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Regulations of the Faculty of Business Administration for the Award of Doctorates at the TU Bergakademie Freiberg

This is a translation of the regulations and is not legally binding. For legal purposes please refer to the original German document.

In accordance with § 40, paragraph 5 in conjunction with § 88 paragraph 1, clause 2 as well as §13, paragraph 4 of the Law on the Freedom of the Universities in the Free State of Saxony (Sächsisches Hochschulfreiheitsgesetz – SächsHSFG) in the version of the notice of 15 January 2013 (SächsGVBl. S. 3), as amended by article 11 of the Law of 29 April 2015 (SächsGVBl. S. 349), the Faculty of Business Administration of the Technische Universität Bergakademie Freiberg with the approval of the Rectorate has passed the following:

**Regulations of the Faculty of Business Administration
for the award of Doctorates at the
Technische Universität Bergakademie Freiberg**

Comment on language usage: references to persons refer to both genders.

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I. SCOPE

These regulations govern the implementation of the doctoral procedures at the Faculty of Business Administration of the TU Bergakademie Freiberg.

II. REGULAR CONFERRAL OF DOCTORATES

§ 1 Doctorate and Supervisor

(1) The doctorate is proof of the ability to achieve results which constitute the development of a branch of knowledge, its theories and methods by one's own independent academic work.

(2) In the course of the doctorate, apart from the above, specialist knowledge is deepened and extended to additional fields and additional interdisciplinary qualifications are gained.

(3) A doctorate at the Faculty of Business Administration is only possible:

1. if the faculty has at least one full-time university lecturer either working in this field of science or who is able to cover a significant part of an interdisciplinary field and
2. if a university lecturer of the faculty (Professor, Junior Professor, Associate Professor who, in accordance with § 65, paragraph 1, clause 3 of the Law on the Freedom of the Universities in the Free State of Saxony (SächsHSFG), has the membership rights of a university lecturer) is willing to supervise the thesis (supervisor). Academic assistants and research associates can be assigned the independent supervision of a doctorate by the Faculty Board if they provide evidence of a habilitation. In exceptional cases the Faculty Board can assign the independent supervision of a doctorate to exceptionally qualified scholars who hold a doctorate, even without proof of habilitation. Honorary professors who are university teachers in the material sense (academic researchers and teachers who are entrusted with the independent representation of a scientific subject in research and teaching on the basis of their habilitation or other proof of qualification) may be assigned by the Faculty Board the independent supervision of a doctorate in specially justified cases.

(4) To structure the doctorate phase, a supervision agreement can be made between the supervisor and the graduate student. The supervision agreement must contain the research and learning objectives, a timetable and a work plan and details of annual reports.

(5) One co-supervisor can be named in the supervision agreement. Co-supervisors can be university lecturers or habilitated scholars of the TU Bergakademie Freiberg or other universities. Co-supervisors can also be representatives of industry, organisations or research institutes who are doctorate holders, if they possess equivalent or special skills. These skills will be reviewed by the Doctoral Board at the time the Declaration of Intent has been submitted.

(6) A doctorate procedure is structured as follows:

1. opening of the doctorate procedure
2. evaluation of the thesis
3. passing the viva or evidence of an equivalent academic achievement
4. public defence of the thesis and
5. award of the doctoral degree

An admission procedure (§ 7) precedes the doctorate procedure.

§ 2 Doctoral degree

(1) The doctorate procedures are carried out on the basis of the TU Bergakademie's right to award doctorates from its faculties.

(2) The Faculty of Business Administration awards for the university the following academic degrees after completing the doctorate procedure:

- doctor rerum politicarum (Dr. rer. pol.) or
- doctor philosophiae (Dr. phil.) oder
- doctor juris (Dr. jur.).

(3) In recognition of special contributions to science, technology, culture and art, the faculty can, on the basis of the TU Bergakademie's right to award doctorates in accordance to the procedure of § 20 confer the academic degrees named above honorarily (doctor honoris causa). The letters h.c. (honoris causa) are added to the respective doctoral degree.

(4) The degree “doctor philosophiae” (Ph. D.) can be awarded after completing of a doctoral study programme. The faculty, possibly in cooperation with other faculties, regulates more about doctoral study programmes.

§ 3 Responsibility

(1) The Dean of that Faculty makes all decisions relating to the doctorate procedure unless these regulations give responsibility to the Doctorate Board or the Faculty Board.

(2) For interdisciplinary doctorates, in which two faculties are substantially involved, the supervisor applies to for up to two university lecturers from the relevant faculty to the meetings of the Faculty Board. The lecturers must be from the field of science that the supervisor believes best complements the interdisciplinary subject area of the doctorate.

(3) The Doctorate Office of the TU Bergakademie Freiberg is responsible for the administrative tasks in the doctoral procedure. This includes also the collection of data for university reporting.

(4) The Faculty Board appoints a Doctoral Board consisting of three professors from the faculty and one representative of the faculty's non-professorial teaching staff for an

indefinite period of time, and determines the chairperson from among its members. The Doctoral Board formally checks whether the admission requirements are fulfilled and recommends to the Faculty Board conditions for further studies and examinations. When a member leaves the Doctoral Board, the Faculty Board appoints a successor member.

