

**Rules and Regulations for the Dr. phil/Ph.D
of the Department of Political and Social Sciences
of the Freie Universität Berlin
including the First and Second Amendments**

Preamble

By virtue of section 14, paragraph 1, No. 2 of the partial basic regulation (TGO trial model) of Freie Universität Berlin from October 27th, 1998 (FU Notification 24/1998) in connection with Section 70, para. 5 of the Higher Education Act of the State of Berlin (Berlin Higher Education Act (Berliner Hochschulgesetz – BerlHG)) in the version of the bulletin on the revised version of July 26th, 2011 (GVBl., p. 81) most recently amended by the law of December 19th, 2017 (GVBl. p. 695), the Expanded Faculty Councils of the Department of Political and Social Sciences of the Freie Universität Berlin has issued the following doctorate rules and procedures

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§ 1 Definition of the Terms Doctorate and Doctoral Degree

(1) The Department of Political and Social Sciences of the Freie Universität Berlin confers the degree Doktor*in der Philosophie (doctor philosophiae, abbreviated: Dr. phil.) or Doctor of Philosophy (Ph.D.) on the basis of a proper doctoral procedure and in compliance with the following provisions.

(2) The doctorate does not only prove the successful conclusion of the studies, but also the applicant's qualification for in-depth scientific work through independent research endeavors. The written doctoral work shall consist of a scientific work (doctoral thesis) or several individual papers (cumulative thesis) and an exam colloquium (viva). Doctoral candidates who wish to attain a Doctor of Philosophy (Ph.D.) must also prove the successful completion of a doctoral

programme within the framework of the Dahlem Research School (DRS) or an equivalent study programme by submitting a certificate and transcript or equivalent verification.

(3) Doctoral subjects are easily distinguishable scientific fields in which study programmes have been established and which are represented in teaching and research by at least one professor from the department.

(4) The honorary doctoral degree Doktor*in der Philosophie ehrenhalber (doctor philosophiae honoris causa, abbreviated: Dr. phil. h. c.) can be conferred for outstanding scientific work in a doctoral subject.

(5) A doctoral degree according to Paragraph 1 can be conferred only once in the same doctoral subject.

(6) For doctoral procedures in which the written doctoral examination consists of several individual papers, the regulations for the doctoral thesis apply in their general sense.

§ 2 Committee for Doctoral Examinations

(1) The Faculty Council appoints a Committee for Doctoral Examinations to supervise the doctoral procedure. The Faculty Council appoints the members of the Committee for Doctoral Examinations at the beginning of its respective term of office. The committee consists of at least three full professors and one post-doctoral member of the academic staff.

A deputy has to be appointed for every full member of the committee.

(2) The Committee for Doctoral Examinations decides on the admission of applicants and their projects to the doctoral procedure. The committee is obliged to advise the applicants. In an interdisciplinary doctoral project the Committee for Doctoral Examinations must ensure that the other scientific fields adequately participate in the evaluation. The committee meets in camera.

(3) The Committee for Doctoral Examinations may transfer the right to decide in individual cases and/or delegate particular authority to the Chair of the Committee for Doctoral Examinations. The Committee for Doctoral Examinations can revoke the transfer at any time.

(4) The Committee for Doctoral Examinations is accountable to the Faculty Council and advises the Faculty Council of its decisions.

(5) In fundamental matters with regard to the procedure the Chair of the Committee for Doctoral Examinations must inform the Executive Board – General Counsel - via the Dean's Office of the department.

(6) Meetings of the Committee for Doctoral Examinations may be held via audiovisual transmission provided the regulations of the data protection act are being observed. Voting by secret ballot is only viable if the technical provisions allow for it. The decision whether a meeting is held via audiovisual transmission is within the discretion of the Chair of the Committee.

§ 3 Admission Requirements

(1) Prerequisite for the admission to the doctoral procedure is having successfully completed a Master's programme in a field that is essential for the doctoral subject with a total of 300 credit points – including the previously completed study programme – and at least the overall grade "good" conferred by a university within the purview of the Basic Law.

(2) Applicants who have attained either solely a Bachelor's degree or a Master's degree without a previous study programme in a field that is essential for the doctoral subject can be admitted as doctoral candidates, if they have attained their degree with the best possible grade available according to the grading scale of the respective examination regulations and after having passed an assessment test administered by two full professors in a field that is relevant

for the doctoral subject. The Committee for Doctoral Examinations determines the format of the assessment test.

