

Announcements of the Bauhaus-Universität Weimar

Academic Regulations

Vice-Chancellor	Doctoral regulations of the Faculty of Media	Issue 24/2009
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In accordance with § 3, par. 1 in combination with § 33, par. 3, no. 1 of the Thuringian Higher Education Act (ThürHG) effective 21 December 2006 (GVBL. p. 601) and as amended by Article 15 on 20 March 2009 (GVBL. p. 238), the Bauhaus-Universität Weimar issues the following doctoral regulations for the Faculty of Media at the Bauhaus-Universität Weimar. These doctoral regulations were approved by the Faculty Council on 10 June 2009 and were adopted on 30 July 2009 with the approval of the Vice-Chancellor of the Bauhaus-Universität Weimar.

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§ 1 - Doctoral degrees and purpose of doctoral study

(1) The Bauhaus-Universität Weimar authorizes the Faculty of Media to confer the following academic degrees: Doktor-Ingenieur (Dr.-Ing.), Doctor philosophiae (Dr. phil.), Doctor rerum naturalium (Dr. rer. nat.) and Doctor rerum politicarum (Dr. rer. pol.). The type of doctoral degree depends on the candidate's course of study, completion of the programme and the subject area of the dissertation. As a rule, candidates who specialize in areas of Media Culture with a cultural-scientific focus receive a Doctor philosophiae (Dr. phil.), those with an economic focus receive a Doctor rerum politicarum (Dr. rer. pol.), and those who specialize in areas of Media Information Studies are awarded either a Doktor-Ingenieur (Dr.-Ing.) or Doctor rerum naturalium (Dr. rer. nat.). The doctoral commission is responsible for determining the type of doctoral degree to be conferred on the basis of the submitted application materials.

(2) The purpose of doctoral study is to allow the candidate to demonstrate his or her ability to conduct advanced scientific work. Proof of this is demonstrated by the:

- a) dissertation as a scientifically substantial written thesis as described in § 6
- b) defence of the dissertation in the form of a presentation with a follow-up interview

§ 2 – General stipulations pertaining to the doctoral examination process

(1) The doctoral examination process is generally conducted as follows:

- a) Application by the doctoral candidate in accordance with § 5
- b) Commencement of the doctoral examination process in accordance with § 7
- c) Assessment of dissertation in accordance with § 8
- d) Acceptance of dissertation in accordance with § 9
- e) Defence in accordance with § 11
- f) Evaluation of doctoral achievement in accordance with § 12
- g) Submission of statutory copies in accordance with § 13
- h) Conferral of the doctoral degree in accordance with § 14

The regulations concerning additional admission requirements as put forth in § 4 shall remain unaffected.

(2) The Faculty's doctoral commission, or the examination board appointed by the commission to oversee the process in question, is responsible for making all relevant decisions and passing all relevant resolutions during the doctoral examination process.

(3) The following individuals may participate in the doctoral examination process as supervisors, assessors and members of the doctoral commission and examination board insofar as no other provisions in these doctoral regulations bar them from doing so:

1. Professors, who have received tenure on the basis of their scientific achievements (in accordance with § 77, par. 1 and 2 ThürHG or equivalent university ordinance of another country), as well as professors, who have received tenure on the basis of their artistic/design-related achievements (in accordance with § 77, par. 1 and 2 ThürHG or equivalent university ordinance of another country) and have attained special scientific qualification in accordance with § 77, par. 1, no. 3 or equivalent university ordinance of another country
2. Habilitated scientists
3. Junior professors in accordance with § 82 ThürHG
4. Professors from universities of applied sciences

§ 3 – Doctoral commission

(1) To ensure that the doctoral regulations are properly followed, the Faculty forms a doctoral commission with the authority to pass resolutions.

(2) All members of the Faculty, to whom the provisions of § 2 par. 3 apply, are entitled to provide consultation during the doctoral examination process.

(3) The doctoral commission must be comprised of at least the following members:

- The Dean of Studies, along with the following members from the Faculty of Media, who are appointed for a two-year term by the Faculty Council:

- Three professors in accordance with § 2 par. 3
- A doctorate-holding member of the academic staff in accordance with § 20, par. 2, no. 3 ThürHG
- A student with an advisory function

If the Dean of Studies has been appointed dean on the basis of his or her professional achievement as described in § 77, par. 4 ThürHG, then he or she is to serve an advisory function only and an additional professor should be appointed to the doctoral commission in accordance with § 2, par. 3. The Faculty Council is permitted to increase the size of the doctoral commission, but must ensure that the majority of members are professors.

