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## **Doctoral Regulation for the Faculty of Arts and Humanities of the University of Passau**

**of 5 September 2013**

On the basis of Art. 13(1) sentence 2 in conjunction with Art. 64(1) sentence 5 *Bayerisches Hochschulgesetz* (BayHSchG; Bavarian higher education act), the University of Passau lays down the following doctoral regulation for the Faculty of Arts and Humanities:

### **§ 1**

#### **Award of the doctoral degree**

<sup>1</sup>On the basis of an academic treatise (doctoral thesis) and an oral examination in the form of a viva voce ('Disputation') or a thesis lecture in accordance with the provisions of the present doctoral regulation, the Faculty of Arts and Humanities of the University of Passau awards the following academic degrees: doctor of philosophy (Dr. phil.), doctor of political science/governance and public policy (Dr. rer. pol.), doctor of social sciences (Dr. rer. soc.) or doctor of cultural sciences (Dr. rer. cult.). <sup>2</sup>Candidates may choose either the feminine or the masculine form of the degree. <sup>3</sup>In addition, the Faculty of Arts and Humanities can award an honorary academic doctoral degree in philosophy or political science/governance and public policy or in social sciences or cultural sciences (Dr. phil. h.c./ Dr. rer. pol. h.c./ Dr. rer. soc. h.c./ Dr. rer. cult. h.c.) for outstanding research achievements at the Faculty of Arts and Humanities or on account of special contributions to science in the subject fields represented at the faculty. <sup>4</sup>Sentence 2 applies accordingly.

### **§ 2**

#### **Purpose of the doctoral award**

The doctoral award serves as proof of the applicant's ability to perform independent research.

### **§ 3**

#### **The examining committee and Board of Examiners for Doctoral Awards**

(1) <sup>1</sup>The examining committee consists of the referees for the doctoral thesis and is chaired by a member of the faculty's executive board who has the authority to conduct examinations. <sup>2</sup>The referees and the member of the faculty's executive board are appointed by the Board of Examiners for Doctoral Awards. <sup>3</sup>The applicant can make proposals regarding the referees.

(2) <sup>1</sup>Only professors, assistant professors, honourably discharged or retired professors, honorary professors and other members of the Faculty of Arts and Humanities at the University of Passau who have demonstrated their ability to teach in the habilitation procedure and have the authority to conduct examinations according to the Higher Education

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Examiners Ordinance (*Hochschulprüferverordnung*), as last amended, may be appointed as referees. <sup>2</sup>According to sentence 1, the Board of Examiners for Doctoral Awards may also appoint members of other faculties or other, even foreign, universities who have the authority to conduct examinations as referees if they accept such an appointment. <sup>3</sup>At least one of the referees must belong to the Faculty of Arts and Humanities of the University of Passau. <sup>4</sup>All referees must represent a faculty to which the subject matter of the doctoral thesis can be attributed. <sup>5</sup>If the doctoral project is completed under the guidance of a supervisor, he or she is usually also one of the referees.

(3) <sup>1</sup>The Board of Examiners for Doctoral Awards consists of five professors, the Women's Representative and two graduate teaching assistants with a doctoral degree from the Faculty of Arts and Humanities who have been elected for a two-year term by the faculty council; they can be re-elected. <sup>2</sup>The Board of Examiners for Doctoral Awards elects the chairperson and a deputy chairperson from among the professors. <sup>3</sup>The Board of Examiners for Doctoral Awards has a quorum when all members have been invited at least three days in advance and the majority of its members, including at least four professors, are present and eligible to vote. <sup>4</sup>In meetings, the Board of Examiners for Doctoral Awards decides by a majority of the votes cast. <sup>5</sup>In the event of a tie, the chairperson will have the casting vote. <sup>6</sup>Abstention from voting, secret ballot and transfer of voting rights are excluded. <sup>7</sup>Any exclusion from consultations and votes is determined in accordance with Art. 41(2) BayHSchG in conjunction with Articles 20 and 21 *Bayerisches Verwaltungsverfahrensgesetz* (BayVwVfG; Bavarian administrative procedures act).

#### **§ 4**

#### **Acceptance as a doctoral candidate and admission to the doctoral examination**

(1) The procedure consists of two stages: Acceptance as a doctoral candidate in accordance with subsection 2 and admission to the doctoral examination in accordance with subsection 3.

