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## **Joint Doctorate Rules and Regulations for the Dr. phil/Ph.D of Freie Universität Berlin**

### **Preamble**

By virtue of section 14, paragraph 1 No. 2 of the partial basic regulation (TGO trial model) of Freie Universität Berlin from October 27, 1998 (FU Notification 24/1998) in connection with Section 70, para. 5 of the Higher Education Act of the State of Berlin (Berlin Higher Education Act [Berliner Hochschulgesetz - BerIHG]) in the version of the bulletin on the revised version of February 13, 2003 (GVBl., p. 81) most recently amended by the law of July 17, 2008 (GVBl. p. 209), the Expanded Faculty Councils of the Departments Education and Psychology, History and Cultural Studies, Philosophy and Humanities and Political and Social Sciences of Freie Universität Berlin have issued the following doctorate rules and procedures on July 2 and 16, August 13, and September 18, 2008.\*

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### **§ 1**

#### **Definition of the Terms Doctorate and Doctoral Degree**

(1) The Departments Education and Psychology, History and Cultural Studies, Philosophy and Humanities and Political and Social Sciences of Freie Universität Berlin confer the degree of Doctor of Philosophy (doctor philosophiae, abbreviated: Dr. phil.) or a Doctor of Philosophy (Ph.D.) on the basis of a proper doctoral procedure and in compliance with the following provisions.

(2) The doctorate does not only prove the successful conclusion of the studies, but also the applicant's qualification for in-depth scientific work through independent research endeavors. The written doctoral work shall consist of a scientific paper (dissertation) or several individual papers (cumulative paper) and an exam colloquium (oral exam). Applicants for a Doctor of Philosophy (Ph.D.) must also prove the successful completion of a doctoral program within the framework of the Dahlem Research School (DRS) or an equivalent study program by submitting a certificate and transcript or equivalent verification.

(3) Doctoral subjects are scientific research areas which can easily be distinguished; study programs or partial study programs of these scientific research areas and are represented in the fields of teaching and research by at least one professor from the department.

(4) The degree of honorary Doctor of Philosophy (doctor philosophiae honoris causa, abbreviated: Dr. phil. h. c.) can be conferred for outstanding scientific work.

(5) Pursuant to para. 1, a degree for the doctoral subject can only be conferred one time.

(6) For doctoral procedures in which the written doctoral performance consists of several individual papers, the meanings of the regulations for the dissertation apply.

### **§ 2**

#### **Doctoral Committee**

- (1) The faculty council appoints a doctoral committee to supervise the doctoral procedure. The faculty council appoints the members of the doctoral committee at the beginning of the respective term. It consists of at least three full-time professors and one academic staff member with a doctorate.
- (2) The doctoral committee decides on the admission of applicants and acceptance of their dissertation project to the doctoral procedure. The committee is obliged to advise the applicants. In the case of interdisciplinary doctoral projects, the doctoral committee must make sure that the assessment adequately takes the other subjects into consideration. The meetings of the doctoral committee are closed.
- (3) The doctoral committee can, in general, assign individual decisions or certain rights to the chair of the doctoral committee. The doctoral committee can reverse the assignment at any time.
- (4) The doctoral committee reports to the faculty council and informs the faculty council on its decisions.
- (5) Fundamental questions related to the procedure, the chair of the doctoral committee must inform the President's Office - legal office - via the faculty's deanship.

