**Doctoral Degree Regulations of School VI – Medicine and Health Sciences of the University of Oldenburg for the Award of the Doctoral Degree**

**Doktor der Gesundheitswissenschaften**

**(Dr rer. medic., Doctor of Health Sciences)**

#  23 May 2018

On 10 January 2018, the Faculty Council of School VI - Medicine and Health Sciences of the University of Oldenburg promulgated the following Regulations. The Presidential Board approved the Regulations on 3 April 2018.

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# Section 1

**Purpose of the doctorate, doctoral degrees and required assignments**

1. The doctorate serves as proof of the ability to carry out in-depth, independent scientific work. PhD candidates must complete the following assignments:
	1. a written doctoral thesis (dissertation) with a subject that belongs to the field of Health Sciences and corresponds with the desired degree. For details, see Section 8;
	2. an oral examination (thesis defence). For details, see Section 12;
	3. participation in inter- and transdisciplinary courses for the acquisition of scientific skills amounting to a total of 12 ECTS, of which at least 6 ECTS are in the fields of Good Scientific Practice and/or Scientific Methods. This requirement can be met by attending appropriate Graduate School and Graduate Academy courses.
2. Pursuant to (1), School VI - Medicine and Health Sciences (hereinafter referred to as the School) awards the doctoral degree of Doktor der Gesundheitswissenschaften (Doctor rerum medicinalium, abbreviated Dr rer. medic., Doctor of Health Sciences) for advanced independent scientific work in the field of Health Sciences. Doctoral projects with a primary focus on human medicine, natural or engineering sciences or psychology are governed by separate doctoral regulations and are therefore not dealt with in the present Doctoral Degree Regulations.
3. Joint doctoral procedures with German or foreign universities, e.g. faculties of the University of Groningen (UG), or non-academic research institutions (hereinafter referred to as cooperation partners), can be undertaken in the framework of national or international doctoral programmes, in a joint scientific institution in accordance with Section 36 a of the Lower Saxony University Act (NHG), or on the basis of a cooperation agreement.

In the cases mentioned, the School and the responsible institution of the cooperation partners will jointly award the doctoral degree, provided that the cooperation partners have the right to confer doctorates. Otherwise, the degree will be awarded by the School with reference to the cooperation.

# Section 2

**Competences**

1. The following committees are involved in the doctorate process:
	1. the Doctorate Committee (Section 3),
	2. the Examination Committee (Section 4),
	3. the assessors (Section 5),
	4. the first supervisor of the doctoral project and the Supervisory Committee (if it has been established) (Section 7),
	5. the Dean.
2. The Doctorate Committee decides on admission and all other procedural matters, unless the Doctoral Degree Regulations provide otherwise.
3. The Examination Committee conducts the thesis defence and assesses it.
4. The assessors evaluate the thesis. The assessment reports are prepared independently from each other.
5. The first supervisor will advise and support the PhD candidate in the preparation of the doctoral thesis (Section 7). The first supervisor will prepare a votum informativum (written assessment) without a proposed grade. If a Supervisory Committee has been set up, it will accompany the supervision of the thesis.
6. The Dean will complete the procedure with the delivery of the degree certificate.

# Section 3

**Doctorate Committee**

1. For the award of the degree according to Section 1 (2), the School will, by decision of its Faculty Council, form a Doctorate Committee from among its members.
2. The Doctorate Committee consists of a member of the professors’ group or a habilitated member or associate as chair, and usually four other members of the professors’ group or habilitated members or associates. The majority of the members should have a doctorate related to health sciences or a relevant professorship. The Committee also has two advisory members, one from the group of academic research staff and the other from among the accepted doctoral candidates. All members have up to three deputies. The members of the Doctorate Committee and their deputies for each status group are elected by the Faculty Council for a term of two years, and in the case of accepted doctoral students, for one year. The order of the deputies is to be determined in the election. The chair is elected by the Faculty Council. The Doctorate Committee decides by a majority of its votes. In the case of a tied vote, the matter will be decided by the chair’s vote. Abstentions are not allowed. The deliberations of the Doctorate Committee are not public.

# Section 4

**Examination Committee**

1. After accepting the thesis, the responsible Doctorate Committee appoints an Examination Committee and a chair for each doctoral degree procedure. The composition of the Committee should adequately reflect the relevant fields of study. Areas of expertise outside the health sciences that are touched on by the thesis should, if possible, be considered in the composition of the Committee. The Examination Committee will consist of at least three authorized examiners according to (3), of whom:
	1. at least one member or deputy member of the Doctorate Committee will belong to the group of professors or at least be habilitated and will usually take the chair of the Examination Committee,
	2. at least one of the assessors,

The Examination Committee may include one additional voting member from the group of researchers with a doctorate.

