

Official Note

of the Hochschule Geisenheim University



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Legal note: This English translation of the Doctorate Regulations is provided for your convenience only and is not legally binding. In case of discrepancy the original German version: "Promotionsordnung der Hochschule Geisenheim" shall prevail.

According to § 1 of the statutes of the Hochschule Geisenheim University regulating the promulgation of statutes dated 23rd January 2013 (StAnz. 10/2013 of 04.03.2013, P. 394/395),

the doctorate regulations of the Hochschule Geisenheim University

are published herewith.

Based on § 36 para. 2 no. 1 of the Hessian Higher Education Act (*Hessisches Hochschulgesetz*)(HHG) in the version of 14th December 2009 (GVBl. I p. 666), last amended by art. 11 of the law of 27th May 2013 (GVBl. I p. 218) in conjunction with § 2 of the regulations on the exercise of the right to confer doctorates by the Hochschule Geisenheim University of 31.07.2013 (GVBl. I p. 533), the Senate of the Hochschule Geisenheim University has adopted the following doctorate regulations on 10.12.2013.

The President's Council of the Hochschule Geisenheim University has approved the Senate resolution on 20.02.2014.

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First section: General matters**§ 1 Doctoral degrees and purpose of the doctorate**

(1) To perform a doctorate at the Hochschule Geisenheim University, involvement of a department of a German or foreign doctorate granting university is indispensable. The doctorate regulations of the involved departments of the partner university apply in addition to the doctorate regulations of the Hochschule Geisenheim University. A cooperation agreement is to be concluded with the involved partner university. In case of interpretation doubts or the occurrence of deviating regulations, the doctoral committees of both universities should endeavor to agree on an interpretation which meets the respective regulations to the utmost.

(2) The award of the academic degree of doctor depends on the involved university department (e. g. Dr. agr., Dr. sc. agr., Dr. rer. hort., Dr. oec. troph., Dr. rer. nat., Dr.-Ing.) respectively the involved foreign university. Generally, a **joint certificate** of the involved universities is issued.

(3) Generally, the oral doctoral defense takes place in Geisenheim. Exceptions shall be decided by the doctoral committee.

(4) A doctoral degree is conferred in recognition of a specific scientific qualification that goes beyond the completion of a university education.

§ 2 Official bodies and responsibilities

(1) The official bodies and persons involved in the doctorate procedure are: the doctoral committee of the Hochschule Geisenheim University (§ 4), the responsible doctoral committee of the department of the partner university involved, the examination board (§ 5), which is composed of members of the Hochschule Geisenheim University and the involved department of the partner university, the supervisor(s) (§§ 6, 17 paragraph 4) and the reviewers (§§ 7, 17

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paragraph 3), which may also partly include members of the involved department of the partner university. The exact modalities are to be regulated in cooperation agreements between the Hochschule Geisenheim University and the department of the partner university.

(2) The doctoral committee of the Hochschule Geisenheim University decides on all matters concerning the doctorate unless the doctorate regulations provide otherwise. It decides in particular on the admission of a doctoral candidate, the initiation of the doctoral procedure and appoints the supervisors in agreement with the doctoral candidate. The admission, initiation and nomination are subject to the approval of the relevant doctoral committee of the partner university.

(3) The chair of the doctoral committee conducts the day-to-day business of the doctoral committee; he/she is supported by the study center, he/she decides on matters that have been explicitly assigned to the chair by the doctorate regulations; notably he/she appoints the reviewers (§ 7) and the examination board (§ 5) in consultation with the responsible doctoral committee of the partner university.

(4) The examination board decides on amendments suggested by the reviewers, carries out the doctoral oral defense and finally evaluates the doctoral performances; it decides whether the doctoral candidate shall be awarded the doctoral degree and whether the oral defense may be repeated (§ 21 paragraph 4).

(5) The supervisor(s) advice and support the doctoral candidate as to the preparation of the dissertation. He/she confirms or they confirm in writing that he/she accepts or they accept to supervise the doctoral project (supervision acceptance).

(6) The reviewers assess and evaluate the dissertation. They propose the acceptance or rejection as well as the grade to be awarded for the dissertation and suggest amendments where necessary.

§ 3 Graduate school

(1) The graduate school of the Hochschule Geisenheim University is a central scientific institution. The aim of the graduate school is the structural promotion of young scientists at the Hochschule Geisenheim University within a research based education. It supports students of master programs and doctoral students as well as their supervising professors and scientists.

(2) The graduate school offers doctoral candidates courses resulting from the topics of research and development of the Hochschule Geisenheim University and related disciplines as well as interdisciplinary training opportunities.

(3) All professors of the Hochschule Geisenheim University as well as research scientists holding a doctoral degree with appropriate qualification according to § 6 paragraph 1 are members of the graduate school. The Senate decides on the admission to the graduate school. Further objectives of the graduate school are regulated in the basic order.

