IMPORTANT: Non-official version

Note: Only the German version of the Doctoral Degree Regulations ("Promotionsordnung") is legally binding. The English translation is provided for persons who do not understand German.

Doctoral Degree Regulations for Social Sciences with Specialisations in Globalisation, European Integration and Interculturality at Fulda University of Applied Sciences, 14 July 2021

The following Doctoral Degree Regulations were passed by the Senate of Fulda University of Applied Sciences on 14 July 2021 and approved by the Presidential Board on 15 July 2021.

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Article 1 Scope

The institutional basis of the right to award doctoral degrees at Fulda University of Applied Sciences is the Doctoral Research Centre for Social Sciences with Specialisations in Globalisation, European Integration and Interculturality.

Article 2 Doctoral degrees

(1) In accordance with the provisions of these Doctoral Degree Regulations, Fulda
University of Applied Sciences awards the academic title of

**Doctor of Social Sciences (Dr. rer. soc.)**

on completion of the doctoral examination process in accordance with the requirements.

(2) The components of the doctoral degree are an advanced academic treatise (thesis) and an examination in the form of a thesis defence. These components demonstrate the ability to undertake independent research work and a special level of academic achievement.

**Article 3 Responsibilities and organisation**

(1) The parties involved in the doctoral examination process are the Doctoral Committee in accordance with Article 4, the supervisors in accordance with Article 7, the examiners in accordance with Article 12, and the Examination Committee in accordance with Article 15.

(2) A separate Examination Committee is used for each doctoral examination process.

(3) Decisions are made during the doctoral examination process by the Doctoral Committee and the Examination Committee.

(4) The professors who have been admitted to a doctoral degree process as supervisors in accordance with Article 7 have academic responsibility for the topic of a doctoral research project.

**Article 4 Doctoral Committee**

(1) The Head of the Doctoral Research Centre for Social Sciences with Specialisations in Globalisation, European Integration and Interculturality at Fulda University of Applied Sciences or their deputy presides over the Doctoral Committee as its Chair.

(2) The Doctoral Committee also includes

a) three representatives of the group of professors belonging to the Doctoral Research Centre and

b) two of the (academic) staff members or doctoral students of the Doctoral Research Centre. At least one doctoral student must be a member.

A deputy must be elected for each member. On decisions relating solely to individual examination requirements and performance, members who themselves do not hold a doctorate have an advisory role only.

(3) The members of the group of professors on the Doctoral Committee are elected for a three-year term by and from among the members of the Doctoral Research Centre who are professors. The representatives of the (academic) staff members and the doctoral students are selected from among their groups for a two-year term. This applies accordingly to the deputy members of the Doctoral Committee. Re-election is possible. The individual proposed persons are elected by open ballot; by mutual agreement, a vote can be taken on all proposed persons together. A secret ballot is held at the request of a member. The person who receives the majority of votes from the respective group members is elected.

(4) Notwithstanding (3), first sentence, a member remains in office until their successor takes office. Terms of office should overlap to guarantee continuity.

(5) In addition, a professor in active service at a German university shall be appointed as a voting member of the Doctoral Committee by the majority of Committee members and participate in the Doctoral Committee.
If the Doctoral Committee is unable to appoint a member from a university, the responsible ministry has the right to nominate a candidate.

(6) The Doctoral Committee decides on all formal procedural matters, in particular on the following:

a) acceptance as a doctoral candidate in accordance with Article 5;
b) admission to the doctoral examination process in accordance with Article 10;
c) appointment of the Examination Committee in accordance with Article 15;
d) appointment of the Chair of the Examination Committee and the supervisors in accordance with Article 7 and of the examiners in accordance with Article 12;
e) on graduation and award of the doctoral degree in accordance with Article 21.

(7) The Doctoral Committee can set additional discipline-specific conditions for acceptance as a doctoral student in terms of the required qualifications, admission criteria and evidence of additional achievements. The decisions of the Doctoral Committee are made in closed session and by simple majority vote with no abstentions. The Doctoral Committee has a quorum if at least half of its members are present. In the event of a tie, the Chair casts the deciding vote. If all members of the Committee agree, decisions can be made by tacit agreement.

