

University of Freiburg doctoral degree regulations for the Faculty of Chemistry and Pharmacy

On 27 January 2016 the University of Freiburg Senate passed the following doctoral degree regulations in accordance with section § 38 paragraph (4) item (1) of the state law governing institutions of higher education (Landeshochschulgesetz, LHG) of 1 January 2005 (GBl. p. 1), as amended on 1 December 2015 (GBl. p. 1047).

Approved by the Rector on 28 January 2016.

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§ 1 Purpose and types of doctoral degree

(1) A doctorate demonstrates an ability to conduct in-depth academic work in an area of the natural sciences. It is based on an independent piece of academic work (doctoral thesis) and an oral defense of the contents of the doctoral thesis.

(2) On the basis of a pass in the doctoral examination process, the Faculty of Chemistry and Pharmacy confers the academic degree of Doctor of Sciences (Doctor rerum naturalium – Dr. rer. nat.); women may use the title in the feminine form. Within the framework of doctoral programs the title of Doctor of Philosophy (Ph.D.) may be conferred instead.

(3) Doctoral studies may not exceed five years. In justified cases the doctoral examination committee may extend the deadline by a maximum of two years upon application prior to the expiry of the deadline. If the maximum duration of doctoral studies has been exceeded, admission as a doctoral candidate is

extinguished unless the doctoral examination process has already begun. Protection provisions and leaves of absence in accordance with section § 20 are not counted towards the duration of doctoral studies.

(4) Persons who are admitted to a doctoral program at the University of Freiburg are enrolled as doctoral students. Other persons who aim to complete a thesis and who have been accepted as doctoral candidates must register with the Registration Office; upon application they may be enrolled as doctoral students.

§ 2 Doctoral examination committee

(1) The doctoral examination committee is responsible for the organization of the doctoral qualification process, particularly for decisions on the acceptance of doctoral candidates, the appointment of supervisors, the launch of the doctoral examination process, the choice of reviewers, the appointment of examination board members, overseeing the prompt carrying out of the doctoral qualification process - including the documentation of the number of Faculty of Chemistry and Pharmacy doctoral candidates - as well as for all tasks assigned to it under these doctoral degree regulations. In all other matters, the responsibilities of the head of the doctoral examination committee remain unaffected.

(2) The doctoral examination committee is composed of full-time academic staff and lecturers at the Faculty of Chemistry and Pharmacy, the researchers entitled to conduct doctoral examinations under § 3 paragraph (1) item (2), as well as academic staff who hold a doctorate and are members of the Grosse Fakultätsrat. The Große Fakultätsrat selects a professor on the doctoral examination committee to be its head and a further professor to be his/her deputy.

(3) The doctoral examination committee usually deliberates and makes decisions in a formally convened and conducted meeting; its meetings are not open to the public. The doctoral examination committee has a quorum when all members have been formally notified and a majority of members is present and entitled to vote. Decisions are passed strictly on a simple majority. In the event of a tie, the committee head has the deciding vote. Decisions may be made in a written or electronic process, if no member disagrees and at least two-thirds of members participate. In decisions on the regulation of examinations and in particular decisions on the withdrawal of a doctoral degree, abstentions, secret ballots and the transferring of votes are not permissible.

(4) Members of the doctoral examination committee are obliged to maintain confidentiality in matters of assessment and/ or when the duty to maintain confidentiality has been specifically decided. The duty to maintain confidentiality includes keeping secret the documentation of the committee's deliberations, and it continues after membership of the committee ends.

(5) The doctoral examination committee must ensure transparency and quality in the awarding of grades. The committee must deliver a report to the faculty board every five years on its measures to ensure transparency and quality in the awarding of grades; this report is to be made available to the other faculties by the Vice-President for Research in order to share results and further develop quality assurance measures.

(6) The doctoral examination committee may revocably transfer the execution of certain tasks to the committee head or his/her deputy; this is not true for decisions on the acceptance of doctoral candidates, the retraction and revocation of acceptance of a doctoral candidate, the invalidity of doctoral work for assessment, the revocation of a doctoral degree, or in the case of objections.

(7) The doctoral examination committee is an administrative authority under Germany's administrative procedures and court procedures laws.

§ 3 Reviewers and examiners

(1) 1The following may be appointed as reviewers of a doctoral thesis and/ or as examiners in the oral defense of a thesis: The Faculty of Chemistry and Pharmacy's academic staff, adjunct professors, extraordinary professors, emeritus professors, retired professors as well as academics with a habilitation. 2The doctoral examination committee may also temporarily appoint - as reviewers and examiners in the doctoral examination process - full-time working group directors at the Faculty of Chemistry and Pharmacy who have a special qualification for academic work or other academic staff members employed full-time at the faculty and who have shown academic excellence within the framework of academic review processes. For this they are required to have demonstrated a special qualification for academic

work with a thesis of outstanding quality or a piece of academic work at least its equivalent and an external review by a recognized research-sponsoring institution.

(2) The doctoral examination committee may furthermore appoint members of other University of Freiburg faculties or other institutions of higher education in Germany or abroad, or members of research institutions, as reviewers and examiners. In the case of interdisciplinary and/or multi-faculty theses members of other faculties are to be included among the reviewers and examiners. The requirements set out in paragraph (1) apply accordingly.

(3) In each doctoral examination process, at least one reviewer must meet the prerequisite set out in paragraph (1) item (1).

§ 4 Supervision of doctoral thesis; supervision agreement

(1) For each doctoral candidate the doctoral examination committee appoints two academic supervisors, one of whom is appointed the responsible supervisor. Responsible supervisors may only be appointed if they meet the criteria as reviewers under section § 3 paragraph (1). In justified cases a member of academic staff from another faculty or institution of higher education may be appointed as the responsible supervisor. Second supervisors may be such persons as may also be appointed as reviewers under section § 3 paragraph (1) or (2). If a junior researcher without habilitation is appointed as the responsible supervisor under section § 3 paragraph (1) item (2) or a member of teaching staff or a Privatdozent who is not a member of the Faculty of Chemistry and Pharmacy, as second supervisor a person must be appointed who meets the requirements under section § 3 paragraph (1) item (1). If a member of the Faculty of Chemistry and Pharmacy's academic staff retires or otherwise withdraws from office, he or she may continue to exercise his/her rights and carry out his/her duties in connection with that office for up to three years after withdrawal; the doctoral examination committee may extend that period to a maximum of five years as required.