### **§ 3**

#### **Admission Requirements**

- (1) To be admitted to the doctoral procedure, the student must have successfully earned his or her university degree majoring in a subject essential for the doctorate at a university entitled to confer doctorates within the area of application of the Framework Act for Higher Education and passed
  - A Master's examination with a total of 300 credit points – including the previously completed study program
  - A Master's examination,
  - A Diploma examination,or
  - The first state examination for teachers trained to teach at general education or vocational schools with a final grade of at least "good".
- (2) Students can be admitted with a Bachelor's degree from one of the study programs essential for the doctorate, if the degree was conferred with the best possible grade available according to the grading scale of the respective examination regulations, and if the applicant has successfully passed an assessment test administered by two full-time professors in a subject essential for the doctorate. The doctoral committee decides on the format of the assessment test.
- (3) If the applicant has a university degree other than the ones listed under para. 1 and 2, the applicant may be admitted to the doctoral procedure if the applicant's qualification for the doctoral field of study is assured. The doctoral commission can admit the applicant to the doctoral procedure on condition that he/she must submit graded course assessments within a certain period of time, which are standard for the university required in para. 1 or that are required to additionally prove the applicant's knowledge essential for the doctorate being applied for.
- (4) An equivalent final degree from a university that is not within the area of application of the Basic Law is also considered a university degree as per para. 1. If in doubt, the Central Office for Foreign Education Systems [Zentralstelle für ausländisches Bildungswesen], which is part of the Standing Conference of Ministers of Education and Cultural Affairs of the States of the Federal Republic of Germany must be asked to provide an equivalency confirmation. If the Central Office for Foreign Education Systems does not provide an assessment of the grading of the foreign university degree, the responsible member of the doctoral committee shall certify that this final university grade is comparable to a final degree with a grade of at least "good". If equivalency is not determined, the doctoral committee shall determine if, pursuant to the provisions under para. 2, equivalency can be acknowledged.
- (5) If the degree was conferred by a *Fachhochschule* [University of Applied Sciences], the respective qualification must be proven. This proof consists of a final examination at the university of applied sciences in one of the study programs essential for the doctorate with the best-possible final grade that can be given according to the grading scale of the respective examination regulations. The doctoral committee will decide on a case by case basis, if it wants to proceed in accordance with para. 2 or 3.

### **§ 4**

#### **Admission Procedure**

- (1) Applications for admission to the doctorate must be sent to the doctoral committee and accompanied by the following documents:
  - a) Documents, especially certificates and transcripts required as per Section 3,
  - b) A summary of all activities and experiences pertaining to the intended doctoral procedure in the form of a table,

- c) A statement on whether the candidate has previously declared his or her intention to earn a doctorate at another university or if a doctoral procedure is ongoing at another university or in another department of Freie Universität Berlin, if applicable including all respective information,
  - d) A statement indicating that the applicant is familiar with the currently valid doctorate rules and regulations,
  - e) If the applicant's native language is not German, the person applying to Freie Universität Berlin must submit a university degree from a foreign university or similar institution, and proof of proficiency in the German language by passing the German language proficiency test for universities [Sprachprüfung für den Hochschulzugang - DSH] or comparable proof pursuant to the regulations for German language tests for university admission of foreign applicants at Freie Universität Berlin,
  - f) If the doctoral work is to be completed in English or, upon request, in another scientific language, the applicant must prove that his/her knowledge of English or the other scientific language corresponds to level C1 of the Common European Framework of Reference for Languages (GER) or equivalent knowledge. Another scientific language other than English will only be allowed, if the supervision, review, and assessment can be guaranteed.
  - g) If applicable, proof of other foreign language skills indispensable for the doctoral subject. The responsible faculty council decides on the type and scope of these language requirements in separate rules and regulations.
- (2) The application for admission must be accompanied by a description of the objectives and methods of the dissertation project. The dissertation project must be approved by at least one full-time university professor of the department. The doctoral candidate shall suggest a supervisor. The suggested supervisor must confirm that he or she is prepared to assume this responsibility.
- (3) The doctoral committee usually decides on applications for admission to doctoral procedures within one month. The reasons for a rejection must be provided in writing.
- (4) The doctorate application must be rejected, if:
- a) The prerequisites as per Section 3 are not met;
  - b) The documents listed under 1 and 2 are missing;
  - c) A doctoral procedure was already successfully completed in the requested doctoral subject;
  - d) A doctoral procedure is currently ongoing in the requested doctoral subject.
  - e) If the statement required as per para. 1c) is incorrect. The doctoral application can also be rejected based on lack of competence as per Section 4, para. 2.

## **§ 5**

### **Registration as Doctoral Candidate**

- (1) Doctoral candidates, who are not already members of Freie Universität Berlin because they work for the university or are enrolled in a study program, must register or enroll as a doctoral candidate at Freie Universität Berlin.
- (2) If the candidate does not register within the time period provided in the notice of admission to the doctoral procedure and/or the grace period, the admission to the doctoral procedure shall expire. This does not preclude a new application for admission to the doctoral procedure.

