

## Announcements of Justus Liebig University Giessen

**12 August 2006**

**7.40.03 No 1**

Doctorate Regulations of the Faculty of  
Social Sciences and Cultural Studies

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### Doctorate Regulations of the Faculty of Social Sciences and Cultural Studies at Justus Liebig University Giessen of 22 December 2004

The Faculty Council of the Faculty of Social Sciences and Cultural Studies at Justus Liebig University Giessen passed a resolution on the following Doctorate Regulations on 22 December 2004, pursuant to Article 50 (1), second sentence, No 1 of the version of the Hessian Higher Education Act (*Hessisches Hochschulgesetz*) dated 31 July 2000 (GVBl. I, p. 374), last amended by the Act dated 29 November 2004 (GVBl. I, pp. 330, 363).

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<sup>1</sup> Hessen State Ministry of Higher Education, Research and the Arts

<sup>2</sup> Staatanzeiger (Official Gazette)

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## Part I

### General matters

#### Article 1

##### Doctoral title and purpose of the doctorate

On due completion of the doctorate procedure, the Faculty of Social Sciences and Cultural Studies of Justus Liebig University shall confer on candidates who, on the basis of a doctoral thesis and a disputation, have demonstrated their academic aptitude

1. in Social Sciences, Political Science, Sociology or Didactics of Social Sciences, the degree of Doctor of Social Sciences (Doctor rerum socialium or Dr. rer. soc.); or
2. in Educational Science, Art Education, Musicology or Music Education, the degree of Doctor of Philosophy (Doctor philosophiae or Dr. phil.).

(2) The Doctorate shall be awarded in recognition not only of the completion of a course of university studies but also of evidence of particular academic skills.

## **Article 2**

### **Official bodies and competence**

(1) The official bodies involved in the implementation of the Doctorate shall be the Doctoral Committee (Article 3), the Assessment Committee (Article 4), the supervisor(s) (Article 5 and Article 17 (4)) and the assessors (Article 6 and Article 17 (3)).

(2) The Doctoral Committee shall decide on all matters relating to the doctorate, unless they are covered by other provisions in the Doctorate Regulations. It shall decide, in particular, on the admission of doctoral candidates, the opening of doctorate procedures and the appointment of assessors and shall appoint supervisors, as proposed by the doctoral candidate. In case of disagreement within the Doctoral Committee, an opinion should be sought from the Executive Director of the institute having subject competence for the topic envisaged for the doctoral thesis before the final decision is taken.

(3) The Chair shall be responsible for conducting the day-to-day business of the Doctoral Committee; he/she shall have the support of the Faculty Examinations Office. He/she shall decide on matters that are explicitly assigned to him/her in these Doctorate Regulations, and on urgent matters pursuant to Article 7 (3).

(4) The Assessment Committee shall decide on amendments proposed by the assessors, shall conduct the disputation and shall then evaluate the doctoral performance; it shall decide whether the doctoral candidate shall be awarded a doctorate and, if relevant, whether the disputation may be repeated.

(5) The supervisor shall confirm in writing that he/she will take on the supervision (supervision acceptance) and shall provide the doctoral candidate with support and advice in preparing the doctoral thesis.

(6) The assessors shall assess and grade the doctoral thesis. They shall propose its acceptance or rejection and the grade for the thesis and, if appropriate, suggest modifications.

(7) Members of the group of professors (professors, junior professors, university lecturers), professors who have been relieved of their duties, retired professors, extraordinary professors, honorary professors, private lecturers and habilitated scholars in other positions may be appointed as supervisors, assessors and other members of the Assessment Committee. Participation in the doctorate procedure is not compulsory for any of the aforementioned, with the exception of the full-time members of the group of professors; Article 11 (2), second sentence, shall remain unaffected.

## **Article 3**

### **Doctoral Committee**

(1) The Doctoral Committee of the Faculty of Social Sciences and Cultural Studies shall comprise the following eight members, who shall be eligible to vote:

1. The Dean (Chair);
2. Six members of the group of professors (Article 2 (7), first half-sentence);
3. A research associate who holds a doctorate; and
4. In an advisory capacity, one doctoral candidate who has enrolled as a student.

(2) Each of the members of the Doctoral Committee shall be selected from among the representatives of their group in the Faculty Council. The group of professors should contain at least one professor from each of the following institutes: the Institute for Art Education, the Institute for Musicology/Music Education, the Institute for Political Science and the Institute for Sociology; the Educational Science Institutes must have two representatives and account must be taken of the various subject areas in the field of Educational Science. The members of the group of professors and the research associate shall be elected for a period of three years and the doctoral candidate for a period of one year; re-election shall be permitted.

(3) An alternate must be elected for each elected member. The Dean may nominate an alternate from

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among the other members of the Dean's Office or, if appropriate, from the group of professors.

(4) The term of office for the Doctoral Committee shall begin on 1 October and, after the period of three years has elapsed, it shall end on 30 September. If members or alternates stand down before this time, elections shall be held to cover the remainder of the term of office.

#### **Article 4**

##### **Assessment Committee**

(1) The Doctoral Committee shall instate an Assessment Committee for each assessment procedure. It shall comprise all assessors (Article 6) and two other academics from among those referred to in Article 2 (7).

(2) Together with the members of the Assessment Committee, the Doctoral Committee shall appoint one committee member as the Chair of the Assessment Committee and another committee member as the alternate.

#### **Article 5**

##### **Supervisors**

(1) The Doctoral Committee shall appoint the supervisor(s), following a proposal by the doctoral candidate, from among the academics referred to in Article 2 (7). These appointments must take into consideration that the doctoral thesis should be supervised by the same person(s) until its completion.

(2) The supervisor or, if applicable, one of several supervisors must be a member or associate of the Faculty Institute having subject competence for the topic envisaged for the doctoral thesis.

(3) If a supervisor leaves Justus Liebig University, he or she may continue to supervise the doctorate for up to four semesters if he/she undertakes in writing vis-à-vis the Doctoral Committee to take part in the appraisal procedure; Article 2 (7) shall remain unaffected. In that case, the Doctoral Committee, in consultation with the doctoral candidate, shall appoint another supervisor, who shall bear sole responsibility for the supervision once the stated period has elapsed. The second sentence shall also apply *mutatis mutandis* if the supervisor is no longer able to provide supervision for other reasons.

(4) The Doctoral Committee may also transfer supervision to another scholar who holds a doctorate – with his/her agreement – provided that the academic is a member or associate of the Faculty Institute having subject competence for the topic envisaged for the doctoral thesis and that, as a result of his/her qualifications and the material resources available to him/her, he/she is in a position to assume the supervisory role; paragraph (1) above, second sentence, shall apply *mutatis mutandis*.

(5) In special cases – not only at the request of the doctoral candidate and even after he/she has been admitted (Article 12) – the Doctoral Committee may appoint as another supervisor a member or associate of a different academic university or a non-university research institution who has the requisite qualifications within the meaning of Article 2 (7).

#### **Article 6**

##### **Assessors**

(1) The Doctoral Committee shall appoint as assessors at least two persons within the meaning of Article 2 (7). The doctoral candidate shall have the right to make a proposal. One of the assessors must be a member of the group of professors from the Faculty institute having subject competence for the topic envisaged for the doctoral thesis

(2) If a planned thesis has been supervised, the supervisor – or if there are several supervisors, the primary supervisor – must be appointed as an assessor.

(3) Persons within the meaning of Article 2 (7) from other academic universities or non-university

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research institutions may be appointed as further assessors.

## **Article 7**

### **Rules of procedure**

(1) The Doctoral Committee and the Assessment Committee shall meet in camera. They shall be quorate if at least half their members who are eligible to vote are present. Decisions shall be passed with the approval of the majority of the members present who are eligible to vote; in the event of a tied vote the Chair shall have the casting vote.

