

**Framework of Study Regulations and Examination Regulations (PromRPO)
of the University of Lübeck for Students of the Doctoral Degree Preparatory Program**

of 16 August 2016 (NBI. HS MSGWG Schl.-H. p. 84)

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Section I – General Information

§ 1

Area of application

(1) The PromRPO applies to all doctoral degree preparatory programs and similarly-structured postgraduate training programs of the University of Lübeck (the following doctoral degree preparatory program). It is supplemented by specific doctoral degree preparatory program regulations (PromSPO). Where necessary, additional provisions are found there.

(2) The doctorate itself and admission to the doctoral examination process are regulated in the relevant Doctoral Examination Rules and Regulations and are not subject to these statutes.

§ 2

Objective of the Doctoral Degree Preparatory Program

The objective of a doctoral degree preparatory program is the thematic training of doctoral students to accompany the doctorate. The successful completion of the doctoral degree preparatory program requires a doctorate.

§ 3

Admission Requirements

(1) Admission to the doctoral degree preparatory program depends on providing documentation that proves the fulfillment of the following requirements:

- a. the successful completion of a degree program, as set out in paragraph 2, which makes one eligible for doctoral studies,
- b. the assignment of a subject for the doctoral dissertation in the area of specialization, and
- c. the drawing up of a supervision agreement with the supervisor in accordance with the rules of the Center for Doctoral Studies Lübeck (CDSL).

(2) Admission to a doctoral degree preparatory program can be achieved by those who have successfully earned a degree in one of the following qualifying degree programs:

- a. the successful completion of a research-oriented master degree accredited according to the German accreditation guidelines (Master of Science, Master of Arts) or a Diplom or Magister degree [programs of study previous to the present bachelor / master degrees in Germany, still used in some countries: the Diplom is/was usually awarded in the natural sciences, business and engineering, while students of humanities, arts and languages are/were awarded a Magister] at a university or an equivalent institute of higher education within the scope of the Framework Act for Higher Education with a professional profile corresponding to the doctorate being pursued,
- b. the successful completion of another Diplom or master degree if an equivalence with the requirements laid down in paragraph 2 lit. a has been established,
- c. the successful completion of a Diplom or master degree within the meaning of paragraph 2 lit. a or b which does not correspond to the professional profile when an equivalence of the degree has been established,
- d. the following may also be accepted:
 - aa. particularly qualified graduates of a medical course of studies (human or veterinary medicine according to the second state examination) who already have the academic degree Dr. med. [MD], Dr. med. vet. [DVM] or have earned a master degree in medicine or a master or bachelor degree in a second degree,
 - bb. particularly qualified graduates of four-year bachelor degree programs with a minimum of 240 ECTS credits,
 - cc. particularly qualified graduates of application-oriented master degree programs accredited according to German accreditation guidelines,
 - dd. particularly qualified graduates of *Diplom* degree programs at universities of applied sciences or equivalent institutes of higher education within the scope of the Framework Act for Higher Education,

if they can prove the additional qualifications required in the respective PromSPO. The minimum amount of additional academic performance is 30 credits (as per the ECTS standard) for applicants in accordance with aa) and bb). Paragraph 2 lit. d aa. shall not apply to the acquisition of the Dr. phil. degree.

(3) If, according to paragraph 2 lit. c the professional profile does not coincide with the desired doctoral degree, the applicant can be conditionally admitted with the requirement to acquire the missing specialized knowledge within 12 months. Thereby, the amount may not exceed the additional qualifications required of the applicants of the group under § 2 paragraph 2 lit. d. The Examination Board shall define the amount and content of the requirements with the co-operation of the supervisors. The deadline for the provision of acquiring supplementary qualifications may be extended once for 12 months following a justified written request made to the Examination Board.

