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Subject-Specific Doctoral Regulation of the Faculty of Humanities and Cultural Studies at the University of Passau

**of 23 March 2023
amended on 28 September 2023**

On the basis of Art. 9 sentence 1 in conjunction with the sixth sentence of Art. 97(1) of the *Bayerisches Hochschulinnovationsgesetz* (Bavarian Higher Education Innovation Act; BayHIG) of 5 August 2022 (GVBl. p. 414, BayRS 2210-1-3-WK), as amended by § 3 of the act of 23 December 2022 (GVBl. p. 709), the University of Passau lays down the following Statute:

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§ 1 Scope

¹This Subject-Specific Doctoral Degree Regulation applies to all procedures at the Faculty of Humanities and Cultural Studies of the University of Passau for the award, revocation and withdrawal of doctoral degrees and supplements the General Doctoral Degree Regulation (APromO) of the University of Passau, as amended. ²Where a provision of this Regulation is inconsistent with the APromO, the provision set forth in the APromO will take precedence over the provisions of the present Regulation.

§ 2 Other persons entitled to participate

In addition to the persons mentioned in the first sentence of § 4 APromO, honorary professors are also eligible to participate in the doctoral procedure.

§ 3 Composition of committees

(1) ¹The Board of Examiners consists of three professors, one postdoctoral staff member (graduate assistant) of the Faculty of Humanities and Cultural Studies as well as the women's representative, if the latter holds a doctorate. ²If the women's representative does not hold a doctorate, he or she shall serve as an advisory member to the Board.

(2) The Doctoral Awards Assembly consists of:

- the members of the Board of Examiners for Doctoral Awards and
- the postdoctoral professorial members of the Faculty Council.

(3) ¹The Board of Examiners for Doctoral Awards consists of the referees for the thesis and the chairperson of the Doctoral Examining Committee or a deputy who is authorised to take up the role of examiner and has been duly appointed in accordance with BayHIG and the *Hochschulprüferverordnung* (higher education examiners ordinance; HschPrüferV). ²All referees must represent a faculty to which the subject of the doctoral thesis can be attributed. ³If a referee is prevented from attending, the Board of Examiners for Doctoral Awards can appoint a replacement subject to the candidate's approval.

§ 4 Acceptance requirements of the Faculty of Humanities and Cultural Studies

(1) Acceptance as a doctoral candidate at the Faculty of Humanities and Cultural Studies is conditional upon the applicant having duly completed:

1. a related university degree programme pursuant to the second sentence of Article 97(1) BayHIG with above-average grades in the assessments, having passed with the final grade of *gut* (good) (2.5 or better),
or
2. a full degree programme of at least six semesters at a university with above-average grades in the assessments as set forth in the relevant examination regulation; proof of having completed this full degree programme can be provided by passing a bachelor's programme with a final grade of *sehr gut* (very good) (1.3 or better) and selecting, as the doctoral subject, a specific subject that is represented by a university teacher at the Faculty of Humanities and Cultural Studies and has previously been covered by the bachelor's dissertation. When the First Examination or First State Examination for a teaching post at public schools has been passed, assessments shall be deemed to be above average also if the written assignment required for admission to the First Examination or First State Examination for a teaching post at public schools and the academic examinations in the relevant subject have been completed in accordance with the relevant provisions of the teacher examination regulation applicable to the candidate in the intended doctoral subject and awarded a final grade of at least *gut* (good);
or
3. a relevant *Diplom* degree programme at a university of applied sciences with a final grade of 1.5 (or better) and having selected, as the doctoral subject, a specific subject that is represented by a university teacher at the Faculty of Humanities and Cultural Studies and has previously been covered by the *Diplom* examination at the university of applied sciences.

(2) ¹On receipt of a written and reasoned request by the applicant's supervisor, the Board of Examiners for Doctoral Awards can reduce the mark threshold set forth in subsection 1 by up to 0.3 points if proof can be provided of the candidate's outstanding academic achievements in the doctoral subject. ²Proof of outstanding academic achievements in the doctoral subject as set forth in sentence 1 above can be provided by earning a final grade of *sehr gut* (very good) (1.3 or better) on the graded thesis or earning a *sehr gut* (very good) (1.3 or better) on each of two written assignments or seminar papers or excellent research work/publications after completion

of the degree in the intended doctoral subject.³In this case, the Board of Examiners for Doctoral Awards can stipulate additional requirements for acceptance.

