

Please note: This English translation of the Doctorate Regulations of Hochschule Geisenheim University ("Promotionsordnung der Hochschule Geisenheim") is provided for convenience only and is not legally binding. In the event of any discrepancy, the original German version shall prevail.

In accordance with §1 of the Statutes of Hochschule Geisenheim University regulating the promulgation of Statutes dated January 23, 2013 (StAnz. 10/2013, March 4, 2013, pp. 394/395), notice is hereby given of the Doctoral Regulations of Hochschule Geisenheim University.

On the basis of §36 (1) in conjunction with §37 (5) Hessisches Hochschulgesetz – HHG (state law on higher education) in the version of December 14, 2009 (GVBl. I p. 666) last amended by Article 2 of the Law of December 18, 2017 (GVBl. p. 482) and the Constitution of Hochschule Geisenheim University, the Senate of Hochschule Geisenheim University resolved the first amendment of the Doctoral Regulations on November 27, 2018.

On November 27, 2018, the President's Council of Hochschule Geisenheim University approved this amendment to the Doctoral Regulations on the basis of the resolution by the Senate.

Tabular presentation of version information

	Resolution	Approval	Effective date/Application
Creation of doctoral regulation	Senate: December 10, 2013	President's Council: February 20, 2014	February 21, 2014
First amendment resolved	President's Council: November 14, 2018 Senate: November 27, 2018	President's Council: December 12, 2018	Effective date/Application December 21, 2018

Doctorate Regulations of the Hochschule Geisenheim University

Table of contents:

Contents

Preamble

Part One: General Provisions

§1 Objective, Completion and Academic Degrees of Doctorates

§2 Official Bodies and Responsibilities

§3 Graduate School

§4 Doctoral Committee

§5 Supervisors

§6 Reviewers

§7 Examination Board

§8 Rules of Procedure

§9 Appeals and Objections

Part Two: Doctoral Relationship

§10 Requirements for Acceptance as a Doctoral Candidate

§11 Application for Acceptance as a Doctoral Candidate

§12 Decision on the Application

§13 Rights and Duties of Doctoral Candidates

§14 Preparation of the Doctoral Thesis

§15 Interruption and Termination of the Doctoral Relationship, Change of Supervisor or Topic, Withdrawal of the Doctoral Application

Part Three: Examination Procedure

§16 Initiation of the Doctoral Examination Procedure

§17 Review of Doctoral Thesis, Completion of Doctoral Procedure

§18 Preparing for the Oral Doctorate Defense

§19 Display of the Doctoral Thesis

§20 Oral Doctorate Defense

§21 Evaluation of Doctoral Performance and Determination of Overall Grade

§22 Publication of Doctoral Thesis

§23 Doctoral Certificate

Part Four: Final Provisions

§24 Refusal and Revocation of Doctoral Degree

§25 Binational Doctoral Procedures

§26 Interim Regulations and Effective Date

Preamble

For the purpose of these Doctoral Regulations, the term “cooperating university” is used for a partner university with which a cooperation agreement for the completion of joint doctorates has been concluded. By contrast, the term “participating university” applies to the participation of a member of a university in a doctoral procedure at Hochschule Geisenheim University with which a cooperation agreement has not been concluded.

Part One: General Provisions

§1 Objective, Completion and Academic Degrees of Doctorates

(1) A doctorate demonstrates the candidate’s ability to carry out in-depth scientific work beyond the completion of academic studies.

(2) The participation of a department or a professorial member of a German or foreign university or equivalent university entitled to award doctorates is required in order to complete a doctorate at Hochschule Geisenheim University.

A cooperation agreement may be concluded with the respective cooperating university.

When concluding a cooperation agreement, the Doctoral Regulations of the cooperating university department apply in conjunction with the Doctoral Regulations of Hochschule Geisenheim University.

The cooperation agreements shall set out how to deal with doubts regarding interpretation or contradictory regulations in the respective regulations.

3) The conferral of the academic degree of doctor (e.g. Dr. agr., Dr. rer. hort., Dr. oec. troph., Dr. rer. nat., Dr.-Ing.) conforms to the cooperating university departments or the participating foreign universities in conjunction with these Doctoral Regulations. If a cooperation agreement has not been concluded, the academic degree conforms to the regulations applicable to doctorates, which apply to the organizational unit (usually the department) of the second reviewer.

(4) Where a cooperation agreement exists, a certificate will be issued jointly by Hochschule Geisenheim

University and the cooperating university.

In all other cases, the participating university will be listed on the doctoral certificate.

(5) In general, the defense takes place in Geisenheim. The Doctoral Committee decides on any exceptions.

§ 2 Official Bodies and Responsibilities

The official bodies and persons involved in the doctorate procedure are:

- the Doctoral Committee of Hochschule Geisenheim University (§4), and where applicable, (see §1 (2))
- the responsible Doctoral Committee of the department of the respective cooperating university,
- supervisors (§5),
- reviewers (§6, §17 (3))
- the Examination Board (§7).

§3 Graduate School

(1) The Graduate School of Hochschule Geisenheim University is a central scientific institution. The objective of the Graduate School is the development of junior academics at Hochschule Geisenheim University within the scope of a research-based higher-level education.

(2) The Graduate School offers doctoral candidates advanced professional and methodological training in the main research areas of Hochschule Geisenheim University and related disciplines.

§4 Doctoral Committee

(1) The Doctoral Committee of Hochschule Geisenheim University decides on all doctoral matters unless the Doctoral Regulations provide otherwise. Its tasks are defined under (6).

