

**Announcements of
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 Doctorate Regulations of the Faculty of Psychology and Sports Science

**Doctorate Regulations of the Faculty of
 Psychology and Sports Science of Justus
 Liebig University Giessen**

29 November 2017

These doctorate regulations go into effect on the day of their publication in the communications of the Justus Liebig University.

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§1 Scope, Doctorate

(1) The Faculty of Psychology & Sports Science of Justus Liebig University Giessen awards, after successful completion of a doctorate procedure in accordance with the provisions of this ordinance, its applicants, who have demonstrated their special scientific qualification and their ability to do independent scientific work based on a thesis and an oral defense of scientific content in psychology or sports science,

the degree of Doctor of Science (Doctor rerum naturalium, Dr. rer. nat.).

(2) The Faculty of Psychology & Sports Science can award an honorary doctorate for outstanding scientific achievements or extraordinary services to psychology or sports science according to §18.

§2 Doctoral Committee

(1) The Doctoral Committee is responsible for implementing the doctorate procedure; in particular, it performs the following tasks:

- a) Determines the doctorate requirements and decision on admission to the doctorate
- b) Appoints the supervisor according to the doctorate agreement (Annex 6)
- c) Opens the doctorate procedure
- d) Appoints the assessors of the thesis
- e) Appoints the members and the chairperson of the assessment committee
- f) Determines and communicates acceptance, amendment and rejection of a thesis
- g) Renders decisions in special cases in doctorate procedures and protests against decisions made by the assessment committee.
- h) Acts as mediator and, if necessary, renders decisions in conflicts that arise in the context of a doctorate agreement.

(2) The Doctoral Committee includes:

- a) the Dean as chairperson of the Doctoral Committee; he or she can be represented in the presidency by the Vice-Dean or the Dean of Studies in perpetuity
- b) three professors from faculty 06
- c) two members from the scientific staff, one of whom must have a doctorate
- d) one member from the student body

(3) The members and alternate members of the Doctoral Committee are elected by the representatives of each group in the faculty council and they shall serve for a term of two years; the member referred to in paragraph 2 (d) shall serve for a period of one year. For each member of the Doctoral Committee, one substitute member must be elected. Re-election is possible.

(4) The Doctoral Committee meets at least twice a semester. It has a quorum if at least four members (or, where applicable, alternate members) are present. The Doctoral Committee concludes with a simple majority of votes. In the case of a tie, the chairperson's vote shall be the tiebreaker. The meetings are not public. The parties are bound

to secrecy; this obligation also includes the secrecy surrounding the consultation documents.

(5) The chairperson of the Doctoral Committee has the following tasks:

- a) to carry out tasks that are explicitly assigned to him/her by this regulation
- b) He/she reports to the faculty council once a year on the current number of doctorates and results of completed promotions from the respective fiscal year
- c) He/she will take on tasks assigned to him/her by the Doctoral Committee
- d) He/she mediates, if necessary
- e) He/she leads the open issues of the Doctoral Committee
- f) He/she communicates Doctoral Committee decisions

The rejection of an application for admission to the doctorate program must be justified and provided with a legal remedy.

(6) Votes on examination decisions are made openly. Abstentions are considered no votes. For decisions in examination matters, for the election of the members of the Assessment Committee as well as for the appointment of the assessors and supervisors, only the doctoral candidates of the Doctoral Committee are entitled to vote.

§3 Assessment Committee

(1) The Doctoral Committee appoints an Assessment Committee for each examination procedure. It consists of

- a) the assessors,
- b) two professors, one of whom must be from another faculty of the JLU or another university.

The dean determines the chairpersonship of the Assessment Committee.

(2) The Assessment Committee carries out the following tasks:

- a) Determines the date of the oral defense, which all members of the Assessment Committee must attend (see §12)
- b) Has the oral defense date and time announced in the necessary invitations extended through the deanery
- c) Conducts the oral defense and evaluates the doctorate achievements
- d) Renders decisions whether to accept or reject execution of the oral defense
- e) Evaluates the thesis and oral defense and for determining the overall grade.

(3) If members who have already been appointed to the Assessment Committee are not able to carry out the doctorate procedure for a valid reason, then the Doctoral Committee determines an alternate member.