(2) The prospective supervisor and prospective doctoral candidate conclude a supervision agreement using the form provided by the Faculty of Chemistry and Pharmacy; the agreement must include the following:

1. a timetable appropriate to the thesis project and the candidate's personal situation; this timetable must include regular formal meetings with the supervisor and regular status reports, and it must be continually updated;
2. details of the individual program of study,
3. a mutual commitment to observe the rules of good academic practice,
4. rules governing the solving of disputes, and
5. the review period(s), which are to be fixed upon submission of the thesis.

(3) The written supervision agreement only comes into effect once the doctoral candidate has been accepted.

§ 5 Prerequisites for admission to doctoral studies

(1) To be admitted to doctoral studies, the applicant

1. must have obtained a degree qualifying him/her for doctoral studies
 - a) in a Master's program at a German institution of higher education,
 - b) in a degree course at a German university, College of Education or Art with at least a four-year regular duration of study or
 - c) in a graduate program following on from Bachelor's Degree studies at a German university, a College of Education or other institution of higher education with the right to confer doctorates.
in a scientific subject,
2. has not already been accepted as a doctoral candidate or admitted to doctoral studies in the same subject by another faculty or institution of higher education and has not already passed a corresponding doctoral examination in the same subject at an institution of higher education and
3. may not be unworthy to hold the title of doctor as legally defined.

If the qualifying degree under (1)(1) was not obtained in a scientific subject, the doctoral examination committee may in exceptional cases admit the applicant to doctoral studies if the other requirements have been met.

(2) International degrees must be recognized by the doctoral examination committee. For this recognition, it must be established that the international degree is equivalent to the German degree which would otherwise be required. The decision on equivalency must be in accordance with the equivalency agreements approved by the Standing Conference of the Ministers of Education (and Cultural Affairs of the Länder in the Federal Republic of Germany) and the German Rectors' Conference as well as agreements within the framework of partnerships between institutions of higher education. If there are doubts about equivalency, the relevant authority (Zentralstelle für ausländisches Bildungswesen) may be consulted. If the equivalency of an international degree cannot be established because individual coursework and assessment cannot be documented, the applicant may be admitted to doctoral studies if the undocumented coursework and assessment may be performed in retrospect following a recommendation of appraisal by the Zentralstelle für ausländisches Bildungswesen within the framework of an aptitude test, and the appraisal is completed successfully; the appraisal may not exceed two semesters.

(3) Particularly well qualified graduates of Bachelor's or Staatsexamen programs who are not covered by paragraph (1)(1)(b) may be admitted to doctoral studies if they are among the best five percent of that program's graduates over the previous six semesters, on condition that they have obtained at least 40 and at most 60 ECTS credits by successfully completing Faculty of Chemistry and Pharmacy Master's program modules prior to the launching of the doctoral examination process. The doctoral examination committee considers the proposed thesis topic and determines the modules to be taken.

(4) Particularly qualified graduates of science diploma programs at a university of applied science, a university of cooperative education or the Notarakademie Baden-Württemberg may be admitted to doctoral studies by the doctoral examination committee if they demonstrate in an aptitude test that they are fundamentally capable of academic work in the subject in which the doctoral thesis is proposed to the same extent as required of graduates under paragraph (1). Admission to the aptitude test assumes that the applicant is at least among the best five percent of his/her degree program in the previous six semesters and that a member of academic teaching staff, an extraordinary professor, or a lecturer from the Faculty of Chemistry and Pharmacy approves of the admission and has declared his/her willingness to supervise the thesis. An aptitude test is carried out by two members of the Faculty of Chemistry and Pharmacy with the authority to conduct doctoral examinations; the test takes into consideration the focus of the degree completed at a university of applied science or university of cooperative education and the proposed thesis topic; it comprises a written piece of academic work which must be rated "good" or better as well as an oral examination which must receive a pass grade. The aptitude test process must not exceed two semesters.

(5) Graduates of Medicine may be admitted to doctoral studies on the condition that they are already holders of a doctor of Medicine degree and are members of a graduate school or a research training group which the Faculty of Chemistry and Pharmacy participates in. They must be recommended for admission to doctoral studies by two academic supervisors from the faculty and while writing their scientific doctoral thesis must successfully complete the courses stipulated by the doctoral examination committee.

§ 6 Acceptance as a doctoral candidate

(1) A student who intends to complete a doctoral thesis and meets the requirements under section § 5 must apply as early as possible for acceptance as a doctoral candidate. A written application describing the thesis topic must be submitted to the doctoral examination committee. If the thesis topic covers more than one subject, and the subjects are taught in different faculties, the application need be lodged with one of the relevant faculties only. Accordingly in such a case of a multi-faculty thesis, only one of the relevant faculties will confer the doctoral degree. The faculties involved must decide on this before the applicant is accepted as a doctoral candidate.

(2) The application must be accompanied by:

1. documentation of compliance with admission requirements under section § 5;
2. the supervision agreement under section § 4 paragraph (2);
3. a declaration of acknowledgement of the Faculty of Chemistry and Pharmacy's current doctoral degree regulations;

4. a current curriculum vitae including a summary of personal and professional development;
5. a declaration on current or previous applications for admission to doctoral studies, specifying the time, topic and faculty or department to which the application was made and where appropriate giving a reason why the process was not completed, or providing a notarized copy of the doctoral degree certificate if a doctorate has already been conferred;
6. for non-German applicants, documentation of sufficient knowledge of German, where appropriate;
7. a recent police clearance certificate in accordance with the relevant law (Bundeszentralregistergesetz), if the police clearance certificate is not sent directly to the doctoral examination committee, as well as a declaration on current criminal investigations; for non-German citizens unable to present a police clearance certificate in accordance with the Bundeszentralregistergesetz must present an equivalent certificate from a responsible court or administrative authority in their home country issued no more than 6 months previously.

