

## **Grad<sup>TUBS</sup> Graduate Academy Regulations at Technische Universität Braunschweig**

TU Braunschweig's Senate passed these "Grad<sup>TUBS</sup> Graduate Academy Regulations at Technische Universität Braunschweig" in its session on September 12, 2018.

### **Preamble**

The Grad<sup>TUBS</sup> Graduate Academy's programme enhances the appeal of pursuing a doctorate at TU Braunschweig, positioning the university to compete sustainably for the best junior researchers. A doctorate (at TU Braunschweig) is proof of the ability to complete in-depth scientific work independently. The right to award doctorates, the content of the doctorates and the definition of faculty-specific standards are solely the responsibility of the faculties, which manage the doctoral examination processes - including any requirements as to the use and recognition of TU Braunschweig's Grad<sup>TUBS</sup> Graduate Academy programmes - in their respective doctoral regulations.

### **§ 1 Grad<sup>TUBS</sup> Graduate Academy**

- (1) These regulations govern the objectives, tasks and organisation of TU Braunschweig's Grad<sup>TUBS</sup> Graduate Academy.
- (2) Grad<sup>TUBS</sup> Graduate Academy has the status of a graduate academy according to § 18(3) of TU Braunschweig's Charter and is a central academic facility according to § 16(1) of the Charter.
- (3) Grad<sup>TUBS</sup> Graduate Academy is organisationally a part of the Grad<sup>TUBS</sup> Council and the Grad<sup>TUBS</sup> Office.
- (4) The Executive Committee is responsible for organisational and disciplinary measures related to the staff. The joint funding of Grad<sup>TUBS</sup> Graduate Academy is regulated in consultation with the Dean's Offices.

### **§ 2 Objective of the Grad<sup>TUBS</sup> Graduate Academy**

The objective of the Grad<sup>TUBS</sup> Graduate Academy, as a central and cross-faculty institution, is to ensure and promote the provision of a high-quality, interdisciplinary qualification programme for doctorates as well as the professional development of doctoral candidates for professions both within and outside of the university. This objective is fulfilled in cooperation with the faculties and the doctoral candidates, who are represented in the Grad<sup>TUBS</sup> Graduate Academy Council, and is based on the valid doctoral regulations.

### **§ 3 Grad<sup>TUBS</sup> Graduate Academy Council**

- (1) The Grad<sup>TUBS</sup> Graduate Academy is led by a council.
- (2) The Council acts as a supervisory and oversight committee, advises the Grad<sup>TUBS</sup> Graduate Academy Office and decides on all matters related to the strategic and content focus of the Grad<sup>TUBS</sup> Graduate Academy.

This is a courtesy translation. If there are any differences in the wording, meaning, or interpretation of the German and English versions, the German version shall prevail.

In particular, this includes:

- Setting the content focus for the qualification and advising programme,
- Coordinating cross-faculty guidelines on quality assurance for doctorates at TU Braunschweig,
- Approving the budget plan,
- Submitting recommendations for the continued development of strategy and content with the support of the Grad<sup>TUBS</sup> Graduate Academy Office.

(3) The members of the Council are:

- The Vice President responsible for early career scientists according to the distribution of responsibilities in the Executive Committee, with one vote,
- One professor from each faculty appointed by the respective faculty council, each with one vote, and one professor from each faculty who acts as deputy for the regular member from that faculty and is also appointed by the respective faculty council but only has a vote if the regular member is absent during the Council session,
- One doctoral candidate from each faculty appointed by the respective faculty council, each with one vote, and one doctoral candidate from each faculty who acts as deputy for the regular member from that faculty and is also appointed by the respective faculty council but only has a vote if the regular member is absent during the Council session,

The term of office for the Council members is two years. Re-appointment is possible. The membership of the Vice President responsible for early career scientists on the Council is tied to the office. The deputies are appointed for the duration of the term of office for the member for whom they act as deputy. The term of office for the Council members is tied to the semester, as is the case for the terms of office for other university bodies such as the faculty councils or the Senate.

(4) The Grad<sup>TUBS</sup> Graduate Academy is represented externally by the chair of the Council. The voting Council members select a chair from among the professorial members of the Council. The Vice President responsible for early career scientists can also be elected as the chair. The voting Council members elect a deputy chair from among the professorial members of the Council; sentence 3 applies mutatis mutandis. The chair's and deputy chair's term of office is two years. Re-election is possible.

(5) The Council typically meets once per semester. The voting and advisory members are invited to the sessions. The professors' deputies and the deputies of the doctoral candidates take part in the sessions if the regular member for whom they act as deputy is not present and they thereby have the right to vote. The Council has a quorum if at least 7 of its 13 voting members are present after proper invitation. Decisions are taken by the majority of the votes cast. If there is a tie, the Council chair casts the deciding vote.