(2) <sup>1</sup>The requirements for acceptance as a doctoral candidate are:

1. generally, a doctoral supervision agreement submitted prior to starting on the doctoral project signed between the supervisor and the applicant; this doctoral supervision agreement will document the supervisor's willingness to supervise the doctoral project; and

2. a successfully completed master's programme at a university or a university of applied sciences or a master's programme in music education (teacher education programmes in music) or musicology at a music university, a master's programme in art education (teacher education programmes in art) at an academy of fine arts or a master's programme in media sciences at a university for television and film, with a mark of at least 'good' (2.5); or

3. full degree programme of at least six semesters at a doctoral university during which above-average research work was undertaken in compliance with the relevant examination regulations. Proof of having undertaken such studies is generally provided in the form of a certificate for completion of a bachelor's degree with a mark of at least 'very good' (1.3) or a certificate for completion of a *Diplom* or *Magister* degree programme or by passing the First Examination or First State Examination for a teaching post at public schools with a mark of at least 'good' (2.5) in either of them. When the First Examination (for the legal profession) or the First State Examination for the teaching profession has been passed, above-average research work within the

meaning of sentence 1 shall be deemed to have been provided also if the written assignment required for admission to the First Examination or First State Examination for a teaching post at public schools and to be submitted in accordance with the relevant provisions of the teacher examination regulations applicable for the candidate in the intended subject area of the doctorate has been completed in accordance with § 6 sentence 2 and been awarded a mark of at least 'gut' (good); or

4. a *Magister* or *Diplom* degree programme in music teaching (teacher education programmes in music) or musicology completed at a music university with an overall average mark of at least 2.5, a *Magister* or *Diplom* degree programme in music teaching (teacher education programmes in art) at an academy of fine arts or a *Magister* or *Diplom* degree programme in media sciences at a university for television and film; or

5. studies in a relevant *Diplom* degree programme completed at a university of applied sciences with an overall average mark of at least 1.5 and in a discipline represented by a chair at the Faculty of Arts and Humanities as the subject area of the doctorate, the content of which was also covered by the *Diplom* examination at the university of applied sciences; and

6. a declaration specifying that the applicant has not previously obtained any equivalent doctoral degree in accordance with § 1 at a university of the Federal Republic of Germany or unsuccessfully attempted to earn this degree.

<sup>2</sup>Upon a reasoned request, the Board of Examiners for Doctoral Awards can approve reduction of the mark threshold by up to 0.3 points in exceptional cases. <sup>3</sup>The applicant must submit a written application for acceptance as a doctoral candidate to the chairperson of the Board of Examiners for Doctoral Awards; this application must be submitted along with the proof specified in numbers 1 through 6. <sup>4</sup>The application will be rejected if proof of compliance with the requirements set forth in sentence 1 numbers 2 through 6 has not been provided and the applicant has previously obtained an equivalent doctoral degree in accordance with § 1 at a university of the Republic of Germany or unsuccessfully attempted to earn this degree. <sup>5</sup>The chairperson of the Board of Examiners for Doctoral Awards will inform the doctoral candidate of his or her acceptance as a doctoral candidate or of the rejection of his or her application, in the latter case citing the grounds for the decision.

(3) <sup>1</sup>Admission to the doctoral examination is subject to the following requirements:

1. a short curriculum vitae in German and English along with an account of the candidate's academic development and the doctoral project;

2. proof of successful participation in three advanced seminars in a field of study related to the subject area of the doctorate. The bachelor's thesis, master's thesis, *Magister* thesis, *Diplom* thesis or paper for admission to the state examination are recognised as equivalents of an advanced seminar;

3. the notice of acceptance as a doctoral candidate in accordance with subsection 2 sentence 5;

4. proof of the applicant having been found worthy of using academic degrees by an official certificate of good conduct, if the applicant has been de-registered for a period in excess of three months at the time of application and is not employed in public service or with an equivalent employer;

5. three typewritten or electronic copies of the doctoral thesis written for the purpose of

obtaining a doctoral degree, the format of which is to be agreed with the Board of Examiners for Doctoral Awards. The last page of the doctoral thesis copies should include an assurance in lieu of an oath that the applicant has written the thesis independently, that no other resources except those mentioned in the references and notes have been used and that the origin of the passages taken either verbatim or in paraphrased form from other works have been duly identified; for doctoral theses written in a joint doctoral procedure (§ 8(3) sentence 2 no. 3), this provision shall apply by analogy; that the thesis or a similar version of the thesis has not previously been submitted to another faculty or another university for the purpose of obtaining an academic degree;

6. If permission to print in a language other than English or German is given, the deposit copies must be accompanied by two resumes in German which should be around a tenth of the length of the doctoral thesis.

