Regulations for the Extra-Curricular Course of Studies
leading to the Doctorate Degree

Dr. rer. pol. of the
School of Business and Economics
Freie Universität Berlin
dated 13 February, 2013

Preamble
On the basis of Article 14 section 1 No. 2 of the Partial Basic Regulations dated 27
October 1998 (FU Communiqué No. 24 / 1998) in conjunction with Article 70 section 5
of the law on higher education in the State of Berlin (Berlin Higher Education Act -
BerlHG) as amended by the notice of the revision dated 13 February 2003, last
amended according to the law dated 20 May, 2011 (GVBl. p. 194), the Extended
Faculty Council of the School of Business and Economics has issued on 13 February
2013 the following doctorate regulations for the higher degree of Dr. rer. pol. from the
Department of Economic Sciences of the Freie Universität Berlin*):

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Article 1 Significance of the Doctorate Procedure

(1) The School of Business and Economics of the Freie Universität Berlin confers the academic degree "Doctor of Economic Sciences" (abbreviated "Dr. rer. pol.") to both men as well as to women - upon application – following a properly conducted doctoral procedure according to the following provisions.

(2) Awarding of the doctoral degree demonstrates that a special scientific qualification above and beyond the ordinary degree has been gained through an individual program of research. The doctorate procedure consists of a scientific thesis (dissertation) as well as an examination colloquium (disputation).

(3) A degree as referred to in Article 1 can only be awarded once in the same doctoral subject.

Article 2 Doctoral Examination Board

(1) The doctoral examination board is responsible for the organizational and administrative implementation of matters concerning the examination of doctoral candidates.

2) The Faculty Council appoints the doctoral examination board at the beginning of its term of office. This is made up of four full-time university lecturers or professors from the School of Business and Economics. In the event of a voting tie, the chairperson of the doctoral examination board will cast the deciding vote.

(3) The doctoral examination board is accountable to the Department. It informs the faculty of its decisions and the decisions of the doctoral committee it has appointed. The Faculty Council can report cases of suspected procedural deficiencies and intervene in the implementation of a doctoral conferral or in the case of a dispute between the doctoral examination board and an applicant (both male and female), a doctoral student, and must, at the request of a member of the doctoral examination board or applicant for the doctoral degree, a doctoral student or a graduate student, make the required decision as the supervisor of the doctoral candidate. This applies accordingly for the doctoral committee. However, the Faculty Council cannot change the expert report prepared by the internal appraiser or the grade it has issued for the overall result.

Article 3 Admission Requirements

(1) The prerequisite for admission to the doctorate procedure is the successful completion of a Master’s degree in an essential course of study which is suitable for the doctorate program in the School of Business and Economics at the Freie Universität Berlin from a university in the Federal Republic of Germany. The Master's examination should usually total 300 credits - including the previously completed undergraduate degree program - or an equivalent examination with at least an overall grade of 2.5

(2) After completion of an undergraduate (Bachelor) examination, or a Master's examination, which is not preceded by the successful completion of undergraduate degree in an essential course for the doctorate in the Department of Economics at the Freie Universität Berlin,
admission can be approved if the degree was completed with the best possible grade for the respective examination regulations and a successful aptitude test has been carried out. This is to be shown by providing a performance record within a certain period given by the doctoral examination board which is usually required for the applicant to demonstrate the acquisition of knowledge in a university course of study according to section 1 or to augment the verified knowledge relating to the conferral of the doctorate which is being strived for. The doctoral examination board shall decide about the type and extent of the performance to be rendered in each individual case. The aptitude test shall be considered as successfully passed if the performance achieved is graded with at least a rating of 2.3. If the evidence of performance is not provided within the period referred to on page 2, admission to the doctoral process shall lapse.

(3) If the applicant’s degree does not match the requirements in sections 1 and 2, or the examination grade does not correspond to that mentioned in Article 3 section 1, he/she can be admitted to the doctorate procedure if his/her qualifications for the doctoral subject is ensured. The doctoral examination board may perform an aptitude test in order to determine the qualifications in accordance with section 2.

