

**Welcome to the**  
**Karlsruhe School of Elementary**  
**Particle and Astroparticle Physics:**  
**Science and Technology (KSETA)**



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## 1. Introduction

Welcome to the Karlsruhe School of Elementary Particle and Astroparticle Physics: Science and Technology (KSETA). This booklet will help you to find your way in KSETA.

The Karlsruhe Institute of Technology, briefly referred to as KIT, was established by the merger of the Forschungszentrum Karlsruhe GmbH and the Universität Karlsruhe (TH) on October 01, 2009. KIT combines the tasks of a university of the state of Baden-Württemberg with those of a research center of the Helmholtz Association in the areas of research, teaching, and innovation. KIT has about 25.000 students in 11 departments (faculties) and about 9.500 employees (as of 2013). KIT has two main campus, KIT Campus North (CN), former Forschungszentrum Karlsruhe, and KIT Campus South (CS), former Universität Karlsruhe (TU).

The Karlsruhe School of Elementary Particle and Astroparticle Physics: Science and Technology (KSETA) is the Graduate School of the KIT Center Elementary Particle and Astroparticle Physics KCETA, which bundles experimental and theoretical research and education at the interface between astronomy, astrophysics, elementary particle physics and cosmology at KIT.

The proposal of the school was successful in the German Excellence Initiative II and is funded since November 2012 by the German Research Foundation (DFG) for 5 years. The school has about 45 principal investigators, scientists, who are supervising about 120 doctoral researchers in the school. The funding is mainly spent for the positions of doctoral researchers (PhD students) and their tangible means as well as for the training program and workshops.

If you are **funded by an employment contract, paid by KSETA**, please add the following sentence to your publications:

### Acknowledgement

**[Name] acknowledges the support by the Doctoral School „Karlsruhe School of Elementary and Astroparticle Physics: Science and Technology“**

If you are **funded by DAAD scholarship**, please add the following sentence to your publications:

### Acknowledgement

**[Name] thanks the Doctoral School „Karlsruhe School of Elementary and Astroparticle Physics: Science and Technology (KSETA)“ for financial support through the GSSP program of the German Academic Exchange Service (DAAD).**

Please find more details in the following chapters.

We wish you all success for your doctoral studies

Your KSETA administration team

KSETA management

Dr. Irmgard Langbein

KIT Campus North, buildg. 401, room 309

Irmgard.langbein@kit.edu

KSETA office

Barbara Lepold

KIT Campus South, buildg. 30.23, room 11/9

Barbara.lepold@kit.edu

## 2. Coming to KIT and being new in Germany

Karlsruhe is a town in the state Baden-Württemberg, south west of Germany, close to the Rhine river and has about 300.000 residents. Please see <http://www.karlsruhe.de/> (<http://www.karlsruhe.de/int.en>) for more information about the city, public transport, events and other interesting things for living in and around Karlsruhe.

There is another interesting page with information for foreign students on the web page of the German Academic Exchange Service <https://www.daad.de/deutschland/promotion/en/>.

KIT has also an informative web page for international scientists interested in working at KIT <http://www.intl.kit.edu/ischolar/index.php>.

A formal requirement to enter the School is a Master or Diploma degree. If you have a foreign certificate, it has to be proved, if it fulfils the formal requirements (Degree Equivalence). Normally this approval is performed after the admission to the school and should be discussed with the supervisor as soon as possible in case additional lectures have to be attended. For the approval you will need a brief letter from your supervisor at KIT, in which he/she confirms the support of your application and that you will be working in his/her group, and detailed transcripts of the courses during your master studies. Each KIT department (faculty) has a person in charge of this approval.

## 3. KSETA Fellows – rights and duties

KSETA covers elementary particle physics, astroparticle physics and related advanced technologies. It's distinguishing feature is the joint doctoral research of young physicists and engineers on thesis topics centred around large-scale projects of particle and astroparticle physics.

The leitmotiv of KSETA is the optimal training of young researchers for careers in science and industry through research within international interdisciplinary large-scale projects.

### 3.1. KSETA doctoral fellow

The doctoral fellows of KSETA are young researchers rather than students. All doctoral researchers from the participating institutes, who conduct a doctoral project related to the research fields, belong to KSETA. The KSETA Fellows comprise two groups of doctoral researchers, KSETA Scholars, who are paid directly by the School, and KSETA Associates, who are paid from other sources. All KSETA Fellows have the same privileges and duties and enjoy the same benefits, including full access to the training program, travel funds and to other assets. The doctoral researchers will receive their PhD degrees from the participating faculties.