(3) The doctoral examination committee usually decides on applications within three months, in the case of doctoral degree programs by the start of the program. Applications will be rejected if

1. the admission requirements under section § 5 have not been met;
2. the proposed thesis topic does not fit the Faculty of Chemistry and Pharmacy's subject orientation or there is no member of the faculty meeting the requirements under section § 3 paragraph (1) who is able to judge the specialties of the thesis topic,
3. none of the faculty members under section § 3 paragraph (1) consider the proposed topic worthy of a doctoral thesis or the applicant's prior education appropriate or
4. the availability of the materials/ equipment necessary to carry out the doctoral project cannot be guaranteed.

(4) ¹If the applicant is accepted as a doctoral candidate, he/she receives written notification. ²At the same time as it makes a decision to accept a candidate, the doctoral examination committee appoints the academic described in the supervision agreement as the supervisor. If the applicant is accepted as a doctoral candidate under some condition in accordance with section § 5 paragraph (3), the written notification described in item (1) above must include information on what must be done in order to meet the condition. If the doctoral examination committee decides to reject an application for acceptance as a doctoral candidate, reasons for the decision must be given in writing and must include information on the right to appeal.

(5) ¹Admittance as a doctoral candidate may be revoked if

1. the supervision agreement under § 4 paragraph (2) is invalid or is rescinded,
2. reasons for a rejection of the application for acceptance as a doctoral candidate arise in retrospect,
3. there is no prospect of the doctoral thesis being completed successfully in an appropriate period of time, or
4. the doctoral candidate is in severe violation of his/her duties under the supervision agreement (§ 4 paragraph (2)).

Acceptance as a doctoral candidate may be revoked under item (1)(4) only if the formal process of consulting an ombudsman has been concluded without success and no new supervision agreement has been signed.

(6) By accepting a person as a doctoral candidate, the Faculty of Chemistry and Pharmacy expresses its basic willingness to evaluate a thesis on the proposed topic as a piece of academic work. Accepting a person as a doctoral candidate obliges the faculty to provide academic supervision for the candidate.

(7) Acceptance as a doctoral candidate does not confer any legal right to be admitted to the doctoral examination process.

(8) The responsible supervisor must ensure that the doctoral candidate is familiarized with the rules of good academic practice.

(9) The greatest part of the experiments for the thesis are to be conducted at an institute of the Faculty of Chemistry and Pharmacy. Exceptions to this regulation require the consent of the doctoral examination committee.

(10) While working on the thesis the doctoral candidate is to gain greater in-depth knowledge of another area of his/her discipline. Details of this must be set out in the supervision agreement.

(11) Two years after the applicant's acceptance as a doctoral candidate the responsible supervisor reviews the case to see if the doctoral project may be continued, and communicates the result of this review to the doctoral examination committee.

§ 7 Launch of the doctoral examination process

(1) ¹The launch of the doctoral examination process assumes that the doctoral candidate continues to meet the admission prerequisites set out in section § 5. ²The application to begin the doctoral examination process (review and oral defense of the thesis) must be submitted in writing to the doctoral examination committee. ³The application must be accompanied by:

1. the notice of acceptance as a doctoral candidate under section § 6 paragraph (4) item (1);
2. the current supervision agreement under section § 4 paragraph (2);
3. a current curriculum vitae including a summary of personal and professional development;
4. four copies of the thesis in printed and bound form as well as in electronic form on the required data storage system and in the required file format;
5. an abstract of the thesis in German and English of one DIN A4 page each; the abstract must bear an note of endorsement by the responsible supervisor;
6. a declaration of any prior or current attempts to obtain a doctoral degree, giving details of the place, date, institution of higher education, and thesis topic, as well as a notarized copy of the degree certificate for any previously obtained doctoral degree;
7. a recent police clearance certificate in accordance with the relevant law (Bundeszentralregistergesetz), if the police clearance certificate is not sent directly to the doctoral examination committee, as well as a declaration on current criminal investigations; for non-German citizens unable to present a police clearance certificate in accordance with the Bundeszentralregistergesetz must present an equivalent certificate from a responsible court or administrative authority in their home country issued no more than 6 months previously;
8. a statutory declaration in accordance with the attachment to these doctoral degree regulations;
9. a copy of the legal notice of the significance and legal consequences of making a statutory declaration, provided by the Faculty of Chemistry and Pharmacy and signed by doctoral candidate;
10. in the case of a doctoral program or participation in a structured doctoral program, documentation of work completed therein;
11. where appropriate, a complete list of academic publications and lectures;
12. a declaration detailing which classes the doctoral candidate participated in during the period in which he/she was writing the thesis;
13. where appropriate, documentation of studies preparatory to the doctoral project or of other requirements met.

Notwithstanding item (3)(4) the submission of two further copies of the thesis may be required if both reviewers give it a rating of summa cum laude.

(2) The application may be retracted once only, and then only by means of a written declaration. There may be no retraction if a review has already been submitted to the doctoral examination committee or if more than four weeks have passed since the appointment of reviewers.

(3) One of the requirements for the application described in paragraph (1) may only be repudiated if there is a legal reason for revoking the doctoral degree. This is to be decided by the doctoral examination committee.

(4) The board of examiners will decide on admission to the doctoral examination process. The doctoral examination committee may transfer this decision to the head of the committee in cases which present no particular difficulties. The doctoral candidate shall receive written notice of admission. If admission is not approved, the reason for the decision must be given in writing to the doctoral candidate together with information on the right to appeal.

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§ 8 Doctoral thesis

(1) The thesis topic must be selected from a research area properly represented at the Faculty of Chemistry and Pharmacy. The thesis must demonstrate the candidate's ability to perform independent, in-depth academic work in the field of science and it must represent a substantial contribution to the advancement of academic knowledge.

