

## **Regulations for the Doctoral Degree at the Pädagogische Hochschule Heidelberg – University of Education Heidelberg**

According to section 38 subsection 4 first sentence of the Law Governing the Universities of Baden-Württemberg ["Landeshochschulgesetz – LHG"] dated January 1, 2005 (Law Gazette page 1 "GBL-S. 1"), the Senate of the Pädagogische Hochschule Heidelberg adopted the following regulations for the doctoral degree on February 6, 2013. The rector endorsed them on February 20, 2013.

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## **Section 1 General Provisions**

- (1) Completing the doctoral degree procedures, the doctoral degree candidate demonstrates a particular ability to conduct independent advanced leading academic research.
- (2) By virtue of its right to confer a doctorate, the Pädagogische Hochschule Heidelberg – University of Education Heidelberg awards the degree of a Doctor of Educational Science (Dr. päd.) or a Doctor of Philosophy (Dr. phil.), based on an academic paper written by a doctoral candidate (dissertation) and his/her oral examination to defend the dissertation (disputation). The doctoral committee of the relevant faculty determines which doctoral degree will be awarded. This must be done before, or at the latest upon, admitting a candidate to the doctoral examination.
- (3) In case of doubt, the rector's office decides which the relevant faculty is.

## **Section 2 Doctoral Committee, Implementation of Doctoral Degree Procedures**

- (1) The faculties exercise the rights and obligations vested in the university by the right to award a doctoral degree by means of a doctoral committee, responsible for their specific subject; generally, this committee is represented by the chair unless otherwise specified in the regulations for the doctoral degree.
- (2) The faculty board appoints the doctoral committee of its faculty. It selects four full-time professors [“hauptberuflich tätige Hochschullehrerinnen/Hochschullehrer” nach LHG] of the faculty as elected committee members. Their term of office is four years; they can be re-elected.
- (3) The Dean is a member of the doctoral committee by virtue of his/her office and acts as chair. The doctoral committee elects one of its members as deputy chair.
- (4) The relevant doctoral committee has the following key duties:
- a) admitting candidates to the doctoral degree procedures and to the examination,
  - b) appointing a doctoral candidate's supervisor [“Betreuer”],
  - c) appointing the dissertation reviewers [“Gutachter”],
  - d) deciding upon acceptance and evaluation of the dissertation,
  - e) appointing the examination committee for the oral examination,
  - f) determining the overall grade and issuing the doctoral degree certificate.

The doctoral committee may assign duties (a) and (f) above to its chair.

- (5) Full-time professors (see section 2 subsection 2) of the relevant faculty may participate in the meetings of the doctoral committee as advisers. The chair may call in subject experts. The decisions and votes of the doctoral committee are not public.

**(6)** The doctoral committee has a quorum when at least four of its members are present. Decisions are made by majority vote of its members as stipulated in subsections 2 and 3.

### **Section 3 Examination Subjects**

**(1)** Any subject represented in adequate breadth at the Pädagogische Hochschule – University of Education can be chosen as an examination subject. If a subject is represented by less than two relevant full professors, adequate breadth may be enabled by full-time professors from adjacent subjects who are able to act as reviewers. The relevant doctoral committee decides whether or not they are appropriately qualified.

**(2)** The doctoral committee of the relevant faculty determines the subject when admitting the doctoral candidate. A candidate has the right to propose a subject.

### **Section 4 Admission Requirements**

**(1)** Generally, candidates can be admitted to the doctoral degree procedures if they have completed

- a) a master's degree, or
- b) a degree program at a university, a university of education [“Pädagogische Hochschule”], a academy of music or arts [“Kunst- oder Musikhochschule”] within a standard period of study [“Regelstudienzeit”] of at least four years, or
- c) postgraduate studies at a university, a university of education, or any other university vested with the right to award a doctoral degree,

with above-average grades.