<sup>2</sup>The applicant must submit a written application for admission to the doctoral examination to the chairperson of the Board of Examiners for Doctoral Awards together with the proof specified in sentence 1 numbers 1 through 6. <sup>3</sup>The application will be rejected if proof of compliance with the requirements set forth in sentence 1 numbers 1 through 6 has not been provided. <sup>4</sup>Admission to the doctoral examination, or rejection of the application along with a statement of the reasons for the decision, will be provided in writing by the chairperson of the Board of Examiners for Doctoral Awards. <sup>5</sup>The application for admission to the doctoral examination may be withdrawn as long as no referees' reports for the doctoral thesis have been completed. <sup>6</sup>In this case, the doctoral thesis shall be deemed not to have been submitted.

## § 5

### Protective provisions and time limits

<sup>1</sup>The protective provisions set forth under §§ 3, 4, 6 and 8 *Mutterschutzgesetz* (MuSchG; protection of working mothers act) apply to the doctoral award accordingly. <sup>2</sup>The statutory protective period provided therein must be taken into account to the applicant's benefit when calculating all the time limits in accordance with the present doctoral regulation. <sup>3</sup>When it comes to parental leave regulations, the same shall be applicable to the applicant's benefit for time limits under the *Bundeselterngeld- und Elternzeitgesetz* (BEEG, federal parental benefit and parental leave act) as last amended.

## § 6

### Subject areas for a doctorate

<sup>1</sup>The subject area covered by the oral examination is the topic of the doctoral thesis. <sup>2</sup>The following subject areas are accepted:

General Pedagogy  
Ancient History  
German Literature and Film  
American Studies  
Bavarian State History  
Education  
Visual Culture Studies  
German Linguistics  
Didactics of German Language and Literature  
History Education

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Didactics of  
Mathematics  
Didactics of Civics  
Didactics of English  
Language  
Digital Humanities  
English Cultural Studies  
English Literature  
English Linguistics  
Educational Science  
European Studies  
French Linguistics  
Geography  
History of Eastern Europe  
Education/Primary and Pre-primary  
Education  
Intercultural communication  
Italian Language Journalism  
Catholic Theology: Caritas Science and Values-based Management  
Catholic Theology: Dogmatics and History of Dogma  
Catholic Theology: Exegesis and Biblical Theology  
Catholic Theology: Fundamental Theology  
Catholic Theology: Church History  
Catholic Theology: Theological Ethics  
Catholic Theology: Religious Education  
Communication Studies  
International Cultural and Business Studies  
Art Teaching  
Art History  
Media Sciences Medieval  
History  
Music Education  
German Literature and Film  
Modern and Contemporary History  
Philosophy  
Political Science  
Psychology  
Romance Cultural Studies  
Romance Literary Studies  
Romance Literary and Cultural Studies  
Romance Philology  
Spanish Linguistics  
School Education  
Slavic Cultural Studies  
Slavic Literature  
Southeast Asia Research  
Sociology  
Sports Education.

<sup>3</sup>In individual cases, the Board of Examiners for Doctoral Awards can approve further subject areas on request, provided they are represented by a professor at the University of Passau.

## § 7

### Special provisions for doctoral students with disabilities

(1) <sup>1</sup>To ensure equal opportunities, due consideration must be given to the special needs of doctoral students with disabilities. <sup>2</sup>In particular, if the type of disability so warrants, doctoral students with disabilities must be granted an extension of the time limits set forth under § 11(4) sentence 3 by up to a quarter.

(2) <sup>1</sup>Special examination conditions in accordance with subsection 1 will be granted on written request. <sup>2</sup>The request must be submitted along with suitable supporting evidence. <sup>3</sup>Such requests are decided by the chairperson of the examining committee.

## § 8

### Doctoral thesis requirements

(1) The doctoral thesis must demonstrate the author's ability to undertake in-depth and independent research and to contribute to the advancement of science in a subject area belonging to the Faculty of Arts and Humanities.

