

Notices

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Doctoral Study Regulations of the Department of
Philosophy and Humanities of Freie Universität
Berlin

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**Doctoral Study Regulations of the
Department of Philosophy and
Humanities of Freie Universität Berlin**

Preamble

Based on Sec. 14 (1) No. 2 of the Partial Basic Rules and Regulations (*Teilgrundordnung*) (test model) of Freie Universität Berlin dated October 27, 1998 (Freie Universität Notice No. 24/1998) in conjunction with Sec. 70 (5) of the Act on Higher Education in the State of Berlin (Berlin Higher Education Act – BerlHG) in the version thereof promulgated in the new version dated July 26, 2011 (Law and Regulatory Gazette p. 378), the Expanded Department Council of the Department of Philosophy and Humanities of Freie Universität Berlin issued the Doctoral Study Regulations that follow on December 2, 2015:*

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* These regulations were confirmed by the Executive Board of Freie Universität Berlin on March 17, 2016.

Sec. 1

Significance of doctoral study; the doctoral degree

(1) The Department of Philosophy and Humanities of Freie Universität Berlin awards the degree of *Doktorin der Philosophie* or *Doktor der Philosophie* (doctor rerum philosophiae, abbreviated Dr. phil.) or Doctor of Philosophy (Ph. D.) based on a a doctoral study procedure that is duly conducted in accordance with the provisions set forth below.

(2) Earning a doctorate not only represents successful conclusion of the candidate's studies, but also demonstrates the holder's ability to engage in advanced scholarly or scientific work through original research. The written doctoral work consists of a scholarly or scientific work (dissertation) or multiple individual works (cumulative work) and a test colloquium (the defense). Earning the degree of Doctor of Philosophy (Ph. D.) also requires proof of successful conclusion of doctoral studies within the Dahlem Research School (DRS) or equivalent studies, which can be provided by presenting a certificate and documentation of coursework or equivalent documentation.

(3) Subjects of doctoral study are academic or scientific fields whose content can be delineated from that of other fields and for which a course of study or separate module comprising at least 30 credits has been established pursuant to the relevant study and examination regulations and that are represented in teaching and research activities by at least one university instructor within the Department.

(4) The degree of honorary doctor of philosophy (doctor philosophiae honoris causa, abbreviated Dr. phil. h. c.) may be awarded for outstanding scholarly or scientific achievement in a subject of doctoral study.

(5) Each candidate can only earn one degree pursuant to para. 1 above in the same subject.

(6) For doctoral procedures in whose case the written doctoral work consists of multiple individual works, the provisions that apply to the dissertation apply accordingly to these individual works.

Sec. 2

Doctoral committee

(1) The department council establishes a doctoral committee to perform the doctoral procedure. The department council appoints the members of the doctoral committee at the start of each term in office. It is composed of at least three full-time university instructors and one research associate or research assistant who holds a doctorate, along with a student, who has an advisory vote.

A substitute must be appointed to stand in for each member.

(2) The doctoral committee decides whether to admit the applicant and his/her dissertation project to the doctoral procedure. The committee is obligated to advise applicants. In the case of interdisciplinary doctoral projects, the doctoral committee ensures that the other subjects are appropriately involved in the assessment process. Meetings of the doctoral committee are not open to the public.

(3) The doctoral committee may assign responsibility for making decisions to the doctoral committee chair in individual cases or may assign certain powers to the chair on a general basis. The doctoral committee is permitted to reverse this assignment at any time.

(4) The doctoral committee reports to the department council. It notifies the department council of its decisions.

(5) In the case of fundamental procedural questions, the doctoral committee chair must notify the University Management, Office of the General Counsel, via the Office of the Dean of the Department.

Sec. 3 Admission requirements

(1) It is a requirement for admission to the doctoral procedure that the applicant must hold a degree in a course of study of substantial relevance to the doctorate, awarded by a higher education institution that falls within the scope of the German Basic Law (GG), evinced by the applicant's having taken the final examination for a master's degree and having earned a total of 300 credits, including the lower-division studies completed beforehand, or having taken an equivalent examination, on which the applicant earned an overall grade of at least "Good."