§ 4 Admission requirements for a doctorate

(1) An admission to doctoral studies can be awarded to those candidates:

1. a) who have obtained a Diploma (Diplom), Master's (Mastergrad) or Magister's degree (Magistergrad) from a university or a state examination (Staatsexamen) in a degree course relevant to the field of doctoral studies, or
b) who has completed a Bachelor's degree (Bachelorgrad) from a degree course lasting at least 6 semesters and relevant to the doctoral area, who graduated with outstanding success and who has completed the aptitude assessment procedure according to § 5 and
2. for whom a successful completion of the doctorate is considered probable, and
3. who has submitted a Declaration of Intent together with the other necessary documents in accordance with § 7,

unless otherwise stated in this paragraph below.

(2) For graduates with a Master's or Diploma degree from a University of Applied Sciences (Fachhochschule) the doctoral studies can be carried out within the framework of a cooperative procedure between the TU Bergakademie Freiberg and a University of Applied Sciences (§ 6).

(3) In the case of applicants with degrees from foreign universities, the Faculty Board, in consideration of equivalence agreements and recommendations of the Central Office for Foreign Education, decide whether or not the requirements in paragraphs 1 have been complied with.

(4) In order to ensure that the doctoral goal will be achieved, the Faculty Board can, upon recommendation of the Doctoral Board, impose conditions for further studies and examinations, in particular for interdisciplinary dissertations, and for the gain of language knowledge necessary for the completion of the thesis. The conditions have to be fulfilled before the opening of the doctorate procedure.

(5) If the applicant has a degree in accordance with paragraph 1 which is not consistent with the branch of science of the doctoral degree, the responsibility of deciding which, if any, main subjects of relevant course of study should be successfully completed before the opening of the doctorate procedure lies with the Faculty Board upon proposal of the supervisor.

§ 5 Determination of eligibility for holders of Bachelor's degrees

(1) Holders of a Bachelor's degree must undergo an eligibility process. The eligibility process should determine that they are qualified in the intended thesis topic to the same level as the holder of a research-oriented Master's degree or university Diploma

degree; alternatively it should accomplish this qualification.

(2) The eligibility process begins with the Faculty Board establishing which courses need to be taken before admission for the doctorate. The courses must take at least two semesters (60 credits) and at most four semesters (120 credits). Exceptions require the agreement of the Rector's office or of a commission assigned by the Rector. The length of time for these courses should be ascertained through an overall assessment of the personal eligibility of the applicant. Special notice should be paid to the type and form (e.g. course length) of the Bachelor's course. In the case of applicants with a Bachelor's degree from a foreign university, the equivalence agreements and recommendations of the Central Office for Foreign Education and the equivalent German grade are to be taken into account. On holders of a Bachelor's degree the condition to do their doctorate within the framework of a graduate school of the TU Bergakademie Freiberg can also be imposed.

§ 6 Cooperative doctorates

(1) The basis of the cooperative doctorate procedure should be formed by an agreement about the joint supervision of the doctorate at the Faculty of Business Administration between two university lecturers commissioned by the responsible Faculty Board of the University of Applied Sciences and the Faculty of Business Administration.

(2) The agreement needs the approval of the Faculty Board. Both university lecturers should take part in discussions concerning the agreement.

(3) The thesis should be supervised by a university lecturer from the Faculty of Business Administration, either alone or together with a university lecturer from a University of Applied Sciences.

§ 7 Declaration of Intent to begin work on a doctorate and the admission procedure

(1) Admission to a doctorate is decided by the Faculty Board, based on the applicant's Declaration of Intent to begin a doctorate. The decision on admission should be in a written form arrived at and available to the applicant no later than three months after the submission of the declaration of intent. The date of confirmation of the admission is statistically considered to be the official start of the doctoral studies. A rejection of admission must be delivered in writing and the grounds for it must be set out. It must be accompanied by a statement of the applicant's legal right. A copy of the decision will be sent to the Doctorate Office.

(2) The Declaration of Intent must be submitted, via the supervisor, to the Faculty of Business Administration. Apart from the declaration of intent itself, the declaration should include the following:

1. a cv (résumé) with statements of personal and professional development of the applicant with proof of first university entrance qualification,
2. a degree certificate from a university/University of Applied Sciences in the

- relevant field, including grades of the final examinations, module grades, and if necessary the ECTS status or equivalent,
3. the envisaged topic of the doctorate, described in an exposé showing the intention of the scientific work,
 4. a declaration of the acceptance of these regulations as well as the, Regulations on Safeguarding Good Scientific Practice and on Handling Scientific Misconduct at TU Bergakademie Freiberg (necessary changes are possible; these will be announced publicly),
 5. a declaration of possible previous doctorate attempts, currently open doctorate procedures or successfully completed doctorates,
 6. the start and anticipated completion of the doctorate applied for,
 7. the intended doctor title,
 8. the field of science of the doctorate,
 9. the approval of the supervisor(s),
 10. in the cases the intended doctor title is Dr. rer. pol. or Dr. phil., if applicable, an application for the substitution of the viva by equivalent academic achievements, and
 11. consent to the collection and automated processing of the applicant's application data

The Declaration of Intent should be submitted at the start of working on the doctorate. As a rule, the thesis must be submitted at least two years after the notice of intention. During this time, the supervisor must meet the doctoral student a number of times for consultation.

