

4 January 2017

# UniReport



Goethe-Universität | Frankfurt am Main

Satzungen und Ordnungen

## Statute of the Goethe Research Academy for Early Career Researchers (GRADE) at the Johann Wolfgang Goethe University, Frankfurt am Main.

Approved by the President's Office on 6 September 2016.

### § 1 Subject Matter and Legal Status

- (1) This statute regulates the organization of the Goethe Research Academy for Early Career Researchers (GRADE).
- (2) GRADE is the central research institution of Goethe University and offers multi-disciplinary qualification programs, guidance, and support to researchers during the early stages of their careers (generally speaking, researchers who are working on their PhDs or post-docs, and who are not permanently employed; Early Career Researchers (ECRs)).

### § 2 Purpose

The purpose of GRADE is to ensure the high-quality provision of professional development training to researchers who are in the early stages of their careers, while at the same time contributing to the university's strong academic reputation. This is accomplished in cooperation with the university's departments, Senate, PhD candidates and post-docs on the basis of the established regulations on doctoral degrees and habilitation.

### § 3 Organizational Structure

- (1) GRADE is divided into two units: GRADE<sup>Support</sup> and GRADE<sup>Research Units</sup> (GRADE<sup>RUs</sup>).
- (2) GRADE<sup>Support</sup> is an interdisciplinary unit which offers its services to all those researchers at Goethe University who are in the early stages of their careers, as well as to their academic supervisors.
- (3) GRADE<sup>RUs</sup> are responsible for field-specific or interdisciplinary qualification advancement and support of those researchers who are in the early stages of their careers. GRADE<sup>RUs</sup> are organized into the following: GRADE<sup>Center</sup>, GRADE<sup>Initiative</sup> and GRADE<sup>Academy</sup>.
- (4) A GRADE<sup>Center</sup> combines subject-related areas of research, with preference to an interdisciplinary approach. Proposals for a GRADE<sup>Center</sup> are prepared by researchers at Goethe University and presented to GRADE's Board of Directors (§ 6) in the form of a concept. The provisions of the proposal procedure are regulated by the Board of Directors. The Board of Directors (§ 6) decides on the establishment of a GRADE<sup>Center</sup> together in agreement with the President's Office. The establishment takes place on the basis of a seven-year target agreement (§ 11) between the Chairperson of the Board and the GRADE<sup>Center</sup>. Taking into account the evaluation results (§ 11), a GRADE<sup>Center</sup> is allowed continuation in accordance with the procedure as set out in clauses 2-5.

- (5) Researchers who are in the early stages of their career are able to propose a GRADE<sup>Initiative</sup> in order to establish network structures and jointly carry out a project. The goal is to encourage the researchers to take their own initiative in the early stages of their careers and to strengthen their individual competencies in research, scientific publications, research management and conference management as they work within self-organized working and research groups. Proposals for a GRADE<sup>Initiative</sup> are prepared by researchers who are in the early stages of their careers and presented to GRADE's Board of Directors (§ 6) in the form of a concept. The provisions of the proposal procedure are regulated by the Board of Directors. The Board of Directors (§ 6) decides on the establishment of a GRADE<sup>Initiative</sup>. The establishment takes place on the basis of an up to three-year target agreement (§ 11) between the Chairperson of the Board and the GRADE<sup>Initiative</sup>. Taking into account the evaluation results (§ 11), a GRADE<sup>Initiative</sup> is allowed continuation in accordance with the procedure as set out in clauses 3-6.
- (6) GRADE<sup>Academies</sup> are interdisciplinary-oriented and offer various platforms for discussion and communication between the sciences, the business world, and the general public. In addition, they serve as a source of inspiration when confronting academically and socially relevant challenges. GRADE<sup>Academies</sup> should act as think tanks especially for those researchers who are in the early stages of their careers. Proposals for a GRADE<sup>Academy</sup> are prepared by researchers at Goethe University and presented to GRADE's Board of Directors (§ 6) in the form of a concept. The provisions of the proposal procedure are regulated by the Board of Directors. The Board of Directors (§ 6) decides on the establishment of a GRADE<sup>Academy</sup> together in agreement with the President's Office. The establishment takes place on the basis of a seven-year target agreement (§ 11) between the Chairperson of the Board and the GRADE<sup>Academy</sup>. Taking into account the evaluation results (§ 11), a GRADE<sup>Academy</sup> is allowed continuation in accordance with the procedure as set out in clauses 4-7.
- (7) Each GRADE<sup>RU</sup> has its own spokesperson, who represents the interests of that respective GRADE<sup>RU</sup> in the Conference of Directors (§ 8).
- (8) Provisions (particularly regarding resolutions, the organization of meetings, memberships, and the appointment of spokespersons to their respective GRADE<sup>RUs</sup>) can be regulated according to their own rules of procedure. These GRADE bylaws must be approved by the Board of Directors.
- (9) Researchers at Goethe University who are in the early stages of their careers can become members of a GRADE<sup>Center</sup>, a GRADE<sup>Initiative</sup> or a GRADE<sup>Academy</sup> on the basis of the prevailing statutes. Membership in a GRADE<sup>Center</sup> should be restricted to one GRADE<sup>Center</sup>. Membership opportunities for researchers from other universities or non-academic institutions, who are also in the early stages of their careers, will be regulated through the use of collaboration agreements (§ 10).

