

# Study Book

## for the Doctoral Degree Programme at the Faculty of Social Sciences





# Table of Contents

Individualised Curriculum and Supervision Plan Faculty of Social Sciences .....	3
Timeline and deadlines .....	4
Thesis Committee Regulations.....	5
Annual Report to the Thesis Committee .....	6
Course-related credits.....	12
Overview of the doctoral degree programme modules .....	13
Individualised curriculum .....	14
P.SOWI.1: Research methods.....	17
P.SOWI.2: Doctoral colloquium/Research colloquium.....	18
P.SOWI.3: Workshop Interim Status.....	19
P.SOWI.4: Scientific communication.....	20
P.SOWI.5: Advanced presentation techniques.....	21
P.SOWI.6: Science management.....	22
P.SOWI.7: Scientific teaching .....	23
P.SOWI.8: Languages for field research .....	24
M.MZS.1: Conception and planning of empirical research projects.....	25
SQ.SOWI.19: Participation in academic and student self-government .....	26
SQ.SOWI.20: Networking for social scientists .....	27
SQ.SOWI.21: Project management .....	28
SQ.SOWI.31: Self-planning a curriculum .....	29
SQ.SOWI.32: Fundraising for research proposals and scholarships .....	30
SQ.SOWI.100: Membership in academic and student self-government .....	31
Appendices.....	32
Welcome to the Göttingen Graduate School of Social Sciences (GGG) .....	33
Examination Regulations for the Doctoral Degree Programme in "Social Sciences".....	34
Application for admission to the doctoral examination and initiation of the doctoral procedure .....	53
Affidavit at the end of the dissertation.....	54
Certificate for Cumulative Dissertations .....	55
Guidelines for publication of the dissertation .....	57
Revision slip (for publication).....	58
Provisions governing publication.....	59
An overview of the most important addresses .....	60
Room for notes:.....	61

**Individualised Curriculum and Supervision Plan**  
**Faculty of Social Sciences**

This individualised curriculum and supervision plan is designed to document course-related achievements and supervisory services from the perspective of both the doctoral candidate and their supervisors. It not only records research achievements, but may also include working notes, timetables etc. that are relevant to successful completion of the doctoral degree programme. It is mandatory that the individualised curriculum and supervision plan be accepted by the doctoral candidate and the Thesis Committee.

Last name, first name: \_\_\_\_\_

Matriculation number: \_\_\_\_\_

Topic of the dissertation: \_\_\_\_\_  
\_\_\_\_\_

Subject: \_\_\_\_\_

Date dissertation commenced: \_\_\_\_\_

Examination regulations: \_\_\_\_\_

Estimated completion date: \_\_\_\_\_

**Thesis Committee:**

Primary supervisor: \_\_\_\_\_

Secondary supervisor: \_\_\_\_\_

Tertiary supervisor: \_\_\_\_\_

## Timeline and deadlines

Once the doctoral candidate has been accepted into the doctoral degree programme, the following steps and deadlines must be adhered to:

- **Timely matriculation** at Göttingen University's Office of Student Affairs (see letter of admission).
- Within **six months** of admission to a doctoral degree programme, your complete proposal for the appointment of your **Thesis Committee** must be turned in to the Dean's Office (the corresponding form can be found online at <http://www.uni-goettingen.de/en/40642.html>).
- The **proof that requirements have been fulfilled** (exposé, degree certificate or course-related achievements still pending) must be turned in to the Dean's Office in a timely manner (see letter of admission).
- Once the course-related credits have been earned within the framework of the doctoral degree programme (20 credits) and the dissertation completed, **an application for admission to the doctoral examination and initiation of the doctoral examination procedure** (<http://www.uni-goettingen.de/en/40642.htm> or on page 53) **must be submitted** and **4 copies** of the dissertation must be turned in to the Dean's Office. The Dean then initiates the doctoral procedure and appoints the Examination Committee.
- The assessors then have 3 months' time to complete the evaluation. After acceptance of the dissertation, the doctoral candidate receives a **copy of the evaluation**.
- The oral examination (**dissertation defence**) takes place a maximum of 16 weeks after admission to the doctoral examination. The dissertation defence is open to the university public and lasts approx. 120 minutes. It consists of 2 parts: 1. An oral report (max. 20 minutes) and 2. A discussion.
- **The dissertation must be published** at the latest 1 year after the dissertation defence. The assessors' recommendations must be considered. On the **revision slip**, the assessor will confirm that the dissertation and the summaries (in German and English) meet the formal requirements for publishing. The Graduate Committee has proposed a resolution on this. The number of mandatory copies to be handed in to the faculty is:
  - for **printed dissertations (self-publishing)**: 60 mandatory copies (DIN A5, double-sided)
  - for publishing as a **monograph**: 10 mandatory copies
  - for **electronic publication**: 4 mandatory copies (DIN A5, double-sided)
    - ⇒ <https://ediss.uni-goettingen.de/?locale-attribute=en>
- Once the Dean's Office has received all of the required documents (revision slip, mandatory copies, summaries including short outlines), the Dean shall confer the doctoral degree by presenting the candidate with the **final transcript** and **doctoral degree certificate**. The doctoral candidate is not authorized to bear the title of Doctor until he/she has been handed the doctoral degree certificate.

## Thesis Committee Regulations

Supervision during the course of the doctoral degree programme shall be provided by the **Thesis Committee**. This committee is created individually for each doctoral candidate and consists of three authorised examiners, one of whom is the primary supervisor, whose consent to supervision formed the basis for the candidate's enrolment. The other members are appointed by the Dean in agreement with the primary supervisor at the latest six months after enrolment (form: <http://www.uni-goettingen.de/en/40642.html>). The doctoral candidate has the right to make a proposal. **At least one member of the Thesis Committee must be a professor from the Faculty of Social Sciences.** Scientists or academics from another university or research institute may also belong to the Thesis Committee.

The Thesis Committee shall supervise and foster the doctoral candidate. The Thesis Committee helps the doctoral candidate develop an individualised study curriculum recommending which doctoral degree programme credits should be earned by which jointly agreed deadlines. It meets at least once a year with the doctoral candidate. At this meeting, the candidate presents the current state of their research work. The Thesis Committee discusses research plans with the doctoral candidate, advises her or him as to how to proceed and helps to further develop the individualised study curriculum.

The Annual Report to the Thesis Committee is intended as personal documentation of earned credits, agreements and arrangements between the doctoral candidate and the Thesis Committee, and to lay down a timeline for credits to be earned in the future, should these need to follow a certain schedule. This form does not replace the pre-printed form for course-related credits, which must be presented with the application for admission to the doctoral examination.

## Annual Report to the Thesis Committee

Year: \_\_\_\_\_

**Last name, first name:**

**Name of supervisor:**

**Date of written record:**

**Report/agreements/instructions/schedule:**

Signature of the  
Doctoral candidate

Signature of the primary supervisor on  
behalf of the Thesis Committee

**Date for follow-up report:**

## Annual Report to the Thesis Committee

Year: \_\_\_\_\_

**Last name, first name:**

**Name of supervisor:**

**Date of written record:**

**Report/agreements/instructions/schedule:**

Signature of the  
Doctoral candidate

Signature of the primary supervisor on  
behalf of the Thesis Committee

**Date for follow-up report:**

## Annual Report to the Thesis Committee

Year: \_\_\_\_\_

**Last name, first name:**

**Name of supervisor:**

**Date of written record:**

**Report/agreements/notes/schedule:**

---

Signature of the  
Doctoral candidate

Signature of the primary supervisor on  
behalf of the Thesis Committee

**Date for follow-up report:**

## Annual Report to the Thesis Committee

Year: \_\_\_\_\_

**Last name, first name:**

**Name of supervisor:**

**Date of written record:**

**Report/agreements/notes/schedule:**

Signature of the  
Doctoral candidate

Signature of the primary supervisor on  
behalf of the Thesis Committee

**Date for follow-up report:**

## Annual Report to the Thesis Committee

Year: \_\_\_\_\_

**Last name, first name:**

**Name of supervisor:**

**Date of written record:**

**Report/agreements/notes/schedule:**

---

Signature of the  
Doctoral candidate

Signature of the primary supervisor on  
behalf of the Thesis Committee

**Date for follow-up report:**

## Annual Report to the Thesis Committee

Year: \_\_\_\_\_

<b>Last name, first name:</b>	
<b>Name of supervisor:</b>	
<b>Date of written record:</b>	
<b>Report/agreements/notes/schedule:</b>	
Signature of the Doctoral candidate	Signature of the primary supervisor on behalf of the Thesis Committee
<b>Date for follow-up report:</b>	

## Course-related credits

The **doctoral curriculum** within the doctoral degree programme in "Social Sciences" generally extends over **6 semesters** and comprises **20 credits**. Matriculation is a prerequisite for participation in the degree programme assumes. Successful participation will be verified with a "pass", grades will not be given. The contributions possible: Presentations, oral reports, joint oral reports, chairing/moderating discussions, protocols and written reports.