#### KSETA Fellows

KSETA Scholars (salary + tangible means paid by KSETA)	KSETA Associates (tangible means by KSETA)
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### 3.2. Admission

The admission procedure is the responsibility of the *Admission Panel (AP)*, which consists of all members of the Executive Board and further principal investigators covering all research fields in KSETA. The Admission Panel is elected by the *Board of Researchers (BR)*, consisting of all principal investigators of KSETA. The formal requirement to enter the School is a Master or Diploma degree in physics, electrical engineering, computer science or any other discipline of science or engineering related to KSETA research. Interested

students may apply at any time and their application will be handled in the following AP meeting. In addition, several announcements for PhD positions are made over the year and their deadlines are correlated with the AP meetings. The AP also decides upon the admission of KSETA Associates or short-term employments of postdocs (1 – 6 months). The application procedure is described on the KSETA home page [www.kseta.kit.edu](http://www.kseta.kit.edu).

### 3.3. Supervision Agreement of KSETA

The supervision of a KSETA Fellow is defined in a supervision agreement, which has to be signed by the KSETA Fellow and his supervisor after the admission to the School. In this agreement important persons will be allocated to the KSETA Fellow, such as the first and second supervisor, a mediator (mentor) and an experienced scientist. The first and the second supervisor should be given right from the beginning, in order that the second supervisor is integrated in the doctoral project as early as possible.

The mediator (called mentor in the regulations of the department of physics) should be a person from another institute and acts as contact person for the doctoral researcher in case of any conflicts without regards to content of the thesis.

Other non-professorial persons, such as PostDocs or tenured scientist, can be mentioned in the agreement, who are the direct contact persons for the doctoral researcher in his/her daily business.

The tasks and obligation of the supervisors and the doctoral researcher are defined in this agreement. E. g. some of these obligations of the Fellow are the annually written short reports about his/her progress, the final report and the participation in a given number of courses (see below).

After being accepted by the Admission Panel the new KSETA Fellow should sign the supervision agreement to enter officially KSETA. An integral part of the KSETA supervision agreement is the agreement on doctoral studies of the KIT-department (KIT-Fakultät), where the Fellow will do her/his doctoral thesis, which came into effect and is obligatory since January 2015. Both contracts are meant to support the doctoral researchers and guarantee an excellent supervision.

### 3.4. Course program

#### Obligations for KSETA Fellows

A major aspect of KSETA is the course program for the doctoral researchers according to the motto: DEEPER – BROADER – BETTER.

DEEPER: the doctoral researchers will learn the state-of-the-art of their individual fields of research.

BROADER: KSETA will bridge the gaps of knowledge between physicists and engineers to build a strong basis for their common research.

BETTER: KSETA will improve the individual and social skills of its members.

All KSETA Fellows must take part in courses of all three categories with an overall average of two courses per year.

The participation in a course will be monitored either by a participant list (KSETA courses) or a certificate of attendance (external courses). A participation in the *KSETA Doctoral Workshop* will also be recorded. This recording is the basis for a transcript at the end of the PhD. The KSETA management office keeps track of the number of courses for all KSETA Fellows and generates the transcript in due time.

## Training program

KSETA Fellows will be able to choose from a variety of courses offered not only by KSETA.

KSETA organizes so-called „KSETA Topical Courses“ twice a year, which will be held in spring and in autumn. The programme depends on the demands of the KSETA Fellows and the availability of lecturers. The course programme will be announced by e-mail to all KSETA Fellows and details will be available on the KSETA homepage together with a registration form.

Suitable courses offered by any other institutions, like the Karlsruhe House of Young Scientists (KHYS), Fortbildungszentrum Technik und Umwelt (FTU), House of Competence (HoC), etc. and also external courses and summer schools (like CERN summer school, etc.) will be funded (see 6.1) and can also be included in the transcript, if they have a proper length (minimum 6 full hours or 8 lecture hours of 45 minutes). The relevant courses should be discussed and agreed upon between the KSETA Fellow and his/her supervisor and documented by the Fellow. In case of external courses certificates of attendance should be send in due time to the KSETA office for recording.