(3) Should the applicant have a university degree other than the ones defined in Paragraphs 1 and 2, she or he can be admitted to the doctoral procedure if her or his qualification for the doctoral subject is assured. The Committee for Doctoral Examination can admit the applicant to the doctoral procedure prior to the condition that he/she submit proof of having completed courses which are mandatory for a study programme in accordance with Paragraph 1 or that are necessary to broaden the applicant's knowledge in the chosen doctoral subject within a specified period of time.

(4) An equivalent degree conferred by a university not being within the purview of the Basic Law shall be considered as university degree according to Paragraph 1. If the degree has not already been recognized as equivalent by the Central Office for Foreign Education Systems (Zentralstelle für ausländisches Bildungswesen), which is part of the Standing Conference of Ministers of Education and Cultural Affairs of the States of the Federal Republic of Germany, a confirmation of equivalency issued by the Central Office must be obtained. Should the Central Office for Foreign Education Systems not provide an assessment of the grade that has been conferred by the foreign university, the competent member of the Committee for Doctoral Examinations shall determine whether the respective overall grade corresponds to the required minimal grade "good". If the equivalency cannot be established, the Committee for Doctoral Examinations shall examine whether an equivalency according to Paragraph 2 can be determined.

(5) If the final degree has been conferred by a University of Applied Sciences (Fachhochschule) for the completion of a diploma programme (Diplomstudiengang), proof of the necessary qualifications must be established in accordance with Section 35, Paragraph 3 BerlHG. This is the case if the University of Applied Sciences has conferred the best possible grade according to the grading scale of the respective examination regulations for the final examination in a field that is essential for the doctoral subject. The Committee for Doctoral Examinations will examine every individual case and decide whether a procedure according to Paragraph 2 or 3 is appropriate.

§ 4 Admission Procedure

(1) Applications for admission to the doctorate have to be submitted at the beginning of a doctoral project, at least one year prior to handing in the doctoral thesis. In individual cases, exceptional provisions may be granted by the Committee for Doctoral Examinations. Irrespective of the submission of applications in accordance with Clause 1 the doctoral procedure starts with the date of the letter of admission.

The application for the admission to the doctoral procedure has to be addressed to the Committee for Doctoral Examinations and include the following documents:

- a) documents, especially certificates and transcripts required according to Section 3,
- b) a tabular summary of all activities and experiences that are pertinent to the intended doctoral procedure,
- c) a statement in which the candidate declares whether she/he has previously applied to be admitted to a doctoral procedure or whether she/he is candidate in a doctoral procedure in either another university or another department of Freie Universität Berlin, if applicable including extensive information,
- d) a statement in which the applicant confirms to be familiar with the valid Rules and Regulations for the Dr. phil./Ph.D.,
- e) if an applicant whose native language is not German and who completed her/his studies in a university or similar institution abroad wishes to pass the doctoral examinations in German, she/he will have to prove her/his proficiency in German by passing the German language proficiency test for universities level 2 (DSH 2) or an equivalent examination,

f) should the candidate wish to pass the doctoral examinations in English or – upon request – in another scientific language, she/he must submit proof of her/his proficiency in English or respectively the other scientific language in form of a language certificate in correspondence with level C1 of the Common European Framework of Reference for Languages (GER) or an equivalent thereof. Passing the doctoral examinations in any scientific language other than English can only be permitted if supervision, review, and assessment are ensured,

g) a supervisory agreement, signed by the doctoral candidate and her/his supervisor in which the mutual obligations of both parties have been established.

(2) The application for admission must include a description of the objectives and methods of the doctoral project. The doctoral project must be supported by at least one of the full professors in the department. The doctoral candidate shall propose a supervisor. The prospective supervisor must confirm her/his willingness to assume the responsibility by signing the supervisory agreement.

(3) The Committee for Doctoral Examinations usually draws the decision on applications for the admission to a doctoral procedure within one month. Any rejection must include a statement of reasons in writing.

