Regulations for the Degree of Doctorate at the Faculty of Biosciences, Pharmacy and Psychology
University of Leipzig

29 April 2015

Table of Content:

Preamble

§ 1 Right to award doctoral degrees
§ 2 Bodies involved in the doctorate
§ 3 Basis of the doctorate
§ 4 Registration as PhD candidates
§ 5 Requirements for admission to the doctoral proceedings
§ 6 Aptitude test procedure
§ 7 Qualifying examinations
§ 8 Application
§ 9 Requirements of the thesis (Dissertation)
§ 10 Doctoral Proceeding
§ 11 Referees
§ 12 Written Referee reports
§ 13 Acceptance of the thesis
§ 14 Defence
§ 15 Evaluation
§ 16 Conferment of the doctorate degree
§ 17 Legal deposit and publication of the thesis

1 Whenever used in this document, masculine grammatical forms denote persons with female or male gender alike.

2 Only the German version of these Regulations is to be considered legally binding, not the English translation thereof.
§ 18 Non-completion of the doctoral process, Revocation of the doctoral degree
§ 19 Right to appeal
§ 20 Doctoral record
§ 21 Honorary Doctorates
§ 22 Anniversary of the doctorate
§ 23 Transitional provisions
§ 24 Coming into effect

Pursuant to § 40 sec. 5 and § 88 sec. 1 of the Act Governing Higher Education in the Free State of Saxony (Sächsisches Hochschulfreiheitsgesetz – SächsHSFG) from January 1st, 2013, the Board of the Faculty of Biosciences, Pharmacy and Psychology at the University of Leipzig has adopted the following regulations for the degree of doctorate.

Preamble

Principles of Scientific Best Practice

(1) Junior researchers conclude their studies with a written thesis. Besides obtaining academic knowledge and expertise in their scientific fields, junior researchers are also assisted in developing ethical values in the course of their studies and to uphold these in their academic work, in dealing responsibly with the results of their research, and in cooperating with fellow scientists.

(2) Junior researchers must have regularly access to academic supervision, advice and support by the Principal Investigator of their Research Group.

(3) Junior researchers are expected to:

- keep a full record and documentation of their research and results
- carry out research in a responsible way and cooperate well with fellow researchers
- regularly report on the progress of their research
- attend specific training organized by the Research Groups
- carry out a certain amount of routine work within their Research Group
(4) In all academic matters, such as research objectives, publication or utilization of research results, all members of a Research Group are expected to follow the instructions of the Principal Investigator.

§ 1

Right to award doctoral degrees

(1) On the basis of statutory doctoral degree procedures and on behalf of the University of Leipzig, the Faculty of Biosciences, Pharmacy and Psychology of the University of Leipzig holds the right to award the following doctoral degrees:

- doctor rerum naturalium (Dr. rer. nat.)
- doctor philosophiae (Dr. phil.)
- doctor paedagogicae (Dr. paed.)

(2) The doctoral degree can also be awarded to candidates registered in interfaculty research degree programmes. Requirements for admission to such programmes are laid out in additional regulations by the participating faculties. In all other matters, candidates registered in these programmes are on a par with all other PhD candidates.

(3) In conjunction with faculties or universities outside Germany, the Faculty is authorized to award bi-national doctoral degrees on the basis of joint supervision of a candidate. For a bi-national doctorate the Faculty and its accredited partner institution need to have signed a General Agreement establishing the terms and conditions of the joint programme. The General Agreement needs to be approved by the Faculty Board (Fakultätsrat). The General Agreement shall regulate the supervision of candidates, examinations and grading, the implementation of the doctorate process as well as accruing costs. Bi-national doctorates in conjunction with faculties or universities outside Germany are, if not otherwise noted, subject to these regulations.

(4) The Faculty can establish a doctoral programme for the degree of Doctor of Philosophy (Ph.D.). In this doctoral programme the Doctor of Philosophy (Ph.D.) is the only awarded degree. A set of rules has to be set up for such a doctoral programme.
The Faculty is authorized to award honorary doctoral degrees in accordance with § 22 (doctor honoris causa). In such cases, h.c. is added to the degree title.

The Faculty awards the degree of doctorate for the fields covered by the Faculty. These fields are normally equivalent to the study courses offered at the Faculty.