§ 4 Doctoral committee

(1) The doctoral committee consists of the vice president research or his/her deputy, three members of the group of professors (professors, junior professors and university lecturers), two members of the group of research scientists of the Hochschule Geisenheim University holding a doctoral degree as well as one doctoral candidate of the Hochschule Geisenheim University with advisory vote.

(2) Members of the doctoral committee are elected within the Senate. The different research fields are to be adequately considered within the election. The members of the group of professors and the research associates holding a doctoral degree are elected for a period of three years; re-election is permissible. For each member a deputy is to be elected.

(3) The vice president research or his/her deputy is the chair of the doctoral committee.

(4) The doctoral committee has the following duties and responsibilities:

1. decision on admission as a doctoral candidate;
2. decision on admission to the doctorate;
3. appointment of reviewers and supervisors;
4. decision on acceptance or rejection;
5. appointment of the examination board.

(5) The chair of the doctoral committee coordinates the decisions of the doctoral committee of the Hochschule Geisenheim University with the doctoral committee of the partner university involved (§ 2 paragraph 2 and 3).

§ 5 Examination board

(1) Provided no other regulations are stated in the cooperation agreements with the departments of the partner universities involved, the chair of the doctoral committee appoints an examination board for each examination procedure consisting of at least five members. This board consists of all reviewers and two further scientists, which are appointed by the chair of the doctoral committee among the group of persons specified in § 6 paragraph 1.

(2) The chair of the doctoral committee appoints the chair of the examination board at the same time amongst the members of the doctoral committee. No more than two members of said board should represent the same branch of studies.

§ 6 Supervisors

(1) Full-time professors of the Hochschule Geisenheim University or the partner department of the cooperative university (professors, junior professors, emeritus professors, retired professors, associate professors, honorary professors), private university lecturers, scientists of the Hochschule Geisenheim University or an approved non-university research institution holding a doctoral degree and with appropriate scientific qualification may be appointed as supervisors and members of the examination board. With the exception of the full-time professors, they are not obliged to participate in the doctorate procedure.

(2) The doctoral committee appoints the supervisor upon the doctoral candidate's proposal. When appointing the supervisor, it has to be ensured that the supervisor disposes of the required infrastructure and that a supervision of the doctoral thesis is possible until its planned completion.

(3) If a supervisor ceases to be employed at the Hochschule Geisenheim University, he/she may pursue his/her supervision activity for up to four semesters and participate in the doctoral procedure if he/she signs a pledge which has to be presented to the doctoral committee. In that case, the doctoral committee appoints, in agreement with the doctoral candidate, another supervisor who will be solely responsible for the supervision after the stipulated period has elapsed. The second sentence also applies mutatis mutandis if the supervisor is unable to continue his supervisory activity for other legitimate reasons.

(4) The doctoral committee may assign the supervision to another scientist holding a doctoral degree with the approval of the senate if he/she agrees and fulfills the following criteria: The scientist must be a member of the graduate school of the Hochschule Geisenheim University; the qualification and material resources at his/her disposal allow him/her to carry out the supervision; the supervision must be ensured until the estimated date of its completion.

(5) The doctoral committee may appoint in certain cases -even beyond the request of the doctoral candidate and after his/her admission as doctoral candidate- a further supervisor, who is a member of another university or non-university research institution and disposes of the qualifications as defined in paragraph 1.

(6) According to § 2 paragraph 2 all mentioned points in § 6 are to be agreed upon with the doctoral committee of

the partner university.

§ 7 Reviewers

- (1) The chair of the doctoral committee appoints two scientists as defined in § 6 paragraph 1 to reviewers. In addition, another external reviewer, who is not involved in the doctoral project, is appointed.
- (2) Scientists from other universities beyond the partner university or from non-university research institutions may also be appointed to reviewers should they meet the criteria as defined in § 6 paragraph 1. The supervising scientists are to be appointed as reviewers. One of the reviewers must be a full-time member of the Hochschule Geisenheim University.
- (3) One of the reviewers must be a member of the department of the partner university, or of the foreign university or institution with the right to confer doctorates in the case of binational doctorates.

§ 8 Rules of procedure

- (1) The meetings of the doctoral committee and the examination board are not open to the public. The doctoral committee is quorate when at least half the members with voting power or their deputies are present. The examination board is quorate when all its members are present. Decisions are taken by majority vote of the members present; in the event of a tie, the chair has the casting vote.
- (2) Votings on decisions regarding examinations are held open; vote abstentions are prohibited.

§ 9 Appeals and objections

- (1) Persons concerned as well as every member of the doctoral committee may appeal decisions taken by the chair. The doctoral committee decides on the appeal. Decisions of the doctoral committee are to be in written form and justified. Negative decisions issued based on appeals of doctoral candidates must be appended with information on legal remedies available.
- (2) Doctoral candidates concerned may file objections addressed to the chair of the doctoral committee against decisions taken by the doctoral committee. The doctoral committee decides whether to remedy the objection. If the objection cannot be remedied, it shall be presented to the President of the Hochschule Geisenheim University and the President of the partner university for decision and shall be settled after consultation.