(2) An applicant who has taken the final examination for a bachelor's degree or the final examination for a master's degree that is not preceded by successful lower-division studies in a course of study of substantial relevance to the doctorate may be admitted if the applicant earned for that degree the highest possible evaluation under the grading scale used pursuant to the relevant examination regulations and has passed an aptitude assessment exam administered by two full-time university instructors in a subject of substantial relevance to the doctorate. The doctoral committee decides on the form of the aptitude assessment exam.

(3) If the applicant has a degree other than as provided in paragraphs 1 and 2 above, he or she may be admitted to the doctoral procedure if it has been ensured that he or she has the necessary qualifications for the subject of doctoral study. The doctoral committee may admit the applicant to the doctoral procedure on the condition that he or she provides, within a certain time limit, proof of academic coursework whose acquisition is customary within the course of study at a higher education institution that is required pursuant to paragraph 1 above or whose acquisition is necessary, to supplement the applicant's demonstrated knowledge and skills, for the desired doctorate.

(4) For the purposes of paragraph 1 above, "degree" also means an equivalent exam administered at a higher education institution outside the scope of the German Basic Law (GG). If there is any doubt regarding equivalence, a statement of comparability must be obtained from the Central Office for Foreign Education (Zentralstelle für ausländisches Bildungswesen, or ZAB) at the Secretariat of the Standing Conference of the Ministers of Education and Cultural Affairs of the Länder in the Federal Republic of Germany (KMK). In the event that no classification of the grading of the foreign degree by the Central Office for Foreign Education takes place, the representative of the doctoral committee who is responsible in subject-specific terms will review the comparability of this degree grading with an overall grade of "Good" at the least. If equivalence is not found, the doctoral committee will review whether equivalence can be established after conditions within the meaning of paragraph 2 are met.

(5) If the degree was earned in a program toward the degree of *Diplom* at a university of applied sciences, the relevant aptitude must be demonstrated pursuant to Sec. 35 (3) of the Berlin Higher Education Act (BerlHG). This takes place through a final examination at a university of applied sciences in a study program of substantial relevance to the doctorate with an overall grade that is the highest on the grading scale used pursuant to the relevant examination regulations. The doctoral committee decides whether to proceed pursuant to paragraph 2 or paragraph 3 in the individual case.

Sec. 4 Admission procedure

(1) Applications for admission to doctoral study must be addressed to the doctoral committee with the following documents:

- a) documents, particularly transcripts and proof of qualifications, that are necessary pursuant to Sec. 3 hereof;
- b) an overview in table format regarding the applicant's activities and experiences that are relevant in connection with the intended doctoral project;
- c) a declaration regarding whether the applicant has previously registered his or her doctoral intentions or is enrolled in a doctoral procedure at another higher education institution or within another department at Freie Universität Berlin, including full information, where applicable;
- d) a declaration that the applicant is familiar with the applicable doctoral regulations;
- e) in the case of applicants whose native language is other than German and of applicants who hold degrees from foreign higher education institutions or equivalent institutions and wish to earn the doctorate in German, proof of German language skills shown by having passed the Deutsche Sprachprüfung für den Hochschulzugang (DSH) or equivalent proof

pursuant to the Regulations for the German Language Examination for Admission of Foreign Applicants to Higher Education at Freie Universität Berlin (Ordnung für die Deutsche Sprachprüfung für den Hochschulzugang ausländischer Bewerberinnen und Bewerber an der Freien Universität Berlin); and

- f) If the applicant wishes to do work toward the doctorate in English or, upon request, another language of academic and scientific endeavor, proof of language skills in English or the other language at level C1 of the Common European Framework of Reference for Languages (CEFR) or equivalent skills. A language of academic and scientific endeavor other than English can only be used if supervision, assessment, and evaluation are ensured.
- g) Where applicable, proof of further foreign language skills that are essential for the subject of doctoral study must be provided. The nature and scope of these skills will be provided by the relevant department council in a separate set of rules.

(2) A description of the goals and methods that are to apply to the dissertation project must be included with the application for admission. The dissertation project must be endorsed by at least one full-time university instructor from the Department. The doctoral candidate must propose a supervisor. The proposed supervisor must confirm that he or she will assume this role.

(3) The doctoral committee typically decides on applications for admission to the doctoral procedure within one month. The reasons for rejections must be stated in writing.

(4) The committee is obliged to reject the doctoral application if:

- a) the requirements pursuant to Sec. 3 are not met;
- b) the documentation pursuant to Sec. 1 and 2 has not been presented;
- c) the applicant has successfully completed a doctoral procedure in the doctoral subject for which he or she is applying;
- d) the applicant is enrolled in a doctoral procedure in the doctoral subject for which he or she is applying; and/or
- e) the declaration pursuant to paragraph 1 (c) above is not issued truthfully.