## **§ 6**

### **Supervision of the Dissertation Project**

#### **Normal Dissertation Period**

- (1) Once the candidate is admitted to the doctoral procedure, the department must supervise and later assess the dissertation project.
- (2) Dissertation supervisors are usually professors of the department. The supervision of a dissertation is an ongoing obligation of the respective professor and cannot be delegated.
- (3) Notwithstanding para. 2, the directors, heads of research groups, and persons responsible for independent junior researcher groups and other peer members of non-university research institutes and educational institutes, who, based on cooperation agreements entered into with Freie Universität Berlin and in collaboration with the department, were granted the right to be involved in the doctoral procedure as supervisors, experts, and examiners, have the rights and duties of part-time professors. This also applies to persons responsible for independent junior researcher groups financed by third-party funds, for which Freie Universität Berlin is the admitting institution, and who, in collaboration with the department and within the framework of an agreement, were granted the right to lead doctoral candidates to a doctorate.
- (4) In individual cases, the granting of the participation rights and obligations as per para. 3 is subject to the approval of the majority of the members of the doctoral committee, who have earned a doctorate and so qualifying them through already completed scientific work and meeting the requirements for departmental professors. The doctoral committee can concurrently appoint a departmental member for a joint supervision.

(5) If warranted, the doctoral committee may also appoint professors who are not associated with the department. The doctoral committee shall appoint a full-time professor from the department to support the external supervisor.

External supervisors must also guarantee proper supervision if their professional activities take place mainly outside of the State of Berlin, and must, in particular, guarantee that personal contact with the doctoral candidate is assured.

(6) The topic of the dissertation project can be chosen freely, but the choice must be made in consultation with the supervisor. Usually, the dissertation should be submitted after three years, and the entire project completed after four years (normal doctorate time frame).

(7) Should a doctoral candidate exceed the normal doctorate time frame as per para. 6, he or she must present a statement from the doctoral committee to the university administration indicating the status of the dissertation and the amount of time the candidate probably still requires. If the doctoral candidate does not present this statement within three months after having been asked to do so for reasons the doctoral candidate is responsible for, the admission to the doctoral procedure shall expire.

(8) By providing the doctoral candidate and the department with a statement, the supervisor pledges to supervise the doctoral candidate's dissertation project for a period of up to three years. If this period is exceeded, the doctoral committee shall make a decision if requested to do so and in consultation with the supervisor. If the supervisor or the doctoral candidate feels compelled to terminate the supervisory relationship for good reasons, they must immediately inform the chair of the doctoral committee and state the reasons.

(9) If the supervisor's association with Freie Universität Berlin ends, the supervisor shall be entitled to complete the supervision of a commenced dissertation and be a voting member of the doctoral commission for a period of three years. This time limitation does not apply to former full-time professors of Freie Universität Berlin, whose teaching certificate and examination authorization are still valid.

## **§ 7**

### **Dissertation**

(1) The written dissertation shall prove the qualification for independent in-depth scientific work and should strive to advance scientific research and discovery.

(2) The written dissertation to be submitted in German, English, or, upon request, in another scientific language, may consist of

a) An unpublished or completely or partially published paper that must contain an integrally completed presentation of the research and its results. Prior publications are only allowed if jointly agreed upon by the doctoral candidate and the supervisor,

or

b) A cumulative paper consisting of published and/or unpublished individual papers, that, in toto, must represent an achievement that is equal to a dissertation pursuant to a). Published individual papers must be published in a scientific journal within a review process, and unpublished individual papers accepted by such journals after the respective review. The right of the doctoral commission to decide on the acceptance or rejection of a cumulative paper shall remain unaffected by these requirements. A cumulative paper that must have one overall title must also, in addition to the requirements listed under Section 7, para. 5, contain a list of titles of the individual papers and an introduction and joining text that summarily interprets, assesses, and discusses the individual papers of the cumulative paper.

(3) Regarding a written doctoral paper pursuant to para. 2 that was developed in cooperation with other scientists, the part of the doctoral candidate must be clearly defined and assessable. The doctoral candidate must present the part he/she has played in the design, execution, and drafting in detail.

(4) The doctoral candidate must reference all resources and aids that were used and assure that the paper was authored independently on this basis. The dissertation cannot have been accepted or rejected within the context of a previous doctoral procedure. In the event of doubt, papers from earlier doctoral procedures must be submitted for comparison purposes.

(5) The dissertation's title page must include the author's name, list the department, and be designated as a dissertation submitted to Freie Universität Berlin, and must show the year of submission. It must also include a cover page for the names of the reviewers. The appendix must include summaries of the results in German and English and a list of prior publications that have resulted from this dissertation. With the consent of the doctoral candidate, it should also include a short resume of the doctoral candidate.

