

Doctoral degree regulations of Heidelberg University for the Faculty of Modern Languages

of 13 July 2023

Based on §§ 32 and 38 (4) of the Act on Higher Education of the Land of Baden Württemberg (*Landeshochschulgesetz* - LHG) of 1 January 2005 (GBl. of 5 January 2005, p. 1 et seq.), last amended by Article 7 of the Ordinance of 21 December 2021 (GBl. 2022, p. 1, 2), the Senate of Heidelberg University adopted the following by-laws on 11 July 2023.

The Rector approved them on 13 July 2023.

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§ 1 Doctorate

The Faculty of Modern Languages of Heidelberg University awards the academic degree of Doctor of Philosophy (Dr. phil.) based on results in the doctoral degree procedure in the subjects offered in its scientific facilities, or the degree of Doctor of Philosophy honorary (Dr. phil. h.c.) based on outstanding scientific achievements in the field of the disciplines represented in the faculty, including related fields. If the legal requirements are met, the title of "Doctor of Philosophy" (Ph.D.) can also be awarded.

§ 2 Purpose of the doctorate, results in the doctoral degree procedure, doctoral degree procedure

- (1) The doctorate offers evidence of the ability to perform independent scientific work.
- (2) Such evidence requires
 - submission of a scientific paper (doctoral thesis) from the doctoral subject and
 - an oral examination (defence) in the respective subject.
- (3) The faculty's bodies for the doctoral degree procedures are the doctoral committee and an examinations committee appointed by the doctoral committee for each doctoral degree procedure.

§ 3 Doctoral committee

- (1) The doctoral committee shall ensure that the doctoral degree procedure is conducted properly. In particular, it shall decide on admission to the doctorate and acceptance as a doctoral candidate, on the appointment of supervisors and evaluators and on the composition of the examinations committee. It may delegate the performance of these and other tasks to its chair, provided that this does not conflict with the LHG.
- (2) The members of the doctoral committee and one deputy each are elected by the faculty council for a term of office of two years. If a member or deputy member resigns, their successor shall be elected immediately thereafter for the remainder of the term of office. Re-election shall be permitted.
- (3) The members of the doctoral committee are the dean or a vice dean as chair and four other professors or associate professors of the faculty who work full-time at Heidelberg University.
- (4) The doctoral committee shall decide by a majority of its members. The chair shall have the casting vote in the case of a tie.
- (5) The doctoral committee meetings are not open to the public. The hearing of the person concerned shall not be affected by this.
- (6) The doctoral committee shall inform the applicant or doctoral candidate of its decisions in writing.

§ 4 Admission to the doctorate

- (1) As a rule, anyone who has obtained a Master's, teaching degree, Diplom (German university degree), Magister, or equivalent degree at a university, university of teacher education, university of applied sciences or a university of art or music in a degree programme with a standard period of study of at least four years with an examination with an overall grade of at least "good" can be admitted as a doctoral candidate.
- (2) If the overall grade is not at least "good", admission to the doctorate may be granted if favourable evaluations of the applicant's scientific qualifications are submitted by two professors or associate professors of the faculty. This shall also apply if there is no overall grade.
- (3) The doctoral committee shall decide on the equivalence of examinations and on admission if the overall grade is not at least "good" or if there is no overall grade.
- (4) Graduates of four-year Bachelor's degree programmes may be admitted to the doctorate if the degree was obtained with the grade "very good" and, in addition, proof has been provided in a colloquium in accordance with paragraph 11 that the aptitude for scientific work is present in the same way as for graduates of a Master's, teaching degree, Diplom (German university degree), Magister or equivalent degree programme who are eligible for doctoral studies. The subject of the colloquium is specialist knowledge of the doctoral subject in accordance with the examination rules and regulations of Heidelberg University for the relevant Master's degree programmes as amended.
- (5) Particularly qualified graduates of three-year Bachelor's degree programmes may be admitted to the doctorate if the degree was obtained with the grade "very good" and if they prove in an aptitude assessment procedure that they are equally qualified for scientific work in the doctoral subject as graduates of a Master's degree programme who are eligible for doctoral studies. The coursework and examination components to be completed in the aptitude assessment procedure, which lasts at least two semesters, are determined by the doctoral committee. At the applicant's request, the doctoral committee will hold a colloquium in accordance with paragraph 11 to determine whether the aptitude assessment procedure has been successfully completed. If the aptitude assessment procedure is not successfully completed, admission to the doctorate is cancelled.
- (6) Particularly qualified graduates of diploma programmes and Master's degree programmes at universities of cooperative education, universities of music and universities of the arts who are not covered by paragraph 1 may be admitted to the doctorate if the degree was obtained with the grade "very good" and proof was also provided in a colloquium in accordance with paragraph 11 that the aptitude for scientific work is present in the same way as for university graduates eligible for doctoral studies.
- (7) Graduates of equivalent foreign degree programmes are admitted in the same way as graduates of degree programmes according to paragraphs 1 to 5.
- (8) Language requirements in accordance with the examination rules and regulations of Heidelberg University for the relevant Bachelor's, Master's, Magister, Diplom (German university degree), or teaching degree programmes in the respective valid version must be proven or made up for. Basic knowledge of Latin or equivalent knowledge of a comparable classical language or equivalent knowledge of an older language level

