

**Establishment of Doctoral Schools at KUG
(Decision of the Rectorate [Vice-Chancellor's Office] on 17 June 2009)**

In a session on 17 June 2009, the Rectorate – by applying paragraph IV of the organization plan for KUG – decided to establish on 1 September 2009 an Artistic Doctoral School as well as a Scholarly Doctoral School.

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**Declaration for the Establishment
of the Artistic Doctoral School at KUG
(Decision of the Rectorate on 17 June 2009)**

§1 Establishment and Purpose of the Doctoral School “Dr. artium”

- 1) The Artistic Doctoral Program “Dr. artium” at KUG will be carried out in the form of a Doctoral School.
- 2) The Doctoral School for the Artistic Doctoral Program “Dr. artium” will be installed as an organizational unit according to the organization plan of KUG.
- 3) The Doctoral School “Dr. artium” is incumbent on the duties defined below in the organization and carrying out of the Artistic Doctoral Program.

§2 Formation

- 1) The Doctoral School for the Artistic Doctoral Program at KUG will be assigned to those employees of KUG with the proper artistic and/or scholarly qualifications who advise doctoral candidates now or who have advised them in the past. These colleagues remain attached to their respective organizational unit (institute) at KUG as far as their duties in teaching, development and expansion of the arts, as well as research are concerned.
- 2) Those students who are accepted into the Artistic Doctoral Program in the Doctoral School will be regarded as fellows.
- 3) The member of the Rectorate who is responsible for education within the bounds of the Artistic Doctoral Program is exclusively in charge of those colleagues who have been assigned to the Doctoral School and who teach the courses “private artistic lessons” and “scholarly colloquia.”
- 4) Students are accepted as fellows of the Doctoral School at KUG by the member of the Rectorate who is responsible for education on the basis of recommendations by the doctoral committee in connection with their entrance into the Doctoral Program.

§3 Organization and Duties of the Doctoral School

- 1) The Doctoral School is concerned with advising and educating students in the Doctoral Program “Dr. artium.” Everything that takes place at the Doctoral School has to be in agreement with the regulations of the curriculum of the Doctoral program “Dr. artium” and has to observe or follow the agenda of the student body organization.
- 2) The Doctoral School has to deliver recommendations about applicants for the study program “Dr. artium” to the member of the Rectorate who is responsible for education.

- 3) The Doctoral School has to ensure that every student accepted into the program will be assigned an artistic adviser who is mainly responsible for the student, and a scholarly co-adviser.
- 4) The Doctoral School requires that students present regular progress reports on their dissertation projects – at the very least once annually –in a suitable way (for example through student lectures in the doctoral forum). These are to be documented as written progress reports and put on the homepage of KUG.
- 5) The Doctoral School is supposed to make it administratively possible that students accepted into the program are able to fulfill the curricular part of their required courses, attend conferences (with active participation), make internal artistic appearances as well as possible exchange visits to foreign universities (if required by their acceptance into the Doctoral program), and pursue further educational options. In each case, this is to take place within the regulated length of the study program.
- 6) The Doctoral School presents recommendations for the planning of courses to the work group responsible for study plans. If possible, recourse should be made here to the courses already in place at KUG.
- 7) 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 homepage of KUG.
- 9) The Doctoral School enacts ongoing regulations about internal organization.

§4 Direction of the Doctoral School

- 1) The Doctoral School for the Artistic Doctoral Program will be represented on the part of KUG by a director with artistic qualifications who has been appointed by the Rectorate. 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 artistic and/or scholarly qualifications. This person is 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 artistic qualifications will be appointed by the Rectorate on the recommendation of those members of KUG with artistic and/or scholarly qualifications as the deputy director of the Doctoral School. This person is entrusted with acting as a substitute for the director of the Doctoral School.
- 3) The coordinating team of the Doctoral School consists of the director of the Doctoral School, the authorized study plan coordinator, the member of the Rectorate responsible for education, the authorized member of the Rectorate for development and expansion, and a student representative. In case the function of the study plan coordinator 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 business order of the Senate is to be employed accordingly.

§5 Coordinating Team of the Doctoral School

The coordinating team of the Doctoral School is responsible for:

- 1) Advising the director of the Doctoral School.
- 2) Enacting the regulations for the internal organization of the Doctoral School.
- 3) Making recommendations to the member of the Rectorate responsible for education about the forming of a separate doctoral committee for each doctoral candidate.
- 4) Making recommendations for changing the form of a doctoral committee (for example, replacing an adviser) to the member of the Rectorate responsible for education.

