

Pursuant to sec. 31 (3) sentence 5 and sec. 72 (2) No. 1 of the University Act of the Federal State of Brandenburg (BbgHG, *Brandenburgisches Hochschulgesetz*) dated 28 April 2014 (Federal-state Gazette I/14, No. 18), as amended by Article 2 of the Act of 30 April 2019 (Federal-state Gazette I/19, No. 14 sentence 5) in conjunction with sec. 13 (5) No. 1 of the Statutes of the European University Viadrina in Frankfurt (Oder) dated 28 January 2015 (Official Publications by the European University Viadrina Frankfurt (Oder) No. 01/2015, p. 1), last amended by the revised statutes dated 27 January 2016 (Official Publications by European University Viadrina Frankfurt (Oder) No. 01/2016, p. 1), the Council of the Faculty of Social and Cultural Sciences of the European University Viadrina Frankfurt (Oder) has adopted the following PhD regulations:

PhD Regulations for the Faculty of Social and Cultural Sciences of the European University Viadrina Frankfurt (Oder)

Revised version dated 5 June 2019

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Appendix 1

- PhD agreement

I. Doctoral degree and types of PhD procedure

Section 1

Doctoral degree and purpose of the PhD degree

(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 academic work. The doctoral degree is obtained through independent academic 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 5 hereof, the Faculty can award the title of 'Doktorin ehrenhalber' or 'Doktor ehrenhalber' (Dr. phil. h.c.) in recognition of outstanding academic achievements.

Section 2

PhD procedure

(1) The PhD procedure is carried out by the Faculty Council and the examination bodies.

(2) The examination bodies are the PhD board and the PhD commission.

(3) The PhD procedure at the Faculty of Social and Cultural Sciences is carried out within the framework of the International PhD Study Programme in Social and Cultural Sciences or as an individual PhD procedure. The special modalities of the PhD procedure within the framework of the International PhD Study Programme in Social and Cultural Sciences are laid down in sections 27 to 36.

(4) The extraordinary PhD procedures described in sections 3 and 4 can be completed within the framework of the International

PhD Study Programme in Social and Cultural Sciences or as an individual PhD procedure.

Section 3

Joint PhD procedures with universities in Germany and co-operative PhD procedures

(1) The performance of joint PhD procedures with other domestic universities authorised to perform PhD procedures or of co-operative PhD procedures with domestic universities of applied sciences is based on bilateral agreements between the European University Viadrina Frankfurt (Oder) and the respective universities or universities of applied sciences. The PhD agreement signed by the academic supervisor(s) forms the basis for the PhD procedure.

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

Section 4

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 and approved by the PhD board.

Section 5 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 of research. The dean of research 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 and a majority of the professors whether or not the application to award the honorary 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 degree awarded
- The recognition of the academic achievements of the person honoured
- The name, date and place of birth of the person honoured
- The dean's name and signature
- The name and signature of the president of the university
- The seal of the university

II. Examination bodies

Section 6 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 failure to meet the

requirements pursuant to section 11 (1) or on the grounds of the assessments pursuant to section 12 (7) and, if applicable, section 12 (8) sentence 1 or section 13 (2) and (3) hereof. The PhD board decides on acceptance and progress checks for the International PhD Study Programme in Social and Cultural Sciences.

(2) The Faculty Council appoints the PhD board for a term of two years. The PhD board is made up of three (junior) professors and an academic collaborator holding a doctoral degree. One deputy must be appointed for each member. The dean of research chairs the PhD board, with one (junior) professor to be elected as a deputy.

(3) The PhD board can delegate individual decisions to the chairperson 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 commissions. 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 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.

(6) In cases where a member of the PhD board is also the supervisor of the thesis, the member in question is excluded from the deliberations and votes concerning the applicant or doctoral researcher concerned.

Section 7 PhD commission

(1) When the candidate is admitted to the examination, the PhD board appoints the PhD commission for the forthcoming PhD procedure. The PhD commission is chaired by a professor who is a member of the university pursuant to sec. 60 (1) BbgHG. He or she is elected from among the members of the commission and may not be the supervisor of the thesis at the same time.