**(2)** Particularly qualified holders of first degrees (bachelor's degrees and "Staatsexamen"), who do not fall under section 4 subsection 1 and have graduated with an above-average grading, can be admitted provided that they

1. have done outstanding relevant work meeting academic requirements and have received an assessment certificate from a full-time professor, stating that they are academically qualified in their target subject. The reviewer is nominated by the relevant doctoral committee.

or

2. have successfully completed a procedure to assess their qualification. Such a procedure must include additional academic work whose nature and scope are determined by the doctoral committee, in consultation with the supervisor. The scope of this work should be limited to no more than 2 years and/or 60 credit points. A candidate's work must be provided with a credit point calculation and be presented to the doctoral committee. The committee determines whether or not all requirements have been met. A candidate can be enrolled while pursuing this work.

**(3)** Particularly qualified holders of a diploma ["Diplom"] awarded by a University of Applied Sciences ["Fachhochschule"] or a Baden-Wuerttemberg Cooperative State University ["Duale Hochschule"], (formerly "University of Cooperative Education Baden-Wuerttemberg" ["Berufsakademie"]), can be admitted to the doctoral degree procedure when their degree program is closely related to the intended dissertation. Section 4 subsection 2 number 2 will apply.

**(4)** Above-average grading, as referred to in subsection 1, normally implies a final degree grade that is either "excellent" or "good". Exceptions to this rule, particularly in the case of different forms of evaluation or foreign final degrees, are decided by the doctoral committee.

**(5)** Foreign degrees are recognized according to section 36 a of the Law Governing the Universities of Baden-Württemberg ["Landeshochschulgesetz Baden-Württemberg LHG"] when the achieved skills do not differ substantially from the degree that is to be replaced.

If necessary, the doctoral committee has the right to seek external advice when checking whether a foreign degree is equivalent. The burden of proof that a degree does not meet the required prerequisites lies with the university. If an application for recognition of a foreign degree is rejected, it must be accompanied by an explanation which includes a list of available legal remedies.

## **Section 5 Binational Doctoral Degree Procedures**

Doctoral degree procedures can be conducted in cooperation with a university of another country, based on joint supervision and evaluation of the dissertation and a jointly administered final oral examination. Full particulars will be specified in a cooperation agreement which must be entered into separately for each binationally implemented doctoral degree procedures.

## **Section 6 Admission to the Doctoral Degree Procedures**

**(1)** A candidate who meets the requirements according to section 4 can apply to the relevant faculty to be admitted to the doctoral degree procedures, specifying the topic of the dissertation and the supervisor, selected by the candidate. The application can also include the favored doctoral degree (Dr. päd. or Dr. phil.).

**(2)** Documents to be submitted with the application:

- a) an exposé (submitted additionally in digital form as a PDF file),
- b) an acceptance letter of the supervisor,
- c) a statement that a candidate is striving for a publication-based dissertation, if applicable,
- d) a curriculum vitae with special focus on the candidate's academic background (submitted additionally in digital form as a PDF file),
- e) a certified copy of the candidate's qualification for admission to higher education ["Hochschulzugangsberechtigung"],
- f) certified copies of transcripts and examination certificates as specified in section 4,

g) a statement on previous efforts to obtain a doctoral degree.

**(3)** Once the chair of the doctoral committee has determined that all admission requirements specified in section 4 have been met, the doctoral committee renders the decision regarding a candidate's admission and appoints the supervisor for the dissertation, as proposed by the applicant.

**(4)** Full-time or retired full-time professors (see section 2 subsection 2) of the Pädagogische Hochschule Heidelberg – University of Education Heidelberg can be appointed supervisors. Under justified circumstances, full-time professors from other universities can also be appointed supervisors.

**(5)** The decision of the doctoral committee to admit or reject a candidate must be communicated in writing to the candidate by the committee's chair. If a candidate is rejected, reasons must be given. Admission must be rejected, in particular, when a candidate's efforts to be awarded the degree of a Doctor of Educational Science (Dr. päd.) or a Doctor of Philosophy (Dr. phil.) have already failed twice.