(4) The application for the admission to a doctoral procedure must be rejected if:

a) the prerequisites of Section 3 have not been met;

b) documents in accordance with Paragraphs 1 and 2 have not been submitted;

c) the applicant has already completed a doctoral procedure in the requested doctoral subject;

d) there is an ongoing doctoral procedure in the requested doctoral subject;

e) if a declaration in accordance with Paragraph 1c) has been falsely made.

The application can also be rejected by the Committee of Doctoral Examination on the grounds of not being the competent body for the field described in the documents pertaining to Section 4, Paragraph 2.

§ 5 Registration as Doctoral Candidate

(1) Doctoral candidates, who are not already members of Freie Universität Berlin due to an employment relationship with the university or their enrolment in a study programme, must enrol as doctoral students at Freie Universität Berlin and stay enrolled until they complete their doctoral procedure.

(2) Should the enrolment not occur within the period stipulated in the letter of admission or the prolongation period respectively, the admission to the doctoral procedure will expire. This does not preclude a future application for the admission to the doctoral procedure.

§ 6 Supervision of the Doctoral Project, Core Period for the Completion of a Doctoral Procedure

(1) By admitting a doctoral candidate to the doctoral procedure, the department commits itself to ensuring the supervision and later assessment of the dissertation project.

(2) As a rule, the supervisors of a doctoral thesis is a professor of the department. The supervision of the thesis is an ongoing obligation of the respective professor and cannot be delegated.

(3) Paragraph 2 notwithstanding, the right to supervise doctoral projects, act as reviewer or member of the doctoral commission can be assigned to directors or heads of research groups, heads of independent junior researcher groups and other staff with similar responsibility of non-university research institutes and educational institutes, provided the Freie Universität Berlin – with the consent of the department and the Committee for Doctoral Examinations – and the respective institution have sealed a mutual agreement on their cooperation in teaching

and research. In this case the the rights and obligations of part-time professors will be assigned. This also applies to the heads of independent junior researcher groups that have been established within the Freie Universität Berlin and who have been granted the right to supervise doctoral candidates.

(4) In individual cases, participatory rights and obligations as defined in Paragraph 3 may only be assigned on condition that the majority of the members of the Committee for Doctoral Examinations acknowledge that the prospective supervisor's scientific qualifications are sufficient to meet the requirements for professors in the department. The Committee for Doctoral Examinations can concurrently appoint a professor of the department member for a joined supervision.

(5) In difference to Paragraph 2 professors who are not associated with the department may be appointed by the Committee for Doctoral Examinations in well-founded cases. In these cases the doctoral candidate must – acting with the supervisor's consent – submit the confirmation of one of the department's full professors who is prepared to assume the responsibility as second reviewer. The Committee for Doctoral Examinations shall appoint a full professor of the department to support the external supervisor. If the supervisor is a retired or emeritus professor, the Committee for Doctoral Examinations shall decide as is appropriate in the individual case. External supervisors must guarantee proper supervision and ensure regular personal contact with the doctoral candidate even if their professional activities take place chiefly outside of the federal state of Berlin.

(6) The topic of the dissertation project can be chosen freely, but in agreement with the supervisor. As a rule, the doctoral thesis should be submitted after three years and the entire project completed after four years (core period for the completion of a doctoral procedure).

(7) Should it become apparent that a doctoral thesis cannot be submitted within the time allotted by Paragraph 6, the doctoral candidate has to submit an application for the extension of the working period which has been co-signed by the supervisor to the Committee for Doctoral Examinations at least two months before the core period ends. The application must include information on the current status of the thesis and the time required for its completion. If the candidate has been enrolled as doctoral student in accordance with Section 5, the letter confirming the extension issued by the Committee for Doctoral Examinations has to be presented to the Student Records and Registration Office. If the doctoral candidate for reasons she/he is responsible for neglects to submit said confirmation within a period of three months after having been asked to provide it by the Student Records and Registration Office, the admission to the doctoral procedure will expire. Consequently, the doctoral student will be deregistered by the Student Records and Registration Office.

(8) By means of a declaration the supervisor commits her-/himself with regard to both the doctoral candidate and the department to supervise the doctoral project for a period four years (core period for the completion of a doctoral procedure as defined in Paragraph 6). Details are stipulated in the supervisory agreement. If need be, the Committee for Doctoral Examinations shall decide upon request of the doctoral candidate and in consultation with the supervisor whether the core period can be extended. Should either the supervisor or the doctoral candidate feel compelled to terminate the supervisory relationship for significant reasons, they must immediately notify the Chair of the Committee for Doctoral Examinations and state the reasons. The agreement of the Committee for Doctoral Examinations is mandatory for any change of supervisors.