(2) The PhD commission has the following tasks:

- a) To evaluate the thesis on the basis of the assessments submitted and with consideration of any comments pursuant to section 12 (9) hereof, with the PhD commission 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 (junior) professors or three (junior) professors and one habilitated academic
- One academic collaborator holding a doctoral degree
- Appointment of assessors being staff members of the European University Viadrina Frankfurt (Oder) as members of the PhD commission is mandatory. The PhD board can appoint external assessors as PhD commission members. In the case of a co-operative PhD procedure pursuant to section 3 above, the supervising professor of the university of applied sciences in question should be a member of the PhD commission and serve there as an assessor.

It must be ensured that the following conditions are met:

- Members of the university as contemplated in sec. 60 (1) BbgHG form a majority in the PhD commission.
- Members of the Faculty of Social and Cultural Sciences form a majority in the PhD commission.

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

(5) In the case of interdisciplinary theses, further relevant faculties must be adequately taken into consideration when appointing the members of the PhD commission.

III. Admission and supervision

Section 8 Application for admission to the PhD procedure

(1) Preconditions for admission to the PhD procedure:

- A university degree with a grade of 'good' (2.5) or better.
- The university degree must have been obtained in one of the subjects taught at the Faculty of Social and Cultural Sciences and focus on the subject that forms the basis for the planned thesis.
- The subject that forms the basis for the planned thesis must be sufficiently represented at the Faculty of Social and Cultural Sciences.

The PhD board decides on exceptions with regard to the grade of the university degree. In the case of co-operative procedures pursuant to section 3 above, the PhD board can grant exceptions with regard to the subject in which the university degree was obtained.

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

- a) Master's degree, graduate degree, first academic or artistic/academic state examination for the profession of senior

master or an equivalent examination passed at a university or equivalent institution or at a university of applied sciences in the Federal Republic of Germany.

- 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 admitted to the PhD procedure after passing a special test procedure. The PhD board requests that the candidate taking part in this test procedure furnish certain performance records by a deadline set by the board. By furnishing such performance records, the candidate demonstrates that he or she has the qualifications for the PhD procedure.

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

The application letter must include the following attachments:

- a) A certified copy of the university examination certificate pursuant to subsection (1) lit. a and b or subsection (2), respectively. If this certificate is not available in German or English, a true translation into one of these two languages must be additionally attached. Together with a proof of the university degree, a simple copy of the Diploma Supplement must be submitted,
- b) A PhD agreement pursuant to section 9 (2) signed by the doctoral researcher and the supervisor,
- c) A 3 to 5-page long exposé showing the state of research and the candidate's own project,
- d) A written statement regarding the 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 written 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 (1),
- They do not submit all of the documents referred to 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 may be refused or revoked pursuant to section 22 subsection (2). Admission to the PhD procedure will expire if the PhD procedure is discontinued according to section 22 subsection (6) or if the PhD agreement is cancelled according to section 9 subsection (6).

(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.

(7) Doctoral researchers who decide to permanently discontinue their PhD procedure at the Faculty of Social and Cultural Sciences of the European University Viadrina must apply for revocation of their admission.

Section 9 Supervision and PhD agreement

(1) (Junior) professors, extraordinary professors and associate professors [Privatdozenten/-innen] of the Faculty are authorised to supervise. Professors emeriti, retired professors or professors who have no more than three years before retirement are only permitted to supervise if at least one additional supervisor is available at the time the PhD agreement is concluded who will ensure supervision after the colleague has retired. The additional supervisor must be a member of the university pursuant to sec. 60 (1) BbgHG and of the Faculty of Social and Cultural Sciences. Persons who meet the requirements for appointment as professors pursuant to BbgHG can be authorised to supervise theses at the Faculty after an individual case examination and a corresponding decision by the Faculty Council. Leaders of Emmy Noether junior research groups or equivalent who hold a PhD are also qualified as supervisors for theses written within the scope of the respective group. Equivalence is determined by the PhD board.

(2) PhD agreements within the meaning of sec. 31 (8) BbgHG set forth concrete rights and obligations of doctoral researchers, their respective academic supervisors and the Faculty. As a minimum, the agreements include references to the commencement date of the PhD procedure and regular academic 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 the European University Viadrina Frankfurt (Oder)' (*Richtlinie zur Sicherung guter wissenschaftlichen 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 of research. The PhD agreement template, including information and recommendations

regarding its completion, is attached to these PhD regulations.

