



UNIVERSITÄT  
BAYREUTH

UNIVERSITY OF BAYREUTH  
**GRADUATE SCHOOL**

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University of Bayreuth  
Graduate School Statute

| 2015  
| English

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## Preamble

The UNIVERSITY OF BAYREUTH GRADUATE SCHOOL is an institute for doctoral candidates at the University of Bayreuth. The UNIVERSITY OF BAYREUTH GRADUATE SCHOOL is open to doctoral candidates of all disciplines and is designed to provide support for faculty-based doctorates and doctorates at the graduate centres, whose doctoral programmes at the University of Bayreuth tend to focus on interdisciplinary approaches to innovative research projects.

The UNIVERSITY OF BAYREUTH GRADUATE SCHOOL was set up to provide support and services associated with doctoral studies, and hence also to serve as a means of supporting research and researchers. The aim of the UNIVERSITY OF BAYREUTH GRADUATE SCHOOL is to effectively strengthen graduate qualification at the University of Bayreuth, to intensify the level of international exchange at this early stage of independent research, and to ensure and further develop university-wide quality standards. The UNIVERSITY OF BAYREUTH GRADUATE SCHOOL is geared to the recommendations of the German Council of Science and Humanities and the German Research Foundation (DFG), and as such the Bayreuth graduate qualification meets the requirements of, and conforms to the structure and content of the highest academic standards.

The University of Bayreuth's faculties and the graduate centres BayNAT, BayREW, BayKULT and BIGSAS offer doctorates under the responsibility of the dean or director and the relevant doctoral committee. The faculties support their doctoral candidates according to the respective faculty "culture" and coordinate the subject-related qualification programme. They are responsible for the relevant training programme for doctoral candidates, for quality assurance of the individual doctorates, and for organizational matters.

The UNIVERSITY OF BAYREUTH GRADUATE SCHOOL has established a catalogue of funding measures for which the University of Bayreuth has allocated funding. To provide doctoral candidates with a qualification for transferable skills, the UNIVERSITY OF BAYREUTH GRADUATE SCHOOL offers a qualification programme. The UNIVERSITY OF BAYREUTH GRADUATE SCHOOL provides doctoral research with an institutional presence and improves their visibility as a group.

The UNIVERSITY OF BAYREUTH GRADUATE SCHOOL supports the implementation of the "Measures to Ensure the Standards of Good Scientific Practice in the Supervision of Doctoral Candidates and the Writing of the Doctorate" as recommended by the University Governing Board on 12 July 2011.



# Contents

Preamble	3
1. Legal form	6
2. Objectives and tasks	6
3. Target groups	7
4. Representatives	7
5. Membership	8
6. Rights and duties of members pursuing doctoral research	9
7. Board	10
8. Director of the UNIVERSITY OF BAYREUTH GRADUATE SCHOOL	11
9. The UNIVERSITY OF BAYREUTH GRADUATE SCHOOL'S general assembly of doctoral candidates	13
10. Management office	13
11. Support programme for members pursuing doctoral research	14
12. Evaluation	15
13. Amendments and validity	15

## 1. Legal form

The UNIVERSITY OF BAYREUTH GRADUATE SCHOOL is a central institute of the University of Bayreuth under the terms of Article 19 para 5 of the Bavarian Higher Education Act. Its purpose is to support structured academic qualification for postgraduates pursuing doctoral research and to meet the highest international standards.

## 2. Objectives and tasks

### *(1) Supporting the research of doctoral candidates*

The core element of the doctorate at the University of Bayreuth is the doctoral student's independent research, which is supported and facilitated by a range of measures. While subject-related qualifications are earned at the graduate centres and faculties, the UNIVERSITY OF BAYREUTH GRADUATE SCHOOL focuses on offering doctoral candidates cross-disciplinary qualifications. The UNIVERSITY OF BAYREUTH GRADUATE SCHOOL also advises doctoral candidates on issues that are not subject-related and informs them of funding opportunities.

### *(2) Quality of graduate qualification*

The UNIVERSITY OF BAYREUTH GRADUATE SCHOOL supports and promotes graduate qualification at the University of Bayreuth and contributes to an environment with optimal conditions for scientific research. The aim is to further improve the attractiveness and quality of doctoral studies at the University of Bayreuth for all doctoral candidates. In consultation with the graduate centre and faculties, the UNIVERSITY OF BAYREUTH GRADUATE SCHOOL develops university-wide standards for doctoral research. A further goal of the UNIVERSITY OF BAYREUTH GRADUATE SCHOOL is to create an environment which enables the doctorate to be completed expeditiously without sacrificing high academic standards.

### *(3) Fostering international cooperation*

The UNIVERSITY OF BAYREUTH GRADUATE SCHOOL provides financial assistance to enable doctoral candidates to complete a research stay abroad, to participate in academic conferences and to involve international guests in doctoral candidates' research projects.