(4) The deliberations and votes of the Assessment Committee take place in a non-public session. If there is a majority decision against the scientific assessments, then the decision must acknowledge on which scientific or subject-specific assumptions it is based and the rendered decision must be comprehensibly justified.

§4 Assessors

(1) Two professors, university lecturers, discharged professors, retired professors, adjunct professors, honorary professors, visiting professors or private lecturers are appointed as assessors. At least one assessor must be working in the Faculty of Psychology and Sports Science at JLU, and at least one of them must hold a full professorship.

(2) The assessors assess the thesis. They propose its acceptance or rejection as well as the grade of the thesis and, if necessary, propose amendments.

(3) Anyone who is biased as an assessor is not allowed to be involved in the doctorate procedure. The Doctoral Committee decides on the bias of assessors.

(4) Special attention should be paid to the relevant regulations during binational doctorate procedures.

§5 Supervisors

(1) There must be one supervisor and one alternate supervisor. Professors, university lecturers, discharged professors, retired professors, adjunct professors, honorary professors or private lecturers of the Faculty of Psychology and Sports Science of the Justus Liebig University Giessen can be chosen for these positions provided that they have signed the doctorate agreement.

(2) Together with the supervisor as part of the supervision agreement, the doctoral student submits a short presentation of the thesis project together with registering for the doctorate. It also contains a specific timetable of the work to be carried out and an approximate date for submission of the thesis.

(3) The supervisor and the alternate supervisor accompany the doctoral candidate through the entire doctoral phase. The supervisor regularly holds meetings to determine the current status of the work to be carried out and supports the doctoral candidate in complying with the set timetable. If the bilateral obligations under the supervision agreement are not met, the respective party will turn to the Doctoral Committee.

(4) The supervisor ensures that he/she can effectively handle the entire period covering the doctorate procedure. In the event of non-compliance (for example in the case of removal, etc.) with the supervision agreement, the Doctoral Committee may consider assigning the case to the alternate supervisor.

(5) At the request of the doctoral candidate or the supervisor, the supervision relationship may be temporarily suspended or dissolved by the Doctoral Committee, or the supervisor may be changed, upon statement of just cause. If the person suggested does not wish to assume supervisory responsibilities, they must justify this in writing to the Doctoral Committee. The Doctoral Committee decides on any further procedure. If the doctorate procedure cannot be continued with another supervisor, the procedure is deemed to have ended. Unless other regulations governing this doctorate program are in conflict, the doctorate student can reuse his or her topic in a new application for admission.

§6 Acceptance of the Doctoral Candidate

(1) The Doctoral Committee renders the decision whether to accept a doctoral candidate after the candidate has submitted a written application, which must be submitted to the deanery. This application includes:

- a) a certified copy of the proof of academic qualification required for the admission (see §6 (2)).
- b) a certified translation of all foreign-language documents, where they are written in a language other than English.
- c) the confirmation of supervision signed by all parties
- d) a project outline of the doctorate project (including provisional working title and timetable of the work to be carried out).
- e) a declaration as to whether or not another doctorate procedure has been applied for or has been opened.
- f) a declaration that the Justus Liebig University Giessen Statute for Ensuring Good Scientific Practice has been noted in order to ensure good scientific practice and that the doctoral student undertakes to comply with its regulations.
- g) a declaration of consent that an analog and a digital doctorate file is kept on file.
- h) a statement from the supervisor that the thesis is of natural scientific content

(2) Prerequisite for acceptance as a doctoral student is the successful completion (minimum grade of "good" (2.0)) of a degree (Master's, Diploma, State Examination) at a university in Germany or abroad with corresponding relevance in the field of psychology or sports science or a related subject, or the successful completion of the PreProPsych Program of the Faculty of Psychology and Sports Science. Proof of the equivalence of foreign examinations and degrees must be requested by the doctoral candidate from the responsible office and must be

available to when the procedure is opened.

(3) The Doctoral Committee renders decisions regarding exceptions.

(4) If the requirements of subsection (2) are not met, admission as a doctoral candidate may be subject to conditions imposed by the Doctoral Committee. These will be communicated to the applicant in writing. Requirements are to be met within two semesters. Admission, conditional admission and refusal will be sent to the applicant in writing and including instructions on remedies; the supervisors are to be informed accordingly. Upon admission to the doctoral program, the doctoral phase begins.