(3) In the event of any disputes, the parties to the PhD agreement can contact the arbitrator foreseen under section 25 of the Statutes of the European University Viadrina Frankfurt (Oder).

(4) As a rule, the thesis should be submitted after three years and the procedure should be completed after four years (core period for completion).

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

(6) The PhD agreement may be cancelled or amended by agreement between the supervisor(s) and the doctoral researcher. Any change is subject to approval by the PhD board. 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 supervisor(s) or doctoral researcher by written notice which must also specify the reasons therefor. The PhD board must be informed of any termination pursuant to sentence 3.

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 binding declaration with reference to the 'Directive to Secure Good Scientific Practice and to Avoid Scientific Misconduct' 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 binding declaration that no PhD examination has been finally failed in the subject of the PhD procedure,
- e) The binding declaration 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,
- c) the thesis does not meet the requirements for a doctoral thesis of the Faculty of Social and Cultural Sciences of the European University Viadrina pursuant to section 11, subsection (1). The applicant and his or her supervisor will be informed of this decision and regarding appeals.

(3) The PhD board decides whether or not the candidate will be admitted to the PhD examination. It informs the doctoral researcher of the decision taken and, in the case of admission, of the members of the PhD commission. 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 academic 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. Parts already published must be clearly marked in the doctoral thesis submitted and a copy must also be submitted. 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 doctoral thesis must be submitted in bound form, with page numbers and, as a rule, printed on one side.

Section 12 Assessment

(1) After the doctoral thesis has been submitted, the PhD board appoints two reviewers who are members of the status group of university teachers or who meet the requirements for the appointment of professors pursuant to BbgHg and who belong to the Faculty of Social and Cultural Sciences (exceptions to this rule subject to sec. 3 and 4, sec. 9 (5) and sec. 12 (2)). In any case, at least one of the reviewers must be a member of the university pursuant to sec. 60 (1) BbgHG at the time the thesis is submitted. The PhD

board forwards the doctoral thesis to the reviewers. The first assessment is drafted by the supervisor. The second reviewer is appointed by the PhD board in consultation with the doctoral researcher, subject to the conditions set out in sentence 2.

(2) If important methodological or material aspects of the thesis concern a subject or academic area that is not represented at the Faculty, the second reviewer to be appointed can belong to another university where the respective subject or academic area is taught. In each case, however, at least one reviewer must be a member of the Faculty of Social and Cultural Sciences. The status of an external reviewer must be equivalent to that of the persons contemplated in section 9 subsection (1) hereof. This does not apply to professors from universities of applied sciences who act as assessors within the framework of co-operative PhD procedures in accordance with sections 3 and 7 subsection (3).

(3) The PhD board first subjects each thesis to an electronic plagiarism check. The plagiarism check report is forwarded 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 the European University Viadrina Frankfurt (Oder).

(5) Within three months after their appointment, each reviewer submits to the chairperson of the PhD board a detailed written assessment. The PhD board can extend this deadline by a reasonable period if special reasons require this. The chairperson of the PhD board forwards the assessments to the PhD commission.

(6) If a reviewer exceeds the deadline by more than one month without giving reasons therefor, the PhD board will commission a

new – even external, when necessary – reviewer at the doctoral researcher's request. If the first reviewer is replaced, the doctoral researcher can propose a new first reviewer. If the second reviewer is replaced, the appointment of the new reviewer is made in consultation with the doctoral researcher.

(7) The reviewers assess and justify in depth and independently 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 academic 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) If the marks awarded in the assessments differ by more than one grade or if they differ regarding the acceptance or rejection decision, the PhD board will request a third assessment within two weeks after receipt of the assessments. This third assessment must be prepared within a period of three months. A third reviewer is selected in consultation with the PhD commission.

(9) The chairperson of the PhD board will make the assessments and the thesis available for inspection by all members of the Faculty entitled to award doctoral degrees and the members of the PhD board for a period of two weeks during the lecture period. Within the disclosure period, objections to the doctoral thesis or the assessments may be raised in the form of statements which must be attached to the documents of the PhD procedure.

Section 13 Decision regarding the thesis

(1) At the end of the disclosure period, the complete set of documents of the PhD procedure, including the statements (see Section 12 (9)), is passed on to the PhD board

for its decision as contemplated in section 6 subsection (1) sentence 2 hereof.

