

[Please note that the English translation is provided for reasons of convenience only and is not in any way legally binding; only the official German version is of legal relevance.]

## **Study Regulations**

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

Following §§ 38 Section 2, 34 paragraph 1, 19 Section 1 of the Landeshochschulgesetz (LHG) [Higher Education Act of the Federal State], the senate of the University of Mannheim on April 23<sup>rd</sup>, 2007 approved the following study regulations for doctoral studies in Social Sciences at the Center for Doctoral Studies in Social and Behavioral Sciences (CDSS) of the University of Mannheim, which were subsequently approved by the rector. The Ministry for Science, Research and Art of the State of Baden-Württemberg has approved the inauguration of the doctoral studies in a letter dated August 14<sup>th</sup>, 2007 (file number 41-816.79-2/1+816.79-3/1).

Wherever a male pronoun is used in reference to an individual, the female pronoun shall implicitly be assumed to be encompassed by this as well.

#### **§1 Scope**

These study regulations govern the constitution of the doctoral studies in Political Science, Psychology and Sociology at the Center for Doctoral Studies in Social and Behavioral Sciences (CDSS) based on the respective doctoral degree regulations of the University of Mannheim pertaining to doctoral studies in the Social Sciences.

#### **§2 Aim of the course of studies**

The aims of the doctoral studies at the CDSS encompass the procurement of state-of-the-art prerequisite expertise, skills and methodology in the field of research on the Social Sciences, rendering the students fully qualified for autonomous scientific work.

#### **§3 Selection and Examination Committee**

(1) The Selection and Examination Committee consists of three members: the Academic Director of the CDSS, who acts as chairman of the committee, and two further professors affiliated with the CDSS. The committee shall represent all three fields of the CDSS. Tenure of office for the committee shall be three years; re-appointment is possible.

(2) The committee is quorate if at least two of its members are present. Issues are decided by majority vote; in case of a tie, the chairman's vote is decisive. Sessions of the committee are not open to the public.

(3) The committee shall be responsible for decisions concerning the admittance of candidates and the examinations of students at the CDSS following these study regulations.

#### **§4 Admission to doctoral studies**

(1) The usual prerequisites for admission to doctoral studies shall consist of the candidate having completed a final examination (usually a Master's degree) in his chosen field of studies with a minimum grade of "Good" at a German or foreign university-level institution and possessing a very strong command of the English language. Exceptions to these prerequisites are decided by the Selection and Examination committee, which may decide on alternative prerequisites if necessary.

(2) The admission of candidates is based on merit and qualification and decided by the Selection and Examination Committee on the basis of the respective admission rules.

### **§5 Begin, Prescribed Length and Scope of Studies**

(1) Studies usually start in the fall semester.

(2) The normal study duration is 6 semesters.

(3) The number of courses required for a completion of studies amounts to about 40 Semesterwochenstunden [Comment: SWS; 1 SWS is equivalent to a course à 45 minutes per week for 14 weeks].

### **§6 Performance records, deadlines and credit for academic performance**

(1) All performance requirements are completed during the course of studies and should be completed by the end of the fourth semester. The relevant rules for the completion of a doctoral degree shall be taken from the regulations concerning the completion of a doctoral degree in the Social Sciences at the Center for Doctoral Studies in Social and Behavioral Sciences.

(2) The mandatory courses specified in §9 should be completed within the first three semesters; passing the core courses with at least a “C” grade is required for continuation of the program.

(3) The decision concerning form and structure of the examination lies with the lecturer of the respective course.

(4) At the end of the second semester, the Selection and Examination Committee is to be provided with a written Dissertation Proposal (in English). The mentor or prospective PhD supervisor also gives his view on the proposal to the Selection and Examination Committee. By accepting the dissertation proposal and determining a successful completion of the first year of studies, the Selection and Examination Committee decides on the continuation of doctoral studies.

(5) Credit for academic performance can be granted for comparable courses and workshops completed at other universities or similar academic institutions, provided that the Selection and Examination Committee confirms equivalence of the respective courses following a request to this effect by the candidate. Any such credit shall be limited to a maximum of half (meaning 20 SWS) of the academic performance requirements.

(6) The administrative execution of the doctoral studies is the responsibility of the CDSS executive office.

### **§7 Absence, Resignation, Cheating, Breach of Regulations**

(1) A performance requirement is to be considered failed, and consequently graded a “Fail” (F), if a candidate misses an examination date he previously registered for without convincing and urgent reason, if he fails to participate in an exam he has been admitted to, resigns from an exam after the beginning of said exam or fails to provide a written assessed assignment within the set deadline.