(8) The Doctoral Committee shall initiate agreements with other universities, especially international universities, regarding the provision of a joint doctoral programme. Relevant cooperation agreements shall be concluded for this purpose. The provisions therein may deviate from the provisions of these regulations. The doctoral degree is awarded jointly.

Article 5 Acceptance as a doctoral student

(1) Applications for acceptance as a doctoral student are made to the Chair of the Doctoral Committee. The following documents must be submitted with the application:

a) certified copies of the academic transcripts and certificates for the successfully completed university degree in accordance with (3); officially certified translations in German of equivalent foreign documents must be supplied;
b) an academic curriculum vitae;
c) a copy of the applicant’s identity document or passport;
d) if requested by the Doctoral Committee, a current Certificate of Good Conduct for doctoral study purposes;
e) a detailed written synopsis of the proposed independent research project; the synopsis should contain the topic proposal, current research, the goals and contribution of the work together with a description of the approach and proposed methods and of the resource planning approved by the supervisors, and a declaration of which language the thesis is to be written in;
f) a written undertaking of doctoral supervision in the form of the Supervision Agreement, which also contains an assurance of compliance with good scientific practice in accordance with the relevant statutes of Fulda University of Applied Sciences;
g) a declaration and outcome of any application for acceptance as a doctoral candidate at another higher education institution, or of any failed comparable aptitude assessment procedure or doctoral examination process at another higher education institution;
h) if the thesis is to be written in a language other than German or English, the doctoral
candidate must submit a duly justified substantiated application to the Doctoral Committee. When the application has been examined and checked that it is complete and correct, it is forwarded to the Doctoral Committee.

(2) The Doctoral Committee decides on acceptance of the applicant as a doctoral student. The application may only be denied with reasons. Applicants have no entitlement to an aptitude assessment procedure and acceptance. Applicants receive written notification of the Doctoral Committee’s decision together with instructions about legal remedies available.

The application should be denied if

- a) sufficient expert supervision of the thesis or the availability of the necessary resources cannot be guaranteed or
- b) Fulda University of Applied Sciences does not have its own right to award doctoral degrees for the discipline of the proposed doctoral research project or
- c) there are circumstances that would justify revocation of the doctoral degree under state (Land) law.

(3) The requirements for acceptance as a doctoral student are as follows:

- a) a Master’s degree in a relevant subject after completing a total of 300 ECTS credits and achieving an overall result, as a rule, of at least grade 2.0 or an ECTS grade B

  or

- b) a degree earned at a German higher education institution considered to be equivalent under the terms of the Standing Conference of the Ministers of Education and Cultural Affairs of the Länder in the Federal Republic of Germany (KMK); if the Doctoral Committee does not consider an alternative equivalent degree qualification or a degree programme to be sufficiently equivalent, the Doctoral Committee can make acceptance as a doctoral student conditional on other requirements (e.g. evidence of additional achievements)

  or

- c) completion in another country of a degree programme that is comparable to the qualification described in Point 1, which also entitles the holder to undertake doctoral study in the degree-issuing country and is considered to be equivalent; if the Doctoral Committee does not consider a foreign degree to be equivalent, it can make acceptance as a doctoral student conditional on other requirements.

The Lisbon Recognition Convention must be referred to in this context.

(4) Applicants who

- a) have completed a university degree in a field related to the social sciences;
- b) have completed a university degree in the social sciences in fewer than eight semesters;
- c) have completed a Master's degree or equivalent degree with a grade of under 2.0 but above 3.0;
- d) can prove they are particularly qualified Diplom (FH) graduates

may be admitted if they have the required specialist knowledge in the field of social sciences and have proven this in an aptitude assessment procedure. The aptitude assessment procedure tests academic and methodological skills. As a rule, this is carried out with a review of the thesis and a written paper on a topic relating to the social sciences by two members of the Doctoral Research Centre, who are professors, to be appointed by the Doctoral Committee. In cases of doubt, these members may request and conduct an interview on the specialist field lasting a maximum of one
hour. A study programme is considered related to the social sciences if it contains certain elements generally specified by the Doctoral Committee. The Doctoral Committee may draw up a list of eligible programmes as a rough guideline.