#### § 4 Responsibilities

The primary responsibilities of GRADE include:

- (1) Coordination of responsibilities through GRADE<sup>Support</sup>
  - coordinating all services offered by Goethe University to researchers who are in the early stages of their careers;
  - providing points of contact and advisory services to researchers from both Germany and abroad who are in the early stages of their careers;
  - offering advisory support for academic supervisors, focusing on how to provide academic supervision and how to establish a good rapport with the student, as well as how to apply for funding (e.g. for Research Training Groups);
  - coordinating collaborative partnerships with other universities and non-academic institutions in matters of supporting researchers who are in the early stages of their careers.
- (2) Organizational responsibilities through GRADE<sup>Support</sup>
  - offering organizational support to the Doctoral Council and for GRADE<sup>RUs</sup>;
  - entering into target agreements with GRADE<sup>RUs</sup>;
  - ensuring the quality management of Goethe University's GRADE program;
  - managing conflicts concerning doctoral procedures;
  - registering researchers at Goethe University who are in the early stages of their careers;
  - ensuring an adequate external representation of all GRADE activities and GRADE<sup>RUs</sup>;
  - implementing third-party funded projects acquired by GRADE<sup>Support</sup> or the President's Office in order to support researchers who are in the early stages of their careers.
- (3) Content-related responsibilities through GRADE<sup>Support</sup>
  - organizing networking opportunities for researchers who are in the early stages of their careers;
  - organizing interdisciplinary qualification programs, such as trainings, workshops, etc., for researchers who are in the early stages of their careers in order to impart professional skills;

- conceptually developing qualification programs and services offered to researchers who are in the early stages of their careers.

(4) Content-related responsibilities through GRADE<sup>RU</sup>s

- offering support during the field-specific or interdisciplinary development and advancement of researchers who are in the early stages of their careers;
- awarding funds to researchers who are in the early stages of their careers according to pre-established quality requirements.

## § 5 Executive Bodies

The executive bodies of GRADE include the Board of Directors (§ 6), the Academic Advisory Board (§ 7), and the Conference of Directors (§ 8). The work of the Board of Directors, the Academic Advisory Board, the Graduate Council, and the GRADE<sup>RU</sup>s is supported by the GRADE office (§ 9).

## § 6 Board of Directors

- (1) GRADE reports to the President's Office. The member of the President's Office who is responsible for GRADE after being assigned such responsibility is the Chairperson of the Board of Directors.
- (2) The President's Office may, in agreement with the Senate, appoint a third person to perform the duties of the Chairperson of the Board for a period of three years. Reappointment is possible.
- (3) The Chairperson of the Board is particularly responsible for the compliance of GRADE's bylaws, the supervision of the Managing Directors, the entering into target agreements and for the annual reporting to the President's Office and the Senate.
- (4) GRADE shall be represented externally by the Chairperson of the Board.
- (5) The Board of Directors consists of the Chairperson of the Board, a minimum of two and maximum of four representatives of the Graduate Council, four representatives of the Senate, four deans (who represent the various academic disciplines) and four representatives of the Conference of Directors (§ 8). The representatives shall be appointed by their respective committees.
- (6) The maximum term of office for Board members, with the exception of the Chairperson, is three years. Reappointment is permissible. Appointment provisions are regulated by the respective bylaws.
- (7) The Board of Directors shall decide on all matters relating to GRADE's programmatic orientation. These particularly include the following:
  - defining key aspects for the qualification programs offered to researchers who are in the early stages of their careers;
  - developing and defining key aspects for the further development of GRADE;
  - establishing and evaluating GRADE<sup>RU</sup>s together in agreement with the President's Office (§ 3);
  - approving target agreements with GRADE<sup>RU</sup>s.
- (8) As a rule, the Chairperson shall convene the Board of Directors every six months, stating the agenda and providing the members with a two weeks' advanced notice. The Board of Directors constitutes a quorum only when at least seven of its members, among them the Chairperson, are present after being duly summoned. Decisions shall be adopted only after receiving a majority of the votes present. In the event of a tie vote, the Chairperson shall make the decision.
- (9) During the first inaugural meeting, the Board of Directors shall elect a Deputy Chairperson from its own ranks for a two-year term. The Deputy Chairperson is supposed to be a member of the Senate. His/her re-election is permissible.
- (10) The Chairperson of the Board shall be provided support by the Managing Director and the office of GRADE (§ 9) as he/she performs his/her duties.