(3) A Declaration of Intent becomes invalid if the applicant withdraws it from the faculty or, despite two documented orders by the supervisor, no identifiable activities to work on the thesis topic are shown.

(4) An application for a doctorate will be rejected:

1. if the requirements in accordance with § 4 are not fulfilled,
2. if the declaration of intent is incomplete and, despite requests, is not completed or
3. if the field of science or essential parts of an interdisciplinary field cannot be assigned to a full-time university lecturer of the Faculty of Business Administration or to a honorary professor within the meaning of § 1 paragraph 3 clause 2 or significant parts of an interdisciplinary field cannot be represented by a full-time university lecturer of the Faculty of Business Administration.

III. DOCTORATE PROCEDURE

§ 8 Applying for a doctorate

(1) The application must be made in writing through the Doctorate Office to the Dean of the Faculty. Multiple applications are not permitted.

(2) The following documents must be attached to the application:

1. five copies of the thesis in printed form and in electronic form in machine-readable PDF format,
2. a declaration in accordance with Appendix 4
3. an abstract of the thesis (maximum 12 lines)
4. a suggestion on the subject to be examined in the viva in addition to the subject of Economics (or, in the case of Dr. phil.: Humanities) or, if applicable, evidence of qualifications equivalent to the viva according to the decision of the Faculty Board for the Rigorosum or, if necessary but not yet submitted, an application for a viva waiver,
5. a c.v. (résumé) with statements of personal and professional development,
6. a list of scientific publications,
7. ten copies of the main ideas of the thesis,
8. the names of proposed reviewers, approved by the supervisor,
9. a proposal stating who will be on the Doctorate Board, approved by the supervisor,
10. a declaration on the field of science of the doctorate, if this has changed since submission of the Declaration of Intent,
11. a declaration on securing and storing this primary data in accordance with § 7 of the Regulations on Safeguarding Good Scientific Practice and on Handling Scientific Misconduct at TU Bergakademie Freiberg.

(3) An application for a doctorate may be withdrawn as long as the Faculty Board has made no decision about the opening of the doctorate procedure. Once such a decision has been made, a withdrawal will lead to the suspension of the procedure and the candidate will be deemed to have failed the doctorate.

(4) After the opening of the doctorate procedure, all documents submitted by the candidate become the property of the Technische Universität Bergakademie Freiberg, regardless of the outcome of the procedure. The supervisors may keep the copies of the thesis handed to them after the assessment has been completed. Only if the application has been withdrawn before the doctorate procedure has been formally opened does the candidate have the right to have all submitted documents returned, apart from the application for the doctorate and the notice of withdrawal.

§ 9 Opening the doctorate procedure

(1) When an application for a doctorate has been submitted, the Doctorate Office checks that the documentation is complete. If the admission of the doctorate was subject to one or more conditions, the chair of the Doctoral Committee will, upon

submission of the documents by the Doctorate Office, check the fulfilment of the condition.

(2) After this assessment according to § 9 paragraph 1, the Dean takes the request to the following Faculty Board meeting. The Faculty Board opens the procedure with a formal resolution or rejects the application. If the application is accepted, at least two reviewers and a Doctorate Board must be appointed. The Faculty Board can in addition request further postdoctoral scientists to submit an expert opinion. If the supervisor is not a university lecturer, he should be asked for an expert opinion. The expert opinion can be taken into consideration within the framework of the review procedure. A failure to provide an expert opinion does not affect the review process. The Doctorate Board can be appointed at a later date but at the latest after submission of the reviewers' reports. If, permissibly, an application for the viva waiver was submitted according to the decision of the Faculty Board and in accordance with § 14 paragraph 8, about the acceptance of the equivalent scientific achievements must be decided. Otherwise, the examiners of the viva are to be appointed by the Faculty Board.

(3) The opening of the doctorate procedure should not proceed:

1. if the doctorate application is incomplete and, despite requests, the documents are not completed,
2. if any conditions for further studies and examinations are not fulfilled, or the required conditions have not been met.

(4) The applicant has to be informed about the opening of the doctorate procedure in writing by the Dean within two weeks of the decision-making of the Faculty Board. At the same time the assessment has to be initiated.

(5) If the Faculty Board rejects an application for a doctorate, the Dean must notify the applicant in writing of the reasons for the rejection within one month of the decision. The notification must be accompanied by an explanation of the applicant's right of appeal.

