

Legal note: This English translation is for your information only. The legal basis for a Course of Examination of Doctoral Candidates is the original German text (see http://www.med.uni-jena.de/dekanat/Gesetze_Ordnungen/Promotionsordnung.html).

Course of Examination for Doctoral Candidates

Faculty of Medicine

Friedrich-Schiller-Universität Jena

Contents

- I. Degrees granted**
 - II. Admission to apply to a doctoral programme of examination**
 - III. Acceptance as a doctoral candidate**
 - IV. Opening of the examination procedures**
 - V. Doctoral committee**
 - VI. Dissertation and evaluation of the dissertation**
 - VII. Oral exam (disputation)**
 - VIII. Final mark**
 - IX. Completion of examination procedures and certification**
 - X. Fraud and denial of the doctorate**
 - XI. Right of inspection**
 - XII. Appeal of decisions**
 - XIII. Honorary degrees and their renewal**
- Coming into effect of this course of examination (Promotionsordnung) and provisions during transition**

According to § 5 paragraph 1, in conjunction with § 79 paragraph 2 sentence 1 Nr. 11, 83 paragraph 2 Nr. 6, 85 of the Thuringian Higher Education Act (Thüringer Hochschulgesetz [ThürHG]) as amended on 9 June 1999 (GVBl. S 331), the Friedrich-Schiller-Universität Jena issues the following programme of doctoral study for the Faculty of Medicine. This programme of study was decided by the Council of the Faculty on 09 March 1999 and on 14 March 2000. The Senate of the Friedrich-Schiller-Universität Jena agreed to the programme on 1 June 1999 and the alterations on 16 May 2000. The Thuringian Ministry for Science, Research and Art approved the programme by decree AZ: H4-437/562-14 on 14 June 2000.

I. Degrees granted

§ 1

The Friedrich-Schiller-Universität Jena, through the Faculty of Medicine, confers the academic degrees of doctor medicinae (Dr. med.), doctor medicinae dentariae (Dr.

med. dent), as well as honorary academic degrees and laureateships (doctor medicinae honoris causa; doctor medicinae dentariae honoris causa) subject to the following provisions.

§ 2

(1) The conferral of the doctorate serves as certification of the holder's ability to carry out advanced scientific work within medicine or dentistry. The certification will be granted, except in the case of an honorary degree, upon successful submission of a written scientific thesis (dissertation) in accordance with §§ 5-9 and completion of an oral exam (disputation) in accordance with §§ 10-11.

(2) The same doctorate, with the exception of honorary degrees, may only be granted once. Women may use the female form of all functional and academic designators and postsecondary degrees in this document.

II. Admission to apply to a doctoral programme of examination

§ 3

(1) Admission to apply to a doctoral programme assumes that the candidate has studied medicine or dentistry at a university or equivalent postsecondary institution. If the application is submitted before the applicant has completed his or her studies, then the doctoral examination procedures cannot be closed before the aforementioned studies are completed. Applicants who have completed these studies outside of the EU and who do not possess a German license (Approbation) must present a certificate that their pre-doctoral degree is equivalent to the corresponding German degree (Äquivalenzbescheinigung des Studienabschlusses).

(2) The applicant must first be accepted as a doctoral candidate in the Faculty of Medicine of the Friedrich-Schiller-Universität Jena before being admitted to apply to a doctoral programme of examination.

III. Acceptance as a doctoral candidate

§ 4

(1) Anyone who wishes to complete a dissertation through the Faculty of Medicine must submit an application to the Dean which specifies the applicant's intended topic and work plan, time plan, and scientific advisor (Betreuer). Any applicant who is currently neither an employee of the Friedrich-Schiller-Universität Jena nor a student of the Faculty of Medicine must additionally submit an informal written statement from an academic instructor who is a full working member of the Faculty of Medicine, in which suitable scientific contact with the intended field of doctoral study is verified. The requirements for admission to a doctoral programme as given in § 3 paragraph (1) must also be fulfilled.

(2) The Faculty Council decides whether to accept the applicant based on the suggestion of the Dean; the decision is made open to the Faculty.

(3) The applicant receives a written notice of the decision from the Dean. A rejection is to be justified and to include information about the applicant's legal right to appeal.

(4) In accepting an application, the Faculty takes on the responsibility to evaluate the dissertation as a scientific work and to support the doctoral candidate in the completion of this work. The doctoral candidate must be assigned to a professor or lecturer (Professor, Hochschul- oder Privatdozent) who serves as his or her scientific advisor (Betreuer).