Second section: Doctoral relationship

§ 10 Requirements for admission as a doctoral candidate

- (1) Graduates holding an accredited master degree (MSc) of master programs from an academic university or holding a diploma degree of a university of the Federal Republic of Germany, which show a proximity with regards to content to the subject specialisation of the Hochschule Geisenheim University, may be admitted to a doctorate with the consent of the respective department involved of the partner university, if they have passed the master or diploma examination at the academic university with an overall grade of at least „good“ (2.5). The doctoral degree to be conferred arises from the specialisation of the partner university (e. g. Dr. agr., Dr. oec. troph., Dr. rer. hort., Dr. rer. nat, Dr.-Ing.).
- (2) Applicants who did not graduate with honors within the meaning of paragraph 1 may only be admitted as

doctoral candidates if they have successfully passed a knowledge test as specified in paragraph 3.

(3) The knowledge test lasts one hour; the range of subjects is determined by the involved doctoral committees. The knowledge test is intended to show whether the applicant possesses the knowledge required for the designated field of doctoral studies and whether he/she is able to work scientifically. The knowledge test is carried out by an examination board appointed from both doctoral committees. The examination board consists, with equal representation, of respectively two members of the group of professors of the Hochschule Geisenheim University and the involved department of the partner university. Should the knowledge test be declared as failed, the admission as a doctoral candidate is rejected; § 9 paragraph 2 applies accordingly.

(4) The doctoral committee of the Hochschule Geisenheim University decides on the recognition of other equivalent degrees awarded by other academic universities in the Federal Republic of Germany in consultation with the responsible doctoral committee of the partner university. In this case, positive statements of at least two scientists within the meaning of § 6 paragraph 1, who are members of the cooperating departments of the partner universities, must be presented.

(5) Examinations passed at university-level institutions outside the Federal Republic of Germany are recognized as equivalent by the doctoral committee, if they are equivalent within the meaning of paragraph 1 according to the equivalence agreement approved by the Standing Conference of the Ministers of Education and Cultural Affairs (*Kultusministerkonferenz*) and the German University Rector Conference (*Hochschulrektorenkonferenz*). In case of doubts about equivalence, the Central Office for Foreign Education of the Federal Republic of Germany (*Zentralstelle für ausländisches Bildungswesen der Bundesrepublik Deutschland*) is to be consulted.

(6) Graduates of appropriate degree studies at universities of applied sciences in the Federal Republic of Germany may be admitted to a doctorate at the Hochschule Geisenheim University if

1. the intended topic of dissertation falls into the competence of the Hochschule Geisenheim University;
2. they passed the diploma examination at the university of applied sciences with an overall result of „very good“ (up to 1.5) and have completed their studies within a minimum of four years of regular period of studies;
3. they can present a positive report of an appropriate professor from the responsible department of the concerned university of applied sciences certifying their aptitude for scientific work;
4. they can provide a written supervision approval of a professor according to § 6 paragraph 1, who is a member of the Hochschule Geisenheim University and who agrees to subsequently supervise the doctorate;
5. they successfully passed a knowledge test according to paragraph 3;
6. they have not failed conclusively a doctoral aptitude test or similar aptitude test at another academic university.

(7) § 10 paragraph 1 and 4 apply accordingly for graduates of appropriate, accredited master degree courses from universities of applied sciences in the Federal Republic of Germany.

§ 11 Application for admission as a doctoral candidate

(1) The application for admission as a doctoral candidate must be submitted in writing to the chair of the doctoral committee.

The application must include:

1. curriculum vitae with photograph;
2. officially certified transcripts of records according to § 10;
3. declarations and transcripts of records of other academic or state examinations;
4. declarations as to whether an application for admission as doctoral candidate has been submitted to another

university and with which result;

5. if relevant, a declaration that a doctoral aptitude test within the meaning of § 10 paragraph 6 or a similar aptitude test has not been failed conclusively at another academic university;
 6. in the case of foreign applicants, the evidence of sufficient language proficiency in German or English if no final examination certificate from a university in the Federal Republic of Germany can be presented;
 7. scientific writings which have already been published by the applicant;
 8. working title and preliminary working schedule for the doctoral project – the topic must be planned in such a way that its processing will generally not exceed three years;
 9. a proposal who should supervise the doctoral project as principal supervisor within the meaning of § 6 paragraph 1;
 10. a statement in writing and declaration of agreement of the proposed first supervisor;
 11. a declaration that the statutes of the cooperating universities as to the safeguarding of good scientific practice „*Satzungen der beteiligten Hochschulen zur Sicherung guter wissenschaftlicher Praxis*“ have been received and that their principles will be observed during the doctorate;
 12. a declaration stating in which of the approved languages specified in § 14 paragraph 5 sentence 1 the dissertation will be written or special justifications why another language should be accepted as an exception.
- (2) As far as material or human resources or a work space are needed for the preparation of the dissertation, a written consent by the supervisor for the supply of needed resources is required.

