

# Doctoral Regulations

of the School of Business and Economics (FB 4)  
of the University of Münster (WWU)

effective 23 July 2018

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In accordance with §§ 2 (4,67) of the Higher Education Act of the Federal State of North Rhine-Westphalia (*Hochschulgesetz - HG*) of 16 September 2014 (GV NRW 2014, p. 543), the School of Business and Economics (FB 4) of the University of Münster (WWU) has issued the following doctoral regulations:

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## *Part I: General Information*

### **§ 1 Doctoral Degree**

- (1) The School of Business and Economics (hereafter referred to as the “faculty”) confers the academic degree “Doctor of Economics” (doctor rerum politicarum - Dr. rer. pol.) upon the successful completion of a doctoral programme, an academically significant dissertation and an oral examination (defence).
- (2) In recognition of outstanding academic achievement or extraordinary merits, the faculty can confer the academic degree “Honorary Doctor of Economics” (doctor rerum politicarum honoris causa, Dr. rer. pol. h.c.).

### **§ 2 Examinations Board**

- (1) An examinations board (*Promotionsausschuss*) is responsible for conducting the doctoral examination procedure.
- (2) The examinations board is comprised of:
  - a. five members from the group of university professors
  - b. one member of the academic staff and two doctoral student representatives
  - c. one member of the non-academic staff

Among those members listed in b), there must be one representative from each faculty area, i.e. business administration, economics and business information systems. Each member must have a designated deputy.

- (3) The faculty board (*Fachbereichsrat*) is responsible for appointing the members of the examinations board and their deputies. The faculty board chooses the chairperson and his/her deputy from the group of professors on the examinations board.
- (4) Appointed members from the group of professors serve a term of two years; all other members serve a term of one year. Reappointment is permitted.
- (5) The examinations board has a quorum when the chairperson or his/her deputy as well as at least four other voting members are present, three of whom must belong to the group of professors.
- (6) The chairperson is responsible for managing the administrative details of the doctoral examination procedure. This does not apply to decisions pertaining to § 18 (7) and § 22.
- (7) Decisions are taken by simple majority of all members present. In the event of a tie, the chairperson’s vote decides the matter. With regard to decisions pertaining to § 18 (7) and § 22, only members from the group of professors have the right to vote.
- (8) The office of the examinations board is located in the Dean’s Office of the School of Business and Administration (FB 04).

## *Part II: Admission to the Doctoral Programme*

### **§ 3 Admission Requirements**

- (1) The doctoral examination procedure begins with admission to the doctoral programme. In addition to concluding a supervision agreement in accordance with § 4 (1, 2), the candidate must meet the following requirements for admission to the doctoral programme and examination procedure:

- a. completion of a university degree programme in business administration, economics, business information systems with a standard duration of study of at least eight semesters, for which the candidate earned a degree other than a bachelor's, or
  - b. completion of a university degree programme in business administration, economics, business information systems with a standard duration of study of at least six semesters, followed by preparatory studies suited to the doctoral programme in question, or
  - c. completion of a master's degree programme as defined in § 61 (2) sent. 2 HG NRW in business administration, economics, business information system, or
  - d. completion of a university degree programme in a different subject with a standard duration of study of at least 8 semesters, for which the candidate earned a degree other than a bachelor's, followed by preparatory studies suited to the doctoral programme in question, or
  - e. completion of a master's degree programme as defined in § 61 (2) sent. 2 HG NRW in a different subject, followed by preparatory studies suited to the doctoral programme in question.
- (2) In the cases of § 3 (1) letters b, d and e, the examinations board requires the candidate to meet additional academic requirements (i.e. coursework) which substantiate his/her fundamental knowledge of business administration, economics or business information systems. In the cases of § 3 (1) letters d and e, the additional required coursework should consist of a max. total of 24 CP, provided the candidate possesses no creditable prior knowledge.
- (3) In the cases of § 3 (1) letters a, b and c, the candidate must have earned an average grade of at least “*gut*” (good, 2.5) in his/her prior degree programme (qualifying certificate). In exceptional cases, the candidate may be granted admission even with a final grade of “*befriedigend*” (satisfactory, 3.5) if the supervisor provides good reason for making an exception and the examinations board agrees; in this case, the examinations board must specify whether an additional period of study and required coursework are necessary for gaining admission. In the cases of § 3 (1) letter d and e, the examinations board assesses whether the candidate has obtained a qualifying certificate, and if necessary, makes admission contingent on the successful completion of further required coursework or examinations. A degree certificate is defined as “qualifying” if the final grade in the other subject corresponds at least to the grade “*gut*” (good) in an economics degree programme; if the grade in the other subject corresponds to the grade “*befriedigend*” (satisfactory) in an economics degree programme, § 3 (3) sent. 2 applies accordingly.
- (4) Degrees conferred by universities outside of the constitutional jurisdiction of the Federal Republic of Germany can be recognised as equivalent by the examinations board upon request. When evaluating certificate equivalency, the examinations board should obtain an assessment by the Central Office for Foreign Education (ZAB). If equivalency cannot be ascertained, the examinations board may deny admission or make recognition of the foreign degree certificate contingent upon completion of additional required coursework or examinations.