(4) If the degree was earned at a University of Applied Science in a diploma course, the relevant qualifications must be demonstrated in accordance with Article 35 section 3 BerlHG. This takes place in a final examination at a University of Applied Science in one of the essential courses of study for the doctorate at the School of Business and Economics of the Freie Universität Berlin, with the best possible overall grade according to the grading schedule of the respective examination regulations and a successful aptitude assessment procedure in accordance with section 2.

(5) The term ‘degree’ pursuant to section 1 shall also apply to an equivalent degree or equivalent examination from a university outside the Federal Republic of Germany. If the degree is not included in the generally regulated equivalents by the Central Office for Foreign Education at the Secretariat of the Standing Conference of the Cultural Minister of the States in the Federal Republic of Germany, a certificate of confirmation of equivalence is to be obtained from this office. In the event that no classification of the grading of the foreign university degree is carried out by the Central Office for Foreign Education, the doctoral examination board shall examine the comparability of these university degree grades to ensure that an overall pass of at least "good" was achieved. If equivalence is not established, the doctoral examination board shall check whether the fulfillment of the conditions referred to in section 3 can be established as equivalent.

Article 4 Admission to the Doctorate Procedure

(1) For admission to the doctorate procedure, the presentation of a working title, and the work plan of a dissertation project is required, which must cover a subject area that is represented by at least one university lecturer, or professor, of the Department of Economics. This procedure is to be supported by at least one university lecturer or a professor of the Department. The applicant has to propose a supervisor who supports the specialist subject area and is prepared to accept this responsibility. In a justified application, visiting professors can be used as supervisors or appraisers in the doctorate procedure; the doctorate examination board shall decide in each case individually. This provision also applies accordingly to Articles 8 section 1; 9 sections 1 and 2; 11 sections 2 and 5; 12 section 3. If the applicant satisfies these prerequisites, he or she will be admitted to the doctorate procedure if the supervision of the doctoral project is guaranteed (Article 9).
Applications for admission to the doctorate procedure should be directed to the Chairman of the doctoral examination board of the School of Business and Economics. The required certificates, diplomas and optionally other qualifications in the specialist subject area for the intended conferral of a doctorate pursuant to section 1 and a written statement as to whether, and if applicable, when an application for admission to a doctorate procedure has been made to another specialist department of the Freie Universität Berlin or any other university of science.

Applications for admission to the doctorate procedure shall be decided by the doctoral examination board without delay, if possible within one month. Refusals must be justified in writing.

**Article 5 Enrollment as a Student for Conferral of a Doctorate**

(1) Doctoral students who are not already members of the Freie Universität Berlin due to an employment relationship or enrollment in a degree program are required to be enrolled at the Freie Universität Berlin as students for conferral of a doctorate.

(2) If the enrollment has not been made within the prescribed period requested in the notification for admission to the doctorate procedure and/or during the extension period, the admission to the doctorate procedure will expire. A new application for admission to the doctorate procedure will not be excluded.

**Article 6 Joint Conferral of a Doctorate with Foreign Institutions**

(1) Doctorate procedures may be performed in conjunction with foreign universities or other equivalent educational institutions if:

a) applicants satisfy the requirements for admission to the doctorate procedure with the School of Business and Economics at the Freie Universität Berlin and

b) foreign universities or equivalent institutions have the right to award doctorates in accordance with their national legislation, and each doctoral degree to be awarded is recognized as a doctorate within the scope of the Higher Education Act.

(2) The implementation of joint doctorate procedures must be generally agreed between the participating departments, faculties or equivalent institutions for each individual case. These agreements shall apply in addition to the provisions of these regulations. In this respect, it should be ensured that the requirements and procedures shall be equivalent to the respective provisions of these regulations.

**Article 7 Extra-Curricular Course of Studies leading to a Doctorate**

(1) As a consequence of the extracurricular course of studies leading to a doctorate of the School of Business and Economics at the Freie Universität Berlin, a deeper discourse concerning academic degrees is taking place in accordance with Article 3 about the findings and methods of economics and the current state of economic research. As part of the extracurricular course of studies leading to a doctorate, appropriate knowledge and skills
shall be acquired and demonstrated. Participation in the extracurricular course of studies leading to a doctorate is thus recommended.