§ 12 Decision on the application for admission

- (1) If the admission criteria according to § 10 have been met and the documents have been submitted pursuant to § 11 paragraph 1 to 2, the doctoral committee of the Hochschule Geisenheim University decides in accordance with the doctoral committee of the department of the partner university on the acceptance of the application of admission.
- (2) The doctoral committee may reject an application for admission with a written justification. The admission is to be rejected if the topic for the doctorate proposed by the applicant is beyond the purview of the Hochschule Geisenheim University. The applicant has to be informed about the rejection with a written justification; § 9 paragraph 2 applies accordingly.
- (3) The doctoral committee may determine in justified cases upon request of the supervisor – notwithstanding the regulation in § 10 paragraph 2 – to decide on the application for admission as doctoral candidate after a knowledge test. This requirement is to be justified in writing and communicated to the applicant; § 9 paragraph 2 as well as § 10 paragraph 3 apply accordingly. This procedure has to be pre-agreed on with the cooperating department of the partner university.
- (4) If both doctoral committees involved accept the application for admission, the supervision and subsequent assessment of the doctorate is guaranteed.
- (5) The doctoral committee shall maintain a list of all registered dissertation topics, accessible to all members of the Hochschule Geisenheim University, in its office premises.

§ 13 Rights and duties of doctoral candidates

- (1) Doctoral candidates are entitled to regular scientific advice and support by their supervisor(s). Besides methodological skills, the principles of good scientific practice according to the appropriate statute of the Hochschule Geisenheim University are to be conveyed to them.

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(2) Supervised doctoral candidates are committed to

1. keep records and full documentation as well as safekeeping their research results,
2. write reports regularly on the progress of their research work,
3. participate at internal seminars of the graduate school and
4. collaborate to a limited extent in routine tasks within their working group.

(3) The written progress report, up to five pages in length, referred to in paragraph 2 point 2 has to be prepared yearly in accordance with the first supervisor and submitted to the chair of the doctoral committee. The doctoral relationship may be suspended temporarily if the progress report has not or has not been duly submitted; the doctoral committee decides in this regard.

§ 14 Preparation of the dissertation

(1) The dissertation must have its focus on an area covered by the Hochschule Geisenheim University in research or teaching. Furthermore, it has to fulfil following criteria: it must

1. bring an advancement of scientific knowledge through self-dependent research,
2. comply with the methodological principles of the subject to which the topic pertains,
3. contain appropriate documentation of the analysed material and the literature referred to according to the scientific working principles and
4. represent its objectives clearly and unobjectionable in form and content.

(2) Parts of a scientific paper, written by several authors may be accepted as dissertation if they fulfil the following criteria:

1. the collaborative research work must have been supervised,
2. the relevant part must have been written by the doctoral candidate,
3. it must represent coherent topics,
4. it must be clearly definable and rateable as individual performance of the doctoral candidate as well as
5. meet the requirements stated in paragraph 1.

The doctoral candidates have to report separately about the nature of their collaboration and their respective contribution to the joint work; this report has to be endorsed by their supervisor(s). For each doctoral candidate a separate doctoral procedure is to be carried out.

(3) Contributions that have emerged from the doctoral work and which have been completely or partly published or submitted for publication in scientific journals can be recognised as dissertation work (cumulative dissertation). The cumulative dissertation should contain at least two papers which were accepted for publication in a scientific journal and meet the requirements specified in paragraph 1 and 5, as well as one paper which has been submitted for publication in such a journal. The doctoral candidate should be named as first author or equal author (in case of similar contribution of different authors to one publication).

(4) A paper outlining the complete doctoral work that has already been published may be recognised as dissertation work if it meets the requirements stated in paragraph 1 and 5.

(5) The dissertation must be written in German and/or English. The doctoral committee may allow another language in justified exceptional cases. A subsequent change of the language stated in the application for admission requires the approval of the doctoral committee.

§ 15 Termination of the doctoral relationship, change of supervisor or topic, withdrawal of the application for a doctorate

(1) Doctoral candidates may apply to terminate the doctoral relationship prior to submitting their dissertation. This requires the submission of a qualified final report. The chair of the doctoral committee declares in this case the doctorate as terminated. The doctorate is then deemed to have not been failed.

(2) The doctoral committee may declare the doctorate as terminated upon suggestion of the supervisor after an adequate deadline, should on the basis of the report submitted by the doctoral candidate (§ 13 paragraph 2 point 2) no progress in the continuation of the doctorate be recognised.

The doctoral candidate shall be heard beforehand. § 9 paragraph 2 applies accordingly. It must be refrained from a termination should the doctoral candidate prove that he/she is not responsible for the lack of progress in the research work.