### *(4) Supporting equal opportunities*

The UNIVERSITY OF BAYREUTH GRADUATE SCHOOL supports the work of doctoral candidates in cooperation with the Equal Opportunities Department and the "Family-Friendly University" Office.

(5) *Supporting doctoral candidates as a group*

The UNIVERSITY OF BAYREUTH GRADUATE SCHOOL supports the development of a common group identity for doctoral candidates and involves them in committees at the University of Bayreuth.

(6) *Promoting the location*

The UNIVERSITY OF BAYREUTH GRADUATE SCHOOL employs specific measures to raise awareness about opportunities for doctoral research at the University of Bayreuth. The UNIVERSITY OF BAYREUTH GRADUATE SCHOOL supports the faculties and graduate centres by way of marketing measures aimed at attracting talented doctoral candidates, both domestically and internationally.

### 3. Target groups

(1) The UNIVERSITY OF BAYREUTH GRADUATE SCHOOL is open to the following doctoral candidates:

- a. those writing their dissertations at one of the faculties
- b. those writing their dissertations at one the University of Bayreuth's graduate centres.

Doctoral candidates may also carry out their doctoral research without becoming members of the UNIVERSITY OF BAYREUTH GRADUATE SCHOOL.

(2) The University Governing Board may decide to establish graduate centres with structured doctoral programmes at one or more faculties. They are under the management of a director and include individual doctoral programmes. Temporary graduate institutes such as DFG research training groups and international doctoral schools in the Elite Network of Bavaria are generally integrated into the graduate centres as doctoral programmes. Doctoral programmes can also be set up in cooperation with other higher education institutions and non-university research institutes.

### 4. Representatives

The representatives of the UNIVERSITY OF BAYREUTH GRADUATE SCHOOL are as follows:

- a. the board,
- b. the director of the UNIVERSITY OF BAYREUTH GRADUATE SCHOOL and his or her deputy, and
- c. the general assembly of doctoral candidates.

## 5. Membership

(1) Membership is open to all doctoral candidates at the University of Bayreuth insofar as they

- a. have been accepted by one of the University of Bayreuth's graduate centres or
- b. meet the eligibility requirements for a doctorate at one of the faculties and have received confirmation from a professor stating that he or she will supervise the applicant's doctoral research.

Membership in the UNIVERSITY OF BAYREUTH GRADUATE SCHOOL is voluntary and generally commences in the first year of doctoral research upon request. The request should include the following:

- confirmation from a professor stating that he or she will supervise the applicant's doctoral research,
- confirmation of membership in a graduate centre, or
- confirmation from one of the University of Bayreuth's faculties that the subject-related admission requirements have been fulfilled.

Registration is carried out by the doctoral candidates.

(2) Membership in the UNIVERSITY OF BAYREUTH GRADUATE SCHOOL ends

- a. upon successful completion of doctoral research (generally when the diploma is awarded), or
- b. if membership is cancelled by sending a written statement to the director of the UNIVERSITY OF BAYREUTH GRADUATE SCHOOL, or
- c. in case of disqualification due to a proven act of misconduct, or
- d. if the member submits a written statement of having terminated his or her doctoral research, or
- e. if the member's supervisor submits a written statement that the member has terminated his or her doctoral research. In this case, the member is to submit confirmation of a new doctoral project within 2 months.

(3) Graduates will be offered membership in the UNIVERSITY OF BAYREUTH GRADUATE SCHOOL Alumni Network.

(4) The members of the board are members of the UNIVERSITY OF BAYREUTH GRADUATE SCHOOL.



## 6. Rights and duties of members pursuing doctoral research

(1) Membership in this central scientific institute (see item 1) involves a university-wide announcement of membership published on the University's intranet.

The UNIVERSITY OF BAYREUTH GRADUATE SCHOOL is authorized to collect and process the necessary personal data in order to support young researchers and monitor quality under the terms of Article 10 para 1 of the Bavarian Higher Education Act.

(2) Members are entitled to use the resources and services provided by the UNIVERSITY OF BAYREUTH GRADUATE SCHOOL. They can take part in the support programme and take advantage of the funding provided by the UNIVERSITY OF BAYREUTH GRADUATE SCHOOL.

(3) Members are expected to be actively involved in the objectives and activities of the UNIVERSITY OF BAYREUTH GRADUATE SCHOOL.

(4) Members sign supervisory agreements with their supervisors in accordance with the relevant doctoral regulations.

(5) Members agree to participate in the UNIVERSITY OF BAYREUTH GRADUATE SCHOOL's kick-off seminar.

(6) Members are to inform the UNIVERSITY OF BAYREUTH GRADUATE SCHOOL if

- they intend to complete their doctoral research at a different university, or
- as soon as they complete their doctoral research.