It is not possible to be awarded multiple doctoral degrees with the same title.

§ 2
Bodies involved in the doctorate

The Faculty Board conducts the doctoral process. It takes all final decisions regarding the doctoral procedure. Faculty professors who are not members of the Faculty Board may participate and cast a vote.

For each candidate a Degree Committee qualified in the subject area is appointed by the Faculty Board and charged with managing the doctoral process. It consists of four members and a Chair. All members are usually professors, with a maximum of one professor from outside the faculty. The Degree Committee has a quorum when more than half of its members are present and of these at least three are professors of the Faculty. The Degree Committee takes decisions with a majority of votes of the members present.

In bi-national doctorates the Degree Committee is composed of an equal number of members from both universities, with the exception of the Chair.

In case the doctorate is pursued in cooperation with a university of applied sciences (Fachhochschule), one member of the Degree Committee has to be a professor from that partner institution.

Consultations of the Faculty Board and the Degree Committee on doctorate matters are not open to the public, with the exception of hearings of the PhD candidate himself. The members of both committees are obliged to confidentiality. The Chair shall enforce confidentiality for any member who is not a public employee.
(6) A candidate must be informed about all decisions in writing. Negative decisions must be substantiated in writing and include advice on legal remedies.

§ 3
Basis of the doctorate

(1) A doctoral degree is awarded on the basis of a successfully completed scientific thesis (Dissertation) that enhances the scientific state of knowledge of an academic field and that has been defended publicly.

(2) The thesis must consist of the candidate’s own performance.

(3) Subsequent doctorates cannot take into account research achievements pertaining to a previous doctorate.

§ 4
Registration as PhD candidates

(1) The faculty has a register of all candidates. Candidates must submit an application to be registered. In the application the candidate confirms his or her intention to pursue a doctorate at the Faculty. The application must be submitted at least two years before starting the doctoral proceedings. Any exceptions are subject to approval of the Faculty Board.

(2) The application must consist of:

1. The prospective title of the thesis
2. A signed confirmation of a professor from the faculty to act as supervisor of the candidate; bi-national doctorates require a confirmation of one professor from the Faculty and one from the partner university
3. The candidate’s confirmation to comply to the Regulations for the Degree of Doctorate and the principles of scientific best practice described in the preamble
4. Evidence of proficiency in German or English (Level B2 of the “Common European Framework of Reference for Languages: Learning, Teaching, Assessment”), if German is not the candidate’s native language (in exceptional cases evidence of language
proficiency can be provided during the semester following the application)

Candidates who wish to pursue a doctorate in an inter-faculty doctoral programme must add a copy of their registration for the programme. Candidates who wish to pursue a bi-national doctorate are additionally required to provide evidence of their sound knowledge of English and their basic knowledge and use of the languages of both countries involved.

(3) The Faculty Board decides if an additional qualifying examination is required.

(4) An application is still considered provisional and temporary, even after appointment of the supervisor. A final registration may be conditional upon additional studies or examinations pursuant to § 7. A candidate must fulfil these requirements within the period of one year or, in case of more extensive requirements, within the respective standard study period. A candidate’s application has to be handled within two months of submission. The final registration as candidate is done when all requirements have been met, such as evidence of language proficiency, passing qualifying examinations and entrance requirements.

The applicant is informed in writing about all requirements.

(5) For students enrolled in Graduate Programme, the application pursuant to sec. 1 is superseded by the application for admission to the course of graduate studies that has been confirmed by the Degree Committee (Graduiertenkommission). Regardless of this, the regulations of § 5 sec. 3 in combination with § 6 remain valid.

§ 5
Requirements for admission to the doctoral proceedings

(1) In order to be admitted to the doctoral proceedings, a candidate must meet the following requirements.

1. He/she must have obtained a university degree at the level of Diplom, Master or Magister or taken a state examination (Staatsprüfung) in an area relevant to the field of the thesis.
2. He/she has to be registered for the degree of doctorate by the faculty.
3. The applicant must have submitted a written thesis on an academic topic pursuant to § 9 that a professor from the faculty has officially agreed to evaluate.
4. The applicant has not pursued and failed such an examination process for the doctorate in the past and is currently not undergoing such a process.
5. The candidate must have applied for a police clearance certificate (Führungszeugnis) in accordance with § 30 sec. 5 of the Federal Central Criminal Register Act (Bundeszentralregistergesetz) addressed to the Deanery of the Faculty of Biosciences, Pharmacy and Psychology of the University of Leipzig.