(3) The doctoral committee may temporarily suspend or dissolve the supervisory relationship upon justified request of the doctoral candidate. Before deciding to dissolve the supervisory relationship, the doctoral committee seeks to find an amicable solution. After the dissolution of the supervisory relationship, the doctoral committee may appoint a new supervisor for the doctorate upon request of the doctoral candidate within a reasonable period; a renewed application for admission as a doctoral candidate is not needed in that case.

(4) Doctoral candidates may withdraw an already submitted dissertation up to the date at which the acceptance of the dissertation has not yet been rejected pursuant to § 17 paragraph 6. The doctorate is then deemed to have not been failed. The date of withdrawal is to be recorded. Should the doctoral candidate intend to revise the withdrawn dissertation, the revised version must be resubmitted to the chair of the doctoral committee within six months after withdrawal. Should the doctoral candidate let this deadline pass without cause, the doctorate is deemed to have been failed.

(5) Doctoral candidates may reapply once for admission by submitting a new topic. If the previous supervisor refuses to supervise the new doctorate, the doctoral committee appoints another supervisor according to § 6 paragraph 2.

(6) The doctoral committee may adjust the title of the dissertation suitably to the progress of work upon request of the doctoral candidate and in consultation with the supervisor.

(7) In case of premature termination of the doctorate (paragraph 1 sentence 1, paragraph 2 sentence 1), its dissolution (paragraph 3) or withdrawal (paragraph 4), the submitted documents pursuant to § 11 paragraph 1 sentence 2 point 1, 4 to 6 as well as 8 to 12 shall remain at the doctoral committee.

Third section: Examination procedure

§ 16 Initiation of the doctoral examination procedure

(1) The doctoral candidate submits a written application for the initiation of the doctoral examination procedure to the chair of the doctoral committee.

(2) The following shall be attached to the application:

1. five bound copies of the dissertation considered as ready for press by the doctoral candidate;
2. a statutory declaration with the following wording, which has to be tacked into the dissertation:

„I declare that I have prepared the submitted dissertation independently and without unauthorised third-party help and that no other than the in the dissertation listed facilities have been used. All text passages that are quoted literally or analogously from other published papers and all information that are based on verbal

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statements are identified as such. I have observed the principles of good scientific practice as defined in the statutes of the Hochschule Geisenheim University and the xxx (insert name of the partner university) for safeguarding good scientific practice when carrying out the analyses of my research mentioned in the dissertation.“

(3) According to § 7, the chair of the doctoral committee appoints three scientists within the meaning of § 6 paragraph 1 to assess the dissertation. The names of the reviewers are announced to the doctoral candidate.

(4) The doctoral committee may appoint further reviewers after consultation with the supervisor.

§ 17 Assessment of the dissertation, termination of the doctorate

(1) Each reviewer's report shall comment on the theses of the dissertation and contain a recommendation as to whether to accept or reject the dissertation or whether the examination procedure should be suspended until the dissertation has been revised. The reviewers have to submit their reports no later than two months after receipt of the dissertation to the doctoral committee. The doctoral candidate is to allow inspection of the reports before the oral defense.

(2) A recommendation for acceptance must include a suggested grade for the dissertation and may contain suggestions for improvement or supplementation.

The following grades are possible: 1 = very good; 2 = good; 3 = sufficient; 4 = failed. The overall grade is determined as follows: 1.0-1.50 = magna cum laude; 1.51-2.50 = cum laude; 2.51-3.0 = rite

The grade "excellent", summa cum laude, shall only be awarded for an exceptionally high academic achievement.

(3) If the reviewers appointed pursuant to § 16 paragraph 3 have all congruently rated the dissertation with the grade „summa cum laude“, the chair of the doctoral committee appoints a fourth reviewer according to § 6 paragraph 1 for a renewed assessment of the dissertation.

(4) If the recommendations of the reviewers deviate from each other as to acceptance, evaluation or revision of the dissertation, the arithmetic average is taken.

(5) If at least one of the reviewers recommends the acceptance of the dissertation but at the same time proposes revisions, the chair of the doctoral committee decides, whether the dissertation is returned to the doctoral candidate for revision within a period of time to be specified or if the examination procedure is to be continued pursuant to § 18 and the proposed amendments are to be made after the oral defense. The reviewers will be given an appropriate period of time after revision of the dissertation – generally within one month – for renewed comment.

(6) If the majority or all reports reject the acceptance of the dissertation and a revision, which may make a renewed submission possible, is ruled out, the examination is deemed to have been failed and the doctorate is terminated. The chair of the doctoral committee informs the doctoral candidate thereof stating the reasons for rejection; § 9 paragraph 2 applies accordingly. The rejected dissertation including all reports, additional reports and statements remains in the doctoral records of the doctoral committee.

(7) In all other cases, the doctorate procedure is continued pursuant to § 18.

