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Doctoral Degree Regulations of Europa-Universität Flensburg

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On the basis of § 52.1.1 and in conjunction with § 54.3 of the Higher Education Act and the University Act (HSG, Higher Education Act), in the version promulgated on February 5, 2016 (GVOBl Schl.-H., p. 39) and last amended by § 3 of the Law on the Approval of the Agreement between German Federal States on the Provisions for Admission into a Higher Education Institution as an amendment to the June 10, 2016 provisions on higher education law (GVOB. Schl.-H.2016, Paragraph 342), through a resolution of the Senate of Europa-Universität Flensburg on January 25, 2017, the following statutes are issued:

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Preamble

These Doctoral Degree Regulations uphold the legislative framework and expectations of Europa-Universität Flensburg in order to maintain the highest quality standards for the title to be conferred.

I. General regulations

§ 1 Right to award doctoral degrees and the doctoral title

- (1) Europa-Universität Flensburg is legally entitled to confer doctoral degrees. Doctoral proceedings are carried out by the Doctorate Committee.
- (2) This regulation entitles EUF to confer the following degrees: Dr. rer. Pol., Dr. phil. or, alternatively, the internationally recognized PhD title. Europa-Universität Flensburg may also confer honorary doctoral degrees (Dr. h.c.)
- (3) Joint doctoral degrees (binational doctoral degrees) may be conferred within the framework of an international doctoral program or a cooperation agreement with a foreign university or with a non-university research institution. The same applies for the cooperation between a German university and a German non-university research institution. The doctoral degree shall be jointly awarded by EUF and the responsible representative of the partner university, should the partner university be entitled to award doctoral degrees. Otherwise, the degree will be awarded by Europa-Universität Flensburg with a reference to the cooperation.
- (4) These Doctoral Degree Regulations do not apply to doctoral research and doctoral proceedings arising from or carried out at the Schleswig-Holstein *Promotionskolleg*, in accordance with § 54 of the Schleswig-Holstein Higher Education Act (HSG S-H).

§ 2 Obtaining the doctoral degree (“Promotion”)

- (1) Conferral of the doctoral degree attests to the candidate’s outstanding ability to conduct in-depth and independent academic research beyond that demonstrated through general academic study, as referenced in § 54 (1) of the HSG Higher Education Act.
- (2) The doctoral work consists of a written thesis (*Dissertation*) and a disputation colloquium (*Disputation*).
- (3) The content, subject matter and method of the dissertation must correspond to one of the academic subject areas represented in the research and teaching of Europa-Universität Flensburg.
- (4) Conferral of the doctoral degree requires admission to the doctoral proceedings, admission to the doctoral examination, completion of the doctoral examination, and completion of the doctoral proceedings.

§ 3 Responsibilities

- (1) The doctoral proceedings are carried out by the following persons and bodies: the Doctorate Committee (§ 5), the Examination Board (§ 6), the dissertation supervisor (§ 7) and one or more expert reviewers (§ 8).
- (2) The Doctorate Committee is responsible for organizing and implementing the process leading to conferment of the doctoral degree (“Promotionsverfahren,”/“doctoral proceedings”). The committee makes decisions regarding procedural matters not otherwise provided for in the Doctoral Degree Regulations, and regarding conferment of the doctoral degree.
- (3) The Examination Board conducts and evaluates the disputation.
- (4) The supervisor and the reviewer(s) evaluate the dissertation, recommend its acceptance or rejection, and suggest a grade in the case of acceptance.

§ 4 Persons entitled to participate in the doctoral proceedings

- (1) The following persons may take part in doctoral proceedings at Europa-Universität Flensburg: professors of Europa-Universität Flensburg, adjunct professors, habilitated faculty members of Europa-Universität Flensburg, and persons formerly affiliated with Europa-Universität Flensburg who were eligible to take part in doctoral proceedings during their time at Europa-Universität Flensburg and who have already made concrete arrangements to supervise the doctoral dissertation. The same applies to any of the aforementioned persons who leave Europa-Universität Flensburg after having agreed to supervise the doctoral dissertation of a candidate who, at the time of said person’s departure, had already been admitted to the doctoral proceedings.
- (2) Discharged or retired university faculty members may supervise the dissertations of doctoral candidates and participate in the doctoral proceedings if they have been retired for a maximum of three years or are still actively engaged in research. Exceptions shall be decided by the Doctorate Committee.
- (3) In individual cases, the Doctorate Committee may appoint additional persons, in particular third-party professionals, to participate in the process leading to conferment of the doctoral degree.
- (4) In accordance with § 3 54 (3) HSG S-H, faculty members of a university of applied sciences (FH) may participate in the doctoral procedure if the doctoral candidate received her/his degree from a university of applied science (FH).

