

For information only and without responsibility, a translation of the "Promotionsordnung der FSV":

Course of Examination for Doctoral Candidates of the School of Social and Behavioural Sciences at Friedrich Schiller University Jena

In accordance with Section 3 (1) in conjunction with Section 34 (3) of the Thuringian Higher Education Act (*Thüringer Hochschulgesetz, ThürHG*) of 21 September 2006 (Law and Ordinance Gazette (GVBl.) p. 601), last amended by Article 15 of the Act of 20 March 2009 (GVBl. p. 238) and Section 19 (2) of the Basic Constitution of Friedrich Schiller University Jena of 18 June 2007 (Official Gazette of the Ministry of Culture of Thuringia 2007 p. 182), Friedrich Schiller University Jena is enacting the following Course of Examination for Doctoral Candidates of the School of Social and Behavioural Sciences. The Council of the School of Social and Behavioural Sciences adopted the Course of Examination on 10 December 2008, and the Senate of Friedrich Schiller University Jena acknowledged and approved it on 05 May 2009. The Rector has approved the Course of Examination on 06 May 2009.

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I. Right to confer doctoral degrees

Doctoral degree

§ 1

(1) Friedrich Schiller University Jena through the School of Social and Behavioural Sciences awards the degree of *doctor philosophiae* (Dr. phil.); in case of honorary doctorates, it is conferred with the addendum "*honoris causa*" (h.c.).

II. Admission requirements for doctoral candidates

§ 2

(1) Admission as doctoral candidate under normal circumstances requires a Diplom, Magister degree, state exam, or Master's degree, successfully completed in a subject that is represented in the School. Admission of particularly qualified graduates of FH universities of applied sciences without a Master's degree or of Bachelor courses at universities is regulated in Appendix 1, which constitutes part of this Course of Examination.

(2) If a doctoral degree is sought in a subject other than that of the first degree, the applicant's degree will be reviewed. As the case may be, the Faculty Council may require completion of additional studies or examinations in individual subject areas. Such requirements shall be based on the examinations required under the respective study and examination regulations of the School of Social and Behavioural Sciences, taking into account any past performances.

Such requirements shall be included in the notification regarding acceptance as doctoral applicant in accordance with Section 3 (3). Applicants must have met such requirements by the time the doctoral examination procedure is opened.

(3) In case of doctoral degrees in structured programmes recognised by the Graduate Academy, possible requirements in accordance with Section 3 (5) of the General Provisions for the Courses of Examination for Doctoral Candidates of Friedrich Schiller University Jena (*Allgemeine Bestimmungen für die Promotionsordnungen der Fakultäten der Friedrich-Schiller-Universität Jena*, ABPO) shall not apply.

III. Admission as a doctoral applicant

§ 3

(1) Any person meeting the admission requirements under Section 2 and intending to write a dissertation shall as soon as possible and in any event no later than two (2) semesters prior to the application requesting opening of the doctoral examination procedure, apply with the School of Social and Behavioural Sciences to be accepted as doctoral applicant, stating the proposed topic of such dissertation. Copies of degrees and graduation certificates shall be attached to the written application as evidence that admission requirements have been met (in case of external applicants as certified copies).

(2) The Dean shall under normal circumstances decide within two months on the applicant's request. Acceptance shall require that the applicant is assigned upon unanimous agreement to a professor, university or private lecturer at the School of Social and Behavioural Sciences as academic advisor; the above shall be documented in the form of a doctorate agreement in accordance with Section 4 (3) ABPO. Supervision by the head of a junior research group, who is not a member of the above-mentioned group of persons, shall require the approval of the Faculty Council.

(3) The applicant shall be notified in writing about his/her acceptance or rejection as doctoral applicant. The acceptance notice shall specify the subject area of the doctoral degree, the topic, as well as the academic advisors of the dissertation, and, as the case may be, requirements in accordance with Section 2. Any rejection shall be justified, including instructions on rights to appeal.

(4) No legal claim to opening a doctoral examination procedure may be derived from acceptance as doctoral applicant.