**(6)** Doctoral candidates are usually admitted for a period of four years. Applications for extension must be filed in writing and will be decided by the doctoral committee. A statement of the appointed supervisor, as well as a time schedule covering the period until the intended completion should be submitted with the application.

**(7)** A doctoral degree candidate can be enrolled as a doctoral candidate while pursuing his/her doctoral studies.

**(8)** The status of doctoral candidate can be terminated, upon the decision of the doctoral committee, if the appointed supervisor declares in writing that the purpose of the doctoral studies is not likely to be achieved in this specific case; or if facts emerge, after a candidate has been admitted to the doctoral degree procedures, but before he/she is admitted to the examination, that would have resulted in a rejection of admission according to section 4. The doctoral candidate must be heard before such a decision is made.

## **Section 7 Admission to the Examination**

**(1)** To apply for admission to the examination, a candidate files a written application to the chair of the relevant doctoral committee of the Pädagogische Hochschule Heidelberg – University of Education Heidelberg. The committee decides on admission to the examination. The chair informs the candidate in writing about the decision. If a candidate is rejected, reasons for the rejection must be given.

**(2)** Data/documents to be submitted with the application:  
a) the topic of the dissertation and the name of the supervisor,  
b) the names of the full-time professors proposed by the candidate as first reviewer, second reviewer, and as members of the examination committee, as specified in section 10 subsection 3 (d),

- c) a list of documents already submitted according to section 6 subsection 2, including supplements, if relevant aspects concerning the doctoral degree procedures have changed,
- d) four bound copies of the dissertation (with title page pursuant to the sample in appendix 1), as well as a complete digital version of the text in the form of a pdf-file on an appropriate data storage device,
- e) a candidate's declaration in lieu of oath that the dissertation represents his/her own work and has been produced by himself/herself, that he/she has solely used the sources and resources indicated in the dissertation and referenced all quotations pursuant to the sample in appendix 5,
- f) a candidate's statement that he/she has not yet submitted this dissertation, neither in the current nor in any other form, as an examination paper or as a dissertation to any other university.

- (3)** Admission to the examination must be rejected, particularly, if
- a) reasons exist that justify the withdrawal of an academic degree according to law,
  - b) an academic degree has been withdrawn.
- (4)** An application for admission to the examination cannot not be withdrawn once the dissertation has been rejected or the oral examination has begun.

## **Section 8 Dissertation**

- (1)** The dissertation must demonstrate a notable, self-produced, and original academic achievement and must as well demonstrate a candidate's ability to conduct independent research and present it in an appropriate way.
- (2)** When a dissertation originates from a joint research project, each individual contribution should represent the individual's own independently generated work. The candidate's individual work should be clearly recognizable, evaluable, and equal to a traditional individual dissertation. The doctoral candidate must give an overall picture of the joint work, list the names of the coworkers and their contributions to the total project (in agreement with these individuals), and depict the significance of his/her own contribution to the joint work.
- (3)** The dissertation as a whole must not have been published yet.
- (4)** Normally, a dissertation should be written in German. If the doctoral committee of the relevant faculty declares that an appropriate review of a dissertation can be guaranteed, the dissertation can be written in any other language. Dissertations written in other languages than German should provide an extensive summary in German.
- (5)** A dissertation can also comprise several academic publications of the doctoral candidate which fit around a coherent topic. The admission of doctoral degree proposal in the form of a publication-based dissertation will be decided by the relevant



doctoral committee after an application has been filed according to section 6 subsection 2 (c).

**(6)** A publication-based dissertation should meet the demands for coherence, a uniform presentation, and integration of the research question in a larger context. It should include a substantial part which goes beyond the papers already published. Furthermore, a publication-based dissertation should be recognizable as an independent achievement of the candidate. As a consequence, publications can only be used if the doctoral candidate proves that he/she is the key or sole author. In the case of co-authorship, the doctoral candidate's independent achievement must be pointed out in an appropriate form, and its percentage be assessed. The doctoral committee decides which type of proof will be required. Coauthors of publications relevant to the doctoral studies cannot be appointed reviewers according to section 9 subsection 1.