(2) The doctoral thesis must be written in German or English. If the thesis is written in German, the experimental section may be written in English. If the thesis is written in English, a summary in German must be included; if the thesis is written in German, a summary in English must be included.

(3) The thesis is usually written as a monograph. When presented with at least two outstanding pieces of academic work whose first author is the doctoral candidate and which have been published or accepted for publication by internationally recognized specialist journals, the doctoral examination committee may apply for to a cumulative thesis to be submitted instead. The application must be accompanied by an explanatory statement, and by a statement from the responsible supervisor. The application is accepted if the doctoral examination committee votes in favor with a three-quarters majority. Pieces of work collated into a cumulative thesis by the doctoral candidate must have arisen from a common academic issue. None of the pieces of work may be the subject of another thesis or of a current or completed doctoral examination process by the doctoral candidate. The works must be prefaced by a detailed outline placing the research topics in critical relation and the most important findings from the collated works in the context of the academic literature on the topic, and where appropriate, appraising the candidate's own individual contribution as well as the contribution of the other author or authors of each piece of work. In the case of joint research work, the doctoral candidate's individual performance must be clearly delineated and assessable.

(4) The thesis must contain a title page in accordance with the template provided by the Faculty of Chemistry and Pharmacy, a table of contents, an abstract, and a detailed register of sources and literature used.

§ 9 Assessment of doctoral thesis

(1) If the doctoral candidate has been admitted to the doctoral examination process, the doctoral examination committee appoints a first reviewer and a second reviewer to assess the thesis. The first reviewer is usually the responsible supervisor of the thesis.

(2) Reviewers gauge whether the thesis submitted may be accepted as assessment in the doctoral examination process, whether it must be rejected or sent back for revision. They assess the academic performance in a written, well-reasoned review to the doctoral examination committee, usually four months after the reviewer's appointment as a reviewer. If there is no suggestion to send back the thesis for revision, it must be given one of the following ratings:

0	excellent	summa cum laude
1	very good	magna cum laude
2	good	cum laude
3	sufficient	rite
4	insufficient	non probatum.

The following more detailed fractional grades are also permissible:

0.5	excellent to very good
1.5	very good to good
2.5	good to sufficient.

A rating of summa cum laude may only be given if the thesis is distinguished by a high degree of originality and academic maturity.

(3) ¹Upon justified application by the doctoral candidate or a member of the doctoral examination committee the doctoral examination committee may appoint a further reviewer. ²It must always appoint a further reviewer when one of the two original reviewers rejects the thesis or recommends it be sent back for revision, when their assessments differ by more than one full grade or when an objection under paragraph (4) item (4) is not rejected. ³This further reviewer must present his/her review within a period of two months. The doctoral examination committee considers the evaluation of the further reviewer's report or reviewers' reports and decides whether to accept or reject the doctoral thesis.

(4) ¹After all reviews have been received, the thesis together with the reviews is to be made available for for inspection at the Dean's Office for at least two weeks during semester and at least three weeks during semester break. ²Theses shall not be made available for inspection for longer than four weeks. ³The head

of the doctoral examination committee notifies the doctoral examination committee members in writing or electronically of the time and location in which a thesis is made available for inspection. ⁴These persons authorized to inspect the thesis have the right to make an objection in writing to the acceptance, rejection or evaluation of the thesis by the end of the inspection period. Reasons for such an objection must be given in writing within one week of the objection being lodged. The doctoral examination committee decides on objections.

(5) If the reviewers are unanimous in their decision to recommend acceptance of the thesis, it is thereby accepted - as long as no objection is made or the objection is rejected by the doctoral examination committee. If the reviewers are unanimous in their decision to recommend rejection of the thesis, it is thereby rejected - as long as no objection is made or the objection is rejected by the doctoral examination committee. In all other cases the doctoral examination committee decides whether to accept or reject a doctoral thesis on the basis of the reviewers' reports and the grades recommended therein.

(6) ¹The head of the doctoral examination committee determines the overall grade for the thesis by calculating the arithmetic mean of the reviewers' grades. ²This results in an overall grade and overall rating for a thesis which has been accepted, as follows:

0	excellent	summa cum laude
up to and including 1.3	very good	magna cum laude
greater than 1.3 up to and including 2.5:	good	cum laude
greater than 2.5 up to and including 3.0:	sufficient	rite

If a doctoral thesis is accepted by a majority of the reviewers and if the arithmetic mean of the grades given by the reviewers results in a value over 3.0, the overall grade for the doctoral thesis is to be rounded down to 3.0.

(7) The overall rating of summa cum laude may only be given if both reviewers concurrently agree on a rating of summa cum laude, there is no objection, and all members of the doctoral examination committee are in agreement with this evaluation. If an objection is lodged against the evaluation and is not withdrawn despite having been addressed by the doctoral examination committee, a third reviewer must be appointed. Paragraph (3) item (3) applies accordingly. If the third reviewer also rates the thesis summa cum laude, this evaluation must in addition be approved by a three-quarters majority of the doctoral examination committee. If a three-quarters majority is not attained, the overall grade for the thesis is 0.5 (excellent to very good).

(8) The thesis is sent back for revision if this is recommended by at least two reviewers. If the thesis is not resubmitted in revised form within one year, it counts as rejected.

(9) Doctoral candidates may be required by their first supervisor to revise their theses for publication; the doctoral examination process is not complete until such requirements are met.

(10) If the thesis is rejected, the doctoral examination process has been unsuccessfully concluded. If the thesis is rejected, the doctoral candidate receives written notification of this from the doctoral examination committee. This notification must include reasons for the denial and instructions on the right to appeal. In this case, the doctoral candidate may apply just once more to launch a doctoral examination process; this must be on a different topic and may not take place within one year. If that thesis is also rejected, the candidate has failed the doctoral examination with no option to retry.

§ 10 Oral defense

(1) Following acceptance of the doctoral thesis the head of the doctoral examination committee appoints an examination board and sets a date for the oral defense. The oral defense must take place at the latest one year after acceptance of the doctoral thesis. The date of the oral defense must be at least one week after acceptance of the thesis and must be announced in good time.

