.

Section 9
Reporting to the University Board

The Graduate Center's Executive Committee reports to the University Board at least twice a year.

Section 10
Authorisation to adopt framework conditions for the use of services
Following consultation with the Advisory Board, the Executive Committee may adopt framework conditions for the use of the Graduate Center's services and facilities.

Section 11
Entry into force
The Rules enter into force on the day after the date they are published. The University Council granted its approval in accordance with Section 6 (2) page 1 in conjunction with Section 20 (1), Section 19 (1) page 1 No. 3 Higher Education Act (HSG) on 29/10/2010.

Kiel, 1/11/2010
The President
Prof. Dr Gerhard Fouquet