The responsible Doctorate Committee may appoint up to two further examiners. When carrying out bi-national or other joint doctoral procedures (Section 1 (3)), professors of the cooperation partner should be adequately considered in the composition of the Committee.

1. Decisions of the Examination Committee are taken by a majority of its members. The Examination Committee responsible for a doctoral project will conduct the oral examination (thesis defence) in accordance with Section 12 and assess the candidate’s performance. In accordance with Section 13, it will decide definitively on the overall evaluation of the doctoral thesis, unless it proposes the overall grade ausgezeichnet (summa cum laude). In that case, in accordance with Section 13 (2), the Doctorate Committee will take the final decision. For the conduct of the oral examination, the assessment and the final decision, the presence of all three members of the Examination Committee is required.

 The deliberations of the Examination Committee are not public.

1. Members of the professors’ group according to Section 16 (2) Sentence 4 no 1 of the Lower Saxony University Act (NHG) and other habilitated members or associates of the University, lecturers not on furlough and honorary professors are authorized to act as examiners. The same applies to junior research group leaders operating in the framework of externally assessed projects funded by recognized institutions for research or research funding. The Interfaculty Doctorate Council will decide whether a research or research funding organization belongs to the recognized institutions. In individual cases, the Doctorate Committee may, at the suggestion of the Faculty Council, also authorize persons with a doctorate to act as examiners despite them not fulfilling these formal qualifications.

# Section 5

**Section Assessors**

1. As a rule, the Doctorate Committee will appoint two assessors who meet the requirements of Section 4 (3) and jointly cover the fields of study of the thesis in question.
2. As a rule, the assessors should belong to different fields of study. One of the assessments can be made by an external assessor.
3. The assessors may not be biased towards the doctoral candidate, in terms of the rules of good scientific practice of the German Research Foundation (DFG).

# Section 6

**Section Admission requirements**

1. Admission to the doctorate requires a course of studies in a degree programme relevant to the doctoral project, completed with a Master’s, Diplom or Magister examination, a state examination in medicine or any other degree that the Doctorate Committee considers equivalent. The recognition of other corresponding degrees acquired abroad is subject to approval by the responsible Doctorate Committee. The Convention on the Recognition of Qualifications concerning Higher Education in the European Region (Lisbon Convention, BGBl 2007, part II, p. 712 et seq.) must be taken into account. The Doctorate Committee may also base its decision on a recommendation of the Central Office for Foreign Education (ZAB) at the Secretariat of the Standing Conference of the Ministers of Education and Cultural Affairs of the Länder in the Federal Republic of Germany (KMK).
2. The responsible Doctorate Committee may admit applicants who have a degree, as defined in (1), in a non-relevant degree programme, on the condition that they fulfil specified supplementary academic requirements prior to the start of the doctoral degree procedure pursuant to Section 10.
3. The responsible Doctorate Committee will refuse admission to the doctorate if the applicant has not withdrawn an application for acceptance as a doctoral candidate or for initiation of a doctoral degree procedure at another university. The Doctorate Committee may deny admission to the doctorate without providing reasons if the applicant has already unsuccessfully undergone a doctoral degree procedure.

# Section 7

**Supervision, acceptance as doctoral candidate**

1. The topic of the thesis should be agreed upon with a person with the qualification described in Section 4 (3) in the relevant field of studies, who is a member of the group of professors or another habilitated member or associate of the School. This person will supervise the thesis in terms of content and will support the doctoral project by a votum informativum that acknowledges the draft doctoral thesis and specifies the doctoral student’s own contribution and the role of other contributing researchers in the thesis.

 The votum informativum will be submitted along with the thesis. It will not contain a suggestion for the grading of the thesis.

