

This English version of the PhD regulations of the Faculty of Social and Cultural Sciences of the European University Viadrina is for your information only. The legally binding version is the one in German. You may access the German version at the Faculty's website.

Pursuant to section 31 (3) sentence 5 and section 72 (2) No. 1 of the University Act of the Federal State of Brandenburg [§ 31 Abs. 3 S. 5 and § 72 Abs. 2 Nr. 1 Brandenburgisches Hochschulgesetz (BbgHG)] dated 28 April 2014 (GVBl. [Federal-state Gazette] I/14, No. 18), as amended by Article 2 of the Act of 1 July 2015 [Artikel 2 Gesetz vom 01.07.2015] (GVBl. I/15, No. 18) in conjunction with section 13 (5) No. 1 of the Statutes of European University Viadrina [§ 13 Abs. 5 Nr. 1 Grundordnung der Europa-Universität Viadrina Frankfurt (Oder)] dated 28 January 2015 (Official Publications by European University Viadrina [Amtliche Bekanntmachungen der Europa-Universität Viadrina Frankfurt (Oder)] No. 01/2015, p. 1), last amended by the revised statutes [Änderungssatzung] dated 27 January 2016 (Official Publications by European University Viadrina) No. 01/2016, p. 1), the Council of the Faculty of Social and Cultural Sciences of European University Viadrina has adopted the following PhD regulations¹:

PhD Regulations for the Faculty of Social and Cultural Sciences of European University Viadrina

Dated 13 April 2016

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¹ The President has issued his approval by an order dated 4 May 2016.

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I. Doctoral degree and examination bodies

Section 1

Doctoral degree and purpose of the PhD

- (1) The faculty awards the academic degree of "Doktor der Philosophie" (abbreviated "Dr. phil."). Women can opt for the academic degree of "Doktorin der Philosophie" (abbreviated "Dr. phil.>").
- (2) The PhD procedure serves to demonstrate the candidate's ability to conduct in-depth scientific work. The doctoral degree is obtained through independent scientific work (thesis) and an oral examination (defence) and awarded after publication of the thesis. This is contingent upon an overall grade of "rite" or better.
- (3) Pursuant to section 7 hereof, the faculty can award the title of "Doktorin ehrenhalber" or "Doktor ehrenhalber" (Dr.phil. h.c.) in recognition of outstanding scientific achievements.

Section 2

PhD procedure

- (1) The PhD procedure is carried out by the dean, the faculty council and the examination bodies.
- (2) The examination bodies are the PhD board and the PhD commission.

Section 3

PhD board

- (1) The PhD board has the task of performing the PhD procedures. The PhD board specifically decides whether the preconditions for admission are fulfilled, whether or not the admission conditions are equivalent, and whether the thesis is accepted or rejected on the grounds of the assessments as contemplated in section 12 (7) and, if applicable, section 12 (9) sentence 1 or section 13 (2) sentence 1 hereof.
- (2) The faculty council appoints the PhD board for a term of two years. The PhD board is made up of three professors/junior professors and an academic collaborator holding a doctoral degree. One deputy must be appointed for each member. The dean chairs the PhD board, with one (junior) professor to be elected as a deputy.
- (3) The PhD board can delegate to the chairperson the right to pass urgent decisions as well as parts of the PhD board's rights on a revocable basis.
- (4) The PhD board is accountable to the faculty council. The PhD board informs the faculty council of its decisions and of those of the PhD commission. The faculty council can intervene in the event of any suspected procedural flaws during a PhD procedure or in the event of any dispute between the PhD board or a PhD commission on the one hand and a doctoral researcher on the other. The faculty council is obliged to make any decisions which may be required at the doctoral researcher's or supervisor's request.

(5) The PhD board constitutes a quorum if the members were invited in writing at least one week in advance and if the majority of its members are present. The members are obliged to attend the meetings and votings. The PhD board passes its decisions with the majority of the votes cast at meetings. In the event of a tie, the chairperson has the casting vote.

Section 4 PhD commission

(1) When the candidate is admitted to the examination, the PhD board appoints the PhD commission for the forthcoming PhD procedure. The chairperson is a professor elected by the board members from among themselves and who is not at the same time the supervisor for the thesis.

(2) The PhD commission has the following tasks:

- a) to evaluate the thesis on the basis of the assessments submitted and with consideration of the comments pursuant to section 12 (10) sentence 2 hereof, with the board being obliged to issue its decision within the evaluation framework of the assessments;
- b) to schedule and perform the defence;
- c) to evaluate the defence as the final part of the PhD examination;
- d) to determine the overall grade.