IV. Doctoral examination procedure

§ 4

(1) The application requesting opening of the doctoral examination procedure shall be addressed in writing to the Dean of the School of Social and Behavioural Sciences. The following documents shall be attached to the application in accordance with Section 5 (1) of the General Provisions for the Courses of Examination for Doctoral Candidates of Friedrich Schiller University Jena:

1. Evidence that the requirements under Section 2 (1) have been met and, if applicable, notice regarding acceptance as doctoral applicant in accordance with Section 3 (3) as well as evidence of completion of any requirements;
2. Four copies of the dissertation;
3. One (sworn) declaration, stating
 - 3.1. that the applicant is familiar with the current Course of Examination for Doctoral Candidates;
 - 3.2. that the applicant has composed and written the dissertation himself (statement of authorship), that no passages of text have been taken from third parties or own exam papers without having been identified as such and that all tools, personal notifications, and sources used by the applicant have been indicated in the dissertation;
 - 3.3. the persons, who have supported the applicant in selecting and analysing the material and preparing the manuscript (with or without consideration);
 - 3.4. that the applicant has not enlisted the assistance of a doctoral consultant and that no third parties have received either direct or indirect monetary benefits from the applicant for work related to the contents of the submitted dissertation;
 - 3.5. that the applicant has not already submitted the dissertation as examination paper for state or other academic examinations;
 - 3.6. whether he/she has submitted the same, a substantially similar or any different paper to another university or to another faculty as dissertation and if so, with what result;
4. An official certificate of good conduct if the applicant has been exmatriculated for more than three months and is not working in public service;
5. Evidence of payment of tuition fees for the doctoral examination procedure;
6. A list of academic publications and if applicable, academic presentations;
7. An application regarding the form of the oral examination (cf. Section 8 (1));
8. A curriculum vitae, providing information about education and academic development.

(2) Under normal circumstances, any person who already applied elsewhere for conferment of a doctoral degree in the same discipline or who has failed in a doctoral examination procedure may not be admitted to the doctoral examination procedure.

§ 5

(1) The Council of the School of Social and Behavioural Sciences shall decide on opening the doctoral examination procedure during its next meeting following receipt of the application with simple majority of the votes of all present members holding doctoral degrees.

(2) The applicant shall be notified in writing by the Dean about the opening of the doctoral examination procedure.

(3) In case of rejection by the Faculty Council, the procedure in accordance with Section 18 of the General Provisions for the Courses of Examination for Doctoral Candidates of Friedrich Schiller University Jena shall apply.

(4) The application for the opening of the doctoral examination procedure may be withdrawn if the procedure has been terminated because of the rejection of the dissertation or unless a date has been set for oral examination.

V. Doctoral committee

§ 6

- (1) The Council of the School of Social and Behavioural Sciences shall appoint a Doctoral Committee to execute the doctoral examination procedure. Such Committee shall usually be comprised of two reviewers of the dissertation, and one chairperson, who must be a member of the Faculty. The Faculty Council may appoint a third reviewer, who shall also be a member of the Doctoral Committee.
- (2) The Doctoral Committee shall decide in a closed meeting and on the basis of written evaluations regarding acceptance and grading of a dissertation. It shall organise the oral examination, grade the performance during such oral examination and issue a recommendation for the final mark. The chairperson and two members of the Doctoral Committee must be present throughout the above.
- (3) Records of all decisions taken by the Doctoral Committee shall be kept in minutes of such meetings.

VI. Dissertation

§ 7

- (1) In his/her dissertation the doctoral candidate shall demonstrate his/her ability to independently solve scientific problems whose solutions serve the development of the discipline in which the dissertation was completed.
- (2) The dissertation shall be written in German or, upon consultation with the academic advisor in English and shall be printed and bound. In justified cases, the Faculty Council may also permit a different language. Any dissertation not written in German shall include a German abstract.
- (3) In the subjects of psychology and sport science, upon consultation with the academic advisors, instead of a written dissertation, several journal articles that have been published or submitted for publication mainly under the candidate's name as main author, may be submitted in lieu of a written doctoral thesis, which overall shall be equivalent to a dissertation (publication-based dissertation). Under normal circumstances, at least three articles should be submitted. Each of these articles must have been submitted to a peer-reviewed journal, and the majority of the articles should have been published already or accepted for publication. The submitted articles shall be preceded by a comprehensive explanation, including a critical classification of the research topics and major insights of the publications in the context of scientific literature regarding the topic as well as an appraisal of the individual own contribution and of the contribution of other authors to the relevant publications
- (4) In the subject of sociology, upon written application by the applicant, four single-authored academic articles on different topics that have been published or submitted for publication in peer-reviewed professional journals may be submitted in lieu of a dissertation. Approval of such application, which shall be given by the Dean's office upon recommendation by the Council of the relevant Institute, shall require the supervisor's written confirmation that these publications overall are equivalent to a dissertation. The four publications submitted as equivalent to a dissertation shall be supplemented by a meaningful introduction to their common underlying academic question, a summary locating the author's own results within the context of academic literature on the topic as well as by a joint bibliography.
- (5) The dissertation shall include a title page in accordance with Appendix 2, which constitutes part of this Course of Examination as well as a short curriculum vitae outlining the applicant's scientific educational background.
- (6) The Dean shall send the dissertation to the reviewers appointed in accordance with Section 6 (1), requesting an opinion to be submitted within a period of two months. During the above period, the dissertation shall be available in the Dean's office for inspection by all Faculty members who are authorised to supervise in accordance with Section 3 (2), and for comments by the reviewers. The above shall be notified by the Dean.