The application for admission to the doctoral procedure may be rejected in the event of lack of subject-specific competence pursuant to Sec. 4.

Sec. 5

Enrolling as a student for the doctorate

(1) Doctoral candidates who are not already members of Freie Universität Berlin based on an employment relationship or enrollment in a study program must enroll at Freie Universität Berlin as students in order to earn the doctorate.

(2) If the candidate does not apply for enrollment within the time limit stated in the notice of admission to the doctoral procedure or before an extension, if any, expires, his or her admission to the doctoral procedure will cease to apply. This does not preclude the filing of a new application for admission to the doctoral procedure.

Sec. 6

Supervision of the dissertation project; standard processing time

(1) By admitting the doctoral candidate to the doctoral procedure, the Department agrees to ensure the supervision and later assessment of the dissertation project.

(2) The supervisor of a dissertation is typically a university instructor at the Department. Supervising a dissertation is an ongoing obligation of the relevant university instructor and cannot be delegated to others.

(3) Notwithstanding the provisions of paragraph 2 above, directors and heads of research groups and of independent junior research groups and other members of research and education institutions outside the university that have been granted equivalent status who have been granted the right by Freie Universität Berlin to participate in doctoral procedures as supervisors, reviewers, and/or examiners within the scope of cooperation agreements by mutual agreement with the Department have the rights and obligations of part-time university instructors in the Department's doctoral procedures. This also applies to the heads of junior research groups financed through external funding for which Freie Universität Berlin is the accepting institution and to whom the right to supervise doctoral candidates as they earn the doctorate has been granted by mutual agreement with the Department within the scope of an agreement.

(4) In individual cases, the granting of the rights and obligations of participation pursuant to paragraph 3 above may require a determination by the majority of the members of the doctoral committee who hold doctorates that the necessary qualifications are present based on prior academic and scientific achievements and that the requirements that apply to university instructors within the Department are thus met. The doctoral committee can appoint a university instructor from the Department to act as a joint supervisor at the same time.

(5) The doctoral committee can also appoint university instructors who are not members of the Department if there is good reason to do so in the specific case. The doctoral committee designates one full-time university instructor from the Department to support the external supervisor with regard to procedural questions. Support pursuant to the second

sentence above is not required in the case of retired or emeritus university instructors from Freie Universität Berlin. External supervisors must ensure proper supervision even if their professional activities primarily take place outside the State of Berlin, and in particular must ensure that personal contact with the doctoral candidate is assured.

(6) The topic of the dissertation project may be chosen freely, but it must be chosen by mutual agreement with the supervisor. The dissertation should typically be submitted within three years, and the procedure should be concluded after four years (standard processing time).

(7) If a doctoral candidate exceeds the standard processing time pursuant to paragraph 6 above, he or she is required to submit to the Student Records and Registration Office a certificate from the doctoral committee stating the status of processing of the dissertation and the estimated processing time that is still needed. If the certificate is not presented within three months after a request to provide it has been issued and the reasons therefor are the doctoral candidate's responsibility, the candidate's admission to the doctoral procedure will cease to apply.

(8) The supervisor must make a declaration to the doctoral candidate and the Department in which he or she undertakes an obligation to supervise the dissertation project for a period of up to three years. The doctoral committee will decide on any period of supervision beyond that, upon request, by mutual agreement with the supervisor. If the supervisor or doctoral candidate should determine in the course of their work together that there is compelling reason to terminate their relationship, they are obligated to notify the doctoral committee chair thereof without delay, stating the reason or reasons.

(9) If the supervisor's affiliation with Freie Universität Berlin terminates, he or she retains the right to conclude the supervision of a dissertation that has been commenced and to belong to the doctoral commission with voting rights for a period of three years; nothing herein affects the provisions of Sec. 9 (2), second sentence. The time limit does not apply to former full-time university instructors at Freie Universität Berlin whose teaching and examination rights continue to apply.

Sec. 7 Dissertation

(1) The written doctoral work must demonstrate the candidate's aptitude for independent advanced scholarly and scientific work and should strive to advance the state of academic and scientific knowledge.

