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Regulations for the Conferral of a Doctor of Philosophy (Ph.D.) Degree at the University of Mannheim at the Center for Doctoral Studies and Social and Behavioral Sciences affiliated with the Faculty of Social Sciences

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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 Nature and Purpose of the Doctoral Degree

(1) The University of Mannheim confers the degree of a “Doctor of Philosophy (Ph.D.)” for the successful completion of the doctoral studies, the acceptance of the dissertation as well as the disputation and the publication of the dissertation.

(2) The doctoral studies take place in the context of the Graduate School of Economic and Social Sciences: Empirical and Quantitative Methods (GESS) at the Center for Doctoral Studies in Social and Behavioral Sciences (CDSS).

(3) The dissertation must be an independent piece of work furthering the current state of research. The doctoral candidate must prove his/her capability of independent scientific work and discourse of the subject in question by means of the doctoral studies, the dissertation and the disputation.

(4) The topic of the dissertation must be chosen from the subjects properly represented at the CDSS; these subjects are:

- Political Sciences
- Psychology and
- Sociology

§2 Selection and Examination Committee

(1) Decisions in the course of the doctoral procedures are taken by the Selection and Examination Committee unless the Academic Director or the Dissertation Committee are deemed responsible.

(2) 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. Further details are regulated by the Statute of Admission at the University of Mannheim concerning the doctoral courses at the Center for Doctoral Studies in Social and Behavioral Sciences (CDSS) at the Graduate School of Economic and Social Sciences (GESS).

§3 Dissertation Committee

(1) The disputation is invigilated by the Dissertation Committee consisting of at least three members, the majority of which must be affiliated with the University of Mannheim.

(2) The Dissertation Committee is chaired by the departmental representative of the Selection and Examination Committee of the respective subject or a representative appointed by the Academic Director affiliated with the respective subject. The supervisor of the dissertation may not be chair of the Dissertation Committee.

(3) Apart from the chairman, the Dissertation Committee also includes the Supervisor and Co-Supervisor appointed following §4.

(4) Following the acceptance of the dissertation project at the end of the second semester of the doctoral studies by the Selection and Examination Committee, the Supervisor and Co-Supervisor are instituted by the Academic Director. The Chair of the Dissertation Committee is determined no later than the point of acceptance to the course of doctoral procedures by the Academic Director, following §6.

§4 Supervisor, Co-Supervisor and Referees

(1) The Supervisor and Co-Supervisor advise the doctoral candidate during the completion of the dissertation project and accept reports concerning the progress of the dissertation.

(2) The Supervisor and Co-Supervisor may be: professors, junior professors, honorary professors, private lecturers or assistant professors, professors freed from their obligations or retired professors from the University of Mannheim and qualified professors from the institutes cooperating with the GESS (or the CDSS). The Selection and Examination Committee may appoint a professor or similarly qualified researcher of a German or foreign university or research institution as Co-Supervisor if the proper scientific supervision of the dissertation project should require this.

(3) If the dissertation project cannot be supervised by the responsible Supervisor or Co-Supervisor until completion, the Academic Director appoints a new Supervisor or Co-Supervisor of the dissertation.

(4) Supervisor and Co-Supervisor are both referees of the dissertation. The referees are to complete their reports within two months.

§5 Admission to the Doctoral Studies

(1) The usual prerequisites for admission to the 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 to doctoral studies at the CDSS is based on merit and qualification and decided by the Selection and Examination Committee on the basis of the respective admission rules.

§6 Admission to the Doctoral Procedures

(1) The candidate is to provide the Academic Director with a written informal request for admission to the doctoral procedures.

(2) This request is to be accompanied by:

(a) Three copies of the dissertation (usually written in the English language) together with a declaration that it has been composed independently by the candidate and that all necessary references have been clearly and properly marked. The three copies become property of the university.

(b) A certificate of successful completion of a doctoral course of studies accompanying the completion of the dissertation. The certificate is provided following a successful completion of a doctoral course of studies at the Center for Doctoral Studies in Social and Behavioral Sciences (CDSS) at the University of Mannheim. The decision concerning academic credit for other doctoral courses of studies lies with the Selection and Examination Committee taking into consideration the study regulations of the CDSS.

(3) Withdrawal of the request by the candidate is permissible until the doctoral procedures have been terminated by a negative decision to this effect concerning the dissertation or until a date for the disputation has been set.

(4) The Academic Director is to consider the request and decide on the acceptance.

§7 Acceptance of the dissertation

(1) Once the reports by the Supervisor and Co-Supervisor arguing for an acceptance of the dissertation have been received, the Academic Director offers to the faculty members of the subjects affiliated with the CDSS the opportunity to inspect the dissertation and give their opinion on it.

(2) The dissertation is considered accepted if the referees argue for an acceptance and no faculty member provides written evidence of his disagreement following section 1.