(4) If the proof of the additional qualifications according to paragraph 2 lit. d cannot be provided, or the academic degree according to paragraph 2 lit. d. aa) is required but has not yet been submitted, admission may only be allowed subject to the condition that the corresponding knowledge be acquired and documented within 12 months. Paragraph 3 sentence 4 shall apply.

(5) The enrollment shall be denied if the candidate has not successfully passed the examination in the doctoral degree preparatory program of the Graduate School (GSL) or a related course of studies at a university, an equivalent institute of higher education or a university of applied sciences within the scope of the Framework Act for Higher Education, or if he or she is in an examination procedure in such a course of studies.

(6) Furthermore, doctoral students may be admitted as associate members. The scope of the examinations to be taken is regulated in § 17.

§ 4

Procedure

(1) The application for admission to a doctoral degree preparatory program must be directed to the chairperson of the respective Examination Board through the managing director of the Graduate School of Lübeck. To be included with the application:

1. As proof of the requirements specified in § 3:

a. proof of the university entrance qualification

- b. the proof of the completed studies, including the study record/academic transcript complete with the notation of when it was issued (*Abgangsvermerk*) and certificates of any preliminary, intermediate or final examinations, in the cases of § 3 para. 2 lit. d for proof of the prerequisites arising therefrom and from the PromSPO, the necessary certificates or documents in the original and in an unauthenticated [a non-notarized] photocopy, as well as in the case of foreign-language certificates, a copy of the certificate and a German-language translation
2. a statement as to whether the applicant has already undergone another doctoral procedure and, if so, with what success.

(2) For the decision on the application, in particular the examination of the equivalence of university degrees according to § 3 paragraph 2 lit b and c and the special qualification according to § 3 paragraph 2 lit. d, the Examination Board shall be responsible pursuant to § 8.

(3) If, in accordance with § 3, additional qualifications are required which require the participation in modules from master degree programs at the University of Lübeck, sufficient knowledge of the German language is required for German-language modules. This proof is to be provided only by applicants who have neither a German university entrance qualification nor have earned a bachelor or master degree in German at a German university. Proof of this is provided by the successful participation in the "German Language University Entrance Examination for Foreign Applicants" (DSH 2) or by the successful "Test-DaF" (TDN 4) examination. For English-language modules, sufficient knowledge of the English language is required according to CEFR B2 ([Common European Framework of Reference, level B2] proof of a German Abitur [school-leaving certificate], proof that the language has been taken for at least seven years, or by means of appropriate language tests (e.g. TOEFL, IELTS)).

§ 5

Structure and duration of the doctoral degree preparatory program

(1) An individual curriculum is prepared for each applicant by the applicant and his or her supervisory committee. This curriculum, recorded in the research and qualification plan of the GSL, shall be decided upon between the Center for Doctoral Studies, represented by the dean, the supervisor of the doctoral thesis at the University of Lübeck and the applicant. If the supervision is provided by several people, or if mentors are involved in the supervision, these other members of the supervisory committee shall be appropriately involved. If the applicant is a member of a GSL-associated third-party research training group (e.g. GRK, ITN, etc., hereinafter referred to as RTG), the leader of the RTG must also be appropriately involved. If a qualification plan has been drawn up within the framework of this course, which meets the requirements of the PromRPO and the respective PromSPO, this agreement shall replace the qualification plan of the GSL.

(2) The curriculum for applicants who have been admitted pursuant to § 3 paragraph 2 a and b shall be designed in such a way that all (examination) qualifications can be completed within two years.

(3) The framework for the type and scope of this curriculum is governed by this § and the supplement. The training sessions specified in the curriculum, the prerequisites for examinations pursuant to § 7 para. 1 lit. b, c, d are to be provided at the University of Lübeck. Further requirements are possible and are regulated by the respective PromSPO and the regulations of the RTGs associated there. Recognition of other/external achievements is possible and is carried out by the Examination Board.