(2) The written doctoral work to be submitted must be in German, English, or, upon request, another language of academic and scientific endeavor. The candidate can submit either

a) an unpublished work or a work that has been published in parts, which must contain a self-contained depiction of the research work and its results. Prior publications are permissible only by mutual agreement between the doctoral candidate and his or her supervisor.

or

b) a cumulative work consisting of published and/or unpublished individual works that, taken as a whole, must represent work equivalent to a dissertation pursuant to subsection a) above. Published individual works must have been published in scholarly journals, and unpublished ones must have been accepted for publication in such journals. The doctoral commission's right to decide whether to accept or reject a cumulative work is unaffected by the fulfillment of these conditions. A cumulative work must have an overall title and must, in addition to the information stipulated in Sec. 7 (5), consist of a list of titles of the individual works and an introduction as well as a connecting text that interprets, assesses, and discusses the individual works incorporated into the cumulative work on an overarching basis.

(3) In the case of written doctoral work pursuant to paragraph 2 that has been performed in cooperation with other scholars, scientists, or researchers, the doctoral candidate's portion must be clearly delineated, and it must be possible to evaluate it as such. The doctoral candidate is obligated to present his or her portion of the conceptualization, implementation, and writing of the report or reports in detail.

(4) The doctoral candidate must indicate all of the aids and supporting materials and assure that he or she wrote the work him- or herself on this basis. The work must not have already been accepted or rejected in an earlier doctoral procedure. In cases of doubt, work from earlier doctoral procedures must be presented for comparison.

(5) The dissertation title page must state the author's name. The dissertation must cite the Department and state that it is a dissertation submitted at Freie Universität Berlin, along with the year of submission, and must contain a preceding page for the names of the reviewers. It must also contain short versions of the findings in German and English as an appendix, along with a list of the prior publications that have arisen from this dissertation. With the doctoral candidate's approval, it should contain a brief biographical statement on the candidate.

(6) The dissertation must be submitted in six printed copies each. Each reviewer receives one copy, and one copy remains with the Department, where it is archived. Previous publications of parts of the work must be submitted in sextuplicate as reprints or copies. In addition to the printed form, the dissertation must also be submitted in electronic form in a file format that cannot be modified. The dissertation may be subjected to an electronic plagiarism review; data protection must be guaranteed during this process.

Sec. 8 Assessment of the dissertation

(1) After the dissertation is submitted, the doctoral committee appoints the reviewers for the dissertation and the doctoral commission pursuant to Sec. 9 without delay.

(2) As a basic principle, the supervisor responsible for the dissertation project must be appointed as one of the reviewers of the dissertation. The doctoral committee designates one additional reviewer by agreement with the doctoral candidate. At least one reviewer must be a full-time university instructor at the Department. At least one reviewer must work in the discipline in which the dissertation was written. If significant methodological or factual aspects of the dissertation touch upon a subject area that is primarily represented within a different department, the additional university instructor reviewing the dissertation should be affiliated with that department. Nothing herein affects the provisions of Sec. 6 (3) hereof. In the case of written doctoral work pursuant to Sec. 7 (2) that arose in cooperation with other scholars, scientists, or researchers, not more than one of the reviewers can be involved in the publication or publications. The requirement of membership in the Department pursuant to the third sentence can be waived if both reviewers have previously belonged to a supervision team for the doctoral candidate pursuant to a supervision agreement.

(3) The reviews must be written independently of each other and submitted within ten weeks after they are requested. If the time limit is exceeded, the reasons for this must be stated in writing to the doctoral committee. The members of the doctoral committee and the doctoral commissions must treat the reviews as confidential; with respect to the doctoral candidate, the provisions of Sec. 10 (2), fifth sentence, apply. The reviews must assess the significance of the dissertation and its results in a broader context and set out any defects or deficiencies. If a reviewer believes the work to have any defects or deficiencies that can be remedied and believes that remedying these is necessary in order for the work to be accepted, the

reviewer must stipulate these in detail in the review. In this case, he or she can recommend that the dissertation be reviewed; pointers should be given for this. In the overall evaluation, each reviewer must recommend that the dissertation be accepted, stating an evaluation pursuant to Sec. 10 hereof; rejected; or returned for specific defects or deficiencies to be remedied before it is resubmitted. If the necessary evaluations are not clearly apparent from a review, the doctoral committee will return the review for revision.