(2) <sup>1</sup>As a general rule, the thesis must be written in German or English. <sup>2</sup>The Board of Examiners for Doctoral Awards shall decide whether any other languages are acceptable. <sup>3</sup>In this case, a summary of around a tenth of the length of the doctoral thesis must be submitted in German.

(3) <sup>1</sup>The format of the doctoral thesis must be agreed between the doctoral candidate and the supervisor, or the examiners in the event of a doctorate without a supervisor. <sup>2</sup>Generally, a doctoral thesis at the Faculty of Arts and Humanities of the University of Passau may be submitted in the following formats:

1. as a monograph;
2. as a publication-based thesis;
3. as part of a jointly authored thesis (joint doctoral procedure).

<sup>3</sup>The following conditions are applicable:

1. The doctoral thesis submitted as a monograph must not previously have been published.

2. A thesis in the format of a publication-based thesis consists of several research papers that are characterised by an inner coherence, have been published in relevant periodicals/book series and, as a whole, comply with the requirements under subsections 1 and 2; their inner coherence must be outlined in a complementary summary that critically assesses the publications from an overarching perspective. The length of this complementary summary should be no less than approximately 20 percent of the total page number of the doctoral thesis. The number of research papers – no less than three – should be agreed between the doctoral candidate and the supervisor in accordance with § 3(2) sentence 5 or one of the examiners in the event of a doctorate without a supervisor. If the publication is not yet available, a publishing contract will suffice.

3. If, in the case of a suitable topic area, several (usually no more than two) persons write several doctoral theses on the same topic, the theses must not previously have been published. In this case, the contributions that are to be considered in the doctoral procedure and have been penned by one of the authors must be

unequivocally attributable to this applicant and meet the requirements under subsections 1 and 2. The contributions made by the individual parties must be identified in detail and described in the assurance under § 4(3) no. 5. In this case, a publication-based doctoral thesis in accordance with no. 2 shall be excluded. The Board of Examiners for Doctoral Awards must confirm the suitability of a topic for a joint thesis at the request of the applicant and, if one has been appointed, the supervisor and after hearing them. Such determination should be made before any work on the doctoral thesis commences. For joint doctoral procedures, a joint examining committee will be appointed that must include any and all the supervisors appointed in the doctoral procedure.

## **§ 9**

### **Assessment of the doctoral thesis**

(1) If the applicant is admitted to the doctoral examination, the Board of Examiners for Doctoral Awards will appoint two referees to mark the thesis in accordance with § 3 subsections 1 and 2.

(2) <sup>1</sup>If the topic of the thesis touches on another faculty's research interests, a member of that faculty who meets the requirements set forth in § 3(2) sentence 1 may be appointed as an additional referee. <sup>2</sup>Before being appointed as an additional referee, the competent representative of the other faculty must be given an opportunity to be heard as to whether the topic of the thesis touches on his or her subject area.

(3) <sup>1</sup>The referees have four months to complete their reports. <sup>2</sup>If a third referee's report is needed, this third report must be submitted after another two months.

## **§ 10**

### **Evaluation of the thesis**

(1) <sup>1</sup>Once the thesis has been evaluated, the referees will petition for acceptance or rejection and recommend a Latin honour. <sup>2</sup>In the case of a joint doctorate, the theses will be evaluated separately within the context of the joint paper. <sup>3</sup>Separate referees' reports must be written for each of the candidates.

(2) <sup>1</sup>Doctoral theses are awarded Latin honours (marks) in the following categories:

- magna cum laude = very good (1)
- cum laude = good (2)
- rite = satisfactory (3)
- insufficenter = unsatisfactory (4)

<sup>2</sup>For a particularly outstanding performance, the mark 1 with the Latin honour '1\* = summa cum laude (excellent)' can be recommended.

<sup>3</sup>Notwithstanding § 11(2) sentence 3, the overall grade is based on the arithmetic mean of the marks awarded by the referees; one digit after the decimal point is taken into account. <sup>4</sup>If the verdicts given by the referees are more than two mark apart, the examining committee will evaluate the assessment of the doctoral thesis notwithstanding § 11(2) sentence 3; unless a third referee has previously been appointed in accordance with § 9(2), the Board of Examiners for Doctoral Awards can, at the examining committee's request, appoint a third referee for the preparation of the committee's decision whose mark is then taken into account in the calculation.