(6) The dissertation must be submitted in six printed copies each. Each reviewer shall be provided with one copy, and one copy shall remain with the department and will be archived. Previous publications of parts of the paper must also be submitted as reprints in six copies.

## **§ 8**

### **Dissertation Assessment**

(1) After the dissertation has been submitted, the doctoral committee shall immediately appoint the reviewers of the dissertation and the doctoral commission pursuant to Section 9.

(2) As a general rule, the supervisor of the dissertation project is appointed as the dissertation reviewer. The doctoral committee shall appoint another reviewer together with the doctoral candidate. At least one reviewer must be a full-time professor of the department. At least one reviewer must be from the dissertation's subject area. If significant methodological or subject-related aspects of the dissertation touch on a subject area that is predominantly represented by another department, the additional reviewing professors should come from this department. Section 6, para. 3 shall not be affected.

(3) The reviewer's reports must be drafted independently from each other and submitted within 10 weeks after having been requested. The reasons for not being able to observe the time frame must be justified in writing to the doctoral committee. The members of the doctoral committee and the doctoral commission must treat the reviewers' reports confidentially. The reports must recognize the importance of the dissertation and its results in a larger context and indicate any deficiencies. If a reviewer notices deficiencies in the dissertation that can or must be addressed in order for the paper to be accepted, the reviewer must describe these in the report in detail. In such a case, he or she can recommend that the dissertation be revised and make suggestions on how this should be done. Each reviewer must write a final overall assessment, in which the reviewer must either recommend that the dissertation be assessed and graded pursuant to Section 10, be rejected, or returned for a remediation of certain deficiencies and then resubmitted. If the required assessments are not clearly outlined in the reviewer's report, the doctoral committee shall return the report for revision.

(4) If the reviewers' assessments in the reports deviate from one another by more than one grade, the doctoral committee shall appoint another reviewer.

(5) After the reviewer's reports have been finalized, the dissertation and the reviewers' grade suggestions must be laid open for review for two weeks during the term or for four weeks between terms. All professors and faculty members who have a doctorate may review the dissertation and proposed grades and can also submit a written statement that must be included in the doctoral documentation. The doctoral committee must inform this group of persons in an appropriate manner that the dissertation was laid open. In addition, the members of the doctoral committee and the respective doctoral commission are also entitled to review the reports during the period the dissertation is laid open. In the event written statements are received during the period the dissertation is laid open, the doctoral committee may appoint another external reviewer.

## **§ 9**

### **Doctoral Commission**

(1) The doctoral committee shall form a doctoral commission for the pending doctoral procedure and shall appoint a chair and vice-chair who must be full-time professors of the department.

(2) The doctoral commission consists of the reviewers and at least two additional professors. Three of them must be members of the department, and one must be an academic staff member with a doctorate who is employed by Freie Universität Berlin or a member of the department. The doctoral commission should not include more than one professor who has been released from his duties or has retired. Section 6, para. 3 shall not be affected.

(3) The doctoral committee shall replace members of the doctoral commission who, for compelling reasons, cannot be actively involved in the commission for a longer period of time in accordance with para. 2.

(4) The tasks of the doctoral commission are as follows:

a) Assess the dissertation on the basis of the submitted reports and, if applicable, written statements as per Section 8, para. 5,

b) Schedule and conduct the oral exam,

c) Grade the oral exam,

d) Determine the final grade by taking into consideration the individual grades of the dissertation and oral exam pursuant to Sections 11 and 12.

(5) The meetings of the doctoral commission are not open to the public.

(6) The decisions of the doctoral commission are based on the majority decision of its voting members. All votes on performance assessments are taken openly; abstentions are not allowed.

## **§ 10**

### **Dissertation Decisions and Oral Exam Scheduling**

(10) After the period during which the dissertation is laid open, the doctoral commission decides on the acceptance, rejection, or return of the dissertation, the admission of the doctoral candidate to the oral exam and the dissertation's grade/designation. If the dissertation is accepted, the following grading system shall be used:

– Outstanding (summa cum laude)

– Very good (magna cum laude)

- Good (cum laude)
- Sufficient (rite).

