

Information from the Bauhaus-Universität Weimar

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Academic Regulations

<input checked="" type="checkbox"/> The President (interim) <input type="checkbox"/> The Chancellor	Doctoral Degree Regulations of the Faculty of Media		Issue 2/2023
	Comp. Dept./Unit Fac. M	Phone 3700	Date 27 Jan. 2023

Pursuant to § 3, Para 1 in conjunction with § 38, Para 3 of the Thuringian Higher Education Act (ThürHG) of 10 May 2018 (GVBl. p. 149) last amended by Article 1 of the act dated 07 December 2022 (GVBl p. 483), the Bauhaus-Universität Weimar enacts the following doctoral degree regulations for the Faculty of Media at the Bauhaus-Universität Weimar; the Faculty Board adopted the doctoral degree regulations on 12 October 2022. The regulations were approved by the President (interim) of the Bauhaus-Universität Weimar on 27 January 2023.

Contents

- § 1 Doctoral Degree and Purpose of Doctoral Study
- § 2 General Stipulations on the Doctoral Degree Process
- § 3 Graduate Admissions Committee
- § 4 General Admission Requirements for the Doctoral Degree Programme
- § 5 Doctoral Degree Programme Application, Doctoral Adviser Proposal
- § 6 Dissertation
- § 7 Starting the Doctoral Process
- § 8 Dissertation Assessment
- § 9 Dissertation Acceptance
- § 10 Examination Committee
- § 11 Defence
- § 12 Dissertation Performance Assessment
- § 13 Mandatory Copies
- § 14 Completing the Doctorate
- § 15 Viewing Files
- § 16 Right of Appeal
- § 17 Honorary Doctorate
- § 18 Failure or Withdrawal from the Doctoral Programme
- § 19 Equal Opportunity Clause
- § 20 Entry into Effect and Expiry

Appendix 1 Example of a Mentorship Declaration for Doctoral Projects

Appendix 2 Directive for Ensuring Good Scientific and Artistic Practice at the Bauhaus-Universität Weimar

Appendix 3 Plagiarism Declaration Example

Appendix 4 Certificate Example

§ 1 – Doctoral Degree and Purpose of Doctoral Study

1. The Bauhaus-Universität Weimar confers the following academic titles at the Faculty of Media: Doktor-Ingenieur (Dr.-Ing.), Doctor philosophiae (Dr. phil.), Doctor rerum naturalium (Dr. rer. nat.), Doctor rerum politicarum (Dr. rer. pol.). The doctoral degree to be conferred is to be determined according to the course of study and degree and according to the subject area of the dissertation. As a rule, subjects in media culture with a focus on cultural studies lead to the Doctor philosophiae (Dr. phil.), those with a focus on economics to the Doctor rerum politicarum (Dr. rer. pol.) and those with a focus on computer science of media to the Doktor-Ingenieur (Dr.-Ing.) or Doctor rerum naturalium (Dr. rer. nat.). The doctoral degree to be conferred in each case is determined by the Graduate Admissions Committee on the basis of the application documents submitted.

2. The doctoral degree demonstrates the ability to conduct in-depth scientific work. Evidence of this is provided by:

- a) A scientifically noteworthy written dissertation in accordance with § 6 and
- b) A defence of said dissertation as a lecture followed by a question-and-answer session

In the case of an honorary doctorate, the regulations of § 17 apply.

§ 2 – General Stipulations on the Doctoral Degree Process

(1) The doctoral degree process is generally conducted in the following order:

- a) Registration as a doctoral candidate pursuant to § 5
- b) Starting the doctoral process pursuant to § 7
- c) Dissertation Assessment pursuant to § 8
- d) Dissertation Acceptance pursuant to § 9
- e) Defence pursuant to § 11
- f) Dissertation Performance Assessment pursuant to § 12
- g) Submission of mandatory copies pursuant to § 13
- h) Completing the doctorate pursuant to § 14

The regulations on additional admission requirements pursuant to § 4 shall remain unaffected.

(2) Any decisions or resolutions made regarding the procedure are the responsibility of the faculty's Graduate Admissions Committee or the Examination Commission appointed for the respective process.

(3) Unless otherwise stipulated in these doctoral degree regulations, the doctoral candidates are entitled to participate in the doctoral processes, in particular as advisers or assessors and as members of the Graduate Admissions Committee and the Examination Commission:

1. Professors who were appointed on the basis of their scientific achievements (pursuant to § 84 Para 1 and 2 ThürHG or corresponding higher education laws of other states) as well as professors who were appointed on the basis of their artistic and creative achievements (pursuant to § 84 Para 1 ThürHG or corresponding higher education laws of other states) have been appointed and at the same time possess a special academic qualification pursuant to § 84 Para 1 No 3 ThürHG or corresponding higher education laws of other states
2. Habilitated academics
3. Junior professors pursuant to § 89 ThürHG
4. Professors from universities of applied sciences
5. Post-doctoral junior research group leaders for members of their own research group upon application to the Graduate Admissions Committee

§ 3 – Graduate Admissions Committee

(1) For proper implementation of the doctoral processes, the faculty shall form a Graduate Admissions Committee with decision-making authority.

(2) All faculty members to whom the provisions of § 2 Para 3 apply have the right to participate in the doctoral process in an advisory capacity.

- (3) The Graduate Admissions Committee is made up of at least the following members:
- The Dean of Studies and the following members of the Faculty of Media appointed by the Faculty Board for three years:
 - Four professors pursuant to § 2 Para 3 Point 1 – 3
 - One academic staff member with a doctorate pursuant to § 21 Para 2 No 3 ThürHG
 - One student with an advisory vote

The term of office ends with the meeting of the newly elected members of the Graduate Admissions Committee.