(2) Further details on the content, structure, goals, organization, and performance requirements for the extracurricular course of studies leading to a doctorate are regulated by the provisions to be decided by the Faculty Council and published in the regulations of the FU communiqué for the extracurricular course of studies leading to a doctorate.

**Article 8 Dissertation Project**

(1) There is a free choice of subjects for the dissertation project, but it should be done in consultation with the university lecturer or professor intended as the supervisor. Typically, a dissertation should be completed within four years (regular procedure time). If a doctoral candidate exceeds the regular procedure time, he/she then has to submit to the Student Records Office a certificate from the doctoral examination board, which states the present status of the dissertation and the time still required for completion. If the certificate is not provided by the doctoral candidate within three months after it has been requested, the doctoral candidate must give justifiable reasons, otherwise the admission to the doctorate procedure will expire.

(2) If the dissertation is to be written in a language other than German or English, the work plan shall contain a justified application for this. Other foreign languages are permitted if they are used conventionally in the international literature of the subject area and professional and linguistic supervision and assessment can be ensured by the School of Business and Economics. The doctoral examination board shall decide this upon request.

**Article 9 Supervision of the Dissertation**

(1) The dissertation project is usually supervised by a university lecturer or a professor of the School of Business and Economics. She/he declares to the doctoral candidate and the doctoral examination board to supervise the dissertation project for the duration of the procedure. If the supervisor or the doctoral candidate decide in the course of the project work to terminate the supervisory relationship, they are obliged to notify the doctoral examination board without delay, stating the reasons. If a supervisor leaves the Freie Universität Berlin, he/she shall retain the right to conduct the supervision of a dissertation which has already begun to the end and to belong to the doctoral committee. In addition, the doctoral examination board shall advise the doctoral candidate when applying for grants or other funding opportunities.

(2) Notwithstanding section 1, the doctoral examination board can grant persons upon request the right to participate as supervisors, appraisers or examiners in each individual case of a doctoral procedure, if such persons have an academic qualification, which is equal to that of a full-time university lecturer or professor of the Faculty.

(3) If according to Article 4 section 1 clause 3 a full-time university lecturer or professor, who has been released of this duties, or a retired full-time university lecturer or professor of the faculty is proposed as supervisor, the doctoral examination board appoints in consultation with the applicant an active full-time university lecturer or professor of the faculty as a further supervisor.

(4) In justified cases, university lecturers or professors can be appointed by the doctoral examination board who are not members of the faculty. The doctoral examination board defines a full-time university lecturer or professor of the faculty to support the external supervisor. External supervisors must ensure proper supervision and in particular make sure
that personal contact with the doctoral candidate is assured when their field of activity is situated mainly outside the State of Berlin.

(5) Further university lecturers or professors may participate in supervising the dissertation project in agreement with the respective persons involved in the dissertation and after they have been appointed by the doctoral examination board.

(6) The supervisor must be available to a reasonable extent for consultation and discussion of the dissertation with the doctoral candidate.

(7) Before the dissertation is submitted in accordance with Article 10, the doctoral candidate shall be given the opportunity to provide results and the methods used during seminars of the mandatory doctoral study program, colloquia or meetings for discussion purposes.

**Article 10 Dissertation**

(1) The written doctoral paper is a written scientific treatise (dissertation) in economics in German or English (Article 8, section 2), in which the ability to perform independent, in-depth academic work is to be demonstrated and progress in scientific knowledge is to be aspired.

(2) The dissertation may be a collaborative research project, provided that the individual contributions can be distinguished and can be evaluated separately.

(3) The doctoral candidate must quote all sources and aids and assure that he/she has written the work independently on this basis. The paper may not have been already accepted in an earlier doctorate procedure or have been judged to be insufficient at that time. When in doubt, papers from previous doctorate procedures are to be presented for comparison.

(4) On the title page, the dissertation must include the name of the author, mentioning the faculty and the designation as a thesis submitted at the Freie Universität Berlin and the year of submission, and provide a cover sheet for the names of expert appraisers. An appendix must contain summaries of their results in German and English as well as a list of previous publications emerging from this dissertation.