#### **§ 4 Application for Admission to the Doctoral Programme**

- (1) Applications for admission to the doctoral programme must be submitted in writing to the Dean of the School of Business and Economics (FB 4) of the University of Münster; the same applies for applications for provisional admission. The following documents must be included with the application:
  1. statement disclosing whether and with what success the candidate has already completed another doctoral examination or enrolled in one
  2. doctoral supervision agreement in writing, signed by the supervisor and candidate (§ 16 (2))
  3. curriculum vitae (CV) in German or English which includes the candidate's date and place of birth, nationality and academic background
  4. authenticated copies of all state or university examination certificates
- (2) The examinations board decides on whether to grant the candidate admission to the doctoral examination process. Admission is to be denied if the requirements put forth in § 3 are not met, if the candidate has already completed and failed a previous doctoral examination in economics or has enrolled in such a programme at a different university, if a supervision agreement has not been concluded, or if the candidate has failed to submit the documents listed in § 4 (1) no. 3 and 4. Upon gaining admission, the candidate is allowed to enrol in the doctoral programme.
- (3) The submitted application documents become the property of the faculty and are placed on file.

### *Part III: Doctoral Programme*

#### **§ 5 Doctoral Programme**

- (1) The doctoral programme is research oriented. Candidates are expected to understand and apply the scientific methodology of economics, especially that of business administration, economics and business information systems, and gain in-depth scientific expertise.
- (2) The candidate must be enrolled as a doctoral student at the University of Münster for the duration of the doctoral programme. This enrolment status must be maintained until the dissertation is submitted.
- (3) The candidate is required to attend doctoral courses totalling at least 30 CP. The candidate may not take more than two courses offered by the candidate's supervisor.
- (4) The programme may commence in either the winter or summer semester. The doctoral programme generally requires two to four semesters to complete.
- (5) Required coursework assigned as a prerequisite for admission in accordance with § 3 (2-4) may not be credited toward the doctoral programme. Required coursework completed at other universities or research institutes can, however, be credited toward the programme, provided equivalency has been confirmed. The examinations board is responsible for deciding on matters of equivalency.

#### **§ 6 Structure of the Programme**

- (1) The doctoral programme is comprised of mandatory modules and elective modules. The schedule and thematic content of the modules is provided in the module handbook.

- (2) One course with two hours of instruction per week (SWS) is normally equivalent to six credits (CP).
- (3) The programme is comprised of modules.
- (4) Admission to certain courses may be restricted.

## § 7 Study Programme

- (1) Candidates must earn a total of 30 CP in the following modules (mandatory programme):
  - a. 18 CP from the modules “Research Methods” and “Theoretical Courses”, at least six of which must be completed in the module “Research Methods”,
  - b. 6 CP from the module “Qualification Courses”,
  - c. 6 CP from a seminar (“Advanced Seminar” module).
- (2) Participation in a qualification course can be substituted with a lecture at an academic conference with an evaluation procedure, or with additional credit earned in the modules “Research Methods” and “Theoretical Courses”. Candidates normally take an advanced seminar offered by their doctoral supervisor. In agreement with the supervisor, the advanced seminar can be substituted by:
  - a. participating in a scientific conference with an evaluation procedure, at which the candidate presents his/her own research project, or
  - b. completing a course in other modules of the doctoral programme, or
  - c. participating in a doctoral seminar at a different university, research institute or institution.
- (3) The candidates can earn up to an additional 30 CP in an “elective module” (elective programme). Upon successful completion of the mandatory and elective programme, the faculty confers an additional certificate in accordance with § 10.
- (4) Doctoral supervisors advise their candidates in selecting courses for their doctoral programme (see § 16 (2) of these doctoral regulations).