If the Dean of Studies has been appointed on the basis of academic performance in accordance with § 84 Para 4 ThürHG, this person is to have an advisory vote and the Graduate Admissions Committee is to be expanded to include a professor in accordance with § 2 Para 3. The Graduate Admissions Committee may be expanded by a resolution of the Faculty Board, but the professors must remain the majority.

(4) In the appointment of the Graduate Admissions Committee, the proportion of women shall be taken into account appropriately but is to be at least 40 per cent. The voting members of the Graduate Admissions Committee elect a professor from among their ranks as chair.

(5) The Committee can make decisions if at least two-thirds of the voting members are present and the majority of professors (as defined in § 2 Para 2) is ensured. Resolutions are passed by a simple majority of the voting members present, with it being necessary to observe § 25 Para 4 ThürHG. In the event of a tie, the chair is to have the tie-breaking vote. In justified cases, resolutions may be passed by way of circulation. Sentences 1 to 3 are to remain unaffected.

(6) If it is evident from the theses that a submitted work also contains scientific statements that fall within the subject area of another faculty, the chair of the Graduate Admissions Committee is to inform the chair of the Graduate Admissions Committee of that other faculty. Upon submission of an application, the Graduate Admissions Committee of the Faculty of Media is to be expanded to include at least two members of the other Graduate Admissions Committee.

(7) The Graduate Admissions Committee is responsible for the following tasks:

1. Resolutions on the following issues:
 - a) Fulfilment of doctoral candidate admission requirements pursuant to § 4
 - b) Starting the doctoral process
 - c) Determination of the doctoral degree to be conferred
 - d) Appointment of the assessors
 - e) Dissertation Acceptance based on the assessments and, if applicable, comments and evaluations
 - f) Appointment of the Examination Commission
 - g) Completion of the doctoral process (determination of the final mark, conferral of the academic title)
 - h) Awarding of the right to confer doctoral degrees to junior research group leaders upon their application
2. Ensuring that the doctoral examination process is properly conducted and making corrections where necessary

§ 4 – General Admission Requirements for the Doctoral Degree Programme

(1) As a rule, admission to a doctoral degree programme requires a successful Diplom, Magister or Master's degree from a German higher education institution with a grade of at least "good". This requirement is deemed to be fulfilled if the applicant holds an equivalent degree from a foreign higher education institution that corresponds to the profile of the desired doctoral degree.

(2) If the applicant does not fulfil the requirements mentioned in Para 1 but has a three-year Bachelor's degree from a German higher education institution with the grade "very good" in a degree programme that corresponds to the profile of the intended doctoral degree, or an equivalent degree from a foreign higher education institution, the applicant must provide further qualifications relevant to the doctoral degree program amounting to 72 credits. With a four-year Bachelor's degree, the required credits are reduced to 48. This additional work must be relevant and is to be completed in consultation with the adviser within the framework of Master's programmes, Ph. D. programmes or research training groups and

Must be supported by appropriate documentation when registering for the doctoral degree programme

(3) If the candidate holds a Diplom, Master's degree or equivalent from a German or foreign academic institution in a degree programme that does not correspond to the profile of the doctoral degree that the candidate wishes to pursue, the Graduate Admissions Committee will determine which additional work the candidate must complete in order to be accepted into the degree programme. The additional work is based on the student's prior knowledge with regard to the knowledge required in the doctoral degree programme that the candidate wishes to pursue. The Graduate Admissions Committee can determine that successful acquisition of knowledge is proven in an examination interview in which a professor of the Graduate Admissions Committee participates in addition to the adviser.

(4) As a general rule, applicants who have already applied to a doctoral degree programme in the same field at another university, who have been accepted as a doctoral candidate or who are considered to have conclusively failed a doctoral degree programme may not be admitted to the doctoral degree programme.

§ 5 – Doctoral Degree Programme Application, Doctoral Adviser Proposal

(1) Anyone who fulfils the admission requirements pursuant to § 4 or is preparing for the admission examination pursuant to § 4 Para 2 and intends to write a dissertation shall apply in writing for acceptance as a doctoral candidate, stating the intended topic, the desired doctoral degree and the desired supervision. This application must be accompanied by a current curriculum vitae and proof that the admission requirements have been met pursuant to § 4 in the form of certified copies. Certificates and documents not produced in German must be submitted with an official translation.

(2) The adviser must have relevant scientific qualifications with regard to the topic of the dissertation and are to ensure appropriate scientific supervision for the duration of the doctoral process. This can be expressed by the conclusion of a mentorship declaration (see Appendix 1).

(3) One of the advisers must be a member of the Faculty of Media.

(4) If an adviser's membership or affiliation status with the Bauhaus Universität-Weimar ends, they generally retain the right to complete their supervision of a dissertation that has been started for five years and to be a member of the Examination Commission with voting rights. The time limit may be extended upon submission of an application with statement of reasons to the Graduate Admissions Committee. The rights of advisers to participate in doctoral processes are not affected by their retirement pursuant to § 21 Para 3 Sentence 2 ThürHG.

(5) The Graduate Admissions Committee decides on the acceptance and scientific supervision of the doctoral candidate. Should the relationship between the doctoral candidate and their adviser end prematurely for reasons for which the candidate is not responsible, the Graduate Admissions Committee is responsible for assigning another adviser at the request of the candidate.

(6) Accepted doctoral candidates undertake to comply with the generally recognised principles of good scientific practice (see Appendix 2).

(7) With the application for acceptance as a doctoral candidate, the personal data of the doctoral candidate will be collected, automatically stored and processed for the fulfilment of legal tasks as well as for purposes according to § 1 Para 1 of the Higher Education Statistics Act (HStatG) in the context of the doctoral degree programme in order to implement the data collection obligations of the Bauhaus-Universität Weimar standardised in § 5 HStatG. The doctoral candidate is required to provide their personal data in accordance with §11 Para 2 in conjunction with Para 1 No 1 of ThürHG.