II. Parties involved in the doctoral proceedings

§ 5 Doctorate Committee

- (1) Europa-Universität Flensburg appoints a Doctorate Committee through a vote of the EUF Senate.
- (2) The Doctorate Committee consists of
 1. Six university faculty members, appointed by the Senate for a period of two years
 2. Two scientific staff members holding doctoral degrees, appointed by the Senate for a period of two years
 3. Two student members, appointed by the Senate for a period of one year
- (3) The Doctorate Committee elects a committee chair and two deputy chairs from among its members. The chair and deputy chairs must be university professors. Re-election is allowed.
- (4) The Doctorate Committee may not meet in public. If more than half of its members are present and the meeting has been duly convened, a quorum shall have been reached. Decisions are made by a majority vote of all members present. In the event of a tie, the chair shall cast the deciding vote.
- (5) Doctorate Committee members may inspect the doctoral administrative files at any time.
- (6) The Doctorate Committee reports its current state of affairs to the Senate every two years.
- (7) The Doctorate Committee is responsible for carrying out the following tasks within the framework of the doctoral proceedings:
 - a) Determines foreign examination equivalencies, possibly with the involvement of the Central Office for Foreign Education of the Conference of Ministers of Education and Cultural Affairs.
 - b) Accepts and authorizes the dissertation supervisor and the provisional dissertation topic.
 - c) Formalizes the dissertation agreement, to be signed by the chair of the examination committee and by the other contracting parties, in which the rights and obligations of Europa-Universität Flensburg, the dissertation supervisor, and the doctoral candidate are outlined (see example in Annex 2).
 - d) Decides whether or not to admit the candidate to the doctoral proceedings.
 - e) Accepts and grades the dissertation, taking into account the opinions and comments of reviewers; admits the candidate to the disputation.
 - f) Handles requests for withdrawal from the doctoral proceedings and formal objections or appeals.
 - g) Applies for the doctoral degree to be revoked or for the doctoral dissertation to be invalidated.

§ 6 Examination Board

- (1) The Doctorate Committee shall appoint a specific Examination Board for each doctoral candidate. In its composition, the board must ensure a sufficient breadth of subject.
- (2) The Examination Board shall be chaired by a member of the Doctorate Committee, who must also be a university professor.
- (3) Two expert reviewers shall be appointed to the Examination Board for the purposes of assessing both the doctoral dissertation and the disputation. Reviewers must be members of the university faculty. In general, one of the two reviewers should be the dissertation supervisor. One of the two reviewers should be affiliated with Europa-Universität Flensburg.
- (4) In individual cases, the Doctorate Committee may deviate from the provisions of paragraph 3. This applies particularly with respect to the size of the Examination Board and the appointment as reviewers of university faculty members, retired university faculty members, private lecturers, honorary professors of Europa-Universität Flensburg, or faculty members at a university of applied sciences.
- (5) If the doctoral candidate is a graduate of a university of applied sciences (FH), a faculty member of the FH may be appointed as a member of the Examination Board, in accordance with § 54 (3) HSG S-H, unless one of the reviewers teaches at a university of applied sciences.
- (6) When the doctoral proceedings are binational or otherwise joint in nature (§ 1 (3)), faculty members at the partner university shall be taken into consideration when setting the composition of the Examination Board.

§ 7 Dissertation supervisor

(1) The topic of the dissertation should be set with a university faculty member teaching in the subject area of the doctoral study. She or he supervises the dissertation with respect to its academic content and is usually the primary reviewer, in accordance with § 8.1. A change of dissertation supervisor is allowed.

(2) A professor affiliated with a partner university may also be selected as the dissertation supervisor, in accordance with § 1.3. This requires authorization from the Doctorate Committee at the moment of admission to the doctoral proceedings. Supervision of the dissertation involves exercising the rights and responsibilities of a faculty member of Europa-Universität Flensburg. Therefore, when the dissertation supervisor is affiliated with a partner university the second reviewer must be affiliated with Europa-Universität Flensburg.

§ 8 Reviewers

(1) The first and second reviewers are suggested by the doctoral candidate.

(2) For the assessment of the dissertation and disputation, the Doctorate Committee normally appoints the dissertation supervisor to serve as first reviewer in addition to a second reviewer.

(3) In accordance with § 1 (3), in the case of binational or other joint doctoral proceedings, the first reviewer may be affiliated with the partner institution. In this case, the second reviewer should be affiliated with Europa-Universität Flensburg.

III. Acceptance as a doctoral candidate

§ 9 Admission requirements for doctoral researcher and acceptance as a doctoral candidate.

(1) Anyone intending to prepare a dissertation who fulfills the admission requirements set forth in § 10 must submit a written application to the chair of the Doctorate Committee requesting acceptance as a doctoral candidate.

(2) The doctoral proceedings start when the applicant is accepted as a doctoral candidate by the Doctorate Committee of Europa-Universität Flensburg.