Decisions regarding recognition of course-related credits - also those earned outside of the doctoral degree programme - shall be made by the Graduate Committee at the recommendation of the Thesis Committee. The **course-related credits** are to be confirmed by the primary supervisor and each respective lecturer entering them in the Study Book. These credits shall then be submitted to the Dean's Office before the candidate's hands in their dissertation or with the application for admission to the doctoral examination.

## Overview of the doctoral degree programme modules

The doctoral candidate shall prepare his/her individualised curriculum in cooperation with the Thesis Committee. Not only should individual interests be taken into consideration, but also general research developments integrated in the respective discipline, and the candidate's perspective on interdisciplinary involvement should be broadened.

**The recognition of (external) course-related credits is basically possible. The credits must be agreed with the candidate's primary supervisor and the supervisor must enter them in the candidate's Study Book.**

As part of the doctoral degree programme, academic achievements amounting to 20 credits must be completed in accordance with the following provisions. Wherever there is reference to Bachelor's or Master's degree programme modules, the stipulated examination-related achievements must be earned as course-related credits without a grade pursuant to Regulation 6 of the Study Regulations.

### **A. Compulsory modules**

The following **four compulsory modules** must be completed, for a total of **12 credits**:

- P.SOWI.1:** Research methods (4 C, 4 WLH)
- P.SOWI.2:** Doctoral colloquium / Research colloquium (3 credits / 3 WLH)
- P.SOWI.3:** Workshop Interim Status (3 credits / 2 WLH)
- P.SOWI.4:** Scientific communication (2 credits, 1 WLH)

### **B. Elective-compulsory modules in the key competency area**

At least **2** of the following **elective-compulsory modules** must be completed successfully, for a total of **8 C**:

- P.SOWI.5:** Advanced presentation techniques (2 credits / 1 WLH)
- P.SOWI.6:** Science management (2 C, 1 WLH)
- P.SOWI.7:** Scientific teaching (4 credits / 3 WLH)
- P.SOWI.8:** Languages for field research (2 credits / 2 WLH)
- M.MZS.1:** Conception and planning of empirical research projects (4 credits / 3 WLH)
- SQ.SOWI.19:** Participation in academic and student self-government (2 credits)
- SQ.SOWI.20:** Networking for social scientists (4 credits / 2 WLH)
- SQ.SOWI.21:** Project management (4 C, 2 WLH)
- SQ.SOWI.31:** Self-planning a curriculum (4 credits / 2 WLH)
- SQ.SOWI.32:** Fundraising for research grant proposals and scholarships (8 credits / 4 WLH)
- SQ.SOWI.100:** Membership in academic and student self-government (2 credits)

## Individualised curriculum

The following **4 compulsory modules** (12 credits) must be completed.

A. Compulsory modules	Planned structure of the	Semester
<b>P.SOWI.1: Research methods (4 C, 4 WLH)</b>		
According to his or her individual study plan, the candidate must participate in <b>two</b> courses.		
- Workshop: Göttingen Graduate School of Social Sciences (GGG) summer school and/or		
- Method workshop and/or		
- Methodology course and/or		
- External methods course		
<b>P.SOWI.2: Doctoral candidate colloquium / Research colloquium (3 credits /3 WLH)</b>		
According to his or her individual study plan, the candidate must participate in <b>three</b> courses.		
- 1. Research colloquium/Doctoral candidate colloquium		
- 2. Research colloquium/Doctoral candidate colloquium		
- 3. Research colloquium/Doctoral candidate colloquium		
<b>P.SOWI.3: Workshop Interim Status (3 credits /2 WLH)</b>		
Alternatively, a further doctoral candidate colloquium / research colloquium may be completed.		
- Block seminar "Interim Status"		
<b>P.SOWI.4: Scientific communication (2 C, 1 WLH)</b>		
- Language course according to the individualised curriculum <u>or</u>		
- Rhetoric course <u>or</u>		
- Participation in a podium discussion on a scientific topic <u>or</u>		
- Oral scientific contribution at a national or international conference		

At least **2** of the following **elective-compulsory modules** must be completed successfully, for a total of **8 credits**:

B. Elective-compulsory modules in the key competency area	Planned structure of the modules	Semester
<b>P.SOWI.5: Advanced presentation techniques (2 credits / 1 WLH)</b>		
- Oral scientific contribution at a national or international conference		
<b>P.SOWI.6: Science management (2 C, 1 WLH)</b>		
- Block seminar: Participation in the organisation of a scientific conference		
<b>P.SOWI.7: Scientific teaching (4 credits / 3 WLH)</b>		
- Higher education workshop <b>and</b>		
- candidate runs own course		
<b>P.SOWI.8: Languages for field research (2 credits / 2 WLH)</b>		
- Language course		
<b>M.MZS.1: Conception and planning of empirical research projects (4 credits / 3 WLH)</b>		
- Advanced seminar <b>and</b> - tutorial		
<b>SQ.SOWI.19: Participation in academic and student self-government (2 credits)</b>		
- Membership (6-12 months)		
<b>SQ.SOWI.20: Networking for social scientists (4 credits / 2 WLH)</b>		
- Seminar		
<b>SQ.SOWI.21: Project management (4 C, 2 WLH)</b>		
- Workshop		
<b>SQ.SOWI.31: Self-planning a curriculum (4 credits / 2 WLH)</b>		
- Workshop		
<b>SQ.SOWI.32: Fundraising for research grant proposals and scholarships (8 credits / 4 WLH)</b>		

<ul style="list-style-type: none"> <li>- Workshop/Seminar</li> <li>- Project report</li> </ul>		
<b>SQ.SOWI.100: Membership in academic and student self-government (2 credits)</b>		
<ul style="list-style-type: none"> <li>- Membership (6-12 months)</li> </ul>		

## Course-related credits

### P.SOWI.1: Research methods

(All together 2 courses must be taken.)

(to be presented with the application for admission to the doctoral examination)

Last name, first name: \_\_\_\_\_

Course: \_\_\_\_\_

Topic: \_\_\_\_\_

Oral report (approx. 30 minutes) completed on: \_\_\_\_\_

---

Date

Lecturer's signature

Supervisor's signature

Course: \_\_\_\_\_

Topic: \_\_\_\_\_

Report (max. 2 pages) completed on: \_\_\_\_\_

---

Date

Lecturer's signature

Supervisor's signature

## Course-related credits

### P.SOWI.2: Doctoral colloquium/Research colloquium

(All together 3 courses must be taken.)

(to be presented with the application for admission to the doctoral examination)

Last name, first name: \_\_\_\_\_

#### 1. Doctoral candidate colloquium/Research colloquium.

Semester: \_\_\_\_\_

---

Date

Lecturer's signature

Supervisor's signature

#### 2. Doctoral candidate colloquium/Research colloquium.

Semester: \_\_\_\_\_

---

Date

Lecturer's signature

Supervisor's signature

#### 3. Doctoral candidate colloquium/Research colloquium.

Semester: \_\_\_\_\_

---

Date

Lecturer's signature

Supervisor's signature

Lecture (approx. 20 minutes) completed on: \_\_\_\_\_

---

Date

Lecturer's signature

Supervisor's signature

## Course-related credits

### P.SOWI.3: Workshop Interim Status

Alternatively, a further doctoral candidate colloquium / research colloquium may be completed.