**(7)** Based on the relevant subject and faculty-specific quality standards, the doctoral committee decides on the number and volume of subject-specific publications to be presented for a publication-based dissertation, as well as on the admissible journals, which should have a peer review procedure at their disposal.

## **Section 9 Review and Evaluation of the Dissertation**

**(1)** After a candidate has been admitted to the examination, the doctoral committee appoints two reviewers to evaluate the dissertation. Normally, the supervisor is appointed first reviewer. The second appointed reviewer can be a full-time professor from another university. An emeritus professor or a retired full-time professor can also be appointed reviewers. When sentences 3 or 4 apply, the other reviewer should be a full-time professor (see section 2 subsection 2) of the Pädagogische Hochschule Heidelberg – University of Education Heidelberg.

**(2)** Each reviewer delivers an independent written opinion on the dissertation and suggests that the dissertation be either accepted, returned to the candidate for revision according to subsection 3, or rejected. The suggestion to accept or reject a dissertation must include a grade proposal pursuant to section 11 subsection 1. The reviewers should present their opinions within a term of four months. If a reviewer fails to meet his/her obligation within the specified period, another reviewer can be appointed.

**(3)** The dissertation will be returned to the candidate for revision if one of the reviewers considers substantial modifications or complements necessary for the dissertation to be accepted. If a candidate fails to submit an improved version of his/her dissertation within a period of two years, the dissertation will be considered rejected.

**(4)** When the reviewers' opinions do not permit an explicit evaluation, or when their grade proposals differ by more than one grade, the chair of the doctoral committee appoints an additional reviewer, as recommended by the doctoral committee, who should be familiar with the dissertation topic. The third reviewer delivers another written opinion within a term of three months, which includes a proposal to either reject

or accept the dissertation, as well as a grade proposal according to section 11 subsection 1.

- (5)** Once the reviewers' opinions are available, the dissertation, together with the opinions, are displayed in the rector's office for a period of four weeks to enable inspection by all professors [Hochschullehrer/Hochschullehrerin] of the Pädagogische Hochschule Heidelberg – University of Education Heidelberg. When the period of display falls in the semester break, it will be extended to six weeks. The Rector informs all university members entitled to inspect the dissertation that the dissertation and the reviewers' opinions have been submitted, and duly informs them about the period of display. All persons entitled to inspect the dissertation have as experts the right to comment on the dissertation. Their comments must be received by the chair of the doctoral committee no later than one week after the end of the period of display. The doctoral committee decides whether these comments will be taken into consideration. It can appoint an additional reviewer. The regulations of section 9 subsection 4 will apply.
- (6)** Based on the reviewers' opinions, or, if necessary, after hearing the reviewers, the doctoral committee decides whether a dissertation is accepted or rejected, and, in case of acceptance, determines a final grade for the dissertation according to section 11 subsection 2. When the grade proposals of both reviewers are the same, the chair of the doctoral committee adopts them as the final grade. When the reviewers' grade proposals differ by no more than 1, the average of both evaluation proposals will be determined. The arithmetic mean will be calculated to only one digit beyond the decimal point. If a third reviewer's opinion is involved according to subsection 4, the doctoral committee decides within the scope of all grade proposals.
- (7)** A dissertation is accepted without reservation if it is ready for printing. When only minor revisions or complements are necessary to obtain approval for printing, the dissertation will be accepted with reservation. In this case, the candidate will be informed immediately and required to contact the reviewers. A reservation will be revoked by written statement of the reviewers and the author to the chair of the doctoral committee, this, at the latest, before the doctoral degree certificate is handed to the candidate according to section 14 subsection 2.
- (8)** When a dissertation is not accepted, the award of the doctoral degree will be refused and the procedure be closed. The same applies when a candidate does not meet the revision deadline.
- (9)** The decision that a dissertation has been accepted or rejected must be communicated to the candidate in writing by the chair of the doctoral committee. When a dissertation has been rejected, the chair's notification should be accompanied by an explanation which includes a list of available legal remedies. A rejected dissertation will remain on file at the relevant faculty of the Pädagogische Hochschule Heidelberg – University of Education Heidelberg, together with all opinions and comments received.
- (10)** A candidate whose dissertation has been rejected can only submit one new dissertation.