§ 6 – Dissertation

(1) The submitted dissertation must meet academic standards and contain original scientific results.

(2) The dissertation must be written in German or in another language in which assessment is assured. In case of doubt, the Graduate Admissions Committee will make a decision. Work in a language other than German must include a summary in German.

(3) A cumulative dissertation is permissible for the academic titles Doktor-Ingenieur (Dr.-Ing.), Doctor rerum naturalium (Dr. rer. nat.) and Doctor rerum politicarum (Dr. rer. pol.); it is not permissible for the academic title Doctor philosophiae (Dr. phil.). A cumulative dissertation combines assessed scientific articles published in peer-reviewed journals or conference proceedings or that are in the process of being published, with these articles all belonging to a common framework topic. The individual articles may be written in sole authorship or jointly with co-authors; in case of co-authorship, the doctoral candidate's contribution must be clearly indicated, and the candidate's contribution must meet the requirements of Para 1. The individual articles are grouped into chapters with a detailed introduction that gives an account of each author's co-authorship share for each article.

(4) With the exception of co-authorships within the framework of a cumulative dissertation pursuant to Para 3, group work is not permitted.

(5) All sources and resources that the doctoral candidate draws upon for the dissertation must be stated in the bibliography. Any passages that are quoted literally or analogously must be appropriately cited.

(6) The dissertation must contain a plagiarism declaration by the doctoral candidate stating that the candidate has written the dissertation or, in the case of co-authorship of cumulative dissertations, that the candidate wrote their own contribution independently, and that only the stated sources and resources have been used (see Appendix 3).

(7) The dissertation must be submitted in print form.

§ 7 – Starting the Doctoral Process

(1) The doctoral process of the doctoral candidate begins upon application. Applications can only be processed if the Graduate Admissions Committee has received all documents in full 14 days before the meeting date.

(2) The application to start the doctoral process is to be submitted to the chair of the Graduate Admissions Committee and must include the following documents:

- a) An up-to-date curriculum vitae with information concerning the candidate's professional and academic career
- b) Documents confirming that the candidate fulfils the admission requirements pursuant to § 4; all necessary certificates must be submitted as notarised copies. Certificates and documents issued in a language other than German must be submitted together with certified translations
- c) Declaration as to whether the doctoral candidate has already undergone or applied to go through the doctoral process and, if so, with what success
- d) A list of scientific publications, including publications that are being used and an indication that this is the case
- e) Indication of the doctoral degree sought
- f) Four bound copies of the dissertation and one in digital form
- g) An abstract of the key results of the work with a maximum length of 6 pages (theses)
- h) Plagiarism declaration pursuant to Appendix 3
- i) Proof of payment of the doctoral degree fee

(3) The decision on the application to begin the doctoral process must be made within 2 months of receipt of the application. This period is paused during non-lecture periods in the semester.

(4) The dissertation is submitted to the Graduate Admissions Committee for inspection 7 days before the meeting date.

(5) The Graduate Admissions Committee is to begin the process upon fulfilment of the admission requirements pursuant to Para 1 and 2. At the same time, it shall make a decision regarding the doctoral degree sought in accordance with § 1 Para 1.

(6) If the process is not started, the applicant will be informed in writing of the reasons for this. One copy of the dissertation will remain with the protocols in the files of the Graduate Admissions Committee.

(7) The dissertation may be withdrawn by the doctoral candidate before the first assessment is available. The request must be submitted in writing to the chair of the Graduate Admissions Committee. The process must then be treated as if a request to start was never submitted.

(8) If a request with statement of reasons is submitted to the chair of the Graduate Admissions Committee, peers of the faculty may be granted access to the dissertation after the process has started.

§ 8 – Dissertation Assessment

(1) Once the process starts, the Graduate Admissions Committee appoints assessors. Professors and habilitated scientists are appointed as assessors pursuant to § 2 Para 3. In exceptional cases, this requirement with regard to an assessor may be waived if the assessor in question holds a doctorate and can demonstrate special knowledge in the field of the dissertation.

(2) The Graduate Admissions Committee appoints at least two assessors, one of whom must come from an academic institution outside the Bauhaus-Universität Weimar and may not be a co-opted member at the same time. In the case of a structured doctoral programme, such as on the part of the German Research Foundation (DFG), both assessors can come from the Bauhaus-Universität Weimar. The doctoral candidate has the right to propose assessors. The Graduate Admissions Committee is required to watch out for conflicts of interest and avoid them.

(3) For dissertations that deal with interdisciplinary subjects, the choice of assessors must reflect this.

(4) If the work contains statements on aspects of other subject areas, partial assessments that only evaluate these aspects can also be commissioned.

(5) The assessments must be made independently of one another. Assessments must be completed within three months of receipt of the assessment request.

(6) The assessors propose rejecting or accepting the work to the Graduate Admissions Committee. Grading is conducted according to the marks to be awarded pursuant to § 12.

(7) If the assessors recommend accepting the work, they can at the same time propose conditions for its publication. However, these conditions may only address the format of the thesis and not its content.

§ 9 – Dissertation Acceptance

(1) Once the assessments have been submitted, the Graduate Admissions Committee will decide whether to accept the dissertation within six weeks. This period is paused during non-lecture periods.

(2) The members of the Graduate Admissions Committee are invited 14 days before the meeting date at the latest. The assessments will be made available to them with the invitation.

(3) If the assessment grades vary by two or more mark levels from each other or at least two members of the Graduate Admissions Committee object to the statements of an assessment, the Graduate Admissions Committee may appoint another assessor.

