

**Doctoral Degree Regulations
School I – School of Educational and Social Sciences
of the University of Oldenburg**

21/04/2020

On 5 November 2019, the Presidential Board of the University of Oldenburg approved the following Doctoral Degree Regulations in accordance with Sections 37.1.3(5b) and 44.1.3 of the Lower Saxony Higher Education Act (NHG), published on 26 February 2007 in the Lower Saxony GVBl (Law and Official Gazette), p. 538, which were adopted by the Faculty Council of School I in accordance with Section 44.1.2 of the NHG on 20 June 2018.

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**Section 1
Purpose of the doctorate and doctoral work**

(1) School I – School of Educational and Social Sciences (hereinafter referred to as the School) awards the degree of Doctor of Philosophy (Dr. phil.) for in-depth independent academic achievements in the field of Education and Educational Sciences and its sub-disciplines and the degree of Doctor of Economics and Social Sciences (Dr. rer. pol.) or Philosophy (Dr. phil.) for in-depth independent academic achievements in the field of Social Sciences and its sub-disciplines.

(2) Joint doctoral programmes (bi-national doctorate) can be carried out in the framework of international doctoral programmes or on the basis of a cooperation agreement with a foreign university or non-academic research institution (Section 7 (4)). The same applies to cooperation with German universities and non-academic research institutions. In such cases, the doctoral degree referred to in (1) is awarded jointly by the School and the competent body of the cooperation partner.

(3) The doctorate serves as proof of the ability to carry out in-depth, independent scientific work.

- (4) Doctoral candidates must complete the following assignments:
 - a) a written doctoral thesis (dissertation) with a subject that belongs to the field of educational and social sciences and their sub-disciplines and corresponds with the desired degree. For details, see Section 8.
 - b) An oral examination (thesis defence). For details, see Section 11.

Section 2 Competences

- (1) The following committees are involved in the doctorate process
 - a) the Doctorate Committee (Section 3),
 - b) the Examination Committee (Section 4),
 - c) the first assessor (Section 6), who is also the supervisor of the thesis in accordance with Section 5, and
 - d) one or more persons as co-assessors (Section 6, Section 10 (2) sentence 2) one of whom may belong to another university or academic institution.
- (2) The Doctorate Committee will decide on procedural matters unless otherwise provided by the Doctoral Degree Regulations, and on the doctorate.
- (3) The Examination Committee conducts the thesis defence and assesses it.
- (4) The first assessor and the co-assessor(s) assess the thesis.

Section 3 Doctorate Committee

- (1) The School appoints from its ranks a Doctorate Committee, consisting of one member from the group of professors or one habilitated member as the chair and, as a rule, four further members from the group of professors or habilitated members, by decision of the Faculty Council. The committee may include one doctoral staff member and one student with an advisory vote. The chair will be elected by the Doctorate Committee.
- (2) The School may form several Doctorate Committees for various fields of study. Section 1 applies accordingly.
- (3) The Doctorate Committee will take decisions by a majority of votes. In the case of a tied vote, the matter will be decided by the chair's vote. Abstentions are not allowed.

Section 4 Examination Committee

- (1) At the initiation of the doctoral degree procedure, the Doctorate Committee will appoint an Examination Committee for each doctoral project (Section 9 (3)). The composition of the Committee should adequately reflect the relevant fields of study. Fields of study outside educational and social sciences touched upon by the subject of the thesis should be taken into account as much as possible in the composition of the Committee. When carrying out joint doctoral procedures (Section 1 (2)), professors of the cooperation partner should be adequately considered in the composition of the Committee.
- (2) The Examination Committee consists of:

- a) a chair who is a member or deputy member of the Doctorate Committee and belongs to the professors' group or the habilitated academic staff;
- b) the first assessor of the thesis,
- c) the co-assessors of the thesis,
- d) a professor (Section 6 (2) Sentence 2) of a field adjacent to the thesis topic.

If the chair leaves the Doctorate Committee after the establishment of the examination committee, they will continue to chair the Examination Committee until the end of the doctoral degree procedure.

A further examiner may also be appointed with an advisory vote. At the suggestion of the doctoral candidate, the committee shall include a staff member who holds a doctorate who is authorised to teach independently, with voting rights.

(3) A majority of the members must belong to the School. In well-founded exceptional cases, there may be fewer. Section 3 (3) applies accordingly.

Section 5 Supervision, acceptance as a doctoral candidate

(1) The subject of the thesis should be agreed on with a professor (as defined in Section 6 (2) Sentence 2) of the field of study concerned. The professor will supervise the thesis in terms of content and will serve as the first assessor according to Section 6 (1). Section 5 (2) applies accordingly. By concluding a written Supervision Agreement, as in Annex 5, which needs to be signed for approval by the chair of the Doctorate Committee after she or he has verified compliance with the admission requirements (pursuant to Section 7), the doctoral candidate will, even before formal admission of the doctoral project (pursuant to Section 7a), receive the status of 'accepted doctoral candidate'. The candidate may ask the Doctorate Committee to help find a supervisor.