(3) The PhD commission is made up of the following members:

- Four professors and/or junior professors or three professors and/or junior professors and one habilitated scientist
- One academic collaborator holding a doctoral degree
- Appointment of reviewers being staff members of European University Viadrina as members of the PhD commission is mandatory. The PhD board can appoint external reviewers as PhD commission members. In the case of candidates having graduated from universities of applied sciences, the supervising professor of the university of applied sciences in question should be a member of the PhD commission and serve there as a reviewer.

(4) The PhD commission's meetings are not public.

(5) In the case of interdisciplinary PhD projects, further faculties whose discipline is involved must be adequately taken into consideration when appointing the members of the PhD commission.

II. Special PhD procedures

Section 5 Joint PhD procedures with universities in Germany and co-operative PhD procedure

(1) The performance of joint PhD procedures with other domestic universities authorised to perform PhD procedures or universities of applied sciences is based on

bilateral agreements between European University Viadrina and the respective universities or universities of applied sciences.

(2) Agreements with universities of applied sciences should include a provision setting forth that the thesis is supervised each by a professor/ junior professor of European University Viadrina and by a professor of the respective university of applied sciences (co-operative PhD procedure).

Section 6 Binational PhD procedures

(1) A binational PhD procedure is performed on the basis of an agreement between European University Viadrina and the respective foreign university (Cotutelle procedure).

(2) Cotutelle agreements can contain provisions that differ from the PhD regulations of the faculty if this is the only way to achieve harmonisation with the PhD regulations of the partner university. Major differences, including reasons therefor, must be communicated to the PhD board as part of the preparations for the agreement. The PhD board issues a positive or negative comment thereon.

(3) All Cotutelle agreements are negotiated via the Viadrina Center for Graduate Studies and must be approved by the PhD board before signing.

Section 7 Honorary PhD

(1) The awarding of an honorary PhD (pursuant to section 1 (3)) is contingent upon a written application by at least three professors/ junior professors of the faculty. The application must be submitted to the dean. The dean forwards the application to each member of the PhD board individually for their comments. If at least three quarters of the members of the PhD board support the proposed honorary PhD procedure, the chairperson of the PhD board submits the application to the faculty council for its decision. The faculty council decides, on the basis of its consideration of the comments submitted, with three quarters of the votes cast whether or not the application to award the PhD title is accepted.

(2) The right to use the title of honorary PhD is granted by the dean handing over the certificate.

The certificate contains the following:

- the name of the university and faculty;
- the PhD title awarded;
- the recognition of the scientific achievements of the person honoured;
- the name and place of birth of the holder of the PhD title;
- the name and signature of the dean;
- the name and signature of the president of the university;

- the seal of the university.

III. Admission, acceptance and supervision

Section 8

Application for admission to the PhD procedure

(1) As a precondition for admission to the PhD procedure, the candidate must have passed a university degree with a grade of "good" (2.5) or better in one of the subjects taught at the Faculty of Social and Cultural Sciences. The PhD board decides on exceptions with regard to grade and subject.

University degrees within the meaning of sentence 1 are the following:

- a) Master's degree, Diplom, Magister, Erste Wissenschaftliche oder Künstlerisch-Wissenschaftliche Staatsprüfung für das Amt des Studienrats [First scientific or artistic/scientific state examination for the profession of high school teacher] or an equivalent examination passed at a university or equivalent institution or at a university of applied sciences in the territory of the German Higher Education Framework Act [Hochschulrahmengesetz];
- b) An equivalent university examination passed outside the Federal Republic of Germany. The PhD board decides on the recognition of equivalence within the meaning of subsection (1 a).

(2) Holders of a bachelor's degree can be directly admitted to the PhD procedure through a special test procedure. As part of such special test procedure, the PhD board requests that the candidate furnishes by a deadline to be set certain certificates of achievement to supplement qualifications already proven. The extent and contents of the certificates of achievement to be furnished are determined by the PhD board considering the suitability of the candidate's existing qualifications for the planned PhD procedure.

(3) Applications for admission to the PhD procedure must be submitted in writing to the dean who will forward the application to the PhD board.