Exemptions to 1. lie with the Faculty Board.

(2) If the doctoral proceeding is managed in cooperation with a university of applied sciences (Fachhochschule), supervision is carried out jointly by one professor of the University of Leipzig and one professor of the university of applied sciences, or supervision is carried by a professor of the University of Leipzig alone.

(3) Applicants holding only a Bachelor’s degree can apply for a doctorate without higher degree by going through the aptitude test procedure as prescribed in § 6.

(4) The Faculty Board shall decide whether examinations and degrees from universities outside of Germany shall be accepted in accordance with a Statement of Comparability. European degrees of Master or Diplom are considered equivalent to corresponding German degrees. In cases of doubt, an official opinion shall be obtained from the Standing Conference of the Ministers of Education and Cultural Affairs of the Länder (Ständige Konferenz der Kultusminister der Länder). In cases in which a German or foreign applicant holding a foreign-earned academic degree has been admitted to the proceedings for the degree of doctorate, his/her degree shall be considered equivalent to a German academic degree.

§ 6

Aptitude test procedure

(1) In order to promote highly talented junior researchers, an applicant from a university or a university of applied sciences may be admitted if he/she has obtained a Bachelor’s degree in an area relevant to the field
of the thesis with an above average performance. In such cases, admission is conditional upon undergoing an aptitude test. Candidates for admission are required to provide evidence that they possess the knowledge and academic achievements that warrant the assumption that he/she will successfully complete the doctoral proceedings.

(2) In order to be permitted to an aptitude test, a candidate, in a preparation phase, must have completed all required modules and earned a total number of 60 credit points in a Master’s degree programme for an area relevant to the field of the thesis with a grade of ‘B’ or higher. Credit points earned in a graduate programme that was acknowledged by the Faculty Board may be counted towards this number. During this preparation phase, registration of the candidate for the degree of doctorate is conditional.

(3) Qualification to pursue a doctorate at the Faculty of Biosciences, Pharmacy and Psychology must be confirmed by the Faculty Board.

(4) The Faculty and the university of applied sciences can jointly conduct entrance requirements procedures and can also agree on a joint supervision of the doctorate.

(5) The procedure of the aptitude test corresponds to the qualifying examinations as described in § 7 sec. 3 and sec. 4.

§ 7 Qualifying examinations

(1) An applicant without a relevant university degree to the intended field of the thesis as set out in § 5 sec. 1, shall take a qualifying examination the scope of which is determined by the Faculty Board. Exceptions are only permitted as prescribed in section 2.

(2) An applicant may be exempted from taking a qualifying examination provided that he/she has obtained a university degree in a related field of study. Applications for exemption must be submitted to the Dean of the Faculty in writing; approval lies with the Faculty Board.

(3) The qualifying examination consists of major examinations in a course of study students normally pursue in order to obtain a university degree at the level required for the doctoral programme for which the applicant
seeks admission. Applicants are examined in a maximum of five subjects of the degree programme. Any exams taken previously may be acknowledged.

(4) Approval of the qualifying examination as a whole requires that all individual examinations be passed. An applicant may apply for a one-time re-sit of failed examinations within the same qualifying proceedings.

§ 8
Application

(1) A written application for the doctoral proceeding including the degree for which examination is sought as well as the intended field of the thesis shall be submitted to the Dean of the Faculty. The application must include the following:

1. A candidate must submit three hardbound copies of his/her thesis pursuant to § 9 sec. 2 as well as 20 copies of the abstract of his/her thesis (summary of objectives, results and conclusions) in German or English. One copy of the abstract must also have an annotation of approval of the supervisor. A candidate may be required to provide additional copies of his/her thesis if additional (more than two) Referees are appointed at any stage in the doctoral proceeding.
2. A candidate must submit a schedular curriculum vitae including his/her personal background and academic history, and also a list of all passed and failed academic and state examinations he/she has taken.
3. A candidate is required to submit a list including all of his/her academic publications and lectures.
4. A candidate must provide evidence of 10 credit points received for further academic qualification; approval of these credit points lies with the Faculty Board.
5. The application must include recommendations for the appointment of Referees; these recommendations, however, are not binding.
6. A candidate must provide certified evidence of the fulfilment of requirements prescribed in § 5 for admission to the doctoral process, in particular, evidence of the obtained degree required for the field of the thesis as well as additional or other academic
examinations and, if required, approval notifications pursuant to § 4 sec. 3, § 6 and § 7.
For degrees obtained by the candidate outside Germany, he/she must provide certified copies of the original degree certificates and of the German translation of these certificates.
Holding degrees obtained outside Germany requires the permission of the responsible ministry. In such cases, the candidate is required to submit such permission. This applies to candidates of German and non-German nationality as well as to stateless persons with permanent residence in Germany.

7. A candidate must provide a police clearance certificate pursuant to § 5 sec. 1 no. 5.

8. In case of bi-national examination, the candidate must choose at which university the doctoral proceedings shall be conducted. Only in justified exceptional cases is the candidate permitted to take a part of the examinations at the foreign partner university.

9. A candidate must include in his/her application a declaration stating that he/she is aware of and accepts these Regulations for the degree of doctorate.

(2) In a signed declaration the candidate must include in the application to start the doctoral proceeding the following information:

1. That the thesis submitted is the candidate’s own work expressed in the candidate’s own words and incorporating his/her own ideas and judgements; that he/she has made use of no other resources than those stated and that direct or indirect quotations from the work of another have been clearly identified as such;

2. A list of persons that provided the candidate with support for the selection and evaluation of the material for his/her thesis, and for drafting the thesis;

3. That no persons other than those stated under 2. have provided support and thereby contributed to drafting the thesis; in particular, that no additional support was sought from an advisor (i.e. dissertation writing service), and that no third party has received direct or indirect financial benefits in goods and services for work that stands in relation to the contents presented in the thesis submitted by candidate;

4. That the thesis submitted by the candidate has in an equal or similar form not been submitted for examination for a doctorate degree or any other degree at another academic institution, and has not been published;
5. If applicable, a candidate’s previous, unsuccessful examinations for a doctorate degree including place, time, topic and outcome of the examination;
6. In case of a cumulative thesis, a list on which the co-authors state clearly their share (nature and scope of their contributions) in the papers included in the thesis.

(3) The declarations prescribed in section 1 and 2 must be submitted in writing; any attached, official documents must be certified.

(4) Date of receipt will be the date by which the Deanery of the Faculty will have received all documents required.

(5) A candidate has the right to withdraw an application insofar as he/she has not yet entered for the doctoral examination pursuant to § 10; in this case the candidate is considered as if he/she never submitted an application at all.

§ 9
Requirements of a Thesis

(1) The thesis must consist of the candidate’s own account of his/her investigations and demonstrates the candidate’s ability to undertake independent research. The thesis must indicate how these investigations appear to him/her to advance the study of the subject, including its theories and methods.

(2) The thesis must be written in German and/or English. The abstract shall be written in German and in English. For bi-national doctorates, English is mandatory.

(3) The thesis can be a monograph or a cumulative thesis with a conclusion and an introductory chapter indicating the coherence of the papers. Papers may already be published, printed or submitted for publication at the time of submission of the cumulative thesis. At least two papers must have been accepted for publication in journals with a review system. For work done jointly with others, the candidate’s own personal share in the investigations and the share of the other co-authors must be clearly stated pursuant to § 8 sec. 2 no. 6.
(4) In addition to the text body, the table of contents and a bibliography, the bound thesis shall contain a title page as in the Appendix of these regulations, the candidate’s scientific curriculum, a list of his/her academic publications and lectures, bibliographic references for the thesis, and a signed declaration that the work presented in the thesis is the candidate’s own. A cumulative thesis requires an additional declaration stating the share of the co-authors in accordance with § 8 sec. 2 no. 6; an additional bibliography is not required. An electronic copy has to be submitted, too.

§ 10

Doctoral Proceeding

(1) The Faculty Board opens the doctoral proceedings after assessing the candidate’s complete application according to § 8 and after verifying that the candidate meets all requirements for admission to the doctoral process.