## § 7 Academic Advisory Board

- (1) The Academic Advisory Board consists of a minimum of five, and maximum of eight members with voting rights, of which none are employees of Goethe University and who represent the various academic disciplines of Goethe

University. They shall be recommended by the Board of Directors (§ 6) and appointed through the President's Office in agreement with the Senate. The term of office is six years; reappointment is permissible

- (2) The Academic Advisory Board advises the Board of Directors in all relevant academic matters relating to the advancement of researchers who are in the early stages of their careers. It is independent in its advisory capacity and serves as the driving force for the strategic orientation of GRADE. The Academic Advisory Board develops recommendations for the Board of Directors in the form of a written report.
- (3) The Academic Advisory Board shall be convened by its Chairperson on a yearly basis, stating the agenda and providing the members with an eight-weeks' advanced notice. It constitutes a quorum only when at least half of its members, among them the Chairperson, are present after being duly summoned. Recommendations shall be adopted only after receiving a majority of the votes present. The Chairperson of the Board of Directors shall assume an advisory role in these meetings.
- (4) The Academic Advisory Board evaluates the work of GRADE every five years and it can include external sources of expertise in its evaluation.
- (5) During the first inaugural meeting, the Academic Advisory Board shall elect its Chairperson from its own ranks for a three year term. The Chairperson's re-election is permissible.
- (6) The Chairperson of the Academic Advisory Board shall be provided support by the Managing Director and the office of GRADE (§ 9) as he/she performs his/her GRADE-related duties.

## **§ 8 Conference of Directors**

- (1) The Conference of Directors is composed of the spokespersons of the GRADE<sup>RU</sup>s.
- (2) The Conference of Directors shall meet at least once a year in order to brief each other and agree on the major developments within the Centers, Initiatives, and Academies. The Chairperson of the Board shall assume an advisory role in these meetings.
- (3) From its own ranks, it shall appoint four representatives whose term of office is two years and who represent the interests of the Conference of Directors at GRADE's Board of Directors; reappointment is permissible.
- (4) The Conference of Directors shall be organized by GRADE's office (§ 9) and led by a speaker of the Conference of Directors.

## **§ 9 The GRADE Office**

- (1) GRADE is managed by its own office.
- (2) The office is led by a Managing Director and two Deputy Directors and supports the work of the Chairperson of the Board and the Board of Directors (§ 6), the Academic Advisory Board (§ 7), the GRADE<sup>RU</sup>s (§ 3), and the Graduate Council in matters of organization.
- (3) The office is responsible for ensuring the proper implementation of the responsibilities as outlined in § 4 and particularly supports the work of the Chairperson of the Board by:
  - organizing the target agreement and evaluation procedures for GRADE<sup>RU</sup>s;
  - organizing the further development of GRADE.

## **§ 10 Using GRADE<sup>SUPPORT</sup>**

- (1) All researchers at Goethe University who are in the early stages of their careers can use the GRADE<sup>SUPPORT</sup> services. This applies particularly to all doctoral candidates who have indicated their interest in pursuing a PhD to their department or who have been admitted as doctoral candidate at Goethe University.
- (2) All researchers at Goethe University who have doctoral supervisory responsibilities or who have the goal of raising third party funding for collaborative research projects for early career researchers can use the services offered by GRADE.
- (3) The use of GRADE's services by researchers from other universities or non-academic institutions, who are also in the early stages of their careers, will be regulated through the use of collaboration agreements.

## § 11 Target Agreements, Evaluation and Further Development

(1) The quality assurance of GRADE is based on:

- target agreements between the Board of Directors and the respective GRADE<sup>RUS</sup>;
- the evaluation of GRADE<sup>RUS</sup> by the Board of Directors on the basis of proposals for continuation;
- an evaluation of GRADE by the Academic Advisory Board which takes place every 5 years. The Chairperson of the Board shall then report the results of the evaluation to the Senate.

(2) The Board of Directors will develop a content-based concept for GRADE on the basis of the evaluation that was conducted by the Academic Advisory Board (§ 7, Paragraph 4; § 11, Paragraph 1). This will lay the foundation for the further development of GRADE over the next 5 years. This concept will be adopted by the Senate together in agreement with the President's Office.

## § 12 Entry into Force

This statute shall enter into force as of the date of its publication. At that time, the statute of the Goethe Graduate Academy at the Johann Wolfgang Goethe University from 21 July 2010 (UniReport from 8 November 2010) will cease to apply.

Frankfurt, 21 December 2016

Prof. Dr. Birgitta Wolff

### Masthead

UniReport statutes and regulations appear irregularly and owing to occasions as a special edition of the UniReport. The circulation is fixed separately for each edition.

Publisher: The President of the Johann Wolfgang Goethe University  
Frankfurt am Main

**The English version of this Statute is merely for the purpose of information, whereas the German text is legally binding.**