§6 Doctoral Committee

1) Formation

The doctoral committee will recommend to the member of the Rectorate from the coordinating team of the Doctoral School who is responsible for education that the following points be met for every individual doctoral candidate, thus satisfying the proposed plans for artistic research:

a) Chair: the director of the Doctoral School as president of the examination committee. In case the director of the Doctoral School is assigned as the main adviser or a co-adviser of the doctoral candidate, then the deputy director takes over the chair position.

b) A proposed main adviser from KUG with artistic qualifications and a proposed co-adviser from KUG with scholarly qualifications. These can be university professors (according to § 94 Abs. 2 Z. 1 UG 2002), emeritus or pensioned 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 advisers must have expertise, as the respective case may be, in either an artistic or a scholarly main subject area.

The coordinating team is also authorized to appoint persons to advise doctoral work if they are sufficiently qualified by having a teaching position or an equally high rank (associate or full professor) at a recognized inland or foreign university or at another inland or foreign educational institution of equivalent rank to a university.

c) A qualified external person who has the artistic qualifications suitable for the proposed research topic.

d) A qualified external person who has the scholarly qualifications suitable for the proposed research topic.

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

2) Duties

a) Recommendations for admission

Before the adviser is assigned, the candidate has to present his or her planned artistic research proposal in front of the doctoral committee. After prior consultation with the doctoral committee, a part of this presentation can also be an artistic presentation.

Supporting documents for the presentation:

- proof of prior artistic and scholarly achievement (including academic transcripts)
- proof of qualified artistic professional practice
- an exposé containing the artistic research proposal
languages: German and/or English

After the presentation, the doctoral committee poses questions about the suggested artistic research proposal. In the course of this admission procedure, the presence 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, will be tested.

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

- recommendation for admission to the artistic Doctoral Program and for acceptance into the Doctoral School, made to the member of the Rectorate responsible for education
- recommendation for the appointment of an artistic and a scholarly adviser according to the suggestions concerning such advisers
- 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, and the participation in events for purposes of further education
- recommendation for the granting of KUG resources (for example, office space, technical equipment, travel costs, materials, further education) 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. In the course of the evaluation, the doctoral committee stipulates, if necessary, lectures and appearances at home and abroad for the second and third year of the doctoral study. In addition, the doctoral committee makes a recommendation to the director of the Doctoral School concerning the granting of KUG resources to the candidate for the second and third year of the doctoral study.

c) Holding of the Rigorosum (oral exam): the member of the Rectorate responsible for education establishes the exam Senate for the Rigorosum – as a rule, the doctoral committee.

d) Recommendations to the Rectorate concerning the granting of scholarships for the first and second year.

§7 Resources and Equipment

1) The resources necessary for the running of the doctoral study “Dr. artium” are arranged in agreement with aims of the Rectorate and organizational unit. The director of the Doctoral School disposes over these resources.

2) Scholarships

The doctoral committee advises the Rectorate concerning the granting of eventual scholarships announced by KUG:

- for the first year of study, on the basis of admission
- for the second year of study, on the basis of the interim evaluation and the achievement evidenced by the doctoral forum

After the second year of study, the two advisers (artistic/scholarly) give their respective recommendations to the Rectorate concerning the further granting of the scholarship.

Scholarship holders will be incorporated into the university system as Early Stage Artistic Researchers, although they do not stand in any occupational relationship to KUG.

§8 Evaluation

The Doctoral School “Dr. artium” is subject in its entirety to the quality management system of KUG. After a period of four years, an evaluation is supposed to take place.

§9 Provisional Arrangement

For the first functional period lasting until 30 September 2012, the assignment of the director and the deputy director of the Doctoral School is made by the Rectorate from within the circle of members of the existing work group for study plans XIII who have the proper artistic qualifications.

§10 Taking Effect

The establishment of the Doctoral School “Dr. artium” was passed by the Rectorate on 17 June 2009. It will begin operation on 1 September 2009.

The Rector:

Schulz

**Declaration for the Establishment
of the Doctoral School for Scholarly Doctoral Studies at KUG
(Decision of the Rectorate on 17 June 2009)**

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

- 1) The three-year Scholarly Doctoral Program at KUG will be carried out in principle in the form of a Doctoral School.
- 2) The Doctoral School for the Scholarly Doctoral Program will be 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 unit (institute) 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) Students are accepted as fellows of the Doctoral School at KUG by the member of the Rectorate who is responsible for education on the basis of recommendations by the doctoral committee in connection with their entrance into the Scholarly Doctoral Program. On principle, students will be accepted into the Doctoral School for three years.

§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 respect the observance of generally recognized principles of good scholarly practice.

