

**Statutes**  
**of the Karlsruhe School of Elementary Particle and Astroparticle**  
**Physics:**  
**Science and Technology**

According to Article 10, par. 2, No. 6 of the Act on Karlsruhe Institute of Technology (KIT Act) in the version of July 14, 2009 (Law Gazette, p. 317 ff), last modified by Article 5 of the Third Act on the Modification of Provisions Relating to University Legislation (Third Act on University Legislation Modification – 3<sup>rd</sup> HRÄG) of April 01, 2014 (Law Gazette, p. 99, 167), the KIT Senate adopted the following statutes on December 15, 2014.

**Part 1: Administrative Regulations**

**Article 1 - Legal Status**

The Graduate School of Elementary Particle and Astroparticle Physics: Science and Technology (KSETA) of Karlsruhe Institute of Technology (KIT) shall be a scientific institution (Article 15, par. 7, LHG) affiliated to the KIT Center KCETA.

**Article 2 - Objectives and Tasks**

KSETA shall support doctoral students of elementary particle and astroparticle physics and associated technologies. Central tasks shall be:

1. Structured support of scientific work of doctoral students in the areas mentioned;
2. Organization and quality assurance of a structured and modular education program for doctoral students;
3. Enhancing research activities of the KIT Center KCETA and its international visibility.

**Article 3 - Bodies**

The bodies of KSETA shall include:

- The Coordinator;
- Two Deputy Coordinators;
- The Managing Director;
- The Executive Board;
- The Board of Researchers;
- The Admission Panel;
- The Plenum of Doctoral Researchers;
- The Advisory Board.

The rules of procedure of KIT of March 29, 2014 shall apply accordingly.

#### **Article 4 - Coordinator**

- (1) The Coordinator shall be professor or executive scientist and shall be elected by secret ballot from and by the members of the Board of Researchers defined in Article 8 for a period of two years. Reelection shall be possible. In case the Coordinator resigns from his/her office prematurely, the Board of Researchers shall elect a successor for the remaining time of the election period.
- (2) Without prejudice to the responsibility of the KIT Presidential Committee, the Coordinator shall represent KSETA scientifically to the internal and external public. He/she shall chair the KSETA Executive Board.

#### **Article 5 – Deputy Coordinators**

- (1) The Deputy Coordinators shall be university teachers or executive scientists and shall be elected by secret ballot from and by the members of the Board of Researchers defined in Article 8 for a period of two years. Reelection shall be possible. In case the Coordinator resigns from his/her office prematurely, the Board of Researchers shall elect a successor for the remaining time of the election period.
- (2) The Deputy Coordinators shall support the Coordinator and execute his/her tasks during his/her absence.

## **Article 6 – Managing Director**

- (1) As a rule, the Managing Director shall be appointed by the KSETA Executive Board for two years. Reappointment shall be possible. In case he/she resigns from his/her office prematurely, the KSETA Executive Board shall appoint a successor for the remaining time of the election period.
- (2) The Managing Director shall support the Coordinator of KSETA in fulfilling his/her tasks and shall manage the active business of KSETA in his/her own responsibility.

## **Article 7 – Executive Board**

- (1) The Executive Board shall consist of the following members:
  1. The Coordinator of KSETA,
  2. the Deputy Coordinators of KSETA,
  3. a number of members elected from and by the Board of Researchers, which remains to be specified by the latter,
  4. two of the representatives of Doctoral Researchers elected for the Board of Researchers by the Plenum of Doctoral Researchers,
  5. the Managing Director (with an advisory vote).

As regards the members elected according to Paragraph 3 above, it shall be ensured that all participating KIT departments are represented in an appropriate manner. The number of Executive Board members elected according to Paragraph 3 above shall be limited to ten. The Executive Board may admit further members with an advisory vote, in particular the deans of the KIT departments involved or the KCETA Managing Director. A representative of KHYS shall participate in the meetings and have an advisory function. The Executive Board shall appoint a person responsible for equal opportunities within KSETA. In case this person is no member of the Executive Board, he/she shall take part in the meetings of the Executive Board with an advisory function.

- (2) The elected members shall be elected by the Board of Researchers in a secret ballot for a period of two years. Reelection shall be possible. In case an elected

member resigns from office prematurely, the Board of Researchers shall elect a successor for the remaining time of the election period.

- (3) Unless otherwise provided for, the Executive Board shall be responsible for all matters relating to KSETA. Its tasks shall include in particular:
1. Management of KSETA and proper fulfillment of the objectives and execution of the tasks of KSETA.
  2. Settlement of staff matters (considering the responsibility of the central KIT administration), such as the selection of the Managing Director and office staff.
  3. Execution of academic daily business, such as drafting of seminar programs, reception of scientific guests, and design of the course program.
  4. Settlement of organizational matters concerning the entire KSETA or major parts of it.
  5. Appointment of KSETA representatives in KIT bodies.
  6. Awarding of doctoral scholarships financed from state funds for graduates (LGF, Landesgraduiertenförderung) assigned to KSETA, provided that the central commission for the awarding of scholarships has delegated its responsibility to the Executive Board of KSETA in this respect.
- (4) Meetings of the Executive Board shall be summoned by the KSETA Coordinator in his/her capacity as the Chairperson of the Executive Board. The Executive Board shall meet once per semester at least. In addition, meetings of the Executive Board shall be summoned on request of the KIT Presidential Committee, the Board of Researchers, or the majority of Executive Board members having voting power.
- (5) The Executive Board shall have a quorum, if at least half of its members are present. Decisions shall require simple majority of the votes of the members present. In the event of a tie, the vote of the Chairperson of the Executive Board shall decide. On request of a member of the Executive Board, the voting shall be secret.
- (6) The Executive Board shall be obliged to report on the activities of KSETA to the Advisory Board and the KIT Presidential Committee in writing every year.