## 7. Board

- (1) The board of the UNIVERSITY OF BAYREUTH GRADUATE SCHOOL is made up of
- the director of the UNIVERSITY OF BAYREUTH GRADUATE SCHOOL and his or her deputy,
  - one representative from each graduate centre and each faculty (the dean or other faculty representative),
  - the University of Bayreuth's Vice President for Research,
  - the four elected representatives of the general assembly of doctoral researchers, and
  - one of the Women's Representatives at the University of Bayreuth.
- (2) The term of membership on the board is three years for members described in (1)a.-c., and (1)e. and one year for members described in (1)d. Re-election and reappointment are permissible.
- (3) The board makes decisions with regard to the UNIVERSITY OF BAYREUTH GRADUATE SCHOOL's strategic orientation, monitors the implementation of its goals, and contributes to its continued development. In addition, the board is responsible for the following tasks:
- developing the UNIVERSITY OF BAYREUTH GRADUATE SCHOOL's support programme,
  - developing guidelines for the UNIVERSITY OF BAYREUTH GRADUATE SCHOOL's support programme,
  - developing a qualification framework for doctoral candidates and the University of Bayreuth in consultation with the University of Bayreuth's University Governing Board and Senate,
  - reporting to the University Governing Board on establishing, modifying, or discontinuing graduate centres and doctoral programmes at the University of Bayreuth,
  - reporting to the University Governing Board on new or amended doctoral regulations,
  - confirming the chief clerk,
  - updating the statutes of the UNIVERSITY OF BAYREUTH GRADUATE SCHOOL.

The board also manages the ongoing development of the "Measures to ensure the standards of good academic practice in the supervision of doctoral candidates and doctoral research", enacted by the University Governing Board on 12 July 2011.

(4) The board members can decide among themselves whom is to be made responsible the above-mentioned tasks. The overall responsibility for the UNIVERSITY OF BAYREUTH GRADUATE SCHOOL lies with the director.

(5) The board meets at least twice a year. The meetings are convened by the director of the UNIVERSITY OF BAYREUTH GRADUATE SCHOOL or his or her deputy.

(6) The UNIVERSITY OF BAYREUTH GRADUATE SCHOOL'S board constitutes a quorum when after proper notice the majority of the voting members are present. Proxy voting is permissible.

## 8. Director of the UNIVERSITY OF BAYREUTH GRADUATE SCHOOL

(1) The director of the UNIVERSITY OF BAYREUTH GRADUATE SCHOOL is either the University of Bayreuth's Vice President for Research & Young Researchers or a university instructor who is among the active professors. He or she manages the UNIVERSITY OF BAYREUTH GRADUATE SCHOOL and chairs the board. He or she is obligated to report to the University Governing Board in all matters relating to the UNIVERSITY OF BAYREUTH GRADUATE SCHOOL. The directors of the graduate centres and the deans of the faculties are required to provide information relating to doctoral candidates and research to the director of the UNIVERSITY OF BAYREUTH GRADUATE SCHOOL.

(2) The director of the UNIVERSITY OF BAYREUTH GRADUATE SCHOOL and his or her deputy must be full-time, permanent professors at the University of Bayreuth. The deputy must belong to the group described in item 7 para 1 letter b. They are appointed by the University Governing Board for a period of three years. The members of the board, the deans of the faculties, and directors of the graduate centres can make relevant recommendations to the University Governing Board. Reappointment is permissible.

(3) The director of the UNIVERSITY OF BAYREUTH GRADUATE SCHOOL is a member of the Senate in an advisory function.

(4) The responsibilities of the director of the UNIVERSITY OF BAYREUTH GRADUATE SCHOOL include the following:

- a. representing the UNIVERSITY OF BAYREUTH GRADUATE SCHOOL both on-campus and off-campus while bearing in mind the overall interests of the university,
- b. answering to the University Governing Board with regard to the proper distribution of funds and compliance with the overall budget,
- c. personnel matters for employees funded by the UNIVERSITY OF BAYREUTH GRADUATE SCHOOL,
- d. convening board meetings, and
- e. reporting to the University Governing Board on the activities and developments of the UNIVERSITY OF BAYREUTH GRADUATE SCHOOL.

(5) The director of the UNIVERSITY OF BAYREUTH GRADUATE SCHOOL receives a functional allowance for his or her work, to be determined by the President, and a reduced teaching load by 2 semester hours. The functional allowance will only be afforded in so far as the director does not already a functional allowance from contiguous activities or functional benefits of another appointment as per the current version of the directive of the University of Bayreuth regarding the procedure and allocation of performance related earnings and research and teaching allowances.

(6) If a board meeting cannot be convened in time, the director of the UNIVERSITY OF BAYREUTH GRADUATE SCHOOL makes a decision via circular under the terms of § 40 para 5 of the Grundordnung of the University of Bayreuth. He or she must report on the decision at the next meeting.