The application letter must include the following attachments:

- a) a certified copy of the university degree certificate pursuant to subsection (1) lit. a and b or subsection (2), respectively. If this certificate is not available in German or English, an official translation must be additionally attached;
- b) a PhD agreement pursuant to section 9 (2) and (3) signed by the doctoral researcher and the supervisor;
- c) an exposé showing the state of research and the candidate's planned PhD project;
- d) the choice of language in which the thesis will be written (section 11 (3)) and the defence held (section 14 (4) sentences 3 to 5);
- e) a CV in German or English;
- f) a written statement as to whether an application for admission to the PhD procedure was already submitted to another university and, if applicable, stating the result of such procedure;

g) in the case of female candidates, a statement whether the female form of the title is to be awarded (section 1 (1) sentence 2).

(4) Candidates do not qualify for the PhD procedure if

- they do not fulfil the requirements set forth in subsection (3);
- they have already been awarded the title of PhD in the chosen subject and if they are authorised to use this title in Germany;
- they have already finally failed a PhD examination in the chosen subject.

(5) Admission can be denied if circumstances exist due to which a PhD degree already awarded could be withdrawn pursuant to section 22 (3).

(6) An applicant fulfilling the preconditions will be admitted to the PhD procedure by the PhD board. Candidates are admitted during the lecturing period usually within one month and informed thereof in writing. Denial and other negative decisions for the applicant must be communicated in writing, including reasons therefor and information regarding appeals.

Section 9

Acceptance as a doctoral researcher and supervision

(1) Persons qualified as supervisors are professors, junior professors, extraordinary professors, associate professors [Privatdozenten/-innen] as well as professors emeritus or retired professors of the faculty. Leaders of junior research groups of the faculty holding a PhD are also qualified as supervisors for theses written within the scope of the respective group.

(2) The acceptance as a doctoral researcher at European University Viadrina is effected by signing a PhD agreement pursuant to subsection (3) or by admission to a research training group [Graduiertenkolleg] and also the signing of a PhD agreement in this context. Enrolment granting student status is possible against presentation of the signed PhD agreement and will be carried out pursuant to section 31 (6) sentence 1 of the University Act of the Federal State of Brandenburg. Admission is carried out pursuant to section 8 hereof.

(3) PhD agreements within the meaning of section 31 (8) of the University Act of the Federal State of Brandenburg set forth concrete rights and obligations of doctoral researchers, their respective scientific supervisors and the faculty. As a minimum, the agreements include references to the commencement date of the PhD and regular scientific meetings as well as a statement that the doctoral researcher has read these PhD regulations as well as the "Directive to Secure Good Scientific Practice and to Avoid Scientific Misconduct at European University Viadrina" [Richtlinie zur Sicherung guter wissenschaftlicher Praxis und zur Vermeidung wissenschaftlichen Fehlverhaltens an der Europa-Universität Viadrina Frankfurt (Oder)] dated 17 February 2002. The agreement comes into effect as soon as it has been signed by the doctoral researcher, the supervisor and the dean. The PhD agreement template, including information and recommendations regarding its completion, is attached to these PhD regulations.

(4) In the event of any disputes, the parties to the PhD agreement can contact an independent arbitrator pursuant to section 24 of the Statutes of European University Viadrina dated 28 January 2015, as last amended on 27 January 2016.

(5) The supervision relationship can be continued beyond the supervisor's departure from European University Viadrina at the supervisor's request. The request must be addressed to the PhD board.

(6) The PhD agreement can be terminated by mutual agreement. In the event of violations of agreements or in the event of failure to apply good scientific practice, the PhD agreement can be terminated by the supervisors or doctoral researchers by written notice which must also specify the reasons therefor. The PhD board must be informed.

Section 10

Application for admission to the PhD examination

(1) The application letter for admission to the PhD examination must be addressed to the chairperson of the PhD board.

The application letter must include the following attachments:

- a) the thesis in three counterparts pursuant to section 11 (4) hereof;
- b) an electronic version of the thesis in a customary, machine-readable file format including any primary data that may have been captured;
- c) the declaration on one's honour with reference to the Directive to Secure Good Scientific Practice and to Avoid Scientific Misconduct at European University Viadrina stating that the applicant has personally written the thesis, not used any non-permissible external help before or during the writing of the thesis, not used any references other than those listed in the list of references at the end of the thesis, and identified as such any sections literally or analogously taken from the writings of other authors;
- d) the declaration on one's honour that no PhD examination has been finally failed in the subject of the PhD procedure;
- e) the declaration on one's honour that the thesis has not been submitted to any other university or faculty for the purpose of being awarded the PhD title.