(4) If the number of votes for accepting or rejecting the dissertation is equal, another assessment is to be obtained. A dissertation cannot be accepted if it is graded as "*non sufficit*" by the majority of assessments.

(5) The Graduate Admissions Committee decides on acceptance of the dissertation based on the assessments.

(6) Doctoral candidates must be notified of rejection in writing with statement of reasons. In such cases, the doctoral candidate has the right to view the assessments within four weeks of receipt of the notification. The dissertation may then be resubmitted after

thorough revision. If the dissertation is rejected a second time, further revision is excluded.

(7) If the dissertation is rejected, one example of the dissertation with all of the assessments remains in the doctorate files.

(8) If the dissertation is accepted, the doctoral candidate has the right to be informed by the chair of the Graduate Admissions Committee about the content of the assessments at least two weeks before the defence date.

§ 10 – Examination Committee

(1) Upon acceptance of the dissertation, the Graduate Admissions Committee appoints an Examination Commission responsible for the ongoing implementation of the process, in particular for setting the date of the defence, implementation of the defence and conducting the Doctoral Performance Assessment. §§ 11 and 12 of these regulations and § 54 Para 3 of the ThürHG must be observed.

(2) The Examination Commission consists of the assessors as well as three other professors or habilitated academics from the Faculty of Media pursuant to § 2 Para 3 or from other faculties of the Bauhaus-Universität Weimar or from other universities as well as one unhabilitated employee with a doctorate. Furthermore, the Graduate Admissions Committee may admit associate members without voting rights on a case-by-case basis upon submission of a request with statement of reasons. Women are to be given appropriate consideration in the composition of the Examination Commission and are to make up at least 40 per cent of the membership.

(3) The Graduate Admissions Committee appoints a professor as chair of the Examination Commission. This person must be a member of the Faculty of Media but neither an adviser nor an assessor of the dissertation.

§ 11 – Defence

(1) The defence should take place within six weeks of acceptance of the work. The defence is to be announced to the university public and, as a general rule, also to the academic public outside the university. The dissertation will be made available in the University Library 14 days before the date of the defence.

(2) The defence is to be open to the public; with regard to the language in which it is conducted, § 6 Para 2 shall apply *mutatis mutandis*.

(3) At the start of the defence, the chair of the Examination Commission introduces the doctoral candidate and their academic career to date and states that the prerequisites for admission to the doctorate have been met and the dissertation has been approved.

(4) During the defence, the candidate explains the results of their work in 30 minutes. In justified exceptional cases, the duration of the presentation can be up to 45 minutes at the request of the candidate.

(5) After the presentation by the doctoral candidate, the assessors evaluate the key content of the dissertation but not the assessment marks.

(6) Then the assessors and the members of the Examination Commission have the right to pose questions to the doctoral candidate. After that, other people present can also pose questions. The chair may reject questions if they do not relate to the subject of the defence.

(7) The duration of the question-and-answer session should not significantly exceed one hour.

(8) Immediately after the defence, the Examination Commission meets in private to decide on:

a) Passing or failing the defence

b) The mark for the defence

c) The recommendation to the Graduate Admissions Committee regarding the final mark of the doctoral degree pursuant to § 12 and awarding of the doctorate

Each member of the Examination Commission evaluates the defence according to the marks pursuant to § 12, with the exception of associate members. The average of the assigned numerical

values is used to determine the mark for the defence. The defence is passed if the majority of the Examination Commission members present grade the defence with at least "*rite*".

(9) The doctoral candidate must be informed of the final mark immediately after the resolution has been passed. A protocol in regard to the defence is prepared with the following information:

- a) Location and time of the defence
- b) Names of the candidate and the members of the Examination Commission
- c) Subject and procedure of the defence
- d) The individual grades awarded by the assessors for the dissertation and the defence
- e) The recommendation to the Graduate Admissions Committee regarding the overall grade of the doctoral degree and awarding of the doctorate
- f) Signature of all Examination Commission members

(10) If the defence is failed, it may be repeated once within a year, but not within the first two months after the initial defence. If the defence is failed again, the process is considered unsuccessful and conclusively brought to an end.

§ 12 – Dissertation Performance Assessment

(1) The marks (for the dissertation and the defence) are:

- *summa cum laude* (with distinction)
- *magna cum laude* (very good)
- *cum laude* (good)
- *rite* (enough)
- *non sufficit* (insufficient)

(2) The final mark is calculated from the average of the marks for the assessments, which have a weighting of two, and the average of the mark for the defence, which is weighted as one. For calculation, the following numerical values are assigned to the marks:

- *summa cum laude* = 1
- *magna cum laude* = 2
- *cum laude* = 3
- *rite* = 4
- *non sufficit* = 5

These numerical values are appropriately applied in order to arrive at a final mark. The final mark of "*summa cum laude*" can only be awarded if all assessors grade both the dissertation and the oral examination with this mark.

§ 13 – Mandatory Copies

(1) After the defence has been passed, the chair of the Examination Commission shall inform the doctoral candidate whether and, if appropriate, which changes must be made pursuant to Section 8 (7) prior to publication. Before copies are made of the dissertation, the revised dissertation must be submitted to one of the assessors.

(2) In addition to the copies required in accordance with § 7 Para 2 f), the author must also submit the following, free of charge, to the University Library:

- a) One copy in electronic form in a data format intended for this purpose to the Bauhaus-Universität Weimar. The doctoral candidate transfers to the university the right to make and distribute additional copies of the dissertation and to make the dissertation available in data networks within the framework of the legal duties of higher education libraries.
- b) In addition, the doctoral candidate shall submit:
 - Six bound copies or
 - Three copies if the dissertation is published in a journal or sold by bookshops, with it being necessary for the publication to be marked as a dissertation of the Bauhaus-Universität Weimar; at least 150 copies must be published in these cases
- c) If the doctoral candidate refuses electronic publication of their

dissertation, twenty bound copies and an electronic summary are to be provided.

