

First Ordinance on the Amendment of the Doctoral Regulations at the Department of Philosophy and Humanities at Freie Universität Berlin

Disclaimer: Please note that only the German version of this document is legally binding. This translation is intended for the convenience of readers who do not understand German. It is for informational purposes only.

Preamble

On the basis of Section 14.1.2 of Freie Universität Berlin's supplemental rules and regulations (*Teilgrundordnung [Erprobungsmodell]*) from October 27, 1998, published in *FU-Mitteilungen* 24/1998 (the official bulletin of Freie Universität Berlin), and in conjunction with Section 70.5 of the Berlin Higher Education Act (*Berliner Hochschulgesetz – BerlHG*) from July 26, 2011 (GVBl. p. 378), last amended on March 23, 2023 (GVBl. p. 121/2023), the Extended Department Council (*Erweiterte Fachbereichsrat*) of the Department of Philosophy and Humanities at Freie Universität Berlin issued the following First Ordinance on the Amendment of the Doctoral Regulations at the Department of Philosophy and Humanities (*FU-Mitteilungen* 27/2016 from July 1, 2016) on July 12, 2023.

Article I

1. Section 2.6 shall read as follows:

(6) Meetings of the doctoral board may take place via audiovisual means, provided data protection regulations are followed. Secret ballots may only be carried out when the corresponding technologies used provide for this. The chairperson will make the decision to implement audiovisual means at their own discretion.

2. Section 4.3 shall be amended to include the following additional sentence 3:

³The date of admission shall be considered the date upon which the applicant begins their doctoral degree program.

3. Section 5.1 shall read as follows:

(1) Doctoral candidates who are not already members of Freie Universität Berlin through employment with the university or enrollment in a degree program are required to enroll in their doctoral program as students and remain enrolled until they have successfully passed their oral defense (*Disputation*).

4. Section 6 will be amended to include the following new paragraph 3; as a result, the numbering of the subsequent paragraphs in the section will shift by one:

(3) The doctoral student makes a supervision agreement with their supervisor and at least one other mentor. By signing this supervision agreement, the supervisor and the mentor make a commitment to the doctoral student and to the doctoral board to supervise the doctoral project for at least the duration of the standard time to completion for the doctoral degree. The supervision agreement must be submitted within six months after having been admitted to the program.

5. Sentence 2 of Section 6.6 (now Section 6.7) shall read as follows:

²As a rule, the dissertation should be submitted within three years and the entire procedure should be concluded within four years (standard time to completion for a doctoral degree).

6. Sentence 1 of Section 6.8 (now Section 6.9) shall read as follows:

* The Executive Board of Freie Universität Berlin approved these regulations on Month DD, 2023.

¹By issuing a formal declaration to the doctoral student and the department, the supervisor commits to supervising the doctoral project for at least the duration of the standard time to completion.

10. Section 7.6 shall read as follows:

(6) The dissertation is to be submitted electronically in a file format that prevents editing or other changes (i.e., “read-only format”). At least one printed copy of the dissertation must also be submitted to the department, where it will be archived. Upon request, the members of the doctoral committee may receive an additional copy of the dissertation from the doctoral student. Prior publications of parts of the work must be documented in the dissertation and must also be submitted electronically. The dissertation may be subjected to an electronic plagiarism check and a check for automatically generated text; data protection regulations are to be upheld during this process.

11. Section 7 will be amended to include the following paragraph 7:

(7) Doctoral students must participate in a scheduled activity related to good scientific practice. Participation should take place in the student’s first year after being admitted to the program. At the very latest, the student must provide proof of attendance of said activity upon submitting their dissertation.

12. In sentence 1 of Section 8.2, the term “As a basic principle” shall be replaced with “As a rule.”

13. Sentence 2 of Section 8.4 shall be deleted.

14. Sentence 2 of Section 9.1 shall be replaced with the following:

²Both must be full university professors within the department.

15. Section 9.2 shall read as follows:

(2) The doctoral committee consists of

- the reviewers,
- at least two other university professors, and
- one member of academic staff who is employed by Freie Universität or a member of the department and holds a doctoral degree.

At least two members of the doctoral committee must be full university professors within the department. In the case of written achievements as set out in Section 7.2 that are the product of work with other researchers, another university professor who meets the specifications of sentence 1 should be involved in the publication thereof at most. The doctoral committee should not contain more than one former full university professor who has since retired from their position (professor emeritus/retired professor).

16. Section 9 will be amended to include the following paragraph 7:

(7) Meetings of the doctoral committee may take place via audiovisual means, provided data protection regulations are followed. Secret ballots may only be carried out when the corresponding technologies used provide for this. The chairperson will make the decision to implement audiovisual means at their own discretion.

17. Section 11.2 will be amended to include the following new paragraph 2; as a result, the numbering of the subsequent paragraphs in the section will shift by one:

(2) The oral defense may also take place via audiovisual means, provided data protection regulations are followed and the doctoral student agrees to this. The chairperson of the doctoral committee will make the decision to carry out the oral defense by audiovisual means at their own discretion.

18. In Section 13.1.d, the number of additional copies shall be reduced from “20” to “15.”

19. Section 13.1.e shall be replaced with the following:

e) a digital PDF version and two printed copies

20. Sentence 4 of Section 13.1 shall be replaced with the following:

⁴In the cases described in b) and c) above, the publication must be clearly identified as a dissertation submitted at Freie Universität Berlin.

21. Section 13.2 shall read as follows:

(2) If the dissertation is distributed through a commercial publishing house and a printing subsidy has been provided by public funds, the university library is to be supplied with 2 additional printed copies for exchange purposes.

22. Section 13.5 shall read as follows:

(5) A DOI link is sufficient for works that have already been published in part elsewhere or for published individual works that form part of a cumulative project. The print edition must contain the full text of the article/manuscript.

23. Section 14.1 shall read as follows:

(1) A certificate for the doctorate will be issued in German. An English translation of the certificate will be provided upon request.

24. Section 14 will be amended to include the following paragraph 6:

(6) The doctoral candidate is obligated to submit a declaration signed by both them and their supervisor prior to the doctoral certificate being issued stating that the primary data underlying the dissertation (if such data exist) may be stored for a period of ten years within the supervisor's unit.

25. Section 16.2 shall be replaced with the following:

(2) The implementation of joint doctoral study programs must be governed by contract. This contract must ensure that the essential regulations of the Doctoral Regulations at the Department of Philosophy and Humanities at Freie Universität Berlin can be upheld.

26. Sentence 2 of Section 16.5 has been amended as follows:

²As a rule, the reviewers are members of the committee.

27. Section 16.7 shall be replaced with the following:

(7) Both universities commit to issuing the doctoral degree jointly. Only one doctoral degree shall be awarded. For this reason, both universities issue a single bilingual doctoral certificate jointly. Receipt of this certificate grants the doctoral candidate the right to use their doctoral title in either the German manner or the equivalent in the other country.

28. Section 20 has been amended as follows:

Section 20 – Temporary Regulations and Transition Period

Doctoral students may complete the doctoral procedure in accordance with the doctoral regulations applicable to them, provided they complete the procedure within four years of the new or amended doctoral regulations entering into force. If doctoral students wish to conduct their doctoral procedure in accordance with the new or amended doctoral regulations before the transition period specified in the previous sentence expires, they must request permission to do so by contacting the doctoral office. The new or amended doctoral regulations shall automatically enter into force following expiry of the transition period specified in sentence 1 of Section 20.

Article II

These regulations enter into force on the day following their publication in *FU-Mitteilungen* (the official bulletin of Freie Universität Berlin).