(5) The Doctoral Committee decides on the equivalence of certificates and on foreign certificates, where necessary with relevant internal assistance. The assessment statements of the Zentralstelle für ausländisches Bildungswesen (Central Office for Foreign Education – ZAB) in the Standing Conference of the Ministers of Education and Cultural Affairs (KMK) are consulted with regard to the equivalence of foreign certificates. An overall review is undertaken, rather than a simplistic comparison.

(6) The Doctoral Committee may make acceptance conditional on requirements and a deadline for their fulfilment. The requirements must be fulfilled at the latest by the time the thesis is submitted.

(7) If the Doctoral Committee approves the application for acceptance as a doctoral student, supervision, review and subsequent conduct of the doctoral examination process in accordance with these Doctoral Degree Regulations are guaranteed.

(8) Applicants who have been accepted as doctoral students can register at Fulda University of Applied Sciences from when they are accepted up to completion of the doctoral degree process, on condition that they are not employed at the university.

**Article 6 Thesis**

(1) The thesis must contribute to advancing scientific knowledge as a piece of independent work of academic standard. It must be submitted in German or English or, with the consent of the Doctoral Committee when deciding on acceptance of the applicant as a doctoral student, in another foreign language. This does not affect the right to make this application at a later date. If the thesis is written in English or another foreign language, it must be accompanied by an abstract in German, which must be approved by the first supervisor.

(2) The doctoral candidate must include in the thesis a list of all sources used and a declaration that the doctoral candidate has produced the thesis independently – with the exception of the assistance explicitly stated in it.

(3) Any work that has already been used for examination purposes will not be admitted as a thesis. The results of work that has already been submitted for examination may nevertheless be used for the thesis; any work of this kind must be included in the reference list.

(4) Parts of the thesis may have been published previously. The publication to be subsequently included in the thesis may be no older than five years at the time the thesis is published. The thesis introduction must cite the previously published sections (stating the place of publication) according to good scientific practice. Compared to previously published parts, the thesis as a whole should be inherently original both quantitatively and qualitatively.

(5) The thesis must be submitted together with the relevant experimental and statistical research data that led to the scientific knowledge. It should be included as an appendix. To protect certain research data against disclosure, a blocking notice for this research data must be requested from the Doctoral Committee. Research data must also be submitted and published in accordance with Fulda University of Applied Sciences’ Guidelines for Safeguarding Good Scientific Practice, specifically the regulations on data protection.

**Article 7 Appointment of supervisors**

(1) The Doctoral Committee appoints at least one first and one second supervisor to supervise
the thesis.

(2) At least the first supervisor must be a full-time professor who holds a doctorate, belongs to the discipline of Social Sciences with Specialisations in Globalisation, European Integration and Interculturality, meets the criteria for sufficient research activity in accordance with the conferral of the right to award doctoral degrees and be a member of the Doctoral Research Centre. The second supervisor does not have to be a member of the Doctoral Research Centre. They can also be

   a) professors at Fulda University of Applied Science who hold a doctorate from the same or a different discipline;
   b) emeritus and retired professors who hold a doctorate, part-time professors, honorary professors, adjunct professors or visiting professors or associate lecturers;
   c) professors from another university of applied sciences who hold a doctorate;
   d) scientists from a non-university research institution with a doctorate and proven academic qualifications.

(3) It is important to ensure on the appointment of supervisors that they have the necessary resources and can supervise the doctoral thesis up to its expected conclusion.

(4) If a supervisor leaves office before completion of the doctoral examination process, supervision may continue if the supervisor commits in writing to the Doctoral Committee to continue in their role as part of the doctoral process.

(5) In justified cases, the Doctoral Committee may appoint other supervisors in the course of the doctoral process, especially if a supervisor is no longer able to provide doctoral supervision.

(6) Appointed supervisors must provide evidence that they have taken part in instruction on their rights and obligations in the doctoral examination process.

**Article 8 Thesis supervision**

(1) The supervisors are responsible for the academic supervision of the doctoral project. The person in question ensures the topic of the thesis corresponds to the goal of the Doctoral Research Centre according to its Statutes and informs the Doctoral Committee of the thesis topic as early as possible, even before the applicant has submitted an application for acceptance as a doctoral candidate.