(3) Within the scope of its possibilities, the Bauhaus-Universität Weimar will offer to reproduce the dissertation at the internal cost price upon request. In cases that are justified based on the social circumstances of the doctoral candidate, the candidate may submit an application for a reduction or waiver of these costs to the Chancellor of the Bauhaus-Universität Weimar.

§ 14 – Completing the Doctorate

(1) After the doctoral candidate has provided proof of deposit of the mandatory copies at the library of the Bauhaus-Universität Weimar to the chair of the Graduate Admissions Committee, the doctoral degree is awarded with the handing over of the certificate to the doctoral candidate. Only from this point on is the doctoral candidate entitled to use the relevant academic title.

(2) The certificate is provided in triplicate and dated with the day of the defence. The certificate is signed by the President of the Bauhaus-Universität Weimar as well as by the Dean and bears the seal of the Bauhaus-Universität Weimar. A copy remains in the doctorate files.

(3) A doctoral degree certificate is issued in German. In addition to the doctoral degree certificate, a translation into English will be issued upon request. The wording of the certificate is to follow the example contained in Appendix 4.

§ 15 – Viewing Files

In justified cases, the doctoral candidate is to be granted access to the doctoral file upon written request to the chair of the Graduate Admissions Committee.

§ 16 – Right of Appeal

(1) Decisions made by the Graduate Admissions Committee or the Examination Commission may be appealed to by the Faculty Board. If the appeal is not resolved, it is to be submitted to the President for a final decision.

(2) The appeal must be submitted within 30 days of receiving the decision. A decision should be made within 30 days.

(3) The doctoral candidate may undertake administrative proceedings after all legal remedies in Para 1 have been exhausted.

§ 17 – Honorary Doctorate

(1) The degrees Doctor honoris causa (Dr. h. c.) and Doctor-Ingenieur ehrenhalber (Dr.-Ing. E. h.) may be awarded for outstanding scientific achievements. Economic promotion of the sciences without any specific scientific achievement cannot be recognised by an honorary doctorate.

(2) A professor may apply for an honorary doctorate by submitting a written request to the chair of the Graduate Admissions Committee.

(3) Receipt of the application will be communicated to all professors of the faculty. The faculty professors have the right to submit written comments.

(4) If the Graduate Admissions Committee agrees to begin the process, two professors with doctoral degrees, one of whom must come from an academic institution outside the Bauhaus-Universität Weimar, will be appointed as assessors, each of whom will then prepare an assessment of the scientific merits of the person to be honoured within three months.

(5) Based on these expert evaluations, the Graduate Admissions Committee will decide on awarding the honorary doctorate through a two-thirds majority.

(6) This decision also requires the approval of the Faculty Board and the Senate.

(7) The Dean confers an honorary doctorate by reading a laudation and handing over a certificate.

§ 18 – Failure or Withdrawal from the Doctoral Programme

(1) Conferral of the doctoral degree must be refused or withdrawn if, between completion of the doctoral process and issue of the certificate or after issue of the certificate, the following are found to have occurred in particular:

- a) The university examination on which conferral of the doctoral degree is based is subsequently declared failed or
- b) Completion of the doctoral process was brought about through threat, bribery or deception about meeting other requirements of completion of the process or
- c) Essential requirements for completion of the process have not been met (e.g. due to false statements in regard to the requirements pursuant to § 4)

(2) The conferral of the doctoral degree shall furthermore be withdrawn if the holder of the degree has violated the principles of good scientific practice in the university examination on which completion of the doctoral process is based.

(3) Other statutory provisions apply to the derecognition or withdrawal of the doctorate award.

(4) The decision is made by the Dean of the Faculty of Media after a hearing of the Graduate Admissions Committee and the person concerned. The individual in question can appeal to the Dean. If the appeal is not resolved, it must be presented to the President of the Bauhaus-Universität Weimar for the issue of an appeal notification.

§ 19 – Equal Opportunity Clause

Designations made under these regulations apply equally to all genders.

§ 20 – Entry into Effect and Expiry

The doctoral degree regulations for the doctoral programme come into force after approval by the President on the first day after the month of the announcements of the Bauhaus-Universität Weimar. The regulations apply to all doctoral processes that are opened after the regulations have gone into effect in accordance with Sentence 1.

Faculty Board resolution dated 12 October 2022

Prof. Dr. Lorenz Engell,
Dean

The rules are subject to approval.

Dr. Steffi Heine, Head
of Legal Affairs

Approved on 27 January 2023

Prof. Dr. Jutta Emes,
President (interim)

Appendix 1

Example of a Mentorship Declaration for Doctoral Projects

Mentorship declaration for doctoral projects at the Bauhaus-Universität Weimar¹

between doctoral candidate

Ms Mr Surname, First Name _____

and the primary adviser

Ms Mr Surname, First Name _____

if applicable

Representative of the research training group/doctoral programme

Ms Mr Surname, First Name _____

1. Validity

The mentorship declaration is required for acceptance as a doctoral candidate at the Bauhaus-Universität Weimar. The effectiveness of this agreement is subject to its confirmation by the Graduate Admissions Committee.

2. Topic of the dissertation and time periods

The planned topic for the dissertation (working title) is:

Start of the doctoral project _____ Month/year _____

Planned end of the doctoral project _____ Month/year _____

3. Schedule and work plan

The doctoral project is subject to a schedule and work plan, which is Appendix 1 to this declaration.

As a rule, the doctoral candidate is to document the status of their work every six months but at least once a year or present it for discussion in a doctoral colloquium or a comparable event. Any adjustments to the schedule and work plan require mutual agreement.