(2) The examination board usually consists of the first reviewer, the second reviewer and one further examiner according to section § 3 who is selected by the head of the doctoral examination committee after the doctoral candidate has been consulted. Members of the examination board must represent at least two different disciplines; the majority of examination board members must belong to the Faculty of Chemistry and Pharmacy. If the first reviewer or the second reviewer is prevented from attending the oral defense, the head of the doctoral examination committee, after consultation with the doctoral candidate, appoints a deputy who meets the requirements under § 3 and can represent the discipline of the reviewer who is unable to attend. The examination board is headed by a member appointed by the doctoral examination committee. If the overall rating for the thesis is summa cum laude, the head of the doctoral examination committee becomes a further member of the examination board who in this case functions

also as the head of the examination board. The responsible supervisor of the thesis may not be head of the examination board.

(3) The thesis and examiners' reports, as well as any objections under section § 9 paragraph 4, must be made available to members of the examination board at the latest five working days before the oral defense.

(4) The oral defense is based on issues dealt with in the thesis and is intended to show to what extent the doctoral candidate has obtained knowledge and has developed abilities in line with the current state of his/her thesis' discipline. The oral defense has a duration of approximately 60 to 90 minutes; it begins with a lecture on the thesis by the doctoral candidate lasting a maximum of 20 minutes.

(5) The oral defense must usually be conducted in German. If all members of the examination board assent and the doctoral candidate so desires, the oral defense may be held in English.

(6) The main points dealt with and the results of the oral examination must be noted in the minutes of the proceedings. The minutes must be signed by the examiners.

(7) The lecture leading into the oral defense is open to all members of the university. Upon application by the doctoral candidate the head of the examination board may admit guests from outside the university to the audience. The in-depth academic discussion which follows immediately after the lecture takes place before the examination board and in closed session. Depending on the space available the head of the examination board may permit accepted doctoral candidates in the faculty to attend the closed session part of the oral defense. Public observers must be excluded from the entire oral defense if there is good cause to do so or if the doctoral candidate applies for such exclusion. Public attendance does not extend to deliberations or the announcement of the examination result.

(8) Following the oral defense the examination board decides in closed session whether the exam was a success. Each member of the examination board gives a grade in accordance with section § 9 paragraph (2). The grade for the oral defense is calculated from the arithmetic mean of the individual assessments; § 9 paragraph (6) item (2) applies accordingly. The oral defense is a pass if the average of all grades given is at worst 3.0 (sufficient - rite).

(9) Members of the examination board are obligated to maintain silence on matters which become known to them in closed session, unless the matter in question is already a matter of public knowledge or not of a significance requiring confidentiality. The duty to maintain confidentiality due to contractual employment obligations remains unaffected

§ 11 Failing and repeating the oral defense

(1) If the oral defense is a fail or counts as a fail, the doctoral examination committee issues written notification, which must include reasons for the decision and instructions on the right to appeal. The oral defense may be repeated once within one year from the effective date of the committee's written notification. The application for admission to a repeat exam must be submitted to the doctoral examination committee two months after notification at the earliest.

(2) The doctoral examination process has been unsuccessfully concluded and the doctoral examination failed with no option to retry if, within one year of the effective date of the exam notification, no application is made for a repeat of the oral defense or the candidate fails the repeat oral defense. In justified cases the doctoral examination committee may extend the deadline for the repeat exam upon application by the doctoral candidate.

If the doctoral examination process has been unsuccessfully concluded the doctoral candidate receives written notification of this from the doctoral examination committee. This notification must include reasons for the decision and instructions on the right to appeal.

§ 12 Overall rating

(1) Once the oral defense has been passed, the doctoral examination committee determines the overall grade and overall rating.

(2) The overall grade is calculated from the thesis grade with no rounding and a weighting of 60 percent and the grade of the oral defense with no rounding and a weighting of 40 percent. This results in an overall grade and overall rating as follows:

0

excellent

summa cum laude

up to and including 1.3	very good	magna cum laude
greater than 1.3 up to and including 2.5:	good	cum laude
greater than 2.5 up to and including 3.0:	sufficient	rite

An overall rating of summa cum laude may only be given in the doctoral qualification process if the thesis has received an overall rating of summa cum laude and the oral defense has been rated summa cum laude concurrently by the members of the examination board concurrently.

(3) The doctoral candidate is informed of the result of the doctoral examination after the overall grade has been established.

§ 13 Publication of the doctoral thesis

(1) The doctoral candidate must make the doctoral thesis available to the academic public in an appropriate manner via duplication and distribution within two years from successful completion of the oral defense in a version approved by the first reviewer. If the first reviewer rejects the version of the doctoral thesis planned for publication, the doctoral examination committee shall decide upon application by the candidate.

(2) If the doctoral candidate fails to meet the deadline or to obtain the first reviewer's approval as required under paragraph (1) above, all rights obtained via the doctoral examination are extinguished; if the doctoral degree certificate has been issued, it must be confiscated. In justified cases the deadline may be extended by the doctoral examination committee upon application prior to the expiry of the deadline.

(3) The doctoral candidate has fulfilled his/her duty to publish if he/she delivers free of charge the following number of archive copies, which must be printed on aging-resistant, wood-free, acid-free paper and have a permanent binding:

1. two copies to the doctoral examination committee and
 2. to the Freiburg university library
- a) for electronic publication via the Freiburg university library research information system FreiDok plus, one printed paper copy in copyable type together with an electronic version whose data format and data storage medium meet Freiburg university library specifications; the doctoral candidate must ensure that the contents and formatting of the electronic version corresponds to the printed paper copy;
 - b) for publication of individual pieces of work in a cumulative thesis in academic journals, three printed paper copies of the entire thesis;
 - c) for publishing by a commercial publisher via booksellers and with documentation of a minimum print run of 150 copies and identification of the publication as a thesis, listing the thesis location in the imprint, one copy;
 - d) for a thesis in the form of a monograph, if its significant results have been published in academic journals, three copies of the thesis.