(2) Voting on assessment decisions shall take place in meetings that are open to the public; abstentions are not permitted.

(3) Should a duly convened meeting of the Doctoral Committee not take place because a quorum cannot be achieved, the Chair of the Doctoral Committee may take accelerated decisions on matters on the agenda. The Chair of the Doctoral Committee may also take provisional accelerated decisions on other matters that cannot be postponed. The members of the Doctoral Committee must be notified of the accelerated decisions immediately; Article 8 (1) shall apply *mutatis mutandis*. Decisions pursuant to Article 5 (5), Article 10 (3) and (4), Article 12 (1) to (5), Article 14 (2), Article 16 (2) and (3), third and fourth sentences, and Article 18 (3), second sentence, shall be precluded from this accelerated decision-making competence.

## **Article 8**

### **Objections and appeals**

(1) Those affected and any member of the Doctoral Committee may lodge an appeal against the Chair's decisions. The Doctoral Committee shall decide how to proceed from there. Decisions of the Doctoral Committee must be made in writing and substantiated. Information about the right of appeal must also be appended to decisions to reject appeals by doctoral candidates.

(2) Doctoral candidates may lodge an appeal against any decision taken by the Doctoral Committee that affects them by notifying the Chair of the Doctoral Committee. If the Doctoral Committee cannot remedy the situation, the President of Justus Liebig University Giessen shall be called upon to decide.

## **Part II**

### **Doctoral relationship**

## **Article 9**

### **Requirements for admission as a doctoral candidate for graduates of academic universities**

(1) Graduates who have completed their scholarly studies at an academic university in the Federal Republic of Germany,

1. and have been awarded a first degree (*Diplom*) or Master's degree in Social Sciences, may be admitted as doctoral candidates with a view to gaining a doctorate in social sciences (Dr. rer. soc.);
2. and have obtained a first degree (*Diplom*) or Master's degree in Educational Science, Musicology, Music Education or Art Education may be admitted as doctoral candidates with a view to gaining a Doctorate of Philosophy (Dr. phil.);

pursuant to the provisions in (2) below.

(2) Admission shall be dependent on the applicant

1. having obtained an overall grade of at least “good” (grades up to and including 2.5) in the degree referred to in (1) above;
2. providing evidence of basic skills in two foreign languages (Annex 1) – if the applicant’s thesis topic is on the history of music or music theory before 1500, evidence of proficiency in Latin (Annex 2) may take the place of one of the two foreign languages; and
3. choosing a topic for the doctoral thesis which falls within the subject competence of the Faculty.

(3) Applicants who are unable to prove that they have gained an honours degree within the meaning of (2) above may – following a proposal by the supervisor envisaged and approval from the Executive Director of the Institute having subject competence for the topic envisaged for the doctoral thesis – be admitted as a doctoral candidate after having successfully completed a probationary period of at least six months. The Doctoral Committee shall establish the duration of the probationary period in agreement with the Director of the Institute having subject competence for the topic envisaged for the doctoral thesis and shall establish how the applicant’s ability to conduct academic research should be evidenced. Once the probationary period has been completed, the Doctoral Committee shall decide, on the basis of a written opinion submitted by the supervisor envisaged, whether or not the probationary period has been completed successfully. If it is decided that the probationary period was not successfully completed, the application for admission as a doctoral candidate shall be rejected; Article 8 (2) shall apply *mutatis mutandis*.

(4) The Doctoral Committee shall decide whether other degrees from academic universities in the Federal Republic of Germany are equivalent on the basis of positive opinions from at least two people within the meaning of Article 2 (7), who must be specialists in the subject and members of the Faculty.

(5) Examinations taken at academic universities outside the Federal Republic of Germany shall be recognised by the Doctoral Committee as equivalent if they are deemed to be equivalent to the qualifications detailed in (1) above in accordance with one of the agreements of the Standing Conference of the Ministers of Education and Cultural Affairs (*Kultusministerkonferenz*) and the German University Rectors’ Conference (*Hochschulrektorenkonferenz*). Should there be any doubt about whether the qualification is an equivalent, information should be requested from the Central Office for Foreign Education in the Federal Republic of Germany; its stipulations shall generally be used as a basis for how to proceed.

(6) Graduates of Master’s programmes who have completed their studies at an academic university in the Federal Republic of Germany, with a Master’s degree

1. including a main or subsidiary subject from the social sciences may be admitted as doctoral candidates with a view to their gaining a doctorate in social sciences (Dr. rer. soc.);
2. including a main or subsidiary subject in Educational Science, Musicology, Music Education or Art Education may be admitted as doctoral candidates with a view to their gaining a Doctorate of Philosophy (Dr. phil.);

in the field of the main or subsidiary subject in question. They must also have studied the doctoral subject at least to the extent covered in a subsidiary subject within the meaning of the Regulations for the Master’s examination at Justus Liebig University Giessen of 7 December 1979, as amended. They must also meet the requirements set out in (2) above and provide written acceptance by a person within the meaning of Article 2 (7) who has declared his/her willingness to supervise the planned doctorate (supervision acceptance); this person must be a member of the Faculty of Social Sciences and Cultural Studies. Paragraphs 4 and 5 shall apply *mutatis mutandis*.

(7) Graduates who have completed their studies at an academic university in Hesse and have passed the first state examination for teachers in

1. primary schools (*Grundschulen*);
2. lower-level secondary schools (*Hauptschulen* or *Realschulen*);
3. high schools (*Gymnasien*);
4. vocational schools; or

5. special schools

in a subject that is represented in the Faculty may be admitted as doctoral candidates pursuant to the requirements for this subject as set out in (2) above. They must also

1. meet the requirements under (2), indents 2 and 3;
2. except in the case of the first sentence, indent 3, have completed a doctorate preparatory course (doctoral studies) in line with the stipulations in Annex 3, that, together with the first degree, matches the scope and requirements of a Master's programme (i.e. either two main subjects or one main and two subsidiary subjects, or one main subject, one subsidiary subject and two course elements);
3. in the case of preparatory doctoral studies, demonstrate achievement in line with the stipulations of Annex 3, with a grade of at least "good" in the doctoral subject;
4. have successfully completed the preparatory doctoral studies (if required), passing the aptitude test within the meaning of Article 10 (5) with an average grade of at least 2.5;
5. have studied the doctoral subject at least to the extent covered in a subsidiary subject within the meaning of the Regulations for the Master's examination at Justus Liebig University Giessen of 7 December 1979, as amended;
6. provide written acceptance by a person within the meaning of Article 2 (7) who has declared his/her willingness to supervise the planned doctorate (supervision acceptance); this person must be a member of the Faculty of Social Sciences and Cultural Studies; and
7. meet the other requirements for the individual doctoral topics as set out in Annex 3.

The first and second sentences above shall also apply to graduates who have completed an equivalent state examination in another German federal state. Paragraph (5) above and Article 10 (4) shall apply *mutatis mutandis*.

### **Article 10**

#### **Requirements for admission as a doctoral candidate for graduates of universities of applied sciences**

(1) Graduates of universities of applied sciences in the Federal Republic of Germany who have completed a study programme in a subject related to social or cultural sciences or a study programme in architecture and design may be admitted to the doctorate if

1. the topic envisaged for the doctoral thesis falls within the subject competence of the Faculty;
2. they have passed their first degree (*Diplom*) examination at the university of applied sciences with the overall grade of "very good" and with the individual grade of "very good" (grade of up to 1.5) in the intended doctoral subject;
3. they can provide evidence of a positive assessment of their ability to engage in scientific research by an appropriate professor in the relevant faculty at the university of applied science;
4. they can provide written supervision acceptance from a professor with appropriate knowledge of the subject area who is a member or associate of the Faculty and who has stated his/her willingness to supervise the planned doctorate;
5. they can provide evidence of a sound knowledge of two foreign languages pursuant to Annex 1;
6. they have completed preparatory doctoral studies lasting at least two semesters in a relevant subject area;
7. they have successfully completed the aptitude test, in accordance with paragraph (5) above (grade of up to and including 2.5); and
8. they have not failed a doctoral aptitude test or other equivalent examination at another academic university.