of a modern language such as Old and Middle High German, Middle English, Church Slavonic, acquired through successful attendance of language courses totalling at least 4 semester hours, must also be demonstrated in the subjects German as a Foreign Language, Comparative German Studies, and German as a Second Language. Language proficiency in the respective doctoral subject at level C1, English skills at level B2 and German language skills at level A2 of the Common European Framework of Reference for Languages must be demonstrated in the Romance languages subjects. English language skills at level B2 of the Common European Framework of Reference for Languages must be demonstrated, but no further language proficiency is required, in the subject of Computational Linguistics

- (9) If the doctoral subject was not the major subject of the examination in the previous degree examination, the candidate must provide evidence of their specialist knowledge to the doctoral committee in a colloquium. In addition, publications and other written work by the applicant may be considered.
- (10) If the doctoral subject was not an examination subject in the previous degree examination, the applicant must provide the doctoral committee with evidence of their specialist knowledge by submitting publications or other comparable written work and in a colloquium.
- (11) The colloquium is an oral examination approximately one hour in length. It is examined by two examiners who are professors or associate professors of the faculty and are appointed by the doctoral committee. In the colloquium, the candidate must prove that they have knowledge in the examination subject that corresponds to the standard of the Master's examination or other standard degree examinations in the major subject (Magister, etc.). This is the case if the colloquium was assessed with an overall grade of at least "good" (up to 2.5). The overall grade shall be the arithmetic mean of the individual grades awarded by the examiners. The assessments "very good" (1), "good" (2), "satisfactory" (3), "passed" (4), "failed" (5) may be awarded here.
- (12) If necessary, the doctoral committee shall determine subject-specific procedures for admission to the doctorate.

§ 5 Acceptance as a doctoral candidate

- (1) Anyone who meets the admission requirements in accordance with § 4 can apply to the dean's office for acceptance as a doctoral candidate, stating the subject of their doctoral thesis. The doctoral committee decides on acceptance. The application must include:
 - a) proof of the admission requirements in accordance with § 4,
 - b) indication of the intended subject for the doctoral thesis with a brief concept of the doctoral thesis,
 - c) confirmation of supervision by a supervisor in accordance with § 6, which should be documented by a doctoral agreement in accordance with § 6 (3),
 - d) a curriculum vitae of the applicant with a description of their personal and professional career, and

- e) declaration on previous or current attempts at acquiring a doctorate.
- (2) Acceptance shall be refused if
 - a) requirements for admission to the doctorate are not met, or
 - b) documents are incomplete.
 - (3) Acceptance may be refused if
 - a) the applicant has already made more than one unsuccessful attempt at acquiring a doctorate, or
 - b) there are any reasons that would justify withdrawal of an academic degree or if an academic degree has been withdrawn, or
 - c) the applicant has already obtained a doctoral degree and wishes to obtain a further doctoral degree with the same degree.
 - (4) The prospective doctoral candidate must create an online doctoral file by registering in the university's central online portal together with the application for acceptance. The doctoral candidate shall be obligated to inform the examination authority immediately of any changes to data.
 - (5) A decision on the application generally should be made within six weeks during the lecture period. The applicant must be informed of the rejection of the application, together with the reasons, by means of a notice that is subject to appeal. This also applies to the application for admission to the examination (§ 8).
 - (6) The faculty commits to assessing a doctoral thesis with the specified topic as a scientific work and to support the doctoral candidate in the preparation of the work upon acceptance as a doctoral candidate.
 - (7) The doctoral candidate may enrol at the University unless they are already a member based on an employment relationship or an existing employment relationship prevents enrolment. Enrolled doctoral candidates have the rights and obligations of students.
 - (8) The doctorate generally should be completed after three years. It is possible to enrol for up to five years.