(4) If the evaluations in the reviews deviate from each other by more than one grade, the doctoral committee will appoint an additional reviewer. If both reviews unanimously suggest the evaluation "summa cum laude," the doctoral committee may appoint an additional reviewer.

(5) After the assessment process is complete, the dissertation must be publicly displayed, together with the reviewers' suggested grades, for two weeks, or four weeks during the period when courses are not in session. All university instructors and members of the Department who hold doctorates are permitted to view the dissertation and suggested grades and submit a written statement of position, which must be included with the doctoral records. These persons must be informed of the public display of the dissertation by the doctoral committee in an appropriate manner. In addition, the members of the doctoral committee and the relevant doctoral commission have the right to view the reviews as well during the period when the dissertation is publicly displayed. In the event that statements of position are received during the period when the dissertation is on display, the doctoral committee may appoint an additional external reviewer.

Sec. 9 Doctoral commission

(1) The doctoral committee forms a doctoral commission for the upcoming doctoral procedure and appoints a chair and a deputy chair. Both must be full-time university instructors or retired or emeritus university instructors from Freie Universität Berlin.

(2) The doctoral commission consists of

- the reviewers,
- at least two further university instructors, and
- an employee who holds a doctorate and who is employed by Freie Universität Berlin or by a member of the Department.

At least one member of the doctoral commission must be a full-time university instructor at the Department. At least one other member of the doctoral commission must be a full-time university instructor at Freie Universität Berlin or a retired or emeritus university instructor from Freie Universität Berlin. In the case of written doctoral work pursuant to Sec. 7 (2) that has arisen in cooperation with other scholars, scientists, or researchers, it is generally the case that not more than one additional university instructor pursuant to the first sentence above should be involved in the publication or publications. The doctoral commission should not have as members more than one university instructor who has been relieved of his or her duties or placed in retirement. Nothing herein affects the provisions of Sec. 6 (3) hereof.

(3) If members of the doctoral commission are departing or will be unable to perform their duties for a longer period for a compelling reason, the doctoral committee will add members to the doctoral commission accordingly, in compliance with the provisions of paragraph 2 above.

(4) The tasks of the doctoral commission are:

- a) to evaluate the dissertation on the basis of the reviews that have been received and any statements of position received pursuant to Sec. 8 (5) hereof;
- b) to schedule and conduct the defense;
- c) to evaluate the defense;
- d) to determine the overall grade, which must take into account the individual evaluations for the dissertation and the defense pursuant to Sec. 11 and 12.

(5) Meetings of the doctoral commission are not open to the public.

(6) The doctoral commission passes resolutions by a majority of votes cast by eligible members. All votes on performance evaluations are cast openly; abstentions are not permitted.

Sec. 10

Decisions regarding the dissertation and scheduling of the defense

(1) After the period when the dissertation is displayed expires, the doctoral commission decides whether to accept, reject, or return the dissertation and whether to admit the doctoral candidate to the defense and on the determination of the overall notation for the dissertation. The commission uses the following overall notations in case of acceptance:

- with distinction (summa cum laude)
- very good (magna cum laude)
- good (cum laude)
- sufficient (rite).

The notation of “summa cum laude” can only be granted for the dissertation if all reviewers have evaluated the work with the notation of “summa cum laude” and the dissertation has not been returned to the doctoral candidate to remedy defects or deficiencies and for resubmission prior to the final evaluation. If the dissertation is rejected, the doctoral commission declares the doctorate not to have been passed, without scheduling the defense, and states the reasons for its decision. The chair of the doctoral committee is responsible for notifying the doctoral candidate in writing that the dissertation has been rejected, with a statement of the reasons therefor.

(2) After the dissertation is accepted, the doctoral commission notifies the doctoral candidate of its decision and arranges the date and time of the defense with the candidate. The defense should take place within four months after receipt of the last review. The doctoral committee chair decides on legitimate exceptions upon request. The doctoral commission chair issues the invitations to the defense. To prepare for the defense, the doctoral candidate receives a photocopy of the reviews no later than ten days before the defense.

(3) If the dissertation is returned, the defense is not scheduled until after the revised dissertation has been submitted and assessed and the period of public display pursuant to Sec. 8 (5) above has elapsed.

(4) If the doctoral candidate waives the defense, the doctorate is considered not to have been passed. The doctoral committee chair is responsible for communicating this to the candidate in writing.

