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Course of Examination for Doctoral Candidates

Theological Faculty

Friedrich-Schiller-Universität Jena

from 16 June 2003

According to § 5 paragraph 1, in conjunction with §§ 79 paragraph 2 sentence 1 Nr. 11, 83 paragraph 2 Nr. 6 and 85 of the Thuringian Higher Education Act (Thüringer Hochschulgesetz [ThürHG]) as amended on 9 June 1999 (GVBl. S 331), last altered through Article 1 for the amendment of the Thuringian Higher Education Act and of the Thuringian law concerning the closing of the pedagogical postsecondary school, Erfurt from 10 April 2003 (GVBl. S. 213), the Friedrich-Schiller-Universität Jena issues the following programme of doctoral study for the Theological Faculty of the Friedrich-Schiller-Universität. This programme of study was decided by the Council of the Faculty on 7 January 2003; the Senate of the Friedrich-Schiller-Universität Jena agreed to the programme on 3 June 2003. The Thuringian Ministry for Science, Research and Art approved the programme by decree Gz. H1-437/562-12- on 9 January 2004.

I. Article: General Terms

§ 1

Doctoral degrees

(1) The Friedrich-Schiller-Universität Jena, through the Theological Faculty, confers the academic degree of doctor theologiae (Dr. theol.) or, in the case of honorary degrees, the degree of doctor theologiae honoris causa (Dr. theol. h.c.).

(2) The granting of a doctoral degree serves as certification of the recipient's ability to carry out intensive scientific work which contributes to the furthering of theological understanding.

(3) The degree is earned, except in the case of honorary degrees (see § 13), through a written scientific treatise (Dissertation) as in § 6 and an oral exam as in § 7 of this document.

§ 2

Admission to apply to a doctoral programme

(1) The admission to apply to a doctoral programme generally requires that the applicant has successfully completed a course of theological study at a university or peer institution, which study was closed with a theological final examination (Faculty exams including Diplom or Magister examinations with Evangelical [i.e. Protestant, = Evangelisch] theology as the main subject [Hauptfach]), the First Theological Exam of a member church of the Evangelical [Protestant] Church in Germany, or a state examination (Staatsexamen) in educational studies (Lehramt). The Faculty Council (Fakultätsrat), with a majority vote of its doctorate-holding members and at the recommendation of the appropriate representatives of all theological disciplines, decides whether and to what degree a course of study completed at a foreign postsecondary institution can be credited. The agreed equivalencies established by the Conference of the Minister for Education [Kultusministerkonferenz] and Conference of Rectors of Postsecondary Institutions in Germany [Hochschulrektorenkonferenz] are also to be observed when periods of academic activity completed outside of the jurisdiction of the Higher Education Act are recognized.

(2) Applicants holding degrees from universities of applied science (Fachhochschule), or Magister degrees with “Evangelical Theology” as a minor subject (Nebenfach), may only be admitted to apply to a doctoral programme if their final examinations earned a mark of “good” or better and if the applicants’ academic performances meet the standards and specifications of the Courses of Study and Examination (Studien- und Prüfungsordnungen) for Diplom students of the Theological Faculty as well as the requirements for admission to, and contents of, the Diplom final examination (Diplomprüfung). The doctorate-holding members of the Study and Examination Committee (Studien- und Prüfungskommission) determine whether applicants are eligible to be admitted. They may issue requirements for further study and examination, which are to be completed within no more than three semesters. Time taken to complete unfulfilled language skill requirements is not calculated into this three-semester period.

(3) The admission to apply to a doctoral programme generally requires that the applicant complete at least two semesters of study or scientific activity in the Theological Faculty of the Friedrich-Schiller-Universität. Justified exceptions may be allowed by the approval of a simple majority of the doctorate-holding members of the Faculty Council.

(4) Admission of external applicants can only be effected when the application to be accepted as a doctoral candidate also includes an informal written statement from an academic instructor, who is a full working member of the Theological Faculty, in which suitable scientific contact with the intended field of doctoral study is verified. The requirements for admission as in paragraph (1) also apply.

(5) Knowledge of Latin, Greek, and Hebrew at the level of the Latinum, Graecum and Hebraicum are necessary for doctoral study in the Theological Faculty.