(5) The dissertation must be submitted in three printed copies plus an electronic version, whereby each expert receives a copy; one copy is retained by the faculty and shall be archived. In addition, each additional member of the doctoral committee receives a copy from the doctoral candidate. Prior publications of parts of the paper are to be submitted as reprints in triplicate.

**Article 11 Assessment of the Dissertation**

(1) The doctoral examination board shall appoint at least two expert appraisers for the dissertation after it has been submitted without delay. If the subject of the dissertation makes it necessary, the doctoral examination board may appoint another expert. If a supervisor belongs to the circle of persons defined according to Article 10 section 2, the doctoral examination board should appoint a further expert.

(2) The first or primary expert to be appointed for the assessment of dissertation shall be as a matter of principle the supervisor of the dissertation project. A further appraiser, who must
be a university lecturer or professor, is to be nominated by the doctoral examination board in consultation with the university lecturer or professor and the doctoral candidate. At least one expert appraiser must be a university lecturer or professor of the School of Business and Economics. In the case of differing expert appraisals, the doctoral examination board appoints a further university lecturer or professor as an additional expert appraiser, if the doctoral committee deems this necessary. The provisions contained in pages 1 to 4 shall apply analogously for the persons referred to in Article 9 sections 2-5.

(3) The expert reports shall be made within three months after they have been requested. If the deadline is exceeded, this has to be justified in writing to the doctoral examination board. The expert reports are to be treated confidentially until the doctorate procedure has been completed. The expert reports have to recognize the significance of the dissertation subject in a larger context and acknowledge the results of the paper and point out any deficiencies. If an expert appraiser finds any deficiencies in the paper which appear in need of correction or elimination, he/she must describe this exactly in the report. In such a case, he/she can recommend that the dissertation be revised, in which case this should be specifically pointed out. In the overall assessment, each expert shall either recommend acceptance according to Article 14 section 2, the handing back of the dissertation to remove certain deficiencies and/or resubmission, or recommend rejection. If in the expert report there is no clear justification for the assessment, the doctoral examination board hands the report back for reworking. For a more differentiated evaluation, the suggested grades in the expert reports can be increased ("melius quam") or reduced ("peius quam"). The grades "melius quam summa cum laude" and "peius quam rite" are to be excluded.

(4) If there are substantial disagreements between the reviewers and/or referees, the doctoral examination board must appoint a further, possible external expert or consultant.

(5) After completion of the review, the dissertation can be openly viewed for two weeks at the School of Business and Economics. Each faculty member according to Article 9 section 1, who is qualified for the supervision of dissertations, may review the dissertation and the report and give an opinion, which is then attached to the doctoral documents. This group of persons is to be informed by the doctoral examination board about the possibility to view the dissertation. The doctoral examination board appoints a university lecturer or professor as an additional expert if the doctoral committee deems it necessary, based on a statement pursuant to clause 2. The dissertation is usually displayed during the semester lecture period.

(6) The doctoral candidate may step back and withdraw the paper as long as there is still no expert report available. The previous procedure is then not to be considered as part of the doctorate procedure.

Article 12 Doctoral Committee

(1) After receipt of the expert opinions, the doctoral examination board appoints the members of the doctoral committee for the forthcoming doctorate procedure.

(2) The duties of the doctoral committee are:

a) In the case of a unanimous recommendation to accept the dissertation in all expert reports and opinions in accordance with Article 11 Section 5, the setting up and implementation of the disputation,
b) In a non-unanimous acceptance recommendation, to decide about the continuation of the procedure,

c) After completion of the disputation, evaluation of the doctoral degree, taking into account the expert opinions and statements on the dissertation in accordance with Article 11, section 5 with a grade according to Article 14 section 2.

(3) The doctoral committee consists of a minimum of four university lecturers or professors, of which usually three members should be from the School of Business and Economics, and a doctoral candidate from the School of Business and Economics who has been approved with an advisory vote. With this personnel constellation, the proposals of the doctoral candidate should be taken into account. At least one expert shall belong to the doctoral committee. No more than one of the university lecturers or professors should belong to the doctoral committee, who has been relieved of his/her duties or retired. The doctoral committee shall meet in closed session.