(6) The Council chair leads the session and is responsible for implementing the decisions. In addition, she or he is also responsible for supervising the Office and for the annual reports to the Executive Committee and Senate.

(7) The Council chair has the authority to take urgent decisions to preserve the Grad<sup>TUBS</sup> Graduate Academy's ability to act in daily business. Urgent decisions should be made in consultation with the Council's deputy chair. The Council must be informed of the decision in the next session.

(8) Membership on the Council ends:

- a) After the term of office is over;
- b) With the end of membership at TU Braunschweig;

This is a courtesy translation. If there are any differences in the wording, meaning, or interpretation of the German and English versions, the German version shall prevail.

- c) Upon request for an important reason (according to § 6(2) of the Charter).
- (9) If a Council member leaves the Council for one of the reasons listed in § 3(8), the respective deputy becomes the regular member in the Council for the remainder of the term of office and the respective faculty appoints a new deputy according to § 3(3) for the remainder of the term of office.
- (10) The Council sessions are not open to the public.

#### **§ 4 Grad<sup>TUBS</sup> Graduate Academy Office**

- (1) The Grad<sup>TUBS</sup> Graduate Academy is managed by an office.
- (2) The Office supports the work of the Council chair, especially in preparing for the sessions, creating decision papers, implementing Council decisions and organising evaluation processes.
- (3) Under the responsibility of the Council chair, the Office carries out the Grad<sup>TUBS</sup> Graduate Academy's daily business. It is responsible for the proper implementation of the tasks listed in § 5 under consideration of the Council's specifications, budgetary management and collecting data and figures as a basis for the evaluation. Under consideration of the university's corporate design, the Office is responsible for a standardised and suitable public image for all of the offers provided by the Grad<sup>TUBS</sup> Graduate Academy.
- (4) The Grad<sup>TUBS</sup> Graduate Academy Office takes part in the Grad<sup>TUBS</sup> Council sessions in an advisory and informational function.

#### **§ 5 Grad<sup>TUBS</sup> Graduate Academy Tasks**

- (1) Together with the faculties, the Graduate Council, the Graduate Academy and institutions to support graduate junior researchers, the Grad<sup>TUBS</sup> Graduate Academy defines university-wide guidelines for quality assurance in doctorates and continues to develop these guidelines. The Grad<sup>TUBS</sup> Graduate Academy advises on initiatives to introduce doctoral programmes, graduate schools and graduate academies.
- (2) The Grad<sup>TUBS</sup> Graduate Academy serves as a platform to provide a soft skill qualification programme to the extent that these skills are highly relevant to doctorates or future professional development. Doctoral candidates' expressed interests, the needs reported by the faculties and the various subject cultures will be considered in planning the programme.
- (3) With the many different aspects of its programme, the Grad<sup>TUBS</sup> Graduate Academy supports preparation for a career in or outside of academia as well as career development and contacts within the regional and national private sector.
- (4) The Grad<sup>TUBS</sup> Graduate Academy supports and promotes interdisciplinary exchange and cooperation with research facilities outside of the university.
- (5) The Grad<sup>TUBS</sup> Graduate Academy encourages international exchange and supports measures to integrate international doctoral candidates in cooperation with the faculties and other responsible institutions at TU Braunschweig.
- (6) The Grad<sup>TUBS</sup> Graduate Academy supports the faculties in optimally supervising and qualifying doctoral candidates regarding the principles of good scientific practice at TU Braunschweig.
- (7) As a complement to the advising offered by the supervisors and faculties, the Grad<sup>TUBS</sup> Graduate Academy advises doctoral candidates on questions related to soft skills qualifications.
- (8) The Grad<sup>TUBS</sup> Graduate Academy supports TU Braunschweig's customary high standards in the area of a family-friendly working environment, equality and diversity.

This is a courtesy translation. If there are any differences in the wording, meaning, or interpretation of the German and English versions, the German version shall prevail.

- (g) With its programmes, the Grad<sup>TUBS</sup> Graduate Academy supports the doctoral candidates' health and ability to perform.

## **§ 6 Using the Grad<sup>TUBS</sup> Graduate Academy**

All TU Braunschweig doctoral candidates who have a supervisor as part of a doctorate at TU Braunschweig may make use of the Grad<sup>TUBS</sup> Graduate Academy programme.

After the doctoral degree certificate has been issued, participation in the programme is no longer possible.

## **§ 7 Entry into Force**

These Regulations replace the previous Regulations from July 30, 2015 (HöB no. 1064). They will be announced to the university and enter into force on October 1, 2018.