(7) The reviewers appointed in accordance with Section 6 (1) shall exhaustively and independently from one another evaluate whether the submitted dissertation can be accepted as doctoral thesis. In their written evaluations they shall assess the academic performance of any thesis to be accepted and shall award one of the following marks:

<i>summa cum laude</i>	(outstanding)
<i>magna cum laude</i>	(very good)
<i>cum laude</i>	(good)
<i>rite</i>	(sufficient)

For the calculation of final marks, numerical values [0, 1, 2, 3] shall be attributed to the individual marks.

- (8) The evaluations should be submitted to the chairperson of the Doctoral Committee no later than two months from the opening of the doctoral examination procedure. If a reviewer is unable to submit his/her evaluation within a reasonable period of time, the Faculty Council may appoint a new reviewer.
- (9) If all reviewers recommend accepting the dissertation, the Doctoral Committee shall decide upon the final mark of such dissertation on the basis of their suggested marks.
If the reviewers' grades are identical, they shall constitute the final mark of the dissertation. If in case of only two reviewers, one awards "*summa cum laude*" and the other awards "*magna cum laude*", the Faculty Council shall request a third evaluation. If such third evaluation awards "*summa cum laude*", the final mark of "*summa cum laude*" shall be awarded. Otherwise, the Committee shall decide with a majority of members on the final mark.
After deciding on the final mark of the dissertation, the chairperson of the Doctoral Committee shall cause the doctoral examination procedure to be continued.
- (10) If one reviewer recommends rejection of the dissertation, the Doctoral Committee shall decide on continuing with the doctoral examination procedure or shall recommend to the Faculty Council that the candidate be failed. Upon approval by the Faculty Council, it

may obtain additional reviews. The Faculty Council shall decide about acceptance or rejection after renewed review upon recommendation by the Doctoral Committee, taking into account all suggested marks.

- (11) If two reviewers reject the dissertation, the Committee shall suggest to the Faculty Council that the candidate be failed.
- (12) The doctoral candidate shall be notified in writing by the Dean about termination of the doctoral examination procedure. In such case, the doctoral candidate shall be allowed to view the files. One copy of the dissertation shall remain on file with the Faculty.
- (13) If the dissertation has been rejected, only one further attempt at completing a doctoral degree may be made after one year at the earliest.
- (14) If the dissertation is accepted, the doctoral candidate may inspect the reviews once the deadline for the oral examination has been set.

VII. Oral examination

§ 8

- (1) The oral examination may optionally be held by the members of the Doctoral Committee in the form of a colloquium or as disputation in the subject of the doctoral degree. Upon application requesting opening of the doctoral examination procedure in accordance with Section 4, the candidate shall upon agreement with his/her supervisor nominate his/her preferred form of examination.
- (2) The colloquium shall last for no less than 60 minutes and shall be comprised of two abstracts presented by the candidate on subject-specific issues that are not identical with the topic of the dissertation, followed by an academic discussion. With the consent of his/her supervisor, in due time prior to the colloquium, the candidate shall propose the two main topics for the oral examination.
- (3) The disputation shall last no less than 60 minutes. After a presentation not exceeding 15 minutes on objectives and results of his/her dissertation, the candidate shall take and answer questions by the Doctoral Committee regarding the presentation as well as the overriding theoretical, empirical, and methodological context of the dissertation.
- (4) The oral examination shall take place no earlier than 14 days after the Doctoral Committee has decided to continue the doctoral examination procedure in accordance with Section 7 (9) or (10).
- (5) Upon completion of the oral examination, the Doctoral Committee shall assess the examination performance. Marks shall be assigned in accordance with Section 7 (7).
- (6) Any failed oral examinations may be repeated upon application once within 12 months, but in any event after two months at the earliest. In case of repeated failure the doctoral procedure shall finally be deemed failed. The candidate shall receive a relevant notification by the Dean, including instructions on rights of appeal.
- (7) If the candidate fails to attend the oral examination at the scheduled time without adequate excuse, the examination shall be deemed failed. The same shall apply if the candidate discontinues the examination without adequate reason.