§ 10 Doctorate Board and reviewers

(1) The Faculty Board appoints a Doctorate Board and chooses a Chair. The Doctorate Board consists of the Chair, the reviewers, and at least two further full-time or retired university lecturers from the TU Bergakademie Freiberg, honorary professors as defined by § 1 paragraph 3 clause 2, or researchers with habilitation and, if applicable, postdoctoral scientists in accordance with § 9 paragraph 2 clause 4 as members entitled to vote. Additionally, consulting members can be taken on. At most, half of the Board members eligible to vote may come from the same institute. Independence and impartiality of members must be respected during their appointment.

(2) The Chair must be a full-time university lecturer at the Faculty of Business Administration and must not be a reviewer in the doctorate in question.

(3) At least one reviewer must be a professor of a university according to § 60 or § 62 SächsHSFG. Further reviewers can be Junior Professors or professors from Universities of Applied Sciences, honorary professors within the meaning of § 1 paragraph 3 clause 2 and habilitated scientists or scientists who are able to

demonstrate achievements at least adequate for a habilitation. In cooperative doctoral procedures, there is an obligation that a university teacher of the participating University of Applied Sciences is a reviewer. A primary reviewer must be appointed and this should be the supervisor if he fulfils the requirements according to § 10 paragraph 3, sentence 1. To ensure transparency and quality of the doctorate procedure, the Faculty Board should examine the possibilities of appointing experts from outside its own faculty.

(4) In well-founded exceptions, a one-off nomination or a replacement of a member of the Doctorate Board by the Chair without the authorisation of the Faculty Board is allowed. The Faculty Board has to be informed about this at its next meeting.

(5) The Chair convenes the Doctorate Board and, in agreement with the supervisor, determines the date for the public defence of the thesis. The Doctorate Board is quorate when at least two thirds of its members eligible to vote – of which the Chair and at least one reviewer, in the case of cooperative doctorate procedures the reviewer from the participating University of Applied Sciences – are present at the meeting. Abstentions in decisions relating to doctorates are not permitted.

(6) Meetings of the Doctorate Board are not held in public. The members of the Doctorate Board are bound to secrecy. If they are not public sector employees, the Chair must bind them to secrecy.

(7) The Doctorate Board has the following responsibilities:

1. to decide whether to accept or reject a thesis in accordance with § 13 paragraph 1,
2. to determine the final grade of the thesis in accordance with § 12 paragraph 2,
3. to carry out the public defence and to decide the result and grade of the public defence in accordance with § 15 paragraph 3,
4. to propose a possible repeat of the public defence in accordance with §15 paragraph 4,
5. to bring about a decision on the overall doctorate process including the determination of the grade in accordance with § 16 paragraphs 1 and 2 and the award of the degree,
6. to keep a record of its own proceedings and decisions.

§ 11 Doctorate requirements

(1) The doctorate consists of the following parts:

1. a thesis
2. if the intended doctor title is:
 - a) Dr. rer. pol.: a viva or comparable academic achievements according to the decision of the Faculty Board,
 - b) Dr. jur.: a viva,
 - c) Dr. phil.: a viva or comparable academic achievements according to the decision of the Faculty Board,
3. public defence of the thesis.

(2) The thesis is a research paper authored by the applicant, in the intended field of science of the doctorate. The thesis is proof of the applicant's ability, through independent academic research, to obtain results that develop the theories and methods of a branch of science. Results from the thesis can, in consultation with the supervisor, be published before the opening of the doctorate procedure. Research that has been used for previous exams and graduation may not be used in the thesis. The thesis may be submitted in the case of:

- a) Dr. rer. pol.: as a monograph or a cumulative thesis. The resolution adopted and announced by the Faculty Board regulates the requirements for a cumulative thesis. These requirements must be updated at least once a year by a new resolution of the Faculty Board. However, the candidates are bound to the version that was valid at the time they submitted the Declaration of Intent.
- b) Dr. jur.: as a monograph.
- c) Dr. phil.: as a monograph or a cumulative thesis. The resolution adopted and announced by the Faculty Board regulates the requirements for a cumulative thesis. These requirements must be updated at least once a year by a new resolution of the Faculty Board. However, the candidates are bound to the version that was valid at the time they submitted the Declaration of Intent. The thesis must be submitted in German or English (Title page in accordance with Appendix 1). If the Faculty Board decides that another language is permitted, then a six- to twelve-page summary of the thesis in German or English must be included.

(3) The candidate's public defence of the thesis is a scientific presentation to a quorate meeting of the Doctorate Board, presided over by the Chair. The candidate must demonstrate the ability to expound the fundamental ideas of the thesis and to deal with any questions concerning its content.

(4) The viva voce is an oral examination. The viva voce covers two subjects. These are in the case of Dr. rer. pol. and Dr. jur. in the major subject Economics, in the case of Dr. phil. in the major subject Humanities, and in the minor subject the field in which the thesis was written. The subjects of the viva voce should be offered at the Technical University Bergakademie Freiberg.

The Faculty Board appoints the examiners in accordance with § 9 paragraph 2. The oral examination for each of the two subjects of the viva voce should be held by another member of the Doctorate Board.

§ 12 Assessment procedures

(1) The judgement of the reviewers should normally be reported in writing within two months after having been requested. In justified exceptional cases, after consultation with the Dean of the Faculty, this period can be extended.