(2) If the majority of the assessments determine a grade of 'rite' or better pursuant to section 15 hereof and any statements pursuant to section 12 subsection (9) do not give compelling reasons to deviate from the majority of positive assessments, the PhD board will decide that the thesis is accepted.

(3) If the majority of the assessments determine a grade of 'insufficenter' pursuant to section 15 hereof and any statements pursuant to section 12 subsection (9) do not give any compelling reasons to deviate from the majority of negative assessments, the PhD board will decide that the thesis is rejected.

(4) If the thesis is rejected, the doctoral researcher may submit a new thesis on a different topic, which must be approved in advance by the PhD board. A new PhD agreement must be submitted for this purpose. The renewed application for admission to the PhD examination may not be submitted until one year after the date on which the thesis was rejected. If the new thesis was also rejected, any further attempts to perform a PhD procedure in this subject at the Faculty of Social and Cultural Sciences are barred.

V. Examination and completion

Section 14 Defence

(1) The defence serves to verify the doctoral researcher's ability to orally present and discuss academic 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 statements. No later than one week before the defence date, the doctoral researcher must submit 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 or the doctoral researcher's request. Communication with all members of 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 is unable to attend the scheduled defence, he or she is required to immediately inform the PhD board in writing of the credible reasons for their absence. 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. If the doctoral researcher fails to attend the defence without good reason, the defence is deemed to be failed.

(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 of the PhD examination

(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> = very good	1	0.50-1.50
<i>cum laude</i> = good	2	1.51-2.50
<i>rite</i> = satisfactory	3	2.51–3.50
<i>insufficienter</i> = insufficient	4.5	3.50 and above

Individual marks only are given in the individual assessments and for the defence. These are summarised in accordance with subsection (4) for the overall grade.

(2) The grade of the doctoral thesis is the average of the individual marks given in the two or three (pursuant to section 12 subsection (8)) 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) The assessment of the PhD results from the overall value calculated according to the range of marks in subsection (1). The individual marks of the two or three (pursuant to section 12 subsection (8)) assessments account for two thirds of this value, while the individual mark determined for the defence accounts for one third:

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 'insufficienter', 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 defence was also failed in the second attempt, the doctoral researcher is then deemed to have failed the entire PhD examination and further attempts in this subject are ruled out.

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 chairperson of the PhD board in a written notice including information regarding appeals.

Section 18
Publication of the thesis

(1) After successfully passing the defence, 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 subsection (7) sentence 3 hereof and section 14 subsection (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) must be handed over to the university library free of charge. In justified exceptional cases, which are to be decided by the PhD board, the deadline can be extended once by a maximum of one year upon request. If no publication takes place within this period, the doctoral researcher can as a last resort still publish the dissertation within a further three

months in the formats referred to in subsections (4b), (4c) or (4d).

(3) The imprint of the publication should identify the thesis as a thesis written at the Faculty of Social and Cultural Sciences of the European University Viadrina Frankfurt (Oder) 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 publisher or in a journal:

Five copies must be handed over to the university library of the European University Viadrina Frankfurt (Oder). 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 the European University Viadrina Frankfurt (Oder) 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 the European University Viadrina Frankfurt (Oder). 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 will immediately notify the university library thereof and will hand over two copies of the book to the university library immediately after publication.

- d) Publication by the doctoral researcher himself or herself in microfiche format:

One master copy and three copies of the doctoral thesis in typescript that can be copied must be delivered, as well as 20 microfiche copies.

(5) If the doctoral researcher does not adhere to the period as contemplated in subsection (2), 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 subsection (3) hereof, the doctoral researcher is obliged to hand over the required copies within the period set forth in subsection (2) hereof.

Section 19 Completion 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 PhD regulations decisive for the procedure
- The overall grade pursuant to section 15 subsection (4) hereof
- The PhD holder's name as well as date and place of birth
- The data of defence
- The dean's name and signature
- The name and signature of the president of the university
- 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 subsection (1) hereof and a binding promise by a publisher are available. This decision is made by the PhD board.

VI. Other regulations

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 (*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 completed.

(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 the European University Viadrina Frankfurt (Oder) pursuant to section 5 (1) of the Directive to Secure Good Scientific Practice and to Avoid Scientific Misconduct at the European University Viadrina Frankfurt (Oder) 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 admission to the PhD procedure to be invalid.