§ 6 Scientific supervision of the doctoral candidate

- (1) The professors of the Faculty of Modern Languages are obligated to take on supervisions within the scope of their possibilities limited by their tasks in research, teaching, and self-administration.
- (2) The doctoral candidate shall nominate a professor or associate professor of the faculty as supervisor to the doctoral committee. They may appoint a second supervisor who does not have to be a member of the faculty or Heidelberg University. They may also propose a mentoring committee (Thesis Advisory Committee) that comprises three professors or associate professors, which may include up to two external professors or associate professors. The mentor group shall advise the doctoral candidate at their

request during the doctoral phase. If the doctoral candidate is a member of a junior research group, the head of the junior research group can act as supervisor. Unhindered junior researchers who have successfully applied for funding through a programme of a non-university institution that requires the authorisation to lead doctoral candidates to a doctorate and for which the faculty council has previously determined that it meets the relevant criteria of the guiding recommendations of the Senate of Heidelberg University for the promotion of junior researchers can also act as supervisors. The doctoral committee shall appoint the nominated persons if they are willing to accept that position and confirm that the concept of the doctoral thesis submitted by the prospective doctoral candidate indicates that the purpose of the doctorate (cf. § 2 (1)) is likely to be achieved.

- (3) A written doctoral agreement is concluded between the doctoral candidate and the supervisor with the minimum content in accordance with § 38 (5) sentence 3 LHG (see doctoral agreement template, Annex 1). The faculty may add further content to this agreement template.
- (4) The faculty council may establish guidelines for doctoral studies, which may include the inclusion of doctoral candidates in research training groups for doctoral students or other special programmes.
- (5) The doctoral committee shall strive to find a professor or associate professor from the faculty to supervise the candidate upon the request of the doctoral candidate.
- (6) In the event of disputes, the University's ombudsperson for doctoral candidates may be called upon to mediate.

§ 7 Doctoral thesis

- (1) The doctoral thesis must meet scientific standards and demonstrate the doctoral candidate's ability to perform independent scientific work in the doctoral subject.
- (2) The doctoral thesis comprises a monograph or scientific essays (cumulative). The requirements for the cumulative doctoral thesis are determined by the doctoral committee and published on the homepage. Specifications in this regard can be defined on a subject-specific basis.
- (3) The doctoral thesis generally shall be written in German, English or French. Upon written request, the doctoral committee may authorise the submission of a doctoral thesis written in another language by the doctoral candidate, provided that the review is possible.

§ 8 Admission to the examination

- (1) Following completion of the doctoral thesis, a written application for admission to the examination may be submitted to the dean's office. The application must include:
 - a) three copies of the doctoral thesis on paper and one electronic version in a common data format,

- b) an affidavit in accordance with Annex 2 of these doctoral degree regulations, which must normally be submitted in writing,
 - c) a copy of the instruction provided by the university on the significance and criminal consequences of the affidavit, signed by the applicant,
 - d) a curriculum vitae,
 - e) if applicable, proof of completed language requirements in accordance with the examination rules and regulations in force at Heidelberg University for the relevant Bachelor's, Master's, Magister, Diplom (German university degree), or teaching degree programmes, each as amended,
 - f) a declaration as to whether the doctoral thesis has already been used elsewhere in this or another form as an examination paper or submitted to another faculty as a doctoral thesis, and
 - g) a declaration of consent that the doctoral thesis may be reviewed for compliance with generally applicable scientific standards using electronic data processing programmes.
- (2) In exceptional cases, an already printed scientific treatise may be accepted as a doctoral thesis, provided the doctoral committee agrees.
- (3) Approval shall be refused if
- a) the requirements for admission are not met,
 - b) the documents are not complete, or
 - c) a doctoral thesis that has already been rejected by another examination authority or a doctoral thesis used as an examination paper in another examination procedure is submitted.
- (4) Admission may be refused if there is any reason that would justify withdrawal of an academic degree or if an academic degree has been withdrawn.
- (5) After admission to the examination in accordance with, the doctoral candidate may withdraw the doctoral thesis until receipt of the first evaluation. The statement must be addressed to the doctoral committee. Withdrawal of the doctoral thesis is not considered a failed attempt.