(2) The reviewers assess the thesis with one of the following grades:

- | | |
|--------------------|---|
| "with distinction" | (summa cum laude - an especially outstanding performance) |
| "very good" | (magna cum laude - especially commendable), |

“good”	(cum laude - above average accomplishment),
“satisfactory”	(rite - meeting the required standards),
“unsatisfactory”	(non sufficit - not meeting the required standard).

The thesis must be assessed in the form in which it was submitted. The assessment of the thesis must not be made dependant on any later revision. The reviewers may recommend revisions be made to the thesis before it is published. Any such changes must be approved by the Doctorate Board. These changes may not concern the scientific contents of the dissertation.

(3) If the thesis is graded as “unsatisfactory” by one reviewer, the Doctorate Board can propose to the Faculty Board that an additional scientist is asked to give an opinion.

(4) If the thesis is graded as “unsatisfactory” by the majority of the reviewers, the Doctorate Board rejects the thesis and the doctorate is considered to have failed. The Dean of the Faculty will proceed in accordance with § 13, paragraph 2.

(5) After all the requested assessments have been submitted in writing, the Dean will, after informing the Doctorate Office, arrange for the thesis to be displayed for a period of 14 days. During this time, any university lecturer or scientist qualified as a university lecturer of the TU Bergakademie Freiberg may inspect the thesis. The Deans of the other faculties must be informed about this arrangement. The announcement should be made by a written notice or notification via the intranet. The members of the Faculty Board are entitled to inspect all written assessments, including the proposed grades. The university lecturers and the candidate are entitled to inspect the assessments. The university lecturers and the candidate may not see the proposed grades if either the reviewers or the candidate object to their doing so.

(6) All lecturers and scientists qualified as lecturers at TU Bergakademie Freiberg have the right to submit a written statement in favour or against the acceptance of the thesis, to the appropriate Dean of Faculty within the 14 day display period. The statement has to be justified in writing within 14 days of submission to the Dean of the Faculty.

§ 13 Decisions concerning thesis acceptance

(1) The Doctorate Board decides about the thesis acceptance or rejection and the final grade at the end of the display period of the thesis and the assessments but before the defence of the thesis. The grades given by the reviewers, any comments and objections received and the Doctorate Board's own view must be taken into consideration.

(2) The doctorate will be judged to have failed if the thesis is not accepted. The Dean of the Faculty is required to notify the candidate in writing of the rejection of the thesis and the reasons for it. This notification must be accompanied by an explanation of the candidate's right of appeal.

§ 14 The viva voce

(1) Once the thesis has been accepted and a viva voce has to be taken, the Dean sets the date for the viva voce in agreement with the examiners. The doctoral candidate will

be invited in writing at least 14 days before the date of the viva voce. The oral examination should show that the candidates have a scientific education in the field of their doctoral studies that goes beyond the university final examination. The examination is usually held as a block examination in German or English and lasts 60 minutes. The language will be set by the Chair of the Doctorate Board in consultation with the examiners.

(2) The examinations of the viva are not public. It takes place in front of an Examination Board consisting of the examiner for the major subject, the examiner for the minor subject and the Chair of the Doctorate Board as Chief Examiner. The members of the Doctorate Board are also entitled to participate and vote.

(3) The candidate must pass the viva before the public defence of the thesis.

(4) For both the major subject and the minor subject one examiner each from among the members of the Doctorate Board will be appointed by the Faculty Board.

(5) For the candidate's performance, the examiner of each subject of the viva voce will give a grade in accordance with § 12 paragraph 2, about which he/she will inform the candidate immediately after completion of the subject related examination.

(6) For the viva voce the Chair of the Examining Board has to keep a record in which the time and place, the main contents of the subject related examinations as well as the given grade are to be included. The minutes are to be additionally signed by the examiners.

(7) The candidate has failed to pass the viva voce if

- a) a date of an examination is not met by the doctoral candidate without without due cause, or
- b) the given grade in one of the examinations is unsatisfactory („non sufficit“).

(8) The overall grade of the viva voce, will be set by the Doctorate Board immediately after the evaluation of the examinations, taking into account the grades of the equally weighted examinations for the major and minor subject by a majority vote. The final grade is to be announced to the candidate at the end of the viva voce.

(9) A failed viva voce can be repeated once upon application of the doctoral candidate. The repetition covers the two subject related examinations. The application may be submitted to the Dean within six months of the announcement of the final grade, who will again instruct the Doctorate Board to take the subject related examinations applied for.

(10) If the candidate fails to pass the viva the second time, the doctorate will have failed. The doctoral procedure is thus terminated unsuccessfully. The Dean of the Faculty is required to notify the candidate in writing and set out the reasons for the failure. This notification must be accompanied by an explanation of the candidate's right of appeal.

(11) The overview about comparable academic achievements adopted and published by the Faculty Board must be updated by the Faculty Board at least once a year. However, the candidates are bound to the version that was valid at the time they

submitted the Declaration of Intent. Publications that are already the subject of the cumulative thesis cannot be used as comparable academic achievements for the replacement of the viva voce.