## § 8 Evaluation of Required Coursework

- (1) The module descriptions specify the type and extent of the coursework to be completed for credit.
- (2) Credit is normally awarded for successfully completing one or more required assignments. These can include written examinations, oral presentations, term papers, seminar papers, practical classes, project participation, oral tests, lectures or protocols.
- (3) Required coursework must be completed in the language specified by the course instructor.
- (4) The following grades are to be awarded:
 

1 = <i>sehr gut</i> (excellent)	= an excellent achievement
2 = <i>gut</i> (good)	= a significantly above-average achievement
3 = <i>befriedigend</i> (satisfactory)	= an average achievement

4 = <i>ausreichend</i> (pass)	= an adequate achievement despite shortcomings,
5 = <i>nicht ausreichend</i> (fail)	= an inadequate achievement due to serious shortcomings

Intermediate values may be used to differentiate grades by raising or lowering grade points by 0.3. The grades 0.7, 4.3, 4.7 and 5.3 are excluded, however.

- (5) Required coursework can also be evaluated as either “*bestanden*” (passed) or “*nicht bestanden*” (failed).
- (6) Certificates are issued upon successful completion of the course.

## **§ 9 Receiving Credit Toward the Doctoral Programme**

- (1) Coursework completed at another German or foreign university can be credited toward the doctoral programme upon request if deemed equivalent by the examinations board. The same applies to coursework completed at other institutions (research institutes, scientific organisations etc.).
- (2) Coursework completed in a master’s degree programme can be credited toward the elective module if deemed equivalent and listed on the certificate in accordance with § 10. However, the coursework completed in a master’s programme cannot be counted toward the candidate’s doctoral programme in accordance with § 5.
- (3) In exceptional cases and upon written request, coursework can be counted toward the requirements of the doctoral programme in deviation from § 7 (1) and § 5 (3) sent. 2.
- (4) The examinations board decides on whether to grant requests for recognition of required coursework and examinations mentioned in § 9 (3) toward the doctoral programme.

## **§ 10 Certificate**

- (1) After earning at least 60 CP in their doctoral programme, the candidate receives a certificate confirming participation in the doctoral programme and certifying his/her particular research competence. This certificate can be used for applying for positions which lead to advanced qualification (e.g. associate professorships).
- (2) The certificate lists all attended modules and their respective grades. Conferral of the certificate is contingent on the candidate completing at least 18 CP at the University of Münster.
- (3) Habilitation candidates in the faculty who successfully participate in doctoral programme modules are also eligible for a certificate listing the attended modules and their respective grades.

## **§ 11 Quality Assurance Committee of the Doctoral Programme**

- (1) The faculty board appoints a quality assurance committee for the doctoral programme. The quality assurance committee is comprised of the following members:
  - a. five representatives from the group of university professors who are also entitled to serve as doctoral supervisors in accordance with § 16 (1) of the doctoral regulations



- b. one representative of the academic staff and two doctoral student representatives
- c. one master's student representative

The faculty board also elects deputies for the aforementioned members. The deputies can participate in the committee meetings in an advisory function.

- (2) The professorial representatives are appointed for two years, and the other members for one year. Reappointment is permitted.
- (3) The faculty board selects a member of the quality assurance committee to serve as chairperson and a second member to serve as the chairperson's deputy. The chairperson and his/her deputy must belong to the group of university professors.
- (4) The quality assurance committee is responsible for safeguarding the quality of the doctoral programme, the curriculum and examinations. It works to continually improve the doctoral programme. It decides on which courses are assigned to the modules "Research Methods", "Theoretical Courses" and "Qualification Courses".
- (5) The courses of the doctoral programme are to undergo regular evaluation.

#### *Part IV: Doctoral Examination*

### **§ 12 Requirements for Admission to the Doctoral Examination**

Admission to the doctoral examination may only be granted to those who meet the following requirements:

- 1. The candidate is officially enrolled as a doctoral candidate at the School of Business and Economics (FB 4) at the University of Münster.
- 2. The candidate has successfully completed his/her doctoral programme in accordance with § 5.
- 3. The candidate has demonstrably completed the additional required coursework stipulated in § 3, if applicable.
- 4. The candidate has independently written a dissertation which has never been submitted as part of an academic or state examination procedure.

### **§ 13 Application for Admission to the Doctoral Examination, Withdrawal**

- (1) The candidate must apply for admission to the doctoral examination in writing to the chairperson of the examinations board of the School of Business and Economics (FB 4). The application must be written in German or English, and provide the topic of the dissertation and the name of the doctoral supervisor (§ 16 (1)).
- (2) The application must also include:
  - 1. a complete curriculum vitae (CV) which provides information on the candidate's higher academic background and past professional experience, if applicable
  - 2. proof that the additional required coursework named in § 3 has been completed
  - 3. notification of admission to the doctoral programme
  - 4. certificates confirming the successful completion of the doctoral programme
  - 5. three printed copies of the dissertation and one electronic version

6. a written declaration attesting that the candidate completed the dissertation by him/herself and all sources and aids used in the dissertation were properly cited and that the dissertation has not been submitted elsewhere for consideration as an examination paper
  7. a written statement describing to what extent the candidate had already participated in a doctoral examination procedure and whether he/she is currently participating in such a procedure at another university
  8. a written statement disclosing whether the results of the dissertation have been pre-published as described in § 15 (8)
- (3) The application for admission to the doctoral examination can be withdrawn by the candidate, provided that no assessment has yet been conducted. In this case, the application is rendered null and void.
  - (4) If the examination committee in accordance with § 17 is comprised of more than three persons, the examinations board may require the candidate to submit additional copies of the dissertation.