1. Furthermore, as a rule, the doctoral candidate will receive substantive support during the doctorate project from a multi-member Supervisory Committee whose members meet the requirements of Section 4 (3). Additionally, a doctoral candidate or a lecturer may also belong to the Doctorate Committee if their expertise is closely related to the field of research. The details will be determined by the responsible Doctorate Committee. The doctoral candidate can make suggestions.
2. In the case of a joint doctoral degree procedure according to Section 1 (3), the first supervisor may belong to the cooperation partner, provided that they are qualified according to Section 4 (3). If the first supervisor belongs to the cooperation partner, the Supervisory Committee must include a member of the group of professors, another member with a habilitation or an associate of the School.
3. Bearing in mind the doctoral candidate’s suggestions, the Doctorate Committee will appoint the first supervisor and the members of the Supervisory Committee,
4. The relationship between the doctoral candidate and the supervisor and, if applicable, the Supervisory Committee is regulated in a Supervision Agreement as in Annex 1. This must specify, in particular, the topic of the thesis, the probable timeframe, the members of the Supervisory Committee, agreements on regular discussions between the doctoral candidate and the supervisors, as well as confirmation of the receipt of any required approvals by, e.g., the ethics committee, the research institution or the company. By concluding the written Supervision Agreement in accordance with Annex 1, which needs to be countersigned by the chair of the Doctorate Committee after it has verified compliance with the admission requirements according to Section 8, the student will receive the status of ‘accepted doctoral candidate’ even before having the formal approval of their doctoral project, in accordance with Section 8. The accepted doctoral candidate will forward the Supervisory Agreement to the chair of the Doctorate Committee. After verifying compliance with the admission requirements according to Section 6, in the course of the admission procedure according to Section 8, Annex 1, the chair of the Doctorate Committee will countersign the Supervisory Agreement. As a rule, the application for admission to doctoral studies pursuant to Section 8 should be made within a year of acceptance as a doctoral student. The candidate may ask the Doctorate Committee to help find a supervisor.
5. After careful consideration, the supervisor may dissolve the supervisory relationship for objective or personal reasons. This decision must be promptly communicated by the supervisor to the doctoral candidate and the chair of the responsible Doctorate Committee, with a statement of the reasons. In this case, the Doctorate Committee will endeavour to provide another supervisor.
6. In the event of serious problems in the supervisory relationship, the doctoral candidate can contact the Doctorate Committee. The Doctorate Committee will mediate between the doctoral candidate and the supervisor and endeavour to find a solution.

# Section 8

**Admission to the doctorate, acceptance, enrolment**

1. The candidate must submit her or his application for admission to the doctorate and thus for acceptance as a doctoral candidate (if this has not already been done pursuant to Section 7) in writing to the chair of the Doctorate Committee, stating the desired title and degree pursuant to Section 1 (2). In the case of a doctorate in a doctoral programme or doctoral degree programme, the application is submitted via the responsible Graduate School.
2. As a requirement for admission, the application must be accompanied by:
	1. a presentation of the applicant’s scientific career,
	2. the topic of the thesis (working title) and a description of the project, which needs to be agreed with the first supervisor,
	3. a Supervision Agreement between the doctoral student and the first supervisor in accordance with Annex 1 (if not already done in accordance with Section 7), which will name, if applicable, the other members of a Supervisory Committee (Section 7 (5)) and include an explanation of points (b), (g) and (h),
	4. diplomas and evidence as defined in Section 6 or documents proving the completion of an equivalent relevant degree programme at a foreign university with evidence of examinations taken there and degrees obtained,
	5. proof of a higher education entrance qualification,
	6. proof of successful participation in interdisciplinary or multidisciplinary courses or a plan of courses to be attended,
	7. a statement of any previous applications for admission to a doctorate with details of the date of the first application, the university and the school or department to which the thesis was submitted, as well as the topic of the thesis,
	8. a statement as to whether clinical trials on humans, epidemiological studies with personal data or examinations of extracted human material that are personally identifiable (ethics committee), experiments with genetically modified organisms (law on genetic engineering) or experiments on vertebrates (authorization of the use of laboratory animals) are to be carried out. If applicable, a copy of the approval by the responsible authority must be submitted to the Doctorate Committee before commencement of studies,
	9. if applicable, an application for a joint doctoral degree procedure or a bi- or multinational doctorate (Section 3) mentioning the schools and other cooperation partners involved,
	10. a declaration that the candidate is complying and will continue to comply with the guidelines for good scientific practice of the University of Oldenburg,
	11. a declaration that no commercial placement or consulting services (PhD counselling) have been used or will be used in the doctoral project,
	12. a statement as to whether the applicant has already used large parts of the thesis for a Bachelor’s, Master’s, Diplom or similar exam paper.

All submitted documents – except for originals and diplomas, which are to be presented as certified copies or with an original for inspection – become the property of the University.

1. If, according to (2) (d), evidence of foreign degrees is submitted, the Doctorate Committee will check whether they are equivalent to the German degrees. Recognition may be subject to certain requirements and conditions, such as retrieval of a missing diploma or Master’s thesis, or the passing of knowledge examinations.
2. After examining the documents submitted in accordance with (2) and (3), the Doctorate Committee will decide on the admission of the applicant to the doctorate. In well-justified individual cases, the applicant can be admitted despite an earlier failed attempt to obtain a doctorate. Upon admission, the applicant receives the status of doctoral candidate. As a condition for admission, the Supervision Agreement pursuant to (2) (c) must be countersigned by the chair of the Doctorate Committee. The Doctorate Committee must communicate its decision to admit the candidate to the University office charge with registering the doctoral candidates of the University.