4. Tasks and duties of the doctoral candidate

The doctoral candidate undertakes to regularly report on the intermediate results of the dissertation and to adhere to the schedule and work plan.

The doctoral candidate will participate in the degree programme of the research training group/doctoral programme (if applicable).

¹ This mentorship declaration example is based on the recommendations of the German Research Foundation for drafting mentorship declarations.

5. Tasks and duties of the adviser

The adviser undertakes to provide regular expert advice and to monitor the progress of the work. The intermediate results presented are to be commented on in oral and/or written form and compliance with the schedule and work plan is to be monitored.

For the duration of the advisory relationship decided by the Graduate Admissions Committee, the adviser undertakes to carry out their advisory duties, regardless of the duration of the funding of the doctorate.

If the advisory relationship cannot be continued for reasons for which the doctoral candidate is not responsible, the responsible faculty is to seek to find an alternative advisory relationship that is appropriate in terms of expertise.

6. Integration of the doctoral project

The doctorate is prepared as follows:

- As an independent individual research project _____
- Within the framework of the research project _____
- With connection to the following research group _____
- Within the structured doctoral programme _____

7. Working conditions of the doctoral candidate

The adviser consults with the doctoral candidate to determine the extent to which suitable working conditions are available to them. Special working conditions cannot be guaranteed, but the university will provide the following if possible:

- A workstation with a computer and phone
- Access to workshops
- Access to laboratories
- Necessary laboratory equipment and consumable materials

8. Further education

Further education is to be provided within the framework of discipline-specific, transdisciplinary and interdisciplinary events. The doctoral candidate is provided with the opportunity to participate in events of the Bauhaus Research School and take advantage of internal resources and offers of the department and doctoral programme. Agreements regarding other planned training measures are to be documented in a separate appendix (Appendix 2).

9. Internationalisation

If an international research phase is planned, this can include:

- _ Time spent in residence at a foreign research institution or industrial enterprise that conducts research
- _ Presentations (lectures/posters) of the candidate's scientific results at conferences with mostly international participants
- _ Joint research work with international guests who can also be invited to the Bauhaus-Universität Weimar by a group of doctoral candidates for a corresponding period of time

Plans for spending time in residence abroad are to be included in the schedule and work plan.

10. Special measures to reconcile family and academic activity

The university provides particular support for measures that help reconcile family and academic activity.

The following arrangements are made as required:

11. Admission to the Bauhaus Research School

When the doctoral candidate signs the mentorship declaration, they can simultaneously apply for admission to the Bauhaus Research School. The statutes of the Bauhaus Research School govern the details.

12. Compliance with good scientific and artistic practice

The doctoral candidate and the adviser undertake to comply with the directive for ensuring good scientific and artistic practice at the Bauhaus-Universität Weimar (http://www.uni-weimar.de/cms/fileadmin/uni/files/ka/mdu_akad/12/14_2012.pdf).

13. Conflict mediation

The duties of the Graduate Admissions Committee to arbitrate conflicts according to the doctoral degree regulations remain unaffected by this clause.

In the event of conflicts, there is the possibility of contacting the responsible ombudspersons at the university. Upon request, the Directorate of the Bauhaus Research School will mediate between the doctoral candidate and the adviser.

Date _____ Signature _____
Doctoral candidate

Date _____ Signature _____
Primary adviser

The mentorship declaration contains appendices

- Appendix 1 _____
- Appendix 2 Schedule and work plan for qualification measures _____
- Appendix 3 _____
- Appendix 4 _____

Confirmation by the Graduate Admissions Committee:

Date:

Caption:

Directive for ensuring good scientific and artistic practice at the Bauhaus-Universität Weimar

Announcements of the Bauhaus-Universität Weimar (14/2012)

Directive for ensuring good scientific and artistic practice at the Bauhaus-Universität Weimar

Academic honesty and compliance with the principles of good scientific practice are indispensable prerequisites for scientific work, and the same applies to artistic design work. Violations of good scientific and artistic practice contradict the

essence of science and art. Bauhaus-Universität Weimar is committed to good scientific and artistic practice. This directive serves as a guideline for all members of Bauhaus-Universität Weimar.

In many fields, scientific and artistic work is subject to legal regulations, rules of conduct and professional standards. Such work is also based on fundamental principles that are the same in all countries, first and foremost among them being honesty in regard to oneself and others. This notion of honesty is both an ethical standard as well as the basis of the rules of scientific and artistic professionalism, which vary from discipline to discipline. The core tasks of the university include teaching these principles to students and young scientists and artists and safeguarding them to ensure their validity and application in practice.¹

Bauhaus-Universität Weimar is fully committed to these basic principles. The following rules supplement the above-mentioned standards. They express and provide more detail about the principles of scientific and artistic ethics.

§ 1 – Good Scientific and Artistic Practice

(1) All those engaged in academic research at the university are obliged to observe the following rules of good scientific practice:

- Follow general principles of scientific work ("de lege artis")
- Prepare complete documentation of results
- Be honest with regard to contributions by cooperation partners, employees and competitors (exclusion of honorary authorships)
- Cooperate and share leadership responsibility in work groups (e.g. hold joint discussions of works in progress on a regular basis)
- Have all authors shoulder responsibility for each part of joint scientific publications
- Demonstrate respect for other people's intellectual property
- Exhibit self-criticism in regard to one's own research results
- Do not wilfully impair others' research activities.

(2) All those engaged in artistic, design-related and creative pursuits at the university are obliged to observe the following rules of good artistic practice:

- Adhere to general principles of quality in artistic work
- Be honest about the assistance of cooperation partners and collaborators as well as their artistic contribution
- Take responsibility in supervisory situations (e.g. hold joint discussions of supervised work on a regular basis)
- Demonstrate respect for other people's intellectual property
- Do not wilfully impair the artistic, design-related and creative activities of others.