## Section 10 Oral Examination

- (1) The oral examination is administered in the form of an oral defense ("disputation"). Normally, it is held in German. The doctoral committee of the relevant faculty decides on exceptions.
- (2) When a dissertation has been accepted, the chair of the doctoral committee appoints the examination committee for the oral examination and, after consultation with all parties involved, sets a date for the examination to be held no later than the following semester. The chair of the examination committee invites the doctoral candidate to the oral examination, at least four weeks in advance.
- (3) The examination committee must be composed of
- a) a member of the doctoral committee of the faculty under whose guidance the dissertation was written, acting as chair and leader of the oral defense ["Disputation"]
  - b) the first reviewer,
  - c) the second reviewer,
  - d) and two additional professors, one of whom can be a member of another university, if there are well-justified reasons.
- (4) The oral defense ["Disputation"] is a 90-minute oral examination, comprised of an objective academic discussion on three assumptions to be developed by the doctoral candidate in advance. Two assumptions should come from the dissertation's field of research, one from another subject-related field of research. They must be submitted in writing to the chair of the examination committee, no later than 14 days before the oral examination, and will be communicated in writing to each member of the examination committee by the chair, one week before the oral examination. All members of the examination committee must sit in on the oral defense. If one of them is unable to attend, the chair can appoint a replacement.
- (5) A candidate's performance will be evaluated by the examination committee in a non-public session, immediately after the oral examination, and be graded according to section 11 subsection 1; each member of the examination committee assigns one grade. When the oral examination is graded a minimum of 4.0 by the majority of the committee members, it will be considered passed. The overall grade of the oral examination is obtained by determining the average of all individual grades. The arithmetic mean will be calculated to only one digit beyond the decimal point. The result will be communicated to the candidate by the chair, immediately after the decision has been made.
- (6) Minutes of the oral examination will be written, summarizing the course of the examination, its key topics, and its evaluation according to subsection 5. It must be signed by all members of the examination committee.
- (7) When the oral examination has not been passed, it can be re-taken, with new assumptions being submitted according to section 4. It can be re-taken only once, within a period of no more than eighteen months.

**(8)** When a candidate fails to turn up in due time for the oral examination, or fails to submit the required proposition in writing and due time, the examination will be considered as failed. If a candidate is able to put forward adequate reasons for his/her failure, the chair of the examination committee can excuse the failure. A new date will then be set. This re-scheduled examination will not be considered a re-examination [“Wiederholungsprüfung”].

**(9)** The oral examination is open to all members of the university. The chair of the examination committee can admit additional guests who are not university members, if the candidate agrees. However, only the members of the examination committee have the right to administer the examination. Upon good cause shown or request of the candidate, the chair of the examination committee can exclude the public.

### **Section 11 Evaluation and Grading of Dissertation and Oral Examination**

**(1)** The dissertation and the oral examination will be assigned individual grades from 1.0 to 4.0; a non-passing examination performance or a rejected dissertation will be graded 5.0. The grades 1.0 to 4.0 can be differentiated by raising or lowering the grade by 0.3. Grades 0.7 and 4.3 are not permitted.

**(2)** The final grades for the dissertation and the oral examination will be determined as follows

- |    |            |   |              |
|----|------------|---|--------------|
| a) | 1.0 to 1.4 | = | excellent    |
| b) | 1.5 to 2.4 | = | good         |
| c) | 2.5 to 3.4 | = | satisfactory |
| d) | 3.5 to 4.4 | = | acceptable   |
| e) | 4.5 to 5.0 | = | failed       |

### **Section 12 Overall Evaluation of a Doctoral Candidate's Performance**

**(1)** When the oral examination has been passed, the chair of the examination committee determines the overall grade of the doctoral candidate's performance, in line with the final grades determined according to section 11 subsection 2. The final grade of the dissertation will be double weighted, the final grade of the oral examination be single weighted. The arithmetic mean will be calculated to only one digit beyond the decimal point.