(9) If the supervisor's association with the Freie Universität Berlin ends or if her/his role changes, the supervisor shall be entitled to complete the supervision of a pending procedure and be a voting member of the doctoral commission for a period of three years. This time limitation does not apply to retired or emeritus professors of the Freie Universität Berlin, whose rights to teach and to administer examinations remain valid.

§ 7 Doctoral Thesis

(1) The purpose of the doctoral thesis is to prove the candidate's qualification for independent, demanding scientific work and her/his commitment to improve scientific understanding.

(2) The doctoral thesis can be submitted in German, English or upon request in another scientific language in the form of

a) an either unpublished or partially published monograph which includes a complete presentation of the research work and its findings. Prior publications are only admissible if mutually agreed upon by doctoral candidate and supervisor.

or

b) a cumulative thesis consisting of published and/or unpublished papers which as a whole represent an achievement equivalent to a doctoral thesis according to a). Published papers must have been published in a peer-reviewed scientific journal, unpublished papers must have been successfully reviewed and accepted for publication by a peer-reviewed scientific journal. The rights of the doctoral commission to draw their decision on the acceptance or rejection of a cumulative work in accordance with Section 10 remains unaffected by these requirements. A cumulative thesis must include a general title covering the whole work, the details listed in Section 7, Paragraph 5, a list of titles of the individual papers, an introduction and connecting text that comprehensively interprets, evaluates and discusses the individual papers of the cumulative thesis.

(3) If a doctoral thesis according to Paragraph 2 has been written in cooperation with other scientists, the share of the doctoral candidate must be clearly identifiable and evaluable. The doctoral candidate is obliged to elaborate on her/his part in designing, carrying out and reporting on the research project in detail.

(4) The doctoral candidate must indicate every resource and aids she/he made use of and pledge to have authored her/his work independently and solely on this basis. The dissertation may not have been accepted or rejected in a previous doctoral procedure. In case of doubt, papers submitted in previous doctoral procedures must be presented for comparison purposes.

(5) The title page of the doctoral thesis must include the author's name, the name of the department, be designated as a doctoral thesis submitted to the Freie Universität Berlin, and state the year of submission. The names of the reviewers should be stated on the following page. The appendix must include summaries of the findings in German and English and if applicable a list of prior publications the findings presented in the thesis have been used for. A short CV of the doctoral candidate can be included in the appendix.

(6) The doctoral thesis must be submitted in digital form and at least one printed copy. The doctoral candidate shall submit one further printed copy for every member of the doctoral commission upon their request. One printed copy shall remain in the department and be archived. Prior publications of parts of the thesis have to be submitted as reprints or copies in the same form and numbers. The doctoral thesis may be subject to screening for plagiarism and inadmissible automated text generation, in which case data protection must be guaranteed.

§ 8 Assessment of the Doctoral Thesis

(1) After the doctoral thesis has been submitted, the Committee for Doctoral Examinations shall appoint the reviewers for the thesis and a doctoral commission in accordance with Section 9 without delay.

(2) As a rule, the supervisor of the doctoral project is appointed as one reviewer of the thesis. The second reviewer shall be appointed by the Committee for Doctoral Examinations in consultation with the doctoral candidate and in consideration of Section 6. At least one of the reviewers must be a full professor of the department or – in well founded cases – have been a full professor of the department in the past three years. At least one of the reviewers must be a representative of the scientific field the thesis is associated with. Should essential methodological or factual aspects of the dissertation affect a scientific field that is predominantly represented by another department, the second reviewer should be a member of said department. The requirement of membership in the department according to Clause 3 can be waived prior to the condition that the second reviewer belongs to the supervisory team that has been appointed within the context of a Structured Doctorate.