- 3) The Doctoral School has to deliver recommendations about the applications of students 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 adviser with responsibility for that student, and a consultative scholarly co-adviser.
- 5) The Doctoral School requires that students present regular progress reports on their dissertation projects – at the very least once annually –in a suitable way (for example through student lectures in the doctoral forum). These are to be documented as written progress reports and put on the homepage of KUG.
- 6) The Doctoral School is supposed to make it administratively possible that students accepted into the program are able 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 work group 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 homepage of KUG.
- 9) The Doctoral School enacts ongoing regulations about 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. 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 is 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 by the Rectorate on the recommendation of those members of KUG with scholarly qualifications as the deputy director of the Doctoral School. This person is entrusted with acting as a substitute for the director of the Doctoral School.
- 3) The coordinating team of the Doctoral School consists of the director of the Doctoral School, the authorized study plan coordinator, the member of the Rectorate responsible for education, the authorized member of the Rectorate for scholarly research, two specialists from the scholarly subject area, and a student representative. In case the function of the study plan coordinator 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 business order of the Senate is to be employed accordingly.

4) The two specialists represented in the coordinating team of the Doctoral School are to be nominated from the body of specialists, in each case for a length of four years. One must ensure that both nominated persons cover those scholarly areas of specialty that are complementary to those of the director of the Doctoral School and to those of the study plan coordinator.

§5 Coordinating Team of the Doctoral School

The coordinating team of the Doctoral School is responsible for:

- 1) Advising the director of the Doctoral School.
- 2) Enacting the regulations for the internal organization of the Doctoral School.
- 3) Making recommendations to the member of the Rectorate responsible for education about the forming of a separate doctoral committee for each doctoral candidate.
- 4) Making recommendations for changing the form of a doctoral committee (for example, replacing an adviser) to the member of the Rectorate responsible for education.

§6 Doctoral Committee

1) Formation

The doctoral committee will recommend to the coordinating team of the Doctoral School that the following points be met for every individual doctoral candidate with regard to the proposed scholarly dissertation:

1) Chair: the director of the Doctoral School as president of the examination committee (without the right to vote). In case the director of the Doctoral School is assigned as the main adviser or a co-adviser of the doctoral candidate, then the deputy director takes over the chair position. In case the deputy director of the Doctoral School likewise is assigned as the main adviser or co-adviser of the doctoral candidate, then a specialist in the scholarly subject area takes over the chair position.

2) A proposed main adviser from KUG and a proposed co-adviser from KUG. These 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 advisers must have expertise, in each respective case, in the scholarly main subject area.

The coordinating team is also authorized to appoint persons to advise doctoral work if they are sufficiently qualified by having a teaching position or an equally high rank (associate or full professor) at a recognized foreign university or at another foreign educational institution of equivalent rank to a university.

3) A qualified external person who has the scholarly qualifications suitable for the proposed research topic.

The proposal for the formation 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) Concerning the admission of a candidate into the Doctoral School:

Before the adviser 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, the presence 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, will be tested.

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 scholarly adviser's acceptance, made to the proposed scholarly adviser
- 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 the participation in events for purposes of further education
- recommendation for the granting of KUG resources (for example, office space, technical equipment, travel costs, materials, further education) 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. After the evaluation, the doctoral committee makes a recommendation to the director of the Doctoral School concerning the granting of KUG resources to the candidate for the second and third year of the doctoral study.

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

d) Recommendations to the Rectorate concerning the granting of scholarships for the first and second year.

§7 Resources and Equipment

1) The resources necessary for the running of the scholarly doctoral study are arranged in agreement with aims of the Rectorate and organizational unit. The director of the Doctoral School disposes over these resources.

2) Scholarships

The doctoral committee advises the Rectorate concerning the granting of eventual scholarships announced by KUG:

- for the first year of study, on the basis of admission
- for the second year of study, on the basis of the interim evaluation

After the second year of study, the two internal scholarly advisers give their respective recommendations to the Rectorate concerning the further granting of the scholarship.

Scholarship holders will be incorporated into the university system as Early Stage Artistic Researchers, although they do not stand in any occupational relationship to KUG.

§8 Evaluation

The Scholarly Doctoral School is subject in its entirety to the quality management system of KUG. After a period of four years, an evaluation is supposed to take place.

§9 Provisional Arrangements

1) For the first functional period lasting until 30 September 2012, the assignment of the director and the deputy director of the Doctoral School is made by the Rectorate from within the circle of members of the work group for study plans X who have the proper scholarly qualifications.

2) Students of the former inter-university Doctoral Program in Philosophy or in the Natural Sciences are authorized to join 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* at the inter-university Doctoral Program will be automatically accepted.

3) §2 (2) of this declaration for the establishment in question takes effect on 1 October 2011.

Taking Effect

The establishment of the Scholarly Doctoral School was passed by the Rectorate on 17 June 2009. It will begin operation on 1 September 2009.

The Rector:

Schulz