¹ Vorschläge zur Sicherung guter wissenschaftlicher Praxis: Empfehlungen der Kommission "Selbstkontrolle in der Wissenschaft"; Denkschrift = Proposals for safeguarding good scientific practice / Deutsche Forschungsgemeinschaft. – Weinheim: Wiley-VCH, 1998 Nebent.: Sicherung guter wissenschaftlicher Praxis ISBN 3-527-27212-7

(3) Good scientific practice can only be achieved through the cooperation of all members of the university. Compliance with and communication of the applicable rules is primarily the responsibility of the individual scientists and academicians, also insofar as they are active as project leaders, heads of work groups, advisers or otherwise as superiors. The faculties and institutes of the Bauhaus-Universität Weimar perform the tasks assigned to them in education, in fostering young scientists and academicians and in organisation of research and scientific activities. This gives them responsibility for creating the organisational and institutional conditions for ensuring good scientific practice.

(4) The individual artists, designers and creators are primarily responsible for good artistic practice, also if they are acting as project leaders, heads of work groups, advisers or otherwise as superiors. The faculties and institutes of the Bauhaus-Universität Weimar perform the tasks assigned to them in education, in fostering young artists and in organisation of research and development activities. Together with the University Directorate, they are responsible for creating the organisational and institutional conditions for ensuring good artistic practice.

(5) Within the framework of good scientific practice, primary data that serves as the basis for publications is to be kept on durable and secure media in the work area in which they were generated for a retention period of ten years.

(6) Good scientific and artistic practice dictates that grading standards should give precedence to quality and originality over quantity when it comes to performance and grading criteria for publications, examinations, conferral of academic titles, promotions, recruitment, appointments and resource allocations.

(7) Special attention is to be paid to the supervision of young academics and artists. Students, young academics and artists, examination candidates and doctoral candidates are to be taught the principles of good scientific and/or artistic practice at an early point in time. Faculties, institutes and professors are encouraged to raise awareness of this issue among young academics and artists. The adviser must investigate any indications of scientific or artistic misconduct.

§ 2 Scientific Misconduct

(1) Scientific misconduct occurs when false statements are made either deliberately or through gross negligence in a context relevant to science, when the intellectual property of others is infringed or when the research activities of others are wilfully impaired.

(2) Misconduct by scientists is particularly present in the case of:

a) False declarations through the following actions:

- Invention of data
- Falsification of data and sources
- Incorrect information in a letter of application or a grant application (including false information regarding the publication medium and on publications in print)
- Incorrect information on the academic performance of applicants in selection or assessment committees

b) Infringement of intellectual property in relation to a copyrighted work created by another person or essential scientific knowledge, hypotheses, tenets or approaches to research originating from others through the following actions:

- Unauthorised exploitation with presumption of authorship (plagiarism)
- Exploitation of approaches to research and ideas, especially as assessors (theft of ideas)
- Presumption of academic authorship or co-authorship without a contribution actually being made
- Falsification of content
- Publication without authorisation or making unpublished works, findings, hypotheses, teaching content or research approaches available to third parties without authorisation
- Claiming (co-)authorship of another person without that person's consent

c) Interfering with the research activities of others through the following actions:

- Sabotage of others' research
- Deletion or disposal of primary data, insofar as this violates legal provisions or recognised principles of scientific work specific to each discipline
- Unauthorised destruction or unauthorised disclosure of research material

(3) Persons may be made jointly responsible for misconduct in case of actions such as active participation in the misconduct of others, shared knowledge of falsifications by others, co-authorship of publications that contain falsifications, and gross neglect of supervisory duties.

§ 3 Artistic Misconduct

(1) Artistic misconduct occurs when false statements on the working procedure are made either deliberately or through gross negligence, when the intellectual property of others is infringed or when the research and development activities of others are wilfully impaired.

(2) Misconduct by artists can be considered in particular in the case of:

- a) Misrepresentation through incorrect information in an application letter or a funding application (including misrepresentation of exhibition activity, publications and collaborations) or incorrect information on the artistic performance of applicants in selection or assessment committees.
- b) Infringement of intellectual property through deliberate or grossly negligent infringement of copyright in artistic works (plagiarism); presumption of artistic authorship or co-authorship without making a contribution; publication without authorisation or making unpublished works, findings, hypotheses, teaching content or research approaches available to third parties without authorisation; or claiming the (co-)authorship of another person without that person's consent.

(3) Persons may be made jointly responsible for misconduct in case of actions such as active participation in the misconduct of others, shared knowledge of falsification by others or gross neglect of supervisory duties.

§ 4 Contact Persons

(1) The Senate of the Bauhaus-Universität Weimar is to appoint one scientific and one artistic professor as contact persons for university members who need to put forward accusations and indications of scientific or artistic misconduct. The contact person of the German Research Foundation serves as the deputy for these positions. The staff directory and course catalogue list the contact persons of the university and the contact person of the German Research Foundation.

(2) Except in the event of incapacity of one of the contact persons, their duties under this directive are to be performed by their deputy if there is concern that the contact person may be biased or if it is not possible to rule out the possibility that, due to the contact person's other position in the university, the contact person is connected to the misconduct that is to be reported or that has been reported.

(3) Every member of the university is entitled to promptly speak to the contact persons in person on short notice. The contact persons are to examine the indications of suspected scientific or artistic misconduct summarily for whether they are true and significant, to determine what the possible motives might be and with regard to possibility that the accused persons could be cleared of the allegations. The contact persons are bound to secrecy. If suspicion of misconduct is substantiated, the contact person must report this to the President.