(12) In addition to the scientific achievements adopted and listed by the Faculty Board, a candidate may apply for recognition of alternative achievements. The Faculty Board decides on the acceptance of alternative achievements.

§ 15 Public defence of thesis

(1) The date and the time for the public defence must be decided at least two weeks in advance. The candidate must be informed in writing and a public announcement made within university. The announcement should be made by a written notice or notification via intranet. Members of the Doctorate Board are invited to the public defence. The defence is normally to be carried out in German or English. The Doctorate Board decides about exceptions.

(2) The defence consists of a scientific presentation of normally 30 minutes, the evaluation of the thesis by the reviewers and a discussion. In the scientific presentation, the candidate is required to expound clearly the fundamental ideas of the thesis. In the discussion, the candidate must demonstrate a comprehensive knowledge of the subject and the ability to deal convincingly with its issues. All those present are entitled to ask questions during the discussion. The Chair may reject questions if they are not related to the subject. The candidate's academic career will be read out prior to the defence.

(3) After the defence, the Doctorate Board determines the result and the grade for the defence in accordance with § 12, paragraph 2.

(4) If the Doctorate Board grades the defence as "unsatisfactory" ("non sufficit"), the candidate has the right to apply for a repeated defence within six months of the announcement of the grade. The Faculty Board decides the application taking into account the view of the Doctorate Board. The repeated defence must take place within 12 months of the candidate's application. A second repeat of the defence is not allowed.

(5) If the second public defence is unsuccessful or if the Board of Faculty rejects the application for a second defence in accordance with paragraph 4, the Dean of the Faculty must notify the candidate in writing. This notification must be accompanied by an explanation of the candidate's right of appeal.

§ 16 Classification

(1) If the candidate successfully completes the public defence, the Doctorate Board will conclude immediately after the assessment of the defence the award of doctorate in the relevant subject. The Board determines the final grade of the doctorate taking equally weighted account of the grades given for the thesis, the viva and the public defence. The final grade of the doctorate will be determined by majority vote of all members of the Doctorate Board.

(2) A doctorate can be classified in one of the following grades:

“very good”	(magna cum laude)
“good”	(cum laude)
“satisfactory”	(rite)

An outstanding performance can be classified “with distinction” (summa cum laude) especially when the thesis has been graded “summa cum laude” and all other parts of the doctorate have been graded “very good”.

(3) Following the decision of the Doctorate Board, its Chair informs the candidate about the successful completion of the doctorate in the presence of the Doctorate Board. At a closed session of the Board from which the public is excluded, the candidate will be informed about the grade for the thesis, grade for the defence and the overall grade. Immediately afterwards, with the written consent of the candidate, the grade of the thesis, the grade of the defence as well as the determined overall grade can be communicated orally to the audience of the defence of the thesis.

§ 17 Publication of thesis

(1) The future doctor (candidate, who has satisfied all academic requirements: thesis and public defence, but has not yet completed the formalities of publication) is required to make the thesis available to the academic community.

(2) This requirement is satisfied if, within 18 months of the public defence, the future doctor delivers to the University Library five bound copies of the thesis, free of charge (printed on durable, wood and acid free paper, with a title page set out in accordance with Appendix 2), for the archive and guarantees, in addition, the distribution of the thesis by either:

- a) publishing the fundamental ideas and results of the thesis in one or more internationally recognized scientific journals, unless this has already been done in the context of a cumulative procedure, or
- b) delivering to the University Library 75 additional copies of the thesis, free of charge, in the form of books, photocopies or microfiches, or
- c) providing proof that the thesis has been published by a commercial publisher (with the publication identified as thesis on the reverse of the title page), or
- d) publishing the thesis on the Qucosa document server (<http://tubaf.qucosa.de>).

(3) Candidates may submit an application to the Dean for an extension of the deadline if the deadline referred to in § 17 paragraph 2 cannot be met due to lengthy publication procedures and therefore an extension of this period is required. The period of extension applied for needs to be duly justified. The decision on the application is made by the Faculty Board.

(4) In the cases from paragraph 2, letters b) and d), the University Library gets the right, free of charge, to copy and publish the thesis or to make it available via information networks.

(5) A University Library official will issue a receipt for the thesis which must be presented at the Doctorate Office.

(6) In exceptional circumstances, the Dean may, at the written request of the future doctor or the first supervisor, set a longer deadline or a delayed publication with regard to the deadline referred to in paragraph 2 (above). At the request of the supervisor, the Dean can decide on the publication version 2 b) (above). If the future doctor culpably fails to discharge the obligations set out in paragraph 2 by the stipulated deadline then all rights acquired by the award of the doctorate are lost and the doctorate procedure terminates.