(2) The Doctoral Committee is composed of the following members of Hochschule Geisenheim University who are entitled to vote:

- Three members from the group of professors;
- Two doctorate members from the group of academic staff.
- One doctoral candidate participates in the Doctoral Committee as a non-voting member.

(3) The members of the Doctoral Committee are elected by the Senate for a term of three years; re-election is permissible. A deputy member shall be elected for all members.

(4) The Vice-president of Research or their deputy chairs the Doctoral Committee without a voting right. In the event of a tie, the Vice-president of Research has the casting vote.

(5) At the proposal of the Vice-president of Research, the members of the Doctoral Committee elect from among their members a deputy Chair of the Doctoral Committee to stand in for the Vice-President in their absence.

(6) The Doctoral Committee is responsible in particular for the following:

1. Deciding on the acceptance or rejection of the applicant as a doctoral candidate;
2. Appointing supervisors and reviewers;
3. Deciding on the commencement of doctoral examination procedure;
4. Appointing the Examination Board, whereby in the event of a cooperation agreement, the acceptance, commencement of the doctoral examination procedure and appointment of the bodies involved in the completion of the doctorate require the approval of the relevant committee of the cooperating university.

(7) The Chair of the Doctoral Committee manages the day-to-day business of the Doctoral Committee and, upon conclusion of a cooperation agreement, coordinates the decisions of the Doctoral Committee of Hochschule Geisenheim University with the relevant committee of the cooperating university.

§5 Supervisors

(1) The supervisor provides the doctoral candidate with expertise and advice on preparing the topic of their doctoral thesis. The supervisor confirms in writing to the applicant that he/she will assume the supervision (confirmation of supervision) and concludes a supervision agreement with the doctoral candidate.

(2) Full-time professors of Hochschule Geisenheim University or of the department or faculty of the cooperating university or of another participating university, doctoral researchers of Hochschule Geisenheim University or of another participating university or of a recognised non-university research institution with corresponding proven scientific qualification pursuant to par. 5 may be appointed as supervisors and members of the Examination Board.

With the exception of the full-time members of the group of professors, supervisors are not obliged to participate in the doctoral procedure.

(3) At the doctoral candidate's proposal, the Doctoral Committee appoints the first supervisor from among the members of Hochschule Geisenheim University set out in par. 2.

This person is responsible for the academic supervision and for providing the material equipment to carry out the work.

In addition, it shall be ensured that the supervisor can supervise the thesis until its estimated completion.

(4) If a supervisor leaves the service of Hochschule Geisenheim University he/she may continue to supervise the doctoral project for up to four semesters if he/she makes a written commitment to this effect to the Doctoral Committee. He/She shall also participate in the doctoral procedure.

In this case, the Doctoral Committee, in agreement with the doctoral candidate, appoints a further supervisor who will be solely responsible for supervising the doctoral candidate after expiry of the aforementioned period.

Sentence 2 shall apply mutatis mutandis if the supervisor is no longer able to provide supervision for other justifiable reasons.

(5) Subject to the approval of the Senate, the Doctoral Committee may also assign the supervision to a doctoral researcher provided the following conditions are met:

1. Publication activity beyond the doctoral topic, to include at least two publications in the last five years in journals with peer-review procedures;
2. Academic activity of at least five years after completion of the doctorate;

3. Experience in obtaining external funding and in project management;
4. Teaching experience; or
5. Postdoctoral qualification.

(6) In specific cases – also beyond the application of the doctoral candidate and after their acceptance – the Doctoral Committee may appoint an additional supervisor who is a member of Hochschule Geisenheim University or another scientific university or a non-university research institution and who has a qualification within the meaning of par. 5.

(7) All points set out in §5 shall be regulated with the competent committee of the cooperating university upon conclusion of a cooperation agreement.

§6 Reviewers

(1) The Doctoral Committee appoints the reviewers who assess and evaluate the doctoral thesis. They propose the acceptance or rejection as well as the grade awarded to the thesis and, where necessary, propose amendments.

(2) The thesis shall be assessed by at least three reviewers. The supervisor of Hochschule Geisenheim University is always the first reviewer.

The second reviewer is a professorial member of the cooperating or participating university.

The third reviewer shall be a member of another university or non-university research institution and, if they are not a member of the group of professors, shall fulfil the requirements set out in §5 (5). If the third reviewer is assigned to a non-university research institution, a fourth reviewer shall be appointed. This reviewer shall be a professorial member of a university entitled to confer doctorates.

At least one of the three or four reviewers shall not have been involved in the supervision of the proposed doctoral research project.

(3) The names of the reviewers shall be communicated to the doctoral candidate in writing.

(4) If one of the reviewers is unable to fulfil their duties, the Doctoral Committee will appoint another qualified person as the reviewer.

§7 Examination Board

(1) Unless otherwise stipulated in cooperation agreements with the departments of the cooperating university, the Chair of the Doctoral Committee shall appoint an Examination Board composed of at least five members for each examination procedure (aptitude test and defense).

The Examination Board shall be composed of all of the reviewers and a further two academics appointed by the Chair of the Doctoral Committee from among those set out in §5 (2).

No more than two Board members shall represent the same subject area.

(2) The Chair of the Doctoral Committee shall appoint a Chair of the Examination Board concurrently with the members of the Examination Board. This may be a member of the Doctoral Committee or another member of Hochschule Geisenheim University pursuant to §5 (2).

(3) The Examination Board conducts the defense and resolves proposed amendments to the reviews, before finally evaluating the doctoral performance. It decides whether the doctoral candidate is to be awarded a doctorate or whether the defense needs to be repeated (§21 (4)).

(4) The members of the Examination Board shall have access to the thesis and the reviewers' opinions as well as any statements and objections.