(4) The training to be completed requires a workload with a total amount of at least 24 credit points (KP). A KP is equivalent to an average time requirement of 30 clock hours of class attendance and / or self-study. The postgraduate training program is divided into the following areas:

- a. subject-specific skills and proficiencies (5 KP compulsory)
- b. scientific standards, scientific writing, skills in supervising and teaching (7 KP compulsory)
- c. interdisciplinary skills and proficiencies (3 KP compulsory)

In the sub-areas, a fixed minimum amount of KP is to be earned, whereby certain individual performances or further training modules are, as a rule, compulsory. Details are found in the supplement to this framework and the respective PromSPO.

(5) Candidates who are admitted on a conditional basis must have the curriculum approved by the Examination Board. In particular, the applicant must certify that the stipulated requirements bring the candidate to a level of knowledge equivalent to that of a graduate of a research-oriented master degree accredited according to the German accreditation guidelines with the professional profile necessary for the doctoral degree. The Examination Board appoints three regular professors (C3, C4, W2, W3), who, as a rule, shall be members of the Examination Board, to examine the certificates and documentation of the applicant. They have the right to invite the applicant to a review meeting to assess the candidate's knowledge. A protocol shall be drawn up on the results of the examination.

(6) For candidates admitted in accordance with section 3 paragraph 2 lit. d, the research and qualification plan shall include, in addition to the requirements resulting from paragraphs 3 and 4, a further requirement of at least 30 and not more than 60 credits (according to the ECTS standard). Details are regulated by the respective PromSPO. The curriculum should be designed in such a way that all examinations can be completed within three years.

(7) The training sessions are held in German or English. Selection of the training sessions must be made according to the applicant's proven knowledge of the language.

§ 6

Student Advisory Service

If a course-related examination of a module has been attempted but not passed after the second examination date, the student should arrange an appointment with the Examination Board of the respective doctoral degree preparatory program in a timely manner to meet with an academic advisor. Recommendations made by the academic advisor concerning the possible repetition of the training session and for the preparation for the repeat examination shall be documented by the Examination Board.

Section II – Examination Regulations

§ 7

Structure and scope of the examinations, scheduling of examinations

(1) The examination in the doctoral degree preparatory program may include one or more of the following:

- a. proof of specific individual performances, e.g. a publication, active participation in a congress or successfully acquired third-party funds,
- b. documented regular and active participation in postgraduate training sessions
- c. successful participation in postgraduate training sessions
- d. successful completion of teaching modules of bachelor or master degree programs by passing the course-related examinations,

Further details are regulated by the respective PromSPO and the research and qualification plan based thereon. If courses from the Staatsesamen (state examination) programs of the University of Lübeck or degree programs of the Technische Hochschule Lübeck (TH Lübeck) are intended to be incorporated, they are to be included as part of an optional/elective module of a master degree program at the University of Lübeck. The corresponding module must be defined in the qualification plan. The contents of a teaching module shall be tested in a course-related examination. The relevant regulations of the PVO concerning subject examinations apply.

(2) The regulatory matters for the examination of the successful participation in postgraduate training sessions (§ 7 paragraph 1 c) will, according to his or her best judgement, be determined and announced

at the beginning of the session by the lecturer. This also applies to the type of examination as per the PVO. In both cases, the regulations applicable to course-related subject examinations of teaching modules basically apply.

§ 8

Examination Board

(1) For the organization of examinations and related duties and responsibilities, the institutes offering the respective doctoral degree preparatory program have established Examination Boards according to the following regulations, provided that the respective PromSPO has not made other arrangements.

(2) The Examination Board shall be composed as follows:

- a. the chairperson, as a rule the academic head of the respective branch of the GSL,
- b. three further regular professors (C3, C4, W2, W3), of which at least one is, according to the respective doctoral degree regulation, a member of the committee of the faculty responsible for the implementation of the doctoral examination process, which normally awards the doctoral degree being sought by those attending doctoral degree preparatory program,
- c. two associate professors from the scientific staff or junior professors,
- d. a member from the group of doctoral candidates of the respective branch of the GSL.