(4) In interdisciplinary projects, other professionally affected faculties are to be considered when manning the doctoral committee.

(5) The doctoral committee may only take decisions with the votes of all members with voting rights. Abstentions are not permitted. If a member resigns, the doctoral committee shall supplement this accordingly.

(6) The doctoral committee shall appoint from amongst its members a chair person for the disputation, who has to be a university lecturer or professor and appoints a secretary for taking the minutes.

**Article 13 Disputation**

(1) The purpose of the disputation is to demonstrate the ability of the doctoral candidate or graduate student to give a spoken presentation and discuss the scientific problems of the doctoral subject and to defend the thesis against criticism. The defense can take place in German or English.

(2) If the dissertation has been accepted, the doctoral committee sets in consultation with the doctoral candidate the date for the oral defense (disputation), which shall be held in the Department not later than four weeks after the expiry date of the exhibition period in the Faculty according to Article 11 section 5, and is usually held during the lecture period. Members of the doctoral committee may be present at disputations. Disputations take place in public at the university, unless contradicted by the doctoral candidate.

(3) The disputation starts with a thirty minute presentation in which the doctoral candidate presents and explains the results of the thesis and its significance in a greater context in the specialist area. Subsequently, the doctoral candidate defends the dissertation against criticism and answers questions from members of the doctoral committee. The questions should refer to the classification of the problems described in the dissertation into a greater scientific context. The debate should be at least 30 minutes and should not last more than 60 minutes.

(4) If the required level of quietness for a scientific debate to be held is not present, the head of the disputation is obliged to exclude the public from the room.
(5) If the doctoral candidate fails to attend the disputation without giving an excuse or renounces this time and date, then the granting of the doctorate is to be considered as not conferred. The renouncement shall be made in writing.

Article 14 Review for the Conferral of a Doctorate

(1) Following the disputation, the doctoral committee evaluates the conferral of a doctorate in closed session with a grade in accordance with section 2. When determining the grade, the dissertation receives a stronger weighting than the disputation.

(2) Following the consultation, the chairperson of the disputation shall inform the doctoral candidate about the doctoral grade. The following grading scale shall apply for the overall evaluation:

- summa cum laude (with distinction)
- magna cum laude (very good)
- cum laude (good)
- rite (sufficient)
- non rite (insufficient)

The grade "summa cum laude" may only be granted if a minimum grade of "peius quam summa cum laude" has been proposed in all the expert reports.

(3) The expert reports, the opinions pursuant to Article 11 section 5 of the dissertation and the minutes of the disputation are part of the dissertation file and shall remain with the Faculty of Economics.

(4) If the disputation has been evaluated as at least "rite (sufficient)", the doctoral candidate shall receive an intermediate certificate. The use of the title "Dr. designatus" is not permitted.

(5) If the conferral of a doctorate has not been evaluated as at least "rite (sufficient)" with a minimum grade, the doctoral committee deems the conferral of a doctorate not passed. The justified decision is to be notified to the doctoral candidate by the doctoral examination board in writing within two weeks of the decision.

Article 15 Closing the Procedure, New Doctorate Procedure

(1) If more than six years have passed since admission to the doctorate procedure, the doctoral examination board may close the procedure, after prior written consent and opinion of the supervisor and after a hearing with the doctoral candidate. The notification of closure is to be justified. It is made in writing by the chairperson of the doctoral examination board. A new application for admission to the doctorate procedure shall not be ruled out.

(2) If the conferral of a doctorate in accordance with Article 14 section 5 is not passed, the admission to a new doctorate procedure may be applied for and the new dissertation shall
not be submitted with a new subject earlier than one year after the decision in accordance with Article 14 section 5 has been received.

**Article 16 Doctoral Certificate**

(1) A certificate will be issued a certificate, written in the German language, conferring the doctoral degree.

(2) It shall include:

1. The name of the university and the faculty.
2. The conferred doctoral degree:
3. The name of the doctoral candidate
4. The title of the dissertation
5. The grade achieved
6. The date of the disputation,
7. The name and signature of the dean,
8. The Seal of the *Freie Universität Berlin*,

(3) The date on which the doctorate was conferred shall be the date of the disputation.

