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Statutes of the "Graduate School of Lübeck" (GSL) of
the Universität zu Lübeck
from 20 November 2014 (NBI. HS MSGWG Schl.-H. 2014, p. 77)

as amended by:

Statutes from 23. November 2015 (NBI. HS MSGWG Schl.-H. S. 157)

Preamble

The university-oriented process of earning a doctoral degree in the education of young researchers is a key function of the Universität zu Lübeck. Originating with the graduate school "Computing in Medicine and Life Sciences", established in 2007 within the framework of the Excellence Initiative of the German federal and state governments, the GSL offers a structured training program for the doctoral candidates of all the disciplines at the Universität zu Lübeck.

It also advises the members of Lübeck's Science Campus in all issues relating to the doctorate and supports the Executive Committee in the further development and quality assurance of these phases of scientific qualification.

§ 1

Position and Functions of the GSL

- (1) The GSL is a central institution of the Universität zu Lübeck. It is under the professional and legal supervision of the Executive Committee, with the supervisory control delegated to an Advisory Board. The GSL is an independent entity, responsible for its own allotment of the university budget for staff and materials.
- (2) The objective of the GSL is to create optimal conditions for the qualification of young researchers in the course of their doctorates both within and outside of structured doctoral programs.
- (3) For this purpose, the GSL is particularly responsible for:
 - the structured doctoral program offerings of all branches of science represented at the university,
 - the integration and supervision of doctoral programs supported by third-party funding,
 - the integration and supervision of doctoral programs established with external institutions, including the doctorates conducted in cooperation with the Lübeck University of Applied Sciences,
 - providing advising and support of doctoral students and those interested in doctoral programs,
 - guidance for advisors and for applicants in relation to doctoral programs supported by thirdparty funding and
 - the organization of decentralized quality assurance measures in relation to the doctorates.

The respective faculties are responsible for the management of the doctoral examination process according to the Doctoral Examination Rules of the Universität zu Lübeck.

(4) The GSL is the awarding office of doctoral scholarships under the regulations governing the granting of scholarships by the Graduate School Lübeck and in conformity to the process.

§ 2

Organization of the GSL

Bodies and officials of the GSL are:

1. the Advisory Board (§ 3)
2. the Dean of the GSL und his or her representative (§ 4)
3. the administrative office (§ 5)

§ 3

Advisory Board

(1) The members of the advisory board are elected by the senate. The term of office of the members of the advisory board is two years. Re-election is possible. The board is composed of:

1. the managing director and his/her deputy,
2. the academic heads of the various branches of the GSL and their deputies,
3. one matriculated doctoral candidate from each branch of the GSL,
4. one representative each from the academic doctoral degrees able to be conferred according to the Doctoral Examination Rules and Regulations of the Universität zu Lübeck and for the degree Dr. rer. nat. one representative from the section Science and a representative from the section computer science / technology

The representatives in item 4 must be university professors. Representatives of scientific institutions which are cooperation partners of the Universität zu Lübeck may attend board meetings as guests especially spokesman of third-party funded programs with doctoral shares (e.g. ITNs, GRK, SFBs, Research Training Groups) or spokesman for the profile sectors of the University of Lübeck. The advisory board members of item 4 are selected by the senate committees of the relevant faculties. The board members of item 3 are nominated by the doctoral board according to paragraph 2 and selected by the senate. Membership is bound to the existence of the stated requirements. If these are not met, another person must be appointed. It is possible for members to represent more than one faculty and/or institution; however said members may cast only one vote.

(2) Doctoral candidates of the Universität zu Lübeck can select a doctoral board with up to 10 members. In doing so, all doctoral degrees conferred by the Universität zu Lübeck are to be considered. The doctoral board elects a chairperson and a vice chairperson from its members who participate in senate committee meetings with the right to speak and to petition.

(3) The advisory board is responsible for

1. decisions on the management of its allotment of the university budget for staff and materials,
2. It acts as a Commission under the State Ordinance on the promotion of young scientists and artists (scholarship Regulation), which prepares the award of doctoral scholarships.

3. the formulation of proposals for further development of the GSL, particularly the offerings concerning structured doctoral training,
 4. opinions on drafts of selection process statutes, academic regulations and examination rules and regulations pertaining to the graduate school and the Doctoral Examination Rules and Regulations of the Universität zu Lübeck as well as the formulation of relevant drafts and
 5. questions of major importance for the GSL, provided that no alternative jurisdiction has been established in the university statutes and guidelines.
- (4) The advisory board reports on the work of the GSL to the senate once a year.
- (5) The advisory board meets at least twice a year in non-public sessions led by the managing director to which he or she extends invitations. Each member has the right to call a meeting for good cause.
- (6) The advisory board has a quorum when half of the voting members are present. In a tie, a motion is rejected.