(5) The Doctoral Committee informs the members of the faculty about the acceptance of the doctoral candidate for the doctorate.

(6) Irrespective of its outcome, the Doctoral Committee creates an analog and a digital doctorate file for each application, and these are kept in accordance with data protection and privacy regulations. These contain all the documents from the application process, resolutions of the Doctoral Committee in the specific application case as well as all other documents originating from the entire doctorate procedure (assessment, examination protocol, etc.).

(7) If the doctoral candidate decides for personal or scientific reasons to cancel the doctorate project and to work on a new topic, then he or she must notify the Doctoral Committee in writing stating his or her appropriate reasons. Upon application to the Doctoral Committee, a new doctoral thesis topic may be presented, the progress of which will be accompanied by the same or by a new supervisor. A claim to being able to introduce a new topic does not exist. If the application is rejected, then the doctorate project is deemed failed.

§7 The Doctoral Thesis

(1) The content of the thesis must be clearly assignable to one of the subject areas in the specialist area (§6 (2)). It must also be independent, empirical and knowledge-based.

(2) The thesis must be created as a monograph or as a cumulative thesis. As a cumulative thesis, it is based on (at least) two original papers that have been published in peer-reviewed journals or is identified as “in print” or “accepted” when the thesis is submitted. In this case, the doctoral candidate must be the first author in both cases.

(3) The doctoral candidate also attaches a list of all his/her publications. A cumulative thesis requires a detailed embedding of the original work in the current state of research of the field as well as a summary of the most important results and their significance for the scientific gain of knowledge (cumulus of maximum 20 pages). It must be clear that the work corresponds to the content of the title chosen for the admission to the doctorate or emerges stringently from it.

(4) A monograph or the cumulus and its underlying work will be submitted to the Doctoral Committee in electronic form and as 6 paper copies. The doctoral candidate must also submit the following written statement:

„Hiermit erkläre ich, dass ich die vorliegende Arbeit selbständig und ohne unzulässige Hilfe oder Benutzung anderer als der angegebenen Hilfsmittel angefertigt habe. Alle Textstellen, die wörtlich oder sinngemäß aus veröffentlichten oder nichtveröffentlichten Schriften entnommen sind, und alle Angaben, die auf mündlichen Auskünften beruhen, sind als solche kenntlich gemacht. Bei den von mir durchgeführten und in der Dissertation erwähnten Untersuchungen habe ich die Grundsätze guter wissenschaftlicher Praxis, wie sie in der „Satzung der Justus-Liebig-Universität Gießen zur Sicherung guter wissenschaftlicher Praxis“ niedergelegt sind, eingehalten sowie ethische, datenschutzrechtliche und tierschutzrechtliche Grundsätze befolgt. Ich versichere, dass Dritte von mir weder unmittelbar noch mittelbar geldwerte Leistungen für Arbeiten erhalten haben, die im Zusammenhang mit dem Inhalt der vorgelegten Dissertation stehen, und dass die vorgelegte Arbeit weder im Inland noch im Ausland in gleicher oder ähnlicher Form einer anderen Prüfungsbehörde zum Zweck einer Promotion oder eines anderen Prüfungsverfahrens vorgelegt wurde. Alles aus anderen Quellen und von anderen Personen übernommene Material, das in der Arbeit verwendet wurde oder auf das direkt Bezug genommen wird, wurde als solches kenntlich gemacht. Insbesondere wurden alle Personen genannt,

die direkt und indirekt an der Entstehung der vorliegenden Arbeit beteiligt waren. Mit der Überprüfung meiner Arbeit durch eine Plagiatserkennungssoftware bzw. ein internetbasiertes Softwareprogramm erkläre ich mich einverstanden.“

or in English:

“I hereby declare that I have prepared the thesis at hand independently and without undue aid or the use of any resources other than those indicated within the thesis. All parts of my thesis taken either verbatim or analogously from the published or unpublished works of or based on oral communications with others are indicated as such. Regarding all aspects of my scientific inquiries as they appear in my thesis, I have upheld the tenets of good scientific practice as laid out in the "Satzung der Justus-Liebig-Universität Giessen zur Sicherung guter wissenschaftlicher Praxis" and complied with the precept of ethics, data protection and animal welfare. I declare that I have neither directly nor indirectly given monetary or any other valuable considerations to others in connection with the thesis at hand. I declare that I have not presented the thesis at hand, either in an identical or similar form, to an examination office or agency in Germany or any other country as part of any examination or degree. All materials from other sources as well as all works performed by others used or directly referenced within the thesis at hand have been indicated as such. In particular, all persons involved directly or indirectly in the development of the thesis at hand have been named. I agree with the screening of my thesis for plagiarism via offline or online detection software.”