(2) A professor from another university or a cooperation partner, pursuant to Section 1 (2), may also be appointed as supervisor. In this case, the supervisor may be entitled to assume the rights of a member of the School's professors' group with regard to the doctoral degree procedure. If so, the co-assessor must be a professor of the School.

The decision is taken by the Doctorate Committee at the request of the doctoral candidate.

(3) If the (first) supervisor of a thesis leaves the School, they will be allowed to continue supervising the thesis until completion of the doctorate.

(4) After careful consideration, the supervisor may only dissolve the supervisory relationship for objective or personal reasons. This decision must be promptly communicated by the supervisor to the doctoral candidate and the chair of the responsible Doctorate Committee, with a statement of the reasons. In this case, the Doctorate Committee will seek to appoint a successor to the supervisor as soon as possible.

Section 6 Assessors

(1) The Doctorate Committee will appoint the first assessor, who should belong to the School, for the evaluation of the thesis, and up to two co-assessors. In justified cases, if the subject of the thesis touches on a neighbouring subject area or if it appears necessary for the assessment of the academic achievement, an additional co-examiner can be appointed. This co-examiner may belong to another university or academic institution. In the case of a bi-national or other joint doctoral degree procedure pursuant to Section 1 (2), the first assessor may belong to the partner university.

(2) The assessors must be professors. This includes members of the professors' group according to Section 16 (2) sentence 4, no. 1 of the NHG (Lower Saxony University Act), private lecturer (Privatdozent) who are not on leave, professors who are retired or relieved of their duties, or junior research group

leaders with a doctorate engaged in independent research who were appointed to their position after an external evaluation by acknowledged research or research funding agencies.

(3) In exceptional, justified cases, research associates of the University of Oldenburg who do not have a post-doctoral degree (habilitation) may be called in as additional advisors. In that case, a relevant doctorate and several years of relevant teaching experience is required.

(4) The doctoral candidate can nominate the first assessor, the co-assessor and possibly another co-assessor. The proposals can be met unless there are important reasons for not doing so, for instance, an unreasonable burden of work for the proposed person.

Section 7 Admission requirements

(1) Admission to doctoral programmes requires a Master's, Diplom or Magister degree or an equivalent degree programme that leads to a state examination in Education, Educational and Social Sciences and related sub-disciplines or an equivalent degree in Education, Educational and Social Sciences and their sub-disciplines from an equivalent foreign university. Applicants who hold a degree in a non-relevant course of study as referred to in Sentence 1 may be admitted on the condition that they provide evidence of certain supplementary academic achievements prior to commencement of the doctoral procedure.

(2) Applicants are not admitted to the doctoral programme if they:

- a) are already carrying out a similar doctoral project at another School or university, or
- b) have already carried out a similar doctorate at another school or university without success (except in well-justified exceptional cases), or
- c) have already successfully completed a similar doctoral project at another School or another university and are entitled to use the doctoral title desired for the doctorate.

Section 7 a Admissions procedure, acceptance, enrolment

(1) The application for admission to the Doctorate Committee and thus for 'acceptance as a doctoral candidate', if not yet already done in accordance with Section 5, must be addressed in writing to the chair of the Doctorate Committee.

(2) The following documents must be submitted with the application:

- a) a detailed synopsis for the planned thesis,
- b) proof of the higher education entrance qualification,
- c) certificates and evidence pursuant to Section 7 (1),
- d) a declaration of any grounds for refusal pursuant to Section 7 (2),
- e) if needed, an application for a bi-national doctorate or another joint doctoral degree procedure (Section 1 (2)) that specifies the cooperation partner,
- f) a declaration affirming that the student is aware of, and complying with, the rules on good scholarly practice at the University of Oldenburg,
- g) a declaration by an authorized examiner pursuant to Section 6 (2), who will usually be a member of the School, affirming that they are willing to supervise the applicant's planned doctoral thesis, a signed supervision agreement in accordance with Appendix 5, and if needed, an application for the appointment of a supervisor pursuant to Section 5 (2),
- h) a declaration that no commercial mediation or consultancy services (PhD counselling) have been, are being or will be used in connection with the doctoral project,

- i) a declaration that the applicant has not used major parts of a Bachelor's, Master's, Diplom or similar examination paper for the thesis.

All submitted documents - except for originals and certificates, of which certified photocopies must be submitted - become the property of the University.

