

**Doctorate Rules and Regulations  
for the Dr. rer. pol in Political Science of the  
Department of Political and Social Sciences  
of Freie Universität Berlin**

**Preamble**

Based on Section 14, para. 1 sub-para. 2 of the partial basic regulation (TGO trial model) of Freie Universität Berlin dated October 27, 1998 (FU Communication 24/1998) in connection with Section 70, para. 5 of the Higher Education Act in the State of Berlin (Berliner Hochschulgesetz - BerlHG) in the version of its publication of the revised version of February 13, 2003 (GVBl. p. 81), most recently amended by the law of July 12, 2007 (GVBl. p. 278), the faculty council of the Department of Political and Social Sciences at Freie Universität Berlin has issued the following doctorate regulations on March 14, 2008:\*

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\* This regulation was approved on April 14, 2008 by the Senate Committee for Higher Education.

**§ 1  
Definition of the Terms Doctorate  
and Doctoral Degree**

(1) The Department of Political and Social Sciences of Freie Universität Berlin confers a Doctor of Political Science (doctor rerum publicarum, abbreviated as Dr. rer. pol.) 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 evidences a special scientific qualification through independent research that exceeds a regular university degree from a study program in political science or other study programs with an economic or socio-scientific focus. The written doctoral work shall consist of a scientific paper (dissertation) or several individual papers (cumulative paper) and an exam colloquium (oral exam). To earn a Doctor of Philosophy (Ph.D.), the doctoral candidate must also provide proof of the successful completion of doctoral studies offered at the Dahlem Research School (DRS) or equivalent university studies by submitting a certificate and transcript or equivalent proof.

(3) The degree of honorary Doctor of Political Sciences (doctor rerum politicarum honoris cause, abbreviated Dr. rer. pol. h. c.) can be conferred for outstanding scientific work.

(4) A degree described in para. 1 can only be conferred one time for the doctoral subject.

For doctoral procedures where the written doctoral work 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 shall appoint the members of the doctoral committee at the beginning of its term. It consists of three full-time professors and one academic staff member with a doctorate.

(3) The doctoral committee decides on the admission of applicants and their dissertation project for the doctoral procedure. It must advise the applicants. With regard to an interdisciplinary doctoral procedure, the doctoral committee shall make sure that the assessment adequately takes the other subjects into

consideration. The meetings of the doctoral committee are closed.

(4) The doctoral committee can assign certain decisions relating to a specific case or certain general rights to the chair of the doctoral committee. The doctoral committee can reverse the assignment at any time.

(5) The doctoral committee reports to the faculty council and informs the faculty council of its decisions.

(6) With regard to fundamental questions relating to the procedure, the chair of the doctoral committee must inform the President's Office - legal office - via the department's deanship.

### § 3

#### Admission Requirements

(1) To be admitted to the doctoral procedure, the applicant must have successfully obtained a university degree in a study program for political science or another study program with an economic and socio-scientific concentration at a university that is entitled to confer doctorates within the area of application of the Basic Law by having passed

- A Master's examination with a total of 300 credit points including the previously completed study program,
- A diploma examination, or
- The First Scientific State Exam for a "Studienrat", qualifying to teach at general education or vocational schools or for the title of "Lehrer" [teacher] - with a scientific education in two subjects,

each with a final grade of at least "good".

Candidates can be admitted with a Bachelor's degree in one of the subjects 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 they successfully pass an assessment test administered by two full-time professors in one of the subjects essential for the doctorate. The doctoral committee decides on the format of the assessment test.

(2) If the applicant has a university degree other than the ones listed under para. 1, the applicant may be admitted to the doctoral procedure if the applicant's qualification for the doctoral subject is assured. The doctoral committee can admit the applicant with the condition that he/she must submit graded course assessment within a certain period time, which are customary for the university degrees under para. 1 or required to prove the applicant's

knowledge regarding the doctorate he or she is applying for.

(3) 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 the Central Office for Foreign Education Systems, which is part of the Standing Conference of Ministers of Education and Cultural Affairs [Zentralstelle für ausländisches Bildungswesen beim Sekretariat der Ständigen Konferenz der Kultusminister der Länder in der Bundesrepublik Deutschland] does not list this final degree as an equivalent degree, an equivalency confirmation must be obtained from this office. If the central office for foreign education systems does not provide an assessment of the grading of the foreign university degree, the member of the doctoral committee responsible for that subject area shall certify that this university degree is comparable and has a minimum final grade of "good". If equivalency is not determined, the doctoral committee shall determine if, pursuant to the provisions under para. 2, equivalency can be established.