**(2)** The doctoral candidate's overall performance will be assigned one of the following grades:

- |    |  |
|----|--|
| a) | an overall grade from 1.0 to 1.4 : summa cum laude |
| b) | an overall grade from 1.5 to 2.4 : magna cum laude |
| c) | an overall grade from 2.5 to 3.4 : cum laude       |
| d) | an overall grade from 3.5 to 4.3 : rite            |

**(3)** The chair of the doctoral committee determines that all requirements for the conferral of the doctorate have been met, with the exception of the publication of the

dissertation. This, together with the overall grade, will be communicated in writing to the doctoral candidate by the chair.

**(4)** Within a year after completing the examination, the doctoral candidate has the right to view the reviewers' opinions as well as any additional comments, which are kept at the relevant faculty. This holds also true when the dissertation has been rejected or the oral examination not been passed. Section 29 of the Law Governing the Administrative Procedures of Baden-Württemberg [“Landesverwaltungsverfahrensgesetz”] remains unaffected.

### **Section 13 Publication of the Dissertation**

**(1)** The doctoral candidate is required to produce the dissertation in writing and make the findings available to the academic public in an adequate way, by providing copies and ensuring their circulation.

**(2)** The dissertation, as approved by the chair of the doctoral committee, will be considered as made available to the academic public in an adequate way if, within a year after the day the overall grade was assigned, the author provides four free copies, printed on age-resistant wood- and acid-free paper and permanently bound, to the university library for filing, this in addition to the copy required for filing with the faculty's examination records, and if the author, furthermore, ensures circulation of the dissertation in one of the following ways:

a) publication by a publishing house with a minimum print-run of 150 copies; the back of the title page must clearly indicate that this is a publication of a dissertation. The indication includes the academic location, where the doctoral degree procedures were concluded.

or

b) by submission of an electronic version whose data format and storage device are to be agreed with the university library.

In both cases (a) and (b), a doctoral candidate assigns to the university the right to produce further copies of his/her dissertation and circulate them and/or make them available in data networks, in line with the statutory duties and responsibilities of university libraries. The title page must correspond to the sample in appendix 2. If a dissertation is circulated by a publishing house and is granted government money to cover part of the printing cost, four copies must be provided to the university library for loan purposes. On the back of their title page, each copy must clearly indicate that this is a publication of a dissertation submitted to the Pädagogische Hochschule Heidelberg – University of Education Heidelberg.

**(3)** If a dissertation is not published within the period described, all rights resulting from the doctoral degree will lapse. Under special circumstances, the deadline can be postponed to a later date, provided the candidate has filed a timely well-founded application. The chair of the doctoral committee will decide on an extension of up to six months.

## **Section 14 Doctoral Degree Certificate**

- (1) The doctoral degree certificate is issued in accordance with the sample in appendix 3 and bears the university seal as well as the signature of the Rector and the Dean, below the date of the oral examination.
- (2) Within one month after the doctoral candidate has provided evidence that the dissertation has been published according to section 13, the Dean or Deputy Dean personally hands out the doctoral degree certificate to the candidate, upon acknowledgment of receipt.
- (3) The doctorate certificate will be handed out to the candidate before submission of the mandatory copies if the candidate provides evidence that he/she has taken all necessary action to prepare the dissertation for going to press, and that the dissertation has been officially accepted for printing. The evidence provided must include the publication agreement in addition to a statement from the publishing house confirming
- a) that the publishing house has received a dissertation copy ready for printing,
  - b) that publication of the dissertation depends only on the printing capacities of the publishing house,
  - c) the number of copies to be printed,
  - d) the date of publication anticipated by the publishing house,
  - e) that the dissertation comprises all information as stipulated in section 13 subsection 2.
- (4) The academic title of Doctor of Educational Science (Dr. päd.) or Doctor of Philosophy (Dr. phil.) may first be used after receiving the doctoral degree certificate.