The status of doctoral candidate will end with the definitive successful completion of the doctoral assignments or the definitive failure to complete them successfully, as well as in the case of late application for initiation of the doctoral degree procedure (Section 10 (1)) and upon withdrawal of the application for admission to the doctorate (Section 17).

1. Doctoral candidates are required to enrol as doctoral students at the earliest possible date after admission to the doctorate.

# Section 9

**Doctoral thesis**

1. The thesis must demonstrate the author’s capacity for advanced and independent scientific work and contribute to the advancement of science in the field of Health Sciences. The topic of the thesis must in essence belong to one or more fields of study of the School.
2. The thesis should be written in German or English. The thesis must contain an abstract in German and English of at most three pages.
3. Alternatively, at least two peer-reviewed publications in scientific journals may be accepted as a thesis if their content is connected and they comply in their entirety with the requirements of (1) (publication-based thesis). The candidate must figure as first author in at least two of the works concerned. The applicant is required to explain comprehensively in the thesis how they are related. If other researchers are also involved as co-authors in these individual papers, their own contribution must be presented in detail. The correctness of the explanation must be confirmed in writing by the first supervisor in the votum informativum.

# Section 10

**Initiation of the doctoral degree procedure**

1. The doctoral candidate must apply to the Doctorate Committee requesting the initiation of the doctoral degree procedure. As a rule, the application can be submitted, at the earliest, one year after admission and, at the latest, within five years from the date of admission to the doctorate. In justified cases, upon request and after hearing the doctoral candidate and the first supervisor, this period may be extended by a reasonable time. If the application for the initiation of the doctoral degree procedure is not submitted on time, or if the deadline or final warning is not heeded, the admission is deemed to have been withdrawn. The chair of the Doctorate Committee will report this to the doctoral candidate and the first supervisor of the thesis.
2. The application for the initiation of the doctoral degree procedure must be accompanied by the following documents:
	1. at least four copies of the thesis in print-ready condition: one for each member of the Examination Committee and one for the files of the Doctorate Committee, as well as an electronic copy identical with the hard copy,
	2. proof of participation in interdisciplinary and multidisciplinary courses for further qualification, according to Section 8 (2) (f),
	3. a statement:
		1. that the candidate has written the thesis independently and that the resources used have been fully specified,
		2. whether the thesis has already been published in part or in total; in this case, a publication list must be attached,
		3. that the thesis has not been submitted in part or in its entirety to another university for assessment in a doctoral degree procedure,
		4. that the regulations for good scientific practice of the University of Oldenburg have been observed,
		5. a declaration that no commercial recruitment or consulting services (doctoral coaching) have been used in connection with the doctoral project;
	4. proof according to Section 8 (5) of enrolment as a doctoral student,
	5. evidence of any required legal approval of clinical trials with humans, epidemiological studies with personal data or examinations on extracted human material that are personally identifiable (ethics committee), experiments with genetically modified organisms (law on genetic engineering) or experiments on vertebrates (approval of the use of laboratory animals).
3. The Doctorate Committee will initiate the doctoral degree procedure by formally examining the submitted thesis and the other documents and, subject to the suggestions and the declaration of the doctoral candidate, appoint the assessors in accordance with Section 5 to evaluate the thesis. The Doctorate Committee may return the thesis to the doctoral candidate for revision if formal defects have been found. A reasonable deadline will be set for the revision. The chair will immediately inform the doctoral candidate of the decisions of the Doctorate Committee.

# Section 11

**Assessment of the thesis**

1. In general, the assessors provide a written report within 4 weeks, but no more than 8 weeks, and recommend either acceptance of the thesis and continuation of the procedure, or modification or rejection of the thesis. If the thesis is accepted, the assessors will at the same time propose one of the following marks:

|  |  |  |
| --- | --- | --- |
| sehr gut (magna cum laude, with distinction)  | = | 1 |
| gut (cum laude, credit) | = | 2 |
| genügend (rite, pass) | = | 3 |

In the case of an outstanding performance, it may be proposed that a thesis marked 1 be given the grade "ausgezeichnet" (summa cum laude, high distinction).

 If the majority of the assessors proposes to accept the thesis, the procedure described in Section 4 will continue.

1. If at least one of the assessors has made substantiated proposals for amendments, the Doctorate Committee will decide, after hearing the doctoral candidate, with a majority of votes, whether the thesis is to be returned with conditions for revision or the procedure is to continue. The chair of the Doctorate Committee will inform the doctoral candidate in writing of the conditions, stating the reasons. A reasonable deadline will be set for the revision. After revision of the thesis, all assessors will resubmit their comments in writing within one month of submission of the revised version. The Doctorate Committee may, after revision of the thesis, appoint an additional assessor. The return of the thesis for revision is possible only once.
2. If the majority of the assessors propose to reject the thesis, the Doctorate Committee will not accept it. This will terminate the doctoral degree procedure with an unsuccessful outcome. If a minority of the assessors proposes to reject the thesis, or if the votes pro and contra are tied, the Doctorate Committee will appoint an additional assessor. If, after inclusion of this additional report, the majority of the assessors suggest acceptance, the procedure in (4) will be continued.