§8 Rules of Procedure

(1) The Doctoral Committee and the Examination Board do not meet in public. The public may be admitted to the audience within the scope of the defense.

The Doctoral Committee has a quorum if at least half of its voting members or their deputies are present.

The Examination Board has a quorum if all members are present. Resolutions are passed by a majority of those who are present and entitled to vote; in the event of a tie, the Chair of the Board has the casting vote.

(2) Votes on examination decisions shall be taken openly within the Board; abstentions from voting are not permitted in this case.

§9 Appeals and Objections

(1) The parties concerned and any member of the Doctoral Committee may lodge an appeal against decisions made by the Chair of the Doctoral Committee within a period of 14 days. The Doctoral Committee decides on the appeal. Decisions by the Doctoral Committee shall be made in writing and substantiated. Decisions rejecting appeals by doctoral candidates shall also be accompanied by instructions on the right to appeal.

(2) Doctoral candidates affected are entitled to lodge an appeal against decisions by the Doctoral Committee with the Chair of the Doctoral Committee within a period of 14 days. The Doctoral Committee decides whether to uphold the appeal. If the appeal is not upheld, it shall be submitted to the President of Hochschule Geisenheim University and the President of the cooperating university for a decision and shall be settled in consultation with the Presidents.

Part Two: Doctoral Relationship

§10 Requirements for Acceptance as a Doctoral Candidate

(1) Graduates conferred with an accredited master degree from a university or a graduate degree (Diplom) from a university in the Federal Republic of Germany with a similar subject area to that of Hochschule Geisenheim University, are eligible for acceptance for a doctorate; in the event of a cooperation agreement, with the approval of the respective department of the cooperating university, provided they have passed a Master's or Diplom degree program with an overall grade of at least "good" (2.5).

(2) Applicants who have not completed a university degree comprising a standard period of study of at least eight semesters or a Master's degree may only be accepted as doctoral candidates pursuant to §24 (1) HHG provided they have successfully passed an aptitude test as set out in par. 3 below.

(3) The aptitude test takes one hour and shall be taken as a full examination only and not as partial examinations; the range of subjects shall be determined by the Doctoral Committee of Hochschule Geisenheim University or, in the case of a cooperation agreement, by the Doctoral Committees of Geisenheim University Hochschule and the cooperating university.

The aptitude test shall determine whether the applicant possesses the required level of knowledge in the proposed field of the doctorate and is qualified to carry out academic work.

The aptitude test is conducted by an Examination Board, which is appointed by the Doctoral Committee of Hochschule Geisenheim University or, in the case of a cooperation agreement, by the two participating committees. The Examination Board consists of four members from the group of professors of Hochschule Geisenheim University or, in the case of a cooperation agreement, of equal numbers of members of Hochschule Geisenheim University and the participating department of the cooperating university.

Candidates who do not pass the aptitude test will not be accepted for a doctorate; §9 (2) shall apply mutatis mutandis.

(4) Examinations taken at institutes of higher education outside the Federal Republic of Germany shall be recognised as equivalent by the Doctoral Committee in accordance with the equivalence agreement approved by the Standing Conference of the Ministers of Education and Cultural Affairs of the Länder in the Federal Republic of Germany (Kultusministerkonferenz) and the German Rectors' Conference (Hochschulrektorenkonferenz). If there is no equivalence agreement or if there are doubts as to equivalence, the Central Office for Foreign Education of the Federal Republic of Germany (Zentralstelle für ausländisches Bildungswesen der Bundesrepublik Deutschland) must be involved.

(5) Graduates with a graduate degree (Diplom) in a relevant degree course from a university of applied sciences in the Federal Republic of Germany may be accepted for a doctorate at Hochschule Geisenheim University provided that:

1. They have completed a degree program comprising a standard period of study of at least four years and obtained an overall grade of "very good" (up to 1.5);
2. They can provide an expert opinion by a relevant professor from the responsible department of the university of applied sciences certifying their aptitude for academic work;
3. They can provide written confirmation of supervision pursuant to §5 (2) by a professor who is a member of Hochschule Geisenheim University and has agreed to supervise the doctoral project at a subsequent date;
4. They have passed a doctoral aptitude test or an equivalent assessment of aptitude at any other institute of higher education.

§11 Application for Acceptance as a Doctoral Candidate

(1) The application for acceptance as a doctoral candidate shall be submitted in writing to the Chair of the Doctoral Committee within six months of commencing employment or after commencing work on the subject of the doctoral thesis.

The application shall include:

1. Curriculum vitae;
2. Officially certified copies of references pursuant to §10;
3. Statements and certificates relating to other academic and state examinations;
4. Statements as to whether an application for acceptance as a doctoral candidate has been submitted to another university and the outcome thereof;

5. Where applicable, a declaration that an aptitude test within the meaning of §10 (3) or a comparable aptitude test at another institute of higher education has not been conclusively failed;
6. For foreign applicants, evidence of sufficient language proficiency in German (level B2 at time of application) or English (level B2 at time of application), where the applicant cannot present a final examination certificate for a degree course from a university in the Federal Republic of Germany;
7. Scientific papers that the applicant has already published;
8. Working title and preliminary work schedule for the doctoral research project – the research topic should be planned out in such a way that its completion generally does not exceed three years;
9. A proposal as to who is to supervise the project as first supervisor within the meaning of §5 (2) or (5);
10. A written statement and declaration of agreement by the proposed first and second supervisors;
11. A supervision agreement concluded between the applicant and the first supervisor;
12. Confirmation that the statutes of the cooperating universities with regard 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 work on the doctorate;
13. A statement of the language in which the doctoral thesis is to be written in the language permitted pursuant to §14 (3), or a special justification as to why another language should be accepted as an exception.