(5) The acceptance of an applicant does not grant him or her any legal rights to the opening of doctoral examination procedures. Acceptance as a doctoral candidate can be revoked if there is no prospect of the dissertation being successfully completed within a reasonable period of time. The candidate is to be given the opportunity of a hearing before the Faculty Council prior to such a decision. If the applicant's scientific advisor retires, procedural rules fixed by the Faculty apply to the handling of the acceptance.

IV. Opening of the examination procedures

§ 5

(1) The written application to open the doctoral examination procedures is to be given to the Dean of the Faculty of Medicine. The following documents are to accompany the application:

1. the notice of acceptance as a doctoral candidate as in § 4 paragraph (3) and a certificate of the fulfilment of any accompanying conditions which were given for acceptance;
2. four copies of the dissertation;
3. a declaration sworn to by the candidate, from which it can be determined:
 - 3.1. that the applicant is familiar with the relevant course of examination for doctoral candidates (Promotionsordnung),
 - 3.2. that the applicant has composed and written the dissertation him or herself and that he or she has acknowledged all additional assistance, personal communication, and sources within the work,
 - 3.3. which persons have assisted the applicant with the choice and assessment of materials and/or supported him or her in writing the manuscript,
 - 3.4. that the applicant has not enlisted the assistance of a doctoral consultant (Promotionsberater) and that no third parties have received either direct or indirect monetary benefits from the applicant for work connected to the submitted dissertation,
 - 3.5. that the applicant has not already submitted the dissertation as an examination paper for a state or other scientific examination,
 - 3.6. whether the applicant has submitted the same, a substantially similar,

- or a different paper to another postsecondary school as a dissertation and, if so, with what result;
4. an official certificate of good conduct, in the case that the applicant is not in civil service;
 5. the certificate of payment of tuition fees in the amount stipulated by the requirements (Gebührenordnung) of the Friedrich-Schiller-Universität Jena.

(2) An applicant cannot be admitted to examination if he or she has already applied to a doctoral programme elsewhere within the same discipline. An applicant whose previous doctoral examination procedures have been unsuccessfully terminated cannot begin new examination procedures with the same failed doctoral work.

§ 6

(1) The Faculty Council decides whether to open the examination procedures during its first sitting following the submission of the application. The decision is made by a majority vote of its doctorate-holding members.

(2) The applicant receives written notice of the opening of the examination procedures from the Dean.

(3) In case of a negative decision by the faculty council, procedures are to be followed as outlined in § 18.

The withdrawal of the application to open the doctoral examination procedures is permissible until either the date for the oral exam (disputation) has been fixed or the procedures have been closed due to the rejection of the dissertation by the doctoral committee as in § 9 paragraph (6). Should two reviewers reject the dissertation [see also § 9 paragraph (6)], the withdrawal of the application is not permitted.

V. Doctoral committee

§ 7

(1) The Council of the Faculty of Medicine, in its first meeting, creates a sufficient number of permanent doctoral committees and chooses the presiding members of these committees for a period of office.

(2) The doctoral committee has the following tasks:

- To debate the results of evaluation and the suggestion to grant admission to the defence as well as to name further reviewers or to make the decision to end examination procedures unsuccessfully (i.e., without granting a degree);
- To preside over the public defense;
- To recommend the final mark;
- To recommend candidates to be awarded higher honours.

(3) The doctoral committee comprises the reviewers (Gutachter) of the candidate's course of examination, the committee chairperson (Vorsitzender), and nine regular members. The chairpersons are chosen by the Faculty Council, and the nine regular

members are recommended by the chairpersons and confirmed by the Faculty Council. The regular members may be members of the Faculty of Medicine who hold postdoctoral degrees (Habilitation); however, the majority must be professors. The attendance of five or more members of the doctoral committee in a session constitutes a quorum.

(4) The doctoral committee advises either the acceptance and marking or the rejection of the dissertation on the basis of written evaluations. The committee also conducts the oral exam in accordance with the form given in § 10 paragraph (1) of this course of doctoral examination and gives marks based on the candidate's performance.

(5) The doctoral committee meets in closed session following § 45 paragraph 2 ThürHG. Its decisions are to be recorded in a procedural log (Verfahrensprotokoll).

(6) The members of the doctoral committee are obliged by § 46 ThürHG to maintain silence on matters that are revealed to them during closed session, with the exception of matters which are already publicly known or whose significance no longer requires secrecy. Duties to maintain confidentiality based on service and working relationships shall remain undisturbed.

The right of professors to participate in the doctoral examination procedures is not disturbed by their retirement. The Faculty Council makes decisions regarding further participatory rights.