(2) The applicant must submit with their application for acceptance as a doctoral student the supervisor’s written undertaking to provide doctoral supervision in the form of the Supervision Agreement.

(3) Supervision consists in the provision of regular academic guidance and support to doctoral students by the supervisors, as described in the Supervision Agreement.

**Article 9 Doctoral training**

(1) The Doctoral Research Centre for Social Sciences with Specialisations in Globalisation, European Integration and Interculturality at Fulda University of Applied Sciences offers training and events for doctoral students during their studies. They include disciplinary and cross-disciplinary support and services at different stages of doctoral study to help students build and develop interdisciplinary and methodological skills, in particular relating to independent research work. Participation/attendance are not graded and do not affect the student’s overall result. Reports on student participation/attendance should be included in their progress reports.

(2) In cooperation with and at the request of the supervisors, the Doctoral Research Centre can
offer additional study options, courses and events, and doctoral seminars.

(3) Doctoral students are required to take part in the introductory courses and events and other offerings of the Doctoral Research Centre stipulated by the Doctoral Research Centre or supervisors.

Article 10 Amendments, termination of doctoral relationship

(1) Prior to submission of the thesis, doctoral students may apply to the Doctoral Committee, in writing and giving their reasons, to change their supervisor. If supervision becomes impossible before completion of the thesis, the Doctoral Committee is obliged on application by the doctoral student to ensure, within the realms of possibility, that another supervisor in accordance with Article 7 takes over supervision. In the event of any dispute, all parties must first be given an opportunity to make their case.

(2) If another member of the group of professors takes over as supervisor, a renewed application for acceptance in accordance with Article 5 of these Doctoral Degree Regulations is not necessary.

(3) Prior to submission of the thesis, doctoral students may apply to the Doctoral Committee, in writing and giving reasons, to suspend or terminate the doctoral relationship. In addition to stating their reasons, they must also submit a detailed interim or final report, as applicable. They will then not be classed as having failed the doctorate and re-application to continue doctoral study is possible.

(4) There should be no more than five years between acceptance as a doctoral student and the start of the doctoral examination process. The Doctoral Committee can withdraw acceptance of the doctoral student after five years. In this case, the student is classed as having failed the doctorate and may not repeat.

(5) Acceptance as a doctoral student cannot be withdrawn if the reason for the delay is beyond the student’s control.

This applies in particular in the case of

a) maternity leave in accordance with Sections 3, 4, 6 of the German Maternity Protection Act (MuSchG);

b) parental leave in accordance with Section 15 of the German Act on Parental Allowance and Parental Leave (BEEG);

c) a chronic illness or a disability within the meaning of Section 2(1) of Book IX of the German Social Code (SGB);

d) illness of dependent children and dependent relatives;

e) periods of service pursuant to Section 12 a (1) or (2) of the German Basic Law or corresponding temporary voluntary service for a period of up to two years.

During the withdrawal procedure, the doctoral student must provide evidence to the Doctoral Committee of the reasons for and time of any delay by supplying suitable documents or certificates.

Article 11 Admission to and introduction of the doctoral examination process

(1) The doctoral student makes a written application to the Doctoral Committee to open the doctoral examination process. The following documents must be submitted with the application:

a) an updated academic curriculum vitae;

b) evidence that any requirements have been satisfied;
c) three copies of the thesis on paper and in electronic form; the electronic version must be
anonymised (no cover page or other passages containing the doctoral candidate’s
personal data) for the plagiarism check in a way specified by the university of applied
sciences; third parties may be called in to assist with the plagiarism check;

d) a declaration stating whether the submitted thesis has already been submitted for
another doctoral degree.

(2) An affidavit must be submitted with the thesis, stating that

a) the thesis was completed independently and without unauthorised outside assistance and
   only with the assistance stated;

b) all text passages that have been taken word for word or paraphrased from published writing
   and all details that are based on verbal information are identified as such,

c) the principles of good scientific practice have been observed.

(3) The decision on admission to the doctoral examination process is made by the Doctoral
Committee.

(4) Admission will be denied if the evidence required in accordance with paragraphs 1 and 2 is
not submitted or not submitted in full.

