

PLEASE NOTE:

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Study Regulations

**for the Doctoral Program in Social Sciences at the Center for Doctoral Studies
in Social and Behavioral Sciences (CDSS) of the University of Mannheim**

Based on section 38 subsection 2 and section 34 subsection 1 of the Act on Higher Education of the Land of Baden-Württemberg (LHG), the senate of the University of Mannheim passed the following Study Regulations for the Doctoral Program in Social Sciences at the Center for Doctoral Studies in Social and Behavioral Sciences (CDSS) of the University of Mannheim on 27 February 2013. An amendment was published in the bulletin of the President's Office (Bekanntmachungen des Rektorats) on 22 May 2013. The Regulations have been adjusted accordingly.

Section 1 - Scope

These Study Regulations govern the doctoral programs in Political Science, Psychology and Social Sciences at the Center for Doctoral Studies in Social and Behavioral Sciences (CDSS).

Section 2 - Objectives of the Doctoral Program, Doctorate

- (1) The doctoral programs at the CDSS aim to provide students with the most recent expertise, skills and methods in social sciences research and to enable them to pursue independent scientific research.
- (2) The doctorate at the CDSS is based on the current version of the Regulations and Procedures Governing the Doctoral Dissertation to Earn a Doctoral Degree in Social Sciences of the University of Mannheim. The awarded degree is a doctorate in Social Sciences (Dr. rer. soc.).

Section 3 - Admission and Examination Committee

- (1) The admission and examination committee is composed of three members: the academic director of the CDSS as chair of the committee and two faculty members from the CDSS. All three fields of study of the CDSS shall be represented in the committee. The committee members' term of office is three years. They may be reappointed.
- (2) The committee has a quorum if at least two of the members are present. Its decisions are based on a majority of votes. In the event of a tie, the vote of the chair shall decide the matter. Meetings of the committee are not open to the public.
- (3) The committee is responsible for the admission of candidates to the CDSS and examination matters at the CDSS in accordance with the current Study Regulations.

Section 4 - Admission to the Doctoral Program

The admission and examination committee selects candidates according to their performances and qualifications and according to the selection statutes of the CDSS.

Section 5 - Beginning of the Program, Standard Period of Study, Required Coursework

- (1) As a rule, the program starts in the fall semester.
- (2) The standard period of study for obtaining the academic degree is 6 semesters including the dissertation and oral defense. The required coursework corresponds to 180 ECTS credits.

Section 6 - Completion of Coursework Requirements, Deadlines, Recognition of Coursework

- (1) The coursework requirements are to be met during the program and by the end of the fourth semester except for the coursework in the CDSS workshops and the research colloquia.
- (2) The core courses defined in section 9 shall be completed within the first three semesters. Ungraded core courses need to be passed; graded core courses have to be passed with a grade of at least 4.0 ("ausreichend" - acceptable). If students fail to do so, they cannot continue with the program.
- (3) The teacher of each course is the one to decide on the modalities of the exam.
- (4) By the end of the second semester, the student has to provide the admission and examination committee with a written dissertation proposal, usually in English. The mentor or doctoral advisor of the dissertation has comment on the proposal before the committee. The admission and examination committee consents to the continuation of the doctoral program by accepting the dissertation proposal and recognizing the coursework of the first year of study.

(5) University of Mannheim graduates of a master's program in one of the subjects represented at the CDSS can have master's coursework recognized if the courses are equivalent to any of those of the doctoral program. Coursework and examinations as well as periods of study obtained in degree courses at official or officially recognized higher education institutions in Germany or abroad as well as at public universities of cooperative education ("Berufsakademien") of the Federal Republic of Germany are recognized, provided there is no significant difference between the competences obtained and the coursework or examinations of the doctoral program. The student requesting credit recognition is responsible for providing the necessary documentation. The admission and examination committee decides on the recognition.

(6) For the recognition of coursework or exams completed abroad, agreements between the Federal Republic of Germany and other countries need to be taken into account, i. e. agreements on equivalencies in higher education (equivalency agreements) and agreements within the framework of university partnerships and double degree programs (cooperation agreements). Furthermore, in case of doubts regarding the equivalency of qualifications, the Central Office for Foreign Education (Zentralstelle für ausländisches Bildungswesen (ZAB)) can be consulted.