(2) Admission must be denied if

- a) the required documents are incomplete or incorrect;
- b) the candidate does not qualify for admission to the PhD procedure and examination.

(3) The PhD board decides whether or not the candidate will be admitted to the PhD examination. Denial and other negative decisions for the applicant must be communicated in writing, including reasons therefor and information regarding appeals.

(4) As long as the PhD board has not yet received an assessment regarding the thesis submitted, the doctoral researcher has the right to withdraw. After the candidate's withdrawal, the steps of the procedure already completed by that time do not constitute a PhD procedure.

IV. Thesis

Section 11 Thesis

- (1) The doctoral researcher must submit a thesis that demonstrates the candidate's special ability to conduct in-depth scientific work and that represents an independent contribution towards research.
- (2) The thesis in its entirety should not have been published before being submitted as part of the PhD procedure. The PhD board decides on exceptions.
- (3) If the thesis is to be written in a language other than German or English, this must be indicated in the application for admission to the PhD procedure. Other languages are acceptable if they are customary in the literature of the subject and if supervision and examination are ensured at the faculty.
- (4) The thesis must be submitted as a bound volume, each page printed on one side only and with page numbers.

Section 12 Assessment

- (1) After the thesis has been submitted, the PhD board appoints two reviewers who should be members of the Faculty of Social and Cultural Sciences (rules for exceptions are laid down in sections 5, 6 and 9 (5) as well as section 12 (2)). The first assessment is drafted by the supervisor. The PhD board appoints the second reviewer in agreement with the doctoral researcher.
- (2) If important methodological or material aspects of the thesis concern a subject or scientific area that is not represented at the faculty, the second reviewer to be appointed can belong to another university where the respective subject or scientific area is taught. In each case, however, at least one reviewer must be a member of the Faculty of Social and Cultural Sciences. The function and status of an external reviewer must be equivalent to those of the persons contemplated in section 9 (1) sentence 1.
- (3) The PhD board first subjects each thesis to an electronic plagiarism check. The thesis, along with the report on the plagiarism check, is passed on to the reviewers.
- (4) In addition to subsection (3) hereof, both reviewers check whether plagiarism or other forms of scientific misconduct exist, especially within the meaning of section 2 of the Directive to Secure Good Scientific Practice and to Avoid Scientific Misconduct at European University Viadrina.
- (5) Within three months after his or her appointment, each reviewer submits to the PhD board a written assessment including reasons. The PhD board can extend this deadline by a reasonable period if special reasons require this.
- (6) If an reviewer exceeds the deadline by more than one month without giving reasons, the PhD board commissions a new – even external, when necessary –

assessment at the doctoral researcher's request. If the first reviewer is replaced, the doctoral researcher can propose a new first reviewer; the second reviewer will be appointed in agreement with the doctoral researcher.

(7) The reviewers assess and justify in depth and independent of each other whether the thesis submitted can be accepted as a PhD thesis or whether it has to be rejected. Each of them assesses the scientific achievement of the work in writing and issues an individual grade pursuant to section 15 (1). The assessments can include requirements for the published version of the thesis. Such requirements may not lead to a change in the subject of the thesis and it must be possible to handle these within one year.

(8) The assessments are sent to the PhD board which forwards them to the doctoral researcher and the PhD commission.

(9) If the grades awarded in the assessments differ by more than one level, the doctoral researcher or the PhD commission can request within two weeks that the PhD board commissions a third assessment. The third reviewer is selected pursuant to sentence 1 as well as section 13 (2) hereof in agreement with the PhD commission and the doctoral researcher.

(10) After all the assessments have been received, the assessments and the thesis must be made available for inspection for a period of two weeks during the lecturing period. During this time, the faculty members entitled to act as PhD examiners, the reviewers as well as the members of the PhD board can inspect the thesis and submit comments to be included in the documents of the PhD procedure.

(11) At the end of the disclosure period, the complete set of documents of the PhD procedure is passed on to the PhD board for its decision as contemplated in section 3 (1) sentence 2.

§ 13

Rejection of the thesis

(1) If the first and second assessment vote to reject the thesis (*insufficenter*), the PhD board will hold that the thesis is finally rejected.