(3) If evidence of a foreign degree according to Section 7 (1) is submitted, the Doctorate Committee will examine whether it is equivalent to the German degrees. In doing so, legally binding intergovernmental agreements and the recognition recommendations of the KMK (the Standing Conference of the Ministers of Education and Cultural Affairs of the Länder and its Central Office for Foreign Education, ZAB) and the German Rectors' Conference (HRK) must be taken as a basis. Recognition may be subject to certain requirements and conditions, such as retrieval of a missing thesis, or the passing of knowledge examinations.

(4) If an application is submitted for a bi-national doctorate or another joint doctoral procedure (2e), the chair of the Doctorate Committee shall seek to conclude an appropriate cooperation agreement with the desired university.

(5) If there is sufficient evidence that the conditions for admission have been met pursuant to Section 7 (1) and the documents and declarations referred to in Section 7a (2) have been submitted, the Doctorate Committee will admit the candidate to the doctoral programme unless there are grounds for refusal pursuant to Section 7 (2), or if it is not expected that the applicant will be able to provide proof of their ability to conduct in-depth scholarly work independently during doctoral procedures. With the admission at the latest, the applicant will receive the status of doctoral candidate. The Doctorate Committee must communicate its decision to admit the candidate to the University office charge with registering the doctoral candidates of the University. This status is lost when the candidate passes or definitively fails the doctorate.

(6) After admission to the doctorate, doctoral candidates should enrol as doctoral candidates at the earliest possible date.

Section 8 Doctoral thesis

(1) The thesis must demonstrate the author's capacity for advanced independent scholarly work and contribute to the advancement of scholarship in a specific field of educational or social sciences.

(2) The thesis should be written in German or English. Writing in another language requires the approval of the Doctorate Committee. The thesis must always contain an abstract in German. It may already have been published wholly or in part.

(3) A collection of scholarly papers may be accepted as a thesis if they are substantively connected and, in their entirety, comply with the requirements of (1) (cumulative thesis). The substantive connection should be explained in the summary pursuant to (2) Sentence 3. If other researchers are also involved as co-authors in these individual papers, their own contribution must be presented in detail. One of the two persons evaluating the text of the thesis may not be involved in any of the publications submitted for the cumulative thesis. It may already have been published wholly or in part.

(4) If it has an appropriate research question, a scholarly work written by several persons - usually no more than two - may be recognized as a doctoral thesis. In such a case, the individual contributions to be considered for the doctoral degree procedure must be attributable without any doubt to one of the applicants and must fulfil the requirements of (1). The contributions of the individual participants must be specified and described comprehensively in the declaration referred to in Section 9 (2) (b). In this case, a cumulative thesis is not allowed. The suitability of a topic for joint work shall be formally established by the Doctorate Committee at the request of the candidate, after they have been consulted. This should be done before work on the thesis has begun. If several doctoral degree procedures are to be carried out on the basis of joint work, a joint Examination Committee and joint assessors are to be appointed. Each individual contribution will be assessed separately. In this case, the duration of the thesis defence will be doubled (Section 11).

Section 9

Initiation of the doctoral degree procedure

(1) The doctoral candidate must apply to the Doctorate Committee requesting the initiation of the doctoral degree procedure. As a rule, the application can be submitted, at the earliest, one year after admission and, at the latest, within five years from the date of admission to the doctorate. Upon request, if sound arguments are presented, these periods may be shortened or extended as appropriate after the doctoral candidate and the supervisor have been heard.

If the application for the initiation of the doctoral degree procedure is not submitted on time, or if it is submitted after the deadline and the period of grace, the doctoral application will be deemed to have been withdrawn. The chair of the Doctorate Committee will inform the doctoral candidate, the supervisor of the thesis and the School management team accordingly.

(2) The application for the initiation of the doctoral degree procedure will be approved if the requirements of Section 7 of these Regulations have been met and the following documents are enclosed:

- a) at least one copy of the thesis in print-ready condition for each member of the Examination Committee, as well as one copy for the files of the Doctorate Committee,
- b) an affidavit stating that the applicant produced the thesis 'independently and without unauthorized external assistance, that is to say without using any means other than the aids specified, and has acknowledged and attributed all thoughts taken directly or indirectly from external sources',
- c) a declaration that the contents of the thesis have not already for the most part been used by the applicant for a Bachelor's, Master's, Diplom or similar examination paper,
- d) Names of the proposed first assessor and co-assessors, and, if applicable, a member pursuant to Section 4 (2) sentence 3.
- e) a declaration that the regulations on good scholarly practice of the University of Oldenburg have been followed.
- f) if necessary, evidence as referred to in Section 7 (6) on enrolment as a doctoral candidate.
- g) a statement that no commercial placement or consulting services (PhD counselling) have been used in connection with the doctoral project,

(3) The Doctorate Committee will initiate the doctoral degree procedure by establishing the Examination Committee, in accordance with Section 4 (2), appoint the assessors who will evaluate the thesis, in accordance with Section 6, and determine the subject areas and procedure for the second part of the thesis defence, pursuant to Section 11 (3). The chair will immediately inform the doctoral candidate of both decisions and the composition of the Examination Committee.