If, after presentation of this further report, acceptance of the thesis is rejected by at least half of the assessors, the candidate will have failed and the doctoral degree procedure will be terminated. The chair shall inform the doctoral candidate in writing. The rejected thesis and the reports on it will be added to the files of the responsible School.

1. If the requirements for continuation of the doctoral degree procedure have been met, the Doctorate Committee will make the thesis and the assessment reports available for inspection at the School for two weeks. Members and associates of the School with the qualification according to Section 4 (3) can view the thesis and the assessment reports and file expert opinions during the inspection period. If no expert opinions have been received, after expiry of the inspection period, the thesis will be accepted.
2. If expert opinions have been filed, the Doctorate Committee can elicit additional assessments within four weeks. The Doctorate Committee will decide with a simple majority of university professors and, if applicable, habilitated staff, whether to consider the expert opinions and any additional assessments of the thesis. If the decision is made to consider the expert opinions and further appraisals, these documents and the thesis will again be made available for inspection for two weeks.
3. After expiry of the period, the responsible Doctorate Committee will decide on the acceptance or rejection of the thesis, taking into account all the reports, expert opinions and further appraisals considered. This decision must be communicated to the doctoral candidate in writing.
4. If all the assessors have recommended acceptance of the thesis, the overall grade of the thesis will result from the arithmetic mean of the individual grades (see (1)), as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| from 1.0  | to less than 1.5 | = sehr gut | = magna cum laude (with distinction) |
| from 1.5  | to less than 2.5 | = good | = cum laude (credit) |
| from 2.5  | to less than 3.5 | = genügend | = rite (pass)  |

If all of the assessors propose the mark 1 with the distinction ausgezeichnet (summa cum laude, with high distinction), the overall mark ausgezeichnet (summa cum laude) will be awarded to the thesis. In this case, a mark of 1.0 for the thesis will enter into the calculation of the overall mark for the doctorate according to Section 13. If the thesis was rejected by an assessor, returned for revision, or expert opinions were submitted (pursuant to (3) and (5)), the Doctorate Committee will decide whether the expert opinions are to be considered in the grading process. Rejection by an assessor will enter into the overall mark as a mark of 4.0.

1. The chair of the Doctorate Committee concerned will inform the doctoral candidate of the approval of the thesis. At the same time, the Doctorate Committee will appoint, pursuant to Section 4 (1), the Examination Committee and set the date for the thesis defence bearing in mind the candidate’s suggestion and in consultation with all involved. The defence should take place within six weeks after approval of the thesis. If the doctoral candidate is not able to attend on the scheduled date of the defence, they must notify the committee immediately, stating the reasons.

# Section 12

**Thesis defence (disputation)**

1. The chair of the Doctorate Committee will invite the doctoral candidate and the members of the Examination Committee to a thesis defence and announce the event in the School. The defence is open to all members of the University. If the doctoral candidate consents, other persons may attend and listen.
2. The thesis defence will consist of a lecture open to University members and lasting about 30 minutes, on the objectives, methods and results of the thesis or a part of it, and

a subsequent discussion of 30 minutes to, at the most, 60 minutes, presided over by chair of the Examination Committee. The discussion will extend to the entire subject area in connection with the topic of the doctorate. The assessments of the thesis can also be included in the discussion. To this end, the doctoral student, when being informed of the acceptance of the thesis, must be given access to the assessments. The provisions of Section 19 will remain unaffected. At the request of the doctoral candidate, part of the discussion may take place in private with the Examination Committee. Minutes of the defence proceedings are to be taken.

1. Immediately following the thesis defence, the Examination Committee will decide in closed session whether the oral exam has been passed. If the candidate has passed, the Examination Committee will determine the overall mark for the defence. Each member of the Examination Committee will award a mark in accordance with Section 11 (1) and (7). The chair of the Examination Committee will immediately inform the doctoral candidate of the overall mark of the defence.
2. If the doctoral candidate has not passed the thesis defence, when being informed of the outcome of the thesis defence, the candidate must be told that they have the opportunity to repeat it once, if they apply in writing within one month to the chair of the Doctorate Committee. The oral re-examination can be taken, at the earliest, four weeks after the application and, at the latest, before the end of the year.
3. If the doctoral candidate fails to attend the thesis defence without excuse, they will be deemed to have failed the examination. In the case of an excused absence, a new appointment will be made. The Examination Committee will decide on the acceptance of the apology.