<sup>5</sup>If the doctoral thesis is awarded a Latin honour '1\* = summa cum laude (excellent)' by two

referees, the Board of Examiners for Doctoral Awards can appoint a third referee, unless a third referee has already been appointed on the basis of § 9(2). <sup>6</sup>The overall Latin honour 'summa cum laude' can be awarded only if all referees recommend the Latin honour '1\* = summa cum laude (excellent)'.

(3) The overall mark for the doctoral thesis, based on an average:

of 1.0 and with the Latin honour '1\* = summa cum laude (excellent)'

of up to 1.5 = magna cum laude

above 1.5 to 2.5 = cum laude

above 2.5 to 3.5 = rite

above 3.5 = insufficienter

## § 11

### Acceptance and grading of the thesis

(1) <sup>1</sup>The professors and other faculty members with the authority to conduct examinations will make the thesis publicly available for inspection for a period of two weeks along with the referees' reports and the mark recommended by the referees; during this period, the applicant will be permitted to consult the referees' reports as well. <sup>2</sup>The Board of Examiners for Doctoral Awards will inform all professors and other persons with the authority to conduct examinations of such public availability and the time limit for such public availability, the topic of the doctoral thesis and the name of the candidate as well as the referees' recommendation in writing no later than one week prior to commencement of public availability for public inspection. <sup>3</sup>The candidate will likewise be informed of such public availability and the marks of the referees' reports.

(2) <sup>1</sup>If the referees unanimously agree to accept or to reject the doctoral thesis, it shall be accepted or rejected accordingly, unless a faculty member with the authority to conduct examinations within the meaning of § 3(2) sentence 1 brings an appeal within a period of two weeks from the end of the time limit specified in subsection 1. <sup>2</sup>The Board of Examiners of Doctoral Awards will reasonably extend the time limit for bringing an appeal if so requested by a faculty member authorised to inspect the doctoral thesis. <sup>3</sup>If an appeal is brought or the referees fail to agree on the acceptance or rejection of the thesis, a special committee chaired by the chairperson of the Board of Examiners of Doctoral Awards and consisting of all the faculty's professors and other university teachers will decide on the acceptance or rejection of the thesis and the mark for the thesis. <sup>4</sup>To prepare for the decision that is to be made at the request of the special committee in accordance with sentence 3, the Board of Examiners for Doctoral Awards can appoint one or several, also external, referees.

<sup>1</sup>For the purpose of corrections, the Board of Examiners for Doctoral Awards can return the doctoral thesis to the applicant for a specific period of time but no longer than for one year if the referees unanimously agree to return the thesis for corrections. <sup>2</sup>If there is good cause, the Board of Examiners for Doctoral Awards can extend the time limit for resubmission of the thesis. <sup>3</sup>If the time limit is exceeded for reasons imputable to the candidate, the thesis will be deemed rejected.

(3) <sup>1</sup>If the thesis is rejected or deemed rejected in accordance with subsection 3 sentence 3, the examining committee will inform the doctoral candidate thereof in writing, citing the grounds for the decision. <sup>2</sup>The thesis as well as the referees' reports shall then be retained and filed away by the faculty. <sup>3</sup>In the event of a rejection, the applicant has one year from receipt of the notice of rejection to submit an application for admission with a thesis on a new topic one more time.



## **§ 12 Oral examination**

(1) <sup>1</sup>If the thesis is accepted, the Board of Examiners for Doctoral Awards will set the date for the oral examination in consultation with the referees. <sup>2</sup>The applicant will be invited to the oral examination in writing at least one week ahead of the date scheduled for the oral examination.

(2) <sup>1</sup>The oral examination consists of a viva voce ('Disputation') open to members of the University or a thesis lecture with a colloquium. <sup>2</sup>The candidate can suggest two topics for the thesis lecture to the examining committee; the examining committee will pick one of these topics for the oral examination. <sup>3</sup>The examining committee will decide the format of the oral examination in agreement with the doctoral candidate. <sup>4</sup>If there is no agreement, the Board of Examiners for Doctoral Awards can be consulted. <sup>5</sup>In addition to the examining committee, University members who hold a doctoral degree have the right to ask questions.

(3) <sup>1</sup>The chairperson of the examining committee administers and ensures proper conduct of the oral examination. <sup>2</sup>The examining committee acts as the examiner in accordance with § 3(1) sentence 1. <sup>3</sup>If a referee is prevented from attending, the Board of Examiners for Doctoral Awards can appoint a replacement. <sup>4</sup>As a rule, the oral examination takes one hour. <sup>5</sup>Minutes must be kept of the examination and signed by all members of the examining committee.