§ 5 Procedure in Case of Scientific or Artistic Misconduct

(1) Upon receipt of specific indications of scientific or artistic misconduct, the President shall convene an investigative commission. As a rule, this commission consists of two professors, one scientific staff member or artistic staff member and the legal adviser. The commission shall meet in closed session and is bound to secrecy. Resolutions are to be passed by simple majority. Dissenting opinions of outvoted members are to be permitted and attached to the resolution. The commission is to be informed in writing regarding the allegations while respecting confidentiality in order to protect the

person who provided the information and the person accused of misconduct. The commission is entitled to obtain the information and opinions necessary to clarify the facts of the case and to consult experts from the relevant discipline as well as other experts in a given case. The commission freely assesses the evidence to determine whether scientific or artistic misconduct has occurred.

(2) The incriminating facts and evidence are to be brought to the attention of the accused person without delay; the name of the person providing the information shall only be disclosed to the accused person if the person providing the information has given their consent in advance. The accused person and the person providing the information are to be given the opportunity to comment; they shall also be given the opportunity for an oral hearing if they would like one. Comments must be provided within three weeks.

(3) The commission will submit its investigative report with a recommendation on what should be done to the President three weeks after receipt of the last comment within the meaning of Para 2 or after the submission deadlines have passed. At the same time, the commission will inform the accused person regarding the key results of the investigation.

§ 6 Sanctions

(1) On the basis of the investigative report and the commission's recommendation, the President will decide whether the proceedings can be discontinued or whether scientific or artistic misconduct has been sufficiently proven. In the latter case, the measures pursuant to Para 2 or 3 are to be initiated. If the suspicion has been wrongly raised, the President is to establish in writing that no misconduct has occurred and ensure that appropriate rehabilitation measures are taken.

(2) At the faculty level, the academic consequences, including withdrawal of academic titles or withdrawal of teaching authorisation, are to be examined in accordance with the respective legal provisions. The deans, in cooperation with the President, are to evaluate whether and to what extent other scientists/artists (former and possible cooperation partners, co-authors), institutions, journals and publishers (in the case of publications), funding bodies and science organisations, professional organisations, ministries and the public should be notified.

(3) The deans responsible in each case or the President are to initiate disciplinary or labour, civil or criminal measures with the corresponding proceedings according to the facts of the particular case.

§ 7 Equal Opportunity Clause

The statuses and functions described in this directive apply equally to all genders.

§ 8 Final Provisions

(1) Additional statutory provisions for the protection of intellectual property are to remain unaffected.

(2) This directive goes into effect on the day following its publication in the announcements of the Bauhaus-Universität-Weimar. The Directive for Ensuring Good Scientific Practice of 8 August 2002, MdU 07/2002, shall simultaneously expire.

(3) This directive was discussed by the Senate on 2 May 2012 and adopted by the Rectorate on 9 May 2012.

Weimar, 16 May 2012

Prof. Dr. Ing. Karl Beucke,
President

Appendix 3

Plagiarism declaration example

I hereby certify that I have produced the enclosed dissertation without the impermissible help of third parties or the use of resources other than those stated. The data and concepts taken directly or indirectly from other sources have been marked with these sources. Parts of the work that were already the subject of examination work are also clearly marked.

When analysing the following materials, the people listed below have assisted me as described below for a fee/at no charge:

1.

2.

3.

No other people were involved in the preparation of the content/materials of this dissertation. In particular, I have not used the chargeable assistance of agency or consultancy services (doctoral consultations or other persons).

No one has received from me direct or indirect benefits in kind for work relating to the content of the presented dissertation.

The doctoral dissertation has not to date been presented in Germany or other countries in the same or similar form to another examination authority.

I certify to the best of my knowledge that I have spoken the whole truth and have not withheld anything.

Location, date

Handwritten signature

Dokortitel (lat.) Vorname(n) Nachname

Die Fakultät Medien der Bauhaus-Universität Weimar verleiht
VORNAME(N) NAME, geboren am TT.MM.JJJJ in Geburtsort,
den akademischen Grad eine*r*s *Dokortitel lat. (Abk.)*.

Vorname Name hat in einem ordnungsgemäßen Promotionsverfahren durch seine*ihre
Dissertation „*Titel der Dissertation*“ und eine Disputation seine*ihre
wissenschaftliche Befähigung nachgewiesen und dabei das Gesamturteil
Prädikat (lat.) erhalten.

Gutachtende waren:

PROF. VORNAME NAME, UNIVERSITÄT / HOCHSCHULE

PROF. VORNAME NAME, UNIVERSITÄT / HOCHSCHULE

Weimar, den TT. Monat JJJJ

AKAD. TITEL
VORNAME NACHNAME
PRÄSIDENT*IN
(Siegel)

AKAD. TITEL
VORNAME NACHNAME
DEKAN*IN DER FAKULTÄT

4.2 Certificate example (English)

The following translation of the doctorate certificate is only valid in combination with the German certificate.

Title of Doctorate (lat.) First Name(s) Surname

The Faculty of Media of the Bauhaus-Universität Weimar hereby bestows upon First Name(s) Surname, b. dd.mm.yyyy in birthplace, the academic title of *Doctor xxx (lat.)*.

The candidate's academic performance in the standard doctoral examination procedure, incorporating the writing and defence of their doctoral thesis "*title of thesis*", was able to satisfy the assessors in all respects. As a result, First Name(s) Surname has been awarded the overall grade of "*grade (lat.)*".

Assessors:
PROF. FIRST NAME SURNAME, UNIVERSITY PROF.
FIRST NAME SURNAME, UNIVERSITY

Weimar, dd.mm.yyyy

ACAD. TITLE
FIRST NAME SURNAME
PRESIDENT*
(Seal of the University)

ACAD. TITLE
FIRST NAME SURNAME
DEAN* OF THE FACULTY