(2) With the commencement of the doctoral proceeding, Referees for the thesis are appointed.

(3) The Faculty Board may ask for revision of the title and/or abstract of the candidate’s thesis. Subsequently, the doctoral proceeding may be made conditional upon the amendment, or the decision to begin the doctoral proceeding may be taken after submission of the amended versions. In justified exceptional cases, the Faculty Board may establish requirements asking for amendments also after the opening of the doctoral proceedings. Confirmation that the requirements have been met and amendments are satisfactory shall be given by the Deanery.

(4) The doctoral proceedings shall start within one month of submission of the candidate’s application unless an extension of this deadline is conceded pursuant to section 3.

(5) The candidate shall be notified by the Deanery regarding decisions concerning entry to examination, unsuccessful entry to examination, and appointment of Referees and, if required, documents to be submitted within 14 days from the decision. A rejection must be justified in writing and submitted along with instructions on the right to appeal.
If opening of doctoral proceedings is denied, the application and one copy of the thesis remain in the deanery. All other documents submitted by the candidate shall be returned.

§ 11
Referees

(1) The thesis must be reviewed by at least two professors from the research field of the thesis, one of whom has to be a full member of the Faculty of Biosciences, Pharmacy and Psychology. One referee must be a full professor appointed according to §§ 60 and 62 SächsHSFG. Two of the Referees must be full professors of German or foreign universities or colleges. If the thesis is a cumulative one, no co-author of the thesis can act as Referee, with the exception of the supervisor of the thesis, who can act as Referee. Additional Referees may be professors of universities of applied sciences or junior professors or must have a scientific record that is at least equivalent to the habilitation level.

(2) A list of recognized scientists with a record equivalent to habilitation who can act as referees is being kept in the deanery of the Faculty. The Faculty Board decides about enlisting referee candidates.

(3) In case of joint doctoral proceedings, at least one professor from the university of applied sciences has to be appointed as referee.

(4) In case of bi-national doctorates, at least one professor from the host university outside Germany has to be appointed as Referee.

§ 12
Written Referee reports

(1) The written reports shall be submitted to the head of the Degree Committee.

(2) The written reports may include a recommendation for the acceptance or rejection of the thesis or a recommendation for the acceptance upon satisfactory fulfilment of requirements and completion of corrections. In case of a recommendation for acceptance, the thesis shall be evaluated in accordance with § 16 sec. 5.
(3) The reports of the Referees are based on academic knowledge and expertise in the field of the thesis. This expertise has a binding effect with regard to the evaluation conducted by the Bodies involved in the doctoral proceedings.

(4) Written reports should be submitted within six weeks.

§ 13
Acceptance of the thesis

(1) The thesis shall be available for inspection in the period between the opening of the doctoral proceedings and the defence of the thesis. The members of the Faculty Board and of the Degree Committee as well as the candidate have the right to read the reports of the Referees as well as see the suggested grade within two weeks of the submission of the reports.

(2) If all Referees recommend the acceptance of the thesis and no objections are made in the prescribed time frame, a date for the defence of the thesis shall be set.

(3) If the rejection of the thesis is recommended by at least one of the Reports of the Referees, the Faculty Board decides, if necessary, upon presentation by the Chair of the Degree Committee, whether to accept or reject the thesis or whether additional reports of the Referees are required. Additional reports are subject to §§ 11 and 12. The candidate shall be notified of this decision.

(4) If requirements with regard to the acceptance of the thesis have been adopted as prescribed in § 10 sec. 3 and § 12 sec. 2, the head of the Degree Committee shall ascertain whether these requirements have been met within the period prescribed. In all cases, requirements must be met before the defence of the thesis. If requirements are not met at all or not met in the period prescribed, and if no extension of the deadline was given, the examination process shall be terminated unsuccessfully.

(5) The candidate shall be notified of the decision on the acceptance or rejection of the thesis within one week of the date of the decision.
(6) If the University of Leipzig rejects a thesis, the candidate is permitted to re-present his/her thesis in a revised form no earlier than six months and no later than one year after the date of rejection of the thesis. Re-submission is permitted once and subject to all formal procedures prescribed in these regulations. Exceptions lie with the Faculty Board. The Faculty Board may appoint the same Degree Committee as in the first phase of the examination process.