VIII. Final mark of the doctoral degree

§ 9

- (1) The final mark for the doctorate degree shall be awarded in accordance with the grading scale in Section 7 (7).
- (2) The final mark shall be derived from the marks for the dissertation and of the oral examination. The mark for the dissertation shall be counted double.
A final mark of *summa cum laude* may be awarded only if both dissertation and oral examination are graded *summa cum laude*.
The doctoral certificate shall show the final mark as well as the marks of both the written thesis and of the oral examination.
- (3) The chairperson of the Doctoral Committee shall notify the Faculty Council through the Dean about the Committee's recommendation for the final mark to be awarded.
- (4) The Council of the School of Social and Behavioural Studies shall decide on the final mark with a simple majority of the votes of members holding doctoral degrees based on the recommendation by the Doctoral Committee.

IX. Completion of doctoral examination procedures and certification

§ 10

At the suggestion of the reviewers, the Doctoral Committee may require the removal of errors for the publication of the dissertation. It is incumbent upon the Dean to assess the editing.

§ 11

The Dean shall notify the candidate in writing about the decisions of the Doctoral Committee and the Faculty Council and if all examinations and theses have been passed successfully, the Dean shall advise the candidate of the obligation to publish the dissertation as well as of the provision regarding the completion of the doctoral examination procedure.

§ 12

Upon acceptance of the dissertation and successful completion of the oral examinations, the candidate shall be required to adequately publish the dissertation and to deliver the presentation copies within two (2) years to the University library's dissertation department in accordance with Section 13 (2) of the General Provisions for the Courses of Examination for Doctoral Candidates of Friedrich Schiller University Jena.

The above delivery period may be extended only with the consent of the Dean.

§ 13

(1) Once the requirements set forth in Section 10 have been met and the obligation to publish the dissertation and to deliver the presentation copies has been satisfied, the doctoral degree shall be conferred by way of delivery of a certificate signed by the Rector and the Dean. The date of the doctoral degree shall be the date of the oral examination.

(2) The right of the doctoral candidate to use the title shall begin upon delivery of the certificate.

(3) The Dean may prior to delivery of the doctoral certificate provide the candidate with a preliminary certificate about successful completion of the doctoral examination procedure.

**X. Fraud and revocation of doctoral degree, inspection,
appeal of decisions in the course of the doctoral examination procedure**

§ 14

The General Provisions for the Courses of Examination for Doctoral Candidates of Friedrich Schiller University Jena provide for the right to inspect the relevant documents related to the doctoral examination procedure (Section 17 ABPO), the right of objection (Section 18 ABPO) as well as cancellation and revocation of the doctoral degree (Section 16 ABPO).

XI. Honorary doctorates and renewals

§ 15

(1) In recognition of excellent scientific achievements or other special merits, Friedrich Schiller University may through the School of Social and Behavioural Studies confer honorary doctorates as a rare honour for individual subjects.

(2) Any university teacher at the Faculty shall be entitled to request conferment of the degree of a Dr. phil. h.c. onto any distinguished personage. With the consent of the Faculty Council, the Dean shall appoint two reviewers to appraise the achievements of the personage to be honoured.

(3) Taking into account the submitted opinions, the Faculty Council shall decide on the nomination for conferral of an honorary doctorate with three quarters of the votes of its members holding doctoral degrees. Prior to such decision by the Faculty Council, the Senate shall be given an opportunity to comment.

(4) Rector and Dean shall under normal circumstances confer the honorary doctorate in an event to which the members of the Senate and of the Faculty Council have been invited, by presenting a certificate, in which the achievements of the honoured personage are recognised.