(7) Coursework from comparable courses or workshops at universities or equivalent higher education institutions can be recognized upon request if the admission and examination committee acknowledges their equivalency.

Qualifications acquired outside of a higher education institution are recognized if

- a) at the time of the recognition, the university entrance requirements are met,
- b) the skills and qualifications to be recognized are equivalent to the coursework and examinations to be substituted in terms of content and level and
- c) the criteria for recognition were examined as part of an accreditation.

For recognition, the applicant has to prove that the competences he or she acquired outside of the higher education sector are comparable to the coursework to be substituted in terms of content and level. For the decision on the recognition, the form of instruction is also taken into account. Skills and qualifications obtained outside of the higher education sector may substitute 50 percent of the doctoral program at most. The regulations for the recognition of coursework and examinations at universities of cooperative education ("Berufsakademien") in Germany remain unaffected.

(8) If credits are recognized and the grading systems are similar, the grades shall be transferred according to these Study Regulations. For the conversion of credits acquired abroad, the admission and examination committee can pass general regulations within the legal framework in order to guarantee a uniform conversion procedure. If conversion is impossible because the grading systems differ or the coursework was not graded, the work is simply marked "passed". The recognition is indicated in the transcript of records.

(9) In case the student takes part in an examination at the University of Mannheim even though he or she already obtained the respective qualification elsewhere, he or she automatically waives the right to have the previous qualification recognized.

(10) The CDSS administration is in charge of the administration of the doctoral program.

Section 7 - Absence, Withdrawal, Cheating, Misconduct

(1) Coursework or examinations are considered failed and graded with 5.0 ("failed") if the candidate misses an examination without valid reasons, or if he or she, after admission, does not take part in the examination without valid reasons, or withdraws after the beginning of the examination. The same applies to written examinations that are not completed within the given period of time.

(2) The chair of the admission and examination committee shall be informed immediately in writing about the reasons brought forward for the withdrawal or absence. In case of illness of the candidate, the university may ask for a medical certificate or, in cases of doubt, even demand the medical certificate from a physician of their choice. If the reasons are recognized, the new examination has to take place at the next possible examination date. In case of an oral examination, a new examination shall be scheduled. Results of examinations that are already available shall be recognized.

(3) If a candidate tries to manipulate his or her examination by cheating or using unauthorized resources, the respective examination will be graded with 5.0 (failed). A candidate who disturbs the proper course of the examination may be excluded by the respective examiner or supervisor. In this case, the respective examination will be graded with 5.0 (failed). In serious cases, the chair may exclude the candidate from taking further examinations.

Section 8 - Grading

- (1) The examiner is responsible for grading coursework or exams. For the assessment of graded coursework, the following grades are to be used: 1.0 (very good - "sehr gut"), 2.0 (good - "gut"), 3.0 (satisfactory - "befriedigend"), 4.0 (fair - "ausreichend"), 5.0 (failed - "nicht bestanden"). These grades can be upgraded or downgraded to 1.3, 1.7, 2.3, 2.7, 3.3 and 3.7. Ungraded coursework is assessed "passed" (bestanden) or "failed" (nicht bestanden).
- (2) The courses "Crafting Social Science Research" and "Theory Building and Causal Inference" as well as the dissertation proposal are graded. All other coursework is ungraded, i.e. assessed "passed" or "failed".