§ 9 Review of the doctoral thesis

- (1) The doctoral committee shall appoint at least two evaluators after submission of the doctoral thesis. The supervisor(s) can be evaluators. The evaluators should be appointed within four weeks during the lecture period.
- (2) The evaluators must be professors or associate professors. Independent heads of junior research groups who meet the criteria of the guiding recommendations of the Senate of Heidelberg University for the promotion of junior researchers (§ 5) may be appointed

as evaluators for doctoral theses by members of their junior research group. In exceptional cases, such heads of junior research groups may also be appointed as evaluators in other procedures upon their own request. Unhabilitated junior researchers who have successfully applied for funding through a programme of a non-university institution that requires the authorisation to lead doctoral candidates to a doctorate and for which the faculty council has previously determined that it meets the relevant criteria of the guiding recommendations of the Senate of Heidelberg University for the promotion of junior researchers can also act as supervisors. Discharged or retired professors may be appointed as evaluators with their consent. University or associate professors from other faculties of Heidelberg University may be appointed as evaluators with their consent if the doctoral thesis deals with areas related to their subjects. The doctoral committee shall decide on the appointment of professors from other universities, comparable scientific institutions of higher education or institutions of higher education within the meaning of § 38 (4) sentence 3 LHG who hold a position corresponding to that of a professor.

- (3) Professors of the faculty who are competent in the subject and who can reasonably be expected to complete the workload involved may not refuse an appointment as an evaluator.
- (4) The evaluators shall justify their assessments of the doctoral thesis in writing and propose the acceptance or rejection of the doctoral thesis and, in the case of a proposal for acceptance, one of the following grades:
 - summa cum laude (excellent) (0)
 - magna cum laude (very good) (1)
 - cum laude (good) (2)
 - rite (sufficient) (3)
- (5) The doctoral committee shall determine the grade of the doctoral thesis based on the evaluations. If the evaluators differ in their grades, the doctoral committee decides after consultation with them. If no agreement is reached, the doctoral committee decides after appointing another evaluator, who is determined by the doctoral committee. If the appointed evaluators agree on the grade summa cum laude, an additional evaluator from another university must be appointed if no evaluator from another university was involved. A doctoral thesis will only be assessed with summa cum laude if all evaluations agree on this grade.
- (6) The evaluators may impose conditions on the publication of the doctoral thesis in their evaluations.
- (7) The evaluations should be submitted to the doctoral committee no later than four months after the evaluators have been appointed.

§ 10 Making available of the doctoral thesis and the evaluations

- (1) The period of making available of two weeks in the dean's office of the faculty shall commence after receipt of the evaluations by the doctoral committee. The doctoral committee shall decide on shortening of the period of making available upon written application.
- (2) All professors and associate professor of the faculty as well as the evaluators have the right to inspect doctoral theses and evaluations.

- (3) The beginning of the period of making available, the name of the doctoral candidate, the title of the doctoral thesis and the names of the evaluators must be communicated to the professors and associate professors of the faculty in writing.
- (4) Doctoral theses at the Heidelberg University of Jewish Studies that are supervised in cooperation with professors from the Faculty of Modern Languages are subject to the provisions of paragraphs 1 to 3.

§ 11 Appointment of further evaluators

- (1) The professors and associate professors of the faculty have the right to apply to the doctoral committee for the appointment of an additional evaluator within the period of making available. The application must be justified in writing. The application must be granted. The appointment of the additional evaluator should take place immediately, during the lecture period within three weeks of receipt of the application; the applicant can be appointed as the additional evaluator.
- (2) If an evaluator rejects the thesis, the doctoral committee shall decide on continuation of the procedure and on the possible appointment of further evaluators.
- (3) If further evaluators are appointed, § 9 (4) shall apply accordingly.

§ 12 Termination of the doctoral degree procedure in the case of negative evaluations

- (1) If both evaluators have proposed the rejection of the thesis, the Chair of the doctoral committee shall terminate the doctoral degree procedure after the period of making available.
- (2) If the majority of the evaluations are negative, the doctorate is rejected as determined by the chair of the doctoral committee.
- (3) If a doctoral thesis submitted for the first time is rejected, the doctoral candidate has the right to resubmit it within one year of the date of rejection following a revision. If the doctoral candidate does not exercise their right to revise the doctoral thesis or if the revised doctoral thesis is not submitted on time, the doctorate will be refused.
- (4) One copy of a rejected thesis shall remain in the faculty's files together with all evaluations.