#### **§ 14 Admission to the Doctoral Examination**

- (1) On the basis of the application and submitted documents, the examinations board decides on whether to admit the candidate to the doctoral examination.
- (2) Admission is to be denied if
  - a. the submitted documents are incomplete, or
  - b. the requirements put forth in § 12 are not fulfilled.
- (3) Upon rectifying the problems impeding admission as described in § 14 (2), the candidate may reapply for admission to the doctoral examination.
- (4) If admission is denied, the candidate must be informed of the reason(s) in writing. Information on legal recourse is to be included in the notification of rejection. Prior to the official rejection of admission, the candidate is to be given an opportunity to respond to the reasons cited in the decision for rejection.

#### **§ 15 Dissertation**

- (1) The candidate must choose a dissertation topic from one of the areas in which research and teaching is conducted at the faculty related to the fields of business administration, economics or business information systems.
- (2) The dissertation must be independently completed by the candidate and represent an academically noteworthy contribution to the advancement of the study of economics.
- (3) The dissertation must be written in German or English. In exceptional and substantiated cases, the dissertation may be written in a different language in agreement with the doctoral supervisor and the examinations board. All passages quoted or paraphrased from other works must be clearly indicated.
- (4) The dissertation can be submitted in the form of either a monograph or cumulative paper comprised of several essays. In the case of cumulative dissertations, a preface must be

included which describes the arrangement of the individual contributions in an overall context.

- (5) Monographs are to be written by a single author. The contributions of cumulative dissertations may have co-authors. In such cases, a written statement signed by all of the co-authors must be included with the dissertation (see § 13), outlining which parts of jointly written contributions are attributed to which co-authors.
- (6) The dissertation must be submitted in written and electronic form. The submitted electronic file must permit the assessors to copy passages from the text. The examinations board can stipulate which file formats are accepted.
- (7) The dissertation must also include the following declaration: “I affirm in lieu of oath that the submitted dissertation (title here) is the product of my work alone. The involvement of co-authors has been duly documented in the attached declaration as put forth in § 15 (5) sent. 3. Furthermore, I affirm that I have not used any sources or aids other than those explicitly cited. I have clearly indicated all passages directly quoted or paraphrased from works by other authors.”
- (8) Significant results of the dissertation may be pre-published in agreement with the doctoral supervisor.
- (9) The supervisor and the members of the examination committee (§ 17) may also be co-authors of contributions in cumulative dissertations. However, at least one of the assessors (§ 17 (1)) must not be a co-author of a contribution in a cumulative dissertation.
- (10) In the case of monographs, the supervisor and members of the examination committee (§ 17) may be co-authors of publications (§ 15) which present results from the monograph prior to publication of the dissertation. At least one of the assessors (§ 17 (1)) must not be a co-author of pre-published results as put forth in § 15 (8). If results are pre-published in co-authorship, the candidate must include a statement to this effect in accordance with § 15 (5) sent. 3 with his/her application for admission to the doctoral examination (§ 13).
- (11) The dissertation must never have been submitted for consideration in any past state or academic examination.

## **§ 16 Doctoral Supervision**

- (1) The dissertation should be completed under supervision. The following persons can serve as the candidate’s supervisor:
  - a. all university professors (including associate professors) of the faculty
  - b. emeriti or retired professors or authorised examiners who have accepted appointments at other universities which have the right to award doctorates in the sense of (a) for a period of ten semesters after the time they left the faculty; this grace period can be extended if desired.

The persons mentioned above are hereafter referred to as “authorised examiners”.

- (2) The supervisor of the dissertation and the candidate are to specify the key points of the supervisory relationship at the start of supervision in the form of a written agreement (supervision agreement).