### 3.5. Tangible Means (travel money and materials)

Every institute participating in KSETA will receive a budget for travel costs and materials for the support of its KSETA Fellows. This budget depends on the number of KSETA Fellows. It remains at KSETA and any expenditure has to be claimed at the KSETA office. More information about the application procedure can be found in Annex chap. 6.

### 3.6. Fellow web site

To facilitate the collection of information about courses for your transcripts, reports, papers and other documents, KSETA provides "Fellow-pages", which can be reached from the KSETA page [www.kseta.kit.edu](http://www.kseta.kit.edu) under the navigation point "KSETA Fellows": <https://www-kseta.ttp.kit.edu/>. The KSETA office creates a personal page for each new Fellow right after the admission to KSETA. After the creation of the personal pages you will receive an email with your access data (username and password). With this access data you can login via ssh `username@www-kseta.ttp.kit.edu` and edit the page. All htmls can be found in the folder "public\_html". There you find also a "read me" file with information about the files and transcripts. If you have further questions or need help, please contact Vladimir Lenok ([Vladimir.Lenok@kit.edu](mailto:Vladimir.Lenok@kit.edu)). Publications should be entered in bibtex format for an automatic collection of a coherent list of publications. For the instruction see Annex 6.5.

## 4. Plenum of Doctoral Researchers

According to the KSETA statutes one of its bodies is the *Plenum of Doctoral Researchers* (Doktorandenversammlung), which consists of all KSETA Fellows. It will meet at least once per year at the call of the KSETA spokesperson and in addition, if the majority of the representatives of the Fellows in the Board of Researchers requests a meeting. The Plenum elects the representatives of the Fellows in the Executive Board and the Board of Researchers for one year. These representatives are the contact persons for all affairs of the Fellows (see <http://www.kseta.kit.edu/board-of-researchers.php>). Details on its tasks can be found in the KSETA statutes.

## 5. Gender measures

KSETA envisages additional measures to promote gender equality. Measures related to pregnancy and childcare will be implemented according/tailored to the needs of the doctoral Fellows. The KSETA Executive

Board has appointed an equal-opportunity commissioner, who can be contacted by KSETA Fellows for all gender issues. In addition, two representatives of the Fellows have been elected to have a direct link to the KSETA Fellows.

KSETA provides funds for equal opportunity measures such as acquisitions for home office places, childcare on mission and special training related to parents or women. There are three equal opportunity persons, who can be contacted in all questions related to family business or special women topics. Please visit our webpage <http://www.kseta.kit.edu/equal-opportunities.php> for further details and the forms for the application of equal opportunity means (copies see Annex 6.7).



## 6. Annex

### 6.1. Use of the KSETA institutes budget for material and travel expenses of KSETA-Fellows

Depending on the number of relevant KSETA Fellows, a budget is assigned to each institute involved in KSETA for tangible means as a sum. The money is not assigned to a single Fellow. The number of Fellows is determined at the beginning and middle of each calendar year. This KSETA budget for material expenses of the institutes remains formally at KSETA accounts and is not transferred to the institutes, which is why all expenditures have to be made through the KSETA-office. This process will be explained below.

Relevant for the budget are only KSETA Fellows who are not paid by a research training group (GRK) or other sources such as Gentner stipend from which they get money for material and travel expenses and who have not yet passed the 36<sup>th</sup> month since beginning of the doctoral studies.

The KSETA budget for material expenses of the institutes can be used for the following purposes at the discretion of the supervisor / head of institute:

**Equipment of the work place or other goods for the benefit of KSETA Fellows**

**Business travels**

**Attendance of external courses or training or summer schools**

Language courses, which are necessary for performing the doctoral thesis can be financed after preceding approval by the supervisor/head of institute.

On the following pages, the purchase process and the application and accounting of business trips and attendances of external courses and training through the KSETA office is described.

Documents and forms can be found on the KSETA web page:

<http://www.kseta.kit.edu/449.php>

For further questions please contact:

KSETA office

Barbara Lepold

Phone: 0721 608 48364 (from 8:00 to 15.00 h):

E-Mail ([Barbara.Lepold@kit.edu](mailto:Barbara.Lepold@kit.edu))

KIT Campus South, bldg. 30.23, 11<sup>th</sup> floor, room 9

## 6.2. Equipment for work places (or other goods)

A purchase requisition is usually carried out by the KSETA office and is independent of whether the workplace of the KSETA Fellow is on Campus South or North. If the complexity of the order is very high and has special requirements, the purchase can also be carried out by the institute according to the procedure described below.