(3) ¹The applicant must provide proof of having completed previous qualification in the doctoral subject in the form of three advanced seminars/master's colloquiums/research seminars or equivalent assessments that can be shown to have covered material related to the doctoral subject. ²Such proof may be submitted at a later date within a reasonable time period, as indicated in the acceptance notice. ³The bachelor's dissertation, master's thesis, *Magister* thesis, *Diplom* thesis or paper for admission to the State Examination are recognised as equivalents of an advanced seminar.

§ 5 Subject areas

The doctoral subject can be any subject area represented by a professor at the Faculty of Humanities and Cultural Studies, including European Studies.

§ 6 Thesis format

(1) ¹As a rule, the doctoral thesis must be completed as an unpublished monograph or in an equivalent publication-based format. ²A doctoral thesis is publication-based when a number of publishable articles or articles previously evaluated by an expert reviewer and published in related journals or anthologies or articles accepted for publication are submitted. ³Their inner coherence must be outlined in a complementary summary that critically assesses the publications from an overarching perspective; the doctoral supervision agreement must define a minimum number of articles. ⁴If articles have been co-authored, the doctoral candidate's own contribution must be identified in a statement of authorship in accordance with the second sentence of § 9(1) no. 6 APromO.

(2) ¹The doctoral thesis can also be part of a jointly authored paper (joint doctoral thesis). ²Where, in the case of topics that are suitable for a joint doctoral thesis, several doctoral theses are written on one shared topic, usually by no more than two persons, they must not have been previously published. ³The Board of Examiners for Doctoral Awards must formally confirm the suitability of a topic for a joint doctoral thesis at the applicant's and the supervisor's request and after hearing them; this must be done before commencing work on the thesis. ⁴The contributions of any one of the authors to be considered in the doctoral procedure must be unequivocally attributable to this applicant. ⁵The contributions made by the individual eligible parties must be identified in detail and described in the assurance to be provided in accordance with the second sentence of § 9(1) no. 6 APromO. ⁶For doctoral procedures where a joint doctoral thesis is to be written, a joint doctoral examining committee will be appointed that must include all supervisors in the doctoral procedure; this shall be without prejudice to the first sentence of § 3(3). ⁷In the case of a joint doctorate, each individual thesis will be evaluated separately within the context of the joint paper. ⁸The referees must write separate reports for each of the candidates.

§ 7 Display of the thesis

(1) With the doctoral candidate's consent and in agreement with the referees and on submission of a relevant letter of consent, the doctoral thesis can be publicly displayed in accordance with the second clause of the second sentence of § 11(3) APromO via a digital folder.

(2) It is standard practice to send the doctoral candidate copies of the reviews along with the written notification of the display period.

§ 8 Oral examination at the Faculty of Humanities and Cultural Studies

(1) ¹The oral examination usually takes place in the form of a viva voce examination (in German: *Disputation*). ²It can be held in German or, subject to an agreement between the candidate and the Doctoral Examining Committee, in English or another language. ³The oral examination is open to university members. ⁴In addition to the Doctoral Examining Committee, postdoctoral members of the university have the right to ask questions during the examination. ⁵The chairperson of the Doctoral Examining Committee must refuse any questions that defeat the purpose of the viva voce examination. ⁶All examiners must be in attendance at all times of the oral examination. ⁷At the beginning of the viva voce examination, the doctoral candidate is expected to lecture about his or her thesis (approximately 15 minutes). ⁸He or she can use this as an occasion to comment on the referees' reports drawn up and on the appeals brought. ⁹The viva voce examination starts out from the doctoral thesis, takes into account the referees' reports and, furthermore, covers problem issues in the subject and in related areas of other subjects connected with the doctoral thesis. ¹⁰The viva voce examination gives the doctoral candidate an opportunity to demonstrate his or her familiarity with state-of-the-art research in his or her subject and in related areas. ¹¹The duration of the viva voce examination should be approximately one hour.

(2) ¹The Doctoral Examining Committee can determine, in consultation with the doctoral candidate, that instead of a viva voce examination a lecture on the thesis with colloquium be held as an oral examination assessment that is open to university members. ²The doctoral candidate must submit two topics for the thesis lecture to the Doctoral Examining Committee, which will then select one and announce the topic in the letter of invitation. ³The thesis lecture shall take about 30 minutes; the subsequent colloquium in the form of a scholarly discussion regarding the thesis lecture and related areas shall take approx. another 30 minutes.