The distinction "summa cum laude" may only be awarded to a dissertation that both reviewers have graded with "summa cum laude" and that was not returned to the doctoral candidate for revision and re-submission prior to its final grading. If the dissertation is rejected, the doctoral commission shall not schedule an oral exam, but declare the doctorate as failed, providing reasons for this decision. The chair of the doctoral commission shall inform the doctoral candidate in writing of the rejection and provide the reasons for this decision.

(2) Upon acceptance of the dissertation, the doctoral commission shall inform the doctoral candidate of its decision and shall, in consultation with the doctoral candidate, schedule the date and time of the oral exam. The oral exam should take place within four months of receipt of the last report. Upon request, the chair of the doctoral committee shall decide on any justified exceptions. The chair of the doctoral commission shall issue the invitation for the oral exam.

(3) If the dissertation had to be returned, the oral exam shall not be scheduled until the revised dissertation has been submitted and reviewed, and the period during which the dissertation has to be laid open pursuant to Section 8, para. 5 has ended.

(4) If the doctoral candidate declares that he or she does not want to take the oral exam, the doctorate shall be deemed as not passed. The chair of the doctoral committee must inform the doctoral candidate of this decision in writing.

## **§ 11**

### **Oral Exam**

(1) The purpose of the oral exam is to prove the doctoral candidate's ability to verbally explain and discuss scientific problems. Depending on the doctoral candidate's preference, the oral exam shall be conducted in German, English, or upon request, in another scientific language. The oral exam is open to the university unless the doctoral candidate objects. All members of the doctoral commission must attend the oral exam.

(2) The oral exam starts with a presentation of approx. 30 minutes, during which the doctoral candidate presents and explains the results of the dissertation and their significance within a larger subject-related context. Subsequently, the doctoral candidate defends the dissertation against criticism and answers questions of the members of the doctoral commission.

All questions should relate to the integration of the dissertation's problems into larger scientific contexts. Subsequently, the chair of the doctoral commission may allow questions from the public on the topic of the oral exam. The disputation must take at least 30 minutes, but no longer than 60 minutes.

(3) The chair of the doctoral commission shall coordinate the scientific disputation and decide which questions are legitimate and their order. The chair may exclude the public, if this is necessary for a proper oral exam; members of the doctoral committee are not considered members of the public. The members of the doctoral commission shall appoint one of its members as recording secretary. The recording secretary shall take minutes on the course of the oral exam. The minutes must be included in the doctoral documentation. The minutes must include the following information:

- Date/time/place of the oral exam
- A list of the attending members of the doctoral commission
- Dissertation grade
- List of discussion contributions in bullet point format
- Oral exam grade
- Final grade as per Section 12
- Special explanatory notes

The minutes must be signed by the secretary and the chair of the doctoral commission.

(5) Should the doctoral candidate miss the oral exam without a valid excuse, the exam shall be deemed as not passed. The doctoral candidate shall be informed of this fact in writing.

## **§ 12**

### **Oral Exam and Doctorate Decision**

(1) Following the oral exam, the doctoral commission shall assess and grade the oral exam in a closed meeting pursuant to Section 10, para. 1. For the assessment of the oral exam, the disputation has more weight than the presentation. For the final grade, the dissertation has more weight than the oral exam. The doctoral commission shall then determine the final grade by using the assessment grades/designations listed in Section 10, para. 1. The commission shall inform the doctoral candidate about the individual grades of the dissertation, the oral exam, and the final grade. The designation "outstanding (summa cum laude)" can only be awarded as a final grade, if the dissertation was also awarded this designation.

(2) After the doctoral commission has determined the final grade, the doctoral candidate shall be issued an interim certificate, bearing the dissertation's title, the individual dissertation and oral exam

grades and the final grade/designation. This interim certificate does not entitle its owner to the use of the doctoral degree.

(3) The entire doctoral procedure must continue to be treated confidentially even after its completion; the person who was awarded the doctor's degree or the former doctoral candidate is entitled to review the doctoral file for one year after the termination of the doctoral procedure.

(4) If the candidate does not pass the oral exam, the chair of the doctoral committee must inform the doctoral candidate of this decision and of the respective reasons in writing within two weeks. The doctoral candidate may re-take the oral exam at a date between three and six months following the first exam.

(5) If the doctoral candidate also fails the second oral exam, the doctoral commission shall declare the doctorate as failed and will provide the reasons for its decision. The chair of the doctoral committee shall inform the doctoral candidate of the decision in writing within two weeks.