The managing director of the administrative office of the CDSL or his/her deputy shall take part in the meetings as a guest without the right to vote, but with the right of petition.

The members under lit. a - d shall be appointed by the appropriate Senate Committee. A substitute member must be appointed for each member. The multiple membership of a person in different functions is forbidden.

(3) The term of office of the members with doctorates is three years, for members without doctorates one year. A reappointment of the members of the Examination Board is permitted. If a member leaves prematurely, it is possible to appoint a replacement for the remaining term of office.

(4) The Examination Board shall have a quorum if, in addition to the chairperson or his/her deputy, at least two other professors or associate professors and another voting member are present. The board passes a resolution by simple majority (ordinary resolution). In the event of a tie, a motion shall be deemed as rejected. The chairperson, or, in the event of absence or he/she is unable to carry out his/her duties, the deputy chairperson, is responsible for the day-to-day business of the board.

(5) The Examination Board shall ensure that the provisions of the PromRPO and the respective PromSPO are complied with. It regularly submits a report on the development of the examinations and the participation times as well as on the distribution of the graded performance certificates, following the respective doctoral degree regulation, to the bodies of the faculties responsible for the implementation of the doctoral examination process and the advisory board of the Center for Doctoral Studies. The report can be viewed by the members of the university at the office of the board chairperson.

(6) The Examination Board members have the right to be present at the examination.

(7) The members of the Board of Examiners and their substitutes are sworn to secrecy. If they are not in the civil service, the chairperson is obliged to swear members to secrecy.

§ 9

Examiners and Observers

(1) The Examination Board appoints the examiners and the observers for the postgraduate training sessions, which are to be successfully passed (§ 7 paragraph 1 lit. c). It can delegate the responsibility for appointments to the chairperson. Only professors or associate professors who have or have had sole responsibility for independent teaching activities in the subject area to which the examination relates may be appointed as examiners, provided that there are no compelling reasons, which would require a deviation. As a rule, the lecturer of a teaching module is to be appointed as the examiner of this teaching module. Only scientific staff who have at least a master degree or a Diplom or a certified medical doctor may be appointed as observer.

(2) The names of the examiner are to be made known to the examinee in due time.

(3) § 8 paragraph 7 shall apply accordingly to the examiners and observers.

(4) The examiners of teaching modules (§ 7 paragraph 1 lit. d) are appointed according to the regulations of the PVO from the respective Examination Boards of the bachelor or master degree programs.

§ 10

Admission and registration process for examinations

(1) In principle, a general admission to the course-related subject examinations for teaching modules of the bachelor and master degree programs within the framework of a doctoral degree preparatory program occurs upon enrollment in a doctoral degree preparatory program. In addition, it is required that the candidate

- a. is enrolled in the appropriate doctoral degree preparatory program at the University of Lübeck,
- b. has fulfilled the admission prerequisites for the respective teaching module and
- c. has satisfactorily completed the coursework of the teaching module which is determined by the lecturer and of which the students are informed at the beginning of the course.

(2) In the context of course-related subject examinations, which conclude a teaching module that is part of the curriculum of a bachelor or master degree program of the University of Lübeck, the regulations of the PVO apply to the registration and deregistration for the examination.

(3) For examinations for postgraduate training sessions (§ 7 paragraph 1 lit. c) paragraph 1 applies accordingly. The respective lecturer of the session decides about the requirement for registration and deregistration from the examination and informs the students at the beginning of the course.

§ 11

Implementation, assessment and passing and failing of examinations

(1) For examination results within the framework of course-related subject examinations (§ 7 paragraph 1 lit. d) for earning performance certificates for teaching modules from the bachelor and master degree programs, the PVO regulations apply regarding the examination performance, the examination procedure as well as a possible disadvantage compensation, the assessment of the examination, dealing with deception, withdrawal or illness as well as the passing and failing of examinations.

