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Regulations on the Graduate Academy at the Catholic University of Eichstätt-Ingolstadt

Dated May 22, 2013

Last amended by the statutes dated September 10, 2014

On the basis of Article 5 (3)(1) of the Concordat between the Holy See and the Free State of Bavaria dated March 29, 1924 (BayRS 2220-1-WFK), the Catholic University of Eichstätt-Ingolstadt issues the following statutes:

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Section 1 Legal status

The Graduate Academy of the Catholic University of Eichstätt-Ingolstadt is a research institute according to Section 24 (2) of the current version of the Basic Rules of the Catholic University of Eichstätt-Ingolstadt dated September 27, 2011, and is under the direction of the Presidium.

Section 2 Tasks and goals

(1) ¹The Graduate Academy coordinates all advisory and support services for doctoral candidates and habilitation candidates of all faculties, helps to promote young researchers, and enables them to participate in a structured doctoral program. ²The task and goal of the Graduate Academy is to work with the faculties and research training groups to ensure that doctoral and habilitation projects are of high quality, to promote suitable conditions for work on doctoral and habilitation projects, and in doing so to strengthen the research activities of the Catholic University of Eichstätt-Ingolstadt and to improve its position in the competition to attract the best young researchers. ³In addition, the Graduate Academy offers suitable professional development measures that provide graduates with a wide range of skills for their future careers.

(2) The Graduate Academy's tasks and goals include, in particular:

1. Supporting the establishment and implementation of structured doctoral programs in all disciplines at the Catholic University of Eichstätt-Ingolstadt and advising the Presidium and the faculties on questions related to the overarching structure for the education of doctoral candidates at the University
2. Supporting and coordinating the established research training groups and structured faculty doctoral programs
3. Offering courses for doctoral candidates and habilitation candidates and, in particular, planning and running activities that enable doctoral candidates and habilitation candidates to gain additional skills in collaboration with the faculties, research training groups, and doctoral programs
4. Advising members of the University on creating, maintaining, and improving conditions for working on doctoral and habilitation projects
5. Establishing and running a centralized service and information center for all doctoral candidates, habilitation candidates, and members of the University who are involved in supporting doctoral candidates
6. Developing strategies for strengthening partnerships with non-university institutions and universities in Germany and abroad, including universities of applied sciences
7. Supporting the faculties by facilitating networking between the research training groups and doctoral programs and through the courses and services offered by the Graduate Academy
8. Working closely with the women and equal opportunities officers and other individuals and groups at the Catholic University of Eichstätt-Ingolstadt who are responsible for promoting balance between family life and working on a doctoral degree or habilitation

Section 3 Institutional members

The institutional members of the Graduate Academy are all structured programs and groups that support doctoral candidates and habilitation candidates; these are generally the research training groups and structured faculty doctoral programs.

1. ¹Research training groups are established according to the Basic Rules and are groups of university professors focused on a specific topic that are generally financed by third-party funding and that aim to support doctoral candidates and habilitation candidates. ²Research training groups have a narrowly defined and coherent research program, as well as a study and supervision program. ³The speakers of the research training groups, who are elected by the first supervisors of the doctoral candidates and habilitation candidates in each research training group for a period of one year, are responsible for the internal organization of their respective research training groups.

2. ¹Faculty doctoral programs are a form of structured support for doctoral candidates outside of the research training groups that aim to improve the conditions for doctoral study. ²They have a joint study and supervision program. ³The focus of the faculty doctoral programs is on the subject-specific content of the courses and services that they offer.

Section 4 Directors of the Graduate Academy

- (1) The directors of the Graduate Academy are the vice president for research and two professors of the Catholic University of Eichstätt-Ingolstadt who are suggested by the Presidium and appointed by the Senate for a term of office of three years.
- (2) ¹The directors of the Graduate Academy are responsible for ensuring that the tasks and goals specified in Section 2 are completed and fulfilled properly. ²The vice president for research represents the Graduate Academy outside of the University.
- (3) The speakers of the research training groups have a right to suggest how funding is used; the directors of the Graduate Academy are responsible for the final decision.

Section 5 Management office

(1) ¹In order to support the directors and coordinate the business of the Graduate Academy, a management office is set up with a manager who is bound by the instructions of the directors of the Graduate Academy. ²The directors may revocably transfer specific tasks or powers to the manager for him or her to carry out or exercise independently.