(7) If the amended thesis has not been re-submitted within one year or within the extension of the deadline given pursuant to section 6, the doctoral proceeding shall be deemed terminated.

§ 14

Defence

(1) The defence of the thesis is public and consists of a presentation (not more than 30 minutes) and a discussion (at least 30 minutes, not more than 45 minutes).

(2) The candidate has to present the results of his/her research presented in the thesis and then answer questions from the audience. The discussion will revolve around the thesis.

(3) The defence will be conducted in German or English.

(4) The date for the defence shall be set by the Chair of the Degree Committee or a professor appointed by the Dean as substitute and agreed upon among the members of the Degree Committee no later than six weeks after the acceptance of the thesis. The date of the defence shall be communicated to the candidate at least two weeks prior to the event.

(5) The date of the defence shall be announced to the university public by the Chair of the Degree Committee two weeks prior to the defence.

(6) The defence can take place at the date and time that has been set if no evidence of temporary ill-health (physical or mental) is provided by the candidate and the majority of the members of the Degree Committee is present.
(7) The defence is chaired by the Chair of the Degree Committee or by a professor appointed by him/her. The Chair
- introduces the members of the Degree Committee;
- introduces the candidate;
- may read out major parts of the Reports of the Referees;
- rejects questions that do not pertain to the field of the thesis.

§ 15
Evaluation

(1) Immediately after the defence the Degree Committee shall assess in a private consultation whether the candidate has passed or not and his/her grades pursuant to section 4. If Referees are present they may provide advice to the Committee. The Degree Committee shall recommend a final grade to the Faculty Board. Upon permission by the candidate, the result of the defence as well as the recommended grade can be publicly announced.

(2) If a candidate fails the defence, he/she may once apply to re-enter for the defence, with the second try taking place no earlier than three months and no later than six months after the date of the first defence.

(3) A defence is irrevocably failed and the doctoral proceedings deemed unsuccessfully terminated if:

- the Dean of the Faculty has not received the candidate’s written application to repeat the defence within four weeks of the date of the failed defence,
- the candidate due to reasons he/she is responsible for fails to repeat the defence within the period prescribed in section 2,
- the candidate has fails the second defence.

(4) The following grades can be awarded for doctoral examinations:

- magna cum laude - very good - 1.0 or 1.3
- cum laude - good - 1.7; 2.0 or 2.3
- rite - sufficient - 2.7, 3.0 or 3.3
- non sufficit - insufficient - 5.0
(5) The final grade for the doctoral examination is the arithmetic average of the grades from
- the report from Referee 1
- the report from Referee 2
- the defence.
If there are more than two Referees' reports, the arithmetic average of the grades of all reports is included into the final grade, with reports being weighed twice, and the defence being weighed once.
In case one Referee grades the thesis as "non sufficit" in his/her report, grade 5 is used to calculate the arithmetic average.

The rounded arithmetic mean of the individual grades leads to the following overall grades:

- summa cum laude: 1.00
- magna cum laude: ≥ 1.0 - 1.5
- cum laude: > 1.5 - 2.5
- rite: > 2.5

A grade of "summa cum laude" can be awarded only if the arithmetic average of all individual grades is 1.00 and the Degree Committee's majority recommends this to the Faculty Board. All members of the Degree Committee present must sign the minutes of the examination.

(6) The decision on the final grade lies with the Faculty Board.

§ 16
Conferment of the doctorate degree

(1) The decision to confer the degree of doctorate lies with the Faculty Board. The decision shall be taken at the Faculty Board meeting following the defence. The candidate shall be notified of the decision in writing.

(2) It is not permitted to suspend the conferment on grounds of further requirements or subject to conditions.

(3) A doctorate certificate shall be handed out to the candidate once he/she can prove to have deposited the required number of copies of the thesis in the university library. The doctorate certificate shall be issued by the
Faculty in accordance with Appendix 3 and is then handed out to each candidate who has been awarded a degree.

(4) Upon receipt of the doctorate certificate, a candidate has the right to use the title of *Doctor*.