(5) If all prerequisites according to §7 are met, then the Doctoral Committee opens the examination procedure.

§8 Opening the Examination Procedure

(1) The chairperson of the Doctoral Committee commissions the assessors to draw up their assessments within a maximum of 2 months and asks for compliance with the deadlines. The chair of the Doctoral Committee will send an official reminder within four weeks after expiry of the deadline if the assessment is not received. If it becomes clear that the deadline cannot be met, the Doctoral Committee will immediately commission another assessor and release the defaulting assessor. The names of the assessors are to be announced to the doctoral candidate.

(2) The Doctoral Committee chairperson appoints the Assessment Committee at the same time that the assessors are appointed.

§9 Assessment

(1) The assessors shall each submit an independent detailed assessment to the Doctoral Committee regarding the doctoral thesis. This report must include a recommendation for accepting or rejecting the thesis as well as an evaluation proposal. The assessors award the following grades: "summa cum laude" (excellent), "magna cum laude" (very good), "cum laude" (good) or "rite" (sufficient). If one of the assessors cannot recommend the acceptance of the thesis, then he or she can recommend that the thesis be revised according to paragraph 5. If he or she considers the shortcomings of the work to be so serious that acceptance cannot be recommended, the rating "non sufficit" (insufficient) must be given.

The reports should be submitted no later than two months after the work has been handed over to the assessors.

(2) If both assessors rate the thesis as "non sufficit" (unsatisfactory), then the thesis is considered rejected and the chairperson of the Doctoral Committee declares the doctorate procedure to be unsuccessful.

(3) If an assessor rates the thesis as "non sufficit," then the Doctoral Committee will appoint an additional assessor. He or she should have the expertise in the area that is the focus of criticism from the negative assessor. This third assessor is not to be informed about the available assessment reports. If this assessment is also rated as "non sufficit," then the work is deemed to be definitively rejected; if the verdict is positive, then the Doctoral Committee recommends the acceptance of the thesis and the assessment of the additional assessor is included in the overall assessment of the thesis. The additional assessor becomes a member of the assessment committee.

(4) If an assessor has identified deficiencies in the thesis that do not adversely affect the scientific concept to the extent that it results in an ultimate rejection, then the Doctoral Committee can return the thesis to the doctoral

candidate for a one-time revision within a specified period of time. If the thesis is resubmitted, this current version of the thesis will be the subject of the procedure. After the thesis has been revised, the assessors will have the opportunity to again respond within a reasonable period of time, usually within one month. If the revised thesis has not been resubmitted within the set deadline, it will be deemed definitively rejected.

(5) The decision regarding the acceptance or non-acceptance of the thesis or the issuing of conditions is to be communicated to the candidate by the chairperson of the Doctoral Committee. A legal notice including instructions on remedies has to be written regarding the non-acceptance.

(6) The doctoral candidate can no longer withdraw his or her application for a doctorate after the assessment has been submitted.

§10 Display Period

(1) Provided that all the requested reports have been submitted, the chairperson of the Doctoral Committee shall inform all members of the Doctoral Committee, the Assessment Committee as well as all professors and faculty members about the display of the thesis including the assessments.

(2) Access to the thesis and the appended assessments can be obtained by all persons named under §10 (1). Upon request, professors other than those mentioned under §10 (1) as well as other faculty members of the university may be granted access. The Doctoral Committee decides on a corresponding application.

(3) The duration of the display is two weeks during the lecture period and four weeks during the lecture-free period. The display period can be extended by a maximum of two weeks if, for example, according to §10 (2), delays are caused due to an application approval.