### **§ 13**

#### **Publication and Submission Provisions**

(1) The dissertation must be made available to the scientific community in an appropriate manner by copying and distributing it. In addition to the three copies required as per Section 7, para. 6, this provision shall be deemed as fulfilled, if the doctoral candidate provides the following free of charge:

- a) 40 copies in letterpress print or picture print,
- b) Three original publications, if the entire dissertation was published in a journal,
- c) Three originals, if a commercial publishing house is taking care of its distribution, and if a minimum circulation of 150 copies can be proven.
- d) Three reproducible copies in typescript together with the original copy and 50 additional copies in the form of microfiche or
- e) One electronic version for which the data format and data carrier must be coordinated with the university library, and five printed copies.

In the case of a), the university library must keep an appropriate number of the remaining exchangeable copies for four years. In the case of b) and c), the publication must be referenced as a dissertation including the location of the dissertation.

In the case of a) and d), the doctoral candidate shall grant Freie Universität Berlin the right to produce and distribute additional copies of his or her dissertation.

(2) If the dissertation is distributed by a commercial publishing house and if a print subsidy was awarded from public funds, the university library must be provided an appropriate number of copies for the purpose of distribution.

(3) The publication and fulfillment of the submission obligations as per paragraph 1 must take place within two years from the date of the oral exam. The doctoral committee is responsible for any decisions relating to an extension of this period, which must be based on a justified written application from the doctoral candidate.

(4) The doctoral candidate must have the text version of the dissertation to be published approved before it is printed. This approval is granted by the chair of the doctoral committee together with the reviewers.

(5) The doctoral procedure does not include a publication obligation with regard to the published individual papers of a cumulative paper. Upon substantiated, written request by the doctoral candidate, the doctoral committee shall decide, if a partially published paper may be exempt from the publication obligations.

### **§ 14**

#### **Doctoral Certificate**

(1) A doctoral certificate shall be issued in German and, upon request, also in English or Latin.

(2) The certificate must contain the following information:

- a) The names of Freie Universität Berlin and the Department,
- b) The name, date of birth, and place of birth of the person who was awarded the doctorate,
- c) The awarded degree Doctor of Philosophy (doctor philosophiae, abbreviated: Dr. phil.) or Doctor of Philosophy (Ph.D.),
- d) The title of the dissertation,
- e) The date of the oral exam, which is considered the date of the doctorate,
- f) The grades of the dissertation and the oral exam as well as the final grade of the doctorate,
- h) The names of the reviewers,
- i) The signature and name of the dean,
- i) The seal of Freie Universität Berlin,
- j) If applicable, the name of the successfully completed doctoral studies.

(2) Doctoral candidates fulfilling the requirements for the conferment of the degree Doctor of Philosophy (Ph.D.) may instead, upon request, be conferred the degree of a Doctor of Philosophy (Dr. phil.).

(3) If it is learned before the certificate is presented that

1. The applicant has been untruthful with regard to important requirements for the conferment of the doctoral degree or

2. The fulfillment of essential requirements for the conferment of the doctoral degree had erroneously been assumed without the situation described under 1 being the case, the doctoral certificate shall, subject to a decision to the contrary by the doctoral committee, not be presented and, in the case of a doctoral procedure as per Sections 1 - 12, the entire examination be declared as not passed.

(4) The doctoral certificate should be presented within six weeks after the notification on the fulfillment of the submission obligation as per Section 13, para. 1 and para. 3. The doctoral certificate entitles its owner to use the doctoral degree.

## **§ 15**

### **Appeal**

The result of the doctoral procedure can be appealed within three months after the notification of the result, must be addressed to the chair of the doctoral committee, and must include a written explanatory statement. The chair of the doctoral committee is responsible for conducting a proper appeals process. The chair shall forward the appeal to the members of the doctoral commission. The chair of the doctoral committee shall inform the candidate of the commission's decision on the appeal. The doctoral commission shall generally make its decision on an appeal within one month. The assessments that were made and the reasons for the assessments must be verified. The result of this review including the grades must be explained in writing.

## **§ 16**

### **Joint Doctorate with Foreign Educational Universities or Equivalent Education or Research Institutes**

(1) The doctoral procedure can be carried out jointly with foreign universities or equivalent educational or research institutions, if

a) The applicant fulfills the requirements for admission to the doctoral procedure at the Department of Freie Universität, and

b) The foreign institution has the right to grant doctorates in accordance with its national legal regulations, and if the degree to be awarded by this institution would have to be recognized within the area of application of the Basic Law.