(4) <sup>1</sup>The applicant begins the viva voce with a presentation of no more than 15 minutes in which he or she presents the results of the doctoral thesis. This is followed by a discussion of the results lasting around 45 minutes. <sup>2</sup>The viva voce covers the subject area of the thesis and, beyond that, problem issues in the field of study and related areas. <sup>3</sup>In the case of a publication-based thesis, all areas covered by the publication must first be introduced and then defended in a session lasting approximately 45 minutes. <sup>4</sup>In the case of the oral examination with a thesis lecture, a presentation of approximately 30 minutes must be given, followed by an approximately 30-minute colloquium in the form of an academic conversation related to the thesis lecture and related areas. <sup>5</sup>In the case of a joint doctoral procedure, all candidates must pass a joint viva voce where each one must give a presentation of approximately 15 minutes about their own thesis; this is followed by approximately 45 minutes of discussion with each of the candidates; each candidate is given a separate mark. <sup>6</sup>Sentence 2 applies accordingly. <sup>7</sup>The examinations can also be held on separate days if the chairperson of the examining committee receives such a request from the doctoral candidates.

## **§ 13 Assessment of the oral examination**

(1) <sup>1</sup>The examining committee determines the mark to be awarded behind closed doors. <sup>2</sup>For the assessment, § 10(2) sentences 1 and 2 apply accordingly.

(2) The overall mark is calculated in accordance with § 10(2) sentence 3 and subsection 3.

(3) <sup>1</sup>A candidate fails the oral examination if he or she is awarded an overall Latin honour of 'insufficenter'. <sup>2</sup>At the candidate's request, which must be addressed to the Board of Examiners of Doctoral Awards, the examination can generally be repeated within a period of six months from notification of the results of the oral examination. <sup>3</sup>If a candidate fails the oral examination, the thesis and all the referees' reports are kept in the faculty's files. <sup>4</sup>If the candidate fails to appear for the oral examination or aborts the examination without good cause, the candidate will be deemed to have failed the examination.

## § 14

### Determination of the examination results

(1) <sup>1</sup>If the thesis has been accepted and an applicant has passed the oral examination, the examining committee will determine the overall mark for the doctoral examination. <sup>2</sup>The overall mark is calculated in accordance with § 10(2) sentence 3 and subsection 3. <sup>3</sup>The overall mark of the oral examination (arithmetic mean) is weighted by a factor of one, the thesis (arithmetic mean of the marks awarded by the referees in accordance with § 10(2) sentence 3 or the mark awarded by the examining committee in accordance with 10(2) sentence 4 or by the special committee in accordance with § 11(2) sentence 3) is weighted by a factor of two. <sup>4</sup>In the doctoral examination, the overall Latin honour 'summa cum laude' is awarded only if both the thesis and the oral examination were deemed to merit 'summa cum laude'.

(2) <sup>1</sup>The chairperson of the examining committee will announce the result of the oral examination and the overall mark directly after the oral examination. <sup>2</sup>The announcement will be made behind closed doors. <sup>3</sup>In the event of a rejection, a written notice must be sent to the candidate stating the reasons for the rejection.

## § 15

### Printing of the doctoral thesis and submission of deposit copies

(1) <sup>1</sup>The doctoral candidate must make the thesis available to the academic public by way of duplication and dissemination. <sup>2</sup>To this end, he or she is obliged to supply the following deposit copies:

1. six copies if the thesis is published in a journal or series or
2. six copies if a commercial publisher ensures dissemination as a book for sale by booksellers, if proof can be provided for a minimum print run of 150 copies or availability through a print on-demand service and the reverse of the title page indicates publication as a thesis and specifies the place of doctoral study or
3. three copies as reproducible typescript and an electronic version in a format and on a data medium to be agreed with the University Library.

<sup>3</sup>Numbers 1 to 3 also apply to publication-based doctoral theses. <sup>4</sup>In the case of sentence 2 no. 3, the doctoral candidate grants the University the right to produce and disseminate additional copies of the thesis within the framework of the statutory tasks of the university libraries or to make them available in data networks.