(2) If one reviewer votes for acceptance and the other reviewer for rejection (*insufficenter*) of a thesis, the PhD board appoints another reviewer pursuant to section 12 (9) sentence 2. If the third assessment, which is to be prepared within three months, also votes against acceptance of the thesis, the PhD board will hold that the thesis is finally rejected.

(3) In the event of final rejection, the doctoral researcher can submit a new thesis on another subject within a maximum period of two years. If this period is exceeded, this thesis is deemed to be rejected.

(4) If the new thesis was also rejected unanimously, any further attempts to perform a PhD procedure in this subject are barred. If the judgement is not unanimous, the PhD commission will decide.

V. Examination and conclusion

Section 14

Defence

(1) The defence serves to verify the doctoral researcher's ability to orally present and discuss scientific issues of the PhD subject and related areas and to defend the thesis.

(2) As soon as the thesis has been accepted, the PhD commission determines, in agreement with the doctoral researcher, the date for the defence and notifies the PhD board thereof in writing. The defence is held during the lecturing period and no later than six weeks after the disclosure period at the faculty has expired. The PhD board can approve justified exceptions.

(3) The PhD board immediately informs the doctoral researcher of the names of the members of the PhD commission as well as the defence date and at the same time also forwards the assessments and any further comments. No later than one week before the defence date, the doctoral researcher must present a discussion paper for or a summary of the thesis which the PhD board forwards to the members of the PhD commission.

(4) The defence covers the thesis, the assessments and the points of the discussion paper or the summary submitted and begins with an oral presentation by the doctoral researcher not to exceed 15 minutes. The defence should take a total of around 60 minutes. It is usually held in the language in which the thesis was written. The PhD board can also determine another language at the PhD commission's or the doctoral researcher's request. The communication with the PhD commission must be ensured.

(5) After the members of the PhD commission, the members of the PhD board and the other members of the faculty holding a PhD degree are then entitled to ask the doctoral researcher questions.

(6) The defence is open to members of the university. The chairperson of the PhD commission can exclude or restrict the university public if this is necessary to ensure the correct procedure.

(7) The members of the faculty council and of the PhD board can be present during all defences.

(8) The chairperson or a member of the PhD commission appointed by the chairperson keeps the minutes of the defence. The minutes must be signed by the chairperson of the PhD commission and included in the examination files.

(9) If the doctoral researcher fails to attend the defence without good reason, the defence is deemed to be failed. The reasons must be immediately communicated and substantiated to the PhD board in writing. A medical certificate must be submitted to the PhD board should the doctoral researcher be prevented due to illness. The PhD board decides with a simple majority of votes whether the reasons claimed are sufficient.

(10) The PhD commission can demand that the published version of the thesis meet certain requirements. Section 12 (7) sentences 3 and 4 apply analogously.

Section 15 Grade

(1) The grades for the thesis, the defence and the PhD as a whole are as follows:

Grade	Individual mark	Range of marks
<i>summa cum laude</i> = particularly outstanding	0	0 – 0.49
<i>magna cum laude</i> = good	1	0.5 – 1.50
<i>cum laude</i> = good	2	1.51 – 2.50
<i>rite</i> = satisfactory	3	2.51 – 3.50
<i>insufficenter</i> = insufficient	4.5	3.50 and above

(2) The grade of the PhD is the average of the individual marks given in the two or three (pursuant to section 12 (9) or 13 (2), respectively) assessments pursuant to subsection (1).

(3) After the defence, the PhD commission determines with the votes of the majority of its members (abstention is not permitted) the individual mark of the defence in a non-public meeting. The PhD commission also determines the overall PhD grade.

(4) Two thirds of the assessment of the PhD are based on the individual marks of the two or three (pursuant to section 12 (9) or 13 (2), respectively) assessments, with one third being based on the individual mark determined for the defence:

Formula for two assessments:

(Mark of the 1st assessment + mark of the 2nd assessment + mark of the defence) divided by 3.

Formula for three assessments:

((Mark of the 1st assessment x 0.66) + (mark of the 2nd assessment x 0.66) + (mark of the 3rd assessment x 0.66) + mark of the defence) divided by 3.

(5) The reasons for a "summa cum laude" mark for a particularly outstanding thesis and/or defence must be given separately.

(6) If the doctoral researcher's defence result is "insufficenter", the examination is not passed.

(7) The result of the defence and the overall PhD grade are communicated to the doctoral researcher by the chairperson in the presence of the PhD commission.