§12 Decision on the Application

(1) If the acceptance criteria pursuant to §10 have been met and the documents pursuant to §11 have been submitted in full, the Doctoral Committee of Hochschule Geisenheim University shall decide on the application for acceptance, where necessary with the approval of the relevant committee of the cooperating university.

(2) The Doctoral Committee of Hochschule Geisenheim University may reject an application for acceptance by stating the reasons in writing. Acceptance shall be rejected if, among other things, the topic for the doctorate proposed by the applicant is beyond the purview of Hochschule Geisenheim University. The applicant shall be informed of the rejection and the reasons in writing; §9 (2) shall apply mutatis mutandis.

(3) At the supervisor's request, the Doctoral Committee may determine in well-founded cases that – §10 (2) notwithstanding – a decision on acceptance as a doctoral candidate will only be made following an aptitude test pursuant to §24 (1) HHG. The reasons for this requirement shall be communicated in writing to the applicant; §9 (2) and §10 (3) shall apply mutatis mutandis. Where necessary, this procedure shall be agreed in advance with the department or faculty of the cooperating university.

(4) The Doctoral Committee shall maintain a list of the doctoral thesis topics registered with it; this is available to the members of Hochschule Geisenheim University in the Doctoral Office.

§13 Rights and Duties of Doctoral Candidates

(1) Doctoral candidates are entitled to academic advice and support from their supervisor as stipulated in the Doctoral Supervision Agreement.

In addition to methodological skills, they shall be instructed in the principles of good scientific practice pursuant to the relevant statutes of Hochschule Geisenheim University.

(2) Doctoral candidates are obliged to:

1. Record, fully document and safeguard the results of their research;
2. Submit an annual progress report pursuant to current requirements;
3. Participate in seminars and the continuing education programmes provided by the Graduate School;
4. Contribute to a limited extent to routine tasks within their working group.

(3) The progress report pursuant to (2) no. 2 above shall be sent to the Chair of the Doctoral Committee and to the first supervisor for their information by January 31 of the following year.

The reporting year shall be the previous calendar year.

The doctoral relationship may be suspended temporarily if this report is not or not properly submitted; a decision in this regard shall be taken by the Doctoral Committee.

§14 Preparation of the Doctoral Thesis

(1) The Doctoral Thesis shall focus on an area that is covered by research and teaching at Hochschule Geisenheim University.

Furthermore, it shall fulfil the following criteria:

1. Achieve progress in scientific knowledge on the basis of independent research;
2. Comply with the methodological principles of the subject to which the topic pertains;
3. Contain relevant documentation on the analysed material and the literature referred to in line with scientific working principles;
4. Present their subject matter clearly, formally and soundly.

(2) Contributions related to the doctoral topic that have already been published or submitted in full or to a large extent in peer-reviewed scientific journals may be recognized as dissertations (cumulative dissertation).

The cumulative dissertation should contain at least two papers accepted for publication in a scientific journal and meet the requirements of par. 1 to 4 above in addition to one paper submitted for publication in such a journal. The doctoral candidate should be the first author or author of equal standing (where more than one author contributes equally to a publication).

(3) The thesis shall be written in German or English. The Doctoral Committee may permit a different language in exceptional cases. Any subsequent change to the language stated in the application requires the approval of the Doctoral Committee.

Where the thesis is written in English, it shall contain a summary of at least one page in German.

(4) A thesis that has already been published in its entirety may be recognized as a doctoral thesis provided it meets the requirements set out in paragraphs 1 to 3.

§15 Interruption and Termination of the Doctoral Relationship; Change of Supervisor or Topic; Withdrawal of the Doctoral Application

(1) A doctoral candidate may apply to the Doctoral Committee to interrupt work on their doctoral thesis with a time limit for good reason (e.g. the birth of a child, care of a relative, a longer period of illness). The Doctoral Committee shall be notified in writing when the doctoral candidate assumes work on the doctorate.

(2) Doctoral candidates may apply to terminate their doctoral relationship prior to submitting their doctoral thesis.

To do so, the doctoral candidate is required to submit a qualified final report in compliance with the form valid from time to time. In this case, the Chair of the Doctoral Committee declares the doctorate as terminated. The doctorate is then deemed not to have been failed.

(3) After a reasonable period of time, the Doctoral Committee may declare the doctoral relationship terminated if, on the basis of the report of the doctoral candidate (§13, (2), no. 2), it is apparent that no progress can be seen in pursuing the doctorate.

The doctoral candidate and the supervisor shall be granted a hearing beforehand; §9 (2) applies mutatis mutandis.

Termination shall be waived if the doctoral candidate proves that they are not responsible for the lack of progress in the work.

(4) The Doctoral Committee may temporarily suspend or terminate the supervision of the doctoral candidate.

The Doctoral Committee shall attempt to reach an amicable solution before deciding on the dissolution of the supervision relationship.

After the dissolution of the supervision relationship, the Doctoral Committee may, at the request of the doctoral candidate, appoint a new supervisor for the doctoral project within a reasonable period; a renewed application for admission as a doctoral candidate is not required in this case.

(5) Doctoral candidates may withdraw a doctoral thesis that has already been submitted up to the date when acceptance of the doctoral thesis has not yet been rejected pursuant to §17 (7).

The doctorate is then deemed not to have been failed. The date of withdrawal shall be recorded.

If the doctoral candidate intends to revise the withdrawn doctoral thesis, the revised version shall be submitted to the Chair of the Doctoral Committee within six months of the withdrawal. If the doctoral candidate misses this deadline without good reason, the doctorate is deemed to have been failed.