(4) All persons mentioned under §10 (2) have the right to create a special assessment. A letter of intent must be addressed in writing to the chairperson of the Doctoral Committee within the term of the display period. The assessment must be available no later than four weeks after the end of the display period.

(5) After the expiration date, the doctorate student will be informed of the possibility of being able to inspect the reports him/herself.

(6) An inspection by all interested parties takes place exclusively in the rooms of the examination office. The reports may not be photocopied.

§11 Acceptance of the Thesis

Acceptance of the thesis will be communicated to the doctoral candidate in writing by the chairperson of the Doctoral Committee. The doctoral candidate coordinates a timely appointment for the oral defense with all members of the assessment committee. If this coordination is not implemented within one year, or if the doctorate student chooses to waive the oral defense, then the doctorate will be deemed failed and the doctorate procedure will be terminated with a corresponding memorandum from the chairperson of the Doctoral Committee.

§12 Oral Defense

(1) The chairperson of the Doctoral Committee opens the oral defense, summarizes the procedure briefly and points out that the doctoral student's lecture is max. 30 minutes. The chairperson of the Assessment Committee keeps a report of the oral defense.

(2) The Assessment Committee hears each oral defense individually for each doctoral candidate. The oral defense should be carried out no later than three months after submission of the assessments. It consists of a lecture on the topic of the thesis and a subsequent discussion.

(3) The dean, the members of the Assessment Committee and the Doctoral Committee and all members of the group of professors as well as postdocs and habilitated faculty members are invited to the oral defense. The date and place of the oral defense must be published throughout the university. In the case of a binational doctorate, additional persons of the partner university may be invited to the oral defense in accordance with the relevant

regulations.

(4) The chairperson of the Assessment Committee chairs the oral defense. It should not exceed the duration of one-and-a-half hours. The doctoral student gives a public lecture about her or his thesis. In the ensuing discussion, the thesis is publicly defended. The discussion with the doctoral candidate takes place primarily with the member of the Assessment Committee. The chairperson of the Assessment Committee may allow questions of the persons listed under §6 (3).

(5) The doctoral student chooses German or English as the examination language.

(6) The Assessment Committee sets the grade. As grades for the oral exam are to be used:

- a) summa cum laude (Excellent)
- b) magna cum laude (Very good)
- c) cum laude (Good)
- d) rite (Sufficient)
- e) non sufficit (Insufficient/Failed)

(7) A failed oral defense can be repeated once at the request of the doctoral candidate. The application must be submitted in writing to the Doctoral Committee within two weeks.

(8) The partial grades and the final grade must be recorded separately on the examination report, which will be signed by all members of the assessment committee.

§13 Overall Assessment

(1) After the lecture and the discussion, the Assessment Committee decides on the overall grade of the thesis. Discussing the grade takes place in camera.

(2) Immediately after the grade has been determined, the doctoral candidate is informed of his or her grade. The announcement of the grade can be carried out with public participation. The doctorate is only considered to be passed if neither thesis nor oral defense has been graded "non sufficit."

(3) The overall grade consists of the grading of the thesis and the oral defense. If the Assessment Committee decides the doctoral candidate's doctorate, the overall grade of the doctoral performance is composed of the individual grades of the assessments for the thesis and the grade for the oral defense. The arithmetic mean of the single grades results in the following overall ratings:

"summa cum laude"	Excellent	0.0
"magna cum laude"	Very good, 1	0.5 – 1.4
"cum laude"	Good, 2	1.5 – 2.4
"rite"	Sufficient, 3	2.5 – 3.4
"non sufficit"	Failed, 4	> 3.5

The "summa cum laude" rating can only be awarded if all partial performances have been evaluated in this way.

(4) The Assessment Committee may provide the doctoral student with requirements for changes prior to the publication of the thesis; these must be communicated to him or her in a timely manner in writing.

(5) After the final grade has been announced, the chairperson of the Assessment Committee commits the doctoral candidate through a handshake and by stating the following:

„Ich verpflichte Sie hiermit, die Würde, die Ihnen der Fachbereich und damit die Universität verleiht, alle Zeiten vor jedem Makel zu bewahren und stets der Wahrheit zu dienen – ohne Ansehen der Person und ohne Rücksicht auf äußere Vorteile -, allein um der Sache willen.“

or in accordance with the English translation:

"I hereby charge you with the responsibility of at all times upholding unblemished the dignity conferred upon you by the Faculty and thereby the University, and to serve the truth for its own sake, irrespective of person or condition."