Section 16

Repetition of the defence

- (1) If the defence was failed, it can be repeated once after a minimum of three and a maximum of six months.
- (2) If the repeat defence is also failed, further attempts to pass the PhD examination are ruled out in this subject.

Section 17

Special notification of negative decisions

Rejection of the thesis and the decision that the defence has not been passed must be communicated to the doctoral researcher by the dean in a written notice including information regarding appeals.

Section 18

Publication of the thesis

- (1) After the defence has been successfully passed, print permission must be obtained prior to publishing the thesis. This permission is granted by the chairperson of the PhD board after consultation with the supervisor. As a precondition, the contents of the published version must match the version examined and any requirements that may have been imposed pursuant to section 12 (7) sentence 3 and section 14 (10) sentence 1 must be fulfilled.
- (2) The thesis must be published within two years after the defence. The number of copies as set forth in subsection (4) hereof must be handed over to the university library free of charge. The PhD board decides on any requests to extend this period in justified exceptional cases.
- (3) The imprint of the publication should identify the thesis as a thesis written at the Faculty of Social and Cultural Sciences of European University Viadrina and additionally indicate the date of the defence and the supervisor's name.
- (4) The following forms of publication are permitted:
 - a) Publication as a monograph by a commercial customer or in a journal:

Five copies must be handed over to the university library of European University Viadrina. Copies of the cover page of the thesis as originally submitted are always attached to the copies handed over in this form. If the monograph is published as an eBook, the publisher is not permitted to reserve any "digital rights management" (DRM): After a license has been obtained, unrestricted long-term access must be possible; access restrictions (such as copy protection or only partial permission to print) are not acceptable.
 - b) Publication as an ePublication on a server by the university library of European University Viadrina:

The data format and medium must be agreed to with the university library. Five printed copies must be handed over along with the data (CD-ROM including statement of permission). The ePublication published by the university library of European University Viadrina warrants data security and long-term availability.

c) Publication by the doctoral researcher himself or herself in print format:

Ten copies must be handed over to the university library of European University Viadrina. The printed copies must be accompanied by a digital version of the text and a declaration of consent provided by the university library that the thesis may be published in digital form on a server by the university library. The data format and medium must be agreed to with the university library. If a larger number of printed copies is requested, the university library will inform the author. The author can then hand over further copies to the university library. Otherwise the thesis will be published in electronic format. If the author signs an agreement with a publisher, he or she has to immediately notify the university library thereof and hand over two copies of the book to the university library.

(5) If the doctoral researcher does not adhere to the period as contemplated in subsection (2) sentence 1 hereof, he or she will forfeit the rights from the parts of the examination already completed.

(6) If the PhD degree is awarded even before publication of the thesis pursuant to section 19 (3) hereof, the doctoral researcher is obliged to hand over the required copies within the period set forth in subsection (2) sentence 1 hereof.

Section 19

Conclusion of the PhD procedure

(1) The PhD certificate is handed over within four weeks after fulfilment of the publication obligation pursuant to section 18 hereof. The PhD certificate confers the right to use the corresponding PhD degree. The PhD procedure is concluded when the certificate is handed over.

(2) The certificate is issued in German and English.

It contains:

- the name of the university and faculty;
- the PhD degree awarded;
- the title of the thesis;
- the overall grade pursuant to section 15 (4);
- the PhD holder's name as well as date and place of birth;
- the date of the defence which is deemed to be the PhD date;
- the dean's name and signature;
- the university president's name and signature;
- the seal of the university.

(3) In justified, exceptional cases, a request can be submitted to have the PhD degree awarded when the consent to publication pursuant to section 18 (1) and a binding promise by a publisher are available. This decision is made by the PhD board.

VI. General rules

Section 20

Compensation for disadvantages and non-discrimination rules

(1) Cases of special hardship (such as longer periods of illness) must be taken into consideration in the PhD agreements and by the PhD board. When hardship occurs during the course of the PhD procedure, the PhD agreement must be adjusted accordingly.

(2) Doctoral researchers who make use of the statutory protection periods under the German Maternity Protection Act [Mutterschutzgesetz] or who are on parental leave or who look after or care for children outside statutory parental leave or who look after or care for close relatives are supported by taking their specific needs into consideration. This is to be reflected in the PhD agreement. The PhD board decides on specific compensatory measures after the special situation has been sufficiently demonstrated. The doctoral researcher is obliged to immediately report any changes in preconditions. The PhD agreement must be adjusted accordingly.