(2) Doctoral studies are undertaken in preparation for the doctorate and are a means of systematically

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passing on theoretical principles and selected knowledge in the relevant subject area. The doctoral studies shall be completed with an aptitude test pursuant to paragraph (5) below.

(3) The Chair of the Doctoral Committee shall decide on the individual skills to be demonstrated in the doctoral studies, on the basis of a proposal by the envisaged supervisor and approval by the Dean of Studies. The achievements to be demonstrated must be graded and awarded a grade of at least "good" (grade of up to and including 2.5).

(4) Doctoral studies do not need to be completed if the performance to be evidenced in the studies and the aptitude for scientific research required for the doctorate can be demonstrated in other ways; the Doctoral Committee shall decide in this matter following approval by the Dean of Studies in the Faculty. Following a positive decision, the aptitude test must then be taken in accordance with paragraph (5) below.

(5) The aptitude test shall last one hour and shall cover no more than three subjects selected by the Doctoral Committee. The aim of the aptitude test is to determine whether the applicant has the required knowledge in the planned doctoral field and the ability to carry out academic research. The aptitude test shall be conducted by a committee appointed by the Doctoral Committee. The Aptitude Test Assessment Committee shall comprise three members of the Faculty, namely two professors and one research associate who holds a doctorate, who should represent the doctoral field. The professor who drafted the aptitude assessment pursuant to paragraph (1), indent 3, may be consulted in an advisory capacity.

(6) For graduates of relevant, accredited Master's study programmes at universities of applied sciences in the Federal Republic of Germany, Article 9 (1) to (3) shall apply *mutatis mutandis*.

## **Article 11**

### **Application for admission as a doctoral candidate**

(1) Applications to be admitted as a doctoral candidate must be presented in writing to the Chair of the Doctoral Committee. The following must be appended to the application:

1. Curriculum vitae with photograph;
2. Officially certified transcripts of records pursuant to Article 9 or 10 (not originals but officially certified copies and, where relevant, officially certified German translations);
3. Statements and reports on other academic or state examinations that the applicant has passed or failed;
4. Statements as to whether, and with what outcome, applications have been made for admission as a doctoral candidate at other universities;
5. If relevant, a statement to the effect that no other aptitude tests within the meaning of Article 10 (4) and (5) or similar procedures have been taken at other academic universities with a negative result;
6. Evidence of a sound knowledge of two foreign languages (Annex 1);
7. For non-German candidates, evidence of sufficient German or English language skills, unless a final examination has been completed at a university in the Federal Republic of Germany;
8. Scholarly writings already published by the candidate;
9. Working title and provision working schedule for the planned doctoral thesis, the topic must be formulated in such a way that it should not usually take more than three years to complete;
10. Proposal of a person, within the meaning of Article 2 (7), to be the primary supervisor;
11. Written opinion and statement of agreement from the person proposed as the primary supervisor;
12. Declaration that the Justus Liebig University Giessen Statute for Ensuring Good Scientific

Practice has been received and that its principles will be observed during the preparation of the doctoral thesis;

13. Declaration regarding the language approved pursuant to Article 15 (5) that will be used in the doctoral thesis or a special reason why another language should be used as an exception.

(2) If applicants have not found a supervisor, the Chair of the Doctoral Committee, in consultation with the Director of the Institute having subject competence for the topic envisaged for the doctoral thesis, shall endeavour to find one. Reasons for declining supervisory duties pursuant to the first sentence must be presented to the Doctoral Committee in writing. In accepting said duties, the supervisor shall assume responsibility for the subsequent assessment of the doctoral thesis.

(3) If material and human resources need to be made available in order for the doctoral thesis to be prepared, the supervisor and, if appropriate, the Director of the Institute concerned, shall provide a statement agreeing to the provision of these resources. This agreement does not establish any legal entitlement.

## Article 12

### Decision regarding the application for admission

(1) If the acceptance criteria within the meaning of Articles 9 or 10 have been fulfilled and the documentation pursuant to Article 11 (1) to (4) has been provided, the Doctoral Committee shall decide on the application for admission.

(2) The Doctoral Committee must provide written justification for rejecting an application for admission. The application for admission shall be rejected if the special subject area for the applicant's proposed doctoral thesis is not sufficiently represented or if the necessary material or human resources (Article 11 (3)) are unavailable. Reasons for rejecting an application for admission must be given in writing and the applicant must be notified; Article 8 (2) shall apply *mutatis mutandis*.

(3) In substantiated cases, the Doctoral Committee may postpone, at the request of the supervisor – without prejudice to Article 9 (2), indent 1 – its decision whether to admit the applicant as a doctoral candidate until the end of a probationary period during which evidence must be provided of an aptitude for academic research. The Doctoral Committee shall determine further details on a case-by-case basis. This ruling must be substantiated in writing and the applicant must be notified; Article 8 (2) and Article 9 (3), second to fifth sentences shall apply *mutatis mutandis*.

(4) The Doctoral Committee may subject admission as a doctoral candidate to limitations or reservations; in particular, it may impose a time or extent limit on the agreement to provide material or human resources if the Institute concerned has limited the availability of resources. Reasons for the limitations and reservations must be given and the applicant must be notified in writing; Article 8 (2) shall apply *mutatis mutandis*.

(5) If several applicants apply to prepare a doctoral thesis as a joint research project (group doctoral thesis), the previous paragraphs shall apply *mutatis mutandis*. Applications for acceptance of a group doctoral thesis may only be submitted if the Faculty can guarantee the supervision of the planned project and if the independence of the individual contributions can be ensured and documented.

(6) If the Doctoral Committee approves the application, the supervision and subsequent assessment of the doctoral thesis shall be guaranteed.

(7) The Chair of the Doctoral Committee must notify full-time members of the group of professors within the Faculty of planned doctoral theses (providing full names of the applicants and supervisors and the working titles for the planned research). The Deans of other faculties and the Executive Directors of scientific centres must be notified of planned doctoral theses if the topics assigned also fall within the subject area covered by the faculty or centre concerned.

(8) The Doctoral Committee shall maintain a list of the registered doctoral thesis subjects; the list shall be available in the Examinations Office for consultation by the members and associates of Justus Liebig University Giessen.

### **Article 13**

#### **Rights and duties of doctoral candidates**

(1) Supervised doctoral candidates shall be entitled to be given regular academic supervision, advice and support from their supervisor. In addition to methodological skills, they shall be taught a fundamental ethical attitude to academic research as well as a responsible approach to handling the results and to working with other scholars. Supervisors must ensure that the doctoral thesis is prepared independently and that the planned doctorate is brought to completion within an appropriate time frame.

(2) Supervised doctoral candidates shall be required to:

1. keep records and complete and accurate documentation of their research results;
2. work in a responsible manner and demonstrate collegiality;
3. report regularly in writing on the progress of their research; and
4. participate in internal seminars.

(3) A comprehensive annual report comprising up to five pages written in accordance with paragraph (2), indent 3, above must be produced and presented to the Doctoral Committee via the primary supervisor. The status of doctoral candidate may be temporarily suspended if this report is not submitted in accordance with the rules; the Doctoral Committee shall decide on this matter.

### **Article 14**

#### **Doctorates without prior supervision by the Faculty**

(1) Applicants to whom no supervisor has been assigned pursuant to these Regulations, who meet the criteria in Article 9 and who have completed additional studies (preparatory doctoral studies) within the Faculty – Article 10 (2), (3) and (5) shall apply *mutatis mutandis* – may apply for acceptance as a doctoral candidate and, at the same time, for the assessment procedure to be opened by presenting their doctoral thesis with the documents listed in Article 11 (1), second sentence, indents 1 to 8. The applicant must prove that the research is his/her own work. The application shall be rejected if the special subject area covered by the doctoral thesis is not sufficiently represented within the Faculty; Article 8 (2) shall apply *mutatis mutandis*.