## **§ 17 Examination Committee**

- (1) The examination committee is comprised of at least two assessors and at least one observer. The members are appointed by the examinations board. The supervisor of the dissertation can submit a nomination.
- (2) The examination committee must be comprised of members representing at least two of the three disciplines: business administration, economics and business information systems. The supervisor and an associate/honorary/adjunct professor from the same centre or institute should not simultaneously serve as a member of the examination committee.
- (3) An assessor must also be someone who could supervise a dissertation in accordance with § 16. Normally the supervisor is chosen as one of the assessors. If the doctoral candidate submits a petition requesting that his/her supervisor not serve as assessor, the examinations board is responsible for deciding the matter.
- (4) The other assessors can be persons as described in § 16 (1) or persons possessing equivalent qualification. In the latter case, the assessor must be a member of a university or research institute, or must have been one in the last three years. The equivalency of qualification is decided by the examinations board.
- (5) The observer must meet the same requirements which apply to assessors in accordance to § 17 (3) or (4). They also participate in the defence.
- (6) Each assessor must submit a written assessment of the dissertation.
- (7) The examinations board may appoint additional observers, provided they meet the requirements put forth in § 16 (1) or possess equivalent qualification.

### **§ 18 Grading the Dissertation**

- (1) The assessors review the dissertation and report their findings to the examinations board in the form of a written assessment. The assessments must be completed within three months.
- (2) The assessors make their case for either the acceptance (attached with certain conditions, if necessary) or rejection of the dissertation. They also suggest a grade for the dissertation. The following grades are possible:

summa cum laude = *ausgezeichnet* (excellent) = 0.00;

magna cum laude = *sehr gut* (very good) = 1.00

cum laude = *gut* (good) = 2.00

rite = *bestanden* (passed) = 3.00

non rite = *nicht bestanden* (failed) = 5.00

A more precise evaluation can be reflected between the grades 1.00 and 3.00 by raising or lowering the full grade value by 0.25 or 0.5. Moreover, the dissertation can be awarded the grade “magna cum laude plus” (0.75).

- (3) The dissertation is rejected if two assessors recommend a failing grade (non rite). In this case, the doctoral examination is permanently failed.
- (4) If the dissertation contains shortcomings which prevent its acceptance, and if these shortcomings can be remedied through revision or addition, each assessor can propose that the candidate make the necessary revisions or additions within a period of at least two months and at most six months. The revised or supplemented dissertation is to be

submitted to the chairperson of the examinations board, who in turn forwards it to the assessor for reassessment in accordance with § 18 (2); the applicable deadline for resubmission is the longest period set by the assessors as stated in sent. 1. If the candidate fails to resubmit the dissertation by the given deadline, the dissertation is considered rejected, provided the candidate is to blame for missing the deadline. In this case, the doctoral examination is marked as permanently failed.

- (5) Should all the assessors recommend accepting the dissertation, the dissertation and corresponding assessments are publicly displayed in the Dean's Office for review by all authorised examiners of the faculty for a period of two weeks (review period). The authorised examiners are to be notified of the matter in advance of the review period. All authorised examiners are permitted to review the dissertation and submit a statement. Statements must be submitted in writing and within the review period.
- (6) The dissertation is accepted when all assessors have recommended acceptance and no other authorised examiner recommends the dissertation be rejected. Subject to the provisions of § 18 (7), the grade of the dissertation is calculated to two decimal places based on the arithmetic mean of the grades recommended by the assessors; all further decimal places are dropped.
- (7) If one of the assessors or another authorised examiner recommends that the dissertation be rejected, the examinations board is responsible for deciding the matter and determining the grade. Moreover, the examinations board must decide on how to grade the dissertation if the recommended grades provided by the assessors differ by at least two whole grade points. To arrive at a decision, the examinations board may appoint additional assessors to evaluate the dissertation. Assessments by external parties are also permitted.
- (8) If the dissertation is rejected, the candidate must be notified in writing accordingly. The reason(s) for rejection must be provided in the notification along with information on legal recourse.
- (9) Following the conclusion of the review period, the chairperson of the examinations board informs the candidate of the grades the assessors have recommended.

## **§ 19 Defence**

- (1) The prerequisite for admission to the oral examination is the acceptance of the dissertation.
- (2) The oral examination is given in the form of a defence (*Disputation*). In the defence, the candidate should demonstrate that he/she is capable of independently delivering an academic contribution on economics-related issues.
- (3) The defence should directly address the topic of the dissertation as well as adjacent areas of relevance. The defence begins with a presentation by the candidate on the central theses of the dissertation. The presentation and subsequent discussion should last 60 minutes.
- (4) The defence is open to the university community; doctoral candidates, in particular, are allowed to observe the proceedings, provided sufficient seating is available. The public is barred, however, from the examiners' deliberation and announcement of the examination results.
- (5) The candidate and the members of the examination committee are to be informed of the time and place of the oral examination with advance notice of at least ten days. The date is to be publicly announced at the University.

- (6) A written protocol documenting the subject and result of the defence is to be signed by all the examiners.
- (7) The candidate is obliged to retain the corrected copies of the dissertation for five years. The period of retention begins on the day after the defence.