(3) The reviews must be drawn up independently and submitted within 10 weeks after having been requested. Any failure to observe the time limit must be accounted for and reported to the Committee for Doctoral Examinations. The members of the Committee for Doctoral Examinations and the doctoral commission must treat the reviews with confidentiality. The reports must acknowledge the significance of the doctoral thesis and its findings in the broader context of the field and point out any deficiencies. Should a reviewer note any flaws that can and must be eliminated before the thesis can be accepted, the reviewer must describe them in the report in detail. She or he can recommend the revision of the doctoral thesis and should in this case make proposals for it. In her or his overall assessment every reviewer must include a recommendation that the doctoral thesis be either accepted and graded according to Section 10, be rejected, or returned to the candidate for the revision of specific deficiencies and resubmission. If the required assessments are not clearly outlined in the reviewer's report, the Committee for Doctoral Examinations shall return the report for revision.

(4) If the assessments in the reviewers' reports differ from one another in more than one grade, the Committee for Doctoral Examinations shall appoint an additional reviewer.

(5) After the review process is completed the doctoral thesis and the reviewers' grade proposal must be made accessible to the academic public for two weeks. All professors and faculty members who have attained a doctorate may examine the doctoral thesis as well as the grades that have been proposed for it and may also submit a written statement which must be included in the doctoral file. The authorized persons have to be notified of the period of stasis by the Committee for Doctoral Examinations in a suitable manner. During the period of stasis the members of the Committee for Doctoral Examinations and the respective doctoral commission have the additional right to examine the reports as well. Should statements be submitted during the period of stasis, the committee for doctoral examinations may appoint a further external reviewer.

§ 9 Doctoral Commission

(1) The Committee for Doctoral Examinations shall install a doctoral commission for the pending doctoral procedure and appoint a chair person and deputy chair person who must both be full professors of the department.

(2) The doctoral commission consists of the reviewers, at least two additional professors and one member of the academic staff who has attained a doctorate and is employed by either the Freie Universität Berlin or a member of the faculty. Of the reviewers and additional professors at least three must be members of the department. The doctoral commission should not include more than one professor emeritus or retired professor. Section 6, Paragraph 3 shall not be affected. In accordance with Section 8, Paragraph 2, Clause 7 the mandatory membership of the second reviewer in the department faculty can be dispensed with.

(3) In deviation from paragraph 2 the Committee for Doctoral Examinations may in well founded cases appoint a doctoral commission in which only two of the reviewers and additional professors are members of the department.

(4) Should a member of the doctoral commission retire or be unable to participate in its proceedings for compelling reasons over a longer period of time, she or he shall be replaced by the Committee for Doctoral Examinations in accordance with Paragraph 2.

(5) The tasks of the doctoral commission include:

a) the evaluation of the doctoral thesis based on the available reviews and any statements in accordance with Section 8, Paragraph 5 that may have been submitted.

b) the scheduling and conducting of the viva,

c) the grading of the viva,

d) the determining of an overall grade in consideration of the individual grades that have been conferred for the doctoral thesis and the viva according to Sections 11 and 12.

(6) The doctoral commission meets in camera.

(7) The doctoral commission draws its decisions with the majority of its electorate. All decisions on the grading of a performance are taken in open vote, abstention is not admissible.

§ 10 Decisions on the Doctoral Thesis and Scheduling of the Viva

(1) After the period of stasis has ended the doctoral commission decides whether the doctoral thesis is accepted, rejected, or returned to the candidate, whether the candidate is admitted to the viva and determines the grade for the doctoral thesis. If the doctoral thesis is accepted, one of the following grades shall be conferred:

– Outstanding (summa cum laude)

– Very good (magna cum laude)

– Good (cum laude)

– Sufficient (rite).

The grade "summa cum laude" may only be conferred for a doctoral thesis on condition that it has been unanimously graded with "summa cum laude" by both reviewers and that it has not been returned to the doctoral candidate for revision and re-submission prior to its final grading. If the doctoral thesis is rejected, the doctoral commission shall declare the doctoral procedure as failed without scheduling a viva and state the reasons for their decision. The Chair of the Committee for Doctoral Examinations shall notify the doctoral candidate of both the rejection and the reasons for it in writing.

(2) After the doctoral thesis has been accepted, the chair of the doctoral commission shall inform the doctoral candidate of its decision and schedule date and time of the viva in consultation with her or him. The viva should take place within four months after the submission of the last review. Upon request, the Chair of the Committee for Doctoral Examinations shall decide on any justified exceptions. The chair of the doctoral commission shall distribute the invitation to the viva.