VI. Dissertation and evaluation of the dissertation

§ 8

(1) In the dissertation, the applicant demonstrates his or her ability to obtain results through independent scientific work which enrich medical or dental knowledge.

(2) A dissertation may, in justified and exceptional cases, consist of the collaborative work of two applicants, provided the scientific contribution of each applicant is clearly recognizable and the collaboration seems necessary based on the methods and subject matter of the work.

(3) The submitted dissertation must be written in German, printed, and bound. An abstract, also in German, must accompany the dissertation. The length of the dissertation should not be greater than 100 pages. In justified cases, the candidate may request permission from the Dean to exceed this limit. Collaborative dissertations may be up to 150 pages in length.

The dissertation is to include a title page (see the appendix for a prototype) as well as a short CV outlining the applicant's scientific educational background and a declaration sworn to by the applicant in accordance with § 5 paragraph 1 sentences 3.1 through 3.6 of the General Requirements for Courses of Doctoral Examination (Allgemeine Bestimmungen für die Promotionsordnungen) of the Friedrich-Schiller-Universität Jena.

§ 9

(1) Upon the opening of the doctoral examination procedures, the Council of the Faculty of Medicine appoints three reviewers. One of these may not be a member of the Friedrich-Schiller-Universität, and one must be the candidate's scientific advisor.

(2) The reviewers judge the scientific performance of the dissertation in written evaluations and use the following scale to assign a mark:

magna cum laude	(excellent)	1
cum laude	(good)	2
rite	(satisfactory)	3

The Faculty of Medicine provides the reviewers with recommended criteria on which to base the marks. If the reviewers cannot recommend the acceptance of the work, they issue a mark of non sufficit (insufficient, 5).

(3) The review period lasts for 12 weeks following the sending of the evaluation documents to the reviewers. The evaluations are to be submitted to the Dean. Should a reviewer not be in the position to submit his or her evaluation within this period, the Faculty Council appoints a new reviewer.

(4) The Dean shares the complete submitted evaluations with the Faculty. The dissertation is made available in the Dean's office for a period of three weeks so that the instructors and doctorate-holding members of the Faculty may inspect and give commentary on the dissertation.

(5) At the end of the 3-week period of open commentary, the doctoral committee decides whether to accept or reject the dissertation and on its overall mark. If the reviewers have all given the identical mark, then this is the overall mark of the dissertation. If the marks from individual reviewers vary, then the overall mark is decided in the following way:

- magna cum laude, if the arithmetic mean is less than 1,5;
- cum laude, if the arithmetic mean is less than 2,5 and none of the reviewers have given a mark of non sufficit;
- rite, if the arithmetic mean is greater than 2,5, or if two reviewers have given the mark of rite.

(6) Should at least one reviewer recommend the rejection of the dissertation, the Faculty committee may, with the prior recommendation of the regular members of the doctoral commission, decide to obtain an additional evaluation. The decision to accept or reject the dissertation must take into account all evaluations. Should two reviewers reject the dissertation, the dissertation is failed and the examination procedures are closed unsuccessfully. The doctoral candidate may withdraw his or her application before the doctoral committee has made its decision, as in § 6 paragraph (4). If examination procedures are closed, § 8 paragraphs 9-11 of the General Requirements for Courses of Doctoral Examination (Allgemeinen Bestimmungen für die Promotionsordnungen) of the Friedrich-Schiller-Universität Jena apply.

(7) If the dissertation is accepted, the candidate may view the evaluations. The evaluations will, however, not be sent to the candidate.

VII. Oral exam (disputation)

§ 10

(1) The oral exam takes place as a defence, called a disputation, open to the Faculty. During the disputation, the doctoral candidate presents the most important results of the dissertation in a 15-minute presentation (20 minutes for collaborative dissertations). The candidate then has the opportunity to defend his or her results during an ensuing scientific discussion. The disputation takes place in a session open to the Faculty. The Dean is responsible for organising the event (fixing an appointed time and date and issuing an invitation to the candidates). The chairperson of the doctoral committee supervises the scientific component. An application may be submitted to the Dean to conduct the disputation in English.

(2) The following marking scale is used to grade the disputation:

magna cum laude	(excellent)	1
cum laude	(good)	2
rite	(satisfactory)	3

(3) Should the candidate fail the disputation for the first time, it may be retaken within twelve months, and not earlier than two months following the failed disputation. In this case, § 9 paragraph 5 of the General Requirements for Courses of Doctoral Examination (Allgemeinen Bestimmungen für die Promotionsordnungen) of the Friedrich-Schiller-Universität Jena apply.