§ 18 Display of the dissertation

(1) If according to § 17, the requirements for a continuation of the examination procedure are given, the chair of the doctoral committee informs the members of the examination board, the involved departments or working groups, the departments of the cooperating partner universities as well as the supervisors and reviewers who are not belonging to above mentioned groups about the name of the doctoral candidate, the title of the dissertation and the recommendations of the reviewers (grade suggestion) as well as the forthcoming display of the dissertation. Two days

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after sending the above mentioned notification, the dissertation is displayed for inspection together with the reports for a period of three weeks in the offices of the doctoral committee of the Hochschule Geisenheim University and the department of the cooperating partner university; should the period of display lie partly or wholly in a lecture-free period, the dissertation is displayed for inspection for a period of six weeks.

(2) The dissertation may be viewed by a doctoral degree holding members and associates of the Hochschule Geisenheim University and the department of the partner university; the reports may only be viewed by members of the graduate school of the Hochschule Geisenheim University as well as the legitimated scientists of the involved department of the partner university (regulated in the respective doctorate regulations) as well as by those who supervised the doctorate. Exceptions shall be decided by the doctoral committee.

(3) The members of the graduate school of the Hochschule Geisenheim University as well as the scientists of the involved department of the partner university eligible to view the reports may submit an additional report within the period of display stipulated (paragraph 1 sentence 2); the period of display is not extended by that fact. These persons may lodge a formal objection to a proposed grade or against the acceptance of the dissertation in conjunction with their additional assessment report.

§ 19 Preparing for the oral doctorate defense

(1) Upon application of the doctoral candidate, the chair of the doctoral committee shall fix a date for the oral doctorate defense. At the same time, the chair of the doctoral committee appoints the examination board according to § 5 paragraph 1 and its chair pursuant to § 5 paragraph 2.

(2) If the doctoral candidate does not file an application according to paragraph 1 sentence 1 within six months after receiving the information referred to in § 17 paragraph 5, he/she explains by writing to abandon the oral doctorate defense, the doctorate is deemed to have irrevocably been failed.

(3) The chair of the doctoral committee may extend the period stipulated in paragraph 2 in justified exceptional cases upon request of the doctoral candidate.

§ 20 Oral doctorate defense

(1) The chair of the doctoral committee invites the doctoral candidate, the members of the examination board and the supervisors, who are not reviewers, as well as the scientists, who presented an additional report (§ 18 paragraph 3) to the oral doctorate defense and announces the examination date university-wide at the Hochschule Geisenheim University and the partner university one week prior to that date.

(2) The chair of the examination board conducts the defense. The doctoral candidate shall defend his/her dissertation during the oral doctorate defense. The doctoral candidate starts the oral defense with a presentation of no more than 30 minutes about the contents of his/her dissertation. The oral defense deals with the content of the dissertation, the assessment reports and additional reports and is extended to selected problems of the subject and related areas of other subjects, which are factually and methodically related to the field of the dissertation.

(3) The members of the examination board and the scientists invited pursuant to paragraph 1 are entitled to ask questions and give replies. The chair of the examination board shall refuse questions which are contradictory to the purpose of the oral defense or are not related to the subject of the oral defense. This decision may be overruled by a resolution of the examination board.

(4) The defense shall be conducted in German. The defense may be conducted in English upon request. The doctoral committee decides about other exceptions in consultation with the examination board.

(5) The entire oral defense shall not last longer than 1.5 hours. The chair of the examination board should prepare a written report on the course of the defense.

(6) Members and associates of the Hochschule Geisenheim University and the partner university are entitled to attend the oral defense as observers. The doctoral committee may decide the exclusion of the public in well-founded exceptional cases. The chair of the examination board may exclude the public in case the oral defense is disturbed.

(7) A separate defense is conducted for each doctoral candidate.

(8) Upon request of all involved doctoral candidates in case of an oral defense within the meaning of § 14 paragraph 2, the oral defenses have to be conducted for all involved doctoral candidates consecutively in one appointment considering paragraph 2 and 7. The chair of the examination board determines the sequence in which the presentations and defenses are to be held; paragraph 3 sentence 3 applies accordingly.

(9) If failed, the oral defense may be repeated once (§ 21 paragraph 4 sentence 3).

§ 21 Evaluation of the doctoral performance and determination of the overall grade

(1) Following the defense, the examination board first decides on any objections raised (§ 18 paragraph 3 sentence 2). The decision in this regard is to be communicated to the person who lodged the objection; Opposition against this is inadmissible.

(2) Then, the examination board evaluates the dissertation on the basis of the evaluations given in the reports, the additional reports as well as, if applicable, the comments according to § 17 paragraph 5 sentence 2; the oral defense is evaluated on the basis of the single valuations of the examiners.

(3) The grade „excellent“ (*summa cum laude*) may only be awarded if the oral defense has been evaluated as such from all the examiners in their individual assessments.