§ 18 Doctoral certificate

(1) The Doctorate Office awards the doctoral certificate to the future doctor after all requirements in accordance with § 17 have been met. The document (see Appendix 3) contains:

1. personal details
2. the academic degree awarded
3. the title of the thesis
4. names of the supervisor and the other reviewers
5. information about the viva or, if the viva was substituted, about the other scientific accomplishments
6. the field of science of the doctorate
7. the overall grade of the doctorate
8. the date of the award
9. the signatures of the Rector and the Faculty Dean
10. the official seal of TU Bergakademie Freiberg

(2) The receipt of the doctoral certificate confers the right to use the title of Doctor.

(3) Typing errors and false information in the certificate handed out to the future doctor must be corrected within four weeks by and at the expense of the faculty and a new certificate must be handed over to the doctor.

§ 19 Cotutelle de thèse

(1) A joint doctorate procedure with a foreign university/faculty, within the framework of these Regulations for the Award of Doctorates, requires a bilateral agreement between the TU Bergakademie Freiberg and the foreign university/faculty and the admission of the doctoral candidate at both universities.

(2) The agreement in accordance with paragraph 1 regulates especially:

1. the supervisors of the bi-national doctorate at both universities;
2. the minimum duration of research periods at each university;
3. modalities of cooperation of both universities in assessing the doctorate;
and
4. the method of certification of a successful doctorate and also designation of the doctoral title.

(3) The agreement may stipulate recognition of the scientific work done at the foreign university or replacement of the viva voce by a joint examination in front of an Examination Board with examiners from both universities. The guidelines for Examination Boards in these Regulations are not binding for the bi-national Examination Board in respect to size and composition of the Board. The same applies for the defence and the Doctorate Board.

(4) Further agreement can rule the language of the thesis to be other than German or English if a six- to twelve- page abstract in German or English is included in the thesis. The same applies for the viva voce and defence.

(5) After the successful passing of the doctorate procedure, the candidate receives one doctoral certificate signed by representatives of both universities. If applicable, two separate certificates will be handed out. From the certificate(s) it must be clear that the doctor ate was awarded in a joint doctorate procedure for the same scientific accomplishment.

(6) A thesis that had been submitted to a foreign university and has not been accepted or was rejected cannot be re-submitted at the TU Bergakademie Freiberg.

IV. HONORARY DOCTORATES

§ 20 Honorary doctorates

(1) A proposal to award an honorary doctorate, setting out the grounds for it, can be submitted to the Senate by at least two university lecturers of the faculty. If the Senate approves, the Faculty Board will establish a committee of five university lecturers of the faculty, chaired by the Dean or the Deputy Dean. The committee will produce the materials necessary for the Faculty Board to reach a decision.

(2) The decision to award the proposed honorary doctorate requires a two-thirds majority of the Faculty Board, voting in a secret ballot. If it is decided to award the honour, the encomium can be drawn up in consultation with the person to be honoured.

(3) The award of the honorary doctorate consists of a statement of the reasons for the honour, the presentation of the certificate by the Rector and the Dean of the relevant faculty and an academic lecture by the honorary graduate.

(4) If the holder of the degree has been legally convicted of an offence, the degree "Doctor Honoris Causa" or "Doktor Ehren halber" can be withdrawn. It must be withdrawn if the honoured person has been legally convicted of a crime. § 24 paragraphs 2 and 3 of these regulations shall apply mutatis mutandis. The honorary doctor is obliged to inform the faculty immediately after he is legally convicted.

V. MISCELLANEOUS PROVISIONS

§ 21 Failure to attend viva or public defence

If the candidate fails to attend the public defence or viva at the arranged time without

valid reasons then the doctorate the doctorate will be classified “unsatisfactory” (“non sufficit”).

§ 22 Rights of access to information and appeal

- (1) Upon application, the candidate has the right of access to the doctoral file.
- (2) The candidate must apply in writing within one month of the announcement of the overall grade of the doctorate. The Dean will determine the time and place for the file to be inspected.
- (3) A written appeal against any decision made under these regulations can be lodged with the Dean of the Faculty within one month of the decision being announced. The Dean must immediately inform the Faculty Board that there has been an appeal and pass the appeal to the Doctorate Board for comment.
- (4) Objection Authority is the Faculty Board. The Faculty Board must decide the appeal and inform the applicant within three months of its receipt. Its decision must be delivered to the appellant within this period. If this deadline cannot be met, the appellant must be informed of the reasons. The decision regarding the appeal must be delivered in writing and the grounds for it must be set out. It must be accompanied by a statement of the appellant’s legal rights.

§ 23 Reapplication

The candidate has the right to reapply for the opening of the doctoral procedure if the first doctorate fails in accordance with § 12, paragraph 4 or § 13, paragraph 2. With this application, a different thesis or a fundamentally revised version of the first thesis with the same topic must be submitted. Only one such reapplication for a doctorate is possible at the TU Bergakademie Freiberg. The earliest date for a reapplication is one year after the Dean’s announcement that the doctorate has failed. The reapplication will be decided in accordance with § 9.