In the case of item (1)(2)(a) the doctoral candidate grants the University of Freiburg the non-exclusive right within the framework of the university library's statutory duties to produce and distribute further copies of the doctoral thesis and to make the thesis available in data networks.

(4) The names of the reviewers and the Dean along with the date of the oral defense as the day of the completion of the doctoral exam must be given on the back of the title page of the archive copies. If the title is later changed, the title page must state what the original title was.

§ 14 Completion of doctorate; degree certificate

(1) The doctorate is completed with the presentation of the degree certificate. The doctoral degree certificate is signed by the Rector of the University of Freiburg and the Dean of the faculty and bears the university seal. It contains the name, date and place of birth of the holder, the University of Freiburg Faculty of Chemistry and Pharmacy as the conferring body, the degree conferred, the overall rating of the thesis, the rating of the oral defense and the overall rating of the doctoral examination in Latin, as well as the corresponding grades in numerals, and the title of the doctoral thesis. The date of the oral defense is given as the date of doctorate completion. If the requirements under section § (1) paragraph (2) are met

the doctoral candidate may choose whether he/she wants to hold the title of Doctor of Science or Doctor of Philosophy.

(2) The doctoral degree certificate will only be issued when the doctoral candidate has delivered the archive copies of the doctoral thesis to the doctoral examination committee and to the Freiburg university library in accordance with section § 13 paragraph (3). Notwithstanding item (1) the doctoral examination committee may in agree to the earlier issuing of the doctoral degree certificate upon application by the candidate in the case of delivery under § 13 paragraph (3) item (1)(2)(c), if there is a binding publishing contract, the ready-for-press manuscript has been presented to the publisher as well as to the doctoral examination committee, and the publisher has made a binding declaration to the doctoral examination committee that the printing and financing are assured and that the archive copies will be sent to the doctoral examination committee and the Freiburg university library. In justified cases the doctoral examination committee may consider the duty to publish as fulfilled when there is delivery under § 13 paragraph (3) item (1)(2)(a), when the thesis is only made available to the public after a period of time because of a confidentiality clause due to a patent pending. The prerequisite for this is that the doctoral candidate has completely fulfilled all other duties under section § 13, that the latest possible time of publication is made clear in the confidentiality clause, and that publication by the Freiburg university library can go ahead without any further action by the doctoral candidate. The confidentiality clause shall be issued for a duration of up to two years by the Freiburg university library upon application by the doctoral candidate; it may be extended twice at most, each time for one year.

(3) The presentation of the doctoral degree certificate must be conducted in an appropriate manner. Until the presentation, the doctoral candidate may upon application receive a preliminary certificate documenting a pass in his/her doctoral examination. This certificate details the title and evaluation of the doctoral thesis, the evaluation of oral assessment and the overall evaluation of assessed doctoral work.

(4) Prior to presentation of the doctoral degree certificate, the candidate does not have the right to use the title of doctor, not even while stating that it is conditional or designated.

(5) Procedural regulations based on international agreements remain unaffected.

§ 15 Withdrawal from the oral defense

(1) If the doctoral candidate fails to take part in all or part of the oral defense, this is considered a withdrawal.

(2) If the doctoral candidate is prevented from taking part in the oral defense by illness or any other good cause, withdrawal will be approved upon application. The doctoral candidate must submit this application to the doctoral examination committee at the earliest possible opportunity, giving the reason for withdrawal and providing appropriate documentation. In the case of illness the application must be accompanied by a doctor's certificate detailing the medical indications required for an evaluation of the candidate's inability to take the exam.

(3) If the withdrawal is approved by the doctoral examination committee, a new examination date is set. If the withdrawal is not approved, the oral defense counts as failed.

§ 16 Retraction and revocation of admission to doctoral studies; invalidity of assessed work

(1) If it is shown prior to presentation of the doctoral degree certificate that the doctoral candidate has used deception regarding a requirement for admission or that significant requirements for admission were wrongly assumed to have been met, admission to doctoral studies may be cancelled. The same applies if facts become known which would justify the revocation of the doctoral degree under section § 36 paragraph (7) Landeshochschulgesetz.

(2) If it is shown prior to presentation of the doctoral degree certificate that the doctoral candidate has used deception in a piece of assessment for the doctorate, parts or all of the doctoral assessment may be declared invalid; in severe cases, admission to doctoral studies may be retracted.

(3) Before any decision is made under paragraphs (1) or (2), the doctoral candidate must be given an opportunity to speak on the matter. The reason for the decision must be given in writing to the doctoral candidate together with information on the right to appeal.

§ 17 Revocation of the doctoral degree

- (1) The revocation of the doctoral degree must be in accordance with section § 36 paragraph (7) Landeshochschulgesetz and section § 48 Landesverwaltungsverfahrensgesetz.
- (2) If the requirements for admission to the doctoral examination process were not met, and the applicant did not intend to deceive, and if the fact becomes known only after the doctoral degree certificate has been issued, this fault is remedied by the candidate having passed the doctoral examination.
- (3) Before a decision is made to withdraw a doctoral degree, the person concerned must be given the opportunity to speak on the matter. The reason for the decision must be given in writing to the person concerned together with information on the right to appeal.
- (4) If the doctoral degree is revoked, any doctoral degree certificate already presented must be confiscated.
- (5) The revocation of a doctoral degree may be communicated with the necessary details by the Rector to all German institutions of higher education which have the right to confer doctorates.

§ 18 Irregularity in proceedings; objections

- (1) Irregularities in the doctoral examination process must be brought before the doctoral examination committee at the earliest possible opportunity.
- (2) The person concerned may lodge an objection to notifications negatively affecting him/her, and which are based on these doctoral degree regulations, with the doctoral examination committee in writing within one month of the notification. The doctoral examination committee shall decide on the objection, where appropriate after consultation with the examination board.
- (3) Administrative court procedure (Verwaltungsgerichtsordnung) regulations apply to the objection procedure.