### Purchase by KSETA office

Select the object to be acquired and send a detailed description with quotation, supplier and if available a link to Barbara Lepold. This can be done by e-mail, fax or internal mail.

It should be recognized that the supervisor of the KSETA Fellow who will receive the equipment, agrees with this purchase (e. g. by taking his email address in cc of the purchase email to B. Lepold and add one sentence: With permission of ..... (name of the supervisor) the equipment is ordered for .....(name of the Fellow)).

The order and payment is made directly by the KSETA office. The goods are usually delivered directly to the given institute. For the payment of the bill, the goods receipt, with the delivery date and their condition must be reported to Mrs. Lepold. The institution will receive a copy of the invoice and sheet of the account assignment. The inventory of goods with a value > 150 Euro will be done by Mrs. Lepold. She sends the inventory stickers to the recipient of the goods, which have to be attached to the goods immediately.

### Purchase by the institute

The desired product is ordered at the expenses of the institute and after the payment the expenses incurred will be reimbursed by the KSETA office.

Information to the purchaser (e. g. secretary of the institute):

Please assign the goods to the account of the institute (Kostenstelle or PSP element) after delivery and invoicing. Once the invoice is booked in the SuperX and has a document number, please send a copy of the invoice and the sheet of the account assignment to Barbara Lepold for the transfer.

**Important:** Please send immediately after ordering a copy of the order to the KSETA-office.

The inventory of goods with a value > 150 Euro is the responsibility of the institute.

### **6.3. Financing a business trip or the attendance of an external course, training or summer school of a KSETA Fellow (contract Campus South)**

Please note: there are different travel requests for KIT Campus North and Campus South!

Please fill out a travel request Campus South prior to the departure, enter in the field financing "KSETA", sign and have it signed by the head of the institute or his deputy. If no bills are to be paid before the trip, the travel request remains with the KSETA Fellow until after the trip.

If the flight, hotel, train ticket or conference fees are to be paid prior to travel, please send the signed original travel request together with the original receipts to: KSETA office, Barbara Lepold, CS, Building 30.23, 11<sup>th</sup> Floor, Room 9.

In exceptional cases, an advance payment may be granted. For this purpose it is essential that the above documents are sent together with an application for advance to the KSETA office BEFORE you travel.

After payment of the bills the original travel request is sent back to the institute and will remain there until the Fellow is back from the business trip.

After the trip, please fill out the back of the travel request, enter your bank account (IBAN and BIC!) and sign it. The completed forms should be sent along with all original receipts to Barbara Lepold.

The calculation of travel expenses is sent to the secretary of the corresponding institute and will be handed out to the KSETA Fellow.

### **6.4. Financing a business trip or the attendance of an external course, training or summer school of a KSETA Fellow (contract Campus North)**

NO travel request from North Campus has to be filled. For the reimbursement of travel expenses only the form of Campus South is important.

Please fill out a travel request Campus South (see KSETA website) prior to the departure, enter in the field financing "KSETA", sign and have it signed by the head of the institute or his deputy.

If the recording of the time of absence is requested, what is usually reported by the orange coloured copy of the travel request Campus North, a copy of the travel request Campus South should be send to the department of time management.

The remaining steps of the reimbursement of travel expenses are the same as for KSETA Fellows South. Please see the description above.

### **6.5. How to generate the publication list**

Please copy-and-paste the BibTeX entries of your papers into the files

- publications-reviewed.bib
- publications-UNreviewed.bib

in your public\_html folder.

Do this in the following way:

Got to <http://inspirehep.net>, click on "HEP".

Search for your papers, by typing "find author <your name>" into the search field.

Select "BibTeX" in the pull-down menu and click on "Search".

Copy the full BibTeX entries of your papers into the "publications-reviewed.bib" for peer-reviewed papers and into "publications-UNreviewed.bib" for other papers.