Section 10

Assessment of the thesis

(1) Within two months of their appointment, the assessors will submit written reports and recommend that the thesis be accepted, amended or rejected. If a report is not submitted in due time, the Doctorate Committee may, after issuing a single reminder and with the consent of the doctoral candidate, revoke the appointment of the assessor concerned and appoint another assessor in accordance with Section 9 (3). If the thesis is accepted, the assessors will propose one of the following grades. The grades are:

ausgezeichnet	=	0
sehr gut	=	1
gut	=	2
genügend	=	3

(2) If at least one assessor makes well-founded proposals for changes, the Doctorate Committee will decide by a majority of votes by its members, after hearing the doctoral candidate, whether the thesis is to be returned for revision or whether the procedure will continue. The thesis can only be returned for revision once. The chair of the Doctorate Committee will notify the doctoral candidate in writing of the requirements, stating the reasons and will appoint at least one additional assessor. A reasonable deadline will be set for the revision. After the thesis has been revised, the additional assessor or assessors will prepare a report or reports within the period specified in paragraph 1 sentence 1 after submission of the revised version; the other assessors will comment on the revised version.

(3) The chair of the Doctorate Committee will inform the professors' group of the School (Section 6 (2)), the members of the Doctorate Committee and the assessors of the receipt of the assessments and comments pursuant to (1) and (2). At the same time, the thesis, the assessment reports and comments will be made available in the office of the Dean of the School for a period of two weeks for confidential inspection and the submission of special expert opinions.

(4) The thesis will be deemed to have been accepted if all the assessors have recommended the acceptance of the thesis and the chair of the Doctorate Committee has received no special assessment reports pursuant to (3) by the third working day after the end of the inspection period. If the thesis has not been recommended for acceptance by all of the assessors, (2) applies accordingly. Subsequently, the Doctorate Committee will decide definitively on the acceptance or rejection of the thesis.

(5) If all assessors have recommended acceptance of the thesis, the overall grade of the thesis will result from the arithmetic mean of the individual grades as follows (according to Section 10 (1) Sentence 3):

from 0	to less than	0.5 = high distinction	= summa cum laude (high distinction)
from 0.5	to less than	1.5 = with distinction	= magna cum laude (with distinction)
from 1.5	to less than	2.5 = credit	= cum laude (credit)
from 2.5	to	3.0 = genügend	= rite (pass)

If the thesis has been rejected by an assessor, returned for revision, or expert opinions as in (3) have been submitted, the Doctorate Committee will decide whether and, if so, to what extent the return and the expert opinions will be considered in the grading process. A rejection will enter into the calculation of the overall grade as a grade of 4.0.

(6) The chair of the Doctorate Committee shall notify the doctoral candidate of the Doctorate Committee's decision regarding acceptance or rejection in accordance with (4) without delay and in writing, and at the same time make the documents available to the doctoral candidate, especially the reports that form the basis for the assessment.

(7) If the thesis has been definitively rejected, the candidate will have failed the doctorate, and the procedure will be closed. A copy of the rejected work is to be filed along with all the documents on which the decision was based.

Section 11 Thesis defence (disputation)

(1) If the submitted thesis has been accepted, the chair of the Doctorate Committee will schedule the thesis defence (viva voce) without delay. This can already be done provisionally in the notification of the receipt of the assessment reports pursuant to Section 10 (3), subject to compliance with Section 10 (4). If there are no important personal reasons to act otherwise (e.g. illness, pregnancy or care for children or other relatives), the thesis defence should take place within four weeks after acceptance of the thesis.

(2) The chair of the Examination Committee will invite the doctoral candidate and the members of the Examination Committee to the thesis defence and publicly announce the event within the School.

(3) The thesis defence is open to the University community and consists of a lecture lasting a maximum of 30 minutes and a subsequent discussion. In the entire defence procedure, the doctoral candidate should demonstrate the ability to justify her or his research results theoretically, to defend them against

objections and to deal with contrary views in a theoretically sound manner. The written reports of the assessors should also be included in the thesis defence. The thesis defence will extend to the entire subject area in connection with the topic of the thesis. The thesis defence may not take more than a total of 2 hours. After a discussion of at least 60 minutes between the doctoral candidate and the members of the Examination Committee, questions from the audience must be admitted, provided there are no questions from the Examination Committee at this time. However, even at this stage of the discussion, questions from the Examination Committee are to be given priority.