(to be presented with the application for admission to the doctoral examination)

**Last name, first name:** \_\_\_\_\_

### Lecture and discussion

Topic: \_\_\_\_\_

Lecture (approx. 30 minutes) and discussion completed on: \_\_\_\_\_

---

Date

Lecturer's signature

Supervisor's signature

## Course-related credits

### P.SOWI.4: Scientific communication

(to be presented with the application for admission to the doctoral examination)

Last name, first name: \_\_\_\_\_

Course: \_\_\_\_\_

Semester: \_\_\_\_\_

Topic: \_\_\_\_\_

Report (max. 5 pages) completed on:

\_\_\_\_\_

---

Date

Lecturer's signature

Supervisor's signature

## Course-related credits

### P.SOWI.5: Advanced presentation techniques

(to be presented with the application for admission to the doctoral examination)

Last name, first name: \_\_\_\_\_

Conference: \_\_\_\_\_

Location: \_\_\_\_\_

Topic: \_\_\_\_\_

Lecture (approx. 30 minutes) and report (max. 5 pages) completed on: \_\_\_\_\_

---

Date

Lecturer's signature

Supervisor's signature

**Course-related credits**

**P.SOWI:6: Science management**

(to be presented with the application for admission to the doctoral examination)

**Last name, first name:** \_\_\_\_\_

Scientific conference: \_\_\_\_\_

\_\_\_\_\_

Location: \_\_\_\_\_

Organised by: \_\_\_\_\_

Report (max. 5 pages), discussion moderating or minutes completed on: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date

Lecturer's signature

Supervisor's signature

**Course-related credits**

**P.SOWI.7: Scientific teaching**

(to be presented with the application for admission to the doctoral examination)

**Last name, first name:** \_\_\_\_\_

**Higher education didactics workshop**

Topic: \_\_\_\_\_

Semester: \_\_\_\_\_

\_\_\_\_\_  
Date                      Lecturer's signature                      Supervisor's signature

**Course description**

Topic: \_\_\_\_\_

WLH \_\_\_\_\_

Semester: \_\_\_\_\_

\_\_\_\_\_  
Date                      Lecturer's signature                      Supervisor's signature

**Report**

Report (max. 5 pages) completed on: \_\_\_\_\_

\_\_\_\_\_  
Date                      Lecturer's signature                      Supervisor's signature

## Course-related credits

### P.SOWI.8: Languages for field research

(to be presented with the application for admission to the doctoral examination)

Last name, first name: \_\_\_\_\_

#### Language course

Language: \_\_\_\_\_

Level: \_\_\_\_\_

Semester: \_\_\_\_\_

Report (max. 5 pages) completed on: \_\_\_\_\_

---

Date

Lecturer's signature

Supervisor's signature

## Course-related credits

### M.MZS.1: Conception and planning of empirical research projects

(to be presented with the application for admission to the doctoral examination)

Last name, first name: \_\_\_\_\_

Research project: \_\_\_\_\_

Semester: \_\_\_\_\_

Exposé (max. 5 pages) and research grant proposal (max. 20 pages) completed on: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date

Lecturer's signature

Supervisor's signature

## Course-related credits

### **SQ.SOWI.19: Participation in academic and student self-government**

(to be presented with the application for admission to the doctoral examination)

**Last name, first name:** \_\_\_\_\_

Self-regulatory body: \_\_\_\_\_

Semester: \_\_\_\_\_

Activity report (max. 2 pages) completed on: \_\_\_\_\_

---

Date

Lecturer's signature

Supervisor's signature

## Course-related credits

### SQ.SOWI.20: Networking for social scientists

(to be presented with the application for admission to the doctoral examination)

Last name, first name: \_\_\_\_\_

Course: \_\_\_\_\_

Semester: \_\_\_\_\_

Presentation (max. 15 minutes) or poster completed on: \_\_\_\_\_

---

Date

Lecturer's signature

Supervisor's signature

**Course-related credits**

**SQ.SOWI.21: Project management**

(to be presented with the application for admission to the doctoral examination)

**Last name, first name:** \_\_\_\_\_

Workshop: \_\_\_\_\_

Semester: \_\_\_\_\_

Presentation (20 minutes) including project protocol completed on: \_\_\_\_\_

---

Date                      Lecturer's signature                      Supervisor's signature

## Course-related credits

### SQ.SOWI.31: Self-planning a curriculum

(to be presented with the application for admission to the doctoral examination)

Last name, first name: \_\_\_\_\_

Workshop: \_\_\_\_\_

Semester: \_\_\_\_\_

Didactic concept including seminar plan completed on: \_\_\_\_\_

---

Date

Lecturer's signature

Supervisor's signature

## Course-related credits

### **SQ.SOWI.32: Fundraising for research proposals and scholarships**

(to be presented with the application for admission to the doctoral examination)

**Last name, first name:** \_\_\_\_\_

Workshop/Seminar: \_\_\_\_\_

Semester: \_\_\_\_\_

Draft of a funding grant application proposal completed on: \_\_\_\_\_

---

Date

Lecturer's signature

Supervisor's signature

## Course-related credits

### **SQ.SOWI.100: Membership in academic and student self-government**

(to be presented with the application for admission to the doctoral examination)

**Last name, first name:** \_\_\_\_\_

Self-regulatory body: \_\_\_\_\_

Semester: \_\_\_\_\_

Activity report (max. 2 pages) completed on: \_\_\_\_\_

---

Date

Lecturer's signature

Supervisor's signature

## **Appendices**

## Welcome to the Göttingen Graduate School of Social Sciences (GGG)

The doctoral degree programme in "Social Sciences" is incorporated within the Göttingen Graduate School of Social Sciences (GGG), which combines the doctoral degrees conferred by five faculties. After admission to the doctoral degree programme, you automatically become a member of the GGG and have access to all of its courses, counselling and promotional benefits. Therefore, please send the questionnaire that you received with your letter of admission back to the GGG. The questionnaire can also be found online: <http://www.uni-goettingen.de/de/97840.html>

The GGG would like to cordially welcome you to the doctoral degree programme in Göttingen. We are delighted that you would like to pursue your further research with us and wish you the best of success.

As a member of the GGG, you have access to various measures and benefits you can find out more about on our homepage or by asking us directly.

The GGG's qualification programme is specifically geared towards the needs of doctoral candidates and covers the areas interdisciplinary methods, key competencies and competencies for professional entry into academic and non-academic career paths.

Networking meetings like the "PraxisForum" and sponsoring of research projects in practical business settings are offered by the GGG's KMU Network to cultivate doctoral candidates' contacts to SMEs (KMU is German for small and medium-sized enterprises).

Additionally, the Network facilitates funding measures like grants for self-run meetings or travel to international conferences. The GGG advises students who would like to begin a doctoral degree programme and doctoral candidates needing additional financing on how to apply for doctoral scholarships.

Overview of the GGG	<a href="http://www.ggg.uni-goettingen.de">www.ggg.uni-goettingen.de</a>
The team at the GGG	<a href="http://www.uni-goettingen.de/de/sammlungen/68827.html">www.uni-goettingen.de/de/sammlungen/68827.html</a>
Help desk for international Ph.D. students	<a href="http://www.uni-goettingen.de/GGG-Helpdesk">www.uni-goettingen.de/GGG-Helpdesk</a>
Qualification portal for Ph.D. students	<a href="http://www.qualiportal-promovierende.uni-goettingen.de">www.qualiportal-promovierende.uni-goettingen.de</a>
Interdisciplinary method week	<a href="http://www.methodenwoche.uni-goettingen.de">www.methodenwoche.uni-goettingen.de</a>
Team Teaching	<a href="http://www.ggg-teamteaching.uni-goettingen.de">www.ggg-teamteaching.uni-goettingen.de</a>
SME Network	<a href="http://www.kmu-netzwerk.uni-goettingen.de">www.kmu-netzwerk.uni-goettingen.de</a>
GGG funding measures	<a href="http://www.ggg.uni-goettingen.de/GGG-Foerderung">www.ggg.uni-goettingen.de/GGG-Foerderung</a>
News / Newsletter	<a href="http://www.uni-goettingen.de/GGG-Aktuelles-Newsletter">www.uni-goettingen.de/GGG-Aktuelles-Newsletter</a>

### Contact:

Dr. Bettina Roß (Management), [bettina.ross@uni-goettingen.de](mailto:bettina.ross@uni-goettingen.de), Tel. 3912417

**Attention: provisional**

**The text below is solely a translation of the German document. It is not legally binding.**

**Faculty of Social Sciences**

Pursuant to a resolution passed by the Faculty Council of the Faculty of Social Sciences dated August 7, 2013, the Presidential Board of the Georg-August University of Göttingen approved the first amendment to the Examination Regulations governing the doctoral degree programme in Social Sciences as promulgated in the Notification dated July 17, 2009 (Official Bulletin No. 17/2009 page 1735) and amended in the Notification dated July 12, 2011 (Official Bulletin No. 23/2011 page 1806), on September 3, 2013 (Section 44 para. 1 sentences 2 and 9, para. 3 sentence 1 (NHG<sup>1</sup>) as promulgated in the version of the Notification dated February 26, 2007 (Nds. GVBl.<sup>2</sup> page 69), as amended by Article 1 of the law dated December 12, 2012 (Nds. GVBl. page 591); section 37 para. 1 sentence 3 sub. 5 b) NHG).