(6) Doctoral candidates may reapply once for acceptance as a doctoral candidate by submitting a different topic. If the previous supervisor does not agree to supervise the new work, the Doctoral Committee shall appoint a new supervisor pursuant to §5, (2).

(7) At the request of the doctoral candidate, the Doctoral Committee may, in agreement with the supervisor, modify the working title of the thesis to reflect the progress achieved in the work.

(8) Upon the premature, unsuccessful conclusion of the doctoral procedure, all legal positions and claims which the doctoral candidate has acquired up to that point shall expire. Their name shall be deleted from the list of doctoral candidates.

(9) In the event of a premature termination of the doctoral relationship, its dissolution or the withdrawal of the doctoral acceptance, all documents shall be retained by the Doctoral Committee.

Part Three: Examination Procedure

§16 Commencement of the Doctoral Examination Procedure

(1) In order to commence the doctoral examination procedure, the doctoral candidate must submit a written application to the Chair of the Doctoral Committee.

(2) The application shall include the following:

1. Eight copies of the doctoral thesis that the doctoral candidate deems to be ready for printing and binding, in addition to a digital version of the doctoral thesis;

2. A declaration with the following wording which is to be integrated with the thesis or prepended to the digital version:

“I declare that this thesis has been composed solely by myself, without the unpermitted aid of others, except where explicitly stated in the text. All text passages taken in letter or in spirit from published writings and all information based on oral statements are clearly referenced as such.

I have adhered to the principles of good scientific practice as laid down in the Statutes of Hochschule Geisenheim University (and xxx - insert name of cooperating university, where applicable) to ensure good scientific practice in the studies I have carried out and which are referred to as such in the doctoral thesis.”

(3) The Doctoral Committee decides on the commencement of the Doctoral Examination Procedure.

(4) Pursuant to §6, the Chair of the Doctoral Committee commissions at least three academic staff members within the meaning of §5 (2) to assess the doctoral thesis. The names of the reviewers shall be communicated to the doctoral candidate.

§17 Review of the Doctoral Thesis, Completion of the Doctoral Procedure

(1) Each review shall comment on the theories of the doctoral thesis and contain a recommendation as to whether the doctoral thesis should be accepted or rejected or whether the procedure should be suspended until the doctoral thesis has been amended. The reviewers shall submit their reports to the Doctoral Committee by no later than two months after receipt of the doctoral thesis. The doctoral candidate shall receive a copy of these reviews prior to the defense.

(2) A recommendation for acceptance shall include a proposed grade (grade with one decimal place) for the doctoral thesis and may contain suggestions for improvements or additions. For a differentiated evaluation of the performance, the grades may be reduced or increased by 0.3. The following evaluation scale applies to the grading of the doctoral thesis:

- 1.0 = summa cum laude (with distinction);
- 1.0 or 1.3 = magna cum laude (very good);
- 1.7 or 2.0 or 2.3 = cum laude (good);
- 2.7 or 3.0 or 3.3 or 3.7 or 4.0 = rite (sufficient);

- 4.3 = non sufficit (insufficient).

For excellent achievements, the grade *summa cum laude* (with distinction) can be awarded for a doctoral thesis if all the appointed reviewers have unanimously proposed this grade.

(3) If the reviewers have unanimously rated the doctoral thesis with the grade *summa cum laude*, the Chair of the Doctoral Committee may appoint a fourth reviewer pursuant to §6 (2) to carry out another evaluation of the thesis.

(4) If the recommendations of the reviewers deviate with regard to the acceptance, evaluation or revision of the work, the arithmetic mean shall apply.

The grade is calculated by rounding to one decimal place after the decimal point; all other digits are deleted.

If fractions occur in the average calculation, the higher mark is awarded for values up to and including .5 and the lower mark for values above .5.

(5) If at least one reviewer recommends the acceptance of the doctoral thesis but simultaneously proposes revisions, the Chair of the Doctoral Committee shall decide whether the thesis is to be returned to the doctoral candidate for revision within a specified period or if the examination procedure is to be continued pursuant to §18 and the proposed amendments are to be made following the defense. The reviewers will be given an adequate period after revision of the dissertation – generally one month – for renewed comment.

(6) If the reviewers have made proposals for the final printing of the doctoral thesis, the Doctoral Committee shall decide, in agreement with the reviewers and after hearing representations by the candidate, whether the proposed amendments shall be made within a reasonable period prior to the defense. The conditions are deemed to have been fulfilled if the agreement of the reviewers has been obtained. The sole basis for the evaluation is the first version of the doctoral thesis submitted.

(7) If the majority of the reports rejects the acceptance of the doctoral thesis and a revision, which may facilitate acceptance at a later date, is ruled out, the examination is deemed to have been failed and the procedure is terminated. The Chair of the Doctoral Committee informs the doctoral student thereof stating the reasons for the rejection; §9 (2) shall apply *mutatis mutandis*. The rejected thesis including all reports, additional reports and statements shall remain on file with the Doctoral Committee's records.

(8) In all other cases, the doctoral procedure shall proceed pursuant to §18.

§18 Preparation for the Oral Defense

(1) At the request of the doctoral candidate, the Chair of the Doctoral Committee shall set a date for the oral doctorate defense. At the same time, the Chair of the Doctoral Committee shall appoint the Examination Board pursuant to §7 (1) and its Chair pursuant to §7 (2).

(2) If the doctoral candidate fails to submit an application pursuant to par. 1, sentence 1 within six months of receiving the information set out in §17 (5), or they declare in writing that they wish to forgo the oral doctorate defense, the doctorate shall be deemed to have been definitively failed.