§ 17
Legal deposit and publication of the thesis

(1) A successful thesis shall be deemed appropriately published when the required copies as specified in section 3 have been deposited free of charge in the Library of the University of Leipzig (UB).

(2) Any material that has been included in the thesis during the proceedings, such as images, maps, disks etc. is considered part of the thesis and must thus be part of the legal deposit.

(3) Four printed copies and one electronic version of the thesis shall be deposited. Transfer of rights and data format shall be agreed upon with the Library of the University of Leipzig (UB).

(4) The copies of the thesis shall be deposited at the University Library (UB) within six months of the announcement to award the doctorate. A three-month extension to this deadline may be given upon justified and written request. An acknowledgement of receipt is issued by the UB and shall be handed in to the Deanery of the Faculty without delay.

(5) If the legal deposits of the thesis are not supplied in due time, the doctoral proceedings shall be considered null and void and without completion.

§ 18
Non-completion of the doctoral proceeding, revocation of the doctorate degree

(1) Work presented in the doctoral proceeding may be declared void and the doctorate not completed, or the degree of doctorate may be revoked if the following becomes known:
- basic requirements for admission to the doctoral proceeding were not fulfilled and admission was wrongly gained by the candidate
- doctoral work was completed dishonestly, in particular, if additional support has been accepted from an advisor or a thesis writing service

(2) The decision on non-completion or revoking lies with the Faculty Board.

(3) Before a decision is taken, the doctoral candidate must be heard.

§ 19
Right to appeal

A candidate has the right to appeal against incriminatory decisions. He/she can appeal to the Dean in writing or by recorded declaration within one month after being informed about the decision.

§ 20
Doctoral record

(1) All collected documents submitted during the doctoral proceeding constitute the doctoral record. During the proceedings, the doctoral record of the candidate shall be kept in the Deanery.

(2) Minutes shall be made of all sessions and decisions and must be duly signed by the Chair of the Degree Committee and included in the doctoral record.

(3) After completion of the doctoral proceeding and upon written request a candidate may is allowed to inspect the doctoral record. The request to do so must be presented to the Dean within one year of the date of the defence or the date of the decision to abort the proceeding.

§ 21
Honorary doctorates

(1) In consultation with the Senate, the Faculty has the right to award honorary doctorates for exceptional accomplishments in the academic fields of the Faculty.
(2) A substantiated application to award a honorary doctorate must be submitted in writing by at least three professors from the Faculty. The Faculty Board decides about the award by secret vote. This decision must be confirmed by the Senate.

(3) The award of an honorary doctorate requires to issue and deliver a doctoral certificate signed by the Rector and the Dean and to confer it in an appropriate and befitting manner. The certificate shall summarize why the award is being given and what the receiver’s accomplishments are. The conferment ceremony shall be conducted by the rector; the rector may appoint the Dean.

(4) The degree *Doctor honoris causa* may be withdrawn pursuant to § 19 sec. 1 if its holder has been finally convicted of a crime.

### § 22

**Anniversary of the doctorate**

If appropriate, the Faculty may honour the 50th anniversary of the doctorate award, with regard to exceptional academic accomplishments or a particularly close relationship of the Honouree with the Faculty or University of Leipzig. The Faculty chooses the occasion and type of ceremony. The Faculty Board decides on this matter by a majority of votes of the members present at the time of the vote.

### § 23

**Transitional provisions**

For doctoral proceedings that commenced prior to the coming into effect of these regulations, the previous regulations may be applied upon request of the doctoral student.

### § 24

**Coming into effect**

(1) These regulations for the degree of doctorate were adopted by the Board of the Faculty of Biosciences, Pharmacy and Psychology on November
4th, 2013 and approved by the Rectorate on April 23rd, 2015. They shall come into effect the day after publication in the University’s bulletin.

(2) Concurrently, these regulations replace and invalidate the regulations for the degree of doctorate at the Faculty of Biosciences, Pharmacy and Psychology dated January 20th, 2010.

(3) All applications for a doctoral proceeding submitted after the coming into effect of these regulations are without exception subject to these regulations.

Leipzig, on April 29th, 2015

Professor Dr. Erich Schröger
Dean of the Faculty of Biosciences, Pharmacy and Psychology

Professorin Dr. Beate A. Schücking
Rector of the University of Leipzig