§ 19 Consulting an ombudsperson

- (1) The ombudspersons appointed by the University of Freiburg senate are the contact persons for all the Faculty of Chemistry and Pharmacy's doctoral candidates and for their supervisors in all conflicts arising from the supervisory relationship and from work on a doctoral thesis.
- (2) The procedure of consulting an ombudsperson is regulated in the University of Freiburg general statutes.

§ 20 Protection provisions

- (1) The application by a doctoral candidate for statutory time off under § 3 paragraph (1) and § 6 paragraph (1) of the Mutterschutzgesetz/ Maternity Protection Act in the version published on 20 June 2002 (BGBl. I p. 2318), as amended, must be taken into consideration. The application must include the necessary documentation. Maternity protection provisions suspend all other deadlines in these doctoral degree regulations.
- (2) Similarly, provisions for parenting leave under § 15 paragraphs (1) to (3) of the relevant law (Bundeselterngeld- und Elternzeitgesetz) of 5 December 2006 (BGBl. I p. 2748), as amended, must be taken into consideration upon application. The doctoral candidate must communicate to the doctoral examination committee the period in which he/she plans to take parenting leave, providing the necessary documentation, at least four weeks before the planned start date of the parenting leave. The doctoral examination committee must establish whether the legal requirements are met which would trigger the right to parenting leave in an employment situation, and notifies the doctoral candidate of the result as well as any new examination or other deadlines.
- (3) Recourse to the protection provisions for care of a close relative as defined by § 7 paragraph (3) under the law governing nursing care periods (Pflegerzeitgesetz) of 28 May 2008 (BGBl. I p. 874, 896) as amended) when that relative is in need of care as defined by sections §§ 14 and 15 of Book Eleven of the Social Code (SGB XI) of 26 May 1994 (BGBl. I p. 1014, 1015) as amended) is permitted.

§ 21 Disadvantage compensation

(1) ¹Doctoral candidates with a disability or chronic illness which impedes them in performing work required for doctoral studies are to be allowed reasonable disadvantage compensation by the doctoral examination committee, upon application. ²The doctoral examination committee determines the form and scope of the compensation measure in accordance with the severity of the documented disability or illness which impedes the performance of work required for doctoral studies. Compensation measures may comprise in particular a reasonable extension of the exam deadlines set out in these doctoral degree regulations; reasonable compensation may also be allowed additionally or alternatively in some other form.

(2) An application for disadvantage compensation must be submitted, at the latest, together with the application for the launch of doctoral examination process. Documentation of the disability or illness as defined by paragraph (1) item (1) must be provided by a doctor's certificate detailing the necessary medical indications. In general or in individual cases the doctoral examination committee may request a medical certificate from a doctor who it nominates.

(3) Before the doctoral examination committee makes a decision under paragraph (1) item (2) in disputed cases it must consult the university's representative for students with disabilities or chronic illnesses, if the doctoral candidate agrees.

§ 22 Storage of examination files

(1) After successful conclusion of the doctoral examination process the documentation relating to it, including the thesis, are placed on the Faculty of Chemistry and Pharmacy files.

(2) If the thesis is rejected or if the doctoral examination is failed with no option to retry, the thesis and all related documentation remain in the faculty files.

(3) Documentation relating to the examination must be kept on file at the faculty for five years. After expiry of this period of storage the exam documentation must be delivered to the University Archive in accordance with paragraph (1) and the exam documentation offered in accordance with paragraph (2).

§ 23 Inspection of doctoral files

Within a year of the completion of the doctoral examination process the doctoral candidate must be permitted to inspect his/her examination files. The head of the doctoral examination committee sets the time and place for inspection.

§ 24 Doctoral studies jointly supervised with other universities

(1) The doctoral examination process may be conducted jointly with one or more other universities inside or outside Germany on the basis of an agreement between the University of Freiburg and the other university or universities. Any such cooperation agreement must be signed by the doctoral candidate and, on behalf of the University of Freiburg, by the supervisor, the head of the doctoral examination committee, and the Rector. The cooperation agreement must regulate the following matters in particular:

1. the nature of the academic supervision of the doctoral candidate,
2. the minimum required of the candidate's research periods at the partner university or universities,
3. rules for assessment including: the language to be used, how the examination board is to be appointed, and which grading scheme is to apply,
4. rules governing the presentation of the doctoral degree certificate,
5. the duty to publish the doctoral thesis,
6. who is to pay travel expenses.

(2) For doctorates conducted by the University of Freiburg in joint supervision with other institutions of higher education with the right to confer doctorates, the general provisions of these doctoral degree regulations apply, if not otherwise provided for below.

(3) The doctoral candidate is supervised by a member of academic teaching staff from the other institution of higher education and by two members of academic teaching staff from the Faculty of Chemistry and Pharmacy who meet the requirements under section § 3 paragraph (1) item (1).

(4) The doctoral candidate decides - in consultation with the supervisors of the thesis - at which of the participating institutions the doctoral examination process is to be conducted.

(5) If a justified application is made, the thesis may be submitted in a language other than German or English, if its assessment within the Faculty of Chemistry and Pharmacy can be ensured. In such cases a summary in German must be included. The participating faculties and institutions of higher education must be listed on the back of the title page.

(6) For assessment of the thesis, the conducting of the oral defense, the determining of the overall result in the doctoral examination process, and the option of repeating doctoral studies, the provisions of the institution of higher education at which the doctoral examination process is being conducted apply, however, the following conditions must be met:

1. If the doctoral examination process is not conducted at the University of Freiburg, it must be ensured that at least one academic representative of the University of Freiburg Faculty of Chemistry and Pharmacy who meets the requirements under section § 3 paragraph (1) participates in the other institution of higher education's doctoral examination process.
2. If the doctoral examination process is not conducted at the University of Freiburg, at least one academic representative of the other institution or one of the other institutions who meets the requirements under section § 3 paragraph (2) is appointed as a reviewer or examiner.