(3) If the dissertation is returned to the candidate for revisions, the viva shall not be scheduled until the revised dissertation has been submitted and reviewed and the period of stasis according to Section 8, Paragraph 5 has ended.

(4) Should the doctoral candidate declare to waive the viva, she or he has failed the doctoral procedure. The doctoral candidate must be notified by the Chair of the Committee for Doctoral Examinations in writing.

§ 11 Viva

(1) The purpose of the viva is to prove the doctoral candidate's ability to explain and discuss scientific problems verbally. Depending on the doctoral candidate's preference, the viva shall be conducted in German, English, or upon request, in another scientific language. The viva is open to the university public unless the doctoral candidate objects. All members of the doctoral commission are obliged to attend the viva.

With the consent of the doctoral candidate and all members of the doctoral commission the viva may be held via audiovisual transmission provided the regulations of the data protection act are being observed. The Chair of the commission will ascertain whether all concerned parties have declared their consent. Neither the doctoral candidate nor a member of the doctoral commission can lay claim to having the defense held via audiovisual transmission

(2) The viva starts with a presentation of approximately 30 minutes, in which the doctoral candidate presents and elaborates on the findings of the doctoral thesis and their significance within the broader context of the doctoral subject. Subsequently, the doctoral candidate defends the doctoral thesis against critique and answers the questions posed by the members of the doctoral commission. The questions should refer to the problems treated in the doctoral thesis and their relation to the broader scientific context. Subsequently, the Chair of the Doctoral Commission may permit the public to pose questions with regard to the topic of the viva. The defense shall have a minimum length of 30 minutes and a maximum length of 60 minutes.

(3) The Chair of the Doctoral Commission shall coordinate the scientific debate and decide on the precedence and, if necessary, on the admissibility of the questions. The Chair may, should the proper conduct of the viva require it, exclude the public. Members of the Committee for Doctoral Examinations do not belong to the public.

(4) The members of the doctoral commission shall entrust one of themselves with keeping the minutes. She or he will write a report the proceedings of the viva which must be included in the doctoral file. The minutes must include the following information:

- Date/time/place of the viva
- Attendance list of the members of the doctoral commission
- Grade conferred for the doctoral thesis
- Index of contributions to the discussion
- Grade conferred for the viva
- Overall grade in accordance with Section 12
- Particular incidences

The minutes must be signed by the commission member who kept them and the chair of the doctoral commission.

(5) Should the doctoral candidate miss the viva without an excuse, she or he has failed the examination. The doctoral candidate shall be informed of this fact in writing.

§ 12 Decisions on the Viva and the Doctorate

(1) Following the viva, the doctoral commission shall evaluate and grade the viva in camera in accordance with Section 10, Paragraph 1. When determining the grade for the viva, the defense shall carry more weight than the presentation. In the assessment of the overall grade, the doctoral thesis shall carry more weight than the viva. The doctoral commission shall then determine the overall grade by applying the grades listed in Section 10, Paragraph 1. The commission shall inform the doctoral candidate of the separate grades for the doctoral thesis and the oral examination as well as the overall grade. The grade "outstanding (summa cum laude)" may only be conferred as overall grade on condition that this grade has been conferred for the doctoral thesis.

(2) After the doctoral commission has determined the overall grade, the doctoral candidate shall be presented with a preliminary certificate bearing the title of the doctoral thesis, the separate grades for the doctoral thesis and the viva as well as the overall grade. This interim certificate does not entitle its owner to the use of the doctoral degree.

(3) Even after its completion the entire doctoral procedure must be treated with confidentiality; the person who has attained the doctoral degree or the former doctoral candidate is entitled to inspect the doctoral file during a period of one year after having completed the doctoral procedure.

(4) Should the doctoral candidate fail the viva, the Chair of the Committee for Doctoral Examinations must inform her or him of this decision and the reasons that lead to it in writing within a period of two weeks. The oral examination may be retaken once, within a period of at least three months and at most six months after the failed examination.

(5) Should the doctoral candidate fail the second viva as well, the doctoral commission shall declare the entire doctoral procedure as failed and state the reasons for its decision. The Chair of the Committee for Doctoral Examinations shall inform the doctoral candidate of the decision in writing within a period of two weeks.