(2) The directorate must be notified in writing of the relevant reasons for absence or resignation immediately and convincingly. In case of illness, the candidate may be required to present a medical certificate; additionally, in cases of reasonable doubt, the candidate may be required to present a medical certificate by a medical professional appointed by the university. If the reasons are considered adequate, a written examination must be repeated at the immediately subsequent possible examination date; for an oral examination, a new examination date will be set. Any existing examination results will be credited as is appropriate.

(3) If the candidate attempts to influence the outcome of any examination by means of cheating or by use of non-approved materials, the respective examination shall be graded a “Fail”. A candidate who interrupts the proper course of an examination may be disqualified from completing the examination by the respective examiner or proctor; in this case, the examination in question shall be graded a “Fail” as well. In grave cases, the directorate may additionally disqualify a candidate from any future examinations as well.

## **§8 Grading**

The individual grades are chosen by the respective examiners. The following grades are possible:

A (excellent = 1.0), B (good = 2.0), C (satisfactory = 3.0), and F (fail); intermediate grades of A- (1.3), B+ (1.7), B- (2.3) and C+ (2.7) are also possible.

An exam without explicit grading will be evaluated as either P (pass) or F (fail).

## **§9 Structure of the studies**

(1) The customary goal of the first two semesters of studies lies in the foundation and extension of the basic principles required for research work in the discipline chosen by the student. During this time period, course achievements in form of core courses and electives need to be provided by the students.

(a) In the first semester, students are required to take the core courses “Theories”, “Methods” and “Methodology” as well as an elective from the area of “Methods”.

(b) In the second semester, students are required to take two electives from the area of “Methods” as well as two electives from their own Research Area.

(c) Besides the CDSS courses, students are required to take a bridge course by one of the other centers (CDSB or CDSE) of the graduate school at the University of Mannheim as well as a course in “English Academic Writing”, provided that a student is not a native speaker of the English language.

(2) In the second semester, students are required to participate in the Dissertation Proposal Workshop, which is designed to provide a forum for discussion of the Dissertation Proposal.

(3) In the second and third year, participation in the CDSS Workshop, during which the current research work pertaining to dissertation projects is presented, is mandatory for students. Additional courses may also be chosen in the second and third year.

(4) Starting in the second semester, students are required to attend a research seminar of their respective Research Area in each semester.

(5) The subject-specific attachments constitute the governing rules of the course structures of the respective subjects.

## **§10 Student Supervision**

(1) Every student is assigned a mentor in his first semester; the mentor is to be replaced as soon as possible, and no later than the start of the second year of studies, by the dissertation supervisor.

## **§11 Temporary stay abroad**

During the second or third year of studies, the program may be continued at one of the partner universities. The decision lies with the Academic Director if a student decides to submit a request to this effect.

## **§12 Transcript of Records**

(1) Students are provided with a Transcript of Records documenting their successful participation in the doctoral program and listing the core courses and electives (following § 9) which they have attended along with their respective academic performance.

(2) The Transcript of Records is issued by the CDSS.

**§13 Access to examination files**

Upon providing a written request and allowing for a reasonable period of time for preparation of this request, the candidate shall receive access to his graded written examinations for one year after completing any such examinations.

**§14 Commencement of these study regulations**

These study regulations shall come into effect with the start of the fall/winter semester of 2007/08.

Approved and engrossed,

## Study Regulations

### for doctoral studies 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 Sciences

#### 1. Content

The following course achievements, worth 40 SWS [Comment: explanation see § 5 (3)] need to be provided by the student:

- 3 Core Courses (6 SWS):
  - Theories of Social Sciences
  - Methods of Social Sciences
  - Methodology of the Social Sciences
- 3 Elective Courses from the Area „Methods“ (6 SWS)
- 2 Elective Courses from the Area “Political Sciences” (4 SWS)
- 1 course from „Graduate Skills Development“ (2 SWS)
- 1 Bridge Course by one of the other Centers of the GESS (CDSB or CDSE) (2 SWS)
- 1 CDSS Proposal Tutorial (2 SWS)
- 4 CDSS Workshops (8 SWS)
- 5 research colloquia from the Area “Political Sciences“ (MZES Colloquium, Research Department B) (10 SWS)

#### 2. Prerequisites for attending courses within doctoral studies

1. For CDSS workshops: attendance of CDSS Proposal Tutorial
2. For Elective Courses „Methods“ workshops: Core Courses „Methods“ und „Theories“