(7) ¹The doctoral degree certificate contains the names and signatures of the persons designated in accordance with the doctoral degree certificate of the participating institutions of higher education and bears the seal of the University of Freiburg as well as the seal of the other participating institution(s) of higher education and/or faculties. ²It contains the designation of the academic degree Doctor rerum naturalium or Doctor of Philosophy as well as the corresponding foreign academic degree, where appropriate. ³The doctoral degree certificate must include a note to the effect that the doctorate was obtained under joint supervision by two or more universities. If two doctoral degree certificates are issued, items (1) to (3) apply accordingly.

(8) With the receipt of the doctoral degree certificate the holder obtains the right to use the title of doctor in the Federal Republic of Germany, and in the case of a joint doctoral degree with an institution of higher education outside Germany, the right to also use an equivalent title in the state the other institution belongs to. The holder thereby obtains the right to use one doctoral title only.

(9) For the publication of the thesis and the number of archive copies, the cooperation agreement may refer to the right of the other institution(s) of higher education. It must be ensured that the Faculty of Chemistry and Pharmacy's doctoral examination committee receives at least two archive copies and that the Freiburg university library receives the necessary number of copies, depending on the type of publication under section § 13 paragraph (3) item (1)(2).

§ 25 Doctoral convention

(1) The doctoral candidates accepted for doctoral studies by the Faculty of Chemistry and Pharmacy comprise a doctoral convention.

(2) The doctoral convention may debate matters affecting doctoral candidates and make recommendations to university bodies. The draft doctoral degree regulations are made available to the doctoral convention for comment; the comments are included in the senate documentation.

(3) The doctoral convention makes its own rules of procedure and elects an executive board. The details of how the doctoral convention is organized and how its executive board is elected are set out in the convention's rules of procedure, which are passed by a majority of the doctoral convention members present.

A member of the doctoral convention executive board may participate in an advisory capacity in meetings of the Grosse Fakultätsrat for consultations on draft faculty doctoral degree regulations.

§ 26 Honorary doctorates

(1) The Faculty of Chemistry and Pharmacy confers an honorary Doctor of Science degree (Doctor rerum naturalium honoris causa – Dr. rer. nat. h.c.) as a rare distinction showing particular appreciation of outstanding services to academia in a discipline represented by the faculty. Women may use the title of honorary doctor in the feminine form.

(2) In consultation with the Senate, the Grosse Fakultätsrat decides on the conferring of an honorary doctorate, and on the revoking of an honorary doctorate under § 17 with the necessary changes.

(3) An application for the conferring of an honorary doctorate must be made in writing to the head of the doctoral examination committee by one or more members of academic staff of the Faculty of Chemistry and Pharmacy. The application must contain:

1. a biography of the person to be given the honorary doctorate,
2. a bibliography of the person to be given the honorary doctorate,
3. comprehensive reasons for the award and
4. a draft of the honorary doctoral certificate.

After reviewing the application for completeness, the head of the doctoral examination committee sends the application on to the Grosse Fakultätsrat.

(4) The Dean appoints a commission to review the requirements for an honorary doctorate and to produce a report for the adoption of a resolution by the Grosse Fakultätsrat. The members of the commission are: the applicant or one of the applicants to be their representative as well as five persons authorized to undertake assessment under section § 3 paragraph (1) item (i).

(5) The Grosse Fakultätsrat takes the commission's report into consideration and decides on the application by a three-quarters majority of its members who are entitled to vote.

(6) The person to receive the honor is only informed of the planned honorary doctorate after the process has been fully completed. The honorary doctorate is offered to him/her by the Dean.

(7) An honorary doctorate is to be conferred by the ceremonial presentation of the honorary doctoral certificate by the Dean in the presence of the members of the faculty. The certificate must detail the academic merits of the person receiving the doctorate. The doctoral degree certificate is signed by the Rector of the University of Freiburg and the Dean of the faculty and bears the university seal.

§ 27 Effective date and transitional arrangements

(1) These doctoral degree regulations go into effect on 1 January 2016. The University of Freiburg doctoral degree regulations for the Faculty of Chemistry and Pharmacy of 8 December 2003 (Amtliche Bekanntmachungen Vol. 34, no. 55, pp. 375–382), last amended on 20 November 2014 (Amtliche Bekanntmachungen Vol. 45, no. 85, p. 652), become invalid concurrently.

(2) The previous regulations apply to doctoral examination processes which had already been launched at the time these doctoral degree regulations come into effect or whose launch had been applied for at that time.

(3) The previous regulations apply to doctoral candidates who have been accepted to doctoral studies at the time these doctoral degree regulations come into effect but have yet to make application to be admitted to the doctoral examination process, unless the doctoral candidate formally requests for these doctoral degree regulations to apply.

Freiburg, 28 January 2016

Professor Dr. Dr. Hans-Jochen Schiewer
Rector

Attachment

(regarding section § 7 paragraph (1) item (3)(8))

The statutory declaration must usually be submitted in writing. The option of making a statutory declaration to be minuted remains unaffected. The written declaration is worded as follows:

“Statutory declaration

in accordance with § 7 (1)(3)(8) of the University of Freiburg’s Faculty of Chemistry and Pharmacy doctoral degree regulations

1. The doctoral thesis herewith submitted with the following topic:

is my own independent work.

2. I have used only the sources and resources listed therein and have not made use of any inadmissible help from any third party. In particular, I have clearly identified matter from other works, cited verbatim or paraphrased, as such.

3. The doctoral thesis or parts thereof

(Please mark relevant box with an x)

- have not been presented at any institution of higher education in Germany or abroad as part of assessment for an examination or qualification.
- have been presented at any institution of higher education in Germany or abroad as part of assessment for an examination or qualification.

Title of the work presented for assessment somewhere else:

Name of relevant institution of higher education:

Year in which the work was presented:

Type of assessment for examination or qualification:

4. I hereby confirm that the above declaration is true.
5. I am aware of the significance of the statutory declaration and that I am liable to criminal prosecution if my statutory declaration is untrue or incomplete.

I solemnly swear that to the best of my knowledge this information is true and that I have not concealed any relevant information.

Place and date

Signature”