



___ Qualification Structure Description

___ Membership Classification

Membership at the Graduate School is classified as follows:

- a) Doctoral Members
- b) Postdoctoral Members
- c) Visiting Fellows (Doctoral and Postdoctoral)

___ Qualification Structure for Doctoral Members

In addition to working on their doctoral thesis, doctoral members complete a structured doctoral programme, built on (1) the Agreement of Supervision and (2) the Individual Research Training Plan (IRTP).

If any of the above-mentioned documents is not submitted in a timely manner, then a period of notice set by the Graduate School ensues. Afterwards, the incident will be included in the quality management report to the Executive Committee.

1. Agreement of Supervision

The Agreement of Supervision, signed by the doctoral member and the main (first) supervisor, is a membership requirement and must be submitted to the BAGSS Office.

In the Agreement of Supervision, the main (first) supervisor and the doctoral member fix a time and work plan for the doctoral research to ensure timely completion of the dissertation project. The main (first) supervisor must be a faculty member of the Graduate School¹.

The rest of the doctoral committee is to be appointed within the first four semesters of the doctoral studies. After the appointment of the doctoral

¹ Scholarship holders must submit their Agreement of Supervision to the BAGSS Office within the first month of their doctoral studies. Non-funded doctoral members must submit the Agreement of Supervision upon membership application. In case of LifBi membership, at least one superior from the Institute serves as a member of the committee. As a rule, this is the head of the respective LifBi department.



committee, the second and third supervisor should agree upon, sign and keep a copy of the Agreement of Supervision as well.

The doctoral member should keep and store the original document. For any updates and changes, the doctoral member must inform all relevant parties.

2. Individual Research Training Plan (IRTP)

The Individual Research Training Plan (IRTP) is the key element of the structured programme and monitoring tool of progress, agreed upon by the doctoral member and the supervisory committee, regularly discussed and updated to evaluate progress, timely completion and successful transition of the doctoral member into the labour market.

In the IRTP, the doctoral member and the main supervisor should define **milestones** to be reached each semester, which serve as a means to structure the research process. To evaluate whether the milestones have been reached, the doctoral member and the supervisor must discuss progress once every semester and draft a progress report.

Additionally, the doctoral member is required to list in the IRTP all internal or external colloquia, seminars, courses, workshops, conferences etc., attended in the previous semester as well as any recent publications relevant to the dissertation project. All information will be stored and used for the final Certificate of Graduate Studies.

The IRTP must be submitted once per semester², on **01 April** and **01 October**. The doctoral member should keep and store the original document. After the appointment of the doctoral committee, the doctoral member must keep the second and the third supervisor informed on the progress of the dissertation project.

For applications to the Executive Committee (research stays, travel grants, scholarship extensions, maternity leave, absence etc.), the latest version of the IRTP must be included.

Successful Completion of the Doctoral Studies

Once the doctoral member has submitted their dissertation, an official confirmation signed by the main supervisor must be handed to the BAGSS Office

² A digital copy (PDF scan) should be sent to BAGSS Office and the main supervisor. In case of LIfBi membership, a copy of the IRTP must be submitted to the head of the respective LIfBi department as well.



for archiving. The doctoral member should inform the BAGSS Office on the official date and time of the disputation. This marks the successful completion of the doctoral studies, the structured doctoral programme and the end of membership to the Graduate School.

After the successful completion of the structured doctoral programme, every doctoral member can request a **Certificate of Doctoral Studies**. In the Certificate of Doctoral Studies, all achievements of the doctoral member throughout the doctoral studies are listed, including participation in internal and external courses, workshops and conferences, paper and poster presentations and organisation of academic events, workshops, courses in or outside the framework of the Graduate School. All achievements obtained outside the framework of the Graduate School will be accredited and included in the certificate upon proof of participation.

___ Course Programme

Members of the Graduate School participate in a structured course programme, in accordance with their individual training needs, identified in supervisory discussions in the context of the Individual Research Training Plan (IRTP). Moreover, once per year the Graduate School runs a general demand survey, for the further identification of the training needs of its members. Demands will be assessed annually. Fundamentally, members participate in courses and workshops as follows:

1. Doctoral Seminars and Lectures

1.1 Pillar-specific Research Seminars and Colloquia

In these seminars, members regularly present their own projects and receive feedback from their fellow doctoral and postdoctoral members and supervisors. They are organised on a weekly basis. Active participation is **mandatory for all doctoral members**. Postdoctoral members are strongly advised to participate.

Moreover, members can organize their own research seminars on a more informal basis during the semester break.

1.2 BAGSS Semester Colloquium

In this interdisciplinary lecture series, keynote speeches or panel discussions on more general, scientific or non-scientific topics shall be held. Furthermore, doctoral fellows have the possibility to present their own research to the BAGSS



faculty and students. Lectures take place at least twice per semester. Active participation is **mandatory for all doctoral members**.

Furthermore, the Graduate School encourages and supports its members to organise their own lectures in the subject areas covered by the school. This helps our members develop their networking skills and acquire important experience for their further academic development.

2. Courses on Methods and Research Design

Introductory and advanced courses in qualitative and quantitative methods as well as courses in computational social sciences and programming are offered by the Graduate School itself or in cooperation with its partners (LifBi etc.). In addition, methods courses are regularly offered at the university by members of the Graduate School and can be integrated into the Graduate School's course program.

Doctoral members of BAGSS are required to visit at least two (2) courses on Methods and Research Design throughout their doctoral studies. If not offered by the Graduate School, doctoral members may attend externally offered courses, in the context of winter and/or summer schools or any other context of their choice. Participation in such courses is accredited upon proof of participation and courses will be included in the Certificate of Doctoral Studies.

3. Courses on Professional and Academic Skills

The course **Introduction to the Legal Framework of Doctoral Studies and Good Academic Practice**, which covers aspects of academic integrity and clarifies important questions related to the doctoral studies, is offered annually by the Graduate School and is **mandatory for all incoming doctoral members at the first year of their doctoral studies**.

In addition to the course Introduction to the Legal Framework of Doctoral Studies and Good Academic Practice, Doctoral members are required to visit at least two (2) further courses on Professional and Academic Skills throughout their doctoral studies. The Graduate School offers at least one additional academic or professional skills workshop per semester. Courses will be offered by the Graduate School itself or in cooperation with its partners. We also intend to increase our ties with the Trimberg Research Academy (TRAc). Therefore, upon proof of participation, the Graduate School will acknowledge and include in the Certificate of Doctoral Studies all workshops visited within the framework of the structured qualification programme of the TRAc.

Finally, once per year the Graduate School organises a writing retreat, for its members to focus on their writing obligations.



4. Subject-Specific Courses and Workshops

Doctoral members can participate in subject specific courses held by their supervisors. Participation in such workshops is agreed upon by the doctoral member and the supervisor(s) and should be included in the IRTP. Moreover, doctoral members should inform the Graduate School, for subject specific seminars to be included in the Certificate of Doctoral Studies.

Furthermore, the Graduate School supports its members in organizing workshops within the subject areas covered by the Graduate School and in accordance with the individual research interests of its members. For the organisation of a subject-specific workshop, a full workshop proposal (topic, relevance, programme, guests, budget etc.) must be submitted to the BAGSS Office for evaluation. Proposals will be evaluated competitively once per semester in terms of quality and the volume of funds requested.

5. External offers

The Graduate School urges its members to participate in external workshops and seminars, summer and winter schools on topics relevant to their research interests, individual training needs and further career planning. Such workshops will be accredited upon proof of participation and included in the Certificate of Doctoral Studies.