**Examination Regulations for the Doctoral Degree Programme in "Social Sciences"  
at the Faculty of Social Sciences  
of Georg-August University of Göttingen**

**Part I**

**General Provisions**

**Regulation 1 Objective and Purpose of the Examinations**

The successful completion of the doctoral degree programme in "Social Sciences" is deemed to be proof that the graduate possesses the qualifications needed to carry out independent scientific work in a discipline offered by the Faculty of Social Sciences.

**Regulation 2 University Degree**

(1) <sup>1</sup>The Faculty of Social Sciences, on behalf of the Georg-August University of Göttingen awards the degree of Doctor in Social Sciences (Dr. disc. pol.) or the degree "Doctor of Philosophy", abbreviated "Ph.D.". <sup>2</sup>The Faculty Council may confer the title of honorary doctor in Social Sciences (Dr. disc. pol. h. c.).

(2) When submitting their applications for admission to the doctoral examination in accordance with Regulation 7, candidates must state which academic degree they wish to obtain under paragraph 1.

---

<sup>1</sup>Niedersächsisches Hochschulgesetz, NHG

<sup>2</sup>Niedersächsisches Gesetz- und Verordnungsblatt, Nds. GVBl.

### **Regulation 3 Length and scope of the degree programme**

(1) <sup>1</sup>The standard period of study for the doctoral degree programme is six semesters. <sup>2</sup>The nature and scope of the course of study are set forth in the Study Regulations of the doctoral degree programme in "Social Sciences".

(2) <sup>1</sup>The standard period of study may be extended by up to two months for good cause. <sup>2</sup>Good cause is especially given when the candidate must

a. complete particularly complex empirical work,

b. attain foreign language skills necessary to complete his or her dissertation.

<sup>3</sup>The decision as to whether the standard period of study is to be extended shall be made by the Dean at the request of the doctoral candidate or in accordance with the opinion issued by the Thesis Committee.

### **Regulation 4 Examination-related achievements**

(1) The degrees to be conferred according to Regulation 2 paragraph 1 shall be conferred based upon successful completion of a doctoral examination.

(2) The doctoral examination is composed of a scientific treatise (dissertation) and an oral examination (dissertation defence).

### **Regulation 5 Graduate Committee**

(1) <sup>1</sup>The Graduate Committee shall be constituted of two members, besides the Dean, from within the professors group [Hochschullehrergruppe], one of whom must be affiliated with the Göttingen Graduate School of Social Sciences (GGG), a postdoctoral research fellow [promovierter wissenschaftlicher Mitarbeiter], and a candidate in the doctoral degree programme, who shall have an advisory vote. <sup>2</sup>The Dean may have him- or herself represented by a member of the professors group. <sup>3</sup>The committee members are each appointed for two years by the Faculty Council groups from the Faculty of Social Sciences mentioned; the member of the student group is appointed for one year. <sup>4</sup>It is incumbent upon the Dean to run the committee. <sup>5</sup>Insofar as the composition in accordance with sentence 1 prevents an individual authorised to administer examinations from becoming a member of the Graduate Committee for one of the subjects taught at the Faculty of Social Sciences and approved for a doctoral procedure, the Faculty Council shall appoint an additional advisory member from the professors group or from the research fellows holding a doctoral degree.

(2) The Graduate Committee shall support the Dean in matters having to do with doctoral studies and regularly reports to the Faculty Council concerning concluded and current procedures.

### **Regulation 6 Thesis Committee**

(1) <sup>1</sup>Supervision during the doctoral degree programme shall be provided by the Thesis Committee, which shall be constituted individually for each doctoral candidate and made up of three authorised examiners, one of whom is the primary supervisor, whose consent to supervision was the basis for enrolment. <sup>2</sup>The further members are appointed by the Dean in consultation with the primary supervisor not later than six months after the candidate's enrolment; the doctoral candidate has the right to make a proposal, but not to claim a specific composition of the Thesis Committee. <sup>3</sup>At least one member of the Thesis Committee must belong to the professors group. <sup>4</sup>Academics from another university or research institute may also be on the Thesis Committee.

(2) The Thesis Committee shall supervise and support the doctoral candidate. The doctoral candidate must submit to the Thesis Committee at regular intervals, but not less than once a year, a report detailing the status of the doctoral project.

(3) <sup>1</sup>At the request of a member of the Thesis Committee or of the doctoral candidate, the Dean may replace members of the Thesis Committee. <sup>2</sup>A change in the primary supervisor is only possible if the advisor can no longer supervise the candidate's doctoral studies due to extended absence or where further advisory support is no longer acceptable due to a breakdown in mutual trust. <sup>3</sup>Paragraph 1 sentence 3 shall apply mutatis mutandis.

### **Regulation 7 Resignation of a Supervisor**

(1) Should a primary supervisor in charge of a dissertation resign from the Faculty, they shall still be allowed to continue to support dissertations until the candidates have completed their doctoral degrees.

(2) If the primary supervisor can no longer provide supervision due to their health or for other weighty reasons, the Dean shall appoint a replacement in mutual agreement with the doctoral candidate.

## **Part II**

### **Admission to the Doctoral Examination**

#### **Regulation 8 Prerequisites for Admission to the Doctoral Examination**

(1) Candidates must fulfil the following prerequisites to be granted admission to the doctoral examination:

- a) They must be enrolled in the doctoral degree programme in "Social Sciences",
- b) They must have successfully and duly completed the doctoral degree programme with at least 20 credits worth of course work according to of the Study Regulations of the doctoral degree programme in "Social Sciences" and
- c) They must have independently prepared a written scientific treatise (dissertation).

(2) Candidates shall not be admitted to the doctoral examination if

- a) parts of the dissertation were not completed by the candidate themselves, but rather with the help of third parties in a manner conflicting with the examination laws and scientific probity; scientific probity dictates strict compliance with the citation conventions that unequivocally identify whenever the intellectual property of others has been used in the dissertation;
- b) they have sought out the services of remunerated intermediaries to provide them with doctoral degree opportunities
- c) they have paid any remuneration or remuneration in kind for such services in the context of the doctoral procedure and its preparation, or if they have availed themselves of any unpaid services antithetical to the intent and purpose of an examination procedure.

In such cases, any re-application for admission to the doctoral examination shall be excluded.

#### **Regulation 9 Applying for Admission to the Doctoral Examination**

(1) Upon completion of their dissertation, a doctoral candidate must submit a written application for admission to the doctoral examination and initiation of the doctoral procedure to the Dean of the Faculty of Social Sciences.

(2) The application must:

- a) include at least four copies of the written scientific treatise (dissertation). In addition to submitting the dissertation in written form, it must be submitted in electronic form on a physical data medium, e.g. CD-ROM, DVD or data stick.

b) indicate the academic degree to be conferred under Regulation 2 paragraph 1 and the names of the examiners proposed by the candidate.

c) contain proof that the candidate has successfully earned the course-related credits in accordance with the Study Regulations governing the doctoral degree programme in "Social Sciences".

d) include a declaration according to Regulation 12.

(3) <sup>1</sup>Once the application has been submitted and the formal requirements examined, the Dean shall make a decision on the candidate's admission to the doctoral examination. <sup>2</sup>If all of the requirements have been fulfilled, the Dean shall initiate the doctoral procedure and appoint the Examination Committee according to Regulation 13. <sup>3</sup>Admission to the doctoral examination gives the doctoral candidate the right to have their submitted scientific treatise reviewed.