Section 9 - Structure of the Doctoral Program

- (1) In the first two semesters, students are to consolidate and deepen the knowledge that is essential for the research work they want to dedicate themselves to. Within this period of time, students have to complete coursework in the form of core courses, elective courses and other courses (cf. subject-specific attachments). Students have to complete
- (a) the propaedeutic "Mathematics for Social Scientists",
 - (b) 3 core courses: the introductory course "Current Research Perspectives", the advanced courses "Crafting Social Science Research" and "Theory Building and Causal Inference",
 - (c) elective courses from the chosen research area corresponding to 12 ECTS credits, elective courses from the area "Methods" corresponding to 18 ECTS credits, an elective course as bridge course from the course offer of the other centers of the GESS corresponding to 5 ECTS credits, the course "English Academic Writing",
 - (d) after the first semester, a review on the literature from the projected subject of the dissertation,
 - (e) a dissertation proposal workshop, where students discuss their proposal,
 - (f) the dissertation proposal, which has to be submitted to the CDSS administration after the second semester,
 - (g) Instead of taking elective courses from the area "Methods" according to (c), students can choose methods courses from the master's programs of their research area (cf. subject-specific attachments).
 - (h) Instead of taking elective courses corresponding to 6 ECTS credits from the area "Methods" according to (c), students can choose courses from their research area.
- (2) As of the third semester, each semester, students shall take the research colloquium of their respective subject indicated in the subject-specific attachments.
- (3) In the second and third year, students are obligated to attend the CDSS workshop, where they present their current research work for their dissertation.
- (4) The attachments to these Study Regulations govern the structure of the doctoral program for each subject.
- (5) The admission and examination committee may decide on exceptions.

Section 10 - Mentors and Supervisors

Upon admission to the program, each student is assigned a faculty member as a mentor. At the end of the first year, the student chooses a main supervisor and second supervisor for the dissertation.

Section 11 - Study Abroad

During the second or third year of study, students can continue their program at a university abroad.

Section 12 - Transcript of Records

- (1) Once the doctoral program is completed, students receive a transcript of records including all completed mandatory and elective courses according to section 9 and the results of the examinations.
- (2) The transcript of records is issued by the CDSS.

Section 13 - Commencement

These Study Regulations become effective on 23 May 2013.

Non-Official Version

Study Regulations

for the Doctoral Program in Social Sciences at the Center for Doctoral Studies
in Social and Behavioral Sciences (CDSS) of the University of Mannheim

Subject-Specific Attachment (A): Political Science

The following coursework corresponding to 180 ECTS credits has to be completed:

	ECTS Credits
[BAS] Module: Basic and Preparatory Courses	4
• Mathematics for Social Scientists	2
• Current Research Perspectives (core course)	2
[MET] Module: Methods	30
• Crafting Social Science Research (core course)	6
• Theory Building and Causal Inference (core course)	6
• Elective courses in the area "Methods" from the GESS course offer or the M.A. program in Political Science	18
Multivariate Analyses	6
Advanced Quantitative Methods	6
Logic of the Social Sciences (from the M.A. program in Sociology)	6
[POL] Module: Political Science Courses	12
Elective courses from the areas "International Politics" and "Comparative Politics" of the M.A. program in Political Science or from the courses offered in Political Science at the CDSS	12
[RES] Module: Research Skills Module	28
• CDSS Workshop (3rd - 6th semester)	12
• Research Colloquium (3rd - 6th semester)	8
• English Academic Writing Course	3
• Bridge Course	5
[DIS] Module: Dissertation Module	106
• Literature Review	6
• Dissertation Proposal Workshop (2nd semester)	2
• Dissertation Proposal	8
• Dissertation and Defense	90

Structure of the Doctoral Program in Political Science at the CDSS

1	Mathematics for Social Scientists 2	Current Research Perspectives 2			
	Crafting Social Science Research 6	Theory Building and Causal Inference 6	Option 1: Multivariate Analyses 6 Option 2: Elective Methods 6 Option 3: Logic of the Social Sciences 6		Elective Political Science 6
2	Literature Review 6				
	Elective Political Science 6	Elective Methods 6	Option 1: Advanced Quantitative Methods 6 Option 2: Elective Methods 6	Dissertation Proposal Workshop 2	English Academic Writing 3
	Bridge Course 5				
	Dissertation Proposal 8				
3	Thesis Work		CDSS Workshop 3	Research colloquium 2	
4	Thesis Work		CDSS Workshop 3	Research colloquium 2	
5	Thesis Work		CDSS Workshop 3	Research colloquium 2	
6	Thesis Work		CDSS Workshop 3	Research colloquium 2	
	Doctoral Thesis and Defense 90				

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Subject-Specific Attachment (B): Psychology

The following coursework corresponding to 180 ECTS credits has to be completed:

	ECTS Credits
[BAS] Module: Basic and Preparatory Courses	4
• Mathematics for Social Scientists	2
• Current Research Perspectives (core course)	2
[MET] Module: Methods	30
• Crafting Social Science Research (core course)	6
• Theory Building and Causal Inference (core course)	6
• Elective courses in the area "Methods" from the GESS course offer or the M.Sc. program in Psychology	18
Multivariate Analyses	4
Methods of Evaluation	4
Special Methods of Data Collection and Analysis	4
Logic of the Social Sciences (from the M.A. program in Sociology)	6
[PSY] Module: Psychology Courses	12
Elective courses from the course offer of the M.Sc. program in Psychology or the Psychology courses offered at the CDSS	12
[RES] Module: Research Skills Module	28
• CDSS Workshop (3rd - 6th semester)	12
• Research Colloquium (3rd - 6th semester)	8
• English Academic Writing Course	3
• Bridge Course	5
[DIS] Module: Dissertation Module	106
• Literature Review	6
• Dissertation Proposal Workshop (2nd semester)	2
• Dissertation Proposal	8
• Dissertation and Defense	90

Structure of the Doctoral Program in Psychology at the CDSS

1	Mathematics for Social Scientists 2	Current Research Perspectives 2				
	Crafting Social Science Research 6	Theory Building and Causal Inference 6	Option 1: Multivariate Methods of Selection 4 Option 2: Elective Methods 6 Option 3: Logic of the Social Sciences 6	Elective Psychology 6		
2	Literature Review 6					
	Elective Psychology 6	Elective Methods 6	Option 1: Special Methods of Data Analysis 4 Option 2: Elective Methods 6	Dissertation Proposal Workshop 2	English Academic Writing 3	Bridge Course 5
	Dissertation Proposal 8					
3	Thesis Work		CDSS Workshop 3	Research colloquium 2		
4	Thesis Work		CDSS Workshop 3	Research colloquium 2		
5	Thesis Work		CDSS Workshop 3	Research colloquium 2		
6	Thesis Work		CDSS Workshop 3	Research colloquium 2		
	Doctoral Thesis and Defense 90					

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Subject-Specific Attachment (C): Sociology

The following coursework corresponding to 180 ECTS credits has to be completed:

	ECTS Credits
[BAS] Module: Basic and Preparatory Courses	4
• Mathematics for Social Scientists	2
• Current Research Perspectives (core course)	2
[MET] Module: Methods	30
• Crafting Social Science Research (core course)	6
• Theory Building and Causal Inference (core course)	6
• Elective courses in the area "Methods" from the GESS course offer or the M.A. program in Sociology	18
Logic of the Social Sciences	6
Analysis of Survey Data	6
Longitudinal Data Analysis	6
[SOC] Module: Sociology Courses	12
Elective courses from the M.A. program in Sociology in the areas (A) Family, Education & Labor Markets, (B) Migration & Integration, (C) Economy & the Welfare State and (D) Methods of Empirical Social Research or from the Sociology courses offered at the CDSS	12
[RES] Module: Research Skills Module	28
• CDSS Workshop (3rd - 6th semester)	12
• Research Colloquium (3rd - 6th semester)	8
• English Academic Writing Course	3
• Bridge Course	5
[DIS] Module: Dissertation Module	106
• Literature Review	6
• Dissertation Proposal Workshop (2nd semester)	2
• Dissertation Proposal	8
• Dissertation and Defense	90

Structure of the Doctoral Program in Sociology at the CDSS

1	Mathematics for Social Scientists 2	Current Research Perspectives 2				
	Crafting Social Science Research 6	Theory Building and Causal Inference 6	Option 1: Logic of the Social Sciences 6 Option 2: Analysis of Survey Data 6 Option 3: Elective Methods 6		Elective Sociology 6	
2	Literature Review 6					
	Elective Sociology 6	Elective Methods 6	Option 1: Longitudinal Data Analysis 6 Option 2: Elective Methods 6	Dissertation Proposal Workshop 2	English Academic Writing 3	Bridge Course 5
	Dissertation Proposal 8					
3	Thesis Work		CDSS Workshop 3		Research colloquium 2	
4	Thesis Work		CDSS Workshop 3		Research colloquium 2	
5	Thesis Work		CDSS Workshop 3		Research colloquium 2	
6	Thesis Work		CDSS Workshop 3		Research colloquium 2	
	Doctoral Thesis and Defense 90					

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