(4) The voting members of the doctoral commission elect one of the professors in the commission to be their chairperson. When forming the doctoral commission, the Faculty Council must ensure that an appropriate number of women are considered.

(5) The quorum of the commission is met when at least two-thirds of the voting members are present and that the majority is comprised of professors in accordance with § 2, par. 3. A simple majority vote is required for passing resolutions. In the event of a tied vote, the chairperson's vote decides the matter.

(6) If it becomes evident, in light of the theses contained in the submitted dissertation, that certain scientific assertions are tied to a subject in a different faculty, the chairperson of the doctoral commission must inform the chairperson of the doctoral commission of the other faculty. Upon the request of the chairperson, the Faculty Council may expand the size of the doctoral commission to include at least two members of the other faculty's doctoral commission.

(7) The doctoral commission is responsible for the following tasks:

1. Making decisions pertaining to the following:
 - a) Determining whether the candidate fulfils all of the admission requirements as put forth in § 4
 - b) Commencing the doctoral examination process
 - c) Determining the type of doctoral degree to be conferred
 - d) Appointing the assessors
 - e) Accepting the dissertation on the basis of the assessments, and, if necessary, other statements and appraisals
 - f) Appointing members to the examination board
 - g) Concluding the doctoral examination process (determining the final grade, conferral of the doctoral degree)
2. Ensuring that the doctoral examination process is properly conducted, making corrections when necessary.

§ 4 – General admission requirements

(1) Candidates are eligible for admission to a doctoral programme if they have received a *Diplom*, *Magister* or master's degree from a German university with a final grade of "good" or better. This requirement is met if the candidate has received an equivalent degree from a foreign university which corresponds to the doctoral degree which the candidate aims to pursue.

(2) If the candidate does not meet the requirements put forth in par. (1), but has completed a three-year bachelor's degree programme with a final grade of "very good" in a subject which corresponds to the doctoral degree the candidate aims to pursue, or an equivalent degree from a foreign university, the candidate can meet the admission requirements by completing doctoral-related coursework worth a total of 72 CP. If the candidate completed a four-year bachelor's degree programme, the number of required additional credit points is reduced in proportion. These additional courses must be relevant to the doctoral programme. The candidate, in accord with his or her supervisor, must complete the courses as part of a master's degree programme, doctoral programmes or post-graduate programme, and submit proof of completion together with the doctoral application.

(3) If the candidate holds a *Diplom*, master's degree or an equivalent degree from a German or foreign university in a course of study which does not correspond to the profile of the doctoral degree which the candidate aims to pursue, the doctoral commission must determine which additional requirements the candidate must meet. The additional requirements are based on the knowledge the candidate has already achieved with regard to the expertise necessary for admission to the doctoral programme. The doctoral commission may determine whether the candidate has acquired the necessary expertise for

admission by inviting the candidate to an interview, conducted by his or her supervisor and one professor in the commission.

§ 5 – Application to the doctoral programme, proposing a doctoral supervisor

(1) If the candidate meets the requirements of admission as put forth in § 4 or prepares to meet the additional admission requirements as described in § 4, par. 2, and intends to write a dissertation, the candidate can apply for acceptance as a doctoral candidate, at which time he or she must propose a topic for the dissertation and a doctoral supervisor from the Faculty of Media. The supervisor must submit a written statement with the application, confirming his or her willingness to supervise the candidate.

(2) The doctoral commission is responsible for accepting the candidate and approving the doctoral supervisor.

(3) If the candidate has several doctoral supervisors, at least one must be a faculty member in accordance with par. (1).

(4) Should the supervisory relationship end prematurely through no fault of the candidate, the doctoral commission appoints another supervisor at the candidate's request.

(5) The Faculty should organize a doctoral seminar, in which the doctoral candidate can acquire scientific expertise in a methodical manner and present his or her work. At the start of the working process, the candidate should present his or her concepts and areas of scientific focus for the dissertation, and upon submitting the first draft of the manuscript, the most important results.