(6) Doctoral candidates in the Theological Faculty must have a certificate of

membership to an evangelical church. The Faculty Council can, by a two-thirds majority of its doctorate-holding members and in exceptional cases, also permit applicants to doctoral examination who belong to a different church or confession in the Ecumenical Council of Churches, if this is necessary to the advancement of evangelical theological research, especially in its ecumenical relationships.

§ 3

Acceptance as a doctoral candidate

(1) Persons who fulfil the admission requirements in § 2 and who intend to prepare a dissertation can apply to the Theological Faculty for acceptance as doctoral candidates by submitting a prospective dissertation topic and naming an intended advising professor or lecturer (betreuender Hochschullehrer). Certification of the completion of admissions requirements and copies of the applicant's academic transcript (which must be certified in the case of external applicants) are to accompany the written application.

(2) The Dean decides whether to accept the application within one month of its submission; in the case that requirements as in § 2 paragraphs (1)-(4) and (6) are not fulfilled, in agreement with a corresponding decision by the doctorate-holding members of the Faculty Council which should take place within 2 months.

(3) An applicant may only be accepted as a doctoral candidate if the Faculty has the ability to provide scientific support for the writing of the dissertation and is qualified to evaluate the dissertation as a piece of scientific work. The acceptance of an applicant assumes the candidate's amicable assignment to a professor or lecturer (Professor, Hochschul- oder Privatdozent) as his or her advisor. The acceptance of an applicant does not grant him or her any legal rights to the opening of doctoral examination procedures.

(4) The decision to accept or reject the application is to be given to the applicant in writing. A rejection of the application must provide a reason for the rejection as well as information on legal remedies available (Rechtsbehelfsbelehrung). The certificate of acceptance (Annahmebescheinigung) should, if necessary, stipulate additional requirements as according to § 2 paragraph (2). The submission of a certificate of acceptance counts as qualification for matriculation as a doctoral student at the Friedrich-Schiller-Universität.

II. Article: Doctoral examination procedures

§ 4

Opening of the doctoral examination procedures

(1) The written application to open the doctoral examination procedures is to be given to the Dean of the Theological Faculty. The following documents are to accompany the application, following § 5 paragraph 1 of the General Requirements for Courses of Doctoral Examination (Allgemeine Bestimmungen für die Promotionsordnungen) of the Friedrich-Schiller-Universität Jena:

1. the certificate of fulfilment of additional requirements as in § 2 paragraphs (1)-(6) and, when applicable, the notice of acceptance as a doctoral candidate as in § 3 paragraph (4);
2. four copies of the dissertation;
3. a written declaration, 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 content of the submitted dissertation,
 - 3.5. that the applicant has not already submitted the dissertation as an examination paper for a state, church, or other scientific examination,
 - 3.6. whether the applicant has submitted the same, a substantially similar, or a different paper to another postsecondary school 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 (Promotionsgebühr) in the correct amount as according to the effective regulation (Gebührenordnung).

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

(3) In the same manner, and at the recommendation of the advising instructor, the Faculty Council appoints two reviewers (Gutachter) of the written dissertation, at least one of whom must be a professor of the Theological Faculty of the Friedrich-Schiller-Universität. The advisor of the dissertation should be a reviewer.

(4) The Faculty Council, at the recommendation of the advisor of the dissertation, appoints an examiner for each subject covered by the oral exam (Rigorosum), whereby it should be seen to that the assignment of examination duties alternates appropriately among members of the council of professors who are eligible to conduct exams.

(5) The applicant receives written notice from the Dean regarding the opening of the examination procedures as well as the names of the examiners.

(6) In case of a negative decision by the faculty council, procedures are to be followed as outlined in § 17 of the General Requirements for Courses of Doctoral Examination (Allgemeine Bestimmungen für die Promotionsordnungen) of the Friedrich-Schiller-Universität Jena.

(7) The withdrawal of the application to open the doctoral examination procedures is permissible until either the procedures have been closed due to the rejection of the dissertation or the date for the oral exam has been fixed.