(3) As a prerequisite for acceptance, applicants must have a relevant university degree (Master, Magister, German academic degree of "Diplom," or German state examination at a university, research university, or university of applied sciences) with a minimum overall grade of "good" and a final thesis for that degree with a minimum grade of "good." In justified cases, the Doctorate Committee may allow exceptions to this rule.

(4) In agreement with the Doctorate Committee, the designated supervisor shall decide whether and which additional academic qualifications or achievements the applicant must provide. This especially applies when the candidate lacks sufficient subject-specific specialization.

(5) The persons in the group named in § 4 paragraph 1 retain their right to establish personal relationships with applicants who fulfil the requirements for engaging in doctoral studies. Europa-Universität Flensburg remains herewith uninvolved.

(6) The doctoral assessment procedure may be carried out in cooperation with foreign educational institutions when:

1. The applicant fulfils the requirements for admission to the doctoral procedure laid out in these regulations.
2. The foreign educational institution is legally entitled to award doctorates, in accordance with its national legislation.
3. The degree to be awarded by the foreign educational institution is recognized as valid by the HSG S-H or an equivalent international doctoral degree can be conferred.

(7) The doctoral proceedings may be done together with other German educational institutions. Joint doctoral procedures should be contractually regulated, either in general or on an individual basis. In this case, these Doctoral Degree Regulations as well as the contractual regulations shall apply. For requirements

and procedures that ensure equivalency, the contract must take into account the stipulations set forth in these Doctoral Degree Regulations.

§ 10 Admission to the doctoral proceedings

(1) Prospective candidates should apply for admission into the doctoral proceedings as early as possible. Persons entitled to admission through § 9 are to be registered as doctoral students. Applications for admission to the doctoral proceedings must be submitted in writing to the chair of the Doctorate Committee.

(2) The following are to be submitted together with the application:

1. Proposed dissertation topic
2. Statement from the designated supervisor affirming her/his willingness to supervise the preparation of the dissertation or to take over supervision (supervision relationships can change)
3. Copy of the applicant's CV
4. Master's, Magister, Diplom or Staatsexamen diploma or certificate (original or certified copy)
5. Informal statement from the dissertation supervisor confirming that the applicant's academic achievements suffice or specifying which others must be presented
6. Statement from the applicant indicating whether she/he has ever been punished or subject to disciplinary action by a court of law and/or has currently pending investigation or criminal proceedings against her or him, and confirming her or his intent to promptly report any investigation that begins during the course of the doctoral proceedings
7. Statement from the applicant indicating whether and to what extent she or he has already taken part in other doctoral proceedings
8. Confirmation that the Doctoral Degree Regulations and the rules of good scientific practice established by Europa-Universität Flensburg will be duly followed
9. Declaration by the applicant that the doctoral application proceedings have not come about due to a profit-making agreement with the dissertation supervisor or any other form of legally inadmissible and academically unjustifiable help from third parties, whether paid or free of charge. A model of this declaration can be found in Appendix 1 of the Annex.
10. In the case of an application to earn a binational doctorate or other type of joint doctorate, stating the name of the partner institution or university (§ 1 Paragraph 3)

(3) If the applicant has presented foreign degrees, the Doctorate Committee will check to make sure that they are equivalent to the corresponding German degrees. This assessment must be based on legally binding intergovernmental conventions as well as on the federal accreditation recommendations issued by the KMK (German Central Office for Foreign Education) and the HRK. Acceptance of a foreign degree may depend on certain requirements and conditions, such as the submission of a missing diploma thesis or participation in knowledge-based examinations.

(4) If the prospective doctoral candidate has applied for a binational doctorate or other joint doctoral procedure, the chair of the Doctorate Committee will seek to enter into a corresponding cooperation agreement with the selected university. The cooperation agreement must be signed not only by the doctoral candidate, but also by the president of Europa-Universität Flensburg and chair of the Doctorate Committee on the part of Europa-Universität Flensburg.

§ 11 Decision on admission to the doctoral proceedings

(1) The Doctorate Committee normally decides during the semester lecture period ("Vorlesungszeit") and within 8 weeks of application submission whether or not to admit the applicant as a doctoral candidate and begin the doctoral assessment procedure, on the basis of the application pursuant to § 10 and the documents submitted. (2) If the prerequisites set forth in § 10 are fulfilled, the Doctorate Committee will issue a written declaration stating that the applicant has been admitted as a doctoral candidate and that § 12 of the Doctoral Degree Regulations must be observed. Admission to the doctoral proceedings does not constitute admission into the doctoral examination.