(4) Immediately following the oral examination, the Examination Committee will decide in closed session whether the candidate has passed the oral examination. If so, the Examination Committee will determine the overall grade of the oral examination according to Section 10 (1) and (5). The chair of the Examination Committee will immediately inform the doctoral candidate of the result of the thesis defence.

(5) If the doctoral candidate has not passed the thesis defence, they will be given the opportunity to repeat it once if they, within one week, sends a request in writing to the chair of the Doctorate Committee. The oral examination can be repeated, at the earliest, after four weeks and, at the latest, before the end of one year.

(6) If the doctoral candidate fails to attend the thesis defence without excuse, they will be deemed to have failed the examination. If the candidate submitted an excuse for this absence, a new event will be scheduled in accordance with (1). The Examination Committee will decide whether to accept the excuse.

(7) A record must be made of the course of the oral examination, its essential topics and its outcomes. It must be recognized by the chair of the Examination Committee and its members.

Section 12 Assessment and completion of the doctorate

(1) Following the thesis defence, the Doctorate Committee will determine how the student's doctoral performance is to be assessed in its entirety. The overall score will be determined by the arithmetic mean of the individual grades for the thesis, which counts twice, and the arithmetic mean of the individual grades for the thesis defence, which counts once. Section 10 (5) applies accordingly.

(2) The chair of the Doctorate Committee shall notify the doctoral candidate in writing of the grades awarded for the thesis, the defence and the doctorate as a whole.

(3) The doctorate is completed when the Examination Committee determines that the candidate has passed the thesis defence.

Section 13 Publication of the thesis

(1) Within one year of the successful defence, the doctoral candidate shall make the thesis accessible to the scientific public in an appropriate manner by copying and processing it. The thesis will have been made accessible to the scholarly public in an appropriate manner if the doctoral candidate has provided the Library and Information System of the University of Oldenburg with 3 copies of the thesis printed on age-resistant wood- and acid-free paper, and ensured the distribution of the thesis by:

- a) delivering 60 copies as books or photocopies **or**
- b) provides evidence of publication of the thesis in a journal, **or**
- c) provides evidence of distribution via the book trade by a commercial publisher with a minimum circulation of 150 copies, identifying the publication as a thesis and stating where the doctorate was awarded, **or**
- d) delivering an electronic version, the data format and media of which must be agreed with the University Library, **and**

- e) delivering two short summaries in German and English, each with a maximum of 1000 characters, approved by the first assessor, as well as a declaration on the identity in content and form of the printed and the electronic versions.

In the cases mentioned in Sentence 2 (a), (d) and (e), the doctoral candidate will transfer to the University of Oldenburg the right to produce and disseminate additional copies of the thesis in print or in electronic networks in order to fulfil the legal obligations of university libraries. This will not affect the copyright of the author.

(2) The delivered items will have a title page, the front and back of which will follow the model in Annex 1.

(3) The final draft for publication must be submitted to the chair of the Doctorate Committee. If it meets the requirements of (2), the chair will give permission to print and publish it as a thesis, after the conditions imposed by the Doctorate Committee in accordance with Section 10 (2) have been fulfilled. The Doctorate Committee and the doctoral candidate can agree on deviations from the thesis.

(4) The chair of the Doctorate Committee may, in special cases, extend the deadline for the delivery of printed copies. The doctoral candidate must submit a reasoned request for such an extension in good time.

Section 14 Completion of the doctorate

(1) If the decision according to Section 12 is positive, the School will award the doctoral degree. The doctorate is completed when the leadership of the School delivers the doctoral degree certificate to the doctoral candidate. Before that, the doctoral candidate does not have the right to use the title associated with the doctoral degree.

(2) The doctoral certificate will be issued according to the model of Annex 2. Upon request, the qualification will also be delivered in an English translation in accordance with the model in Annex 2. In the case of a bi-national doctorate, a certificate shall be issued in accordance with Annex 3 and in the translation of the relevant language. The doctoral certificate will bear the date of the oral examination, but will be issued only after the obligation to publish, in accordance with Section 13, has been fulfilled.

(3) In the case of a successfully completed doctorate that was not preceded by a university degree programme (Section 7 (2) and (3)), the doctoral degree is regarded as an official professional qualification, but does not entitle the student to the Diplom, Magister, Bachelor's or Master's title of the School.

Section 15 Unsuccessful termination of the doctoral degree procedure

(1) The doctoral degree procedure is completed unsuccessfully if either the submitted thesis was not approved as an adequate doctoral attainment or the thesis defence was not considered adequate. The chair of the Doctorate Committee will notify the doctoral candidate in writing of the result.

(2) A repeated application is only allowed once and not before the end of one year. This also applies if the first unsuccessful doctoral attempt took place at another university. A rejected thesis may not be resubmitted in the same or an essentially unaltered form for the purpose of obtaining a doctorate. In the case of a renewed application for admission to the doctorate, the previous failed attempt must always be reported. The date of the first application, the university and the school, faculty or department to which the thesis was submitted, as well as the topic of the thesis must be stated.