§ 6 - Dissertation

(1) The submitted dissertation must meet scientific standards and contain original scientific results.

(2) The dissertation must be written in German or in another language, in which an assessment is assured. The doctoral commission is responsible for deciding the language of the dissertation in case of doubt. If written in a language other than German, the dissertation must also include an extensive summary in German.

(3) A cumulative dissertation is permitted when conferring the academic degrees Doktor-Ingenieur (Dr.-Ing.), Doctor rerum naturalium (Dr. rer. nat.) and Doctor rerum politicarum (Dr. rer. pol.); it is not permitted when conferring the Doctor philosophiae (Dr. phil.) degree. A cumulative dissertation is comprised of scientific essays which must address a common thematic area and have been published in peer-reviewed scientific journals or conference proceedings or are in the process of publication. Individual articles may be written solely by the candidate or in collaboration with other authors. In cases of co-authorship, the section written by the candidate must be clearly distinguished as such and the doctoral commission must ensure that the candidate's work meet the requirements put forth in par. (1). The various essays are then compiled and introduced with a preface, containing references to the candidate's work in the co-authored articles.

(4) Apart from cases of co-authorship in cumulative dissertations as described in par. (3), group work on dissertations is not permitted.

(5) The doctoral candidate is obliged to include a bibliography in the dissertation, listing all sources and aids cited or used within. The candidate is required to clearly mark all passages that are quoted word-for-word or in substance.

(6) The dissertation must include a statement by the doctoral candidate, certifying sole authorship – or in cases of cumulative dissertations, sole authorship of the articles or sections thereof included within – and that no other sources or aids were used aside from those explicitly cited (see Attachment 1).

(7) The dissertation must contain the candidate's curriculum vitae with particular emphasis on his or her academic career.

(8) The dissertation must be submitted in a printed version.

§ 7 – Commencement of doctoral examination process

- (1) The doctoral candidate must submit a written request to commence the doctoral examination process.
- (2) The request must be submitted in writing to the chairperson of the doctoral commission, along with the following documents:
 - a) Type-written (printed) curriculum vitae with information concerning the candidate's professional and academic career
 - b) Documents confirming that the candidate fulfils the admission requirements put forth in § 4; all necessary certificates must be submitted as notarized copies. Certificates and documents issued in a language other than German must be submitted together with certified translations.
 - c) Statement as to whether and, if applicable, with what success the doctoral candidate has already requested to commence and/or completed the doctoral examination process
 - d) List of previous academic publications
 - e) Statement regarding the doctoral degree the candidate wishes to achieve
 - f) Four (4) printed and bound copies of the dissertation
 - g) Abstract containing the important results of the dissertation, no longer than six pages in length; the doctoral commission determines how many copies of the abstract are required
 - h) Documentation page for inclusion with the academic reference services, as well as a one-page summary for publication in scientific digests. These must correspond to the guidelines of the library or Scientific Journal of the Bauhaus-Universität Weimar.
 - i) Declaration of authorship (see Attachment 1)
 - j) Proof of payment of the doctoral fees
- (3) The doctoral commission must review the application and decide whether to commence the doctoral examination process within six weeks of submission. This time limit is suspended during lecture-free periods during the semester.
- (4) The dissertation abstract and the invitation to the examination session must be made available to all members of the doctoral commission at least 14 days prior to the date of the examination session. At the same time, the dissertation must be made available for inspection.
- (5) The doctoral commission commences the doctoral examination process upon confirming that the candidate has fulfilled the admission requirements put forth in par. 1 and par. 2. At the same time, it decides which doctoral degree it shall confer in accordance with § 1 par. 1.
- (6) If the doctoral commission refuses to commence the procedure, the candidate must be notified of the decision in writing with its justification, along with instruction on his or her options of legal recourse. One copy of the dissertation and the corresponding protocols remain on file with the doctoral commission.
- (7) As long as the first assessment is pending, the doctoral candidate has the right to retract his or her dissertation. The request for retraction must be submitted in writing to the chairperson of the doctoral commission. The commission should treat the matter as if the candidate had not yet requested to commence the doctoral examination process.
- (8) Following commencement of the doctoral examination process, the dissertation may be inspected by other parties upon written request to the chairperson of the doctoral commission.