# Section 13

**Section Assessment and completion of the doctorate**

1. Following the thesis defence, the Examination Committee will determine how the student’s doctoral assignments are to be assessed in their entirety. The score is determined by the arithmetic mean of the unrounded marks for the thesis defence, which counts once, and the arithmetic mean of the unrounded marks for the thesis, which counts twice. The doctoral degree procedure is concluded when the Examination Committee decides that the candidate has passed the defence.
2. For particularly outstanding achievements, the overall mark ‘passed with high distinction’ (summa cum laude) may be awarded on the recommendation of the Examination Committee. This recommendation is only permissible if all individual marks for the oral and written doctoral assignments are 1, and all assessors agree to the additional distinction ausgezeichnet. Detailed reasons must be provided for the recommendation. At least one of the assessments must have come from an external assessor. If necessary, an additional external assessment can be obtained. Assessors who are not present at the defence will give their appraisal in writing. The Doctorate Committee will decide on the proposal. Only the representatives of the group of professors and, where appropriate, habilitated staff are entitled to vote. No reasons will be provided for this decision.
3. The chair of the responsible Doctorate Committee shall notify the doctoral candidate in writing of the marks awarded for the thesis, the defence and the doctorate as a whole.

# Section 14

**Publication of the thesis**

1. Within one year of the successful defence, the doctoral candidate shall make the thesis accessible to the scientific public in an appropriate manner by copying and processing it. The thesis will have been made accessible to the scholarly public in an appropriate manner if the doctoral candidate has provided the Library and Information System of the University of Oldenburg with six copies of the thesis printed on age-resistant wood- and acid-free paper, and ensured the distribution of the thesis by:
	1. an electronic version of the thesis, the data format and data carrier of which are to be agreed with the University Library, **or**
	2. proof of publication of the thesis in a journal, **and**
	3. delivering two short summaries in German and English, each with a maximum of 1000 characters, approved by the first assessor, **as well as** an affidavit on the identity in content and form of the printed and the electronic versions.

In the case of (a), the doctoral student will give the University of Oldenburg the right to produce and disseminate additional copies of the thesis within the framework of the statutory duties of university libraries, or to make them available in data networks. The author’s copyright will remain unaffected.

1. The delivered items must have a title page whose front and back should be designed as in Annex 2.
2. A brief description of the doctoral candidate’s academic education and development can be added at the end of the thesis.
3. The final draft for publication must be submitted to the chair of the Doctorate Committee. The chair will give the permission to print. Deviations from the thesis may be agreed between the Doctorate Committee and the doctoral candidate.
4. If good reasons are provided, the chair of the Doctorate Committee may, upon request, extend the deadline for publication under (1).

# Section 15

**Completion of the doctorate**

1. With the issuing of the doctoral degree certificate by the Dean, the doctorate is completed and the doctoral candidate is entitled to use the doctor’s degree.
2. The doctoral certificate is issued in accordance with the model in Annex 3. Upon request, the qualification will also be delivered in an English translation in accordance with the model in Annex 4. The doctoral degree certificate will carry the date of the oral examination but will only be issued after fulfilment of the obligation to publish in accordance with Section 14.

# Section 16

**Unsuccessful completion of the doctoral degree procedure**

1. The doctoral degree procedure is terminated unsuccessfully if the thesis is definitively rejected or the defence has definitively been pronounced inadequate. The chair of the Doctorate Committee will inform the doctoral candidate about the result in writing.
2. A renewed application for a doctorate is only allowed once, and not before the end of one year. This also applies if the first unsuccessful doctoral application took place at another university. A rejected thesis may not be submitted again for the purpose of obtaining a doctorate in the same or a slightly modified form.

# Section 17

**Withdrawal of the doctoral application**

An application for a doctorate can be withdrawn as long as the doctoral candidate has not submitted the thesis for assessment. Thereafter, a withdrawal is possible only for important personal reasons unrelated to the doctoral degree procedure.