VIII. Final mark

§ 11

(1) The following scale is used to determine the final mark:

summa cum laude	(superior)	
magna cum laude	(excellent)	1
cum laude	(good)	2
rite	(satisfactory)	3

(2) The final mark for the doctoral examinations is determined from the mark given to the written dissertation and the mark given the disputation.

(3) The following final marks are determined by the doctoral committee:

- summa cum laude, if all individual marks are excellent (magna cum laude)
- magna cum laude, if the mark for the dissertation is magna cum laude and that for the disputation is cum laude, and if no individual mark is rite.
- cum laude, if the mark for the dissertation is magna cum laude and that for the disputation is rite, or if the mark for the dissertation is cum laude and that for the disputation is magna cum laude, cum laude, or rite.
- rite, if the mark for the dissertation is rite.

(4) The final mark is recommended by the doctoral committee and confirmed by the

elected members of the Council of the Faculty of Medicine.

IX. Completion of examination procedures and certification

§ 12

The doctoral committee can, at the suggestion of the reviewers, give permission for the removal of errors before the publishing of the dissertation. It is incumbent upon the Dean to assess the editing.

§ 13

The Dean shares the decision of the Faculty Council with the doctoral candidate, in writing, and, in the case of the decision to grant the candidate an academic degree, advises him or her as to the obligation to publish the dissertation as well as to the full terms and benefits of the doctorate.

§ 14

(1) Following the acceptance of the dissertation and the successful completion of the oral exam, the candidate is obligated to publish the dissertation and to provide the Thüringer Universitäts- und Landesbibliothek (ThULB) with copies (Pflichtexemplare) as outlined in paragraph (2).

(2) The obligation to publish the dissertation is satisfied when, in addition to four copies for the examination files, the following copies of the dissertation are supplied to the ThULB:

- a. either 10 printed copies, on archival quality, wood- and acid-free paper and durably bound, or
- b. six printed copies, if the dissertation has been published in a journal or scientific written series, or
- c. six printed copies, if a written certification can be provided that a commercial publisher will distribute the dissertation as a book, of which at least 150 copies can be demonstrated, and this publishing is announced on the back of the title page of the dissertation, or
- d. six printed copies and a copy-compatible, archival quality microfiche, or
- e. six printed copies and an electronic version in a data format and medium which is according to parameters set by the ThULB.

In cases a., d., and e., the doctoral candidate transfers to the university the right to make further copies of the dissertation.

(3) The copies for the ThULB must be submitted within 4 weeks following the decision of the Faculty Council to close the examination procedures. An extension of this period is possible only with the written permission of the Dean.

§ 15

(1) As soon as the conditions in § 12 paragraph (1) are fulfilled and the obligation to

publish the dissertation as given in § 14 is satisfied, the doctorate is officially granted through the handing over of a certificate (Urkunde) signed by the Rector and the Dean. The day of the disputation is given as the granting date for the degree. If the disputation takes place before the end of the candidate's studies, the provisions in § 3 paragraph (1) apply. In this case, the granting date for the degree is the day of the completion of study.

(2) The topic of the dissertation and the final grade are displayed on the doctoral certificate. The final mark is written in Latin; the certificate is in German.

(3) The right of the doctoral candidate to use the title of Doctor and to display the associated degree begins strictly with the handing over of this certificate.

As an exception to paragraph (3), the candidate may be granted a provisional right to assume the doctoral degree and title before the handing over of the certificate if the fulfilment of all outstanding requirements has been demonstrated. This decision is issued by the Dean.

X. Fraud and denial of the doctorate

§ 16

(1) The granting of the doctorate is to be revoked if the applicant has lied or cheated in the verification of admission requirements or in any of the activities involved in the earning of the doctorate, or if anything should come to light which would have disqualified the candidate from being granted a degree. The decision to revoke the doctorate is made by a majority vote of the doctorate-holding members of the Faculty Council, after the holder of the degree has been afforded a hearing before the council.

(2) If the requirements for admission to a doctoral programme were not fulfilled, and the applicant did not attempt to lie or cheat about their fulfilment, and if this first becomes known after the handing over of the doctoral certificate, these deficiencies will be considered remedied through the successful completion of the doctoral exams.

(3) In addition to the above conditions, the revoking of a doctorate is subject to the Law in general.

XI. Right of inspection

§ 17

Following the closure of the doctoral examination procedures, the candidate has the right to view the documents.

XII. Appeal of decisions

§ 18

(1) All decisions regarding admission to apply to a doctoral programme, the acceptance or rejection of the dissertation and the oral exam are to be shared with the applicant in writing. Any notice of incrimination from the Faculty Council and/or the doctoral committee is to be justified and is to be furnished for any inquiry into the legal remedies available to the candidate and his or her right to appeal.