- (3) If the admission requirements are not fulfilled, or if there are justifiable reasons in accordance with § 23 to revoke the doctoral degree, admission shall be refused.
- (4) The applicant shall receive a written notice of admission or rejection, together with a statement clarifying the grounds for rejection and instructions about the appellate procedure.
- (5) Admission may be revoked after four years if the dissertation supervisor fails to submit a statement confirming that the candidate is making good progress on the dissertation. It is possible to submit a new application for admission to the doctoral proceedings.
- (6) The applicant becomes a doctoral candidate upon her or his admission into the doctoral proceedings and ceases to be one when the disputation has definitively concluded.

IV. Admittance to the doctoral proceedings

§ 12 Minimum enrollment period

- (1) After they have been admitted to the doctoral proceedings, doctoral candidates must register as doctoral students as soon as possible, in accordance with § 43 HSG S-H.
- (2) Admission to the doctoral proceedings requires that the candidate be registered as a doctoral candidate at Europa-Universität Flensburg for at least two semesters. This requirement may be waived in exceptional cases.

§ 13 Doctoral dissertation

- (1) The dissertation must be submitted in three identical copies.
- (2) The dissertation must be an independently written research work which expands on the current state of scientific knowledge. It must be written in either German or English. When merited, the Doctorate Committee may allow the dissertation to be written in another language.
- (3) In principle, a collection of several scholarly publications which together represent an achievement equivalent to that of a dissertation (the so-called "cumulative dissertation") may be accepted instead of a dissertation. Subject-specific requirements are determined at the request of the representative(s) of the discipline with recourse to the information provided by the corresponding German scientific associations ("Fachgesellschaft") for that subject, and confirmed by the EUF Senate in its capacity as the Faculty Council. The Senate is free to determine basic regulations in consultation with the Doctorate Committee. For institutes that offer a cumulative dissertation, the professional prerequisites must be included as an appendix to these Doctoral Degree Regulations. Following the opinion of the Doctorate Committee, the Senate may determine minimum requirements for cumulative dissertations in addition to the subject-specific requirements.
- (4) The dissertation shall state which resources were used and when the dissertation was completed.
- (5) The dissertation shall include the following declaration from the applicant: "I hereby affirm that the present work was written by me alone, using no sources or aids other than those referenced in it. All of the materials taken directly or indirectly from external sources (including electronic sources, the Internet and oral communication) are marked as such, without exception and with a precise indication of the source. Core dissertation content has not been used previously for another thesis or work submitted in order to obtain an academic qualification. In particular, I have not received the help of a so-called "doctoral consultant" ("Promotionsberaterinnen/Promotionsberater"). Third parties have neither directly nor indirectly received money or goods with a monetary value from me in exchange for work related to the content of the herewith submitted dissertation. The work has not been submitted, in its present form or a similar form, to any other examination authority, either in Germany or abroad. I have been informed of what it means to submit an affidavit in lieu of an oath, of the penal consequences of a submitting negligent, false or incomplete affidavit, and of the provisions of §§ 156,161 StGB [German Criminal Code]."
- (6) Commercial transcripts are not covered under paragraph 5 and are therefore permissible.

§ 14 Request for admission to the doctoral proceedings

- (1) The applicant must submit a written application to the Doctorate Committee requesting admission to the doctoral proceedings.
- (2) That application must state the following:
 1. The topic of the dissertation
 2. The name of the dissertation supervisor
 3. The name of the other university faculty member proposed by the applicant for the assessment of the dissertation and for the disputation
- (3) The application must include:
 1. Three identical bound copies of the dissertation, each with an anonymized copy in electronic form
 2. A statement as to whether the dissertation has already been presented in the submitted form or in any other form in connection with a state or academic examination at Europa-Universität Flensburg or any other university.
 3. A statement as to whether the applicant has previously attempted to earn a doctoral degree.
 4. A current police clearance certificate.
 5. Proof of enrollment as a doctoral student in accordance with § 12, unless there are exceptional circumstances as described in § 12.2..

§ 15 Admission to the doctoral examination

- (1) The Doctorate Committee will decide whether or not to admit the doctoral candidate to the doctoral examination, on the basis of the application and documents submitted. Admission shall be denied if
 - a) The documents noted in § 14 are incomplete.
 - b) The doctoral candidate has taken part in and definitively failed to pass another doctoral proceeding in the same subject.
 - c) The doctoral candidate has applied for admission to doctoral proceedings at another university, in parallel to her/his application at EUF.
- (2) Admission may be denied if the doctoral candidate has taken part in and definitively failed to pass another doctoral proceeding in a different subject.
- (3) If the candidate is admitted to the exam, the Doctorate Committee shall appoint the Examination Board.
- (4) The doctoral candidate shall receive a written notice of admission or rejection, stating the reasons for rejection and explaining how the decision may be appealed.
- (5) The admission opens the doctoral proceedings. The applicant may withdraw from the proceedings without legal consequences, as long as the Doctorate Committee has not yet received a review the dissertation.