(3) The PhD degree is to be revoked if 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.

(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.

(6) If more than six years have passed since admission to the PhD procedure, the PhD board may discontinue the procedure with the prior written consent and statement by the supervisor and after hearing the doctoral researcher. Reasons must be given for the decision to discontinue the PhD procedure. The decision is issued in writing by the chairperson of the PhD board. This does not rule out renewed application for admission to the PhD procedure.

Section 23

Quality assurance

In order to achieve a high level of quality in the field of research and young academics, the European University Viadrina Frankfurt (Oder) 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 24

Right of inspection

Both 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 25

Coming into effect/expiry

These PhD Regulations come into effect on the day of their publication in the Official Journal of European University Viadrina Frankfurt (Oder) (*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. The PhD Regulations of the Faculty of Social and Cultural Sciences dated 13 April 2016 will become invalid on 30 September 2025.

Section 26

Transitional rules

Doctoral researchers admitted to the PhD procedure at the Faculty of Social and Cultural Sciences of the European University Viadrina Frankfurt (Oder) 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 irrevocably a written application to the PhD board for the PhD procedure to be continued and concluded on the basis of these PhD Regulations.

VII. International PhD Study Programme in Social and Cultural Sciences

Section 27

Goals of the PhD programme

The completion of the International PhD Study Programme in Social and Cultural Sciences should enable the doctoral researcher to adequately work on the chosen academic topic within the standard period of study and to record the results in the form of a written doctoral thesis. In addition, the doctoral researcher must also furnish the required examination results. The PhD programme places great emphasis on the quality of the PhD and provides for measures to safeguard it. The PhD programme is designed to prepare doctoral researchers for qualified

academic and non-academic professional activities.

Section 28

Admission to the PhD Study programme

Doctoral researchers admitted to the PhD procedure pursuant to section 8 hereof may be admitted to the International PhD Study Programme in Social and Cultural Sciences if they meet the following requirements:

- They must have at least two supervisors (of whom at least one is from the Faculty of Social and Cultural Sciences). Both supervisors must sign the PhD agreement.
- At the time of application for admission to the International PhD Study Programme in Social and Cultural Sciences, the PhD agreement may not be valid for more than one year.

Section 29

Standard period of study and scope of studies

The PhD programme comprises a standard period of study over 6 semesters and includes the preparation of the doctoral thesis and the defence. 180 ECTS credits must be acquired in order to successfully complete the PhD study programme. 120 ECTS credits are allocated to the preparation and defence of the thesis (including the preparation of doctoral reports and progress reports). 60 ECTS credits are acquired during the course of study.

Section 30

Supervision

Each doctoral researcher will be continuously supervised by at least two habilitated academics or academics of equal standing (e.g. junior professors, heads of Emmy Noether junior research groups) pursuant to section 9 subsection (1) hereof (supervision team specified in the PhD agreement). On request, a supervisor can also be from another faculty or university.

Section 31

Progress checks and evaluation

(1) After 12 months, the doctoral researcher submits an updated time and work schedule as well as a 15-page long PhD exposé including an outline, which will be assessed by the supervisors as 'passed' or 'failed'. The criteria are the excellence of the exposé and the maturity of the time and work schedule as well as the outline. If the exposé is assessed as 'failed' by at least one supervisor, a revised exposé can be submitted within three months. If this revised exposé is assessed as 'failed' by both supervisors, the doctoral researcher will cease to be admitted to the PhD programme. In the event of diverging assessments of the revised report, the PhD board will decide on continued admission to the PhD programme.

(2) After 24 months, the doctoral researcher must submit a written report on the status of the thesis. The report is made up of the following parts:

- Complete outline of the doctoral thesis
- Complete manuscript to date, showing that at least two chapters of the thesis have been completed
- Updated time and work schedule
- All previous evidence of academic achievements within the scope of the PhD study programme; at least 60 ECTS credits must have been earned for academic achievements.

The report is assessed by the supervisors as 'passed' or 'failed'. If the report is assessed as 'failed' by at least one supervisor, a revised report can be submitted within three months. If this revised report is assessed as 'failed' by both supervisors, the doctoral researcher will cease to be admitted to the PhD studies. In the event of diverging assessments of the revised report, the PhD board will decide on continued admission to the PhD programme.