§ 5

Doctoral committee

(1) The Council of the Theological Faculty nominates a doctoral committee to conduct the doctoral examination procedures. The committee consists of full-time instructors in the Theological Faculty (Professoren, Hochschuldozenten und Privatdozenten). Emeritus faculty members may belong to the committee if they have been appointed as reviewers or examiners. Furthermore, when appropriate, reviewers who are not professors of the Theological Faculty also belong to the doctoral committee. The Faculty Council chooses a chairperson (Vorsitzender; usually the Dean) by a simple majority vote of its members. No reviewer may serve as the chairperson of the committee; the chairperson should also not represent the subject area of Theology in which the dissertation originates.

(2) The doctoral committee decides in closed session whether to accept the dissertation, and on the mark it will receive based on written evaluations. The mark assigned the dissertation may differ from the marks recommended by the reviewers in their written evaluations; but if the reviewers agree on a mark for the dissertation, this mark is assigned. The doctoral committee conducts the oral exam (Rigorosum), and evaluates the candidate's performance on this exam [§ 7 paragraph (7)] and decides on the final mark for the doctoral examinations.

(3) All decisions of the doctoral committee are to be recorded in a procedural log (Verfahrensprotokoll) which is to be kept by an appointed member of the committee, who must not be the chairperson.

§ 6

Dissertation

(1) In the dissertation, the applicant demonstrates his or her ability to conduct independent scientific work, the results of which advance theological understanding.

(2) The dissertation is to be written in German and must be printed and bound. The Faculty Council may permit the dissertation to be written in a different language via the approval of a simple majority of its doctorate-holding members. A German abstract must accompany every such dissertation.

(3) The dissertation is to include a title page, a prototype for which is given as an appendix to this Promotionsordnung (see the Faculty). The submitted work must also include at the end a short CV outlining the applicant's scientific educational background.

(4) The reviewers appointed as in § 4 paragraph (3) examine the submitted dissertation in detail and independently from each other and decide whether it can be accepted as a doctoral work. Each submits a written evaluation of the dissertation as a scientific work, provided he or she finds it acceptable, and assigns a mark based on the following scale:

summa cum laude	(1)	(Outstanding)
magna cum laude	(2)	(Excellent)
cum laude	(3)	(Good)
rite	(4)	(Sufficient)

(5) The evaluations should be submitted to the chairperson of the doctoral committee not more than three months after the opening of the doctoral examination procedures. Should a reviewer not be in the position to submit his or her evaluation within this period, the Faculty Council can appoint a new reviewer.

(6) The chairperson of the doctoral committee circulates the dissertation, along with the reviews, among the other members of the doctoral committee who are not reviewers; he or she simultaneously informs the other doctorate-holding members of the Faculty Council that the evaluation procedures have begun and grants them the opportunity to view the documents. The members of the committee may offer their written opinions on the dissertation. This evaluative period is to be called to an end within two months and a meeting is to be arranged to decide the final mark of the dissertation.

(7) Following the acceptance of the dissertation and the assignment of a final mark by the doctoral committee as in § 5 paragraph (2) and § 6 paragraph (4), the committee chairperson permits the continuation of the doctoral examination procedures. Should at least one reviewer recommend the rejection of the dissertation, the doctoral committee decides whether to continue the doctoral examination procedures. With the approval of the simple majority of the doctorate-holding members of the Faculty Council, the committee may call in up to two additional reviewers. The final decision to accept or to reject the dissertation is made by the doctoral committee, taking into account all prior evaluations of the dissertation.

(8) Should two reviewers reject the dissertation, examination procedures are closed unsuccessfully (i.e., without granting a degree). A copy of the dissertation remains in the files of the Faculty.

(9) The Dean is to serve a written notice to the doctoral candidate regarding discontinuation of the examination procedures as in paragraph (7) or (8). The doctoral candidate is in this case allowed to view the examination documents.

§ 7

Oral exam

(1) If the dissertation is accepted by the doctoral committee, the candidate must perform an oral exam.

(2) The oral exam covers the following five subjects: the Old and New Testament, church and theological history, systematic and practical theology. The subject in which the dissertation was written is the main subject (Hauptfach); the remaining four subjects are minor subjects (Nebenfächer).

(3) If the dissertation was written in the subject area of religious studies (Religionswissenschaft), then one of the five subjects in paragraph (2) will be replaced by religious studies, and this will be the major subject of the exam. The terms of paragraph (4) are not affected.