§16 Recognition of special needs

- (1) The special needs of doctoral students are to be recognized in accordance with section 3 (7) of the HSG S-H in connection with § 52.2 no. 14 HSG S-H.
- (2) If a doctoral candidate is unable to complete all or part of the doctoral proceedings in the prescribed form due to a disability or illness, the candidate must either be given an extended examination time or be allowed to take an equivalent examination in another form. In this regard, the need to support or care for a child up to age 14 or to the care for one or more relatives is considered equivalent to illness of the candidate.
- (3) The right of doctoral candidates to take leaves of absence for the periods of time stipulated by the German Maternity Protection Act and the statutory regulations on parental leave is guaranteed.
- (4) All cases referred to in paragraphs 2 and 3 shall be decided by the Doctorate Committee upon request; the fulfilment of the corresponding requirements must be demonstrated in an appropriate form. With respect to decisions of the Doctorate Committee pursuant to paragraph 2.1, the representative of persons with disabilities and, if applicable, the diversification officer or the diversity officer of Europa-Universität

Flensburg must be involved. Observance of the regulations referred to in paragraphs 2 and 3 may not disadvantage the doctoral candidates concerned.

V. Implementation of the doctoral proceedings

§ 17 Acceptance or rejection of the dissertation

(1) The reviewers shall prepare separate written opinions within eight weeks after the doctoral proceedings have begun. If a reviewer is prevented from submitting the report for a sustained period of time, the Doctorate Committee shall appoint another reviewer after consultation with the doctoral candidate. If the reviewer who steps down is also the supervisor of the doctoral project, a binding agreement must be reached with the doctoral candidate within the framework of the consultation process as to whether she or he

1. Wishes to carry on directly with the doctoral proceedings with the newly appointed reviewer, on the basis of the dissertation which has already been submitted, or

2. Wishes to take advantage of the opportunity brought about by the appointment of a new reviewer to revise the dissertation once within a reasonable period of time to be determined by the Doctorate Committee, in agreement with the newly appointed reviewer, before he or she has written the review.

In the event of an immediate continuation of the doctoral proceedings in accordance with sentence 3, section 1, the other expert's review which was prepared prior to the appointment of a substitute reviewer shall be unrestrictedly used and taken into account in new doctoral proceedings. In the event of a revision of the dissertation, in accordance with sentence 3 clause 2 the review of the remaining expert, prepared prior to the appointment of the substitute reviewer, may not be taken into account in new doctoral proceedings. In this case, the reviewers shall prepare their written reports exclusively on the basis of the version of the dissertation that was revised in accordance with the above provisions.

(2) The experts formally request and justify the acceptance or rejection of the dissertation. At the same time, they propose a grade for the dissertation; if necessary, they set conditions under which it can be accepted. The following grading terminology applies to accepted dissertations:

"summa cum laude" / "with distinction"

"magna cum laude" / "very good"

"cum laude" / "good"

"rite" / satisfactory

The Doctorate Committee may obtain an additional review; this decision must be justified.

(4) Upon receipt of the two reviews, the chair of the Doctorate Committee shall open the dissertation and reviews to the general public at the university level for at least four weeks, of which at least two weeks must fall during the lecture period. The persons listed in § 4 paragraph 1 and EUF scientific staff who hold doctoral degrees are entitled to inspect the dissertation and reviews. In addition, the persons covered by § 4.1 are also entitled to submit a written statement with feedback to the chair of the Doctorate Committee during the open inspection period. The written reviews shall be sent electronically to the doctoral candidate when the public inspection period opens. If a third review has been given, this must also be forwarded. The final grade shall be communicated to the doctoral candidate once it has been determined.

(5) Taking into account the reviews and feedback received, the doctoral committee shall decide whether to accept or reject the dissertation and which grade it should receive in accordance with paragraph 2. The grade "summa cum laude" requires two reviews with the same proposed grade as well as an additional comparative report.

(6) The decision to accept the dissertation may be bound to certain conditions with respect to its publication. The chair of the Doctorate Committee shall inform the doctoral candidate in writing of the decision.

(7) The Doctorate Committee may also decide to ask the doctoral candidate to complete or rework the dissertation before accepting it, and to set a deadline for its resubmission.

(8) The doctoral proceedings end with the rejection of the dissertation. A new application for doctoral studies may only be submitted once and not before the end of one year. In the event of a rejection, the Doctorate Committee shall notify the doctoral candidate of its decision, stating the reasons for the rejection and giving instructions on how to appeal.

(9) A copy of the submitted dissertation shall be kept by the university, even if it is rejected or returned for editing or expansion on the basis of reviewers' comments and feedback.

§ 18 Disputation

(1) The disputation, which is open to the university public, consists of a lecture lasting no longer than 45 minutes, followed by a discussion in which the applicant presents the results of the dissertation and places them within the context of scientific discipline. The disputation lasts at least 90 minutes and at the most 120 minutes. It should take place during the lecture period.