(5) Admission will be denied if, at the time of the decision,

a) the applicant has been or still is admitted with the thesis to the doctoral examination
   process at another higher education institution,

b) the thesis has previously been assessed as unsuitable at another higher education
   institution or the candidate failed the examination;

c) there are circumstances that would justify revocation of the doctoral degree under
   state (Land) law.

(6) Withdrawal of the application for admission to the doctoral examination process after
admission is permissible if the doctoral candidate has special grounds that are acknowledged by
the Doctoral Committee as long as the doctoral examination process has not been terminated by
rejection of the thesis or the thesis defence has not begun. One copy of the submitted thesis is
retained with the doctoral records in any event.

Article 12 Appointment of examiners

(1) On admission of the doctoral candidate in accordance with Article 11, the Doctoral Committee
appoints at least two examiners who hold doctorates to review the thesis. They must be able,
based on their academic qualifications, and possibly in collaboration, to make a detailed
assessment of the thesis in its specialist subject matter.

(2) The examiners may not be the supervisors of the doctorate.

(3) One of the examiners must in any event be a full-time professor and a member of the Doctoral
Research Centre of Fulda University of Applied Sciences and belong to the discipline in question.
A professor from a university should always be appointed as (second) examiner. The (second)
assessment by a member of a university is not necessary if one of the examiners

a) has a habilitation,

b) was positively evaluated as a junior professor or

c) was co-opted from a university department.

If none of these options is available, an exemption must be approved by the HMWK, which may
nominate an examiner in the process.

(4) Further examiners may be appointed from the following groups of people:

a) professors from a different discipline who hold a doctorate;

b) emeritus and retired professors who hold a doctorate, part-time professors, honorary professors, adjunct professors or visiting professors or associate lecturers;

c) professors from another university of applied sciences who hold a doctorate, or

d) scientists from a non-university research institution who have a doctorate and proven academic qualifications.

(5) The doctoral candidate may nominate examiners to the Doctoral Committee.

(6) The Doctoral Committee can appoint further examiners after consultation with the supervisors.

Article 13 Assessment

(1) Each examiner produces a report on the thesis and submits it to the Chair of the Doctoral Committee. In the report, the examiner recommends either approval or rejection of the thesis or, in exceptional cases, returning it for correction or amendment. If the examiner suggests approval, the thesis is awarded one of the following classifications:

a) summa cum laude – outstanding, exceptional achievement (0),

b) magna cum laude – very good achievement (1),

c) cum laude – good achievement (2),

d) rite – sufficient achievement (3).

If the thesis is classified as “non rite – insufficient achievement (4)”, approval is rejected.

(2) If the examiners suggest returning the thesis for correction or amendment, the Doctoral Committee can decide whether a deadline can be set for the doctoral candidate to complete the amendments. After revision of the thesis, the examiners have four weeks to submit another opinion.

(3) The reports must be written separately. In each report, the outcome of the assessment must be explained transparently. If requirements are set for publication of the thesis, they must be specific and transparent. Requirements may be corrections, tightening up or revisions.

(4) If a report has not been submitted within eight weeks after appointment of the examiners, the Chair of the Doctoral Committee is required to seek clarification. If a report has not been submitted after a further eight weeks, the Doctoral Committee may appoint a new examiner.

(5) If the examiners fail to agree on approval, rejection or return of the thesis, or if the reports differ from each other by more than one grade, the Chair of the Doctoral Committee must attempt to clarify and resolve the situation. If this is not possible, a further report, preferably by a professor or an associate lecturer from another university of applied sciences in the relevant discipline, must be obtained within an appropriate period.

(6) The Chair sends all reports to the members of the Doctoral Committee and the Examination Committee and makes the thesis together with the reports available for inspection. In justified cases, the right to inspection also extends to other professors at Fulda University who hold a doctorate. The inspection period is two weeks.

(7) After inspection, these professors and members of the Doctoral Committee who hold a doctorate are entitled to notify the Doctoral Committee in writing within the inspection period that they wish to submit a statement. The statement must be submitted to the Doctoral Committee.
Within two weeks.

(8) The doctoral candidate is entitled to information on the examiners’ reports.