(2) The Doctoral Committee shall decide whether to open the procedure.

(3) A doctorate cannot be awarded for a group doctoral thesis without prior supervision.

(4) If research submitted in accordance with paragraph (1) above is supervised by a scholar who has not been appointed by the Doctoral Committee as a formal supervisor for the research, there is no obligation for this academic/scientist to be appointed as an assessor.

### **Article 15**

#### **Preparation of the doctoral thesis**

(1) The focus of the doctoral thesis must be in a subject area that is represented by research and teaching in the Faculty. The doctoral thesis must also:

1. advance academic knowledge as a result of independent research;
2. comply with the methodological principles of the subject area covering the topic in question;
3. include documentation compliant with the principles of academic research of the material assessed and of the specialist literature consulted; and
4. present its subject in full, clearly and flawlessly in accordance with the rules and requirements of the language in which, pursuant to paragraph (5) below, it has been written.

(2) Parts of an academic research project that have been written by several authors may be recognised as a doctoral thesis (group doctoral thesis) under the following conditions:

1. The joint research must have been supervised;
2. Each part must meet the requirements stipulated in (1) above, present related subject matter and be able to be divided and evaluated to show the individual performance of the doctoral candidates concerned.

The doctoral candidates shall produce a separate report on the nature of their cooperation and respective shares in the joint research work, which must be confirmed by the supervisor. A separate doctorate procedure must be conducted for each doctoral candidate.

(3) Several research projects that have been submitted by one author can be taken together as one doctoral thesis if they demonstrate the progressive investigation of a topic and meet the requirements of paragraphs (1) and (5); Article 14 shall apply *mutatis mutandis*.

(4) Research that has been published in part or in full can be recognised as a doctoral thesis if it meets the requirements in paragraphs (1) and (5); Article 14 (3) shall apply *mutatis mutandis*.

(5) The doctoral thesis shall be written in German or English; Article 11 (1), indent 13, shall apply *mutatis mutandis*.

## Article 16

### **Ending the doctoral relationship, changing supervisor or topic, withdrawing the doctorate application**

(1) Before submitting their thesis, doctoral candidates may apply, giving reasons, to end their status as doctoral candidates ahead of time. In this case, the Chair of the Doctoral Committee shall declare the procedure concluded; the doctorate shall not be deemed to have been failed.

(2) The Doctoral Committee may, at the suggestion of or after discussions with the supervisor and in consultation with the Director of the Institute having subject competence for the topic envisaged for the doctoral thesis, declare the doctoral relationship to have been concluded if, on the basis of the doctoral candidate's report (Article 13 (2), indent 3), no appropriate period progress in the research can be observed. The doctoral candidate must previously be given a hearing; Article 8 (2) shall apply *mutatis mutandis*. The doctorate procedure shall not be declared to have been concluded if the doctoral candidate provides evidence to show that he/she is not responsible for the lack of progress in the research.

(3) If the doctoral candidate submits a well-reasoned request, the Doctoral Committee may temporarily suspend or terminate the supervisory relationship. The application for suspension must be accompanied by a statement from the supervisor; the Chair of the Doctoral Committee shall decide on this matter. The Doctoral Committee shall decide on applications for termination; before taking a decision the Doctoral Committee shall attempt to find a mutually acceptable solution. After the termination of the supervisory relationship, the Doctoral Committee may appoint a new supervisor within the meaning of Article 2 (7) at the request of the doctoral candidate within an appropriate time frame; re-application for admission as a doctoral candidate is not required.

(4) Doctoral candidates may withdraw a doctoral thesis that has already been submitted until the time when the Assessment Committee has rejected acceptance of the doctoral thesis pursuant to Article 18 (5). The doctorate is then not deemed to have failed. The date of withdrawal must be recorded on file. The withdrawn doctoral thesis may be resubmitted with amendments within six months of the withdrawal. Should the doctoral candidate allow this deadline to pass without valid reason, the doctoral thesis shall be deemed to have been rejected.

(5) By submitting another subject, doctoral candidates may re-apply once for admission as a doctoral candidate. Should the previous supervisor be unwilling to supervise the new research project, the Doctoral Committee shall appoint a new supervisor within the meaning of Article 2 (7).

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(6) At the request of the doctoral candidate, the Doctoral Committee, with the agreement of the supervisor, may amend the working title of the doctoral thesis in line with the progress of the research.

(7) In the event of the doctoral relationship being ended ahead of time (paragraph (1), first sentence; paragraph (2), first sentence), its being terminated (paragraph (3)) or the doctoral application being withdrawn (paragraph (4)), the documentation under Article 11 (1), second sentence, indents 1, 4 to 6 and 9 to 13, shall be retained in the Faculty's Examination Office.

### **Part III**

#### **Assessment procedure**

#### **Article 17**

##### **Opening the assessment procedure**

(1) The doctoral candidate shall apply in writing to the Chair of the Doctoral Committee for the assessment procedure to be opened.

(2) The following must be appended to the application:

1. Five typewritten and bound copies of the doctoral thesis;
2. An undertaking that is worded as follows must be appended to the doctoral thesis:

"I hereby declare that I have completed the submitted doctoral thesis independently, without any unauthorised outside help and only with the help referred to in the thesis. All texts that have been quoted verbatim or by analogy from published writings and all details based on verbal information have been identified as such. In the analyses that I have conducted and to which I refer in this thesis, I have followed the principles of good scientific practice, as stated in the Statute of Justus Liebig University Giessen for Ensuring Good Scientific Practice."

(3) The Doctoral Committee shall open the assessment procedure by appointing, pursuant to Article 6, at least two academics within the meaning of Article 2 (7) to assess the doctoral thesis. The names of the assessors shall be made known to the doctoral candidate.

(4) A supervisor may not be appointed as an assessor if an excerpt from parts of a scholarly research project that he/she has written is presented as the doctoral thesis.

(5) At the same time as it appoints the assessors, the Doctoral Committee shall appoint the Assessment Committee pursuant to Article 4.

(6) If the doctoral candidate's research work for the doctoral thesis has not been supervised in the Faculty (Article 14), he/she shall be given a period of two weeks following notification of the names of the assessors (paragraph (3)) to propose an additional assessor from among the scholars referred to in Article 2 (7). Provided that the additional assessor agrees to the nomination, he/she shall be appointed by the Chair of the Doctoral Committee. Paragraph (7) shall remain unaffected.

(7) The Doctoral Committee may, following discussions with the supervisor and in consultation with the Director of the Institute having subject competence for the topic envisaged for the doctoral thesis, appoint further assessors.

#### **Article 18**

##### **Assessing the doctoral thesis, completing the doctorate procedure**

(1) Each assessment must include a recommendation as to whether the doctoral thesis should be accepted or rejected or whether the procedure should be suspended until the doctoral thesis has been amended. A recommendation for acceptance must be accompanied by a suggested grade for the doctoral thesis and may be linked to suggestions for improvements or expansions. Assessors should

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submit their assessments to the Examinations Office within five months at the latest.

(2) The following grades may be awarded:

“Excellent – Summa cum laude” (grade 1)

“Very good – Magna cum laude” (grade 2)

“Good – Cum laude” (grade 3)

“Sufficient – Rite” (grade 4)

(3) The grade “Excellent – Summa cum laude” should only be awarded for an exceptionally high academic performance.

(4) If the assessors’ recommendations vary considerably regarding the acceptance, evaluation or amendments of the thesis, the Chair of the Doctoral Committee shall involve an additional assessor (Article 2 (7)) in agreement with the assessors already appointed. If an agreement cannot be reached, the Doctoral Committee shall decide.