(3) The thesis and defence procedures are to consider the specific needs of doctoral researchers with disabilities within the meaning of section 3 of the German Equal Opportunities for People with Disabilities Act [§ 3 Behindertengleichstellungsgesetz] and of doctoral researchers with chronic diseases. The doctoral researcher must submit a medical certificate as evidence that he or she, due to longer or permanent physical disability or chronic disease, is unable to perform the oral and written parts of the examination, as a whole or in part, in the usual way. On this basis, the PhD board can adjust the procedures for the examinations accordingly. The doctoral researcher is obliged to immediately report any changes in preconditions. The PhD agreement must be adjusted accordingly.

Section 21

Archiving periods

(1) It is not permitted to destroy examination documents if an appeal has been lodged or a lawsuit filed in an examination procedure and if the appeal procedure is not yet ended.

(2) The following PhD examination documents must be archived for a term of 50 years:

- the copy of the thesis that forms part of the file;
- the electronic version of the thesis as well as any primary data captured;
- the assessments;
- the minutes of the oral PhD examination (defence);
- the copies of the PhD certificate;
- if the examination was not passed: the copy of the notice sent to the applicant;
- the applications for admission to the PhD procedure and to the PhD examination including the documents required for admission;
- other examination documents of special relevance.

(3) The period commences in each case on the expiration of the calendar year in which the PhD holder received the PhD certificate or in which the PhD procedure was found to be concluded.

(4) The archiving periods apply equally to all PhD documents already handed over by the Faculty of Social and Cultural Sciences to the archive.

Section 22

Deception, plagiarism, invalidity and revocation of the PhD degree

(1) In the event of suspected scientific misconduct, the case can be referred to the independent person of trust (ombudsperson) of European University Viadrina pursuant to section 5 (1) of the Directive to Secure Good Scientific Practice and to Avoid Scientific Misconduct at European University Viadrina dated 17 July 2002.

(2) In the event that, prior to the conclusion of the PhD procedure, serious misconduct, such as deception or plagiarism, on the part of the doctoral researcher is found, the PhD board can, at the supervisor's request or on its own, but in each case after having heard the doctoral researcher, declare the results of the PhD procedure to be invalid.

(3) Notwithstanding section 48 of the German Administrative Procedures Act [§ 48 Verwaltungsverfahrensgesetz], the PhD degree is to be withdrawn if

- a) it is subsequently found that the PhD degree was obtained through deception with regard to important preconditions for the PhD procedure or by deception in any of the examinations.
- b) the PhD holder is convicted of an intentional crime and has misused the PhD degree in the preparation or commitment thereof.

(4) If the preconditions for admission to the PhD procedure were not fulfilled without the PhD holder planning deception in this respect, and if this fact is only discovered after the certificate was handed over, this defect is remedied by the successful passing of the PhD examination.

(5) The PhD board decides on withdrawal of the title after having heard the PhD holder. The president must be heard before the decision is made.

Section 23

Suspension of the PhD procedure

The PhD procedure can be suspended during investigation or criminal proceedings related to a crime which would justify withdrawal of the PhD title in the case of conviction. This decision is made by the PhD board.

Section 24

Quality assurance

In order to achieve a high level of quality in the field of research and graduate education, European University Viadrina constantly evaluates the quality assurance

measures as contemplated in these PhD regulations. Further details are laid down in the Regulations for the University's Internal Quality Assurance System in Studies and Teaching [Satzung zur Hochschulinternen Qualitätssicherung in Studium und Lehre] in their applicable version.

Section 25

Right of inspection

PhD holders and candidates who fail the PhD examination have the right to inspect all documents concerning their own procedures within one year after the conclusion of the PhD procedure.

Section 26

Coming into effect/expiry

These General PhD Regulations come into effect on the day of their publication in the Official Journal of European University Viadrina [Amtliche Bekanntmachungen der Europa-Universität Viadrina Frankfurt (Oder)]. The PhD regulations of the Faculty of Social and Cultural Sciences dated 11 January 2012 will become invalid on 30 September 2024.

Section 27

Transitional rules

Doctoral researchers admitted to the PhD procedure at the Faculty of Social and Cultural Sciences of European University Viadrina before the coming into effect of these PhD regulations are examined on the basis of the PhD regulations in effect at the time of admission. They can submit an application to the PhD board for the PhD procedure to be continued and concluded on the basis of these PhD regulations.



PhD agreement

made and entered into by and between

Doctoral researcher:.....