§ 13 Publication and Submission Duties

(1) The dissertation must be made available to the scientific community in an appropriate manner by copying and distributing it. These obligations are met if the doctoral candidate submits in addition to the copies required according to Section 7, Paragraph 6, the following to the university library free of charge:

- a) 35 copies in letterpress print or photo print,
- b) three originals, if a commercial publishing house is taking care of the distribution via the book trade and if at least 150 copies have been provably produced,
- c) three printed copies combined with a master fiche and 20 microfiche copies,
- d) one electronic version, the format of which must comply with the specifications of the university library and two printed copies.

If letter a) applies, the university library is obliged to stock an appropriate number of any spare exchange copies for four years. In case of letters b) and c), the publication must be referenced as doctoral thesis including the place of the doctorate. In case of letters a) and d), the doctoral candidate shall grant the Freie Universität Berlin the right to produce and distribute additional copies of his or her doctoral thesis, if necessary.

(2) If the doctoral thesis is distributed by a commercial publishing house and if the printing costs have been subsidized with public funds, an appropriate number of copies as specified by the university library must be put at the university library's disposal for exchange purposes.

(3) The publication and submission duties according to Paragraph 1 must be met within a period of two years starting with the date of the oral examination. Any extensions of this period can only be granted by the Committee for Doctoral Examinations upon written and justified request of the doctoral candidate.

(4) The doctoral candidate must obtain the permission to print for the version of the doctoral thesis she or he wishes to publish before sending it to print. The permission to print is granted by the Chair of the Committee for Doctoral Examinations in consultation with the reviewers.

(5) For the online publication of either a doctoral thesis which has been previously published in parts or the published parts of a cumulative doctoral thesis a DOI link shall suffice. The print version must include the entire text of the paper/manuscript.

§ 14 Doctoral Certificate

(1) The doctoral certificate shall be issued in German and English.

(2) The certificate must include the following information:

- a) the names of both the Freie Universität Berlin and the Department,
- b) the name, date of birth, and place of birth of the person who has attained the doctorate,
- c) the conferred degree, i.e. Doctor of Philosophy (doctor philosophiae, abbreviated: Dr. phil.) or Doctor of Philosophy (Ph.D.),
- d) the title of the doctoral thesis,
- e) the date of the viva, which is simultaneously the date of the doctorate,
- f) the separate grades conferred for the doctoral thesis and the viva as well as the overall grade for the doctoral procedure,
- h) the names of the reviewers,
- i) the name and signature of the dean,
- i) the seal of the Freie Universität Berlin,
- j) if applicable, the name of the successfully completed programme of a Graduate School.

(3) Doctoral candidates who meet the requirements for the conferment of the degree Doctor of Philosophy (Ph.D.) may attain, as desired, either this degree or the degree Doctor of Philosophy (Dr. phil.).

(4) Should it become apparent before the doctoral certificate is surrendered that

- 1. the applicant is guilty of deception with regard to essential requirements for the conferment of the doctoral degree or
- 2. that essential requirements for the conferment of the doctoral degree have erroneously been assumed as given with exclusion of a case according to No. 1

the doctoral certificate shall, subject to a contrary decision of the Committee for Doctoral Examinations, not be surrendered and, in case of a doctoral procedure according to Sections 1 to 12, the entire doctoral examination shall be declared as failed.

(5) The doctoral certificate shall be surrendered within a period of six weeks after proof of the fulfilment of the publication and submission duties according to Section 13, Paragraph 1 and Paragraph 3 has been submitted. The doctoral certificate entitles its owner to the use of the doctoral degree.

§ 15 Remonstrations

Any remonstrations against the result of the doctoral procedure have to be addressed to the Chair of the Committee for Doctoral Examinations within a period of three months after having been notified of the result and must include a written statement of reasons. The Chair of the Committee for Doctoral Examinations is responsible for the proper conduct of the remonstrations procedure. She or he shall forward the remonstrations to the members of the doctoral commission. The Chair of the Committee for Doctoral Examinations shall inform the doctoral candidate of the commission's decision on the remonstrations. The doctoral commission shall as a rule draw their decision on a remonstrations within a period of one month. The conferred grades and the decisive reasons that lead to the determination of the respective grades shall be subject to re-examination. The result of this re-examination including the grading must be elaborated on in writing.