§ 24 Doctoral degree revocation

- (1) The doctorate can be revoked if
 1. it emerges that the candidate materially misled the Faculty Board about the fulfilment of admission requirements or about the work undertaken for the degree, or
 2. facts become known, that would have precluded the awarding of the doctorate.
- (2) Prior to the revocation of the doctorate, the candidate has the right to make a personal statement to the Faculty Board.
- (3) The Faculty Board makes the decision to revoke it by a two-thirds majority. The Dean notifies the affected person in writing of the revocation and the reasons for it. This notification must be accompanied by an explanation of the recipient’s legal rights.

The Dean also withdraws the awarded doctoral certificate.

(4) In cases of suspected scientific misconduct, in addition, the instructions of the Regulations on Safeguarding Good Scientific Practice and on Handling Scientific Misconduct at TU Bergakademie Freiberg apply for the procedure.

§ 25 Terms

Masculine terms used in these regulations apply to male and female persons in equal measure.

§ 26 Coming into force and expiry of the regulations

(1) These doctorate regulations come into force one day after they have been officially announced at the TU Bergakademie Freiberg. Simultaneously, the doctorate regulations of 16 March 2010 (Official Announcements of the TU Bergakademie Freiberg No. 05 of 16 March 2010) will cease to be effective for the Faculty of Mathematics and Computer Science, subject to the following sentences. For doctoral procedures that have been opened prior to the coming into force of these Regulations for the Award of Doctorates, the doctorate regulations of 16 March 2010 apply. For doctoral candidates who have already submitted a Declaration of Intent but whose doctoral procedure has not yet been opened, as a rule, the Regulations of the Award of Doctorates of 16 March 2010 apply. However, the doctoral candidates concerned may also decide on the validity of these doctorate regulations. These doctorate regulations apply without exception to doctoral candidates who have not yet submitted a Declaration of Intent.

(2) Issued in accordance with the resolutions of the Faculty Board of the Faculty of Business Administration on 9 May 2017 and the approval of the Rectorate of 3 July 2017.

Freiberg, 14th July 2017

signed:
Prof. Dr. Carsten Felden
Dean of the Faculty of Business Administration

Freiberg, 25th July 2017

signed:
Prof. Dr. Klaus-Dieter Barbknecht
Rector

Appendix 1.1

Layout of the title page of the submitted doctoral thesis

.....
.....
.....
(Titel)

Der Fakultät für Wirtschaftswissenschaften
der Technischen Universität Bergakademie Freiberg
eingereichte

DISSERTATION

zur Erlangung des akademischen Grades

.....
(academic degree)

.....,
(abbreviation)

vorgelegt

von.....
(akademischer Grad, Vorname, Name)

geboren am..... in

Freiberg, den.....
(Einreichungsdatum)

Appendix 1.2

The title page layout of the submitted thesis
- Optional - in addition to the title page in German language

.....
.....
.....

(Title)

To the Faculty of Business Administration

of the Technische Universität Bergakademie Freiberg
is submitted this

THESIS

to attain the academic degree of

.....

(academic degree)

.....

(abbreviation) submitted

by

(academic degree, first name, surname)

born on the in

Freiberg,

(date of submission)

Appendix 2.1

The layout of the title page of required copies of the doctoral thesis

.....
.....
.....

(Titel)

Von der Fakultät für Wirtschaftswissenschaften
der Technischen Universität Bergakademie Freiberg

genehmigte

DISSERTATION

zur Erlangung des akademischen Grades

.....
(academic degree)

.....,
(abbreviation)

vorgelegt

von.....
(akademischer Grad, Vorname, Name)

geboren am in

Gutachter.:
.....
.....
(Titel, akademischer Grad, Vorname, Name, Ort)

Tag der Verleihung:

Appendix 2.2

The title page layout of required copies of the thesis
- Optional - in addition to the title page in German language

.....
.....
.....

(Title)

To the Faculty of Business Administration
of the Technische Universität Bergakademie Freiberg
approved

THESIS

to attain the academic degree of

.....

(Academic degree)

.....

(Abbreviation) submitted

by.....

(academic degree, first name, surname)

born on the in.....

Reviewers:

.....

.....

(title, academic degree, first name, surname, place)

Date of the award

Appendix 3 Specimen of the Doctoral Certificate

Technische Universität Bergakademie Freiberg

The Faculty of Business Administration

awards

Mr./Ms.....

born on thein.....

the academic degree

.....

(Dr.....)

For the specialist field.....

upon a regular or cooperative doctorate procedure, in which by means of the thesis,

.....
.....
.....

the viva voce (if viva voce was replaced by other scientific work this work is to be named) and
the public defence the ability for independent research was demonstrated and passed with the
overall grade

.....

Supervisor

Reviewer

Freiberg,

(Official stamp)

Rector

Faculty Dean

Appendix 4

Declaration

I hereby declare that I completed this work without any improper help from a third party and without using any aids other than those cited. All ideas derived directly or indirectly from other sources are identified as such.

In the selection and in the use of materials and in the writing of the manuscript I received support from the following persons:

.....
.....
.....

Persons other than those above did not contribute to the writing of this thesis. I did not seek the help of a professional doctorate-consultant. Only persons identified as having done so received any financial payment from me for any work done for me.

This thesis has not previously been submitted to another examination authority in the same or similar form in Germany or abroad.