(4) <sup>1</sup>The candidate shall receive a written notice concerning their admission; a rejection shall be accompanied by instructions about the right to appeal. <sup>2</sup>The Dean's Office shall notify the candidate's primary supervisor of the candidate's admission.

(5) <sup>1</sup>Withdrawal of an application for admission to the doctoral procedure is permissible as long as said procedure has not been terminated by a negative decision on the dissertation or the oral examination has not yet started. <sup>2</sup>Given that the withdrawal is legitimate, the attempt to obtain a doctoral degree shall be deemed as not having been taken.

### **Part III**

#### **Dissertation**

##### **Regulation 10 Doctoral Thesis, Cumulative Dissertation**

(1) The topic of the dissertation is to be selected from a subject area taught at the Faculty of Social Sciences.

(2) The dissertation must constitute the doctoral candidate's independent scientific achievement.

(3) <sup>1</sup>A joint dissertation may be recognized as an individual scientific achievement if the contribution of each doctoral candidate in the dissertation is clearly delineable and assessable as that individual's own work. <sup>2</sup>Each contribution must be assessed individually as a dissertation.

(4) The dissertation may be written in German or English.

(5) <sup>1</sup>The submission of three thematically independent scientific contributions accepted for publication after an external evaluation procedure also counts as a dissertation, provided that the primary supervisor furnished written confirmation that these publications make up the bulk of the research work inherent to a dissertation (cumulative dissertation). <sup>2</sup>The doctoral candidate must have been responsible as sole author of at least one of these contributions. <sup>3</sup>In case of a multi-

author publication, the candidate's contributions must be clearly delineable and assessable. <sup>4</sup>Such publications must be supplemented by a powerful, well-founded introduction to the underlying scientific hypothesis of the publication as well as by a conclusion that puts the candidate's own results into the subject-specific context, and by a bibliography. <sup>5</sup>The cumulative dissertation must be submitted in bound form. <sup>6</sup>Furthermore, the dissertation must include a declaration of the percentage of work done by the individual candidate. Regulation 9 paragraph 2 lit. a) shall apply *mutatis mutandis*.

### **Regulation 11 Publication before submission**

With the approval of the Thesis Committee, the dissertation may be published in its entirety in advance; parts of the dissertation may be published in advance as contributions in publications subject to peer review.

### **Regulation 12 Affidavit**

<sup>1</sup>The dissertation must include the following declaration:

1. My opportunity to take part in this doctoral procedure was not commercially brokered. In particular, I have not sought out the services of any organisation that provides advisors for the completion of dissertations or would fulfil the duties incumbent upon me with respect to examination-related achievements in whole or in part.
2. I hereby declare that I have prepared the dissertation submitted [followed by the title of the dissertation] independently and without any unauthorised assistance. I have not accepted any external aid with or without remuneration, nor will I do so in the future. <sup>2</sup>I did not use any aids or writings other than those I have listed. <sup>3</sup>All passages taken either verbatim or in adapted form from other authors are indicated as such.
3. The dissertation I hereby submit has not yet been submitted in the context of any other examination procedure.
4. Furthermore, I am aware that any falsehood regarding the present declaration shall exclude me from admission to the doctoral examination and/or shall later lead to termination of the doctoral procedure or to revocation of the title I may receive.

### **Regulation 13 Review, Examination Committee**

(1) <sup>1</sup>The Dean shall appoint two assessors for the dissertation who are authorised to administer examinations as set down in Regulation 14 and who are generally members of the Thesis Committee. <sup>2</sup>In exceptional cases, the Dean may designate other assessors, particularly for interdisciplinary or cross-faculty dissertations.

(2) The Examination Committee shall be appointed by the Dean and, in addition to the assessors, consists of the members authorised to administer examinations of the Thesis Committee, in accordance with paragraph 1.

### **Regulation 14 Authorisation to Administer Examinations**

(1) <sup>1</sup>Authorised examiners shall include

- a. Members or associated members of the professors group,
- b. Those members or associated members of the Georg-August University of Göttingen with a post-doctoral degree,
- c. Honorary professors of the Georg-August University of Göttingen and
- d. Any individual who has completed a procedure equivalent to an appointment procedure and who is consequently entrusted with the performance of research and teaching tasks.

<sup>2</sup>In justified exceptions, a member of a university or non-university research institution may be appointed in addition to the assessor or examiner.

(2) One of the assessors must be a full-time member of the professors group of the Faculty of Social Sciences of the Georg-August University of Göttingen; individual deviation is possible complying board decision of the Faculty Council, implying majority of the faculty members with voting power as well as the majority within the professor group of the faculty members (double absolute majority).

### **Regulation 15 Acceptance or Rejection of the Dissertation**

(1) Every assessor must turn in an assessment of the dissertation within three months of its submission and recommend:

- a) accepting the dissertation,
- b) rejecting the dissertation or
- c) returning the dissertation to the candidate for revision, where they would otherwise recommend the dissertation be rejected.

(2) <sup>1</sup>If it is recommended that the dissertation be accepted, it must be given a grade (cf. Regulation 21 paragraph 2). <sup>2</sup>The Examination Committee shall set a reasonable deadline for any revision.

(3) If all of the assessors are in agreement on the acceptance or rejection of the dissertation, then it shall be considered definitively accepted or rejected.

(4) <sup>1</sup>If all of the assessors are not in agreement on the acceptance or rejection, the Examination Committee shall make the final decision based on an additional expert review. <sup>2</sup>The additional assessor shall become a member of the Examination Committee, and the additional expert review shall be treated in the same manner as the assessments already submitted.

After acceptance of the dissertation, the doctoral candidate receives a copy of the expert review.

(6) If a dissertation returned to the candidate for revision is not submitted to the Examination Committee within the set deadline, it shall be deemed as rejected.

(7) If the dissertation is rejected, the examination is deemed to have been failed.

### **Regulation 16 Viewing Period**

(1) After the assessments and recommendations have been received according to Regulation 15 paragraph 1, the Dean shall inform the members of the Faculty authorised to administer examinations about the entered votes and set a deadline for inspection of the assessments of at least five work days during the semester or ten work days during the semester break.

(2) If a member of the Faculty authorised to administer examinations raises any objections to the grade given, the Dean may appoint an additional assessor for the dissertation.

(3) The additional assessor shall become a member of the Examination Committee, and the additional assessment is to be treated in the same manner as the assessments already submitted.

### **Regulation 17 Archival copy**

One copy of the submitted dissertation with all of its assessments remains in the faculty archives.

**Part IV**  
**Oral Examination**

**Regulation 18 Form of Oral Examination**

- (1) The examination shall be carried out as a dissertation defence.
- (2) The language of examination shall be German or English.

**Regulation 19 Scheduling**

<sup>1</sup>After the procedure in accordance with Regulations 16, 17 and 18 is concluded, the date of the oral examination shall be set by the Dean . <sup>2</sup>The oral examination shall take place not later than 16 weeks after the candidate has been admitted by the Dean in accordance with Regulation 9 paragraph 3. <sup>3</sup>In the case of a dissertation referred back to the candidate for revision, the deadline shall be extended by the time allotted for the revision.

**Regulation 20 Oral Examination**

- (1) In the oral examination, the doctoral candidate must prove that he or she possesses fundamental specialised knowledge and can independently reason through scientific problems.
- (2) <sup>1</sup>The dissertation defence consists of two parts. <sup>2</sup>In the first part, the doctoral candidate shall explain the objectives and results of his or her dissertation in an oral report lasting a maximum of 20 minutes. <sup>3</sup>In the second part of the dissertation defence, the doctoral candidate must submit to questions posed by the examiners on the greater scientific context of the dissertation, and on subject areas and methodological questions pertaining to the field as a whole and to related fields.
- (3) The dissertation defence lasts approx. 120 minutes. In the case of a joint effort in the sense of Regulation 10 paragraph 3, a joint examination with a length of approx. 240 minutes is also possible.
- (4) The oral examination shall be administered by the Examination Committee.
- (5) The Dean shall appoint the primary assessor as chairperson of the Examination Committee.
- (6) <sup>1</sup>The dissertation defence shall be open to the university public. <sup>2</sup>Upon request of the doctoral candidate, the dissertation defence may be closed to the university public. The Examination Committee shall decide thereupon. <sup>4</sup>Authorised examiners belonging to the Graduate Committee have the right to participate in the dissertation defence and advise the Examination Committee during its assessment even in the case that the university public is excluded.
- (7) A transcript of the oral examination is to be prepared by a member of the Examination Committee.