(4) 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 *Fachhochschule* in one of the study programs essential for the doctorate with the best-possible final grade that can be awarded according to the grading scale of the respective examination regulations. The doctoral committee shall decide on a case by case basis, if it wants to proceed in accordance with para. 1, sub-para. 2 and 3 or in accordance with para. 2.

### § 4

#### Admission Process

(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 proof of qualifications 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, and, if applicable, all respective information,
- d) A statement indicating that the applicant is familiar with the currently valid doctorate rules and regulations,
- e) If the doctoral work is to be completed in German, and if the applicant's native language is not German, and if the applicant has a university degree from a foreign university or equivalent institution and wants to perform the doctoral work in German,

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 to Freie Universität Berlin,

f) If the doctoral work is to be performed in English, or upon request, in another scientific language, proof of proficiency in the English or another scientific language within the scope of level C1 of the Common European Framework (GER) or proof of equivalent proficiency. A scientific language other than English can only be allowed if supervision, review, and assessment are assured.

(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 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. Rejections must be explained in writing.

(4) The doctorate application must be rejected, if:

- a) The prerequisites as per Section 3 are not met;
- b) The documents as per Section 4, para. 1 and 2 are missing;
- c) A doctoral procedure was already successfully completed in the applied for doctoral subject;
- d) A doctoral procedure is currently ongoing in the requested doctoral subject.

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 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 Doctorate Period

(1) Once the candidate is admitted to the doctoral procedure, the department must supervise and later assess the 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 context of an agreement, were granted the right to lead doctoral candidates to a doctorate.

(4) 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.

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

(6) Should a doctoral candidate exceed the normal doctorate period pursuant to para. 5, 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 statement is not submitted within three months of the doctoral candidate having been asked to do so for reasons the doctoral candidate is responsible for, the admission to the doctoral program expires.

(7) The supervisor will provide the doctoral candidate and the department with a statement indicating that he or she is willing to supervise the dissertation project for a duration 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 feel compelled to terminate the supervisory relationship for good reasons, they must immediately inform the chair of the doctoral committee and state the reasons.

(8) If the supervisor's association with Freie Universität Berlin ends, the supervisor shall be entitled to complete the supervision of a commenced dissertation and remain 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 doctoral work shall prove the candidate's qualification for independent in-depth scientific work and should strive to constitute an advancement of scientific findings.

(2) The written doctoral work that must be 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 closed 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 a performance that is equal to a dissertation pursuant to

a). Published individual papers must be published in a scientific journal with a review process, and unpublished individual papers accepted by such journals after the respective review. A cumulative paper must have one general title and must also, in addition to the requirement listed under Section 7, para. 5, contain a list with the titles of the individual papers and an introduction and connecting 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 student must be clearly defined and assessable. The doctoral candidate must outline in detail the part he or she has played in the design, execution, and drafting of the research findings.

(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 paper cannot have been accepted within the context of an earlier doctoral procedure or graded as insufficient. 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, be designated as a dissertation of Freie Universität Berlin, and also 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. Subject to the doctoral candidate's approval, it should also include a short resume of the doctoral candidate.

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

## § 8 Dissertation Assessment

(1) After the dissertation has been submitted, the doctoral committee shall immediately appoint the reviewers for 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 in consultation with the doctoral candidate. At least one reviewer must be a full-time professor of the department. At least one reviewer must belong to the dissertation's subject area. If significant methodological or objective aspects of the dissertation touch on a subject area that is predominantly represented by another department, the second reviewing professor should belong to that department. Section 6, para. 3 shall not be affected.

(3) The reviewers' opinions must be drafted independently from each other and submitted within six weeks after having been requested. Failures to observe the time limit must be justified to the doctoral committee in writing. The members of the doctoral committee and the doctoral commission must treat the reviewers' opinions confidentially. The opinions must recognize the importance of the dissertation and its results in a larger context and denote any deficiencies. If a reviewer notices deficiencies in the paper that can or must be addressed, the reviewer must describe these in the opinion in detail. In such cases, the reviewer can recommend that the dissertation be revised in accordance with the comments. 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 opinion, the doctoral committee shall return the opinion for revision.