(3) If the requirements of section 2 are not given, the decision lies with the Selection and Examination Committee; they may appoint an additional referee for this purpose. In case of a tie, the chair's vote is decisive.

(4) Each of the referees in favor of acceptance rates the dissertation with one of the following grades: *summa cum laude* (with special honors), *magna cum laude* (very good), *cum laude* (good) or *rite* (satisfactory).

(5) A publication-based dissertation is possible in principle; the decision concerning the sufficiency of quantity and quality of the publications for a doctoral degree lies with the referees.

(6) If the Dissertation Committee rejects the dissertation, the doctoral procedures are considered failed and the candidate is to be informed of this in writing.

§8 Disputation and Overall Result

(1) The disputation takes place with the Dissertation Committee present and under the supervision of its chair. It usually takes place during the lecture period.

(2) The date of the disputation is usually set three weeks in advance by the CDSS; the duration of the disputation is approximately 60 minutes.

(3) There shall be a maximum of four months of time between the submission of the dissertation and the disputation.

(4) The disputation is public. Audience participation is not allowed at consultation and announcement of the examination results.

(5) The chair is in charge of the disputation and makes sure the minutes of the disputation are taken. After completion of the disputation and deliberation of the result of the doctoral procedure, he is to inform the candidate of the outcome.

(6) The usual language of the disputation is English.

(7) The candidate first presents his main results in a presentation of about 15 minutes, followed by a discussion lasting approximately 45 minutes during which the members of the committee present questions to the candidate concerning the dissertation and subsequent aspects related to the topic of the dissertation.

(8) The disputation is accepted as an examination result if the majority of the Dissertation Committee supports its acceptance; in case of a tie, the vote of the chairman is decisive.

(9) Should the dissertation committee vote against acceptance of the disputation, the disputation may be repeated no less than three and no more than twelve months later. In case the repeat disputation is not accepted either, the doctoral procedure is considered ultimately failed.

(10) If the disputation is accepted, the Dissertation Committee decides on the grading of the dissertation, the disputation performance and the overall result of the doctoral performance conforming to the grading set out in §7 Section 4. The grades shall be determined by majority vote in each case, with the vote of the chair deciding in case of a tie. The Ph.D. certificate indicates the results of the doctoral course of studies at the CDSS, the dissertation, the disputation and the overall result and is usually provided in English.

§9 Printing of the Dissertation

(1) The dissertation is to be published by the candidate in a version approved by the referees. Should one of the referees fail to provide his approval, the Dissertation Committee decides on the approval. The Academic Director may approve the printing of an abridged version in justified cases given the approval of the Dissertation Committee.

(2) A CDSS deposit copy of the dissertation is to be provided to the executive office of the CDSS. In addition, the following statutory copies must be provided depending on the form of publication of the dissertation:

(a) If the dissertation is to be published as a monograph by the book trade and a circulation of at least 150 copies can be proven, the number of statutory copies shall be six.

(b) If the dissertation is to be published in one or more journals, six bound statutory copies of the published articles must be provided.

(c) If the dissertation is to be published in electronic form in agreement with the university library, which also approves of the data format and medium, six statutory copies need to be provided.

(d) If the dissertation is not to be published according to lit. a) to c), 55 statutory copies need to be provided in letterpress printing.

(3) The statutory copies are to be provided no later than one year after announcement of the results of the examination. Should the applicant fail to comply with this deadline, all rights acquired through the examination shall be forfeited. The Academic Director may extend this deadline in justified case if a motion to this extent has been filed.

(4) The title page of the dissertation shall display the title of the dissertation, the name of the author and the addendum "Dissertation thesis written at the Center for Doctoral Studies in the Social and Behavioral Sciences of the Graduate School of Economic and Social Sciences and submitted for the degree of Doctor of Philosophy (Ph.D.) of the Faculty of Social Sciences at the University of Mannheim". The rear of the title page shall display the name of the Academic Director and the referees as well as the date of the disputation. If the dissertation is to be published by the book trade, it must be clearly marked as being based upon a dissertation of the University of Mannheim.

§10 Execution of the Conferral of the Doctorate

(1) Upon delivery of the statutory copies and their publication following §9 Sect. 2, the doctorate shall be considered conferred. The candidate hence obtains the right to bear the doctoral title.

(2) The certificate shall be signed by the rector and the Academic Director. It bears the date of the disputation and the date of conferral of the doctorate following Sect. 1.

§11 Invalidity of the doctoral performance – Withdrawal of the Doctoral Degree

(1) Should it be shown following the conferral of the doctoral degree that the candidate has brought about his acceptance to the doctoral procedure or the completion of the required doctoral course examination results by means of cheating, the Selection and Examination Committee may declare void the academic performance of the candidate.

(2) The responsibility for withdrawal of the doctoral degree lies with the Selection and Examination Committee.

§12 Final Provision

These regulations come into effect on September 1st, 2007.