(4) If the oral defense is deemed to have been failed according to the single valuations of the examiners, the doctoral candidate may repeat it once upon request. The chair of the examination board sets an adequate deadline for a renewed application. The doctoral candidate may only apply to repeat the defense within the stipulated period.

(5) If the examination board decides to award the doctoral candidate a doctoral degree, the overall grade is determined according to § 17 paragraph 2. This requires that the dissertation and the oral defense have been rated each at least with the grade “satisfactory” (3.0).

(6) The overall grade for the doctorate is formed from the grades for the dissertation and the grade of the oral defense of which the weighting of the dissertation is $\frac{3}{4}$ and of the oral defense is $\frac{1}{4}$ of the overall grade. The grade “excellent” (*summa cum laude*) may only be awarded as overall grade if both the dissertation and the oral defense have been rated with this grade.

(7) The examination board may request the doctoral candidate to make modifications in the dissertation before printing; the doctoral candidate shall be instructed in writing thereof and is granted a period of six weeks to carry them out.

(8) Following the deliberations, the chair of the examination board announces the result of the examination to the doctoral candidate.

(9) The deliberations of the examination board and the announcement of the examination result take place in camera.

(10) The chair of the examination board commits the doctoral candidate publicly as follows: „I oblige you to preserve the dignity granted to you by the Hochschule Geisenheim University and the department „xxx“ of the „xxx“ (*partner university*) for good from every stain and always to serve the truth – regardless of personal reputation and external benefits – only for the sake of this cause.“

(11) The documents submitted to the doctoral committee pursuant to § 11 paragraph 1 – with the exception of the scientific writings (§ 11 paragraph 1 point 7) – and § 16 paragraph 2 remain in the doctoral records.

§ 22 Publication of the dissertation

(1) After passing the examination, the doctoral candidate has to publish the final version of the dissertation approved by the examination board and annotated as such by its chair. The doctoral candidate may only amend the adopted version by the examination board for publication with the consent of its chair.

(2) If the accepted version of the dissertation needs to be revised (shortened, modified or extended) so that it can be published in a journal, series or as book, the doctoral candidate must obtain the prior consent of his/her supervisor(s) and the doctoral committee.

(3) The doctoral candidate is obliged to make the dissertation available to the scientific public in an adequate way by reproduction and distribution. This may be done by four alternative means of publication as stipulated in the following paragraphs: Either as a book or photo print (paragraph 5 number 2 and paragraph 8) or as an electronic publication (paragraph 5 number 3 and paragraph 8) or as a publication in a scientific journal (paragraph 6 number 1) or as a publication by a commercial publisher (paragraph 6 number 2 and paragraph 8). These obligations constitute one unit in the sense of a scientific achievement. It includes the obligation of the submission to the doctoral committee (§ 2 paragraph 3) of a one-page (*DIN A4*) abstract approved by the first reviewer (including a one-page abstract in English language) in writing and electronic form for publication purposes. The format and type of data storage medium used shall be coordinated with the university library.

(4) The dissertation is deemed to have been made available to the scientific public in an adequate manner, if the doctoral candidate submits two copies of the approved version of the dissertation to the study center (§ 2 paragraph 3) for its records and has delivered the further compulsory copies to the departments stipulated in the paragraphs 5 and 8.

(5) The following shall be submitted to the library of the Hochschule Geisenheim University and the library of the respective partner university free of charge:

1. four copies for archiving, which must be printed on permanent wood and acid free paper and durably bound,
2. **and** – if published as a book or photo print – 20 copies of the book or the photo print for distribution purposes
3. **or** – in case of electronic publication – submission of an electronic version, of which data format and type of data storage medium is to be agreed upon with the university library.

(6) Apart from the four copies mentioned in paragraph 5 point 1 for the involved university libraries, no additional copies are required if

1. the doctoral thesis is published in a scientific journal or
2. a commercial publisher assumes the task of distributing the doctoral thesis via the book trade, a minimum circulation of 150 copies is proven and the reverse side of the title page of the publication is marked as a dissertation of the Hochschule Geisenheim University indicating the involved department of the partner university.

(7) In the case of paragraph 5 point 2 and 3, the doctoral candidate confers the right to make and distribute further copies of the dissertation and to spread it in data networks to the Hochschule Geisenheim University within the statutory tasks of the university library.

(8) The doctoral candidate should deliver ten copies free of charge to the department or the working group, where the doctoral project has been carried out, in case of paragraph 5 point 2 and 3 and paragraph 6 point 2. A written confirmation hereof shall be presented to the study center (§ 2 paragraph 3).

(9) Publication according to paragraph 2 shall be effected within one year (reference date is the date of the oral defense). In exceptional cases, the chair of the doctoral committee may extend the publication deadline if the doctoral candidate submits in time a well-founded request.

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(10) If the doctoral candidate misses culpably a set deadline, the rights acquired by the doctoral degree expire.