§ 13 Examinations committee

- (1) The doctoral committee shall appoint an examinations committee and a professor or associate professor as chair, provided that § 12 does not apply after expiry of the period of making available and receipt of all evaluations. The examinations committee should be appointed within four weeks during the lecture period. The doctoral committee shall inform the doctoral candidate of the composition of the examinations committee in writing.
- (2) The examinations committee comprises the evaluators and, as a rule, a member of the dean's office of the faculty as chair.

- (3) The chair of the examinations committee sets the date for the defence, convenes the examinations committee, and invites the doctoral candidate to the defence.
- (4) Decisions of the examinations committee shall be made by majority vote. In the event of a tie, the chair shall have a casting vote.
- (5) The examinations committee shall inform the doctoral committee of its decisions in writing without undue delay.

§ 14 Defence

- (1) The candidate shall complete a defence lasting approximately 75 minutes following acceptance of the doctoral thesis. The evaluations of the doctoral thesis will be made available to the doctoral candidate and the supervisor at least one week before the defence. The defence is introduced by a report by the doctoral candidate on the doctoral thesis and an official report by the supervisor. The doctoral candidate's report should not exceed 15 minutes and the supervisor's official report should not exceed five minutes. The subjects of the defence are taken from the fields of research of the doctoral thesis and scientific problems of the subject.
- (2) The defence generally should take place during the lecture period within six weeks, but at the latest within six months of the end of the period of making available. The chair of the examinations committee must inform the other members of the examinations committee and the doctoral candidate in writing of the time and place of the defence and the specified subject areas.
- (3) The defence is open to the faculty. Students, doctoral candidates, and teaching staff of the faculty can participate subject to availability. Participation shall not include consultation and announcement of the examination result. At the request of the doctoral candidate to be examined, the public may be excluded for important reasons.
- (4) The defence is chaired by the chair of the examinations committee.
- (5) A transcript of the course and content of the defence must be compiled.
- (6) The defence may be conducted as an online examination under video supervision using electronic information and communication systems. §§ 2 to 4 of the supplementary examination rules and regulations of Heidelberg University for all Bachelor's degree programmes, Master's degree programmes, State Examination degree programmes and the Magister Theologiae degree programme (Supplementary Examination Regulations - UHD) of 2 February 2022 (Rector's Gazette of 16 February 2022, p. 229 et seq.) shall apply accordingly.

§ 15 Decision on the defence result

- (1) The examinations committee shall decide in a closed session whether the doctoral candidate's defence performance is to be recognised or rejected and determines a grade in accordance with § 9 (4) immediately following the defence.
- (2) If the defence is rejected in accordance with paragraph 1, the doctoral candidate may repeat the defence after submitting a written request to the examinations committee.

The application must be received by the examinations committee no later than six months after the first defence. No further repetitions will be possible.

- (3) If a rejected defence performance is not repeated or the repeated defence performance is rejected, the doctorate is rejected.
- (4) The chair of the examinations committee shall inform the doctoral committee of the result of the defence.

§ 16 Result of the doctorate

- (1) The doctoral committee shall determine the overall grade based on the grade of the doctoral thesis and the grade of the defence, unless the doctorate is rejected in accordance with § 12 or § 15.
- (2) The overall grade shall be calculated from the arithmetic mean of the grades for the doctoral thesis and for the defence. If the value is between two grades, the doctoral thesis shall be the deciding factor. § 9 (4) shall apply accordingly to the formation of the overall grade. Intermediate grades are not permitted.
- (3) The doctoral candidate must be informed of the result of the doctorate without undue delay.

§ 17 Repetition

If the doctorate is rejected in accordance with § 12, the doctoral candidate may submit a new doctoral thesis. No further repetitions will be possible.