(5) If at least one of the assessments recommends acceptance of the thesis, but amendments are also suggested, the Assessment Committee must decide whether the research shall be returned to the doctoral candidate for revision within a given period, or whether the procedure shall continue, in accordance with Article 19, and the suggestions for amendments as acknowledged by the Assessment Committee shall be dealt with only after the doctoral disputation. Should the doctoral candidate allow the given deadline to pass without valid reason, the doctoral thesis shall be considered to have been rejected. Following the revision of the thesis, the assessors shall once again be given an opportunity to express their opinion within an appropriate time, generally within one month.

(6) If all the assessments recommend rejecting the thesis and rule out amendments that could allow subsequent acceptance of the thesis, and if there are no additional assessments giving a positive opinion after the period for displaying the work has elapsed, the doctorate shall have been failed and the procedure ended. If there is at least one positive additional assessment (Article 19 (3)), the Assessment Committee shall decide whether the procedure shall continue in accordance with paragraph (4) or whether the doctorate shall have been failed.

(7) The Chair of the Doctoral Committee shall notify the doctoral candidate of failure (paragraph (4), second sentence) or non-acceptance (paragraph (5), first and second sentences), giving reasons; Article 8 (2) shall apply *mutatis mutandis*. Any doctoral thesis that has been rejected shall be retained in the Faculty’s Examinations Office together with all assessments, additional assessments and opinions.

## **Article 19**

### **Displaying and evaluating the doctoral thesis**

(1) If the criteria for the continuation of the doctorate procedure pursuant to Article 18 have been fulfilled, the Chair of the Doctoral Committee shall inform the members of the Doctoral Committee and of the Assessment Committee, the Institutes concerned, the supervisors not included in the above and the assessors of the name of the doctoral candidate, the title of the doctoral thesis and the recommendation of the assessors and of the doctoral thesis being placed on display. He/she shall then display the doctoral thesis with the assessments for a period of two weeks – or four weeks should this period fall wholly or partly in the lecture-free period – in the Dean’s Office in the Faculty for perusal.

(2) If the envisaged doctoral title is Dr. rer. soc., the doctoral thesis may be viewed by the members of the Doctoral Committee and members and associates of the Faculty who hold a doctorate; if the envisaged doctorate title is Dr. phil., the doctoral thesis may also be viewed by those members and associates of the faculties forming part of the Joint Humanities Committee who hold a doctorate. If the envisaged doctoral title is Dr. rer. soc., the assessments may be viewed by the members of the Doctoral Committee and by the members of the group of professors and habilitated scholars of the Faculty in other positions and by the supervisors of the research; if the envisaged doctoral title is Dr. phil. they may also be viewed by the members of the group of professors and the habilitated scholars from the

Humanities Faculties in other positions. The Doctoral Committee shall decide on a case-by-case basis whether to accept other applications to view the work.

(3) The members of the group of professors and the habilitated scholars of the Faculty in other positions may add their own additional assessments within the display period (paragraph (1), second sentence); the display period shall not be extended as a result. If the envisaged doctoral title is Dr. phil., this shall also apply for the members of the group of professors and habilitated scholars of the Humanities Faculties in other positions. These persons may, in connection with their additional assessments, also raise an official objection against the acceptance of the doctoral thesis or against the suggested grade.

(4) After the display period has elapsed, the Chair of the Doctoral Committee shall send the doctoral candidate copies of the assessments and additional assessments.

(5) After the display period has elapsed, the Assessment Committee shall firstly decide on the objections raised (paragraph (3), third sentence). The decision shall be communicated to the complainant, who shall be given a period of two weeks to lodge a complaint with the Doctoral Committee. The Doctoral Committee shall take a final decision on the complaint; no appeal against this decision shall be permitted.

(6) The Assessment Committee shall then decide, on the basis of the assessments, additional assessments and any opinions submitted and in accordance with Article 18 (4), third sentence, whether to accept or reject the doctoral thesis and shall award a grade, pursuant to Article 18 (2), in an open vote. The grade "Excellent – Summa cum laude" may only be awarded with the agreement of two-thirds of the members.

(7) If the Assessment Committee rejects the doctoral thesis, the Chair of the Doctoral Committee shall notify the doctoral candidate, giving reasons for the decision; Article 8 (2) shall apply *mutatis mutandis*. Any doctoral thesis that is rejected shall be retained in the Faculty's Examinations Office together with all assessments, additional assessments and opinions.

## **Article 20**

### **Preparing for the disputation**

(1) On application by the doctoral candidate and in agreement with the Chair of the Assessment Committee and following discussion with the members of the Assessment Committee, the Chair of the Doctoral Committee shall set the date for the disputation.

(2) If, within six months after sending the documentation (Article 19 (4)), the doctoral candidate fails to present an application pursuant to paragraph (1) above or if he/she declares in writing that he/she does not wish to proceed to a disputation, the doctorate shall have been failed. The Chair of the Doctoral Committee shall notify the doctoral candidate of this; Article 8 (2) shall apply *mutatis mutandis*.

(3) In well-founded exceptional cases, the Chair of the Joint Doctoral Committee may extend the deadline pursuant to paragraph (2) if so requested by the doctoral candidate.

## **Article 21**

### **Disputation**

(1) The Chair of the Doctoral Committee shall invite the doctoral candidate, the members of the Assessment Committee, the supervisors who did not produce assessments and the academics who produced additional assessments (Article 19 (3)) to the doctoral disputation and shall make the date and time known within the university, giving one week's notice.

(2) The Chair of the Assessment Committee shall chair the disputation. In the disputation, doctoral candidates shall be called upon to defend their thesis. The doctoral candidate shall open the disputation with a presentation lasting no more than 15 minutes in the form of arguments about the content of the thesis. The disputation shall be based on the content of the thesis, the assessments and additional assessments and shall also cover selected problems of the subject and other related subject areas

which have a factual or methodological connection with the topic of the doctoral thesis.

(3) The members of the Assessment Committee and scholars invited pursuant to paragraph (1) above shall be entitled to ask questions and give replies. The Chair of the Assessment Committee must disallow questions that are not in line with the purpose of the doctoral disputation or that do not refer to the subject of the disputation. This decision can be reversed by a resolution of the Assessment Committee.

(4) The disputation shall be conducted in German. On request the disputation may be conducted in English. The Doctoral Committee shall decide, with the agreement of the Assessment Committee, on any further exemptions.

(5) The disputation should generally last one and a half hours, and at most two hours. Minutes of the disputation shall be prepared by a member of the Assessment Committee.

(6) Members and associates of the University shall be admitted to the disputation as observers. Should the doctoral candidate present a well-reasoned request, the Doctoral Committee may decide to conduct the disputation only in the presence of the academics named in paragraph (1) above. If the disputation is disrupted, the Chair of the Assessment Committee may exclude the public.

(7) A separate disputation shall be conducted for each doctoral candidate.

(8) In the case of a group thesis (Article 15 (2)) and on request by all participating doctoral candidates, all disputations must be conducted one after another on the same day pursuant to paragraphs (2) and (7) above. The Chair of the Assessment Committee shall determine the order of the doctoral disputations; paragraph (3), third sentence, shall apply *mutatis mutandis*.

## **Article 22**

### **Evaluating the disputation and determining the overall grade**

(1) Following the disputation, the Assessment Committee shall award a grade for the disputation in an open vote pursuant to Article 18 (2). The grade "Excellent – Summa cum laude" may only be awarded to the disputation with the agreement of three-quarters of the members.

(2) If the disputation is unsatisfactory, it may be repeated once on request. The Chair of the Assessment Committee shall determine an appropriate period within which the doctoral candidate may apply to repeat the disputation.

(2) If the doctoral thesis (Article 19 (6)) and the disputation are each awarded at least the grade "Satisfactory – Rite", the Assessment Committee shall determine the overall grade in an open vote. If the individual grades vary, the grade for the doctoral thesis shall be given double weighting for the purpose of calculating the overall grade.