§ 8 – Assessment of dissertation

- (1) Upon commencing the doctoral examination process, the doctoral commission appoints the dissertation assessors. Only professors or habilitated scientists in accordance with § 2 par. 3 are eligible for appointment as assessors. In rare cases, an exception may be made if the assessor in question holds a doctorate and possesses special expertise in the subject area of the dissertation.
- (2) The doctoral commission appoints at least two assessors, one of whom must come from a scientific institution outside the Bauhaus-Universität Weimar. The doctoral candidate has the right to propose assessors.
- (3) If the dissertation deals with a topic of interdisciplinary nature, the doctoral commission must ensure that all aspects of the dissertation are adequately evaluated by appointing appropriate assessors.

(4) If the dissertation discusses aspects of other fields of study or research, the doctoral commission is permitted to appoint additional assessors to provide partial assessments of those aspects pertaining to their specific field.

(5) Assessments are to be made independently from one another. Assessors must submit their assessments within three months after receiving notification of their appointment.

(6) The assessors must provide the doctoral commission with a recommendation on whether to accept or reject the dissertation. The evaluation is based on the grading scale as put forth in § 12.

(7) If the assessor recommends that the dissertation be accepted, he or she may suggest that changes be made before publication. Suggestions regarding changes may only apply to the form of the work, not aspects of its content.

§ 9 – Acceptance of the dissertation

(1) The doctoral commission must decide on whether to accept the dissertation within six weeks after receiving the last assessment. This time limit is suspended during lecture-free periods during the semester.

(2) The members of the doctoral commission must be invited to the doctoral examination session at least 14 days prior to its scheduled date. With the receipt of the invitation, the members must also be provided with the assessments.

(3) If two assessments differ by two or more grade levels, or if at least two members of the doctoral commission raise an objection to conclusions made by one of the assessors, the doctoral commission may choose to appoint another assessor.

(4) If the number of assessments in favour of accepting a dissertation equals the number calling for its rejection, the doctoral commission must hear the recommendation of another assessor. A dissertation may not be accepted if the majority of assessors mark it as “failed”.

(5) The doctoral commission bases its decision to accept (or reject) the dissertation on the submitted assessments and statements.

(6) If the dissertation is rejected, the candidate must be notified of the decision in writing. The candidate has the right to review the assessments within four weeks after receiving notification of the commission’s decision. In the case of rejection, the candidate is permitted to thoroughly revise and re-submit the dissertation. If the dissertation is rejected again, the candidate is not permitted to revise it a second time.

(7) If rejected, one copy of the dissertation and the assessments remain on file with the doctoral commission.

(8) If accepted, the doctoral candidate has the right to learn of the content of the assessments from the chairperson of the doctoral commission at least two weeks before the date of the defence.

§ 10 – Examination board

(1) Upon accepting the dissertation, the doctoral commission appoints an examination board which is responsible for conducting the further proceedings, in particular, hearing the defence of the dissertation and evaluating the doctoral achievement. The provisions put forth in § 48 par. 3 ThürHG must be complied with.

(2) The examination board is comprised of the assessors and three additional professors or habilitated scientists in accordance with § 2 par. 3 from the Faculty of Media or another faculty of the Bauhaus-Universität Weimar or from another university, and a non-habilitated, doctorate-holding academic staff member. When forming the examination board, the doctoral commission must ensure that an appropriate number of women are considered.

(3) The doctoral commission appoints one of the professors in the doctoral commission to chair the examination committee. The chairperson may not be the candidate's supervisor or an assessor of the dissertation.

§ 11 - Defence

(1) The defence of the dissertation must be held within six weeks following acceptance. The hearing is announced to members of the university, and, as a rule, to members of the scientific community as well. The dissertation is put on public display at the main library or the branch library of the Faculty of Media 14 days prior to the defence.

(2) The defence is open to the general public; the provisions put forth in § 6 par. 2 regarding language apply accordingly.

(3) Before proceeding with the defence, the chairperson of the doctoral commission introduces the candidate, describes the candidate's academic development and confirms that the requirements for admission to the doctoral examination were fulfilled and the dissertation was accepted.

(4) In the defence, the candidate is given 30 minutes to present the significant results of his or her dissertation.

(5) Following the candidate's presentation, the assessors present the main points of their assessments.