(3) ¹In the case of a joint doctoral procedure, all candidates must complete a joint viva voce examination consisting of two parts: a presentation by each candidate about their own thesis, each lasting approximately 15 minutes, and a discussion lasting approximately 45 minutes. Every candidate will be given a separate mark; subsection 2 shall not be applicable. ²Subsection 1 shall apply accordingly. ³The examinations can be held separately if the doctoral candidate requests the chairperson of the Examining Committee to do so.

§ 9 Latin honours

(1) Latin honours are awarded as follows (corresponding grades in brackets):

summa cum laude = excellent (1*)	an excellent achievement that is far above the average and deserves special recognition
magna cum laude = very good (1)	an achievement that is above the average and deserves special recognition
cum laude = good (2)	an above-average achievement
rite = satisfactory (3)	an average achievement
insufficienter = unsatisfactory (4)	the work suffers from significant deficiencies and is, on the whole, unusable (a fail grade)

(2) Each referee will mark the doctoral thesis and each examiner will mark the oral examination individually using the following Latin honours (corresponding grades in brackets):

summa cum laude = excellent (1*)
magna cum laude = very good (1)
cum laude = good (2)
rite = satisfactory (3)
insufficienter = unsatisfactory (4)

(3) The Latin honours (corresponding grades in brackets) for the doctoral thesis, oral examination and doctoral procedure taken together are awarded as follows:

- if all three are awarded a *summa cum laude* (1* / excellent) = summa cum laude
- from 1.0 to 1.5 magna cum laude
- over 1.5 and up to 2.5 cum laude
- over 2.5 and up to 3.5 rite
- over 3.5 insufficienter (fail)

§ 10 Publication of the thesis

(1) ¹The doctoral candidate must make the thesis accessible to the academic public through duplication and dissemination. ²For this purpose, he or she is obliged to supply the following deposit copies:

1. six copies if the thesis is published in a journal or series or
2. six copies if a commercial publisher ensures dissemination as a book for sale by booksellers, if proof can be provided for a minimum print run of 150 copies or availability through a print-on-demand service, and if the reverse of the title page indicates publication as a thesis and specifies the place of doctoral study or
3. three copies and an electronic version; in this case, the data format and data medium must be agreed with the University Library (publication in the document system of the University of Passau, OPUS), or
4. three photocopiable and typed copies together with the original and thirty additional copies in microfiche format.

³In the case of the second sentence no. 3, the doctoral candidate will grant the university the right to produce and disseminate, or make available in data networks, additional copies of the doctoral thesis for the purpose of ensuring that the university libraries can fulfil their legal mandate. ⁴Duplication and publication of a doctoral thesis written as a monograph, or a thesis completed within the scope of a joint doctoral procedure, require the lead supervisor's prior written permission (*Druckerlaubnis*; permission to print). ⁵The permission to print is granted after successful completion of the doctoral procedure if the required changes outlined in the referees' reports have been incorporated into the copy of the doctoral thesis to be reproduced or published for delivery of the deposit copies. ⁶The referees must obtain written confirmation of this from the chairperson of the Board of Examiners for Doctoral Awards. ⁷Any refusal of confirmation must be justified in writing. ⁸At the request of the candidate, the Board of Examiners for Doctoral Awards can be heard for a decision; after the second refusal, the Board of Examiners for Doctoral Awards shall decide. ⁹For good cause, the chairperson of the Board of Examiners for Doctoral Awards, in agreement with the referees, may authorise a departure of the printed version from the submitted text. ¹⁰In case of a publication-based doctoral thesis, the individual parts may be published at different times; sentences 5 through 9 shall apply accordingly. ¹¹The copy for the archives of the faculty must always be the whole doctoral thesis.

(2) ¹The deposit copies must be submitted to the Board of Examiners for Doctoral Awards within two years of passing the examination. ²On receipt of a reasoned request, the Board of Examiners for Doctoral Awards can grant reasonable extension of the time limit. ³If the time limit – no more than five years after the oral examination – is not observed, all rights acquired through the examination will lapse.

§ 11 Doctoral degree certificate

In addition to the information required by § 14(1) APromO, the doctoral degree certificate of the Faculty of Humanities and Cultural Studies lists all individual Latin honours achieved and, if the

doctoral procedure was carried out under a contractual cooperation agreement, the name of the respective partner university.