(2) The tasks of the management office include, in particular:

1. Setting up and continuing to develop a range of services for members of the Graduate Academy
2. Making all relevant information available to German and international doctoral candidates and habilitation candidates
3. Developing the Graduate Academy's annual course program
4. Ensuring that all opportunities for doctoral study at the Catholic University of Eichstätt-Ingolstadt are presented externally in a uniform and appropriate manner
5. Supporting the research training groups and faculty doctoral programs

Section 6 Admission to the Graduate Academy

(1) Applicants for the Graduate Academy must fulfill the selection criteria according to No. 1 or No. 2:

1. The general admission requirements according to the current version of the general doctoral regulations of the Catholic University of Eichstätt-Ingolstadt (RaPromO) dated June 22, 2010 [Official Journal of the Catholic University of Eichstätt-Ingolstadt Foundation (*Amtsblatt der Stiftung Katholische Universität Eichstätt-Ingolstadt*), vol. 34, 1/2010, p. 26] and the specific admission requirements in the relevant faculty doctoral regulations of the Catholic University of Eichstätt-Ingolstadt
2. The general admission requirements according to the current version of the general habilitation regulations of the Catholic University of Eichstätt-Ingolstadt dated March 29, 2006 (Official Journal of the Catholic University of Eichstätt-Ingolstadt Foundation, vol. 30, 2/2006, p. 4) and the specific admission requirements in the relevant faculty habilitation regulations of the Catholic University of Eichstätt-Ingolstadt

(2) ¹In order to be admitted to the Graduate Academy the applicant must submit a written application to the management office. ²The following documents must be attached to the written application:

1. Proof of admission as a doctoral candidate granted by the doctoral committee (Section 6 RaPromO) or admission as a habilitation candidate granted by the faculty council [Section 7 (1) general habilitation regulations]

2. For doctoral candidates: confirmation from the professor who will supervise the doctoral thesis
3. A résumé in table form

⁴If an application has been submitted with all the required documents, the applicant receives written confirmation of admission from the management office. ⁵The following are admitted to the Graduate Academy without the need for an application:

1. Doctoral candidates and habilitation candidates who are members of a research training group
2. Doctoral candidates who are members of a faculty doctoral program
3. Doctoral candidates at the Catholic University of Eichstätt-Ingolstadt who are receiving a scholarship according to the current version of the Bavarian Elite Support Act (*Bayerisches Elitförderungsgesetz*) dated April 26, 2005 (GVBl 2005, p. 104)

Section 7

Courses offered by the Graduate Academy

(1) ¹After they have been admitted to the Graduate Academy, doctoral candidates and habilitation candidates have the right to participate in the courses offered by the Graduate Academy. ²All doctoral examination procedures are governed by the provisions in the RaPromO and the relevant faculty doctoral regulations. ³All habilitation examination procedures are governed by the provisions in the general habilitation regulations and the relevant faculty habilitation regulations.

(2) ¹The Graduate Academy offers regular events and workshops for doctoral candidates and habilitation candidates of all faculties who are members of the Graduate Academy, for which ECTS credits (ECTS = European Credit Transfer and Accumulation System) are awarded. ²The courses are planned under consideration of family friendliness.

(3) ¹Details of the workshops and events are published with sufficient advance notice. ²Individuals register for the events and workshops via the Graduate Academy's management office. ³After registering, it is only possible to cancel a registration for an important reason.

(4) ¹Places are generally allocated in the order in which registrations are received. ²It is ensured that doctoral candidates are able to obtain 15 ECTS credits over a three-year period of doctoral study.

(5) If an applicant does not attend a workshop or event for which he or she has registered for reasons within his or her control, the management office reserves the right to place him or her on a waiting list for subsequent workshops or events.

Section 8

Certificate

(1) If doctoral candidates or habilitation candidates have obtained at least 15 ECTS credits in courses offered by the Graduate Academy within three years they are awarded a certificate.

(2) This certificate is independent of the doctoral degree or habilitation and is not a replacement for it.

(3) Regardless of where or not they receive a certificate, doctoral candidates and habilitation candidates may be issued with confirmation of participation for individual workshops and events on request.

Section 9

Evaluation

(1) ¹The Graduate Academy is evaluated by the Senate of the Catholic University of Eichstätt-Ingolstadt at intervals of five years, with the first evaluation taking place three years after its establishment. ²The Senate may appoint a senate committee or a committee of external reviewers to conduct the evaluation. ³The directors of the Graduate Academy provide all the information required for the evaluation.

(2) Criteria for the evaluation of the Graduate Academy include, in particular:

1. The quality of the certificates awarded
2. The quality of the courses offered
3. The significance of the institution for the profile of the Catholic University of Eichstätt-Ingolstadt
4. The efficiency of the structure and organization of the Graduate Academy

(2) The Senate writes a report on the result of the evaluation, which is given to the Presidium and the directors of the Graduate Academy.

(3) After receiving the report, the directors of the Graduate Academy and the Supervisory Board write a statement for the Presidium in which the suggestions and results of the report with regard to further development of the Graduate Academy are discussed.

(4) The Presidium may decide to have an additional evaluation of the Graduate Academy conducted by a committee of external reviewers consisting of at least three researchers.

(5) The Presidium decides whether the Graduate Academy is to continue to exist and/or whether it is to be changed and initiates further approval procedures in the responsible committees where necessary.

Section 10 **Entry into force**

(1) These regulations enter into force with effect from June 1, 2013.

(2) The regulations on the International Doctoral Program Eichstätt-Ingolstadt dated September 28, 2010 (Official Journal of the Catholic University of Eichstätt-Ingolstadt Foundation, vol. 34, 1/2010, p. 90) cease to be in force.