Article 14 Decision on thesis approval

(1) After expiry of the inspection period (Article 13 (6)), the Doctoral Committee decides on approval of the thesis based on the examiners’ recommendations and any special reports submitted. If the examiners’ recommendations regarding approval of the thesis differ, and in other cases of doubt, further examiners may be appointed or other reports obtained in order to reach a final decision. The candidate may be heard in this case; the decision is made by the Doctoral Committee.

(2) After approval of the thesis, the Chair of the Doctoral Committee sets the date for the thesis defence. This should take place no later than three months after approval of the thesis.

(3) In exceptional cases only, the Doctoral Committee may decide to return the thesis to the doctoral candidate for correction or amendment by a set deadline. The doctoral candidate is notified in writing of corrections and/or amendments and the set deadline. The time allowed should not exceed one year. The deadline can be extended under special circumstances. If the doctoral candidate resubmits the thesis by the deadline, it is reassessed according to the existing provisions and a decision is reached; if the candidate does not meet the deadline, the thesis is rejected and the doctoral examination process completed unsuccessfully.

(4) The thesis is rejected if it is rejected by the majority of the Doctoral Committee members or all of the examiners. The doctoral candidate must be informed of rejection of the thesis in writing and with the reasons. The doctoral candidate may submit one new or improved thesis by a given deadline. Further repetition is not permitted.

(5) When all reports have been submitted, the Doctoral Committee ascertains the final grade of the thesis. It is calculated from the arithmetic mean of the separate grades awarded in the reports. If the calculated average is not a whole number, the lower grade is awarded for 0.6 and below. Candidates require a final grade of at least “rite” (3) to be admitted to the defence.

(6) The thesis and all reports, additional reports and statements are retained with the records of the Doctoral Committee. Ten years after the end of the doctoral procedure, a review is carried out to determine which documents should remain on file.

Article 15 Examination Committee

(1) The Doctoral Committee appoints the Examination Committee and a Chair who is not among the supervisors or examiners.

(2) The Examination Committee is made up of the following:

a) the Chair;

b) the examiners of the thesis;

c) the first supervisor of the thesis and, if necessary, the second supervisor;

d) at least two other full-time professors who hold doctoral degrees and belong to the Doctoral Research Centre.

(3) The Examination Committee conducts and assesses the defence. It decides whether the defence needs to be repeated and sets the requirements for publication of the thesis and the deadline by which they must be met.
Article 16 Defence

(1) The oral viva voce examination takes the form of a separate thesis defence held by the Examination Committee for each doctoral candidate.

(2) The thesis defence is open to staff and students of the university; the date is announced at least one week in advance.

(3) The doctoral candidate and the members of the Examination Committee are invited to attend this examination personally. If an appointed member of the Examination Committee is unable to conduct the viva voce examination at short notice (e.g. due to illness), the Chair of the Doctoral Committee shall appoint a replacement. Members of the Examination Committee can attend the viva voce examination via synchronous audio and video communication. The Chair of the Doctoral Committee must decide on this ahead of the examination. Audio or video recordings of the examination are not permitted.

(4) The Chair of the Examination Committee presides over the defence.

(5) The Chair writes a report documenting the conduct, key content and outcome of the examination; the report is retained with the records of the Doctoral Committee.

(6) On the day of the examination, before the defence begins, the doctoral candidate gives a presentation that is open to staff and students of the university on the thesis or on a topic of the candidate’s choice from the area of the thesis; the presentation should be no longer than 30 minutes.

(7) In the defence, the doctoral candidate defends the thesis publicly before the Examination Committee. The defence discusses the content of the thesis, draws on the examiners’ reports and also extends to related problems in the subject and adjacent fields of other subjects and the current research in them. The members of the Examination Committee are required to participate actively in the discussion with the doctoral candidate. The defence generally takes between 60 and 90 minutes.

(8) If the thesis has been submitted in a foreign language and the Doctoral Committee agrees, the presentation before the university community and the defence may be held in that language. If the defence is held in a foreign language (other than English), a German version of the report must also be produced.

(9) The classifications referred to in Article 13(1) are used to grade the defence. Each member awards a grade. The overall grade of the defence is calculated from the arithmetic mean of the separate grades awarded by the members of the Examination Committee. If the calculated average is not a whole number, the lower grade is awarded for 0.6 and below. The candidate requires a final grade of at least “rite” (3) to pass the defence. If the candidate does not pass the defence, the doctoral examination process as a whole is judged as a fail. The grade awarded to the defence is discussed in closed session.