(6) The doctoral candidate has successfully completed his or her doctorate after receiving the doctorate certificate (§15). Before that, the title "Dr. rer. nat." must not be used.

§14 Publication of the Doctoral Thesis

(1) The doctoral candidate is required to prepare his or her scientific work (thesis) in writing, and make the result accessible to the scientific community by publishing and disseminating it in an appropriate manner. These obligations constitute one unit in the sense of a scientific achievement.

(2) The thesis shall be considered accessible to the scientific public in an appropriate manner if the author, in addition to the two copies required for the examination papers of the faculty, has four copies permanently printed on aging-resistant wood- and acid-free paper, bound together in a firm manner, and identifiable as a thesis written at JLU, delivered free of charge to the University Library and, above that ensure its distribution by either:

1. delivering an electronic version, with a data format and data carrier coordinated with the university library
- or
2. proof of publication in a journal
- or
3. proof of publication as a cumulative thesis in journals or collected works
- or
4. proof of distribution via the book trade by a commercial publisher with a minimum circulation of 150 copies; on the back of the title page the publication must be identified as a thesis at the JLU.

(3) In the case of paragraph 2 point 1, the author transfers the right to Justus Liebig University Giessen to produce, distribute and make further copies of the thesis available in data networks within the framework of the statutory duties of the university library. Prior to publication of the cumulative thesis, you must obtain the rights from the publisher in order to publish the articles again in public.

(4) A confirmation of the delivery of the thesis by the University Library must be obtained from the doctoral candidate within six months. The doctoral candidate sends this confirmation to the Doctoral Committee without any further request.

§15 Doctorate Documents and Doctoral Certificate

(1) After fulfilling the requirements of §14, the doctoral student will receive the doctorate certificate. The doctorate certificate is dated for the day of the oral examination and is in German. In addition, two certified copies and one translation, each in English, will be handed out. The doctorate certificate bears the signature of the Dean of Faculty 06 (Psychology, Sports Science).

(2) With the receipt of the doctorate certificate, the doctoral candidate is entitled to use the title "Dr. rer. nat."

(3) Additional provisions may need to be considered for binational doctorates.

§16 Disallowance and Withdrawing a Doctorate

(1) The Doctoral Committee must refuse to complete the doctorate if it turns out before conclusion of the procedure that

1. the doctoral candidate has significantly deceived during the proceedings
2. the doctoral candidate has not complied with the principles of good scientific practice or

3. essential requirements for the doctoral work were not fulfilled.

(2) After handing over the doctorate certificate, the withdrawal of the doctorate is governed by the applicable statutory provisions. The doctorate may be withdrawn if it turns out that it has been acquired by deception or other serious scientific misconduct, or if the doctoral candidate proves to be unworthy of the doctorate.

(3) The candidate must be given the opportunity to comment on the allegations within a reasonable period of time prior to the decision rendered by the Doctoral Committee regarding the disallowance or withdrawal of the doctorate.

§17 Honorary Doctorate (Dr. rer. nat. h.c.)

(1) Those persons who have rendered outstanding scientific merit or have otherwise rendered exceptional services to science can be awarded an honorary doctorate (Dr. rerum naturalium honoris causa, Dr. rer. nat. H.c.). All professors and members of faculty 06 (Psychology, Sports Science) are eligible to submit their proposals. Corresponding proposals shall be sent in writing and with detailed justification to the Dean of Faculty 06 (Psychology, Sports Science).

(2) The award is given by faculty 06 (Psychology, Sports Science) if the Doctoral Committee decides on it and the faculty council approves it by a three-quarters majority of the voting members.

(3) The doctorate certificate (§15) must be modified accordingly for an honorary doctorate. §16 applies accordingly for disallowing the honorary doctorate.

§18 Coming into Effect

These doctorate regulations come into effect on the day of their publication in the communications released by the Justus Liebig University.

Giessen, 16.01.2018

Prof. Joybrato Mukherjee MD

President of Justus Liebig University Giessen