Section 16 Withdrawal of the doctoral application

A doctoral application can be withdrawn as long as no assessment rejecting the thesis has been received. After that, a withdrawal is possible only for important personal reasons that may not be related

to the doctoral degree procedure. The Doctorate Committee will decide on this matter in response to a written request. A re-opening of the doctoral degree procedure can then be requested in the same way.

Section 17 **Invalidity of the work by the doctoral candidate**

(1) If, before the doctoral certificate is issued, the doctoral candidate is found to have used fraud, threats or bribes in carrying out their doctoral assignments or with regard to the prerequisites for admission to the doctoral programme or the initiation of the doctoral degree procedure, or if essential prerequisites for the doctorate were mistakenly assumed to have been met, the Doctorate Committee may, after hearing the person concerned, declare the doctoral assignments invalid.

(2) If the circumstances mentioned in (1) become known only after the doctoral certificate has been awarded, (1) will apply accordingly and the Faculty Council will decide, on the recommendation of the Doctorate Committee and bearing in mind the legal provisions, whether the award of the doctoral degree is to be revoked or withdrawn. Sections 48 and 49 of the Administrative Procedures Act (VwVfG) will remain unaffected and apply additionally. The award of the university degree may also be revoked if the holder has seriously violated the dignity conferred by the degree, for example by a final conviction for a criminal offence, or if the holder has misused the scholarly authority associated with the university degree.

(3) If the prerequisites for admission to the doctorate (Section 7) or the initiation of the doctoral degree procedure (Section 9) have not been fulfilled, but without any deception on the part of the doctoral candidate, and this fact becomes known only after the doctoral certificate has been issued, then this defect will be deemed to have been remedied by the successful completion of the doctorate.

(4) Prior to a decision, the person concerned must be given the opportunity to discuss the matter with the responsible Doctorate Committee.

(5) The incorrect doctoral certificate must be retrieved and, if appropriate, replaced by a corrected certificate.

Section 18 **Access to the doctoral records, retention period**

(1) Upon completion of the doctoral degree procedure, the doctoral candidate will be given access to the doctoral records upon her or his request. This request must be submitted no later than three months after completion of the doctoral degree procedure. Section 32 of the Administrative Procedures Act (VwVfG) applies accordingly.

(2) The doctoral documents must be kept for 50 years. Even after this time, information on the result of the respective doctorate must be available using appropriate registers.

Section 19 **Appeal**

(1) Negative decisions taken in accordance with these Doctoral Degree Regulations must be substantiated in writing, must provide information on legal remedies and must be announced in accordance with Section 41 of the Administrative Procedures Act (VwVfG).

(2) Appeals against a decision of the examiners that is based on an assessment can be made in writing within one month after receipt of the decision or in accordance with Section 68 et seqq. of the Verwaltungsgerichtsordnung (Code of Administrative Procedures) by the chair of the Doctorate Committee. Otherwise, legal proceedings need to be instituted. No appeal is possible in procedures for the award of an honorary doctorate (Section 20). The appeal should be substantiated within one month after it is filed.

(3) The grounds for the appeal should be substantiated within one month after filing. It is responsible for conducting the appeal proceedings. It is responsible for conducting the appeal procedure.

(4) If the grounds of appeal are directed against a decision of the Examination Committee, the chair of the responsible Doctorate Committee shall forward the objection of the Examination Committee for review. If the appeal is directed against the decision of an assessor, the chair of the Doctorate Committee shall forward the objection to the assessor. The result of the review must be communicated to the Doctorate Committee.

(5) If the Examination Committee or the assessor changes the disputed decision in accordance with the appeal, the Doctorate Committee will have definitively dealt with the appeal. Otherwise, the Doctorate Committee will examine the entire examination decision, paying particular attention to the following questions:

- a) whether the examination procedure was carried out properly,
- b) whether the grading was based on incorrect information,
- c) whether common principles of assessment were not observed,
- d) whether a reasonable and well-reasoned answer was judged incorrect,
- e) whether the assessor or expert was guided by irrelevant considerations.

(6) The Doctorate Committee may, ex officio, appoint an expert for the appeal procedure. An expert must be appointed if this is requested by the appellant. The reviewer must have the qualification described in Section 6 (2) Sentence 2.¹

(7) If the Doctorate Committee detects a deficiency in accordance with (5) Sentence 2 but does not already remedy the objection at this stage of the procedure, examination submissions will be reassessed by examiners not previously involved in this examination, or the thesis defence will be repeated.

(8) The appeal procedure should be completed within three months of the filing. If the appeal is not upheld, the negative decision must be substantiated and opportunities for legal remedy must be specified.