(3) At the request of the doctoral candidate, the Chair of the Doctoral Committee may extend the period stipulated in par. 2 in well-founded exceptional cases

§19 Display of the Doctoral Thesis

(1) If the requirements pursuant to §17 (8) on progressing with the examination procedure have been met, the Chair of the Doctoral Committee informs the members of the Examination Board, the departments or working groups involved, the departments of the cooperating partner universities as well as the supervisors and reviewers who are not part of the above-mentioned groups, of the name of the doctoral candidate, the title of the doctoral thesis and the recommendations of the reviewers (proposed grade) as well as the display of the doctoral thesis. Two days after submitting the above-mentioned notification, the doctoral thesis will be displayed for inspection together with the reports for a period of three weeks in the Doctoral Office of Hochschule Geisenheim University and the department of the cooperating partner university; where the period of display falls either wholly or in part during a semester break, the doctoral thesis shall be displayed for inspection for a period of six weeks.

(2) The doctoral thesis may be viewed by members and associates of Hochschule Geisenheim University and the department of the partner university holding a doctorate; the reports may only be viewed by members of Doctoral Committee of Hochschule Geisenheim University, researchers of the department of the partner university involved who are entitled to view the reports (as set out in the respective doctorate provisions) and by the individuals who supervised the doctorate. The Doctoral Committee shall decide on exceptions.

(3) The authorized scientists of Hochschule Geisenheim University as well as the researchers of the department of the partner university involved who are entitled to view the reports may submit an additional report within the specified display period (par. 1 sentence 2); this does not extend the display period. The above may lodge a formal objection to a proposed grade or against the acceptance of the thesis in conjunction with their additional evaluation report.

§20 Oral Doctorate Defense

(1) The Chair of the Doctoral Committee invites the doctoral candidate, the members of the Examination Board and the researchers who have prepared an additional report (§19 (3)) to the oral doctorate defense and publicly announces the date at least one week in advance at Hochschule Geisenheim University and the cooperating university.

(2) The Doctoral Committee appoints another examiner if a member of the Examination Board is unable to take part in the examination for well-founded reasons.

(3) In the defense, the doctoral candidate defends his/her doctoral thesis. The defense is divided into an approximately 30-minute presentation by the doctoral candidate on the content of his/her doctoral thesis, followed by a scientific discussion of approximately 60 minutes; the total duration of the defense shall not exceed 90 minutes.

The defense is an in-depth scientific discussion intended to show that the candidate is familiar with the subject area on which the doctoral thesis is based and that he/she is familiar with modern developments in the subject field. In addition, it extends to selected topics in related fields that are objectively and methodologically related to the field of work.

(4) The Chair of the Examination Board leads the defense. The members of the Examination Board and the researchers who have been invited pursuant to par. 1 are entitled to pose and respond to questions. The Chair of the Examination Board shall reject any questions that contradict the purpose of or do not relate to the subject under discussion. This decision may be reversed by a resolution of the Examination Board.

(5) The defense shall be conducted in German. Upon request, the defense may be conducted in

English.

The Doctoral Committee shall decide on further exceptions in agreement with the Examination Board.

(6) The proceedings of the defense shall be recorded in writing by the Chair of the Examination Board.

(7) The defense shall be held in public. The exclusion of the public may be resolved by the Doctoral Committee in well-founded exceptional cases. The Chair of the Examination Board may exclude the public if there are disruptions during the defense.

(8) If the applicant fails to take part in the defense for a well-founded reason, the Doctoral Committee shall declare the defense as having been failed.

(9) If failed, a defense may be repeated once (§21 (4)).

§ 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 (§ 19 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 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 student may repeat it once upon request. The chair of the examination board sets an adequate deadline for a renewed application. The doctoral student may only apply to repeat the defense within the stipulated period.

(5) If the examination board decides to award the doctoral student a doctoral degree, the overall grade is determined according to § 17 paragraph 2 and 3. 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. § 17 Absatz 2 und 4 are applicable. 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) Following the deliberations, the chair of the examination board shall inform the doctoral candidate of the result of the examination.

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

(9) The chair of the examination board shall bind the doctoral candidate before the public as follows:

"I hereby oblige you to preserve (bestow) the dignity bestowed upon you by the University of Geisenheim (and the faculty "xxx" of the University "xxx" - insert name of cooperating university, if applicable) from any blemish at any time and to always serve the truth - without regard to the person and without regard to external advantages - for the sake of the cause alone.

(10) The documents submitted to the doctoral committee pursuant to § 11 paragraph 1 – 13 with the exception of the scientific papers submitted (§ 11 paragraph 1 number 7) - and § 16 paragraph 2 shall remain in the doctoral files.

§22 Publication of the Doctoral Thesis

(1) Having passed the examination, the doctoral candidate shall publish the final version of his/her thesis approved by the Examination Board and annotated as such by the Chair of the Examination Board (see Annex 1 for a sample title page).

The doctoral candidate may only amend the version of the thesis approved by the Examination Board for publication subject to the approval of the Chair of the Examination Board.

(2) Where an amendment (abridgement, amendment or extension) to the accepted version of the thesis is necessary because it is to be published in a journal, publication series or as a book, the doctoral candidate shall obtain the prior approval of the supervisors and the Doctoral Committee.

(3) The doctoral candidate is obliged to make the thesis available to the scientific community in an adequate manner through reproduction and distribution. This is done by four alternative means of publication as set out below: as a book (par. 5, no. 2); as an electronic publication (par. 5, no. 3); as a publication in a scientific journal (par. 6, no. 1); as a publication by a commercial publisher (par. 6, no. 2). These obligations constitute a unit in terms of scientific achievement. It includes the obligation to prepare a summary of the doctoral thesis approved by the first reviewer of not more than a single DIN A4 page in length (including a one-page abstract in English) in both written and electronic form for the purpose of publication. The summary shall also be submitted to the Doctoral Committee. The format and type of data storage medium of the abstract shall be coordinated with the university library.