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

(5) After the reviewers' opinions have been finalized, the dissertation and the reviewers' grade suggestions must be laid open for review for two weeks, during the free reading period for four weeks. All professors and members of the faculty with a doctorate may review the dissertation and suggested grades and can also submit written comments that must be included in the doctoral documentation. The doctoral committee must inform this group of persons that the dissertation was laid open in an appropriate manner. In addition, also the members of the doctoral committee and the respective doctoral commission are entitled to review the opinions during the period the dissertation is laid open. In the event comments are received during the period 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 ongoing 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 the department. The doctoral commission should not contain more than one professor who was 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 opinions and, if applicable, written comments 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 must be 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/distinction. 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 correction of deficiencies 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 opinion. 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 revised, 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 not be awarded. 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 begins with a presentation lasting approx. 30 minutes, in which the doctoral candidate

presents and explains the results of the dissertation and their significance in a larger subject-related context. Subsequently, the doctoral candidate shall defend the dissertation against criticism and answers questions from members of the doctoral commission. All questions should relate to a placement 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 exchange must take at least 30 minutes, but no longer than 60 minutes.

(3) The chair of the doctoral commission shall coordinate the exchange and decide the order and, if applicable, admissibility of questions. 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.

(4) The members of the doctoral commission shall appoint one of its members as recording secretary. The recording secretary shall take minutes on the progression 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 doctoral candidate 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 Decisions

(1) Following the oral exam, the doctoral commission shall assess and grade the oral exam during a closed meeting pursuant to Section 10, para. 1. For the assessment of the oral exam, the exchange has a higher weighting than the presentation. For the final grade, the dissertation has a higher weighting than the oral exam. The doctoral commission shall then determine the final grade by using the assessment grades/distinctions listed in Section 10, para. 1.

It shall inform the doctoral candidate on the grades of the dissertation and the oral exam as well as the final grade. The distinction "outstanding (summa cum laude)" can only be awarded as a final grade, if the dissertation was also awarded this distinction.

(2) After the doctoral commission has determined the final grade, the doctoral candidate will be issued an interim certificate, bearing the dissertation's title, the individual dissertation and oral exam grades and the final grade/distinction. 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 completion 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 in writing of this decision and of the respective reasons 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 pronounce 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 of the Dissertation and Submission Provisions**

(1) The dissertation must be made available to the scientific community in an appropriate manner by copying and distributing it. This requirement shall be deemed as satisfied once the doctoral candidate has provided the following free of charge to the university library in addition to the three copies required by Section 7, para. 6:

- 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 within the book trade, and 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 the data format and data carrier of which 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 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 exchange.

(3) The publication and fulfillment of the submission obligations as per paragraph 1 must take place within one year 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 request from the doctoral candidate.

(4) Completely or partially published papers and individual papers of a cumulative paper that were previously published do not require publication within the context of a doctorate procedure.

### § 14

#### **Doctoral Certificate**

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

(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 Political Science (doctor rerum politicarum, abbreviated: Dr. rer. nat.) 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,
  - j) 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.) can also, upon request,

be awarded the decree of Doctor of Political Science (Dr. rer. pol.) instead.

(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 not be presented and, in the case of a doctoral procedure as per Sections 1 - 12, the entire exam shall be deemed 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 on 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 and the grades must be explained in writing.

### § 16 Joint Doctorate with Foreign Universities or Other Similar Educational or Research Institutes

The doctoral procedure can be carried out jointly with foreign educational or research institutes, if

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

- b) The foreign institution has the right to grant doctorates in accordance with its national legal regulations, and 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 to 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 or in English 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 each from the university or equivalent research or educational institution involved and one departmental academic staff member with a doctorate. Both reviewers shall be members of the commission. Upon request, the commission can be expanded by up to two additional professors, but equal representation must be guaranteed. The members of the doctoral commission must be 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 = failed	= 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 Political Science (Dr. rer. pol. 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 type of work. The commission shall make a recommendation to the faculty council that is based on two external opinions. 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**

If more than six years have passed since a candidate was admitted to the doctoral procedure, the doctoral committee may discontinue the procedure after having previously conferred with the reviewer and having heard 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 opinion is received. Once the student 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 as per Section 15, 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 Communications (official register of Freie Universität Berlin). Concurrently, the doctorate rules and regulations for the Dr. rer. pol of Freie Universität Berlin dated June 2, 1993 (FU Communication 07/1994) 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 dated June 2, 1993, can complete the doctoral procedure in accordance with the former regulations, if an interim period of four years after these regulations have become effective is not exceeded. Section 13 of these regulations also applies to all procedures that have not yet been concluded pursuant to the former regulations.