

Rules of Procedure of Karlsruhe Institute of Technology (KIT) for Establishment of the Status “KIT Associate Fellow”

dated September 28, 2011

Pursuant to Art. 10, par. 2, clause 6 and Art. 20 of the Act on Karlsruhe Institute of Technology (KIT Act – KITG) in the version of July 14, 2009 (bulletin, pp. 317), last amended by Art. 32 of the Act on Reforming the Civil Service Act (Civil Service Reform Act – DRG) dated November 9, 2010 (bulletin, pp. 793, 967), and Articles 8, par. 5 and 38, par. 4 of the Act of Baden-Württemberg on Universities and Colleges (Landeshochschulgesetz – LHG), as amended on January 1, 2005 (bulletin, pp. 1), last amended by Art. 32 of the Act on Reforming University Medicine and Amending the Act of Baden-Württemberg on Universities and Colleges and other Acts (University Medicine Act – UniMedG) dated February 7, 2011 (bulletin, pp. 47, 64), the Senate of Karlsruhe Institute of Technology (KIT), upon approval by all departments on July 18, 2011, adopted the following Rules of Procedure for Establishment of the Status “KIT Associate Fellow.”

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Preliminary Remark on Language Usage

According to Art. 3, par. 2 of the Federal Constitution, women and men are equal. All designations of persons and functions in the present Rules apply equally to women and men.

Article 1 Scope of Validity

The present Rules of Procedure apply to Karlsruhe Institute of Technology (KIT) and govern the procedure of departments to establish the status of “KIT Associate Fellow,” provided that this is permitted by the respective regulations for the award of doctoral degrees.

Article 2 Goals and Significance of Establishment of the Status “KIT Associate Fellow”

KIT attaches high priority to the support and recruitment of early-stage researchers. Moreover, it is intended to strengthen the responsibility and visibility of experienced scientists at KIT. For this reason, criteria and a procedure were developed to give scientifically outstanding, independent, non-habilitated (early-stage) researchers the opportunity to adequately participate in doctoral procedures. This right is to lead to and to be established by the status of “KIT Associate Fellow.”

Article 3 Responsibility

Responsibility for the procedure to grant the status of “KIT Associate Fellow” and the corresponding decision lies with the departments. The department also assures quality.

Article 4 Eligibility to File an Application

The status of “KIT Associate Fellow” may be applied for by (early-stage) researchers, who, at the time of filing the application,

1. were conferred the doctorate two years ago at least and
2. have not yet acquired a habilitation degree, and
3. usually for at least another two years autonomously manage a (young investigators) group with at least two postgraduates (with a master’s/diploma degree). Such young investigators groups may be DFG-funded Emmy Noether Junior Research Groups, HGF Young Investigator Groups, groups funded by an ERC Starting Grant, and KIT Research Groups.

Article 5 Criteria for Granting the Status of “KIT Associate Fellow”

- (1) The status of “KIT Associate Fellow” is granted after a case-by-case assessment focusing in particular on the candidate’s performance in research and academic education and the candidate’s scientific autonomy considering the respective career level.
- (2) The following criteria apply:
 1. The relevant, specific, and autonomous research conducted so far;
 2. Scientific expertise in a sufficiently wide range; and
 3. Preparedness and qualification to teach on an academic level.
- (3) Further criteria may be:
 1. Own acquisition of third-party funding;
 2. Senior authorship of reviewed publications;

3. Invitations to give a talk at conferences or workshops;
 4. Honors and prizes;
 5. Property rights that have been applied for.
- (4) The applicant must submit the following documents to the Department Head:
1. Curriculum vitae;
 2. List of publications;
 3. Documents to adequately prove that the criteria given in paragraph (2) and, if applicable, in paragraph (3) are fulfilled;
 4. If applicable, proofs of external reviews and evaluations made;
 5. A declaration as to whether the status of “KIT Associate Fellow” was applied for in the past.

Article 6 Approval Procedure

- (1) To determine scientific qualification of the applicant, a commission (ad-hoc commission) is appointed by the department. The department may also deploy the habilitation commission as ad-hoc commission.
- (2) The ad-hoc commission is appointed by the Department Head. The ad-hoc commission consists of at least five professors from at least four institutes of KIT.
- (3) The ad-hoc commission meets within a period of six weeks upon application. The commission is chaired by the Department Head.
- (4) The department informs the Executive Board about applications received. The application documents are checked for completeness by the Department Head. When the application documents are incomplete, the application will be rejected.
- (5) To determine scientific qualification, the applicant will be invited to an interview by the ad-hoc commission. In addition, the applicant may be requested to give a public talk at the department. This decision will be made by the ad-hoc commission. The commission must integrate external reviewers, if no external evaluation was made in the procedure to establish a young investigators group.
- (6) The decisions of the ad-hoc commission, in particular the final decision on granting the status of “KIT Associate Fellow,” are taken by simple majority. The final decision must be made three months upon submission of the application at the latest.
- (7) In the case of a positive decision, the applicant, the Department Council, and the institute at which the scientist works will be informed accordingly. The corresponding letter on granting the status of “KIT Associate Fellow” has to be signed by both the Dean and the President.

- (8) The status of “KIT Associate Fellow” can be awarded for the duration of affiliation to KIT at the longest. In case the status is awarded for a limited term, it may be granted again. For this, the application procedure has to be repeated.
- (9) In the case of a negative decision, the candidate will be informed accordingly with the reasons being indicated by the chairperson of the ad-hoc commission. The Executive Board must be informed as well.
- (10) A repeated application can be made after one year at the earliest.

Article 7 Rights and Obligations

- (1) The “KIT Associate Fellow” has the right to participate in doctoral procedures of scientists working in her/his own (young investigators) group.
- (2) Participation includes:
 1. Supervision of the doctoral researcher;
 2. Appointment as reviewer or secondary reviewer;
 3. Appointment as examiner for the doctoral examination.
- (3) The “KIT Associate Fellow” participates in the doctoral procedure as an additional reviewer or secondary reviewer, such that at least three reviewers are involved in the procedure. Accordingly, the “KIT Associate Fellow” is involved in the doctoral procedure as additional examiner.
- (4) The “KIT Associate Fellow” is expected to teach at least two hours per week per semester.

Article 8 Entry into Force

The present Rules of Procedure will enter into force on the day after publication in the Official Announcements of KIT.

Karlsruhe, September 28, 2011

Professor Dr. sc. tech. h. c. Horst Hippler

(President)

Professor Dr. Eberhard Umbach

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