## **Regulation 21 Individual Grade and Overall Assessment of the Doctorate**

(1) Subsequent to the oral examination, the Examination Committee shall decide whether the overall examination has been passed.

(2) <sup>1</sup>Possible grades for individual assessments of the dissertation and for the oral examination include:

summa cum laude (excellent) (0)

magna cum laude (very good) (1)

cum laude (good) (2)

rite (pass) (3).

<sup>2</sup>The grades may each be raised (with the exception of the grade "summa cum laude") or lowered (with the exception of the grade "rite") by 0.3.

(3) The grade for the dissertation shall be computed as the arithmetical mean of the assessments awarded by the assessors:

up to and including 0.50 summa cum laude

up to and including 1.50 magna cum laude

up to and including 2.50 cum laude

up to and including 3.00 rite.

(4) <sup>1</sup>The overall grade shall be computed as the arithmetical mean of the grade for the oral examination and of the grade for the dissertation. <sup>2</sup>The dissertation is multiplied by a factor of 2 and the oral examination by a factor of 1 before adding them into the calculation. Once the individual results have been evaluated, the provisions set down in Regulation 3 shall apply mutatis mutandis.

(5) The doctoral candidate shall be informed about the outcome of the doctoral examination immediately after it has been determined.

## **Regulation 22 Failure, Discontinuation, Repetition of the Oral Examination**

(1) <sup>1</sup>Should the candidate's knowledge prove unsatisfactory, the oral examination shall be deemed as failed. <sup>2</sup>If the candidate should miss the examination date or cancel the examination, it shall be deemed "failed" unless there is good cause. <sup>3</sup>The Examination Committee must immediately be notified in writing of good cause which must be presented in a substantial and credible manner. <sup>4</sup>If the withdrawal or default is due to illness, the candidate must furnish without delay a medical

certificate stating the probable duration of the illness preventing them from taking the examination unless the illness is obvious. <sup>5</sup>If the reasons given are accepted, a new examination date shall be scheduled.

It is possible to repeat a failed oral examination within one year, if so requested by the doctoral candidate. <sup>2</sup>A second repetition shall not be possible; failed examinations in a doctoral procedure at other universities in one of the subjects in the Faculty of Social Sciences shall count towards the examination in the doctoral degree programme in "Social Sciences" at the Georg-August University. If the candidate fails the examination definitively, their doctoral studies shall be deemed to have been failed.

### **Regulation 23 Safeguarding Provisions**

(1) <sup>1</sup>If the person to be examined credibly demonstrates that they are not in a position (e.g. on account of a long-lasting illness or a permanent physical handicap) to deliver examination-related achievements or any portion thereof in the prescribed way, then said person shall be given the opportunity to deliver the examination-related achievements after an extended processing period or equivalent examination-related achievements in another form. <sup>2</sup>This requires that an original certificate issued by a medical specialist be furnished. <sup>3</sup>It is not sufficient to produce a mere copy. <sup>4</sup>The decision shall be made by the Examination Committee.

(2) <sup>1</sup>With respect to the observance of deadlines for first-time examination registration, repeat examinations, the grounds for missing examinations or a free-trial examination and failure to observe processing period deadlines set for examination papers, it shall be deemed that an illness of a close relative and the provision of necessary exclusive care are equivalent to the illness of the examination candidate. <sup>2</sup>Children, parents, grandparents, spouses and cohabitating partners shall be considered close relatives.

(3) <sup>1</sup>Pregnant students shall not be allowed to earn any course-related achievements or examination-related achievements that a doctor's certificate states would endanger the health or life of mother or child. <sup>2</sup>Furthermore, the safeguarding provisions set down in Sections 3, 4, 6 and 8 of the German Maternity Protection Act, the time limits and provisions stipulated in Section 1 paragraph 1 or paragraph 3 subparagraph 3 or, in cases of particular hardship, paragraph 5, as well as Sections 15 and 16 of the Federal Education Allowance Act on Parental Leave in their currently amended forms, shall apply.

(4) <sup>1</sup>No disadvantages for the candidate may arise from his or her observance of the provisions set down in paragraph 3. <sup>2</sup>The fulfilment of prerequisites set down in paragraphs 1 to 3 must be demonstrated by adequate documents, such as medical certificates, birth certificates, certificates issued by the residents' registration office etc.

## Part V

### Publication of the Dissertation and Execution of the Doctoral Procedure

#### Regulation 24 Publication of the Dissertation

- (1) The dissertation must be published.
- (2) <sup>1</sup>When publishing a dissertation, the doctoral candidate should take into consideration the recommendations of the assessors on content changes. <sup>2</sup>The assessor must confirm on a revision slip that the dissertation and the conclusions meet the formal requirements for a publication according to paragraph 6.
- (3) Apart from printing as a separate written document, reproduction in DIN A 5 format or publication in the Internet archive of the SUB Göttingen shall be sufficient for publication.
- (4) The Faculty Council may allow other forms of publication.
- (5) <sup>1</sup>Depending on the form of publication, the doctoral candidate must submit to the faculty printed versions of his or her dissertation (mandatory copies), the quantity of which is to be determined by resolution of the Faculty Council. The candidate shall not be reimbursed. <sup>2</sup>These must be submitted within a year after passing the Faculty's oral examination. <sup>3</sup>A doctoral candidate who fails to meet this deadline loses all rights gained through the examination. <sup>4</sup>The Dean of Studies may extend the delivery deadline. <sup>5</sup>The doctoral candidate must submit a justified request before the expiry of the period of one year.
- (6) <sup>1</sup>Along with the mandatory copies of the dissertation, the doctoral candidate must submit two summaries in electronic form, each generally one DIN A4-sized page in length, one in German and one in English. <sup>2</sup>These must be published by the Faculty.
- (7) <sup>1</sup>The submitted copies must be provided with a cover page, the front and back of which must be styled after the templates shown in Appendix 1. <sup>2</sup>At the end of the dissertation, a short curriculum vitae describing the doctoral candidate's academic career must be included along with information indicating the candidate's date and place of birth, nationality, and length of studies at each university in order of attendance. <sup>3</sup>The Faculty may grant exemption from these provisions. <sup>4</sup>They shall not apply to copies of the dissertation marketed through retail booksellers.
- (8) <sup>1</sup>Publication in the form of individual contributions in publications with external peer review is also acceptable, as long as the publications reflect the overall content of the dissertation. <sup>2</sup>This shall be confirmed on the revision slip (paragraph 2). <sup>3</sup>The provisions of paragraph 6 shall apply *mutatis mutandis*.

(9) If the written dissertation is published in parts according to paragraph 8 but does not reflect the overall content of the dissertation, the provisions of paragraphs 2 to 7 shall apply to the parts that have not yet been published.

### **Regulation 25 Finalisation of the Doctoral Procedure**

(1) <sup>1</sup>If the doctoral candidate has met all of the obligations incumbent upon him or her according to the Examination Regulations, particularly regarding submission of the mandatory copies and the summaries in German and English, the Dean shall confer the doctoral degree by presenting the candidate with their final transcript (Appendix 2) and their doctoral degree certificate (Appendix 3), including an English translation upon request. <sup>2</sup>The date on which the doctoral degree is conferred shall be the day the oral examination was completed successfully.

(2) The doctoral candidate is not authorized to bear the title of Doctor until receiving the doctoral degree certificate.

### **Regulation 26 Inspection of Examination Records**

In the period between the completion of the oral examination and the finalisation of the doctoral procedure or within four weeks after the dissertation has been returned for revision or rejected or after the candidate has failed the oral defence, the doctoral candidate is entitled to inspect the written appraisals and the examination records taken, both available at the Dean's Office.

### **Regulation 27 Cheating**

(1) If the doctoral candidate cheats on an examination for personal benefit or the benefit of others and this is not discovered until after the candidate receives their final transcript, the Faculty Council has the right to retroactively correct the grades for those examination-related achievements the doctoral candidate cheated on or to deem the examination to have been failed in whole or in part.