(6) Subsequently, the assessors and the members of the examination board have the right to ask the doctoral candidate questions. Afterwards, those attending the hearing may ask questions as well. The chairperson reserves the right to reject questions if they do not pertain to the subject of the defence.

(7) The question and answer session should not exceed one hour.

(8) Directly following the defence, the examination board meets in closed session to:

- a) decide whether the defence passed or failed,
- b) determine the grade of the defence,
- c) recommend conferral of the doctoral degree and provide a final grade for the doctoral achievement to the doctoral commission.

Each member of the examination board evaluates the defence, based on the grading scheme put forth in § 12. The final grade is calculated by averaging the grades provided by all the examiners. The defence receives a passing mark when the majority of the board members in attendance give the defence a mark of at least "passed".

(9) If the defence receives a passing mark, the board recommends a total grade for the doctoral examination process in accordance with § 12 par. 2. The doctoral candidate must be notified of the results following the board's decision. The board must also draw up a defence protocol which includes the following information:

- a) Location and date of the defence
- b) Names of the candidate and members of the examination board
- c) Main points and description of the defence
- d) The individual grades awarded for the dissertation and the defence by the assessors and examiners
- e) Recommended grade for the defence and total grade for the doctoral examination process
- f) Signature of the chairperson of the examination board

(10) If the defence receives a failing mark, the candidate is allowed to present his or her defence within one year, but no earlier than two months, after the date of the first failed attempt. If the defence receives a failing mark a second time, it may not be repeated again and the defence stands as failed.

§ 12 – Grading scheme for doctoral achievement

(1) The following grades are awarded for doctoral achievement:

- magna cum laude (very good, 1),
- cum laude (good, 2),

- rite (passed, 3),
- non sufficit (insufficient, 4).

If all of the assessments and the defence receive marks of “very good”, the examination board may confer a total grade of “summa cum laude (with honours)” following the defence.

(2) The total grade is calculated by averaging the median grade of the assessments, weighted by a factor of two, and the grade of the defence, weighted by a factor of one. These grades are not to be rounded before calculation of the total grade. The first decimal place of the total grade is rounded in the candidate’s favour for values of up to 0.5.

§ 13 – Statutory copies

(1) After passing the defence, the chairperson of the examination board informs the candidate whether he or she is required to make any changes to the dissertation in accordance with § 8 par. 7 before publication. The candidate must submit the modified dissertation to one of the assessors for approval before publication.

(2) In addition to the statutory copies mandated in § 7 par. 2 f, the doctoral candidate is also required to present the following copies to the university library at no charge:

- one (1) copy in electronic form in a data format used by the Bauhaus-Universität Weimar and six (6) bound copies
- three (3) copies if the dissertation will be published in a journal or if a publisher has agreed to release the dissertation in the market. In the latter case, the publication must be designated as a dissertation of the Bauhaus-Universität Weimar and have a print-run of at least 150 copies.

If an electronic version of the dissertation is not submitted, the candidate must provide the university with 40 bound copies and an abstract in electronic form. If the candidate provides an electronic version of the dissertation, the university reserves the right to reproduce and (electronically) disseminate additional copies within the scope of the legal tasks entrusted to the university libraries.

(3) At the candidate’s request and if capacity allows, the Bauhaus-Universität Weimar can print the dissertation at net cost. If the candidate is in financial duress, he or she can appeal to the Registrar of the Bauhaus-Universität Weimar for a price reduction or a waiver of the expenses incurred.

§ 14 – Conferral of the doctoral degree

(1) The examination board determines the total grade of the doctoral examination process. After the chairperson of the doctoral commission has confirmed that the candidate delivered the statutory copies to the university library, the university issues a doctoral certificate to the candidate, officially conferring the doctoral degree. From this time onward, the candidate is allowed to carry the doctoral title.

(2) Three identical copies of the certificate are issued, all of which are dated the day of the defence. They are signed by the Vice-Chancellor and Dean of the Bauhaus-Universität Weimar and authenticated with the university seal. One copy remains on file in the doctoral examination records.

(3) The wording of the certificate follows that of the sample certificate provided in Attachment 2.

§ 15 – Inspection of examination records

In justified cases and on written request, the chairperson of the doctoral commission may grant the candidate permission to inspect the examination records.

§ 16 – Legal rights

(1) Written notification of all decisions by the doctoral commission and examination board must include instructions concerning legal recourse.