§ 16 Joint Doctorate with Foreign Universities or equivalent Educational or Research Institutions

(1) The doctoral procedure can be carried out jointly with foreign universities or equivalent educational or research institutions, if

a) the applicant meets the requirements for admission to the doctoral procedure in the Department of the Freie Universität, and if

b) the foreign institution has the right to confer doctorates according to the respective national law, and if a degree conferred by said institution would have to be recognized within the purview of the Basic Law.

(2) The conduct of the joint doctoral procedure shall be stipulated by a contract and it must be ensured that the essential regulations of the Rules and Regulations for the Dr. phil/Ph.D of the Department of Political and Social Sciences are observed. Should the supervisor on the part of the Freie Universität Berlin not be a full professor of the Department of Political and Social Sciences, the Committee for Doctoral Examinations shall in agreement with the doctoral candidate appoint a full professor of the Department of Political and Social Sciences as reviewer.

(3) The doctoral candidate must be enrolled in the participating institutions.

(4) The doctoral thesis may be written in German, English, or, upon request, in another scientific language. If applicable, it must include a summary in the third language in addition to the German and English summaries.

(5) The doctoral commission shall be appointed in parity, consisting of two professors and one member of the academic staff who has attained a doctorate from each party. The reviewers shall as a rule be members of the commission. It must be guaranteed that the members of the doctoral commission are proficient in the language the examination is conducted in.

(6) Should the two countries apply divergent grading systems, the parties must agree on how to denote and similarly document the jointly determined examination grades. The grading scale of the ECTS (European Credit Transfer System) shall serve as the basis:

A = outstanding = summa cum laude,

B = very good = magna cum laude,

C = good = cum laude,

D = satisfactory = rite,

F = fail = non rite.

(7) Both universities shall jointly issue a bilingual doctoral certificate. This entitles the doctoral candidate to use the doctoral degree in either the German or the foreign form. Solely one doctoral degree is awarded, however.

§ 17 Honorary Doctorate

Upon request of either the dean, the research commission or at least three full professors of the department, the faculty council may confer the degree Honorary Doctor of Philosophy (doctor philosophiae honoris causa, abbreviated: Dr. phil. h. c.) for outstanding scientific work that is significant for one of the doctoral subjects. In order to evaluate the scientific work the Committee for Doctoral Examinations shall appoint a doctoral commission according to Section 9. The commission shall submit a recommendation that takes two external reviews into consideration to the faculty council. The decision of the faculty council requires the majority of the members of the faculty council who have attained a doctoral degree.

§ 18 Revocation of a Doctoral Degree

The revocation of a degree in accordance with Section 1 complies with the legal provisions.

§ 19 Discontinuation of, Withdrawal from a Doctoral Procedure, New Doctoral Procedure

(1) If more than six years have passed since the admission to the doctoral procedure, the Committee for Doctoral Examinations may discontinue the procedure after having previously

obtained the written consent and statement of the supervisor and having observed the doctoral candidate's right of audience. The notification of discontinuation must be justified. It is issued in writing by the Chair of the Committee for Doctoral Examinations. The discontinuation of a doctoral procedure does not preclude a repeated application for admission.

(2) The doctoral candidate is entitled to withdraw from the doctoral procedure before any of the reports have been received. Following a withdrawal, the procedural steps taken up to that point shall not be considered as part of a doctoral procedure.

(3) Should the entire doctorate be failed, the admission to a new doctoral procedure may be applied for, but the new doctoral thesis may not be submitted before at least one year has passed.

§ 20 Entry into Force, Repeal and Interim Regulations

(1) These rules and regulations for the doctorate enter into force on the day following their publication in the Announcements (Official Register of the Freie Universität Berlin). Concurrently, the Joint Doctorate Rules and Regulations for the Dr. phil/Ph.D of the Freie Universität Berlin of July 2nd and 16th, as well as August 13th and September 18th, 2008 (FU Announcements 60/2008), last revised on October 19th, November 30th and December 15th, 2011 as well as January 11, 2012 (FU Announcements 08/2012) are repealed.

Article II

These rules and regulations will enter into force on the day following their publication in the Announcements (Official Register of the Freie Universität Berlin).