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

# Section 18

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

1. If, before the issuing of the doctoral certificate, the doctoral candidate is found to have used fraud, threats or bribes in their doctoral thesis or defence, or with regard to the requirements for admission to the doctoral programme or the initiation of the doctoral degree procedure, or if it is found that essential requirements for the doctorate were assumed erroneously to have been met, the Doctorate Committee must, after hearing the person concerned, declare the doctoral work concerned invalid.
2. If the circumstances of (1) only become known after the doctoral certificate has been issued, (1) shall apply accordingly and the Faculty Council shall decide, on the recommendation of the Doctorate Committee and bearing in mind the legal provisions, whether the doctoral degree is to be revoked or withdrawn. Sections 48 and 49 of the Administrative Procedures Act (VwVfG) will remain unaffected and apply additionally. The award of the university degree may also be revoked if the bearer has seriously violated the dignity conferred by the university degree, as in a final conviction for a criminal offence that in the Land of Lower Saxony leads to a loss of the status of civil servant, or if the bearer has misused the scientific status associated with the degree.
3. If the requirements for admission to the doctoral programme or the initiation of the doctoral degree procedure were not fulfilled but this was not due to fraud on the part of the doctoral candidate, and this fact becomes known only after the doctoral certificate has been issued, this deficiency will be remedied by the successful completion of the doctorate.
4. The person concerned must be given the opportunity to discuss the matter with the Doctorate Committee before a decision is taken.
5. The incorrect doctoral certificate must be retrieved and, if appropriate, replaced by a corrected certificate.

# Section 19

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

1. Upon completion of the doctoral degree procedure, the doctoral candidate will be granted access to the doctoral records upon her or his request.
2. The doctoral documents must be kept for 50 years. Even after this time, it must be ensured that information can be provided on the basis of registers regarding the outcome of a doctoral degree procedure.

# Section 20

**Appeal**

1. Negative decisions made in accordance with these Doctoral Degree Regulations must be substantiated in writing with information on legal remedies and announced in accordance with Section 41 of the Administrative Procedures Act (VwVfG).
2. Appeals against a decision of the examiners that is based on an assessment of a student’s work can be made in writing within one month after receipt of the decision or in accordance with Section 68 ff. of the Verwaltungsgerichtsordnung (Code of Administrative Procedures) by the chair of the Doctorate Committee. Otherwise, legal proceedings need to be instituted. The appeal should be substantiated within one month after filing.
3. The grounds for the appeal should be substantiated within one month after filing. It is responsible for conducting the appeal proceedings. No costs are charged for appeal procedures.
4. No costs are charged for the appeal procedure. If the grounds for appeal are directed against a decision of the Examination Committee, the chair of the Doctorate Committee will forward the objection to the Examination Committee for review. If the grounds for appeal are directed against the decision of an assessor, the chair of the Doctorate Committee will forward the objection to the assessor concerned. The result of the review is to be forwarded to the Doctorate Committee.
5. If the Examination Committee or the assessor changes their decision as requested by the appeal, the Doctorate Committee will have definitively dealt with the objection. Otherwise, the responsible Doctorate Committee will examine in full the examination decision, and especially check whether:
	1. whether the examination procedure was carried out properly,
	2. whether the grading was based on incorrect information,
	3. whether common principles of assessment were not observed,
	4. whether a reasonable and well-reasoned answer was judged incorrect,
	5. whether the assessor was guided by extraneous considerations.
6. The Doctorate Committee may, ex officio, appoint an expert for the appeal procedure. An expert must be appointed it this is requested by the appellant. The assessor must be qualified according to Section 4 (3).
7. If the Doctorate Committee finds a deficiency as described in (5) Sentence 2 but does not deal definitively with the objection at this stage of the procedure, the examination components will be reassessed by examiners who were not previously involved in this examination, or the thesis defence will be repeated.
8. The appeal procedure should be completed within three months of the filing. If the appeal is not upheld, reasons must be provided for the rejection, and information on options for legal remedies must be provided.
9. The objection or appeal procedure may not lead to a lowering of the examination mark.

# Section 22

**Effective date**

These Regulations shall enter into force after their approval by the Presidential Chair on the day following their publication in the Official Note of the University of Oldenburg.

# Annex 1

Re: Section 7 (5)

# Model of a Supervision Agreement according to Section 7 of the Doctoral Degree Regulations

The doctoral candidate and the undersigned supervisors/members of the Supervisory Committee have agreed to conclude a Supervision Agreement that will ensure the scientific support required for the success of the doctoral project:

Ms/Mr \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (doctoral candidate)

and

Ms/Mr \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (first supervisor)

as well as

Ms/Mr \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(second supervisor)*

as well as

Ms/Mr \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*third supervisor*)

1. School: Discipline/field of studies of the doctorate: If applicable, name of doctoral programme or Graduate School:
2. Intended topic of the thesis (working title):

Start of the doctoral project (month/year): \_

The following formal requirements apply to the doctoral project:

* 1. Genetic engineering: licence or notification

granted/available planned

pending not required

* 1. Animal testing licence *(please contact the responsible Animal Welfare Officer in good time before starting work)*

granted/available planned

* 1. Approval by the medical ethics committee for clinical experiments on humans, epidemiological studies or research on human material that is personally identifiable.

granted/available planned

pending not required

* 1. Statement by the first supervisor on the availability of resources for experimental work:

granted/available planned

pending not required

1. Within the first three months, the doctoral student will draw up a timetable for the project which will be regularly updated, and discussed at least twice a year with the first supervisor. The doctoral student will report regularly, but at least once a year, to the first supervisor/members of the Supervisory Committee, on the preparation, development and implementation of the doctoral project (progress report) and present preliminary work or parts of the work in the following colloquia or in comparable places:

…………………………………………………………………………………………………………………….