## **Section 15 Invalidation of a Doctoral Candidate's Performance**

- (1) The doctoral committee can declare a doctoral candidate's performance void if, before the doctorate certificate is handed to the candidate, it emerges that the candidate is guilty of deceiving in terms of his/her dissertation or oral examination, or if the candidate met the conditions of admission to the doctoral degree program through deception.
- (2) Reasons for such a decision must be given and communicated to the affected candidate by the chair of the doctoral committee, accompanied by an explanation which includes a list of available legal remedies.
- (3) A doctoral degree can be withdrawn by the doctoral committee in accordance with the applicable legal provisions. Responsibility for judging the appeal submitted lies with the member of the rector's office who is responsible for study affairs.

## **Section 16 Honorary Doctoral Degrees**

- (1)** The Pädagogische Hochschule Heidelberg – University of Education Heidelberg can award the honorary degree of Doctor of Educational Science (Dr. päd. h.c.) or Doctor of Philosophy (Dr. phil. h.c.) for outstanding academic achievement or contribution to science. Merit based solely on financial contributions to promote sciences cannot be recognized with an honorary doctorate degree.
- (2)** Nominations for an honorary doctorate degree must be requested and endorsed by at least two full-time professors of a faculty. The faculty can seek external advice. Upon request of a faculty, the Senate decides on the award, with the majority of its members and a three-quarter majority of its member full-time professors, respectively.
- (3)** The doctoral committee drafts the citation and submits it to the faculty board for approval. The text of the citation will be printed on the doctorate certificate, in condensed form, if necessary.
- (4)** The honorary doctorate degree is conferred before the Senate, by handing a doctorate certificate pursuant to the sample in appendix 4.
- (5)** An honorary doctorate degree can be revoked in accordance with the applicable legal provisions.

## **Section 17 Legal Validity and Transitional Provisions**

- (1) These doctoral degree regulations will become effective April 1, 2013. They will supersede the regulations for the doctoral degree at the Pädagogische Hochschule Heidelberg – University of Education Heidelberg dated June 28, 2007, as well as all other previous doctoral degree regulations.
- (2) Candidates who were admitted to the doctoral degree procedures before the new doctoral degree procedures became effective will be subject to the doctoral degree regulations effective before the new doctoral degree regulations came into effect.
- (3) Upon request of a candidate who applied for admission to the doctoral degree procedures before these new regulations of the doctoral degree became effective, the relevant doctoral committee can agree to the candidate being subject to these new regulations of the doctoral degree both in terms of implementation of the doctoral degree procedures and admission to the examination. The application must be filed before the candidate is admitted to the examination.

Heidelberg, February 20, 2013

Signed *Prof. Dr. Anneliese Wellensiek*  
Rector

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## Appendix 1

to section 7 subsection 2 letter d: sample of the Title Page of the Dissertation

.....  
(title of the dissertation)

Dissertation  
in Partial Fulfillment of the Requirements  
for the Academic Degree of  
Doctor of [Educational Science (Dr. päd.) / Philosophy (Dr. phil.)]  
from the Pädagogische Hochschule Heidelberg – University of Education Heidelberg

Submitted by

.....  
(first name, last name)

Native of

.....  
(place of birth)

Given at Heidelberg, this.....

First reviewer: .....

Second reviewer: .....

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## Appendix 2

to section 13 subsection 2: sample of the Title Page of a Publication Copy of a Dissertation

*Front page*

.....  
(title of the dissertation)

Dissertation Approved by  
the Pädagogische Hochschule Heidelberg – University of Education Heidelberg  
in Partial Fulfillment of the Requirements  
for the Academic Degree of  
Doctor of [Educational Science (Dr. päd.) / Philosophy (Dr. phil.)]  
Submitted by

.....  
(first name, last name)

Native of

.....  
(place of birth)

.....  
(year of acceptance of the dissertation)

*Reverse side:*

First reviewer: .....