(3) The grade "Excellent – Summa cum laude" may only be awarded as an overall grade if the doctoral thesis was awarded this grade and three-quarters of the members of the Assessment Committee agree.

(4) The Assessment Committee may instruct the doctoral candidate to make changes before the doctoral thesis is printed; the instructions must be made in writing.

(5) Following the discussions, the Chair of the Assessment Committee shall notify the doctoral candidate of the result of the assessment.

(6) The Assessment Committee's discussion and the announcement of the result of the assessment shall take place in camera.

(7) The documents presented to the Doctoral Committee pursuant to Article 11 (1) – with the exception of the scholarly writings submitted (Article 11 (1), indent 8) – and Article 17 (2) shall be kept on record.

(8) If the research was supervised and material and human resources were made available for it, the documents drawn up in relation to the planned research shall be retained by the supervisor and the Institute which provided the resources.

## Article 23

### Publication of the doctoral thesis

(1) Having passed the assessment, the doctoral candidate must publish the final version of the doctoral thesis, as approved by the Assessment Committee, together with the relevant comments of the Chair of the Assessment Committee, unless the doctoral thesis has already been published in part or in full (Article 15 (3) and (4)). The doctoral candidate may only amend the version of the doctoral thesis accepted by the Assessment Committee with the approval of its Chair.

(2) If a modification (shortening, alteration or addition) of the accepted version is necessary for publication in a journal, in a publication series or as a book, the doctoral candidate must obtain the prior approval of the supervisor and must identify the publication as a "Doctoral Thesis in the Faculty of Social Sciences and Cultural Studies, Giessen".

(3) Doctoral candidates undertake to make the doctoral thesis appropriately accessible to the academic public by means of duplication and distribution. There are four alternative forms of publication, as detailed below:

1. As a book or photocopies (paragraph (5), indent 2);
2. As an electronic publication (paragraph (5), indent 3);
3. As a publication in a scientific journal (paragraph (6), indent 1); or
4. As a publication by a commercial publisher (paragraph (6), indent 2).

These obligations represent one unit in terms of academic performance. These obligations represent one unit in terms of academic performance. They include the obligation to produce for publication an abstract of the doctoral thesis that has been approved by the primary assessor, consisting of not more than one page of A4 paper in written and electronic form, and to submit this to the Examinations Office (Article 2 (3)). The format and data carrier to be used for the abstract must be agreed with the university library.

(4) The doctoral thesis shall be deemed to have been made appropriately accessible to the academic public if the doctoral candidate has provided the Examination Office with two copies of the approved version of the doctoral thesis for the Faculty's records (Article 2 (3)) and the parties listed in paragraph (5) below with further compulsory copies as specified in said paragraph.

(5) The following items must be delivered to the Examinations Office and made available to the university library free of charge:

1. Four copies for the archives printed on wood-free and acid-free paper and permanently bound; and
2. If the doctoral thesis is published privately as a book or photocopies without the involvement of a publisher within the meaning of paragraph (6) below, 40 book-printed or photocopied copies for the purposes of distribution; or
3. In case of electronic publication, an electronic version whose data format and data carrier must be agreed with the university library.

(6) Apart from the four copies referred to in paragraph (5), indent 1, no other copies need be delivered to the university library if:

1. the work is to be published in a scholarly journal and is identified as a "Doctoral Thesis in the Faculty of Social Sciences and Cultural Studies, Giessen"; or
2. a commercial publisher handles distribution through the book trade, there is a minimum print run of 150 copies and an indication on the reverse of the title page that it has been published as a "Doctoral Thesis in the Faculty of Social Sciences and Cultural Studies, Giessen".

(7) In cases covered by paragraph (5), indent 2, the doctoral candidate shall grant Justus Liebig

University Giessen the right to produce and distribute further copies of the doctoral thesis and, in accordance with the statutory duties of the university library, to make them available in data networks. In the case of paragraph (5), indent 3, the doctoral candidate shall grant Justus Liebig University Giessen, in accordance with the statutory duties of the university library, the right to produce and to distribute further copies of the doctoral thesis or to make them available in data networks.

(8) The doctoral thesis must be published within one year. In exceptional cases, the Chair of the Doctoral Committee may extend the deadline for publication if the doctoral candidate submits a timely and well-reasoned request; the extension shall generally be for no longer than one year.

(9) If a doctoral candidate culpably misses a deadline set, the rights acquired through the doctorate shall lapse.

(10) Otherwise, use of the doctoral thesis is governed by copyright regulations.

## **Article 24**

### **Doctorate certificate**

(1) After the doctoral thesis has been published (Article 23 (3) to (6)), the Faculty shall issue the doctorate certificate in German or English (Annexes 4 to 7). The doctorate certificate shall include the date of the doctoral disputation, which shall be deemed to be the date on which the doctorate was awarded, the title and author of the thesis, together with the grade awarded for the thesis and the overall grade for the doctorate. It shall be signed by the Dean of the Faculty and shall bear the seal of Justus Liebig University Giessen and, where appropriate, the seal of the Faculty.

(2) The Dean shall issue a temporary doctorate certificate if the doctoral candidate presents a contract from a commercial publisher regarding publication of the doctoral thesis. The temporary certificate shall be valid for one year. This period shall begin as soon as the temporary certificate is issued; the date of issue is to be recorded on it.

(3) The doctoral title may not be used until the doctorate certificate has been presented.

## **Part IV**

### **Final provisions**

## **Article 25**

### **Disallowance and withdrawal of the doctorate**

(1) The Doctoral Committee must disallow the award of the doctorate if, before the procedure is concluded, it is found that

1. the doctoral candidate has cheated substantially in the procedure; or
2. key criteria for the doctorate were not fulfilled.

(2) The Doctoral Committee may withdraw the doctoral title if

1. the reasons given in paragraph (1) above come to light at a later date;
2. the rights acquired with the doctorate have lapsed pursuant to Article 23 (9);
3. it emerges at a later date that the holder was unworthy of being awarded the doctoral title; or
4. the holder has shown himself/herself through subsequent behaviour to be unworthy to continue holding the doctoral title.

(3) The person concerned must be given an opportunity to comment on the accusations before the

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decision of the Doctoral Committee regarding the disallowance or the withdrawal of the doctorate is taken. Article 8 (2) shall apply *mutatis mutandis*.

## **Article 26**

### **Honorary doctorates**

(1) The Faculty of Social Sciences and Cultural Studies may,

1. award the title of Honorary Doctor of Social Sciences (Doctor rerum socialium honoris causa or Dr. rer. soc. h. c.) in recognition of outstanding scholarly achievements in the field of social sciences; or
2. award the title of Honorary Doctor of Philosophy (Doctor philosophiae honoris causa or Dr. phil. h. c.) in recognition of outstanding scholarly or, where appropriate, artistic achievements in the field of cultural sciences.

(2) The procedure shall be opened following a written application by members of the Faculty of Social Sciences and Cultural Studies. The application shall be addressed to the Dean of the Faculty and, in order to be processed, it must have the support of at least one-third of the members of the Faculty Council who are eligible to vote and who hold a doctorate. The Dean shall present the application to the Doctoral Committee for its opinion. If the Doctoral Committee does not vote in favour of the application, it may only be pursued further if it is supported by more than half the members of the Faculty Council who are eligible to vote and who hold a doctorate.

(3) The application and the opinion of the Doctoral Committee shall be discussed in a non-public meeting of the Faculty Council. If the Faculty Council agrees to pursue the application further, it shall appoint at least three rapporteurs from among the persons listed in Article 2 (7), who shall acknowledge the achievements of the proposed candidate by virtue of assessments.