(2) For examinations within the framework of postgraduate training sessions (§ 7 paragraph 1 lit. c) the provision of § 7 paragraph 2 applies.

(3) If the candidate has not successfully passed an examination within the framework of a doctoral degree preparatory program, the chairperson of the examination board will issue a written notification to the candidate. This will include instructions on the candidate's right to appeal.

§ 12

Completion of the Doctoral Degree Preparatory Program, Degree Certificates and Performance records

(1) If a candidate has performed all the examinations defined in the research and qualification plan, he or she will receive a performance record in the form of a Transcript of Records listing the completed postgraduate training sessions with a brief description of the content and the necessary expenditure of time and effort in credit points.

(2) If he or she has, moreover, passed the doctorate according to the respective doctoral regulations, in addition to the doctoral degree certificate, he or she will receive a degree certificate concerning the successful completion of the respective doctoral degree preparatory program of the Graduate School of Lübeck. The degree certificates and the performance records listing training sessions and credits will be issued bilingually in German and English. On special request a degree certificate, which shows both the successful doctorate as well as the successful conclusion of the doctoral degree preparatory program of the Graduate School of Lübeck can be issued.

(3) The performance record listing training sessions and credits shall bear the date of the day on which the final examination was performed. The degree certificate shall bear the date on which the oral examination of the doctorate was passed. They are all signed by the chairman of the Examination Board and by the president of the University of Lübeck. For the degree certificate referred to in paragraph 2 sentence 3, the provisions of paragraph 3 sentences 2 and 3 shall apply accordingly; as per the respective doctoral regulations for the implementation of the doctoral examination process, it must also be signed by the chairperson of the appropriate committee of the respective faculty.

§ 13

Dismissal

(1) Beyond the reasons set out in § 19 of the immatriculation regulations of the University of Lübeck, the doctoral student must be dismissed if he or she has not completed the doctoral degree preparatory program within 5 years unless the supervisory committee, by unanimous decision, grants a reasonable extension of the deadline, within which the completion is to be expected.

(2) The same applies if the doctoral candidate does not complete the doctoral degree preparatory program within one year after obtaining the doctorate.

§ 14

Invalidity of the examinations for the doctoral degree preparatory program

(1) Should the candidate have used deception [cheated] on an examination and this fact becomes known only after issuance of the performance record, the Examination Board can retroactively correct the grade for the examination on which the candidate cheated by declaring part or all of the examination as failed.

(2) If the requirements for admission to an examination were not fulfilled without intended deception on the part of the candidate and, if this fact becomes known only after issuance of the performance record, this deficiency is remedied if the exam was passed. If the candidate had intentionally and wrongfully obtained the admission, the Examination Board will decide.

(3) The candidate is given the opportunity to make a statement before a decision is reached.

(4) The incorrect performance record shall be retrieved and a new one shall be issued as appropriate. A decision according to paragraph 1 and paragraph 2, sentence 2 is excluded after a period of five years from the date of the performance record.

(5) The degree certificate and the performance record listing training sessions and credits is also to be returned if the doctorate required for issuing the documents to the candidate has been revoked. The same applies for the degree certificate in terms of § 12 paragraph 2 sentence 3.

§ 15

Inspection of the examination records

(1) Within one year after the completion of the examination procedure, the candidate shall, upon request, have access to his or her written examinations, the expert opinions of the examiners and the examination records, within a reasonable time.

(2) The request for inspection must be submitted to the Examination Board. It determines the place and time of the inspection.

§ 16

Appeals procedure, instructions on the right of appeal

(1) Decisions of the Examination Board shall include instructions on the candidate's right to appeal.

(2) An objection to decisions made by the Examination Board, as well as all its agents, can be made in writing to the Examination Board within one month of notification of the decision. The Examination Board shall decide the outcome of the appeal.