§ 4

Management

- (1) The dean and his or her deputy are appointed by the executive committee after consultation with the senate for a term of five years. Reappointment and dismissal are possible.
- (2) The dean and his or her deputy represent the GSL in external relations, arrange board meetings and execute decisions. He or she supervises the GSL staff. He or she is responsible for all GSL matters, if these statutes have made no other provisions.
- (3) The dean has the following specific duties:
 1. the responsibility of ensuring the development of interdisciplinary teaching programs and programs for imparting transversal competences,
 2. the further development of instruction and instructional requirements,
 3. proposals and guidance in the further development of selection process statutes, academic regulations and examination rules and regulations as well as doctoral examination rules and regulations for the GSL's doctoral programs,
 4. the GSL's public image,
 5. to promote cooperation with other universities and scientific institutions nationally and internationally,
 6. the formulation of a concept for the management of the central funding and staff positions assigned to the GSL with the resolution of the advisory board,

7. the organization of decentralized quality assurance measures at the doctoral level,
 8. guidance and coordination in the context of research training group applications to the German Research Foundation,
 9. monitoring compliance with doctoral supervision agreements as well as further education regulations within the framework of structured programs.
- (4) The dean submits reports to the advisory board on request.

§ 5

Administrative Office

- (1) The GSL operates an administrative office. The office has a managing director who is appointed by the dean of the GSL.
- (2) The administrative office supports the dean in carrying out the current business and day-to-day operation of the GSL. It is also responsible for the functions of the Graduate Center (GC).

§ 6

Content and Focus of the GSL

- (1) The GSL is currently divided into two branches:
 - Biomedicine
 - Computing in Medicine and Life Science

Each individual branch has a distinct educational program with appropriately customized examination regulations. Comprehensive aspects are regulated by the structured doctoral program of the Universität zu Lübeck. The university's doctoral examination rules and regulations apply for doctoral examinations.

- (2) Each branch has a speaker and a deputy, who are the same people who hold the office of the examination board chairperson and vice chairperson of the respective branch doctoral program. The chairperson and vice chairperson are nominated by the senate committee of the respective faculty, and then selected by the senate. He or she is specifically responsible for:

1. making available the offering of specific courses
2. the integration of the associated joint research projects,
3. the preparation of proposals for the modification of the curriculum,
4. the preparation of proposals for the cooperation at Lübeck's Science Campus and additionally,
5. the representation of the branch in the central committees.

- (3) A graduate research group of the Universität zu Lübeck has the possibility of joining one of the branches according to its content and organization.

(4) Doctoral students of the Universität zu Lübeck may also be guest students in individual branch modules. Otherwise section 9 of this statute applies.

§ 7

Graduate Center

(1) The Graduate Center (GC) serves as the focal point for all doctoral researchers enrolled in the GSL at the Universität zu Lübeck and is managed by the managing director.

(2) The Graduate Center works closely together with the relevant departments responsible for the doctoral examination processes.

(3) The Graduate Center managing director consults regularly with the master's program coordinator (MPC) and the Center for Internal Further Education (CIFE) concerning the curriculum and possible synergies.

(4) Each faculty (Medicine, Computer Science and Technology and Natural Sciences) is represented in the GSL by a neutral third party who functions as an ombudsperson in issues concerning the doctoral program and can be contacted through the administration office. The third-party neutrals are nominated by the GSL, selected by the relevant responsible doctoral commission (doctoral board) and appointed by the executive committee.

§ 8

Supervision agreement

For a PhD at the University of Lübeck in the context of the Graduate School a supervision agreement is mandatory. In the supervision agreement are particular rules on the type of financing, the duration of the project and the tasks and duties of doctoral students and supervisors and tutors to be stated. The standard agreement available from the GSL is to be used.

§ 9

Registration/Enrollment

(1) PhD students at the University of Lübeck, with the aim of promotion have to register to the start of the GSL. The GSL is entitled to collect and process the personal data of the doctoral students, such as the Personal Information, training and degree, the specific doctoral project.

(2) As a rule, doctoral students at the Universität zu Lübeck whose objective is the doctorate degree are to be matriculated at the start according to the matriculation regulations (ImmO) in section 8.

(3) To participate in a structured doctoral program of a branch, matriculation in this branch must take place according to section 7 in conjunction with paragraph 1, sentence 3 of the matriculation regulations (ImmO). Enrollment for several branches is possible under the provisions in section 4, sentence 1, item 2 of the matriculation regulations (ImmO). On application, this may be waived if the doctoral candidate can prove, that disadvantages would arise.

§ 10

Quality assurance for PhD positions

(1) The GSL is informed by the Executive Committee, represented by the personnel department, when new positions for doctoral candidates are proposed within the university budget. The dean of the GSL is responsible for the decision, which, if negative, must involve the Advisory Board. The decisions of the GSL are to be presented as recommendations to the personnel department. The GSL must be informed when all of the positions have been filled.

§ 11

Doctoral scholarships

- (1) The GSL has a certain number of PhD grants that are to be used for the gifted.
- (2) For obtaining a doctoral scholarship enrollment as a doctoral candidate is mandatory. § 9 para 3 sentence 3 applies accordingly.
- (3) For the award of doctoral scholarships scholarships the Statute of the University of Lübeck applies.

§ 12

Entry into Force