Second reviewer: .....

(Third reviewer, if applicable: ..... )

Subject: .....

Date of oral examination: .....

### Appendix 3 a

to section 14 subsection 1: Sample of the Doctoral Degree Certificate

The Pädagogische Hochschule Heidelberg – University of Education Heidelberg  
has conferred upon

Ms. Jane Doe

born on February 30, 1900, in Any Town,

the Academic Degree of

Doctor of [Educational Science / Philosophy]

(Dr. päd. / Dr. phil.)

The dissertation entitled

.....  
.....

and the oral examination held on .....  
were assigned the overall grade .....  
[Latin grade]

Given at Heidelberg, this.....

The Rector of  
the Pädagogische Hochschule Heidelberg –  
University of Education Heidelberg

([Prof. Dr.] N.N.)

The Dean of  
Faculty X

(Prof. Dr. N.N.)

## Appendix 3 b

to section 14 subsection 1: Sample of the Doctoral Certificate

The Pädagogische Hochschule Heidelberg – University of Education Heidelberg  
has conferred upon

Mr. John Doe

born on February 30, 1900, in Any Town,

the Academic Degree of

Doctor of [Educational Science / Philosophy]

(Dr. päd. / Dr. phil.)

The dissertation entitled

.....  
.....

and the oral examination held on .....  
were assigned the overall grade .....  
[Latin grade]

Given at Heidelberg, this.....

The Rector of  
the Pädagogische Hochschule Heidelberg –  
University of Education Heidelberg

The Dean of  
Faculty X

([Prof. Dr.] N.N.)

(Prof. Dr. N.N.)

## Appendix 4

to section 16 subsection 4: Sample of the Honorary Doctoral Certificate

The Pädagogische Hochschule Heidelberg – University of Education Heidelberg  
has conferred upon

Mr. / Ms. [title, first name, last name]

born on February 30, 1900, in Any Town,

in recognition of [his/her outstanding academic achievement]

the degree and honors of

Doctor of Educational Science / Philosophy, honoris causa

(Dr. päd. h.c. / Dr. phil. h.c.)

in pursuance of a resolution of the Senate of the Pädagogische Hochschule –  
University of Education Heidelberg dated [date].

The Senate's decision is based on the application of the Faculty XX dated [date] and  
the following academic recognition:

[laudation in condensed form, on the reverse side of this certificate, if necessary]

Given at Heidelberg, this.....

The Rector of  
the Pädagogische Hochschule Heidelberg –  
University of Education Heidelberg

([Prof. Dr.] N.N.)

The Dean of  
Faculty X

(Prof. Dr. N.N)

## Appendix 5

to section 7 subsection 2 letter e: sample of the Declaration in Lieu of Oath

Normally, the declaration in lieu of oath is to be submitted in writing. It may, however, also be made orally for recording. The declaration must contain the following wording:

"Declaration in Lieu of Oath according to section 7 subsection 2 (e) of the Regulations for the Doctoral Degree Procedures at the Pädagogische Hochschule Heidelberg – University of Education Heidelberg

1. The dissertation submitted on the following topic

.....

is concerned with an independent achievement solely accomplished by me.

2. I have used no sources or resources other than those indicated in the dissertation, and no improper assistance from third parties. In particular, when I have quoted from the work of others, literally or analogously, the source is always given.

3. This work or parts of this work have been submitted by me as stated below / not yet been submitted by me to any university in Germany, or any other country, as part of an examination paper or qualification paper.

Title of the paper: .....

University and year: .....

Type of examination paper or qualification paper: .....

4. I confirm that above statements are true and correct.

5. I am fully aware of the significance of a declaration in lieu of oath and know that a false or incomplete declaration in lieu of oath is a punishable offense.

I declare in lieu of oath that I have told the whole truth, and nothing but the truth, to the best of my knowledge, and that I have not omitted anything.

Place and date

Signature"