(3) Action may be brought against the ruling on the objection within one month of notification of the decision with the Schleswig-Holstein Administrative Court, Brockdorff-Rantzau-Str. 13, 24837 Schleswig, Germany, in writing or by declaration to the clerk of the court.

Section III – Curriculum

§ 17

Generally accepted curriculum for the doctoral degree preparatory programs of the University of Lübeck

(1) A total of at least 24 credits (KP) must be earned for continuing education. For doctorates within the framework of associate memberships, the work to be done can be reduced proportionally. A share of 4 KP per associated period of 6 months is calculated.

(2) The smallest KP unit is 0.25, which corresponds to a time scope of 7.5 hours.

(3) For course-related subject examinations or training sessions that are calculated with ECTS according to the European Credit Transfer and Accumulation System, an ECTS point is deemed to be synonymous with a KP according to this statute.

(4) In the supplement of this statute, the training sessions and minimum specified components of the curriculum that are compulsory for the GSL postgraduate training program are shown and subdivided into sub-areas according to § 5 paragraph 4.

(5) For how to use the KP, applicable supplemental information is found in the leaflet for students of the doctoral degree preparatory program of the Graduate School of Lübeck, in its current version.

(6) The acceptance of external training sessions is regulated under § 5 paragraph 3.

(7) The performed work can only be credited once.

(8) In cases where the PromRPO (supplement) is based on a point spread for the point allocation, the more detailed determination is made through the doctoral degree preparatory program regulations of the respective doctoral degree preparatory program or its Examination Board.

**Supplement: Curriculum for the
Doctoral Degree Preparatory Program of the GSL**

No.	Title of course/activity	Credit point (CP) calculation*	Mandatory [resp. max. CP]
1	DISCIPLINARY SKILLS [min. 5 CP]		
1a)	Seminar with own presentation	(a)	
1b)	Journal club with own presentation = discussion of third party publication	(a)	
1c)	Colloquium, external speaker	(a)	
1d)	Active conference attendance with international participation (active = with own contribution - poster or talk)	2 ^(b)	[4]
1e)	Project-related lecture/module incl. exam (1 ECTS=1CP)	(a)	
1f)	Subject-specific workshop	(a)	
1g)	Practical training	(a)	
1h)	Professional internship/industrial internship, 1 CP per month	1-6	[6]
2	SCIENTIFIC BASICS SCIENTIFIC WRITING SUPERVISION TEACHING [min. 7 CP]		
2a)	Project description for doctorate, 6 months after beginning	2 ^(b)	2 ^(c)
2b)	Progress reports (min. yearly, each 0,5 CP)	0,5 ^(b)	1 ^(c)
2c)	Good scientific practice	(a)	0,75 ^(c)
2d)	Ethics in science or theory of science	(a)	0,75 ^(c)
2e)	1st authorship publication	2-4 ^(d)	
2f)	Co-authorship publication	1 ^(b)	
2g)	Publication in conference proceedings	0.5-4 ^(d)	
2h)	Successful fellowship proposal	1 ^(b)	
2i)	Successful grant proposal	3 ^(b)	
2j)	Workshop science communication	(a)	
2k)	Organization of a conference/workshop	2 ^(b)	
2l)	Supervision of a bachelor/master thesis or guest scientist internship	1 ^(b)	[8]
2m)	Teaching	(a)	[8]
3	INTERDISCIPLINARY SKILLS [min. 3 CP]		
3a)	Interdisciplinary workshop	(a)	
3b)	"View outside of the box"	(a)	
3c)	Interdisciplinary lecture/module incl. exam (1 ECTS=1 CP)	(a)	
3d)	Language course	(a)	
3e)	Soft skills	(a)	
			duties
			24,0

* Credit point calculation (Details see leaflet for the curriculum):

(a)	Half of the credit points are awarded for attendance and half for self-study
(b)	Fixed number of credit points
(c)	Mandatory elements
(d)	for more details see the respective PromSPO
[]	Maximum of accountable credit points for this element