1. Scientific support is provided, in particular, in regular individual discussions between the doctoral candidate and the first supervisor/members of the Supervisory Committee, as well as regular participation in inter- and transdisciplinary courses and/or school and subject-related PhD colloquia. The first supervisor will monitor the quality of the doctoral thesis and support the independent scientific development of the doctoral candidate in word and deed. The first supervisor will comment on the delivered contributions at the agreed meetings to the extent required, orally or in writing.
2. The doctoral candidate must notify the first supervisor and the Doctorate Committee of changes in the topic of the thesis and any changes of address.
3. All scholarly activity is based on the foundations of good scientific practice, as formulated, inter alia, in the guidelines of the German Research Foundation (DFG) and the corresponding regulations of the University of Oldenburg. The first supervisor of the doctoral student is available to answer any questions about this. The doctoral candidate will comply with these regulations.
4. In the case of a dissolution of the supervisory relationship for which the doctoral candidate is not responsible, the School will endeavour to provide an alternative supervisor with appropriate expertise.

(Place, date)

(doctoral candidate)

(Place, date)

(Place, date)

(Place, date)

Seen by:

 (first supervisor)

 (second supervisor)

 (third supervisor)

 \_ \_ (Place, date) (Chair of the Doctorate Committee of the School ...................................)

# Annex 2 - Model for the title page of the thesis

**Front:**

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

(Title of the thesis\*)

Thesis submitted to School VI - Medicine and Health Sciences of the University of Oldenburg in partial fulfilment of the requirements for the degree and title of \*

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

(Indication of degree\*) (Abbreviation)

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

born on .......................\* in ......................

# Overleaf:

First supervisor\* ...................................

Further supervisors:

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

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

Assessor\* ...................................

Date of thesis defence\*: ......................................

\* Complete as appropriate

# Annex 3: Doctoral certificate in German

Die Fakultät für Medizin und Gesundheitswissenschaften der Carl von Ossietzky Universität Oldenburg

verleiht mit dieser Urkunde

Frau/Herrn\*) .................................................................

geboren am: ..................... in .......................................

Grad und Titel einer/eines\*)

**Doktorin/Doktors\* der** ..........................................................

nachdem sie/er\* in ordnungsgemäßem Promotionsverfahren durch ihre/seine\* mit der Note …….….1) beurteilte Dissertation mit dem Thema

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

und durch die mit der Note .... 1) beurteilte Disputation am *(TT.MM.JJJJ\*)* ihre/seine\* wissenschaftliche Befähigung erwiesen und dabei das Gesamtprädikat

…. 2)

erhalten hat.

Oldenburg, den ............................

 \_ \_ Die Dekanin/Der Dekan\* Die/Der\* Vorsitzende des Promotionsausschusses der Fakultät für Medizin und Gesundheitswissenschaften Fakultät für Medizin und Gesundheitswissenschaften

\* Zutreffendes einfügen

1) Noten: magna cum laude (sehr gut), cum laude (gut), rite (genügend)

2) Prädikate: summa cum laude (ausgezeichnet), magna cum laude (sehr gut), cum laude (gut), rite (genügend)

# Anlage 4 - Doctoral degree certificate in English

The School of Medicine and Health Sciences

of the Carl von Ossietzky Universität Oldenburg (Germany) hereby confers on

Mr./Mrs.\*……………………………… born………………. in …….………….

having presented his/her\* doctoral thesis entitled\*

………………………………………………

and having passed the oral examination

the Degree of\*

**Doctor of** …………………………………………… Doctoral thesis grade: …………….…1)

Oral examination grade: …………….1)

Overall grade: ……………..2) Oldenburg, *(Day, Month, Year\*)*

 \_ \_ \_

(Signature) (Signature)

Dean of the School of Medicine and Health Sciences Chair of the Doctoral Committee

\* Insert where applicable, delete where inapplicable

1) Grades: magna cum laude (distinction), cum laude (credit), rite (pass)

2) Overall grades: summa cum laude (high distinction), magna cum laude (distinction), cum laude (credit), rite (pass)

Please note: This is an unofficial translation provided for your convenience only and does not have any legal binding effects! Only the German version is legally binding!