Sec. 11

Defense

(1) The purpose of the defense is to demonstrate the doctoral candidate’s ability to present and engage in discussion on scientific and scholarly problems orally. Depending on the doctoral candidate’s wishes, the defense takes place in German, English, or, upon request, another language of academic and scientific endeavor. The defense is open to the university community unless the candidate objects. All members of the doctoral commission are required to participate in the defense.

(2) The defense begins with an oral presentation approximately 30 minutes in length, during which the doctoral candidate presents and explains the results of the dissertation and its significance in a broader context within the field. After that, the candidate defends the dissertation against criticism and answers questions from members of the doctoral commission.

The questions should concern the place where the issues treated in the dissertation fit in within one or more broader scientific and scholarly contexts. Afterward, the chair of the doctoral commission may permit the public to ask questions about the subject of the defense. The discussion must take at least 30 minutes and should not take more than 60 minutes.

③ The chair of the doctoral commission coordinates the scientific and scholarly discussion and decides regarding the order of precedence and, where necessary, admissibility of questions. The chair can exclude the public where this is necessary to hold the defense properly and in good order; the members of the doctoral committee are not considered members of the public.

④ The members of the doctoral commission appoint one of their members to take the minutes. This person takes the minutes regarding the defense. The minutes must be filed with the doctoral documents. The minutes must contain the following information:

- the date, time, and place of the defense;
- a list of the members of the doctoral commission who are present;
- the grade for the dissertation;
- notes in abbreviated form on the contributions made to the discussion;
- the grade for the defense;
- the overall evaluation pursuant to Sec. 12 hereof; and
- any unusual or special occurrences.

The minutes must be signed by the person taking the minutes and by the chair of the doctoral commission.

⑤ If the doctoral candidate fails to appear for the defense without an excuse, the defense is considered not to have been passed. This must be communicated to the doctoral candidate in writing.

Sec. 12 Decision regarding the defense and granting of the doctoral degree

(1) Following the defense, the doctoral commission evaluates the defense in accordance with Sec. 10 (1) in a non-public meeting. The discussion carries greater weight in the assessment of the defense than the presentation. The dissertation carries greater weight in establishing the overall grade than the defense. The doctoral commission then determines the overall grade using the evaluation notations stated in Sec. 10 (1) hereof. It notifies the doctoral candidate of the individual evaluations for the dissertation and defense and of the overall grade. The notation “with distinction (*summa cum laude*)” can only be awarded as the overall grade if the dissertation has received this notation.

(2) After the overall grade has been determined by the doctoral commission, the doctoral candidate receives an interim certificate containing the title of the dissertation, the individual notations received for the dissertation and defense, and the overall notation. This interim certificate does not entitle the bearer to use the title of doctor.

(3) After the doctoral procedure has been concluded, the entire process remains confidential; the person who has earned the doctorate or the former doctoral candidate has the right to inspect the doctoral file within a period of one year.

(4) If the defense was not passed, the doctoral committee chair is responsible for communicating the decision and the reasons therefor to the doctoral candidate in writing within two weeks. The defense can then be repeated one time, no earlier than three months later and no later than six months later.

(5) If the second defense is also not passed, the doctoral commission declares the doctoral procedure not to have been passed and states the reasons for its decision. The doctoral committee chair notifies the doctoral candidate of this decision in writing within two weeks.

Sec. 13 Publication and delivery obligations

① The dissertation must be made accessible to the academic and scientific community in a reasonable manner through reproduction and distribution thereof. This is deemed to be the case if the doctoral candidate delivers the following, free of charge, to the University Library in addition to the six copies required pursuant to Sec. 7 (6) hereof:

- a) 35 copies in book or photographic print form;
- b) three original publications, if the publication of the entire dissertation takes place in a journal;
- c) three original copies, if a commercial publisher is handling the distribution via retail channels and the candidate provides proof of a print run of at least 150 copies;
- d) three printed copies, along with one master fiche and 20 additional copies in microfiche form; or
- e) one electronic version, whose data format and data storage medium must be coordinated with the University Library, along with two printed copies.

In the case described in subsection a) above, the University Library is obligated to store the excess exchange copies in a reasonable number for a period of four years. In the cases described in subsections b) and c) above, the publication must be marked as a dissertation, including a notation of the location thereof. In the cases described in subsections a) and d) above,

the doctoral candidate grants Freie Universität Berlin the right to make and distribute further copies of his or her dissertation.