#### Structure of studies for Political Sciences at the CDSS

CDSS Program Structure						
Admission and allocation of Mentor						
<b>1st year (fall)</b>	Core: Theories	Core: Methods	Core: Methodology	Elective: Methods	Bridge: CDSB or CDSE course	Skills: English writing
<b>1st year (spring)</b>	Elective: Political Science	Elective: Political Science	Elective: Method workshop	Elective: Method workshop	CDSS Proposal tutorial	Research colloquium
Doctoral Proposal						
<b>2nd year (fall)</b>					CDSS workshop	Research colloquium
<b>2nd year (spring)</b>					CDSS workshop	Research colloquium
Summer Workshops						
<b>3rd year (fall)</b>					CDSS workshop	Research colloquium
<b>3rd year (spring)</b>					CDSS workshop	Research colloquium
Thesis and Defense						

## Study Regulations

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

Subject-specific attachments (B): Psychology

#### 1. Content

The following course achievements, worth 40 SWS [Comment: explanation see § 5 (3)] need to be provided by the student:

- 3 Core Courses (6 SWS):
  - Theories of Social Sciences
  - Methods of Social Sciences
  - Methodology of the Social Sciences
- 3 Elective Courses from the Area „Methods“ (6 SWS)
- 2 Elective Courses from the Area “Psychology” (4 SWS)
- 1 course from „Graduate Skills Development“ (2 SWS)
- 1 Bridge Course by one of the other Centers of the GESS (CDSB or CDSE) (2 SWS)
- 1 CDSS Proposal Tutorial (2 SWS)
- 4 CDSS Workshops (8 SWS)
- 5 research colloquia from the Area „Psychology“ (10 SWS)

#### 2. Prerequisites for attending courses within doctoral studies

1. For CDSS workshops: attendance of CDSS Proposal Tutorial
2. For Elective Courses „Methods“ workshops: Core Courses „Methods“ und „Theories“

#### Structure of studies for Psychology at the CDSS

CDSS Program Structure						
Admission and allocation of Mentor						
<b>1st year (fall)</b>	Core: Theories	Core: Methods	Core: Methodology	Elective: Methods	Bridge: CDSB or CDSE course	Skills: English writing
<b>1st year (spring)</b>	Elective: Psychology	Elective: Psychology	Elective: Method workshop	Elective: Method workshop	CDSS Proposal tutorial	Research colloquium
Doctoral Proposal						
<b>2nd year (fall)</b>					CDSS workshop	Research colloquium
<b>2nd year (spring)</b>					CDSS workshop	Research colloquium
Summer Workshops						
<b>3rd year (fall)</b>					CDSS workshop	Research colloquium
<b>3rd year (spring)</b>					CDSS workshop	Research colloquium
Thesis and Defense						

## Study Regulations

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

Subject-specific attachment (C): Sociology

#### 1. Content

The following course achievements, worth 40 SWS [Comment: explanation see § 5 (3)] need to be provided by the student:

- 3 Core Courses (6 SWS):
  - o Theories of Social Sciences
  - o Methods of Social Sciences
  - o Methodology of the Social Sciences
- 3 Elective Courses from the Area „Methods“ (6 SWS)
- 2 Elective Courses from the Area “Sociology” (4 SWS)
- 1 course from „Graduate Skills Development“ (2 SWS)
- 1 Bridge Course by one of the other Centers of the GESS (CDSB or CDSE) (2 SWS)
- 1 CDSS Proposal Tutorial (2 SWS)
- 4 CDSS Workshops (8 SWS)
- 5 research colloquia from the Area “Political Sciences“ (MZES Colloquium, Research Department A) (10 SWS)

#### 2. Prerequisites for attending courses within doctoral studies

1. For CDSS workshops: attendance of CDSS Proposal Tutorial
2. For Elective Courses „Methods“ workshops: Core Courses „Methods“ und „Theories“

#### Structure of studies for Sociology at the CDSS

CDSS Program Structure						
Admission and allocation of Mentor						
<b>1st year (fall)</b>	Core: Theories	Core: Methods	Core: Methodology	Elective: Methods	Bridge: CDSB or CDSE course	Skills: English writing
<b>1st year (spring)</b>	Elective: Sociology	Elective: Sociology	Elective: Method workshop	Elective: Method workshop	CDSS Proposal tutorial	Research colloquium
Doctoral Proposal						
<b>2nd year (fall)</b>					CDSS workshop	Research colloquium
<b>2nd year (spring)</b>					CDSS workshop	Research colloquium
Summer Workshops						
<b>3rd year (fall)</b>					CDSS workshop	Research colloquium
<b>3rd year (spring)</b>					CDSS workshop	Research colloquium
Thesis and Defense						