(9) The appeal may not lead to a worsening of the examination grade.

Section 20 Honorary doctorate

(1) In recognition of outstanding personal scholarly achievements characterized by research that has contributed significantly to the development of a field of studies of the School, the School may in the fields for which it is responsible, as a rare distinction, award the degree Doktor der Philosophie ehrenhalber (Dr phil. h. c., Honorary Doctor of Philosophy) or Doktor der Wirtschafts- und Sozialwissenschaften ehrenhalber (Dr rer. nat. h. c., Honorary Doctor of Economics and Social Sciences).

(2) The nomination for an honorary doctorate shall be submitted by at least three members of the School's group of professors. It must set out the scholarly achievements and include a professional and/or scholarly CV and a list of publications of the person to be honoured.

(3) It will be discussed by an Honours Committee which is appointed by the Faculty Council of the School. The Committee will be chaired by the Dean. At least three other members of the Committee must be professors, as defined in Section 6 (2) Sentence 2. The Committee will draw up a written report on the personality and the scholarly achievements of the nominee. For this purpose, at least two external scientific opinions must be obtained.

(4) In the Faculty Council meeting preceding the one at which the resolution will be tabled, the Dean will announce that a decision on a nomination for an honorary doctorate will be required. At this time, the Dean will point out that the application, the expert opinions and the report of the Honours Committee

¹ The appellant may be given the opportunity to comment before the final decision on the appeal is taken by the Doctorate Committee.

are available in the Dean's office for confidential inspection by the members of the Faculty Council and the School's professors, as defined in Section 6 (2) Sentence 2.

(5) The Faculty Council will deal with the nomination in two readings. All the School's professors, as defined in Section 6 (2) Sentence 2, will be invited as consultants to the first of these two readings. Following the second reading, the Faculty Council will decide on the nomination in a secret ballot. A qualified majority of 80% of the Faculty Council members is required for a decision to approve the application for the award of the honorary doctorate.

(6) After the nomination has been accepted, the Dean of the School will award the honorary doctorate by issuing a certificate as in Annex 4. The Dean will send invitations to a celebratory ceremony and select the speaker of the laudatory speech.

(7) The honorary doctorate is to be communicated to the German universities as well as to the Lower Saxony Ministry of Science and Culture (MWK).

(8) Applicants must be informed of a negative decision.

(9) The award of the title Dr phil. h. c. or Dr rer. pol. h. c. can be withdrawn. Section 17 applies accordingly.

Section 21 Effective date

These examination regulations will take effect after approval by the Presidential Board on the date of their publication in the official notices of the University of Oldenburg. At the same time, the previous Doctoral Degree Regulations of School I - Educational and Social Sciences - of 6/12/2008 (Official Notices 7/2008, p. 693 et seqq.), last amended by the Regulations published on 23/11/2010 (Official Notices 8/2010, p. 566), will expire.

Section 22 Transitional provisions

Doctoral candidates who submit their application for the initiation of the doctoral degree procedure in accordance with Section 9 within one year after the entry into force of these Regulations or have already submitted it before the entry into force, may request that the previously valid Doctoral Degree Regulations of School I (Educational and Social Sciences) of 06/12/2008, Law (Dr iur.) (Official Notices 7/2008, p. 693 et seqq.), last amended by the Regulations published on 23/11/2010 (Official Notices 8/2010, p. 566) be applied.

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Annex 1
re: Section 13 (2)

Model for the title page of the thesis

Front:

.....
(Title of the thesis)

Thesis submitted to School I – School of Educational and Social Sciences of the University of Oldenburg
in partial fulfilment of the requirements for the degree and title of *

Doctor of Philosophy (Dr phil.)
or Doctor of Economic and Social Sciences (Dr. rer. pol.)

.....
(Indication of degree *) (Abbreviation)

by Ms/Mr*
(First name and last name)

born on in

Overleaf:

Assessor*)

Co-assessor(s)*)

.....

.....

Date of thesis defence:

) Complete as appropriate

Annex 2
re: Section 14 (2)

The School of
of the University of Oldenburg
hereby confers on:

Ms/Mr *)
born on: in

the degree

Doctor of Philosophy (Dr phil.)
or Doctor of Economics and Social Sciences (Dr rer. pol.)

after she/he* has successfully and duly completed a doctoral degree procedure with a thesis that was assigned the grade¹⁾ on the following topic^{*)}
as well as a thesis defence assigned the grade²⁾ in which he/she* proved his/her* scholarly ability, and for the doctorate as a whole was assigned the grade³⁾.