(11) If the doctoral project has been supervised and the supervisor or the academic institution, in which the doctoral project had been carried out, had provided material or personal resources or an experimental workspace, the documents resulting from the scientific research work are kept by the supervisor or the academic institution. The use of the dissertation is incidentally subject to copyright regulations.

§ 23 Doctoral certificate

(1) After the dissertation has been published according to § 22 paragraph 3 to 5 and 8, the vice president research of the Hochschule Geisenheim University hands out the doctoral certificate to the doctoral candidate. The doctoral certificate contains the date of the defense, which is considered as the date of graduation, title and author name of the dissertation and the overall degree awarded for the doctoral work (template of the certificate for Dr. agr. – Annex 1, further degrees should be adjusted accordingly). The certificate is signed by the president or the vice president research of the Hochschule Geisenheim University and the dean of the involved department of the partner university and bears the seal of the Hochschule Geisenheim University, the partner university and if applicable the seal of the involved department.

(2) The vice president research may issue a temporary doctoral certificate, if the doctoral candidate submits a contract with a commercial publisher for the publication of his/her dissertation. The temporary certificate is valid for one year. This period begins with the delivery of the temporary certificate; the date of delivery has to be marked on the certificate.

(3) The doctoral title can only be used after the doctoral certificate has been handed out according to paragraph 1.

Fourth section: Final provisions

§ 24 Refusal and Revocation of the doctoral degree

(1) The doctoral committee has to refuse the execution of the doctoral graduation, should, before completion of the doctoral procedure, turn out that

1. the doctoral candidate has cheated to a significant extent during the procedure, or
2. key criteria for the doctoral thesis have not been fulfilled.

(2) The doctoral committee may revoke the doctoral degree, should the reasons stipulated in paragraph 1 be proven later or the rights acquired from the doctoral procedure have lapsed according to § 22 paragraph 10.

(3) Before the doctoral committee takes a decision regarding the refusal or revocation of the doctoral degree, the person concerned shall be given an appropriate period of time to comment on the accusations made. § 9 paragraph 2 applies accordingly.

§ 25 Doctoral fees

(1) The doctoral fee is 150 Euros, of which 50 Euros are paid to the partner university. A proof of payment shall be presented when the doctoral candidate submits a written application for the initiation of the doctoral examination procedure (§ 16 paragraph 1).

(2) The fee for repeating the defense is 50 Euros (§ 21 paragraph 4 sentence 1). A proof of payment must be

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presented when applying for the reopening of the examination procedure (§ 21 paragraph 4 sentence 3).

(3) In cases of hardship, the doctoral candidate may request the reduction of or exemption from the doctoral fees. This will be decided by the doctoral committee of the Hochschule Geisenheim University. Its decision shall be final.

§ 26 Binational doctoral procedures

As soon as a statute for binational doctoral procedures has been issued and entered into force and the Hochschule Geisenheim University has agreed upon the implementation of binational doctoral procedures within the framework of cooperation agreements with foreign universities or foreign institutions with the right to confer doctoral degrees, the statute for binational doctoral procedures will apply.

§ 27 Transitional provisions and entry into force

(1) The preceding doctorate regulations of the Hochschule Geisenheim University have been adopted on the 10th of December 2013 by the Senate and enter into force the day after publication in the official notes of the Hochschule Geisenheim University.

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Annex 1 (§ 23 paragraph 1)

Template of the doctoral certificate Dr. agr.

Die Hochschule Geisenheim University **und der Fachbereich xxx der Partneruniversität xxx** verleihen unter der Präsidentschaft der Professorin, des Professors, *Dr., Vorname, Name* der Hochschule Geisenheim University sowie dem Dekanat der Professorin, des Professors für (Fachgebiet, *Dr., Vorname, Name* des Fachbereichs xxx der Partneruniversität *yyyyy*

Frau, Herrn (*Vorname, Name*), <geb. (*Geburtsname*)>

geboren am (*Datum*) in (*Ort*)

den Grad eines

Doktors der Agrarwissenschaften (Doctor agriculturæ – Dr. agr.)

nachdem sie/er im ordnungsgemäßen Promotionsverfahren durch die Dissertation („*Titel der Dissertation*“) sowie durch die Disputation ihre/seine wissenschaftliche Befähigung erwiesen und dabei das Gesamturteil („*Gesamtnote der Promotion*“) erhalten hat.

Geisenheim, (*Datum der Disputation*)

(*Siegel der Hochschule Geisenheim University*)

(*Unterschrift der Präsidentin, des Präsidenten*)

(*Unterschrift der Vizepräsidentin, des Vizepräsidenten Forschung*)

(*Siegel der Universität yy*)

(*Unterschrift der Dekanin, des Dekans des Fachbereichs xxx der Universität yyy*)

Geisenheim, 20. 02. 2014

signed.

Prof. Dr. Hans Reiner Schultz

President of the Hochschule Geisenheim University

Entered into force on: 21st February 2014