(4) The doctoral certificate shall be handed out after the obligation to deliver according to Article 19 has been satisfied. The doctoral certificate entitles the candidate to use the title “Doctor”.

**Article 17 Publication of the Dissertation**

(1) The dissertation must be published within two years after the disputation with the changes approved by the experts and to be supplied in the number of copies specified in Article 19 free of charge to the faculty administration, which is to ensure that copies which do not remain in the faculty are immediately forwarded to the university library.

(2) If the doctoral candidate proves that publication by a commercial publisher is assured (according to Article 18 No. 1), the delivery obligation may be extended by a maximum of one year. In exceptional cases, a further extension of up to one year is possible.

(3) If the doctoral candidate fails to meet the deadlines specified in sections 1 and 2, the doctorate procedure is completed without awarding the academic degree.

(4) If the dissertation is published by a commercial publisher, it must be marked as a dissertation of the *Freie Universität Berlin*. If the information is published in another way, the copies shall correspond to the procedural requirements in accordance with Article 10 section 5 and indicate the names of the expert reviewers and the date of the disputation.
(5) For a paper which has been completely or in essential parts partially published, as well as for published details of individual paper of a joint project, there exists a mandatory publication requirement within the context of the doctorate procedure. The School of Business and Economic regulates the respective implementation requirements.

**Article 18 Publication Form**

The following publication forms are approved for publication:

1. Publication as a monograph by a commercial publisher, if a minimum of 150 copies can be verified,

2. Publication in a journal,

3. Publication by the doctoral candidate, in the form of a book or photo print,


**Article 19 Delivery Obligation**

(1) If a dissertation is published by a commercial publisher as a monograph (Article 18 No. 1) or in a journal (Article 18 No. 2), 10 copies are to be provided.

(2) In accordance with section 1, deliverable dissertation copies shall be accompanied by copies of the original title sheet and the cover page of the dissertation.

(3) If the doctoral candidate publishes the dissertation in the form of a book or photo print (Article 18 No. 3), the number of copies to be delivered is 40. The doctoral candidate assigns the Freie Universität Berlin the right to make and distribute additional copies.

(4) If the publication of the dissertation is in an electronic version (Article 18 No. 4), the data format and data media are to be agreed with the university library. In addition, five copies in copyable typescript are to be submitted to the university library.

**Article 20 Deficiencies for the Conferral of a Doctorate, Revocation of the Doctorate**

(1) It if should emerge prior to the awarding of the doctoral certificate that

1. The doctoral candidate
   a) is unworthy to hold a doctoral degree, or
   b) has been deceptive regarding essential aspects for the granting of the doctorate

or
2. Essential requirements for the awarding of the doctoral degree have been erroneously taken for granted without No. 1 above being applicable, the doctoral certificate shall not be awarded and the overall examination by the doctoral committee shall provisionally be declared as not passed, unless otherwise decided by the doctoral examination board.

(2) The revocation of the doctoral degree is subject to applicable statutory provisions.

**Article 21 Honorary Doctorate**

The Faculty Council may upon request of at least three university lecturers or university professors of the School of Business and Economics award the academic degree of an honorary doctor of economics (“Dr. rer. pol. h.c.”) for outstanding academic achievements, which are significant for one of the subject areas represented in the Faculty. For the evaluation of these achievements, a doctoral committee pursuant to Article 12 section 3 shall be appointed by the Faculty Council, who shall present the committee with an expert opinion. The decision of the Faculty Council requires a majority of its members who are authorized to use the doctoral title.

**Article 22 Effective Date and Transitional Provisions**

(1) These regulations become effective day following their publication in the Official Gazette of the Freie Universität Berlin. At the same time, the doctoral regulations concerning the conferral of the doctorate Dr. rer. pol. of the School of Business and Economics dated 16 July 2008 (FU Communiqué No. 45/2008) are herewith repealed.

(2) Doctoral candidates, who have already been admitted to the doctorate procedure before these regulations became effective, can still conclude this according to the previous regulations, provided that the dissertation is submitted within a transitional period of four years after these regulations have come into force Article 2 section 2. Article 18 shall also apply insofar as a publication has not yet been initiated.