(2) The Doctorate Committee shall inform the applicant and the members of the examining body of the time and place of the disputation at least two weeks in advance, at which time it shall also share this information with the university public.

(3) The Examination Board must be fully represented. Should one member of the board be unable to attend, an alternative date must be set on short notice.

(4) Minutes of the disputation, which serve to justify the reasons behind the assessment of the candidate's performance, shall be drawn up. These minutes are to be signed by the members of the Examination Board.

(5) If the candidate misses the disputation or withdraws from it after it has begun, the chair of the Examination Board shall interrupt the procedure. The applicant must inform the Doctorate Committee immediately in writing of the reasons for her or his absence or withdrawal from the disputation. If the board accepts these reasons, a new date for the disputation must be set within a reasonable period of time, but no later than the following semester. If the Doctorate Committee does not accept the candidate's reasons, the candidate is deemed to have failed the disputation. Decisions which burden the applicant must be accompanied by a written justification of the decision and instructions about how to appeal.

§ 19 Grading of the doctoral work

(1) Immediately after the disputation has ended, the Examination Board discusses the result in an undivided assessment in accordance with § 17 paragraph 2. In the event of a tie, the chair of the Examination Board casts the deciding vote. Minutes indicating the fundamental reasons for the evaluation of the candidate's performance must be drawn up.

(2) The doctorate shall be given an overall grade based on the grade of the dissertation and the grade of the oral exam. In this, the dissertation is of particular importance. The grade "summa cum laude" can only be awarded if both the dissertation and the disputation have been graded as "summa cum laude."

(3) The chair of the Examination Board determines the overall grade and orally informs the candidate of the results of the examination.

(4) If the doctoral candidate has passed the disputation, the chair of the Doctorate Committee notifies the candidate in writing that the dissertation has been accepted and that the disputation has been successfully completed. The notification must state that the doctoral title may not be used before the doctoral certificate is handed over.

(5) A disputation which has not been passed can only be repeated once –no earlier than six months and no later than 18 months after the first disputation. If the doctoral candidate does not pass the repeat examination, the attempt to earn a doctorate has definitively failed.

(6) Upon completion of the examination procedure, the doctoral candidate must, upon request, be given access to the relevant examination files.

§ 20 Reconsideration procedure

- (1) Doctoral candidates who do not agree with the grading of one of the elements of their doctoral work must inform the Doctorate Committee in writing without delay, but no later than one month after the grade has been announced.
- (2) The objection must be substantiated, i.e. it must be justified in a concrete and comprehensible manner, and may a) be directed against the evaluation process itself or b) be of a subject-specific nature. An across-the-board critique of the evaluation is irrelevant.
- (3) The Doctorate Committee shall forward the request to the corresponding Examination Board and the parties responsible for evaluating the performance of that doctoral candidate.
- (4) The parties responsible for reviewing or evaluating are obliged to reconsider their review or evaluation decision within 8 weeks after the date of the evaluation. The result is to be documented in a written statement by the parties responsible for the review or evaluation of the doctoral work concerned. That statement must give the reasons for the examination result and must be communicated in writing to the Doctorate Committee by the Examination Board; the comments of the parties responsible for the review or evaluation of the doctoral work concerned are to be attached to this statement.
- (5) The Doctorate Committee shall inform the doctoral candidate in writing of the outcome of the reconsideration process and the main reasons for the decision. Information about how to appeal must also be included in the notification.
- (6) The documents associated with the doctoral proceedings must be put into the doctoral file.
- (7) The reconsideration procedure must not worsen the assessment of the related doctoral work of the candidate concerned.

§ 21 Invalidity of doctoral work

- (1) If it is established before the doctoral diploma is handed over that the doctoral candidate was fraudulent or deceptive with respect to the doctoral admission requirements or doctoral work (dissertation and disputation), or that essential prerequisites for admission to the doctorate were accepted under false pretenses, then the doctoral work may be declared invalid in whole or in part by a decision of the Doctorate Committee. The Doctorate Committee also decides whether and under what conditions the doctoral candidate will again be admitted to the doctorate procedure.
- (2) The doctoral candidate must be allowed to comment before the decision is made. The decision must be substantiated and communicated together with information about how to appeal.

VI. Conclusion of the doctoral proceedings

§ 22 Publication of the dissertation and completion of the doctoral proceedings

- (1) After a doctoral dissertation has been passed, the doctoral candidate shall make the dissertation available to the academic public in an appropriate manner, in the version approved by the Doctorate Committee (if applicable, after having implemented substantive or editorial requirements). This can be done as follows:
 1. Delivery of four printed copies, if the work is published in an academic journal or distributed by a commercial publisher via the book trade and receives an ISBN, the title is kept in the German National Library and the other compulsory copies are delivered to state libraries, the work is available for at least five years and the publication is identified as a dissertation accepted by Europa-Universität Flensburg.
 2. Delivery and publication of an electronic version whose data format and data medium must be set in agreement with the Central Library of Europa-Universität Flensburg.
- (2) Delivery of the published dissertation shall take place within two years of the disputation. If the doctoral candidate culpably fails to comply with the deadline set, all rights acquired through the doctorate shall be void.