§ 12 Procedure for the conferment of honorary doctorates (Dr. h.c.)

(1) ¹The procedure for an honorary doctorate is initiated on submission of a reasoned proposal by at least three faculty professors. ²The proposal must be addressed to the Board of Examiners for Doctoral Awards.

(2) ¹The Board of Examiners for Doctoral Awards assigns the task of appraising the requirements in accordance with the first sentence of § 2(2) APromO to a minimum of two professors whose remit extends to the relevant subject area. ²The proposal and the appraisals must be presented to the members of the Faculty Council and all faculty professors. ³They have one month to present a written response.

(3) Giving due consideration to the proposal and the appraisals as well as the responses submitted, the Faculty Council decides on whether to grant the honorary doctorate.

(4) The dean awards the honorary doctoral degree by handing the certificate over to the honoured personality.

§ 13 Effective date, superseded regulation and transitional provision

(1) This Subject-Specific Doctoral Degree Regulation enters into force on 1 April 2023.

(2) ¹At the same time, the Subject-Specific Doctoral Degree Regulation for the Faculty of Arts and Humanities of the University of Passau of 12 September 2022 (vABIUP p. 21) is repealed. ²Doctoral candidates who have been accepted as such in accordance with sentence 1 of the referenced regulation shall continue their doctoral procedure in accordance with that regulation if their lead supervisor was a member of the Faculty of Humanities and Cultural Studies at the time specified in subsection 1.

(3) ¹Doctoral candidates who have been accepted as such according to the Doctoral Degree Regulation of the Faculty of Arts and Humanities of the University of Passau of 5 September 2013 (vABIUP p. 94; hereinafter: PromO 2013) at the time specified in subsection 1 can request that their doctoral procedure be continued in accordance with the provisions of this Regulation by submitting a written declaration to the chairperson of the competent Board of Examiners for Doctoral Awards pursuant to this Regulation, provided the request is made before the date specified in the fifth sentence of § 4(3) PromO 2013 and the requirements for acceptance as a doctoral candidate under this Regulation in conjunction with provision of the APromO are met. ²The chairperson of the competent Board of Examiners for Doctoral Awards pursuant to this Regulation will decide whether the requirements set forth in sentence 1 have been met after hearing the respective lead supervisor. ³If the doctoral candidate's request according to sentences 1 and 2 is granted, the doctoral supervision agreement will be deemed to have been concluded in good time prior to admission to the doctoral examination in accordance with the second sentence of § 7 APromO.

(4) ¹The further implementation of doctoral procedures in accordance with PromO 2013 is incumbent upon the Faculty of Humanities and Cultural Studies if the first supervisor of the doctoral candidate is a member of the Faculty of Humanities and Cultural Studies at the time of subsection 1. ²If a doctoral procedure is continued at the Faculty of Humanities and Cultural Studies in accordance with sentence 1, with effect from 30 September 2023,

- a) the Board of Examiners for Doctoral Awards in accordance with § 3(3) PromO 2013 is replaced by the Board of Examiners for Doctoral Awards appointed in accordance with § 5(2) sentences 1 and 2 and (5) APromO in conjunction with § 3(1) of the present Regulation,

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- b) the Chairperson of the Board of Examiners for Doctoral Awards pursuant to § 3(3) sentence 2 PromO 2013 and the member of the Faculty Board with examination authorisation pursuant to § 3(1) sentence 1 PromO 2013 are replaced by the elected Chairperson of the Board of Examiners for Doctoral Awards as per § 3(1) of the present Regulation,
- c) the Dean of the Faculty of Arts and Humanities is replaced by the Dean of the Faculty of Humanities and Cultural Studies, and
- d) the Faculty Council of the Faculty of Arts and Humanities is replaced by the Faculty Council of the Faculty of Humanities and Cultural Studies.

³Notwithstanding §3(2) sentence 3 PromO 2013, at least one of the referees must be a member of the Faculty of Humanities and Cultural Studies at the University of Passau.

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Issued as per the resolution of the Senate of the University of Passau of 1 February 2023 and as approved by the President of the University of Passau on 22 March 2023 (file reference number VII/S.I-10.3460/2023).

Passau, 23 March 2023

UNIVERSITY OF PASSAU

The President

Professor Ulrich Bartosch

This Statute was issued by the University on 23 March 2023 and announced on 23 March 2023 by posting on the University's noticeboards.

The date of promulgation is 23 March 2023.