§ 18 Publication of the doctoral thesis

- (1) The doctoral thesis must be published no later than two years after the doctorate.
- (2) All rights acquired through the doctorate shall expire if the doctoral thesis is not published on time. In special cases, the deadline may be extended if the doctoral candidate submits a justified application in good time. The chair of the doctoral committee shall decide on an extension of up to 12 months, and the doctoral committee shall decide on any extensions beyond this.
- (3) Publication may take place
 1. by printing in a publication series or as an independent book in a publisher's bookshop, provided that a minimum print run of 100 copies can be documented. In this case, a deposit copy must be submitted to the University Library. A lower minimum print run is acceptable if the publisher fulfils further orders via the print-on-demand process. The doctoral candidate is responsible for providing proof of this.
 2. in a scientific journal in printed or electronic form. In this case, a copy of the thesis submitted in the doctoral degree procedure must be submitted to the University Library.
 3. by way of electronic publication in Open Access on the university repository operated by the University Library. A printed deposit copy of the same text also must be submitted to the university library. Other forms of electronic publication must be agreed with the University Library. The doctoral committee reserves the right to decide which publication series, publishers, scientific journals, or collective works are suitable for publication.
- (4) The doctoral candidate must obtain written permission from their evaluators before publishing the doctoral thesis. Amendments and additions must be submitted to the evaluators. The thesis must only be printed once the final corrections have been given the imprimatur of the evaluators.
- (5) All copies published after the doctorate must bear a printer's mark or a corresponding reference to the fact that it is a Heidelberg doctoral thesis. If the title is changed, reference to the title of the submitted doctoral thesis must be made.

§ 19 Conferring of the Dr phil. degree

- (1) If the doctoral candidate has submitted the required deposit copies in accordance with § 18 (2) on time, they shall be awarded the degree of Doctor of Philosophy (Dr. phil.). The last sentence of § 1 (1) shall apply accordingly.
- (2) The doctoral certificate shall contain the title of the doctoral thesis and the overall grade and the date of the defence as the date of the doctorate.
- (3) The right to use the title of doctor is only acquired upon receipt of the doctoral certificate. Use of designations such as "Dr. des." is not permitted.

§ 20 Conferring of the Dr. phil. h.c. degree, renewal of the doctorate

- (1) For outstanding scientific achievements in the field of the disciplines of the respective faculty, including related fields, the faculty concerned may, with the approval of the Senate, award the degree of Doctor of Philosophy (Dr. phil. h.c.) on an honorary basis.
- (2) The award shall require application by at least three professors or associate professors of the faculty. The faculty council shall appoint two professors or associate professors from among its members as rapporteurs to prepare its decision. After receiving the evaluations of the rapporteurs, the faculty council decides by a three-quarters majority of its members holding a doctorate.
- (3) The Dr. phil. h.c. shall be awarded in the form of a degree certificate in which the faculties involved recognise the scientific achievements of the person thus honoured.
- (4) In special cases, the faculty may renew the doctorate on the occasion of the 50th anniversary of the original date of the doctorate. The faculty honours the scientific and other public merits of the person thus honoured after acquiring their doctorate by means of an appropriate laudation.

§ 21 Withdrawal of admission; invalidity of results in the doctoral degree procedure

- (1) If it becomes known before the doctoral certificate is issued that the doctoral candidate has misled the doctoral committee about an admission requirement or that essential admission requirements have been incorrectly assumed to have been met, the doctoral committee may withdraw admission to the doctorate. The same shall apply if any facts become known that would justify revocation of the doctorate under state law.
- (2) If it becomes known that the applicant has cheated in achieving one of the results of the doctoral degree procedure before the doctoral certificate is issued, the doctoral committee may declare this doctoral performance or all previous results in the doctoral degree procedure invalid or, in serious cases, withdraw admission to the doctorate.
- (3) The person in question must be heard before the resolution is passed. The decision must be substantiated and sent to the person concerned with information on legal remedies.

§ 22 Withdrawal of the doctorate

- (1) Withdrawal of the doctorate shall be subject to the provisions of state law. The doctoral committee is responsible if there are no provisions on responsibility.
- (2) The person in question must be heard before the resolution is passed. The decision must be substantiated and sent to the person concerned with information on legal remedies.

§ 23 Access to files

The doctoral candidate shall be granted access to the procedural files upon request after completion of the procedure as far as knowledge of them is necessary for assertion or defence of

their legal interests. The application must be submitted to the dean within one year of completing the doctoral degree procedure.

§ 24 Entering into effect

The doctoral degree regulations shall enter into effect on the first day of the month following publication in the Rector's Gazette. The procedure for doctoral candidates who have already been accepted by the Faculty of Modern Languages at the time of entry into force in accordance with the joint doctoral degree regulations of Heidelberg University for the Faculty of Philosophy and the Faculty of Modern Languages of 22 September 2006 (Rector's Gazette of 25 September 2006, p. 749), as amended on 9 February 2012 (Rector's Gazette of 29 February 2012, p. 261), will be continued in accordance with these doctoral degree regulations.