(3) The doctoral thesis must be submitted and defended (see section 35 hereof) within

the standard period of study (36 months). In well-justified exceptional cases (see subsection (5)), the doctoral researcher may submit an informal application for an extension of the study period by another 12 months. The application must be accompanied by a written report on the status of the doctoral thesis. The report is made up of the following parts:

- Complete outline of the doctoral thesis
- Complete previous manuscript, showing that at least two thirds of the work has been completed
- Time and work schedule up until the planned submission of the doctoral thesis
- All evidence of academic achievements within the scope of the PhD study programme; all compulsory events must have been completed and at least 78 ECTS credits must have been earned for academic achievements.

The supervisors assess the application for renewal with regard to the professional quality and progress of the doctoral thesis. If the report is assessed as 'failed' by at least one supervisor, a revised report can be submitted within three months. If this revised report is assessed as 'failed' by both supervisors, the doctoral researcher will cease to be admitted to the PhD programme. In the event of diverging assessments of the revised report, the PhD board will decide on continued admission to the PhD programme.

(4) All reports by the doctoral researcher as well as the assessments and comments of

the supervisors must be submitted to the PhD board.

(5) The PhD board decides on the extension of all deadlines for progress checks and evaluation (e.g. due to illness, family responsibilities, maternity leave, parental leave, etc.) upon application.

Section 32 Language

German and English are the teaching and examination languages of the PhD programme. Other teaching and examination languages may be admitted with the consent of the supervisors and examiners.

Section 33 Academic achievements

The doctoral researcher must have each academic achievement certified in the form of written evidence by the organiser of the respective event and must submit the evidence to the PhD board in due course. The PhD board decides on the recognition as academic achievements of work performed outside the PhD programme.

Academic achievements are not graded with one exception: the 'Doctoral thesis: Progress and completion' module. Successful participation is proven solely by the assessment 'passed'. The doctoral thesis and the defence only are used to determine the overall grade of the doctoral degree within the scope of the PhD programme (see section 15 hereof).

Section 34 Study programme

The study programme (180 ECTS credits) must be completed after the standard study period of six semesters. In well-justified exceptional cases, the doctoral researcher may submit an informal application for an extension of the study period by another 12 months (see section 31 subsection (5)). An application is only possible if all compulsory courses with the exception of course types 'Submission of the doctoral thesis' and 'Defence (presentation and thesis discussion)' have been passed and at least proof of 78 ECTS credits has been furnished.

Module overview

'Research reflection' module (18 ECTS credits)

Type of event	Type of work	ECTS credits	Commitment
Culture and social sciences research workshop	Presentation and discussion of the researcher's own PhD project in the context of current research developments in social and cultural sciences (1st semester)	6	Compulsory
Culture and social sciences research workshop	Short presentation and discussion of the researcher's own PhD project in the context of current research developments in social and cultural sciences (beginning of the 4th semester)	3	Compulsory
Theory and research lab	Presentation and discussion of the PhD project with a specific focus on theory and method (1st semester)	6	Compulsory
Theory and research lab	Short presentation and discussion of the PhD project with a specific focus on theory and method (beginning of the 4th semester)	3	Compulsory
Total		18	

'Research and networking' module (15 ECTS credits)

Type of event	Type of work	ECTS credits	Commitment
Academic conference	Presentation	6	Compulsory
Doctoral researchers' working group	Active participation	3	Elective
Publication	Publication of the researcher's own academic contribution	6	Elective
Research stay	Research stay abroad (at least one month)	6	Elective
Total		15	

'Teaching' module (15 ECTS credits)

Type of event	Type of work	ECTS credits	Commitment
Teaching course (literature, linguistics, history, social sciences)	Conception and performance of a course for BA students (if desired, in a team with another person authorised to teach)	6	Elective
University didactics for teaching staff	Workshop participation	3	Elective
Tutorial	Hosting a tutorial	6	Elective
Total		15	

‘Science management and research organisation’ module (12 ECTS credits)

Type of event	Type of work	ECTS credits	Commitment
Key qualifications course for doctoral researchers	Workshop participation	3	Compulsory/ elective
Academic conference	Organisation and management (independently or in co-operation with other academics)	6	Elective
Guest lecture by an external academic	Concept and coordination	3	Elective
Total		12	

Module ‘Doctoral thesis: Progress and completion’ (120 ECTS credits)