(4) The thesis is deemed to have been made available to the scientific community in an adequate manner once the doctoral candidate has submitted two copies of the approved version of the doctoral thesis to the Doctoral Office of Hochschule Geisenheim University for the examination files and the other compulsory copies have been submitted to the offices as set out in pars. 5 and 8.

(5) The following shall be delivered free of charge to the libraries of Hochschule Geisenheim University and the respective cooperating university:

1. A total of four copies for archiving purposes printed on permanent wood- and acid-free paper and hard bound,
2. Where the thesis is published as a book: 20 copies for distribution purposes;
3. Where the thesis is published electronically: delivery of an electronic version, the format and type of data storage medium of which shall be coordinated with the university library.

(6) With the exception of the four copies for the participating libraries set out in par. 5, no. 1, no further copies shall be delivered, if

1. The thesis is published in a scientific journal;
2. A commercial publisher assumes the distribution via book sellers, proof of a minimum print run of 40

copies shall be provided and on the reverse side of the title page the publication shall be marked as a doctoral thesis of Hochschule Geisenheim University and, where applicable, the participating department of the cooperating university;

3. The thesis is published via the online publication service of Hochschule Geisenheim University.

(7) Where par. 5, nos. 2 and 3 apply, the doctoral candidate confers the right to Hochschule Geisenheim University to produce and distribute further copies of the doctoral thesis or to make it available on data networks as part of the statutory duties of the university library.

(8) Where the cases set out in par. 5, nos. 2 and 3 and par. 6, nos. 2 and 3 apply, up to ten copies shall be delivered free of charge to the department in which the doctoral thesis was written.

A certificate of delivery shall be submitted to the Doctoral Office of Hochschule Geisenheim University.

(9) The publication shall take place within one year (deadline: date of defense) in the manner set out in par. 3.

In exceptional cases, the Chair of the Doctoral Committee may extend the publication deadline if the doctoral candidate submits a timely and well-founded request, or impose a waiting period where the thesis is published by the online publication service of Hochschule Geisenheim University.

(10) The documents prepared within the scope of the doctoral project shall remain with the supervisor or academic institution in accordance with the Supervision Agreement. The use of the doctoral thesis is otherwise subject to copyright provisions.

(11) The above provisions shall also apply *mutatis mutandis* to cumulative dissertations pursuant to § 14 (2).

§23 Doctoral Certificate

(1) Once the doctoral thesis has been published as set out in §22 (3) to (6) and (8), the Vice-president of Research of Hochschule Geisenheim shall issue the doctoral candidate with their doctoral certificate. The doctoral certificate features the date of the defense, which is considered to be the date the doctorate was conferred, the title and the author of the doctoral thesis and the overall grade of the doctoral achievement (see Annex 2a/b/c for certificate text modules).

The certificate is signed by the President and the Vice-president of Research of Hochschule Geisenheim University and, if applicable, by the Dean of the participating department of the cooperating university and bears the seal of Hochschule Geisenheim University and, where applicable, the cooperating university.

(2) The Vice-president of Research may issue a provisional doctoral certificate if the doctoral candidate submits a contract with a commercial publisher on the publication of the doctoral thesis. The provisional certificate is valid for one year. The period begins when the provisional certificate is issued; the date of issue shall be recorded on the certificate.

(3) The doctoral degree may be held after the doctoral certificate pursuant to par. (1) has been issued.

Part Four: Final Provisions

§24 Refusal and Revocation of the Doctoral Degree

(1) The Doctoral Committee shall refuse to confer the doctorate if, prior to completion of the doctoral procedure, it is found that

1. The doctoral candidate cheated to a significant extent during the procedure;
2. Key criteria for the doctorate have not been fulfilled.

(2) The Doctoral Committee may revoke the doctoral degree should the reasons set out in par. 1 transpire at a later date.

(3) Before the Doctoral Committee takes a decision on the refusal or revocation of the doctoral degree, the individual concerned shall be given an adequate period to respond to the allegations. §9 (2) shall apply mutatis mutandis.

§ 25 Binational Doctoral Procedures

The cooperation agreements concluded between the cooperation partners shall apply to binational doctoral procedures.

§ 26 Transitional Provisions and Effective Date

(1) These Doctoral Regulations shall enter into force one day after their publication in the official notices of Hochschule Geisenheim University. With the entry into force of these Regulations, the Doctoral Regulations of February 20, 2014 shall cease to be effective.

(2) All doctoral projects commencing after the effective date shall be carried out on the basis of these Regulations. Decisions on acceptance as a doctoral candidate which have already been made prior to the effective date of these Regulations shall remain valid; however, in all other respects, these Regulations shall apply.

Doctoral procedures that have already commenced on the effective date of these Regulations will be completed on the basis of the provisions of the Doctoral Regulations of February 20, 2014.