§ 16

(1) The doctoral certificate may be renewed on the occasion of the 50th anniversary of the date of its initial conferral if this is deemed expedient in light of the scientific merits or the close ties of the recipient with Friedrich Schiller University

(2) The doctoral certificate shall be conferred upon the proposal of the Dean and the approval of the competent Faculty Council. The certificate bears the signature of the Rector and of the Dean.

XII. Transitional provisions

§ 17

In case of applicants, who have been accepted or supervised as doctoral applicants at another university, and whose academic advisor has recently been appointed to a position at Friedrich Schiller University, the requirements to apply for admission as doctoral applicant and to open doctoral examination procedures of the original university shall apply. In this case, exceptions may be made from the provisions set forth in Section 3 (1).

The doctoral examination procedure shall be executed taking into account clause 1, however, as a matter of principle in accordance with the Course of Examination for Doctoral Candidates of the School of Social and Behavioural Sciences.

§ 18

(1) Unless stipulated otherwise in the present Course of Examination, the General Provisions for the Courses of Examination for Doctoral Candidates of Friedrich Schiller University Jena, as amended, shall apply.

(2) Status indicators and titles in this Course of Examination for Doctoral Candidates shall equally apply to the feminine and masculine forms.

§ 19

(1) The present Course of Examination for Doctoral Candidates shall come into effect on the first day of the month following its publication in the Official Journal of Friedrich Schiller University. At the same time, the Course of Examination for Doctoral Candidates of 04 November 1997 (Official Gazette of the Ministry of Culture of Thuringia (TKM) / Department of Science, Research and Culture of the Federal State of Thuringia (TMWFK), special edition 1/2002 p. 37) shall expire, provided that it shall continue to apply to doctoral applicants, who are exercising their option under article 2.

(2) Candidates, who were accepted as doctoral applicants already prior to the present Rules entering into force, on the basis of the Course of Examination for Doctoral Candidates of the School of Social and Behavioural Sciences of 04 November 1997, may until the end of two semesters after these Rules entering force chose either the previous or the current Course of Examination for Doctoral Candidates.

The Dean

The Rector

**Admission of particularly qualified graduates
of FH universities of applied sciences or of Bachelor courses as doctoral candidates**

Preamble

The School of Social and Behavioural Sciences supports the endeavour to enable outstanding graduates of FH universities of applied sciences without Master's degrees or Bachelor graduates to enter doctoral programmes.

1. Application

The application requesting acceptance as doctoral applicant shall be addressed to the School of Social and Behavioural Sciences. The following documents shall be attached to such application:

- A project outline of the dissertation topic
- A curriculum vitae showing the academic background
- Degree certificate
- Graduation thesis, and if applicable, evaluations

2. Review procedures

The Faculty Council shall set up a committee, which usually is comprised of three (3) professors to review the applicant's degrees and possibly to set requirements for the completion of additional studies or examinations.

Conditions for processing applications:

- Degree with final mark of 2.0 or better (Diplom, FH universities of applied sciences) or 1.2 or better (Bachelor)
- Recommendation by the University Faculty that is responsible for the applicant's completed programme
- In case of Bachelor graduates, two letters of recommendation by a professor, university or private lecturer regarding the applicant's suitability must be attached
- A guarantee of supervision of the dissertation by the persons specified in Section 3 (2)
- The approval of a professor, university or private lecturer at the Faculty, who is the potential supervisor of the doctoral course, regarding the submitted project outline's suitability for a doctoral course

In addition to the above-mentioned requirements, in the course of the review procedure, the Committee shall also review the results of studies or examinations during the degree programme and, based on studies or examinations required for a comparable degree at the School of Social and Behavioural Sciences for the requested doctoral subject, shall set requirements for the completion of additional studies or examinations. These requirements must be met within three semesters.

The Committee's findings must be confirmed by the Faculty Council and shall be communicated to the applicant.

All requirements must have been met prior to the opening of doctoral examination procedures.

3. Supervision modalities

Upon request by the FH university of applied sciences, the Council of the School of Social and Behavioural Sciences may decide to involve an FH professor in supervising the dissertation.

*Sample
of a dissertation cover passage*

Title of the dissertation

Dissertation

in partial fulfilment of the requirements for the degree

doctor philosophiae (Dr. phil.)

submitted to the Council of the School of Social and Behavioural Sciences

at Friedrich Schiller University Jena

By (previous academic degree, first name, surname)

born on in

Reverse side of the title page (bottom of page)

Reviewers

1. _____

2. _____

Date of the oral examination: _____