Type of event	Type of work	ECTS credits	Commitment
Thesis exposé (end of the 2nd semester)	Submission and positive assessment	9	Compulsory
Written report on the status of the doctoral thesis (end of the 4th semester)	Submission and positive assessment	9	Compulsory
Submission of the doctoral thesis	Submission and acceptance of the doctoral thesis by the assessors	87	Compulsory
Defence (presentation and discussion of the thesis)	Passing the PhD examination	15	Compulsory
Total		120	

Exemplary study plan

This exemplary study plan is for illustrative purposes only and does not specify a binding order of the courses to be taken. In principle, it is recommended that more courses be attended in the 1st and 3rd semester than in the 2nd and 4th semester, because a report and/or thesis report must be written in the latter two semesters.

1st semester				
Module	Type of event	Type of work	ECTS credits	Commitment
‘Research reflection’	Culture and social sciences research workshop	Presentation and discussion of the researcher’s own PhD project in the	6	Compulsory

		context of current research developments in social and cultural sciences (1st semester)		
'Research reflection'	Theory and research lab	Presentation and discussion of the PhD project with a specific focus on theory and method (1st semester)	6	Compulsory
'Research and networking'	Doctoral researchers' working group	Active participation	3	Elective
'Teaching'	University didactics for teaching staff	Workshop participation	3	Elective
'Science management and research organisation'	Key qualifications course for doctoral researchers	Workshop participation	3	Compulsory
Total			21	

2nd semester

Module	Type of event	Type of work	ECTS credits	Commitment
'Research and networking'	Doctoral researchers' working group	Active participation	3	Elective
'Teaching'	Tutorial	Hosting a tutorial	6	Elective
'Thesis: Progress and completion'	Thesis exposé (end of the 2nd semester)	Submission and positive assessment	9	Compulsory
Total			18	

At least 30 ECTS credits must have been earned after the 2nd semester.

3rd semester

Module	Type of event	Type of work	ECTS credits	Commitment
'Research and networking'	Academic conference	Presentation	6	Compulsory

'Teaching'	Teaching course (literature, linguistics, history, social sciences)	Conception and performance of a course for BA students (if desired, in a team with another person authorised to teach)	6	Elective
'Science management and research organisation'	Guest lecture by an external academic	Concept and coordination	3	Elective
Total			15	

4th semester

Module	Type of event	Type of work	ECTS credits	Commitment
'Research reflection'	Culture and social sciences research workshop	Short presentation and discussion of the researcher's own PhD project in the context of current research developments in social and cultural sciences (beginning of the 4th semester)	3	Compulsory
'Research reflection'	Theory and research lab	Short presentation and discussion of the PhD project with a specific focus on theory and method (beginning of the 4th semester)	3	Compulsory
'Thesis: Progress and completion'	Written report on the status of the doctoral thesis (end of the 4th sem.)	Submission and positive assessment	9	Compulsory
Total			15	

At least 60 ECTS credits must have been earned after the 4th semester.

5th semester

Module	Type of event	Type of work	ECTS credits	Commitment
'Research and networking'	Publication	Publication of the researcher's own academic contribution	6	Elective

'Science management and research organisation'	Academic conference	Organisation and management (independently or in co-operation with other academics)	6	Elective
Total			12	

6th semester				
Module	Type of event	Type of work	ECTS credits	Commitment
'Thesis: Progress and completion'	Submission of the doctoral thesis	Submission and acceptance of the doctoral thesis by the assessors	87	Compulsory
'Thesis: Progress and completion'	Defence (presentation and discussion of the thesis)	Passing the PhD examination	15	Compulsory
Total			102	

At least 78 ECTS credits must have been earned after the 6th semester.

Section 35 Examinations

The application for admission to the PhD examination pursuant to section 10 hereof must be accompanied by the documents mentioned there as well as proof of successful completion of all compulsory courses (with the exception of the course types 'Submission of the doctoral thesis' and 'Defence (presentation and thesis discussion)') and proof of at least 78 ECTS credits.

Section 36 Completion of the PhD procedure

The PhD certificate must contain an explicit reference to the fact that the PhD was completed within the framework of the International PhD Study Programme in Social and Cultural Sciences.



Appendix 1

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 1 st supervisor Dean of Research
 2 nd 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.....](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.