## **§ 20 Grading the Doctoral Examination**

- (1) As soon as the oral examination is finished, the examination committee meets in closed session to determine the grade of the defence. The grading scheme corresponds to that provided in § 18 (2). The examiners must arrive at one grade for the oral examination.
- (2) If the oral examination is passed, the examination committee determines a final overall grade for the doctoral examination based on the grade for the dissertation and the grade of the oral examination. The grade is determined by taking the unrounded arithmetic mean of the grade for the dissertation, weighted by a factor of two, and that of the defence, weighted by a factor of one. Only two decimal places are taken into account. The arithmetic mean is rounded to either the next better grade value (up to x.50) or the next poorer grade value (over x.50) The final overall grade should correspond to the scheme provided in § 18 (2) and is to be announced only verbally.
- (3) Irrespective of the evaluation of the doctoral examination in accordance with § 20 (2), the final overall grade “summa cum laude” can only be granted if all the assessments and the defence have received a grade of “summa cum laude”.
- (4) The chairperson of the examination committee immediately informs the candidate of the result. Upon request, the chairperson of the examination committee may issue the candidate a certificate confirming that the dissertation has been accepted and the oral examination has been successfully completed. This certificate does not entitle the candidate to bear the doctoral title.
- (5) If the oral examination receives the grade “non rite”, the candidate may repeat the defence within six months upon request. If the oral examination receives the grade “non rite” on the second attempt, the doctoral examination is permanently failed. The same applies if the doctoral candidate fails to give the defence within the six-month period by fault of his/her own, or if he/she chooses to forego a second attempt.
- (6) If the candidate fails the examination, the chairperson of the examinations board notifies the candidate in writing of this fact and provides information regarding the possibility of reattempting the defence and the deadline by which the second attempt must be undertaken. The notification must include justification and information on the candidate’s options of legal recourse.
- (7) If the candidate misses the oral examination through fault of his/her own or withdraws for no good reason after the examination has already commenced, the oral examination is marked as failed. In the case of absence or withdrawal, the candidate must notify the examinations board of the reason(s) in writing as soon as possible. The decision to award a failing grade in accordance with § 20 (7) sent. 1 is taken by the chairperson of the examinations board. § 18 (8) applies accordingly.

### *Part V: Publication and Conferral of the Doctoral Title*

## **§ 21 Publication of the Dissertation**

- (1) The dissertation must be published within two years of passing the doctoral examination. Publication is only permitted after the assessors confirm that the dissertation is ready for press.
- (2) The requirement of publication is fulfilled by
  - a. delivering 24 letterpress or photo print copies of the dissertation to the faculty, which makes these available to the University Library (ULB), or
  - b. confirming publication in a scientific journal and delivering seven printed copies of the dissertation, or
  - c. confirming distribution of the dissertation on the book market via an academic publisher and delivering 24 copies, five of which should contain details on the doctoral examination and the candidate's CV, to the faculty, or
  - d. delivering seven printed copies and an electronic version of the dissertation whose file format and data carrier must meet the specifications provided by the University Library (ULB). The candidate is also required to provide a German abstract of no longer than 1,000 characters (including spaces) plus five to seven German key words and the declaration on the submission of digital dissertations. In this written form provided by the ULB, the candidate affirms that the submitted electronic version and its conversion to a user-friendly formatted version corresponds with the dissertation approved for publication. The ULB publishes the dissertation on its document server and confirms that the dissertation was duly delivered and published. The electronic version is stored on the library's document server for as long as is reasonable in terms of expense and technical feasibility; or
  - e. delivering 15 identical copies in microfiche and nine printed copies of the dissertation.
  - f. In the cases of a), d) and e), the candidate grants the University of Münster the right to produce and distribute additional copies of the dissertation or make it publicly accessible in data networks in accordance with the legal responsibilities of university libraries.
  - g. If the dissertation is published by an academic publisher, the fact that the work is a dissertation of the School of Business and Economics of the University of Münster must be indicated in an appropriate place in the publication.
  - h. All printed copies must have identical page numeration and layout and include the note "Inaugural Dissertation for the Award of the Academic Degree of Doctor of Economics by the School of Business and Economics of the University of Münster". The names of the Dean and the first/second assessors, as well as the date of the oral examination must be printed on either the title page or the reverse side of the title page. Furthermore, the candidate's CV must be included at the end of the dissertation, briefly outlining the candidate's academic career and including information on the candidate's date and place of birth, nationality and duration of study at the respective universities in the order in which they were attended. In the case of publication through a publisher (§ 21 (2c)), § 21 (2 h) requires delivery of only five copies.
- (3) If the candidate fails to publish the dissertation within the period provided in § 21 (1) through no fault of his/her own, the deadline can be extended upon request. Requests for extensions by the candidate or the supervisors are decided by the examinations board. If the candidate fails to meet the publication deadline put forth in § 21 (1) and does not request an extension, or if the candidate fails to publish the dissertation by the extended deadline, all rights conferred by the examination are revoked.