¶ If a dissertation is distributed by a commercial publisher and a supplement toward printing costs is granted therefor out of public funds, a reasonable number of copies must be provided to the University Library for exchange purposes.

¶ The publication and fulfillment of the delivery obligation pursuant to paragraph 1 above must take place within two years, counted from the date of the defense. The doctoral committee is responsible for deciding on any extension to this time limit in response to a well-founded written request from the doctoral candidate.

¶ Before the dissertation goes to print, the doctoral candidate is required to obtain printing authorization for the version of the text that is to be published. This authorization is granted by the chair of the doctoral committee in agreement with the reviewers.

¶ There is no publication obligation that applies to the published individual works comprising a cumulative work within the scope of a doctoral procedure. In response to a well-founded written request from the doctoral candidate, the doctoral committee decides whether a work published in parts can be exempted from the publication obligation.

Sec. 14 Doctoral certificate

(1) A certificate regarding the doctorate is issued in German. Upon request, the certificate can also be issued in English or Latin.

(2) The certificate must contain the following information:

- a) names of Freie Universität Berlin and the Department;
- b) the name, date of birth, and place of birth of the person who has earned the doctorate;
- c) the degree awarded, whether Doktor der Philosophie (doctor philosophiae, abbreviated Dr. phil.) or Doctor of Philosophy (Ph. D.);
- d) title of the dissertation;
- e) the date of the defense, which is considered the date on which the doctorate was earned;
- f) the evaluations of the dissertation and defense and the overall evaluation of the doctorate;
- g) the names of the reviewers;
- h) the name and signature of the dean;
- i) the seal of Freie Universität Berlin; and
- j) where applicable, the name of the doctoral study program that has been completed.

(3) Doctoral candidates who meet the requirements for the awarding of the degree of Doctor of Philosophy (Ph. D.) are awarded this degree upon request. Otherwise, the degree of Doktorin or Doktor der Philosophie (Dr. phil.) is awarded.

(4) If it turns out, before the doctoral certificate is issued, that

1. the applicant has engaged in deception regarding key requirements for the awarding of the doctorate, or
2. key requirements for the awarding of the doctorate were mistakenly assumed to be met without the matter falling under No. 1 above,

the doctoral certificate will not be issued, and in the case of the doctoral procedure pursuant to Sec. 1 through 12 hereof, the overall examination will be declared not to have been passed, unless the doctoral committee decides otherwise.

(5) The doctoral certificate should be issued within six weeks after notification that the delivery obligation has been fulfilled pursuant to Sec. 13 (1) and (3) hereof. The doctoral certificate entitles the bearer to use the title of doctor. Using the title "Doctor designatus" (Dr. des.) before then is not permitted.

Sec. 15 Request for reconsideration

A request for reconsideration of the result of the doctoral procedure must be submitted to the chair of the doctoral committee, with a written statement of the reasons, within three months after the result has been announced. The doctoral committee chair is responsible for conducting the reconsideration procedure correctly. He or she forwards the request for reconsideration to the members of the doctoral commission. The doctoral committee chair communicates the commission's decision regarding the request for reconsideration to the affected party. The doctoral commission makes a decision regarding the request for reconsideration within one month in principle. The evaluations made and the main reasons therefor must be reviewed in the process. A written statement of the reasons must be given with regard to the result of this review, including the grade.

Sec. 16 Doctoral degree awarded jointly with a foreign institution or education or research institution with equivalent status

(1) The doctoral procedure can be conducted jointly with a foreign higher education institution or education or research institution with equivalent status if

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- a) the applicant meets the requirements for admission to the doctoral procedure in the department at Freie Universität Berlin, and
- b) the foreign institution possesses the right to award doctoral degrees pursuant to the national law applicable to it and the degree to be awarded by this institution would merit recognition within the area to which the German Basic Law (GG) applies.

(2) The performance of the joint doctoral procedure must be set out in a contract. The provisions of this contract apply alongside those of these Doctoral Study Regulations. When the contract is entered into, the provisions of these Doctoral Study Regulations must be taken into account with respect to the requirements and the procedure, in order to ensure equivalence. It must be stipulated by mutual agreement which doctoral study regulations apply. The external doctoral study regulations must be submitted in German or English, where applicable, so that it is possible to determine whether they are equivalent in terms of requirements and procedure to the Doctoral Study Regulations of the Department. If the foreign doctoral study regulations apply, it must be ensured that the essential provisions of the doctoral study regulations of the department of Freie Universität Berlin are assured as well.