(4) In a second non-public meeting of the Faculty Council, the Dean shall read the application and the opinion of the Doctoral Committee aloud, together with the assessments received pursuant to paragraph (3), second sentence. The application, the opinion of the Doctoral Committee and the assessments must be displayed in the Dean's Office for a period of one week prior to the meeting for confidential perusal by the members of the Faculty Council. During this meeting the Faculty Council shall, without prejudice to the provisions in paragraph (3), take a first formal decision on the application.

(5) A final decision can only be taken in a third non-public meeting of the Faculty Council, which may be held at the earliest four weeks after the initial vote in the Faculty Council (paragraph 4).

(6) The voting on the honorary doctorate pursuant to paragraph (2), fourth sentence, and paragraphs (4) and (5) shall be conducted by secret ballot. The application must be supported by a majority of the members of the Faculty Council who are entitled to vote and who hold a doctorate.

(7) The Dean shall award the honorary doctorate by presenting the honorary doctorate certificate (Annexes 8 and 9). The certificate shall pay tribute to the merits of the holder of the honorary doctorate. It shall contain the date of presentation, which shall be taken as the date on which the honorary doctorate was conferred, shall be signed by the Dean of the Faculty and shall bear the seal of Justus Liebig University Giessen and, where appropriate, the seal of the Faculty.

## **Article 27**

### **Binational doctorate procedures**

Binational doctorate procedures shall be conducted after the relevant bylaws of Justus Liebig University Giessen have come into force and on the basis of agreements with foreign universities.

## **Article 28**

### **Transitional provisions and entry into force**

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(1) Doctoral candidates whose supervisory relationship was established before these Doctorate Regulations come into force shall be given one year following their entry into force to decide whether they would like to complete their doctorate under the procedural rules in the "Doctorate Regulations of the Faculty of Social Sciences at Justus Liebig University Giessen" of 13 September 1978 (Official Journal, 30 April 1979, p. 208), as amended on 25 June 1997 (StAnz. 47/24 November 1997, p. 3582), or the "Doctorate Regulations of the Faculty of Humanities at Justus Liebig University Giessen" of 22 June 1983 (Official Journal, 31 August 1986, p. 533), as amended on 14 June 2000 (StAnz. 45/6 November 2000, p. 3631) or under the procedural rules of these Doctorate Regulations. The doctoral theses which are already being prepared as these Doctorate Regulations come into force will be registered by the Doctoral Committee.

(2) The Chair of the Doctoral Committee must inform doctoral candidates in writing of their right to choose and of the decision period of one year; confirmation of receipt of this notification shall be required. A written statement to this effect must be submitted by the doctoral candidate to the Chair of the Doctoral Committee within one year, or at the latest with the request for opening the assessment procedure pursuant to Article 17 (1) of these Regulations. The statement may not be revoked. If no such statement is submitted, these Doctorate Regulations shall apply with the proviso that the composition of an Assessment Committee that has already been formed shall not change and, for procedural stages already started, the relevant deadlines of the previous Doctorate Regulations shall apply.

(3) These Doctorate Regulations of the Faculty of Social Sciences and Cultural Studies at Justus Liebig University Giessen of 22 December 2004 shall enter into force on the day following their publication in the Staatsanzeiger für das Land Hessen. At the same time the Doctorate Regulations of the Faculty of Social Sciences at Justus Liebig University Giessen of 13 September 1978 (Official Journal, 30 April 1979, p. 208), as amended by the third amendment resolution on 25 June 1997 (StAnz. 47/24 November 1997, p. 3582) shall cease to apply – with the exception of the transitional provision pursuant to paragraph (1) above. With that, the Faculty of Social Sciences and Cultural Studies shall withdraw from the Joint Humanities Committee at Justus Liebig University Giessen for the area of validity of the doctoral subjects pursuant to the Doctorate Regulations of the Humanities Faculties at Justus Liebig University Giessen of 22 June 1983 (Official Journal, 31 August 1986, p. 533), as amended on 14 June 2000 (StAnz. 45/6 November 2000, p. 3631); those subjects shall now be covered by these Doctorate Regulations.

Giessen, 17 February 2005

Prof. Dr. Klaus Fritzsche  
Dean of the Faculty of Social Sciences and Cultural Studies  
at Justus Liebig University Giessen

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## **Annex 1 (relating to Article 9 (2), indent 2, and Article 10 (1), indent 5)**

### **Evidence of sound foreign language skills**

(1) Sound language skills shall be deemed to have been acquired if the skills have been evaluated as at least “sufficient” in the transcript of records on the qualification granting admission to higher education.

For the second foreign language, the performance record on the leaving certificate gained after completing 11 years of schooling, in which the student’s knowledge of the second foreign language is evaluated as being at least “sufficient” after at least five years of lessons, may be used instead.

If the required foreign languages skills – with the exception of Latin and Ancient Greek – cannot be demonstrated by providing evidence of performance evaluated as at least “sufficient” within the meaning of the first and second sentences, the applicant must take a language test to provide evidence of their abilities.

(2) The language test shall be conducted by a professor, a retired professor, a research assistant, a research associate or a private tutor from the Faculty responsible for the language concerned; as stipulated by the examiner, it may be conducted either as an oral test lasting no more than 30 minutes or a written examination lasting no more than three hours.

(3) The instructions for the basic courses in the Uniform Examination Requirements for the *Abitur* examination (A-level equivalent) issued by the Standing Conference of the Ministers of Education and Cultural Affairs (*Kultusministerkonferenz*) may be taken as guidelines for the arrangements and the scope of the written or oral examination (*Beschlüsse der Kultusministerkonferenz: Einheitliche Prüfungsanforderungen in der Abiturprüfung Englisch, Französisch, Italienisch, Russisch, Spanisch. Neuwied: Luchterhand 1982*).

If there are no Uniform Examination Requirements for a particular language, the examiner may proceed by analogy with the aforementioned decisions.

(4) The Chair of the Doctoral Committee shall appoint the examiner.

(5) The fee for each language examination shall be EUR 60. Evidence of payment must be presented before the examiner can be appointed. The Chair of the Doctoral Committee may reduce or waive the fee if a well-reasoned request is made.

## **Annex 2 (relating to Article 9 (2), indent 2)**

### **Evidence of proficiency in Latin**

Evidence of proficiency in Latin shall be provided by means of a transcript of records for the General Higher Education Entrance Qualification (*Allgemeine Hochschulreife*) that includes Latin, or by taking a supplementary examination in Latin, which shall be conducted in accordance with the stipulations of the “Ordinance on supplementary examinations in Latin and Greek” of 29 June 2003 (Official Journal 8/2003 p. 479) after passing the *Abitur* examination (A-level equivalent) or after acquiring the *Allgemeine Hochschulreife*.

### Annex 3 (relating to Article 9 (7))

#### Requirements for admission as a doctoral candidate for graduates of teacher training programmes

1.1 For the Social Sciences subject area, excluding the doctoral subject Didactics of Social Sciences (targeted doctoral title: Dr. rer. soc.)

Teaching level	Examination grade (see third column)	Part of studies	Preparatory doctoral studies		
			Duration	Attainment	Other conditions
L1	Very good	Elective: social studies in accordance with L1-PO 1969	2	6	Work particularly on the main elements not studied in the elective
L1	Very good	Basic level political science or sociology	2	6	Gain deeper understanding of sociology or political science
L1	Very good	Primary level general knowledge; specialisation in social sciences	2	6	Gain deeper understanding of sociology or political science
L2	Very good	Elective: social studies or politics and economics	1	3	Gain deeper understanding of sociology and political science
L2	Very good	Basic level political science or sociology	2	6	As L1 basic level
L3	Good	Teaching subject: social studies or politics and economics	0	0	None (direct admission to doctorate)
L3	Very good	Basic level political science or sociology	2	6	As L1 basic level
L5	Very good	Elective: social studies or politics and economics	1	3	Gain deeper understanding of sociology and political science
L5	Very good	Basic level political science or sociology	2	6	As L1 basic level

1.2 For the Social Sciences subject area, specifically for the doctoral subject Didactics of Social Sciences (targeted doctoral title: Dr. rer. soc.)