A BibTeX entry looks like this:

```
@article{Frings:2015eva,  
  author   = "Frings, Philipp and Nierste, Ulrich and Wiebusch, Martin",  
  title    = "{Penguin contributions to CP phases in  $B_{d,s}$  decays to charmonium}",  
  journal  = "Phys. Rev. Lett.",  
  volume  = "115",  
  year    = "2015",  
  number  = "6",  
  pages   = "061802",  
  doi     = "10.1103/PhysRevLett.115.061802",  
  eprint  = "1503.00859",  
  archivePrefix = "arXiv",  
  primaryClass = "hep-ph",  
  reportNumber = "TTP15-006",  
  SLACcitation = "%%CITATION = ARXIV:1503.00859;%%"  
}
```

Do not change the name of the identifier, e. g. "Frings:2015eva" in the example above!

If you do not find your paper in INSPIRE (which may happen, if your paper is on an engineering or informatics topic), please consult <https://scholar.google.de> instead. If you cannot find your paper there (but possibly in another database), please contact Aliaksei Kachanovich or Ansar Iqbal. It is important that we all use the same database, so that we do not have the same paper included several times with different identifiers in future lists of publications.

### **Edit the publications bib-files**

There is no need to upload the publication list on your website in html, but just edit the publication bib-files in your public\_html folder. Here is some basic introduction on how to access and change the files.

There are two basic ways: Either you log on to the KSETA-server and alter the pre-existing files or you keep local copies and upload them when some update has happened.

### **Log on to the kseta-server and alter the pre-existing files:**

1) From inside the KIT network open a terminal to enter the kseta-server.

To do this enter `>> ssh Firstname.Lastname@www-kseta.ttp.kit.edu <<` (with Firstname being your firstname, Lastname maybe multiple lastnames each separated by a dot and names starting with a capital letter) and confirm with your password

2) When you have logged on go into the public\_html folder by typing `>> cd public_html <<`

3) Typing `>>ls <<` shows you the content of this folder. You should be able to see the `>> publications-reviewed.bib <<` and `>> publications-UNreviewed.bib <<`

- 4) You can now alter the content of this bib-files using some editor like vi. If you are not familiar with it there are sure some online-documentaries.
- 5) Save the changed content
- 6) You are done

**Keep local copies and upload them (using secure copy):**

- 1) Create the files on your local drive with the updated content
- 2) Enter a terminal and go (using cd) to the location of the bib-files on your drive
- 3) Enter >> scp publications-reviewed.bib Firstname.Lastname@www-kseta.ttp.kit.edu:public\_html/publications-reviewed.bib << (with Firstname being your firstname, Lastname maybe multiple lastnames each separated by a dot and names starting with a capital letter) confirm with your password
- 4) Do the same with publications-UNreviewed.bib
- 5) You are done

**What should I do if I forgot my password?**

You can reset your password on <https://www-kseta.ttp.kit.edu/>  
Click on Reset Password in the upper right corner.

**Generate a html version for the website**

Some of you might want to have also the publications list on the website. To avoid double-work by writing both a bib-file and html-file the program bibtex2html has been installed on the KSETA server. Once you have finished your publications-reviewed.bib and publications-UNreviewed.bib you can use this program to automatically generate a html version of the bibliography. To do this you simply enter: "bibtex2html publications-reviewed.bib" and/or "bibtex2html publications-UNreviewed.bib" in the console respectively. This automatically generates a publications-reviewed.html, etc. It might still be necessary to fix some special characters (e. g. umlauts like &uuml) or adjust the headlines, but it should still save you a lot of work.

Include the publications\_reviewed.html, etc. in your main.html by using the following:

```
<!--#include virtual="publications-reviewed.html"-->  
<!--#include virtual="publications-UNreviewed.html"-->  
in your main.html
```

In case of questions please contact Aliaksei Kachanovich or Ansar Iqbal.

## 6.6. Use of KSETA Equal Opportunity Means

If there is any request by you, for which equality means should be spent, please send one of the following forms filled and signed together with offers and/or statements to the KSETA managing office. The forms can be found here: <http://www.kseta.kit.edu/equal-opportunities.php>.

## 6.7. Forms (for updated versions see KSETA webpage)

### Acquisitions from equality means (form)

Name of applicant:

What is the purchase about? (Please describe the device as precisely as possible):

Justification (e.g. Home Office Equipment, why necessary):

Costs (for multiple devices total cost):

1. Get quotations. Please provide three written quotations and mark the one, which should be used. If the chosen quotation is not the most "economical" one, please enclose a brief statement why a more expensive offer should be accepted (e. g. longer warranty, already existing devices, etc.).
2. Signature of you supervisor: The supervisor was informed about the acquisition and agrees with it.