(2) The candidate may contest the decisions of the doctoral commission and/or examination board with the Faculty Council. If the Faculty Councils fails to redress the contested decision, the matter must be brought to the Vice-Chancellor for a final decision.

(3) Objections must be raised within one month of notification of the decision. The contested decision must be settled within 30 days.

(4) Should the candidate exhaust all channels of legal recourse as put forth in par. 2, the candidate may pursue the matter further through administrative process. The candidate must be instructed of his or her legal right to pursue this course of action.

§ 17 – Honorary doctorate

(1) The degrees Doctor honoris causa (Dr. h. c.) and Doktor-Ingenieur ehrenhalber (Dr.-Ing. E. h.) can be conferred for outstanding scientific achievement. Honorary doctorates may not be conferred to those who have provided financial support to the sciences; this distinction is solely based on personal scientific achievement.

(2) Any professor may suggest a candidate for an honorary doctorate by submitting a written application to the chairperson of the doctoral commission.

(3) All professors of the faculty are notified of the submitted application and are entitled to state their position in writing.

(4) If the doctoral commission decides to commence the process, two doctorate-holding professors are appointed as assessors who are obliged to draw up an assessment of the candidate's scientific achievements within three months' time.

(5) Taking the assessments and written statements into consideration, the doctoral commission votes on whether to confer the honorary doctorate. A two-thirds majority is required for the resolution to pass.

(6) The decision must be approved by the Faculty Council and the Senate.

(7) The honorary doctorate is conferred in a ceremony, during which the Dean holds a laudation and presents the certificate to the candidate.

§ 18 – Denial or retraction of the doctoral degree

The doctoral degree is be retracted, or the conferral thereof, denied, if between the conclusion of the doctoral examination process and the presentation of the certificate, or after the certificate has been presented, the doctoral commission should learn:

- a) that the candidate committed fraudulent acts with regard to his or her doctoral achievements, or
- b) information which would have barred the candidate from pursuing the doctoral degree (for example, false information regarding the admission requirements put forth in § 4).

The Vice-Chancellor decides on the matter following a hearing of the doctoral commission. The defendant has the right to appeal the decision before the administrative courts.

§ 19 – Equal treatment clause

Terms of status and function as applied in these regulations pertain to both sexes to an equal degree.

§ 20 - Statement of effect

These doctoral regulations enter into effect on the first day of the month following their public announcement by the Bauhaus-Universität Weimar. The doctoral regulations approved by the Thuringian Ministry of Science, Research and Art on 23. Oct. 2001 are hereby invalidated.

Approved by resolution of the Faculty Council on 10 June 2009.

Prof. Dr. Benno Stein
Dean

The statutes are approvable.

Ass. jur. U. Richstein

Approved on 30 July 2009

Prof. Dr.-Ing. Gerd Zimmermann

Vice-Chancellor

Attachment 1

Declaration of Authorship (sample)

I hereby solemnly declare that the following dissertation is my own work and that no impermissible assistance from others or references other than those specifically cited were used in its making. Data and/or concepts taken directly or indirectly from other sources have been properly referenced. Parts of the dissertation which have already appeared in examination papers are unambiguously marked as such. The following individuals provided paid/unpaid assistance in selecting and evaluating the following material in the following manner:

1.

2.

3.

I affirm that no other individuals were involved in producing the content of this dissertation. Furthermore, no placement or consulting services (promotion consultants or other persons) were paid to assist me in any way. I affirm that no one received direct or indirect pecuniary compensation or payment in kind for work conducted in connection with the content of this dissertation.

This dissertation has not been previously submitted in the same or similar form to any other examination authority in Germany or abroad.

I certify that, to the best of my knowledge, the declaration above is absolutely true and nothing has been concealed.

Place, Date

Signature

Attachment 2

Doctoral Certificate (sample)

Bauhaus-Universität Weimar

Under the Vice-Chancellor

and the Dean,

the Bauhaus-Universität Weimar through the Faculty of Media

hereby awards the academic degree of

..... (Dr.)

to Mr./Ms.

born on

in

in recognition of successful completion of the doctoral examination process

following the acceptance of his/her dissertation

.....

assessed by

and the demonstration of his/her scientific accomplishment through its defence,

with a total grade

Weimar,

Vice-Chancellor

Dean

(seal)