Teaching level	Examination grade (see third column)	Part of studies	Preparatory doctoral studies		
			Duration	Attainment	Other conditions
L1	Very good	Elective: social studies in accordance with L1-PO 1969	1	3	Gain deeper understanding of didactics of social sciences
L1	Very good	Primary level general knowledge; specialisation in social sciences	2	4	Gain deeper understanding of didactics of social sciences
L2	Very good	Elective: social studies or politics and economics	1	3	As L1
L3	Good	Teaching subject: social studies or politics and economics	0	0	None (direct admission to doctorate)
L5	Very good	Elective: social studies or politics and economics	1	3	As L1

1.3 For the Educational Science subject area, excluding the doctoral subject Vocational Education / Occupational Training (targeted doctoral title: Dr. phil.)

Teaching level	Examination grade (see third column)	Part of studies	Doctoral studies		
			Duration	Attainment	Additional conditions
L1	Very good	Basic level educational science and/or general principles of primary school teaching	2	6	Work particularly on the main elements not studied in educational science
L2	Very good	Basic level educational sciences	2	6	As L1
L3	Very good	Basic level educational sciences	2	6	As L1
L4	Very good	General educational science with vocational and business education	2	6	As L1
L5	Good	Educational science with remedial and special education	0	0	None (direct admission to doctorate)
L1	Very good	Basic level educational science and/or general principles of primary school teaching	2	6	Work particularly on the main elements not studied in educational science

1.4 For the Educational Science subject area, specifically for the doctoral subject Vocational Education / Occupational Training (targeted doctoral title: Dr. phil.)

Teaching level	Examination grade (see third column)	Part of studies	Doctoral studies		
			Duration	Attainment	Other conditions
L1	Very good	Primary level general knowledge; specialisation in pre-vocational studies	2	6	Gain broader subject-specific and technical skills in pre-vocational studies
L2	Very good	Elective: pre-vocational studies	2	6	As L1; also gain deeper understanding of educational science
L4	Very good	General educational science with vocational and business education	2	6	Gain deeper understanding of vocational education / occupational training and further training
L5	Very good	Elective: pre-vocational studies	2	6	As L1; also gain deeper understanding of general educational science

1.5 For the Musicology/Music Education subject area (targeted doctoral Duration title: Dr. phil.)

Teaching level	Examination grade (see third column)	Part of studies	Doctoral studies		
			Duration	Attainment	Other conditions
L1	Very good	Primary school music	2	6	Work particularly on the main elements not studied in the subject area
L1	Very good	Combination subject: music	2	6	Work particularly on the main elements not studied in the subject area
L2	Very good	Elective: music	2	6	As L1
L5	Very good	Elective: music	2	6	As L1

1.6 For the Art Education subject area (targeted doctoral title: Dr. phil.)

Teaching level	Examination grade (see third column)	Part of studies	Doctoral studies		
			Duration	Attainment	Other conditions
L1	Very good	Primary school art	2	6	Work particularly on the main elements not studied in the subject area
L1	Very good	Combination subject: art	2	6	Work particularly on the main elements not studied in the subject area
L2	Very good	Elective: art	2	6	Work particularly on the main elements not studied in the subject area
L5	Very good	Elective: art	2	6	Work particularly on the main elements not studied in the subject area

**Annex 4 (relating to Article 24 (1))**  
**Sample doctorate certificate Dr. rer. soc.**

The certificate shall be prepared in the masculine or feminine as appropriate.

**Justus Liebig University Giessen**  
**The Faculty of**  
**Social Sciences and Cultural Studies**

hereby confers on

**Ms/Mr**

**(first name, surname), surname at birth: xxx (if different from the preceding),**  
born on *(date)* in *(place)*,

the degree of  
**Doctor of Social Sciences**  
(Doctor rerum socialium – Dr. rer. soc.),

having duly completed the doctorate procedure

pursuant to the Doctorate Regulations of the  
Faculty of Social Sciences and Cultural Studies  
at Justus Liebig University Giessen of 22 December 20014

and having demonstrated her/his academic abilities  
by obtaining the grade of ("*thesis grade*") for the doctoral thesis on  
*("thesis title")*  
and in the disputation,

thus attaining the overall grade of  
*("overall grade for the doctorate")*.

Giessen, *(disputation date)*

*(Seal of Justus Liebig  
University Giessen)*

*(As appropriate,  
Faculty seal)*

*(Signature of the Dean)*

*(Title, First name, Surname)*  
Dean of the Faculty of  
Social Sciences and Cultural Studies

**Annex 5 (relating to Article 24 (1))**  
**Sample doctorate certificate Dr. phil.**

The certificate shall be prepared in the masculine or feminine as appropriate.

**Justus Liebig University Giessen**  
**The Faculty of**  
**Social Sciences and Cultural Studies**

hereby confers on

**Ms/Mr**

**(first name, surname), surname at birth: xxx (if different from the preceding),**  
born on (*date*) in (*place*),

the degree of  
Doctor of Philosophy  
(Doctor philosophiae – Dr. phil.),

having duly completed the doctorate procedure

pursuant to the Doctorate Regulations of the  
Faculty of Social Sciences and Cultural Studies  
at Justus Liebig University Giessen of 22 December 20014

and having demonstrated her/his academic abilities  
by obtaining the grade of ("*thesis grade*") for the doctoral thesis on  
("*thesis title*")

and in the disputation,

thus attaining the overall grade of  
("*overall grade for the doctorate*").

Giessen, (*disputation date*)

(*Seal of Justus Liebig*  
*University Giessen*)

(*As appropriate,*  
*Faculty seal*)

(*Signature of the Dean*)

(*Title, First name, Surname*)  
Dean of the Faculty of  
Social Sciences and Cultural Studies

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**Annex 6 (relating to Article 24 (1))**

[Not applicable]

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**Annex 7 (relating to Article 24 (1))**

[Not applicable]

**Annex 8 (relating to Article 26 (7))**

**Sample honorary doctorate certificate Dr. rer. soc. h. c.**

The certificate shall be prepared in the masculine or feminine as appropriate.

**Justus Liebig University Giessen  
The Faculty of  
Social Sciences and Cultural Studies**

hereby confers on

**Ms/Mr**

**(first name, surname), surname at birth: xxx (if different from the preceding),**  
born on (date) in (place),

the degree of

**Honorary Doctor of Social Sciences**

(Doctor rerum socialium honoris causa – Dr. rer. soc. h. c.)

in recognition of her/his scholarly achievements  
(Presentation of the scholarly achievements)

Giessen, (presentation date)

(Seal of Justus Liebig  
University Giessen)

(As appropriate,  
Faculty seal)

(Signature of the Dean)

(Title, First name, Surname)  
Dean of the Faculty of  
Social Sciences and Cultural Studies

**Annex 9 (relating to Article 26 (7))**

**Sample honorary doctorate certificate Dr. phil. h. c.**

The certificate shall be prepared in the masculine or feminine as appropriate.

**Justus Liebig University Giessen  
The Faculty of  
Social Sciences and Cultural Studies**

hereby confers on

**Ms/Mr**

**(first name, surname), surname at birth: xxx (if different from the preceding),**  
born on *(date)* in *(place)*,

the degree of

**Honorary Doctor of Philosophy**

(Doctor philosophiae honoris causa – Dr. phil. h. c.)

in recognition of her/his scholarly achievements  
*(Presentation of the scholarly achievements)*

Giessen, *(presentation date)*

*(Seal of Justus Liebig  
University Giessen)*

*(As appropriate,  
Faculty seal)*

*(Signature of the Dean)*

*(Title, First name, Surname)*  
Dean of the Faculty of  
Social Sciences and Cultural Studies