(2) <sup>1</sup>Prior to publication, the thesis must be presented to a referee. <sup>2</sup>He or she will ensure that the publication is in an acceptable format and that any change requests made by him or her when he or she accepted the thesis have duly been taken into account. On presentation of the original copy, he or she will give permission to print. <sup>3</sup>A certificate of revision signed by the referee in accordance with sentence 1 above must be submitted to the Board of Examiners for Doctoral Awards. <sup>4</sup>The deposit copies must be submitted to the Board of Examiners for Doctoral Awards within two years of having passed the examination. <sup>5</sup>On receipt of a reasoned request, the Board of Examiners for Doctoral Awards can grant reasonable extension of the time limit for delivery of the deposit copies. <sup>6</sup>If the time limit - no more than five years after the oral examination - is not observed, all rights acquired through the examination will lapse.

## **§ 16**

### **Special provisions for doctoral projects co-supervised with a foreign educational establishment**

(1) A doctorate can be co-supervised with a foreign university or faculty or equivalent educational establishment (hereinafter referred to as 'educational establishment')

1. if the educational establishment has the right to award doctorates according to the laws of its country and the academic degree awarded by the education establishment may be used pursuant to the *Hochschulrahmengesetz* (HRG; higher education framework act);

2. if the educational establishment has signed an agreement for the joint doctoral procedure that has been approved by the Board of Examiners for Doctoral Awards in accordance with § 3(3).

(2) For a doctoral project to be carried out jointly with the educational establishment, the applicant must meet the requirements for acceptance as a doctoral candidate at the Faculty of Arts and Humanities.

(3) <sup>1</sup>In all other respects, a joint doctorate in cooperation with an educational establishment is subject to the provisions of this doctoral regulation unless special provisions have been made in the agreement mentioned in subsection 1 no. 2. <sup>2</sup>This agreement can include provisions that depart from the present doctoral regulation, especially with regard to the review of the thesis by referees (§ 10) and the conduct and grading of the oral examination (§§ 12 and 13). <sup>3</sup>In addition, the agreement must include provisions relating to the continued implementation of the doctoral procedure at the relevant institution if cooperation in the doctoral award fails, especially if the thesis is not accepted at the University of Passau or at the other educational establishment or, as the case may be, the oral examination at the University of Passau or the other educational establishment is awarded a mark of 'endgültig nicht bestanden' (final fail).

(4) <sup>1</sup>Supervision must be provided by one authorised person from the educational establishment and one authorised person from the Faculty of Arts and Humanities of the University of Passau. <sup>2</sup>Authorised persons are persons who meet the requirements set forth in § 3(2). <sup>3</sup>The specifics are regulated by the agreement pursuant to subsection 1 no. 2.

(5) The doctoral student will decide in consultation with the thesis supervisors which of the universities involved should have primary responsibility for the doctoral procedure.

(6) <sup>1</sup>In accordance with the contractual agreements pursuant to subsection 1 no. 2, the Faculty of Arts and Humanities of the University of Passau and the educational establishment will award the applicant the academic degree in accordance with the provisions of the foreign law, or, as the case may be, the corresponding doctoral degree of the Faculty of Arts and Humanities (§ 1), once the doctoral procedure has been successfully completed. <sup>2</sup>Depending on the specifics of the agreement pursuant to subsection 1 no. 2, the applicant will receive either a joint doctoral certificate or one doctoral certificate from the University of Passau and a second one from the educational establishment with a statement clarifying that the doctoral degree awarded for a research project has been conferred by the two institutions participating in a joint procedure. <sup>3</sup>The agreement pursuant to subsection 1 no. 2 includes provisions specifying the form of the joint doctoral certificate or, as the case may be, the form of the respective doctoral certificates from the University of Passau and the educational establishment.

## **§ 17 Completion of the doctoral award**

(1) Once the applicant has submitted the deposit copies of the thesis, the Dean will issue the doctoral certificate.

(2) <sup>1</sup>The doctoral certificate must indicate the title and mark of the thesis, the overall grade for the doctoral award and the subject area. <sup>2</sup>It specifies the date of the oral examination and the date of issue.

(3) <sup>1</sup>The right to use the doctor title is established when the doctoral certificate is handed over. <sup>2</sup>In exceptional cases (for example, if a publishing contract to print the thesis can be presented), the Dean can grant the applicant the right to style himself or herself a doctor until further notice at an earlier point in time. <sup>3</sup>When a candidate has passed the doctoral examination but not yet fulfilled the obligation to publish the thesis pursuant to § 15(1) or the doctoral certificate has yet to be handed over to him or her, he or she can request permission from the Board of Examiners for Doctoral Awards to use the academic degree *Doktorin designata* or *Doktor designatus* (Dr.des.).