Name of supervisor, date, signature:

3. Signature of one of the equality officers: The requested purchase is a measure in terms of the KSETA gender equality concept.

Name of equality officers, date, signature:

## Applying for training courses within the KSETA Equality measures (form)

Name of applicant:

Which training / seminar / workshop is it? (Name of the event, provider of the event (eg KHYS, FTU, NaWik, etc), if appropriate, please attach the announcement of the event):

When does the event takes place?

Target group:

Is the training aimed ....

Specifically to women?

Specifically addresses doctoral students / young researchers with children?

(Please check the relevant box)

Costs (participation fee, possibly travel expenses):

1. Unless the training measure will take place during core working time the signature of the supervisor is required: The supervisor was informed about the planned participation in the training event and agrees with this.

Name of supervisor, date, signature:

2. Signature of an Equal Opportunities Officer: The financing of training is a measure within the meaning of KSETA gender equality concept.

Name of equality officers, date, signature:

**Reimbursement from KSETA Gender Equality Funds of Additional Travel Expenses for Children Taken Along on Business Trips (form)**

Name of applicant:

Which business trip do you plan? (Describe the itinerary and reason as precisely as possible):

Name and age of the children taken along:

Name of the person taken along to care for the children, and, if applicable, degree of relatedness:

Reason for taking along the children (Why can the children not be cared for at home? How is it ensured that the execution of work is not impeded by the children taken along?):

Costs (additional costs resulting from the children taken along, enclose offers):

1. Signature of the supervisor: The supervisor was informed about the necessity of taking along the children.

Agrees [ ]

Does not agree (please indicate the reason briefly) [ ]

Name of supervisor, date, signature

Note: Agreement of the supervisor is not necessarily required for the approval of this application. The final decision will be made by the Gender Equality Commissioners exclusively.

2. Signature of one Equal Opportunities Commissioner: Funding of the additional travel expenses is in accordance with the KSETA gender equality concept.

Name of Equal Opportunities Commissioner, date, signature



## 6.8. Contact persons:

### **KSETA management**

Dr. Irmgard Langbein

KIT Campus North, buildg. 401, room 309

Irmgard.langbein@kit.edu

### **KSETA office**

Barbara Lepold

KIT Campus South, buildg. 30.23, room 11/9

Barbara.lepold@kit.edu

### **Equal Opportunity Office**

<http://www.kseta.kit.edu/equal-opportunities.php>

Spokesperson, deputy spokespersons and information of the members of all bodies in KSETA can be found on the KSETA webpage: <https://www.kseta.kit.edu/index.php>

General information about how to do a PhD at KIT and in Germany is provided by the Karlsruhe House of Young Scientists (KHYS). More information can be found at their web page: <https://www.khys.kit.edu>, where also an electronic version of a booklet for PhD students is available <https://www.khys.kit.edu/handbuch.php> (at the moment only in German).

## 6.9. Further Links

### **KHYS (<https://www.khys.kit.edu/english/index.php>)**

KHYS is the general organization unit of the KIT for PhD students and is responsible for the registration of PhD students requested by law. It offers a wide range of support for PhD students and young PostDocs from courses and funding to awards and networking. E. g. KIT PhD Days organized by KHYS might be interesting for new students as well as the “KHYS Guide for PhD”.

### **PhD Student Council (<https://www.khys.kit.edu/english/conventions.php>)**

Participation in decision-making of PhD students is organized in PhD-councils of the Departments. Mostly, internal topics of the department are discussed. Elected representatives of the council can submit the voice of the council to the Faculty Council.

### **Helmholtz Association (<http://www.helmholtz.de/en/>)**

KIT is member of the Helmholtz Association. PhD students of KIT can therefore benefit from programs, conferences, funding and networks provided by the Helmholtz Association, e.g. the Helmholtz Juniors.

### **CERN <http://home.cern/>**

CERN, the European Organization for Nuclear Research, use the world's largest and most complex scientific instruments to study the basic constituents of matter – the fundamental particles. CERN offers also a wide range of tools, schools and other support for researchers, including PhD students.

## 6.10. KSETA Statutes

### **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)