Geisenheim, December 20, 2018

Signed:

Prof. Dr. Hans Reiner Schultz, President,
Hochschule Geisenheim University

Effective date: December 21, 2018

Official Notice

of Hochschule Geisenheim University



Publication Number: 7/2018

Published: December 20, 2018

Annex 1/option 1 (§22 (1): Layout of the title page of the thesis/dissertation in a doctoral procedure with a cooperation agreement

(font size and font individually selectable)

(front cover)

Hochschule Geisenheim University

and

Name of cooperating university

Name of faculty/department at cooperating university

Title of Thesis

Submitted in fulfilment of the requirements for the degree

Doktor/Doktorin *der Agrarwissenschaften (Dr. agr.) (change accordingly)*

Submitted by

Name (degree: MSc, Dipl.-Ing. agr...)(change accordingly)

Born: *(place of birth), Country*

Date (Month, Year)

Geisenheim, Month, Year

(Back cover title page)

Chair of the Examination Board: _____

1st reviewer: _____

2nd reviewer: _____

3rd reviewer: _____

Examiner 1: _____

Examiner 2: _____

Submitted: _____

Date of defense _____

The thesis was accepted onas a doctoral dissertation/thesis in fulfilment of the requirements for the degree Doktor der Agrarwissenschaften (Dr. agr.) (change accordingly) by Hochschule Geisenheim University and(cooperating university)

Official Notice

of Hochschule Geisenheim University



Publication Number: 7/2018

Published: December 20, 2018

Annex 1/option 2 (§22 (1)): Layout of the title page of the thesis/dissertation in a doctoral procedure with the participation of an external reviewer from another university without a cooperation agreement)
(font size and font individually selectable)
(front cover)

Hochschule Geisenheim University

/

Title of Thesis

Submitted in fulfilment of the requirements for the degree
Doktor/Doktorin der Agrarwissenschaften (Dr. agr.) (change accordingly)

Submitted by

Name (degree: MSc, Dipl.-Ing. agr...)(change accordingly)

Born: (place of birth), Country

Date (Month, Year)

Geisenheim, Month, Year

(Back cover title page)

Chair of the Examination Board: _____

1st reviewer: _____

2nd reviewer: _____

3rd reviewer: _____

Examiner 1: _____

Examiner 2: _____

Submitted: _____

Date of defense _____

The thesis was accepted onas a doctoral dissertation/thesis in fulfilment of the requirements for the degree Doktor der Agrarwissenschaften (Dr. agr.) (change accordingly) by Hochschule Geisenheim University.

The academic degree is conferred in accordance with the institutional assignment of the second reviewer, who is a member of the _____ department of _____ University.

Official Notice

of Hochschule Geisenheim University



Publication Number: 7/2018

Published: December 20, 2018

Annex 2a (§ 23 paragraph 1): Certificate text module (text module - doctoral certificate for the procedure within the framework of a cooperation agreement with an university)

Die
Hochschule Geisenheim
und die
XY -Universität
Fachbereich xy
verleihen

unter der Präsidentschaft der/des akademischer Titel Vorname Name der
Hochschule Geisenheim
sowie dem Dekanat der Professorin/des Professors für NN
Prof. Dr. Vorname Nachname im Fachbereich NN

Herrn/Frau
Vorname, Nachname
geboren am TT. Monat JJJJ in Ort
den Grad einer/eines
Doktorin/Doktors der
(Dr. xy.) (change accordingly)
nachdem sie/er in einem ordnungsgemäßen Promotionsverfahren durch die Dissertation
„Titel Dissertation“

sowie durch die Disputation am TT. Monat JJJJ an der Hochschule Geisenheim
seine/ihre wissenschaftliche Befähigung erwiesen und dabei das Gesamturteil „xx“ erhalten hat.

Geisenheim, den TT.MM.JJJJ

Official Notice

of Hochschule Geisenheim University



Publication Number: 7/2018

Published: December 20, 2018

Annex 2b (§ 23 paragraph 1): Document text module (text module - doctoral certificate Procedure with participation of an external reviewer from another university without cooperation agreement)

Die
Hochschule Geisenheim
verleiht
unter der Präsidentschaft der/des akademischer Titel Vorname Name

Herrn/Frau
Vorname Nachname
geboren am TT. Monat JJJJ in Ort
den Grad einer/eines
Doktorin /Doktors der xxx
(Dr. xy.)

nachdem er/sie in einem ordnungsgemäßen Promotionsverfahren unter Beteiligung eines Mitglieds des
Fachbereichs xy der Universität xx durch die Dissertation

„Titel Dissertation“

sowie durch die Disputation an der Hochschule Geisenheim
am TT. Monat JJJJ seine/ihre wissenschaftliche Befähigung erwiesen und dabei das Gesamturteil „xx“
erhalten hat.

Geisenheim, den TT. Monat JJJJ

Official Notice

of Hochschule Geisenheim University



Publication Number: 7/2018

Published: December 20, 2018

Annex 2c (§ 23 paragraph 1): Document text module (text module - doctorate certificate cotutelle procedure)

Die
Hochschule GEISENHEIM University
verleiht
unter der Präsidentschaft der/des akademischer Titel, Vorname Name

Herrn/Frau
Vorname Nachname
geboren am TT. Monat JJJJ in Ort
den Grad einer/s
Doktorin/Doktors der
(Dr. xy)

nachdem er/sie in einem ordnungsgemäßen Promotionsverfahren entsprechend den Bestimmungen des Kooperationsvertrages „Convention de Cotutelle Internationale de Thèse“ zwischen der Universität XY und der Hochschule GEISENHEIM University durch die Dissertation

„Titel“

sowie durch die Disputation am TT. Monat JJJJ
an der Hochschule GEISENHEIM University
seine/ihre wissenschaftliche Befähigung erwiesen und dabei das Gesamturteil „xx“ erhalten hat.

Diese Urkunde ist nur in Verbindung mit der Promotionsurkunde der Universität ... (Name entsprechend einfügen) gültig und berechtigt gemeinsam mit dieser zur Führung des deutschen oder des(entsprechend einfügen) Dokortitels.

Geisenheim, den TT. Monat JJJJ