(4) On request, applicants who have successfully participated in events at graduate schools or colleges of the University of Passau will receive a certificate for the events completed along with the doctoral certificate.

## **§ 18 Procedural errors, inability to sit an examination**

(1) The chairperson of the Board of Examiners for Doctoral Awards must be notified in writing without undue delay of any alleged procedural errors.

(2) <sup>1</sup>In the event of inability to sit an examination, subsection 1 will apply accordingly. <sup>2</sup>If illness is stated as the reason for such inability to sit an examination, proof of the type and duration of illness must be provided in the form of a medical certificate. <sup>3</sup>In individual cases, the chairperson of the Board of Examiners for Doctoral Awards may request presentation of a certificate issued by a public health officer (*Amtsarzt*).

## **§ 19 Unfavourable decisions**

The doctoral candidate will be provided written notification of any decisions in the doctoral procedure that are unfavourable to him or her, along with information on his or her right to appeal, unless he or she issues a waiver, in writing or in the recorded minutes of the Board of Examiners for Doctoral Awards, of his or her right to receive written notification and right to appeal.

## **§ 20 Acts of deception**

(1) If the applicant is admitted to doctoral study by providing information that is false or incomplete or if the applicant is guilty of deceit in assessments, the application for admission to the doctoral examination will be rejected if the doctorate has not yet been awarded or the doctorate will be declared invalid if the doctorate has already been awarded and, where appropriate, the doctoral certificate will be withdrawn.

(2) <sup>1</sup>The decision will be taken by a special faculty committee consisting of the professors and other university teachers under the chair of the Dean. <sup>2</sup>The doctoral candidate must be given the opportunity to be heard before such a decision is taken. <sup>3</sup>The decision must be justified and presented to the candidate in writing.

## **§ 21**

### **Honorary doctorate**

(1) <sup>1</sup>The procedure for an honorary doctorate will be initiated on submission of a reasoned request by at least three faculty professors. <sup>2</sup>This request must be addressed to the Board of Examiners for Doctoral Awards.

(2) <sup>1</sup>The Board of Examiners for Doctoral Awards will appoint at least two professors responsible for the subject area to appraise the requirements in accordance with § 1 sentence 3. <sup>2</sup>The request and the appraisals must be presented to the members of the faculty council and all the faculty professors. <sup>3</sup>They have one month to present a written response.

(3) The faculty council decides on whether to award the honorary doctoral degree by a majority of at least two thirds of the votes of its eligible members while giving due consideration to the application and the appraisals as well as the responses submitted.

(4) The Dean awards the honorary doctoral degree by handing the certificate over to the honoured personality.

## **§ 22**

### **Effective date and transitional provisions**

(1) This doctoral regulation becomes effective on the day after its promulgation.

(2) At the same time, the doctoral regulation for the Faculty of Arts and Humanities of the University of Passau of 29 February 2008 (vABIUP p. 89) as amended by the amending statute of 10 February 2010 (vABIUP p. 1) is repealed without prejudice to subsection 3.

(3) By way of derogation from subsection 2, the doctoral regulation for the Faculty of Arts and Humanities of the University of Passau of 29 February 2008 (vABIUP p. 75) as amended by the amending statute of 10 February 2010 (vABIUP p. 1) will continue to be applicable for applicants working on a thesis at the time of entry into force of the present doctoral regulation if they notify the Dean in writing within a period of one year that they wish to continue the procedure in accordance with the doctoral regulation of the Faculty of Arts and Humanities of the University of Passau of 29 February 2008 (vABIUP p. 75) as amended by the Amendment of 10 February 2010 (vABIUP p. 1).

This English version is only intended to aid your understanding and does not have legal force. Only the German text, as published in the official law gazette, is legally binding.

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Issued as per the resolution of the Senate of the University of Passau of 31 July 2013 and as approved by the President of the University of Passau on 3 September 2013, reference number VII/2.I-10.3440/2013.

Passau, 5 September 2013

UNIVERSITY OF PASSAU  
The President

Professor Burkhard Freitag

This statute was issued by the University on 5 September 2013 and announced on 5 September 2013 by posting on the noticeboards of the University.

The date of promulgation is 5 September 2013.