(3) A change of title upon the publication of the dissertation requires the prior consent of the Doctorate Committee. In case of a changed book title, the original title must be listed together with the title of the dissertation in the inner title page.

(4) If the doctoral candidate has fulfilled all of the obligations prescribed by these Doctoral Degree Regulations, she or he shall receive the doctoral diploma signed by the chair of the Doctorate Committee and the president of Europa-Universität Flensburg. The diploma will show the doctoral degree awarded, the title of the dissertation, the overall grade, and the partial grades of the dissertation and disputation and shall be dated with the date of the disputation. The use of the doctor title before the awarding of the doctoral diploma is not permitted.

(5) With regard to the regulation of § 2 Paragraph 1 Sentence 2 of the Law on Fixed-Term Contracts in Higher Education and Research (“Wissenschaftszeitvertragsgesetz”), the doctoral procedure concludes with the successful termination of the disputation. Ex-matriculation as a doctoral student takes place at the end of the semester in which the dispute was successfully carried out.

VII. Other regulations

§ 23 The honorary doctorate

(1) EUF distinguishes an individual on the basis of their outstanding academic or artistic achievements through conferment of the honorary doctorate. The person to be honored must not be affiliated with Europa-Universität Flensburg but should have an academic or artistic connection to EUF.

(2) The honorary doctorate may be conferred upon request. In such cases, the Senate shall appoint an Examination Board in accordance with § 6. The Commission should normally obtain two external reviews and prepare a recommendation for the Doctorate Committee. The Doctorate Committee then prepares a report for the Senate.

(3) The decision to award an honorary doctorate requires a two-thirds majority vote among Senate members with voting rights.

(4) Honorary doctorates are awarded by the decision of the Senate in accordance with the current constitution of Europa-Universität Flensburg. The person receiving the doctorate obtains the degree through the conferment of a diploma signed by the president of the Senate and the president of Europa-Universität Flensburg, in which the achievements of the conferee are recognized.

§ 24 Fraud and the revocation of the doctoral degree

(1) If prior to conferment of the doctoral diploma it appears that the doctoral candidate has committed an act of fraud or deception—including plagiarism—at any point during the doctoral procedure, the doctoral committee shall declare the procedure invalid. The Doctorate Committee or the reviewers may use appropriate software or other electrical aids to ascertain the fraud.

(2) The doctoral degree shall be revoked if it becomes apparent after its conferment that the degree was acquired through deception, fraud, or other scientific misconduct, or if essential prerequisites for conferment of the doctorate were wrongly assumed to have been met. This decision shall be made by the Senate on the recommendation of the Doctorate Committee. Paragraph 1 Sentence 2 shall apply correspondingly.

(3) The revocation of the doctorate shall be effected by the president of Europa-Universität Flensburg upon the Senate’s decision.

(4) The revocation of an honorary doctorate shall be effected by the president upon the Senate’s proposal. This resolution requires a two-third majority vote among Senate members with voting rights.

5. Before the decision is made, the party concerned shall be given the opportunity to make a statement. The decision must be substantiated and sent to the person concerned with instructions about the appellate procedure.

VIII. Final provisions

§ 25 The appellate procedure

(1) Negative decisions made during the doctoral proceedings shall be communicated to the doctoral candidate in the form of a written notification giving the reasons for the decision and instructions about how to appeal.

(2) In the case of an appeal against a decision of the Examination Board, which must be made within one month of the decision's announcement, the Doctorate Committee shall decide. If the appeal is against a decision of the Examination Board with regard to the doctoral candidate's written or oral performance during the doctoral procedure, the Doctorate Committee must uphold the decision of the Examination Board with respect to the appeal.

(3) In the case of an appeal against a decision of the Doctorate Committee, the President's Office (Präsidium) shall decide after hearing the views of the chair of the Doctorate Committee and the doctoral candidate.

§ 26 Entry into force and transitional provisions

(1) These Doctoral Degree Regulations took effect on March 1, 2017.

(2) Doctoral candidates who submitted their applications for admission to the doctoral procedure prior to the taking of effect of these Doctoral Degree Regulations shall be awarded their doctorates in accordance with the Doctoral Degree Regulations applicable to them up until the taking of effect of these regulations. Applicants who are accepted as doctoral candidates but have not yet submitted an application for admission to the examination have until 30.9.2017 to decide whether the procedure is to be carried out in accordance with the provisions of the previous Doctoral Degree Regulations or the new ones. After that date, only the new Doctoral Degree Regulations shall apply.

