



## Application Guidelines

### Admission of a Consortium to the Doctoral Academy Graz

#### General information

The Doctoral Academy Graz provides an institutional framework for structured doctoral education including internationally funded doctoral colleges and programmes as well as research groups involving doctoral candidates. The aim is to specifically promote excellent doctoral candidates within structured educational programmes.

#### Application requirements

Research Consortia with ten doctoral candidates (recommended number), a common training programme as well as 50% third-party funding are eligible to apply.

#### Composition of a Consortium

A Consortium is composed of the Faculty (doctoral supervisors) and doctoral candidates. A spokesperson represents the Consortium externally.

Collaboration with other universities at home and abroad is explicitly encouraged, with the total size of the Consortium (incl. doctoral candidates of the partner institutions) being crucial for the admission to the Doctoral Academy.

#### Minimum number of doctoral candidates per Consortium

A Consortium of the Doctoral Academy consists of ten or more doctoral candidates (recommended number) and is to comprise at least seven doctoral candidates.

#### Minimum size of Faculty and supervisor-candidate ratio

The Faculty of a Consortium consists of at least five members, who usually supervise two doctoral candidates each.

#### Recruitment

Doctoral candidates are recruited internationally.

The standards for the publication of vacancies for academic staff (prae-docs) apply. In addition to general databases such as EURAXESS, open positions will be advertised in certain professionally relevant organisations and databases.

The University of Graz aims to increase the proportion of women, in particular in management and academic staff, and therefore particularly encourages qualified women to apply.



### **Externally-evaluated research funds**

At least 50% of the doctoral candidates in a Consortium are financed by externally-evaluated third party funded projects (FWF, EU etc.).

The duration of employment is three to four years. The level of employment amounts to at least 50% (target 75%).

As a rule, every doctoral supervisor has at least one externally-funded doctoral candidate.

Applying consortia not funded by a nationally and/or internationally recognised funding institution (FWF, EU etc.) have to prove that they are following international standards in doctoral education by handing in two recommendation letters by international experts in the respective discipline/area of research.

### **High-quality training programme**

In order to ensure research-intensive and future-oriented training, the following elements should be considered: completion of a supervision agreement outlining targets to be met by the doctoral candidate and the doctoral supervisor in the first year of study; ensuring regular exchanges between members of the Faculty and doctoral candidates; fostering international relations (research visits, joint seminars, external peers); promoting participation in activities related to the scientific community (publications, organisation of/participation in conferences, guest lectures, summer schools etc.); participation in the activities of the programme, as well as in the activities organised by the respective department/research centre; offering opportunities to acquire general transferable skills.

### **Sustainability**

Applying consortia have to describe in the application their potential for future third-party funding as well as their planned measures regarding alumni relations and tracking.

### **Application**

Completed application documents must be sent as a Pdf document to the Doctoral Academy by email ([doctoral-academy@uni-graz.at](mailto:doctoral-academy@uni-graz.at)).

### **The following documents must be submitted:**

1. Application form
2. Any evidence

### **Hearing**

If the application fulfills the general admission criteria the speaker of the applying consortium will be invited to present her/his consortium and answer questions at a hearing with the Internal Advisory Board.

KARL-FRANZENS-UNIVERSITÄT GRAZ  
UNIVERSITY OF GRAZ  
Doctoral Academy Graz



**Funding regulations**

Funding is granted by the Rector's Office on recommendation from the Director of the Doctoral Academy and in accordance with the available resources, while involving the Internal Advisory Board. Funding for doctoral candidates can be extended by up to one year when a reason is provided. Funding criteria only apply to aspects of financing and training for junior researchers: Involvement of early stage researchers in structured educational programmes, supervision in a team, high-quality training programme as well as the procurement of externally evaluated research funding.

Directorate of the Doctoral Academy Graz