Heidelberg, 13 July 2023

Prof. Dr. Dr. h.c. Bernhard Eitel
Rector

Annex 1

Doctoral agreement

(Template; the applicable form can be obtained from the dean's office)

Preliminary remark

This agreement (in accordance with § 38 (5) LHG) serves to support and advise the doctoral candidate in their doctoral project. No enforceable legal positions arise from the doctoral agreement. The agreement is based on the currently possible planning horizon and can be amended by mutual agreement. The agreement is subject to acceptance by the faculty and supplements the respective doctoral degree regulations and, if applicable, on the regulations of the structured doctoral programme.

(1) Participating persons

Doctoral candidate (name, first name)

Supervisor (name, title, first name)

(2) Topic and department of the doctoral thesis

a) Planned topic of the doctoral thesis (working title):

b) Faculty: _____

c) Department / possibly structured doctoral programme:

d) Start of the doctoral project (month/year): _____

e) Planned end of the doctoral project (month/year): _____

(3) Time and work plan to be updated

[A schedule and work plan must be agreed between the supervisor and doctoral candidate that is adapted to the research topic and the personal life situation of the doctoral candidate. The doctoral candidate shall regularly report to the supervisor on the progress of the doctoral thesis project based on this. The supervisor shall be available at regular intervals to supervise and advise the doctoral candidate. Individual agreements between the doctoral candidate and the supervisor can be added to the work plan, e.g., the language in which the doctoral thesis is to be written. A change to the schedule shall require mutual agreement and must not run counter to the provisions of the doctoral degree regulations on the extension of deadlines.]

(4) Details of an individual study programme

[If relevant, the work plan should also include information on an individual, accompanying programme (e.g., subject-specific courses, courses to acquire key qualifications, stays abroad, participation in conferences, lectures, and publications). The supervisor shall advise the doctoral candidate on the selection of appropriate courses]

(5) Assessment times

[The doctoral candidate and supervisor shall agree on the duration of the assessment procedure in accordance with the applicable doctoral degree regulations when submitting the doctoral thesis.]

(6) Compliance with the rules of good academic practice

[The doctoral candidate and the supervisor commit to complying with the rules of good academic practice as set out in the recommendations of the German Research Foundation and the by-laws on safeguarding good academic practice and dealing with academic misconduct of Heidelberg University (<http://www.uni-heidelberg.de/universitaet/profil/regelkodex/>).]

(7) Rules for the resolution of disputes

[Doctoral candidates or supervisors may turn to the independent ombudsperson for doctoral candidates, who shall act as an advisory service and mediation office at Heidelberg University, if there are any conflicts.]

(8) Miscellaneous

[The supervision agreement is signed in three copies. One copy each remains with the supervisor, the doctoral candidate and in the faculty's doctoral file. The application for acceptance at the faculty must be submitted to the faculty within 6 weeks of concluding the doctoral agreement. The online doctoral file must be created by the doctoral candidate by registering in the online portal heiDOCS at the latest with the application for acceptance at the faculty]

Date, signature (doctoral candidate)

Date, signature (supervisor)

Stamp of the faculty/ received on:

Annex 2 to § 8 of the doctoral degree regulations of Heidelberg University for the Faculty of Modern Languages

The affidavit generally must be submitted in writing. The possibility of recording the affidavit in writing remains unaffected. The written declaration has the following wording:

Affidavit in accordance with § 8 of the doctoral degree regulations of Heidelberg University for the faculty of Modern Languages

1. The doctoral thesis submitted on the topic of

independently.

2. I have only used the sources and aids indicated and have not made use of any unauthorised help from third parties. In particular, I have labelled content taken literally or accordingly from other works as such.

3. I have not¹ yet submitted the thesis or parts of it to another university in Germany or abroad as part of an examination or qualification

Title of the work:

University and year:

Type of examination or qualification achievement:

4. I confirm that the above declarations are correct.

5. I am aware of the significance of the affidavit and the consequences under criminal law of an incorrect or incomplete affidavit.

I declare on oath that I have stated the absolute truth to the best of my knowledge and have not concealed anything.

Place and date

Signature

¹ Delete as appropriate. If the answer is in the affirmative, the following must be stated: the title of the work submitted elsewhere, the university, the year of submission and the type of examination or qualification.