(2) Any holder of a doctoral degree may also be deprived of their title by virtue of legal provisions.

### **Regulation 28 Award of an Honorary Doctorate**

(1) <sup>1</sup>The Faculty Council may confer the title of honorary doctor if two-thirds of the members entitled to vote (among them two-thirds of the professors group) so decide. <sup>2</sup>The Faculty Council draws up provisions governing implementation thereof.

(2) Conferral of the honorary doctorate is finalised once the Dean hands over the degree certificate. <sup>2</sup>In the degree certificate, the academic accomplishments of the individual receiving an honorary doctorate are to be acknowledged.

## Part VI

### Doctoral Studies under Joint Supervision

#### with a Foreign University Or Faculty

#### Regulation 29 Requirements for a Joint Supervision Procedure

(1) A doctoral procedure carried out jointly with a foreign university or faculty assumes that

1. an agreement has been reached with the foreign university or faculty as to what constitutes cross-border joint supervision of doctoral studies in question

or

that an individual cooperation agreement for implementing double doctoral studies has been signed with the foreign university or faculty;

2. an admission to the doctoral degree programme has been awarded by the University of Göttingen as well as from the foreign university or faculty.

(2) <sup>1</sup>According to more specific provisions of the agreement in paragraph 1 No. 1, the dissertation may be submitted to the University of Göttingen or to the foreign university or faculty. <sup>2</sup>A dissertation that has already been submitted to and accepted/rejected by the foreign university or faculty may not be resubmitted to the University of Göttingen. <sup>3</sup>The agreement according to paragraph 1 No. 1 must warrant that a dissertation submitted to and accepted/rejected by the University of Göttingen may not be resubmitted to the foreign university or faculty.

(3) <sup>1</sup>If the dissertation is submitted to the University of Göttingen, Regulation 30 shall apply. <sup>2</sup>If the dissertation is submitted to the foreign university or faculty, Regulation 31 shall apply.

### Regulation 30

#### Submission to the University of Göttingen

(1) If the dissertation is submitted to the University of Göttingen, Regulation 10 paragraph 4 shall apply.

(2) <sup>1</sup>During the doctoral procedure, supervision is carried out by an individual authorized to supervise by the University of Göttingen and a professor of the foreign university or faculty. <sup>2</sup>Supervision takes place based on the agreement in accordance with Regulation 29 paragraph 1 No. 1.

(3) <sup>1</sup>In derogation from Regulation 13, the Faculty running the doctoral degree programme shall appoint an Examination Committee in agreement with the foreign university or faculty, which shall be constituted of an equal number of academics and scientists from both universities; the details of

the composition are regulated in the agreement pursuant to Regulation 29 paragraph 1 No. 1.  
<sup>2</sup>Both supervisors for the dissertation should be appointed as examiners.

(4) <sup>1</sup>Once the dissertation has been accepted at the University of Göttingen, it shall be forwarded to the foreign university or faculty for approval on how to proceed. <sup>2</sup>Once the foreign university or faculty grants its approval to proceed, an oral examination according to the provision of Regulations 18 – 22 shall take place at the Faculty of the University of Göttingen that is conducting the doctoral degree programme; in warranted exceptions, the provision of Regulations 18 – 22 may be derogated from under the terms of the agreement according to Regulation 29 paragraph 1 No. 1.

(5) <sup>1</sup>If the University of Göttingen chooses to accept the dissertation but the foreign university or faculty refuses to grant approval to proceed, then the joint procedure is concluded. <sup>2</sup>The doctoral procedure is continued according to the General Provisions of the Doctoral Degree Regulations hereunder. <sup>3</sup>According to Regulation 13, a new Examination Committee must be appointed for the examination.

## **Regulation 31**

### **Submission to a Foreign University Or Faculty**

(1) <sup>1</sup>If the dissertation is submitted to a foreign university or faculty, the foreign university or faculty decides whether to accept the dissertation and/or how to proceed after its assessment. <sup>2</sup>If the decision is positive, the Faculty of the University of Göttingen which is running the doctoral degree programme shall decide on the acceptance of the dissertation according to Regulation 15 [Provisions on the acceptance of the dissertation] once all required assessments are available, taking into consideration the assessment from the assessors at the University of Göttingen. <sup>3</sup>The Dean shall forward the result to the foreign university or faculty. <sup>4</sup>Furthermore, he or she shall forward the names of the examiners to be appointed. <sup>5</sup>The oral examination shall take place at the foreign university or faculty.

(2) <sup>1</sup>Should the dissertation be rejected at the University of Göttingen, then the joint procedure is concluded. <sup>2</sup>The rejected dissertation may not be resubmitted to the University of Göttingen. <sup>3</sup>The provisions on the repetition of the doctoral degree programme shall remain unaffected thereby.

(3) If the foreign university or faculty has rejected the dissertation, then the joint procedure is concluded.

## **Regulation 32**

### **Doctoral Degree Certificate**

After a doctoral procedure under joint supervision by a foreign university or faculty has been successfully concluded, a joint doctoral degree certificate signed by both universities shall be issued, with a statement that the doctoral degree was conferred upon the candidate by both of the participating universities for a scientific achievement.

### **Regulation 33 Decision, appeal**

(1) <sup>1</sup>Decisions of rejection and other incriminating administrative acts made under the various Examination Regulations must be substantiated, include information concerning legal remedies and be notified to the candidate. <sup>2</sup>Appeals against such decisions can be lodged within one month after notification.

(2) Unless such appeal is remedied, the Examination Committee shall pass a ruling thereon, giving due consideration to the procedure set down in paragraph 3.

(3) <sup>1</sup>If the appeal is directed against the evaluation made by one examiner, the Examination Committee shall present this appeal to that examiner for review. <sup>2</sup>If said examiner alters their evaluation as petitioned, the Examination Committee shall then grant the appeal. <sup>3</sup>Otherwise, the Examination Committee shall review the decision based on the statement of the examiner, paying close attention to whether

- a) The examination procedure had been followed
- b) Generally valid evaluation principles were applied
- c) Exclusively pertinent facts were used consistently throughout the evaluation process
- d) All defensible solutions supported by weighty arguments in a logical fashion were graded as correct.
- e) The examiner was misled by extraneous considerations.

<sup>4</sup>The aforementioned shall apply accordingly whenever an appeal is directed against the evaluation by more than one examiner. <sup>5</sup>Should the objections to examination-specific evaluations and expert assessments be concrete and substantiated, the examination-related achievements shall be evaluated by other examiners not previously involved with the examination in question or the examination shall be repeated by said examiners, inasmuch the first examiner's impartiality appears to be in doubt. <sup>6</sup>A re-evaluation may not result in a grade lower than the initial grade.

<sup>7</sup>The Examination Committee shall swiftly reach a decision with regard to the appeal.

(4) <sup>1</sup>An appeal must be lodged in writing or be taken down for the record by the body issuing the decision. <sup>2</sup>The deadline shall be deemed to have been observed if the appeal is lodged with the Dean of the Faculty of Social Sciences.

(5) <sup>1</sup>Unless such appeal is remedied, a ruling shall be passed thereon. <sup>2</sup>This shall be passed by the Dean of the Faculty of Social Sciences on behalf of the Examination Committee. <sup>3</sup>Notice of this ruling must be substantiated, provided with instructions about the candidate's right to appeal and served to the candidate.

### **Regulation 34 Effective Date and Transitional Provisions**

(1) These Regulations shall become effective on the day after their promulgation in the Official Bulletin of the Georg-August University of Göttingen.

(2) Within one year after these Examination Regulations enter into force, doctoral candidates who have already been admitted to the doctoral degree programme at the Faculty of Social Sciences may petition to have their studies subject to the Examination Regulations hereunder.

**Appendix 1: Cover page of the dissertation**

Front page

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

(Title of the dissertation)

Dissertation  
for Conferral of a Doctoral Title  
by the Faculty of Social Sciences  
at Georg-August University of Göttingen

Submitted by

.....  
(Name)

born in .....