(2) The joint doctoral procedure must be governed by an agreement. Its contractual provisions apply in addition to the provisions of these doctorate regulations. To guarantee equivalency, the agreements must take these doctorate regulations into consideration with regard to requirements and procedure. The parties must agree on which doctorate rules and regulations apply. If applicable, the foreign doctorate rules and procedures must be presented in a German or English translation to be able to determine if they are equivalent with the requirements and procedures of the department's doctorate rules and regulations. If the foreign doctorate rules and regulations apply, it must be guaranteed that the most important regulations of the doctorate rules and regulations of the department of Freie Universität Berlin are also adhered to.

(3) The doctoral candidate must be enrolled at the institutions involved.

(4) The paper may be written in German, English, or, upon request, another scientific language, and must, if applicable, also contain a summary in the third language in addition to the German and English summaries.

(5) The doctoral commission shall consist of two professors from the university or equivalent research or educational institute involved and one departmental academic staff member with a doctorate. Both reviewers shall be members of the commission. The commission can be expanded by up to two additional professors on request, but equal representation must be guaranteed. It must be guaranteed that the members of the doctoral commission are proficient in the language the exam is conducted in.

(6) In the event of divergent grading systems in the two countries, the parties must agree on how the jointly determined exam grades should be named and uniformly documented. The grading scale of the ECTS (European Credit Transfer System) shall serve as the basis:

A = outstanding = summa cum laude,

B = very good = magna cum laude,

C = good = cum laude,

D = satisfactory = rite,

F = not passed = non rite.

(7) Both universities shall jointly issue a bilingual doctoral certificate according to the template developed by the German Rectors' Conference (HRK). This way, the doctoral candidate has the option to use the doctoral degree either in the German or the foreign form. Only one doctoral degree shall be awarded, however.

## **§ 17**

### **Honorary Doctorate**



The faculty council can, if requested to do so by the dean, the research commission, or at least three full-time professors of the department, confer the honorary degree of Honorary Doctor of Philosophy (doctor philosophiae honoris causa, abbreviated: Dr. phil. h. c.) for outstanding scientific work that is significant for one of the doctoral subjects. The doctoral committee must appoint a doctoral commission as per Section 9 to assess this work and make a recommendation to the faculty council under consideration of two external exams. The decision of the faculty council requires the majority of the members of the faculty council with a doctoral degree.

#### **§ 18**

##### **Revocation of a Doctoral Degree**

The revocation of a degree as per Section 1 is governed by the legal provisions.

#### **§ 19**

##### **Discontinuation of, Withdrawal from the Procedure, New Doctoral Procedure**

(1) If more than six years have passed since the candidate was admitted to the doctoral procedure, the doctoral committee may discontinue the procedure after having previously obtained the written approval of the supervisor and having a hearing with the doctoral candidate. The discontinuation notification must include reasons. It is issued in writing by the chair of the doctoral committee. This does not, however, preclude a new application for admission to the doctoral procedure.

(2) The doctoral candidate is entitled to withdraw before the first report is received. Once the doctoral candidate has withdrawn, the procedural steps taken up to that date are no longer considered part of the doctoral procedure.

(3) If the doctorate is not passed, admission to a new doctoral procedure may be applied for, but the new dissertation cannot be submitted until after one year has passed.

#### **§ 20**

##### **Legal Effectiveness, Expiration, and Interim Regulations**

(1) These doctorate rules and regulations shall become effective one day after their publication in the Official Announcements (official register of Freie Universität Berlin). Concurrently, the joint doctorates rules and regulations for the Dr. phil. of Freie Universität Berlin dated October 21, 1985 in the revised version published on July 8, 1998 (FU Communication 25/1998) shall become invalid.

(2) Doctoral candidates who are working on a dissertation at the time these doctorate regulations become effective and have been admitted pursuant to Sections 3, 4 of the doctorate rules and regulations of the department as per para. 1, sub-para. 2, can complete the doctoral procedure in accordance with the former rules and regulations, if an interim period of four years after these regulations have become effective is not exceeded. Section 13 of these rules and regulations also applies to all procedures that have not yet been concluded pursuant to the former rules and regulations.

\* These rules and regulations were approved on November 21, 2008 by the Senate Committee for Higher Education.