(3) With the coming into force of these new Doctoral Degree Regulations, the previous Doctoral Degree Regulations of August 15, 2012 (NBl. MWAVT Schl. -H. 2012, p. 56) shall no longer apply.

IX. Annexes

IX. 1 Declaration by the doctoral candidate, in accordance with Section 10 Paragraphs 8 and 9 of the Doctoral Degree Regulations of Europa-Universität Flensburg

IX. 2 Dissertation supervision agreement

Flensburg, January 30, 2017

Europa-Universität Flensburg

President

Prof. Dr. Werner Reinhart

Anlage 1

Please note that the original German version of this document must be signed and submitted!

Declaration in accordance with Section 10, Paragraphs 8 and 9 of the Doctoral Degree Regulations of Europa-Universität Flensburg

Name
(Last name, first name)

Address.....
(Street, Postal code, City)

I intend to write a doctoral dissertation on the subject of

.....
at Europa-Universität Flensburg. Prof. Dr..... will supervise the
dissertation. I herewith declare the following:

The opportunity to work on the present doctoral thesis has not been commercially provided to me. In particular, I have not engaged the services of any organization that seeks dissertation supervisors in exchange for a monetary payment or an organization that handles all or part of my duties with respect to my graded work as a doctoral candidate.

To date and in the future, only scientifically justifiable and legally admissible assistance by third parties has been used. In particular, all parts of the dissertation, including the text itself and all other items or documents associated with it, are the product of my own work; I have not received any external help, either paid or free of charge, and will not receive any such help in the future.

Further, I am aware that untruthfulness with regard to the aforementioned declaration precludes my admission to the doctoral degree procedure and justifies the termination of the doctoral degree proceedings or revocation of the doctoral title at a later date.

....., the.....
(Place) (Date)

.....
(Signature of the Applicant)

Dissertation Supervision Agreement

Europa-Universität Flensburg is committed to maintaining a partnership with its doctoral students in which both sides diligently assume their respective responsibilities to ensure successful academic performance.

The doctoral candidate

and the dissertation supervisor

agree to enter into the following supervision agreement, subject to the applicant's acceptance as a doctoral candidate by the Doctorate Committee of Europa-Universität Flensburg. This serves to ensure the best possible supervision and promotion of doctoral candidates. This agreement is subject to the Doctoral Degree Regulations of Europa-Universität Flensburg.

The aim of this supervision agreement is to ensure that the doctoral candidate and the dissertation supervisor maintain a professional level of interaction and to establish rules for conflict avoidance and resolution of conflict. Together with a structured doctoral studies process, this agreement should enable the candidate to successfully obtain the doctorate within four years.

The doctoral candidate hereby pledges to

- Design and implement the doctoral project in such a way that the dissertation can be completed within a reasonable period of time on the basis of a schedule and working plan.
- Submit a written report on the status of the dissertation, together with an updated schedule and working plan, to the dissertation supervisor at least once a year without being asked.
- Inform the dissertation supervisor and the Doctorate Committee in writing if the candidate decides to abort her or his doctoral studies.
- Follow the rules of good scientific practice established by Europa-Universität Flensburg.

The dissertation supervisor hereby pledges to

- Define the doctoral topic together with the doctoral candidate, at the beginning of the process leading up to the conferment of the doctoral degree, keeping in mind the milestones, timeframe and mutual expectations of both supervisor and candidate with respect to its content.
- Support the doctoral candidate in her or his efforts to achieve the objectives of the doctorate within the agreed-upon length of time.
- Discuss the ongoing work in detail with the doctoral candidate at least once a year, and be available for academic discussions at critical moments and beyond that.
- Help the doctoral candidate gain access to academic and scientific research institutions.

Further arrangements between doctoral students and supervisors are generally permissible and do not require official approval.

Supervision agreements in which the above-listed obligations are reduced or the deadline is changed must be submitted in writing to the Doctorate Committee.

The Doctorate Committee is the first point of contact for both doctoral candidates and supervisors.

Serious conflicts that cannot be resolved through direct communication shall be handled by the Doctorate Committee, which will seek to change the supervisor if necessary. The doctoral candidate has the right to be continuously informed about the handling of her or his complaint.

The doctoral candidate is entitled to expect from all persons involved in the doctoral procedure quick and expedient handling of the evaluation and examination procedures.

The doctoral candidate can expect the university to ensure a further supervision of the dissertation project, in the event that unavoidable reasons prevent the supervisor from fulfilling his or her obligations (due to departure, illness, death, etcetera).

The university supports doctoral candidates and supervisors in their efforts to reconcile family and academic activities.

Flensburg, (insert date)

(Signature of the doctoral candidate)

(Signature of the dissertation supervisor)

(Signature of the chair of the Doctoral Committee)