Göttingen, .....  
(Year of publication)

Reverse side

**First assessor:** .....  
(Name)

**Additional supervisors:** .....  
(Name)

.....  
(Name)

**Other members of the Examination Committee:**

.....  
(Name)

**Date of the oral examination:** .....  
(Date)



## Application for admission to the doctoral examination and initiation of the doctoral procedure

Name: \_\_\_\_\_

Matriculation No.: \_\_\_\_\_

I hereby apply for admission to the doctoral examination and initiation of the doctoral examination procedure.

Pursuant to Regulation 2 of the Examination Regulations for the doctoral program, I am applying for

the title (Dr. disc. pol.) or

the title "Doctor of Philosophy", abbreviated "Ph.D."

I hereby declare that I have prepared the dissertation independently and without any unauthorised assistance and that it has not previously been submitted in the context of any other examination procedure.

I hereby propose the following examiners (generally members of the Thesis Committee):

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Göttingen, (date)

\_\_\_\_\_

Signature

## **Affidavit at the end of the dissertation**

According to **Regulation 12 of the 2013 Examination Regulations**, the dissertation must include the following declaration:

1. My opportunity to take part in this doctoral procedure was not commercially brokered. In particular, I have not sought out the services of any organisation that provides advisors for the completion of dissertations or would fulfil the duties incumbent upon me with respect to examination-related achievements in whole or in part.
2. I hereby declare that I have prepared the dissertation submitted [followed by the title of the dissertation] independently and without any unauthorised assistance. I have not accepted any external aid with or without remuneration, nor will I do so in the future. I did not use any aids other than those listed by me. All passages taken either verbatim or in adapted form from other authors are indicated as such.
3. The dissertation I hereby submit has not yet been submitted in the context of any other examination procedure.
4. Furthermore, I am aware that any falsehood regarding the present declaration shall exclude me from admission to the doctoral examination and/or shall later lead to termination of the doctoral procedure or to revocation of the title I may receive.

## Certificate for Cumulative Dissertations

Certification that publication was submitted to an international peer-reviewed journal affirming the author's significant personal contribution (not applicable to work already submitted)

**Last name, first name:** \_\_\_\_\_

**Title of the 1st article:** \_\_\_\_\_

\_\_\_\_\_

Authors: \_\_\_\_\_

\_\_\_\_\_

Journal: \_\_\_\_\_

I hereby certify that the above paper has been submitted to the aforementioned journal. I have seen the correspondence with the publisher.

\_\_\_\_\_

Date

Supervisor's signature

Graduate Committee Chairperson's signature

**Last name, first name:** \_\_\_\_\_

**Title of the 2nd article:** \_\_\_\_\_

\_\_\_\_\_

Authors: \_\_\_\_\_

\_\_\_\_\_

Journal: \_\_\_\_\_

I hereby certify that the above paper has been submitted to the aforementioned journal. I have seen the correspondence with the publisher.

\_\_\_\_\_

Date

Supervisor's signature

Graduate Committee Chairperson's signature

**Last name, first name:** \_\_\_\_\_

**Title of the 3rd article:** \_\_\_\_\_

\_\_\_\_\_

**Authors:** \_\_\_\_\_

\_\_\_\_\_

**Journal:** \_\_\_\_\_

I hereby certify that the above paper has been submitted to the aforementioned journal. I have seen the correspondence with the publisher.

---

Date

Supervisor's signature

Graduate Committee Chairperson's signature

## Guidelines for publication of the dissertation

According to Regulation 27 paragraph 1 of the 2006 Doctoral Degree Regulations and Regulation 24 paragraph 1 of the 2009 to 2013 Doctoral Degree Regulations, the dissertation must be published:

**Provision governing enforcement of Regulation 31 paragraph 5 of the 2005 Doctoral Degree Regulations and/or**

**Provision governing enforcement of Regulation 27 paragraph 5 of the 2006 Doctoral Degree Regulations and/or**

**Provision governing enforcement of Regulation 24 paragraph 5 of the 2009 Doctoral Degree Regulations and/or**

**Provision governing enforcement of Regulation 24 paragraph 5 of the 2011 Doctoral Degree Regulations and/or**

**Provision governing enforcement of Regulation 24 paragraph 5 of the 2013 Doctoral Degree Regulations**

"The candidate must submit to the Faculty printed versions of his or her dissertation (mandatory copies), the quantity of which is to be determined by resolution of the Faculty. The candidate shall not be reimbursed. These must be submitted to the Faculty within a year after the oral examination has been successfully passed."

### **Graduate Committee Resolution:**

The number of mandatory copies to be handed in to the faculty is:

- for printed dissertations (**self-publishing**): 60 copies in DIN A5 format
- for publication as a **monograph**: 10 copies
- for publication as a **monograph**: 6 copies, if an **electronic publication** of the dissertation is **simultaneously** made available with the printed publication
- **electronic publication**: 4 copies in DIN A5 format

When publishing a dissertation, the doctoral candidate should take into consideration the recommendations of the assessors on content changes. Along with the mandatory copies of the dissertation, the doctoral candidate must submit two summaries including short outlines, each generally one DIN A4-sized page in length, one in German and one in English (as PDF files). These shall be published by the Faculty. On the revision slip, the assessor will confirm that the dissertation and the summaries (in German and English) meet the formal requirements for publishing.

### **Revision slip (for publication)**

I hereby confirm that the setting copy of the dissertation and the summaries including short outlines (in German and English) submitted by

Ms./Mrs./Mr. \_\_\_\_\_

from \_\_\_\_\_

entitled \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

were presented to me.

I have no objections to the publication of the dissertation in this form and certify this by my signature in accordance with Regulation 24 in Part V of the 2013 Examination Regulations of the Faculty of Social Sciences at the University of Göttingen.

Name of first assessor: \_\_\_\_\_

Signature of first assessor: \_\_\_\_\_

Place, date \_\_\_\_\_

**Doctoral Degree Regulations of the Faculty of Social Sciences  
at Georg-August University of Göttingen**

– Promulgated in the Official Bulletin of the University of Göttingen dated March 25, 2009 –

Section 24 para. 6 of the Doctoral Degree Regulations [Promotionsordnung (PromO)]:

Along with the mandatory copies of the dissertation, the doctoral candidate must submit two summaries in electronic form, each generally one DIN A4-sized page in length, one in German and one in English. These are to be published by the Faculty.

**At its meeting on May 5, 2001, the Faculty Council defined the covenant of the Doctoral Degree Regulations concerning Regulation 24 paragraph 6 of 2013 PromO as follows:**

Word or PDF file (1.5 spacing, 12pt font size, German and English in separate files)
1. Author, title
2. Source (e.g. publishing house, location, year of publication)
3. Short outline (2-tier, i.e. chapter, subchapter)
4. Summary (max. two pages)

Please send the files to the following address: [studiendekanat@sowi.uni-goettingen.de](mailto:studiendekanat@sowi.uni-goettingen.de)

## **An overview of the most important addresses**

### **For matriculation:**

Student Centre  
Office of Student Affairs  
Wilhelmsplatz 4  
37073 Göttingen  
InfoLine: +49 (0)551/ 39-113  
[info-line-studium@uni-goettingen.de](mailto:info-line-studium@uni-goettingen.de)

### **For foreign students (especially for matriculation):**

The International Office  
International Student Services Team  
Ms. Simin Wahdat  
Von-Siebold-Str. 2  
D-37075 Göttingen  
Room No.: 0.117  
Phone: +49 (0)551/ 39-21351  
Fax: +49 (0)551/ 39-21333  
[simin.wahdat@zvw.uni-goettingen.de](mailto:simin.wahdat@zvw.uni-goettingen.de)

### **For all matters concerning the doctoral degree programme:**

The Dean's Office of the Faculty of Social Sciences  
Mr. Martin Ertelt  
Platz der Göttinger Sieben 3  
37073 Göttingen  
Oeconomicum Room 1.129  
Phone: +49 (0)551/ 3919730  
[Martin.Ertelt-1@sowi.uni-goettingen.de](mailto:Martin.Ertelt-1@sowi.uni-goettingen.de)

### **Göttingen Graduate School of Social Sciences (GGG)**

Göttingen Graduate School of Humanities (GGG)  
Convention Centre by the Observatory  
Geismar Landstr. 11  
37083 Göttingen  
Fax +49 (0)551 / 39-10647  
[ggg@uni-goettingen.de](mailto:ggg@uni-goettingen.de)