(2) Within a month following notification of the decision, the concerned party may file a written appeal before the Rector of the Friedrich-Schiller-Universität. The Faculty Council then obtains an opinion from the legal department of the university and subsequently makes a decision regarding the appeal via a majority vote of its doctorate-holding members. The Rector issues notice of the decision after first obtaining the Dean's counter-signature.

(3) The provisions of the administration procedural law (Verwaltungsgerichtsordnung) apply to the appeal and to the appeal process. In addition, § 134 sentence 2 of the Thuringian Higher Education Act (Thüringer Hochschulgesetz [ThürHG]) also applies.

XIII. Honorary degrees and their renewal

§ 19

(1) In the recognition of excellent scientific achievement or other special merits, the Friedrich-Schiller-Universität can issue honorary degrees as in § 1 paragraph (2) of the General Requirements for Courses of Doctoral Examination (Allgemeinen Bestimmungen für die Promotionsordnungen) of the Friedrich-Schiller-Universität Jena. Honorary degrees may be granted through the Faculty of Medicine for any of the fields that it represents.

(2) The requirements for the formal application for honorary degrees and for the appraisal of the achievement of the person to be honoured are regulated through a procedural rule of the Council of the Faculty of Medicine.

(3) Based on submitted nominations, the Faculty Council may decide through the approval of three quarters of its doctorate-holding members to grant the honorary doctorate. Before the Faculty Council reaches a decision, the Senate is also to be given the opportunity to offer an opinion.

(1) The Rector and the Dean normally grant honorary degrees in an event to which the members of the Faculty Council and Senate and of the Faculty are invited. The degree is granted through the presentation of a certificate signed by the Rector and the Dean, in which the achievements of the honoured personage are recognised.

§ 20

(1) The honorary doctoral certificate can be renewed upon the 50th anniversary of the day of its initial conferral, if this renewal appears fitting in consideration of the scientific merits or close ties of the recipient with the Friedrich-Schiller-Universität.

(2) The anniversary certificate is granted following the proposal of the Dean and the approval of the Faculty Council. This certificate bears the signature of the Rector and of the Dean.

XIV. Coming into effect of this course of examination (Promotionsordnung) and provisions during transition

§ 21

(1) For any applicant who has been accepted as a doctoral candidate at another postsecondary institution, but whose advisor has accepted a position with this Faculty, the requirements for admission to apply and for acceptance as a doctoral candidate at the other institution apply, as do as all other requirements set forward in this document by the Faculty of Medicine apply.

(2) The examination procedures in cases described by paragraph (1) will be conducted strictly according to the General Requirements for Courses of Doctoral Examination (Allgemeinen Bestimmungen für die Promotionsordnungen) of the Friedrich-Schiller-Universität Jena together with the course of examination for doctoral candidates of the Faculty of Medicine.

(3) Applicants who were already accepted on the basis of the previous course of examination for doctoral candidates before the coming into effect of this document, and who have begun their dissertation under the previous course but must take the oral exam under this current course, have the right, until the termination of the semester during which this course of examination comes into effect, to choose between the current course of examination and the one which was in effect when they were accepted.

§ 22

This course of examination comes into effect on the first day of the month following its release in the common official journal of the Thuringian Ministry of Culture (Thüringer Kultusministeriums) and the Thuringian Ministry for Science, Research and the Arts (Thüringer Ministeriums für Wissenschaft, Forschung und Kunst).

Jena, 17th May 2000
Prof. Dr. Georg Machnik, Rektor
Rektor

Prof. Dr. Bernd Wiederanders
Dekan

[Prototype for the dissertation title page: English translation]

***Note: This English translation is for your information only.
Please use the German prototype on the next page.***

[Topic]

Dissertation

for the obtainment of the academic degree of doctor
medicinae (Dr. med.)*

*(doctoral candidates of dentistry use doctor medicinae dentariae (Dr. med. dent.))

presented to the Council of the Faculty of Medicine of the
Friedrich-Schiller-Universität Jena

by [Title FirstName LastName]
born on [Date] in [City, state, country of birth]

[Prototype for the dissertation title page]

[Topic]

Dissertation

zur Erlangung des akademischen Grades doctor medicinae
(Dr. med.)*

*(doctoral candidates of dentistry use doctor medicinae dentariae (Dr. med. dent.))

vorgelegt dem Rat der Medizinischen Fakultät der
Friedrich-Schiller-Universität Jena

von [Titel Vorname Name]
geboren am [Datum] in [Geburtsort]