- (4) The candidate must also deliver a digital version of the dissertation and confirmation of publication for inclusion in the faculty's doctoral files.

### **§ 22 Invalidity of the Doctoral Examinations**

If it becomes apparent prior to conferral of the doctoral degree that the candidate intentionally deceived the examinations board with regard to meeting the requirements of doctoral admission or completion, or that essential requirements for doctoral admission were accepted under false assumptions, the doctoral requirements are to be declared invalid by resolution of the examinations board. The candidate is to be notified of the decision with respective justification and information on the candidate's options of legal recourse.

### **§ 23 Conferral of the Doctoral Certificate**

- (1) Once the dissertation is published and the mandatory copies have been delivered to the faculty, the candidate meets the requirements for conferral of the doctoral degree.
- (2) A doctoral certificate is issued. The certificate contains the title of the dissertation and the overall grade of the doctoral examination. It bears the date of the oral examination, is personally signed by the Dean and presented to the candidate. With the presentation of the doctoral certificate, the candidate is entitled to bear the doctoral title.
- (3) The chairperson of the examinations committee may grant the candidate permission to bear the doctoral title even before the presentation of the doctoral certificate on the condition that publication of the dissertation is assured in the foreseeable future. Proof of impending publication is usually provided by presenting the written contract with the publishing house. The authorisation to bear the doctoral title is subject to the precedent condition that the dissertation be published within the period put forth in § 21 (1, 3).

### **§ 24 Renewal of the Doctoral Certificate**

The faculty can officially renew the doctoral certificate on the 50th anniversary of its conferral.

### *Part VI: Honorary Doctorates (honoris causa)*

### **§ 25 Honorary Doctorates**

- (1) The process for awarding an honorary doctorate is introduced by means of a written request submitted by at least two university professors of the faculty.
- (2) The request must elaborate in detail in what way the nominated candidate has duly fulfilled the requirements of § 1 (2).
- (3) Conferral of an honorary doctorate requires the approval of the faculty board. The resolution must pass with a majority vote of four-fifths of the post-doctoral members of the faculty board.
- (4) The honorary doctorate is conferred by the Dean with the presentation of the certificate, whereby the accomplishments and merits of the doctoral candidate are recognised.



## *Part VII: Cooperation Agreements*

### **§ 26 Doctoral Programmes in Cooperation with a Partner Faculty**

- (1) The School of Business and Economics (FB 4) can award the academic degree “Doctor of Economics” (Dr. rer. Pol.) in cooperation with a faculty of economics at a foreign or German partner university (“partner faculty”). It is also involved in the modalities of conferring the corresponding academic degree at the partner faculty.
- (2) The candidate is responsible for providing proof that he/she has fulfilled the academic qualifications by successfully completing the respective doctoral requirements. These include completion of a doctoral programme, a scientific/academic treatise (dissertation) and an oral examination in the form of a defence (*Disputation*).

### **§ 27 Cooperation Agreement**

The doctoral examination procedure as described in § 26 (1) can only be conducted on the basis of a cooperation agreement with a partner faculty, in which both faculties pledge to offer a joint doctoral programme and coordinate the details of their collaboration. The agreement must contain provisions regulating the faculty’s involvement referred to in § 26 (1) sent. 2. The agreement requires the approval of the faculty board.

### **§ 28 Respective Application**

The provisions of §§ 2 to 24 apply respectively to the doctoral examination procedure in cooperation with a partner faculty described in § 26 (1) sent.1 insofar as the following provisions do not deviate from these.

### **§ 29 Admission**

- (1) The candidate must be granted admission to the doctoral programme (§§ 3, 4) and the doctoral examination (§§ 12 ff.) by both the School of Business and Economics of the University of Münster and the partner faculty.
- (2) § 4 (1) applies accordingly on the condition that the following additional documents are included with the application for admission:
  - a. a statement by the partner faculty confirming that the candidate has gained admission to the doctoral programme and the doctoral examination;
  - b. a statement by a member of the partner faculty confirming his/her willingness to assess the dissertation;
  - c. proof of enrolment in a doctoral programme at the partner faculty in accordance with § 30 (2).