Oldenburg

Dean of the School:*)
Chair of the Doctorate Committee of the School.....*)

*) Complete as appropriate

1) Grades: ausgezeichnet (summa cum laude, high distinction), sehr gut (magna cum laude, with distinction), gut (cum laude, credit), genügend (rite, pass)

2) see footnote 1)

3) see footnote 1)

School of Educational and Social Sciences
of the
Carl von Ossietzky
UNIVERSITÄT OLDENBURG (Germany)

hereby confers on

Mr./Mrs. _____

born _____ in _____

having presented his/her doctoral thesis entitled

and having passed the oral examination

the Degree of

Doctor of Philosophy (Dr. phil.)/Doctor of Economic Sciences (Dr. rer. pol.)

Doctoral thesis grade*: _____

Oral examination grade*: _____

Overall grade*: _____

Oldenburg, _____ (month, day, year)

Dean of the
School of Educational
and Social Sciences
Educational and
Social Sciences

Chair of the
Doctoral Committee
of the School of

(* Complete as appropriate)

Grades:	summa cum laude	(high distinction)
	magna cum laude	(distinction)
	cum laude	(credit)
	rite	(pass)

Annex 3
re: Section 14 (2)

The School of
of the University of Oldenburg

and

.....

jointly confer on

Ms/Mr)
born on in

the degree

Doctor of Philosophy (Dr phil.)
or Doctor of Economics and Social Sciences (Dr rer. pol.)

In a doctoral degree procedure duly and jointly supervised by both partner institutions, she/he* has proved his/her* scholarly ability by writing a thesis entitled* which was awarded the grade¹⁾, as well as performing a thesis defence assigned the grade²⁾. The overall grade achieved by the candidate was ...³⁾.

Seal of the University of Oldenburg

Seal of the foreign university

Oldenburg, dated

The Dean*)
of School of the
University of Oldenburg

The chair of the
Doctorate Committee
of School of the
University of Oldenburg

(Place, date)

The Dean
The President
of the School/of the University*)

²Ms/Mr** may use the title of doctor either in the German or in the foreign form. The names of the two universities that have supervised the doctorate can be added in brackets.
This doctoral degree requires no further State authorization for use in the Federal Republic of Germany. This certificate is only valid in combination with the doctoral certificate of the (foreign) Ministry of Education No. ... of.....

² This addition is required only for a joint doctorate with a French university.

*) Complete as appropriate

1) Grades: ausgezeichnet (summa cum laude, high distinction), sehr gut (magna cum laude, with distinction), gut (cum laude, credit), genügend (rite, pass)

2) see footnote 1)

3) see footnote 1)

Annex 4
re: Section 20 (6)

The School of
of the University of Oldenburg

hereby confers on:

Ms/Mr).....
born on* in

in recognition of personal outstanding scholarly achievements, characterized by research contributions fundamental to the development of the field of studies.....*) of the School*) **the degree of *)**

Honorary Doctor of Philosophy
(Dr. phil. h.c.)
or Honorary Doctor of Economics and Social Sciences (Dr. rer. pol. h.c.)

Oldenburg, dated

Dean of the School *)

*) Complete as appropriate

Annex 5

Re: Section 5 (1)**Supervision agreement**

The PhD candidate and the following professor have agreed to conclude a Supervision Agreement for the PhD project, which is meant to guarantee the scholarly support needed for the success of the project:

Ms/Mr _____ (doctoral candidate)

and

Ms/Mr _____ (First supervisor)

1. School: _____
 Field of studies of the doctorate: _____
 If applicable, name of doctoral programme or Graduate School:

2. Intended topic of the thesis (working title):

Start of the doctoral project (month/year): _____

3. At the beginning, the doctoral candidate will draw up a timeline for the project, which is to be regularly updated and discussed with the supervisor. The doctoral candidate will report regularly, but at least once a year, to the first supervisor on the preparation, development and implementation of the doctoral project (progress report) and present preliminary work or parts of the thesis in the following colloquia or in comparable places.
4. This supervision is conducted especially by way of frequent personal meetings and regular participation in doctoral programme events and/or doctoral colloquia of the department or school. The first supervisor will monitor the quality of work on the thesis and support the independent scholarly development of the PhD student in word and deed. To the extent required, they will comment orally or in writing on the contributions delivered during the agreed meetings.
5. The doctoral candidate must notify the first supervisor of changes to the topic of the dissertation and any changes of address.
6. All scholarly activity is based on the foundations of good scientific practice, as formulated, inter alia, in the guidelines of the German Research Foundation (DFG) and the corresponding regulations of the University of Oldenburg. The first supervisor of the doctoral candidate is available to answer questions about this. The doctoral candidate will comply with these regulations.
7. If the supervisory relationship is dissolved for reasons beyond the responsibility of the doctoral candidate, the School will strive to provide a substantively appropriate alternative.

Place, date _____ Doctoral candidate

Place, Date _____ First supervisor

Seen by:

(Place, date) _____
 (Chair of the Doctorate Committee of School I)

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