(10) If the thesis defence cannot take place on account of the doctoral candidate, or if the doctoral candidate decides not to defend the thesis, the candidate fails the defence and the doctoral examination process is completed unsuccessfully.

Article 17 Overall result

(1) Immediately after the defence, the Examination Committee decides in closed session on the outcome of the defence and, if the candidate has passed, ascertains the overall result of the doctoral degree based on the reports and the candidate’s performance in the defence.

(2) The overall result is made up of the grade for the thesis and the grade for the defence, where the grade for the thesis accounts for 2/3 and the grade for the defence 1/3. If the calculated average is not a whole number, the lower grade is awarded for 0.6 and below. The classifications are:
a) summa cum laude – outstanding, exceptional achievement (0),
b) magna cum laude – very good achievement (1),
c) cum laude – good achievement (2),
d) rite – sufficient achievement (3),
e) non rite – insufficient achievement (4).

(3) The distinction “summa cum laude” should only be awarded for exceptionally high standards of academic achievement if all the examiners have awarded it for the thesis and the Examination Committee has awarded it for the defence.

(4) The Examination Committee records in writing, based on the reports, whether publication of the thesis is subject to any requirements, and if so, what they are.

(5) Following the consultation, the Chair notifies the doctoral candidate of the overall result and, where applicable, any requirements for publication, and instructs the candidate that they are not entitled to use the doctoral title until after graduation in accordance with Article 21. This brings the doctoral examination process to a close. Where applicable, doctoral candidates are removed from the student register at the end of the semester in which they are notified of the overall result.

**Article 18 Repeat attempt**

(1) If the first attempt at a doctorate fails because the thesis is rejected, the candidate may reapply once only by submitting a new or revised thesis, at the earliest after one year calculated from the date of rejection.

(2) If the candidate fails the defence, they are only required to repeat the defence. Only one attempt to repeat the defence is permitted, at the earliest three months and at the latest one year after the failed defence. In special circumstances, the deadline can be extended on application by the doctoral candidate. If the candidate fails the defence again or it counts as a fail, the doctoral examination process is classed as having been completed unsuccessfully.

(3) If the doctoral degree requirements are not met as a result of the doctoral candidate failing to submit the deposit copies or infringing in some other way against these Doctoral Degree Regulations, the Doctoral Committee will decide whether and under which conditions they may repeat. A repeat attempt is not possible if graduation has been denied or the doctoral title withdrawn from the candidate.

**Article 19 Examination records**

(1) The examination records are confidential and retained by the Doctoral Research Centre. During the doctoral examination process, only members of the Examination Committee and the members of the Doctoral Committee are entitled to consult the records.

(2) On conclusion of the doctoral examination process, at the latest within one year of award of the doctorate, the candidate may apply to consult the examined thesis, the reports and the thesis defence report.

**Article 20 Thesis publication**

(1) After passing the examination, the doctoral candidate is required to publish the thesis in accordance with the requirements set by the Examination Committee; the version that is to be published must be approved by the Chair of the Doctoral Committee. Permission for thesis
publication is granted with the thesis approval certificate. Failure to meet requirements will result in the doctoral candidate failing the doctorate.

(2) The publication must be identified as a thesis of Fulda University of Applied Sciences. If, by agreement with the Doctoral Committee, the thesis is published in an extended or abridged version or in extracts only, this must be indicated clearly.

(3) The doctoral candidate is obliged to provide the library of Fulda University of Applied Sciences with the required number of deposit copies of the thesis according to (5) within one year after the defence. The library confirms to the doctoral candidate that the deposit copies have been duly delivered. The doctoral candidate submits this confirmation to the Chair of the Doctoral Committee.

(4) In justified cases, the Doctoral Committee may extend the deadline for deposit by one year if an application is made in good time. If the doctoral candidate does not meet the submission deadline according to the above provisions, the candidate is classed as having failed the doctorate.