### **§ 30 Supervision and Doctoral Programme**

- (1) One authorised examiner must belong to the faculty in Münster and the other from the partner faculty. The statements pertaining to admission and assessment indicated in § 29 (2 a, b) must be provided to the examinations board at the beginning of the supervisory relationship. The declaration confirming admission to the doctoral examination procedure can be handed in at a later time.
- (2) During the doctoral programme, the applicant must be enrolled as a doctoral candidate at the University of Münster and at the partner faculty for at least one semester respectively. This requirement can be waived if the candidate has already participated in a doctoral programme of a corresponding duration at the partner faculty.
- (3) During this period of enrolment at the University of Münster, the candidate should participate in the doctoral programme in accordance with § 5.

### **§ 31 Dissertation**

- (1) The dissertation must be written in German or English, or in another language if so specified in the partnership agreement.
- (2) If the dissertation is written in another language, the candidate must include a short summary in German or English.
- (3) Upon request of the examinations board, the supervisor must convincingly substantiate that he/she possesses the language proficiency necessary for evaluating the dissertation.

### **§ 32 Assessments**

- (1) The dissertation is assessed by at least one authorised examiner of the faculty and one authorised examiner at the partner faculty.
- (2) The assessor at the University of Münster must hold the qualifications of a doctoral supervisor in accordance with § 16.
- (3) § 31 (1, 2) apply respectively to the language of the assessment.

### **§ 33 Oral Examination**

- (1) The oral examination is given in the form of a defence (*Disputation*).
- (2) § 31 (1, 2) apply respectively to the language of the defence.
- (3) In the defence each candidate is individually examined. It is open to the university community.
- (4) The examination should last 60 minutes.
- (5) Further provisions, if applicable, are to be detailed in the cooperation agreement in accordance with § 27.

### **§ 34 Examination Committee**

The examination committee is comprised of at least three examiners. Each faculty must be represented by at least one examiner. The examinations board (§ 2) appoints the examination committee on behalf of the University of Münster in compliance with the rules put forth in the cooperation agreement.

### **§ 35 Conclusion of the Doctoral Examination Procedure**

The modalities of conferral of the doctoral certificate are determined in agreement with the partner faculty/university.

#### *Part VIII: Final Provisions*

### **§ 36 Revocation of the Doctoral Degree**

- (1) If it becomes known that the candidate gained his/her doctoral title through deception or that the doctoral title was conferred upon the false assumption that significant requirements had been fulfilled, the doctoral degree is to be revoked upon resolution of the faculty board.
- (2) The faculty board can also revoke the doctoral degree if the candidate intentionally committed a crime, for which he/she abused his/her academic qualification or doctoral degree in the preparation or commission thereof.
- (3) The same applies to honorary doctorates.
- (4) Before a final decision is made, the accused is given the opportunity to state his/her case. § 4 (4) applies accordingly.

### **§ 37 Coming into Force and Transitional Provisions**

These doctoral regulations (in the original German version) enter into effect on the day following their publication in the Official Announcements of the University of Münster. Candidates who were accepted as a doctoral candidate prior to this time are subject to the regulations which entered into effect on 29 May 2002 for a period of five years starting on the date the new regulations came into force. Candidates may submit a written irrevocable request to pursue their doctoral degree under these new regulations. The doctoral regulations are published in the Official Announcements of the University of Münster (*Amtliche Bekanntmachungen*).

Issued upon the resolution of the faculty board of the School of Business and Economics (FB 4) of the University of Münster on 23 July 2018.

Münster, 23 July 2018

Rector

*Signature*

Prof. Dr. Johannes P. Wessels

German version published in the Official Announcements of the University of Münster  
(*Amtliche Bekanntmachungen - AB Uni*) in 2018, issue no. X

### **Glossary**

admission to the doctoral examination.....	<i>Zulassung zur Promotionsprüfung</i>
admission to the doctoral programme .....	<i>Zulassung zum Promotionsverfahren</i>
assessor .....	<i>Gutachter</i>
supervision agreement .....	<i>Betreuungsvereinbarung</i>
Dean's Office .....	<i>Dekanat</i>
defence .....	<i>Disputation</i>
doctoral requirements .....	<i>Promotionsleistungen</i>
examination committee .....	<i>Prüfungskommission</i>
examinations board .....	<i>Promotionsausschuss</i>
faculty .....	<i>Fachbereich</i>
faculty board .....	<i>Fachbereichsrat</i>
mandatory module .....	<i>Pflichtmodul</i>
observer .....	<i>Beisitzer</i>
quality assurance committee of the doctoral programme .....	<i>Qualitätssicherungskommission</i>
required coursework .....	<i>Studienleistung</i>
supervisor .....	<i>Betreuer</i>

Translation: Supportstelle Englisch, WWU Münster, 2019