(3) The doctoral candidate must have been admitted to the participating institutions.

(4) The work can be written in German, English, or, upon request, another language of academic and scientific endeavor, and if applicable, it must contain a summary in the third language in addition to the German and English summary.

(5) The doctoral commission will be composed equally of two university instructors from each participating higher education institution or equivalent research or education institution and one representative of each department who holds a doctorate. Both reviewers are members of the commission. Upon request, the commission can be expanded to include as many as two further university instructors, but if this is done, equal representation must be ensured. It must be ensured that members of the doctoral commission are proficient in the language of the review.

(6) In the case of divergent grading systems in the two countries, agreement must be reached regarding what to call the examination grades that are jointly determined and how they can be documented uniformly. The grading scale used for the ECTS (European Credit Transfer System) is taken as the basis for this:

A = outstanding	= summa cum laude,
B = excellent	= magna cum laude,
C = good	= cum laude,
D = satisfactory	= rite,
F = not passed	= non rite.

(7) A bilingual doctoral certificate will be issued jointly by both universities, using the template developed by the German Rectors' Conference (HRK). When this takes place, the doctoral candidate acquires the right to use the doctoral title in either the German form or the foreign form. However, only one doctorate is awarded.

Sec. 17 Honorary doctorate

Upon a request from the dean, the research committee, or at least three full-time university instructors from the Department, the department council may grant the degree of honorary doctor of philosophy (doctor philosophiae honoris causa, abbreviated Dr. phil. h. c.) for outstanding scholarly, scientific or research achievement relevant to one of the subjects of the doctorate. To assess this achievement, the doctoral committee is required to form a doctoral commission pursuant to Sec. 9 hereof. This commission then presents to the department council a recommendation, taking two external reviews into account. The decision by the department council requires a majority of the members of the department council who are permitted to use the title of doctor.

Sec. 18 Revocation of a doctorate

The revocation of a doctorate pursuant to Sec. 1 is governed by the provisions of law.

Sec. 19 Discontinuation of process; withdrawal; new doctoral procedure

(1) If more than six years has elapsed since the candidate was admitted to the doctoral procedure, the doctoral committee may discontinue the process with the prior written consent of and issuance of a statement by the supervisor and after hearing the doctoral candidate. The grounds for the decision regarding discontinuation must be stated. The decision is rendered in writing by the chair of the doctoral committee. This does not preclude the filing of a new application for admission to the doctoral procedure.

(2) The doctoral candidate has the right to withdraw at any point up until the first review is received. The steps in the procedure that have been completed up until then are not considered to constitute a doctoral procedure after the candidate withdraws.

(3) If the entire doctoral procedure has not been passed, the candidate is permitted to apply for admission to a new doctoral procedure and submit a new dissertation one year later at the earliest.

Sec. 20
Entry into force; expiration;
transitional provisions

¶ These Doctoral Study Regulations enter into force on the day after publication hereof in the Notices (Official Register of Freie Universität Berlin). At the same time, the Common Doctoral Study Regulations for the Degree of Dr. phil. at Freie Universität Berlin dated July 2 and 16 and August 13 and September 18, 2008, amended by the First Ordinance on the Amendment of the Common Doctoral Study Regulations dated May 25 and June 29 and July 7 and 13, 2011, and by the Second Ordinance on the Amendment of the Common Doctoral Study Regulations dated October 19, November 30, and December 15, 2011, and January 11, 2012 (Freie Universität Notices 60/2008, 24/2011 and 8/2012) with regard to the Department of Philosophy and Humanities cease to apply.

¶ Doctoral candidates who, at the time at which these Doctoral Study Regulations take effect, are admitted to the doctoral procedure in accordance with Sec. 3 and 4 of the previous doctoral study regulations can conclude their doctoral procedure pursuant to these prior regulations provided that a transitional period of four years after these regulations enter into force is not exceeded. If they wish to switch to the new doctoral study regulations pursuant to Sec. 20 (1) hereof before the transitional period pursuant to the first sentence above elapses, an application is required. After the transitional period pursuant to the first sentence above elapses, the new doctoral study regulations pursuant to Sec. 20 (1) apply automatically.

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