(5) The deposit copies can be submitted in the following form:

a) Submission of an electronic version and two bound copies on age-resistant paper. The electronic version is published on the University’s publication server. The electronic version must contain an abstract in German and English. The doctoral candidate must confirm that the electronic version corresponds to the version approved according to (1). The file format must be discussed with the library, which verifies legibility of the submitted version. Within the scope of its legal duties, the library is granted the right to produce and distribute further copies of the thesis or to make it available in data networks. It is also granted the right to disseminate the abstract in bibliographic databases. Delivery of legal deposit copies to the German National Library is carried out by the library.

b) Submission of six copies if the thesis is being published by a commercial publisher, provided that a minimum print run of 150 copies is proven, or the thesis is published according to the on-demand procedure.

c) Submission of six copies if the thesis is published in whole or in part in a scientific journal with a minimum print run of 150 copies, or in electronic form. In cases b) and c), the University library shall, if possible, be granted the right to simultaneously publish the thesis on its server.

(6) The publication must be identified as a thesis by an appropriate title page. The title page must show

a) the thesis topic,

b) the discipline,

c) Fulda University of Applied Sciences,

d) the doctoral candidate’s name, date and place of birth,

e) the doctoral candidate’s previous academic degree,

f) the title and name of the supervisors,

g) the title and name of the examiners,

h) submission and examination dates,

i) place and date of publication.

In the case of (5) b) or c), it is sufficient if the copies include an imprint or appropriate note that
the publication is a doctoral thesis written at Fulda University of Applied Sciences. If the title changes, reference must also be made to the title of the thesis when it was submitted.

**Article 21 Graduation and award of doctoral title**

(1) As soon as the legal deposit copies of the thesis have been submitted to the Doctoral Research Centre, the certificate conferring the doctoral degree is awarded or sent to the doctoral candidate. From this point, the candidate becomes the holder of a doctorate and is entitled to use the doctoral title.

(2) The doctoral degree certificate is dated to the date of the thesis defence and issued in triplicate. It is signed by the Head of the Doctoral Research Centre for Social Sciences with Specialisations in Globalisation, European Integration and Interculturality and by the President of Fulda University of Applied Sciences and carries the official university seal. The wording of the certificate is as follows:

"Fulda University of Applied Sciences hereby confers, during the term of office of the President Prof. Dr [Name] and the Head of the Doctoral Research Centre Prof. Dr [Name], the academic degree of Doctor of [Specification] on [Name], born on [Date] in [Town],

who has satisfied the requirements of the doctoral examination process under the supervision of [First supervisor], [Second supervisor]

by demonstrating the ability to undertake academic work

in the thesis "[Title of thesis]", examined by [First examiner] and [Second examiner], and thesis defence.

The overall result is [Grade]."

(3) The doctoral candidate can apply to have a provisional document certifying the doctoral degree issued by the Presidential Board for a limited period. This does not entitle the candidate to use the doctoral title.

**Article 22 Denial of graduation and withdrawal of doctoral degree**

(1) If it is found before the doctoral degree certificate is issued that essential conditions for admission to the doctoral examination process were incorrectly assumed to have been met or that the candidate attempted to cheat in the course of doctoral studies or examination or contravened good scientific practice, graduation will be denied. The decision is made by the Doctoral Committee.

(2) Once the doctoral degree certificate has been issued, withdrawal of the doctoral title is subject to state (Land) law. Return of the doctoral degree certificate is governed by the provisions of the Hesse Administrative Procedure Act (AVG) as in effect at any given time.

(3) Before the decision to deny graduation or withdraw the doctoral degree is made, the individual concerned must be given the opportunity to respond to the allegations by an appropriate deadline.

**Article 23 Appeal procedure**

The individual may appeal against decisions of the Doctoral Committee to the Doctoral Committee or to the President of Fulda University of Applied Sciences. If the Doctoral Committee does not remedy the appeal, it passes it immediately with a statement to the President of Fulda University of Applied Sciences, who issues a decision on the appeal.

**Article 24 Entry into force**

These Doctoral Degree Regulations enter into force on the day after they are published in the
Official Notices of Fulda University of Applied Sciences, replacing the doctoral degree regulations of 9 November 2016.

Doctoral candidates who have already been accepted complete their doctoral procedure in accordance with these doctoral regulations.