(7) If there is an important reason for doing so, the director of the UNIVERSITY OF BAYREUTH GRADUATE SCHOOL may be required to step down if at least two-thirds of the members vote in favour of dismissal after having given him or her a chance to speak. Decisions made by the board must be confirmed by the University of Bayreuth's Governing Board.

## 9. The UNIVERSITY OF BAYREUTH GRADUATE SCHOOL'S general assembly of doctoral candidates

(1) The UNIVERSITY OF BAYREUTH GRADUATE SCHOOL'S general assembly of doctoral candidates includes all members of the UNIVERSITY OF BAYREUTH GRADUATE SCHOOL who are pursuing doctoral research. The general assembly of doctoral candidates convenes at least once a year.

(2) The doctoral candidates elect four representatives from the members to serve on the UNIVERSITY OF BAYREUTH GRADUATE SCHOOL'S board. If possible, the different doctoral „cultures“ reflected in the various subject areas should be represented.

These representatives in turn elect one of the representatives to serve as spokesman. He or she is a member of the Senate in an advisory function.

## 10. Management office

(1) The management office is responsible for the following:

- a. supporting the director and board in implementing the objectives and activities of the UNIVERSITY OF BAYREUTH GRADUATE SCHOOL,
- b. organizational aspects of the UNIVERSITY OF BAYREUTH GRADUATE SCHOOL'S activities,
- c. maintaining a record of doctoral candidates at the University of Bayreuth.

(2) The UNIVERSITY OF BAYREUTH GRADUATE SCHOOL'S board appoints a managing director from the employees assigned to the UNIVERSITY OF BAYREUTH GRADUATE SCHOOL'S management office. The appointment is then reported to the University Governing Board. The UNIVERSITY OF BAYREUTH GRADUATE SCHOOL'S managing director manages the UNIVERSITY OF BAYREUTH GRADUATE SCHOOL'S management office.

## 11. Support programme for members pursuing doctoral research

(1) Within the means available, the University of Bayreuth provides financial support from central funds for its members pursuing their doctoral research. To this end, the UNIVERSITY OF BAYREUTH GRADUATE SCHOOL'S board submits a budget proposal each year that includes all details and information relevant to budget allocation. The University Governing Board determines the budget as part of the overall annual financial planning. The budget is allocated to the UNIVERSITY OF BAYREUTH GRADUATE SCHOOL.

(2) The UNIVERSITY OF BAYREUTH GRADUATE SCHOOL supports members pursuing doctoral research with the following offers:

- a. a kick-off seminar that introduces overarching aspects concerning scientific work at the University of Bayreuth, informs participants of sources of financing, emphasizes the rules of good scientific practice and fosters personal networks across the various subject areas;
- b. cross-disciplinary workshops at the request of a group of doctoral candidates;
- c. the "Bridging Fund" for one-time interim financing of UNIVERSITY OF BAYREUTH GRADUATE SCHOOL members pursuing doctoral research (funding requests may be submitted by doctoral candidates and their supervisors to the administrative office at any time);
- d. the "Fund to Support Families and Female Scientists" on the suggestion of the Women's Representative;
- e. individual funding for doctoral candidates.

(3) Each member of the UNIVERSITY OF BAYREUTH GRADUATE SCHOOL pursuing doctoral research and has participated in the kick-off seminar described in item 6(5) and who provides evidence of implementing the recommendations in item 6(4) receives the following:

1. a budget. This can be used for the following:
  - a. participation in conferences,
  - b. visits to research institutes,
  - c. visits of guests invited by members for the purpose of joint research activities,
  - d. participation in events such as summer schools or continuing education courses,
  - e. other measures that comply with the guidelines.

2. a publication bonus for the researcher's first publication as main author in a leading peer-reviewed scholarly journal.
  
- (4) Participation in the support programme is only permissible during one's membership in the UNIVERSITY OF BAYREUTH GRADUATE SCHOOL.
  
- (5) Further details are found in the UNIVERSITY OF BAYREUTH GRADUATE SCHOOL's support programme guidelines.

## 12. Evaluation

The University Governing Board generally reviews the UNIVERSITY OF BAYREUTH GRADUATE SCHOOL's efficiency and effectiveness every five years.

## 13. Amendments and validity

- (1) Any additions or amendments to these statutes require the approval of the University Governing Board in consultation with the Senate of the University of Bayreuth, and will be communicated to the deans of the faculties and directors of the graduate centres.
  
- (2) These statutes shall come into effect on the day following internal publication at the University.
  
- (3) They replace the previous Statutes of the UNIVERSITY OF BAYREUTH GRADUATE SCHOOL dated 12 June 2012.

Bayreuth, 20 October 2015

signed on behalf of the University of Bayreuth:

Stefan Leible  
President

# Notes