## **Article 8 – Board of Researchers**

- (1) Members of the Board of Researchers with voting power shall be all Principal Investigators and four elected representatives of the Doctoral Researchers. The founding members shall be the Principal Investigators named on page 37 in Figure 3 of the KSETA proposal.
- (2) The Coordinator of KSETA shall summon a meeting of the Board of Researchers at least once a year and shall chair the meeting.
- (3) The Board of Researchers shall have the following tasks:
  1. Election of a Spokesperson, Deputy Spokesperson, the members of the Executive Board mentioned in Article 7(1)3, and election of the admission panel.
  2. Admission of new Principal Investigators.
  3. Definition of guidelines for the allocation of funds to budgets for positions of Doctoral Researchers, course programs, guest scientists, and others.
  4. Definition of the admission procedure.
  5. Definition of the education program and the supervision concept.
  6. Decisions relating to long-term stays of guest scientists (for e.g. sabbaticals).
  7. Decisions on amendments of the present statutes (subject to a corresponding decision by the KIT Senate according to Article 10, par. 2, No. 6, KITG); this shall require a two-thirds majority of all members with voting power.

The number of Principal Investigators shall not exceed 50. The Board of Researchers shall have a quorum, if at least one quarter of its members are present. Decisions shall require the simple majority of the members present.

## **Article 9 – Admission Panel**

- (1) The Admission Panel shall consist of the members of the Executive Board, except for the representatives of the Doctoral Researchers, and a number of members elected from and by the Board of Researchers for a period of two years, which is specified by the latter, but of not more than 30 persons. In case an elected member resigns from office prematurely, the Board of Researchers shall elect a successor for the remaining time of the election period.

- (2) The Admission Panel shall have the following tasks:
1. Selection of the KSETA Doctoral Researchers from the applicants in accordance with the procedure adopted by the Board of Researchers.
  2. Without prejudice to the responsibility of the Executive Board according to Article 7 par. 3, clause 6, decision on financial support of a Doctoral Researcher from KSETA funds. Financial support from KSETA funds beyond the 36<sup>th</sup> month of doctoral studies shall be excluded. Parental leave periods shall be considered to the usual extent.
  3. Decision on awarding the postdoc positions envisaged for follow-up financing of the postdocs.

The Admission Panel shall have a quorum, if at least one quarter of its members are present. Decisions shall require the simple majority of the members present.

#### **Article 10 – Plenum of Doctoral Researchers**

- (1) The Plenum of Doctoral Researchers shall consist of all Doctoral Researchers, who are members of KSETA according to Article 12. A meeting of the Plenum shall be summoned once a year by the Coordinator. In addition, a meeting shall be summoned by the Coordinator on the request of the majority of the elected representatives of the Doctoral Researchers in the Board of Researchers.
- (2) The Plenum of Doctoral Researchers shall have the following tasks:
1. Appointment of the representatives of the Doctoral Researchers for the Board of Researchers and the Executive Board,
  2. Drafting of proposals for the education program, structural matters, and social events.
- (3) The Plenum of Doctoral Researchers shall elect by secret ballot the representatives of the Doctoral Researchers in the Board of Researchers for a period of one year. Reelection shall be possible. The two representatives receiving the highest number of votes shall also be representatives of the Doctoral Researchers in the Executive Board. In case of a renunciation of the post in both bodies, the mandate shall be transferred to the person with the next-highest number of votes. If the representatives of the Doctoral Researchers in the

Executive Board are unable to attend, they may be represented by the other representatives of the Doctoral Researchers in the Board of Researchers. The order of representation shall result from the number of votes in the election.

### **Article 11 – Advisory Board**

The Advisory Board shall advise and support the management of KSETA. The Advisory Board and the KCETA Advisory Board shall consist of the same persons.

## **Part 2: Academic Regulations**

### **Article 12 – Admission**

- (1) For admission to KSETA, admission to doctoral studies by a KIT department shall be required.
- (2) The admission procedure shall be specified by the Board of Researchers. At the time of foundation, the procedure described in Section 3.1 of the KSETA proposal shall apply.
- (3) For admission, a gender quota shall apply: The share of the underrepresented gender in the total number of KSETA Doctoral Researchers shall not be smaller than in the peer group of master or diploma graduates of the KIT department, at which the doctorate is to be achieved.

### **Article 13 – Status of Doctoral Researchers**

- (1) Irrespective of the funding sources, all KSETA Doctoral Researchers shall have the same rights and obligations, in particular the same access to the education program and travel funds.
- (2) At the beginning of the doctoral research phase, KSETA and the Doctoral Researcher shall agree on an individual supervision agreement specifying the education objectives expected by the Doctoral Researcher.
- (3) The procedure for receiving the doctorate (Dr. rer. nat. or Dr.-Ing.) shall take place at the KIT departments involved in KSETA.

## **Part 3: Concluding Provisions**

### **Article 14 – Entry into Force**

The present statutes shall enter into force on the day after their publication in the Official Announcements of Karlsruhe Institute of Technology.

Karlsruhe, January 27, 2015

Prof. Dr.-Ing. Holger Hanselka  
(President)