Faculty:

and

1st supervisor:

2nd supervisor (if applicable):

Research training group/graduate school (if applicable):.....

Represented by:

and

Dean:

Faculty:

1. Commencement and subject of the thesis and/or more detailed description of the project

(1) Starting __.__.____, the doctoral researcher will write a thesis with the following working title and/or on the following project:

.....
.....
.....
.....

(2) A time and work schedule can be attached to the PhD agreement.

2. Regular scientific meetings

Scientific meetings of the doctoral researcher and the supervisor are planned every ... months.

3. Tasks and obligations of the doctoral researcher

.....
.....
.....
.....

4. Tasks and obligations of the supervisor

.....
.....
.....
.....

5. Tasks and obligations of the faculty

The tasks and obligations of the faculty are laid down in the PhD regulations.

6. University rules and preconditions for admission

(1) The doctoral researcher represents that he or she has read and understood the following rules of European University Viadrina:

- The PhD regulations of the faculty in their applicable version
- The Directive to Secure Good Scientific Practice and to Avoid Scientific Misconduct dated 17 July 2002 in its applicable version

(2) The doctoral researcher has also specifically read and understood the dispute resolution options as contemplated in section 24 of the Statutes of European University Viadrina dated 28 January 2015, as last revised on 27 January 2016.

7. Miscellaneous provisions

These PhD regulations can be modified or amended by mutual agreement. This must be carried out in writing.

.....

Date

.....

Date

.....

Date

.....

Doctoral researcher

.....

1st supervisor

.....

Dean

.....

2nd supervisor (if applicable)

.....

Spokesperson (if applicable)

Research training group/school

Information and recommendations regarding the drafting of the PhD agreement

The signing of a PhD agreement is a prerequisite for admission to the PhD procedure at European University Viadrina. This agreement must contain as a minimum the following information:

- the first and last name of the doctoral researcher;
- the first and last name of the supervisor;
- the faculty at which the PhD procedure is to be performed;
- the subject (working title) of the thesis;
- the commencement date of the PhD procedure;
- information regarding the regular scientific meetings of the doctoral researcher and the supervisor;
- a representation that the doctoral researcher has read and understood the PhD regulations of the faculty in their applicable versions as well as the preconditions for admission to the PhD procedure set forth therein.

The PhD agreement template can be downloaded from the website of European University Viadrina at: <http://www.euv.cz>

European University Viadrina wishes to adopt the "Recommendations for the Drafting of Supervision Agreements" [Empfehlungen für das Erstellen von Betreuungsvereinbarungen] of Deutsche Forschungsgemeinschaft (DFG form 1.90 – 10.14). The PhD agreement is to ensure transparency of contents and time schedules for the relationship between doctoral researchers and supervisors.

In addition to the mandatory information and the regulations resulting from the PhD regulations, Deutsche Forschungsgemeinschaft recommends inclusion of the following information:

- the names of all the parties involved (if applicable, several supervisors, mentors and, if applicable, further supervisors);
- a time and work schedule structured according to contents and/or its updates;
- if applicable, integration into a working group, a research group or a postgraduate programme (research training group, graduate school, etc.);
- if applicable, agreements on the provision of a workplace.

The following aspects should be considered with regard to the doctoral researcher's tasks and obligations:

- regular reporting obligations (work records, participation in a qualification programme, soft skills training for academics, etc.), regular presentation of partial results.

The following aspects should be considered with regard to the supervisor's tasks and obligations:

- regular scientific advice, support for early scientific independence, career development/mentoring, quality assurance (regular progress checks, etc.).

Deutsche Forschungsgemeinschaft notes that the obligation to provide support until the end of the PhD procedure is independent of the duration and funding of the PhD procedure;

- consideration of special family circumstances in order to ensure the compatibility of family life and scientific work through certain measures;
- consideration of special hardship cases (such as longer periods of illness);
- consideration of the specific needs of doctoral researchers with disabilities and/or chronic diseases.

The following aspects should also be considered when drafting the PhD agreement: If the doctoral researcher is employed, the employment contract remains unaffected by the PhD agreement. If the employment contract includes a clause pursuant to which time is allowed for the employee's own further qualification, this must be considered when drafting the PhD agreement. If the doctoral researcher performs teaching during the PhD procedure outside his or her teaching obligations under his or her employment contract, such teaching work should usually be closely related to the subject of the PhD procedure.