(4) If the candidate has completed a state or church exam such as those listed in § 2 paragraph (1) sentence 1 with a mark of "good" or better, the doctoral committee may, at the request of one of the reviewers, limit the oral exam to one major subject and two minor subjects. The candidate is to be given the opportunity to choose the two minor subjects. He or she must choose these subjects so that the three remaining examination topics of the Rigorosum cover at least one of the two biblical subject areas as well as systematic theology.

(5) The oral exam (Rigorosum) takes place not earlier than 14 days after the doctoral committee has decided to continue the examination procedures as in § 6 paragraph (7). The candidate may negotiate certain points of focus, as long as the subject area in its whole remains the topic of the exam. Major and minor subjects should, as a rule, be examined within one day; the committee may choose the order.

(6) The oral exam in the major topic is conducted by the reviewer of the dissertation who is also the candidate's advisor (Betreuer), and in the minor topic by the examiner appointed as in § 4 paragraph (4). The chair is the dean of the Faculty, as long as this is not the chairperson of the doctoral committee appointed by the Faculty [§ 5 paragraph (1)]; in his or her place, the chairperson of the committee. The Dean, however, always takes part in the oral exam, as well as a member of the doctoral committee who serves as an assessor. The course of each individual exam is recorded in writing by a doctorate-holding member of the Faculty, usually one of the academic staff. With the agreement of the exam candidate, up to two other doctoral candidates as in § 3 of this document may be admitted to sit in on the exam as listeners.

(7) Following the completion of the oral exam, the mark is decided by a majority vote of the members of the doctoral committee who took part in the exam, at the suggestion of the examiner; should the performance be rated as passing, the mark is assigned using the scale in § 6 paragraph (4). In the case of a tie, the examiner has the deciding vote. The final note of the oral exam is calculated as the weighted average of the marks of the individual exams, wherein the mark for the major subject is given either three times (three subjects) or four times (five subjects) the weight of the minor subjects. The final mark "summa cum laude" may only be given if the result of the calculation in sentence

3 is not greater than 1.2.

(8) Should the candidate fail one or more of the individual exams, a date may be set to repeat the entire oral exam between two and twelve months after the failed attempt. Should one or more exams also be failed in the second attempt, the doctoral examination procedures are closed unsuccessfully (i.e., without the granting of a degree). The candidate receives in this case a written notice from the chair of the doctoral committee following § 17 of the General Requirements for Courses of Doctoral Examination (Allgemeine Bestimmungen für die Promotionsordnungen) of the Faculties of the Friedrich-Schiller-Universität.

§ 8

Final mark

(1) The final mark for the doctoral examination procedures is assigned by the doctoral committee following the end of the oral exams (Rigorosum), based on the scale given in § 6 paragraph (4).

(2) The final mark is calculated as the weighted average of the final marks of the dissertation and the rigorosum where the dissertation final mark has a weight of two. The final mark may not be better than the final mark of the dissertation. A final mark of "summa cum laude" can only be given if both the dissertation and the oral exam were also given the mark of "summa cum laude". If the mark given for the oral exam was better than that given the dissertation, the mark of the dissertation rather than the result of the calculation in sentence 1 will be the final mark of the doctoral exams.

(3) The chairperson of the doctoral committee informs the Faculty Council of the committee's recommendation [determined as in paragraph (2)] for the final mark.

(4) The doctoral committee can, at the suggestion of the reviewers, ask for the removal of errors before the publishing of the dissertation. It is incumbent upon the Dean to assess the editing. The Dean must, in such a case, withhold the candidate's certification until the corrections are completed.

(5) The Council of the Theological Faculty decides on the final mark with a majority vote of its doctorate-holding members and based on the recommendation of the doctoral committee.

(6) If the dissertation has been rejected [§ 6 paragraph (7) or (8)], or if examination have been closed unsuccessfully due to multiply failed oral exams [§ 7 paragraph (8)], the candidate may try once more to earn a doctoral degree no earlier than one year after the failed attempt.

(7) The Dean promptly shares the decisions of the doctoral committee and 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.

(8) The candidate may view the evaluations of the dissertation once he or she has received the results of the examination procedures from the Dean.

§ 9

Completion of examination procedures and certification

(1) After the successful closing of the doctoral examination procedures, the candidate is obligated, within 2 years, to publish the dissertation and to provide the Faculty with copies (Pflichtexemplare), as described in § 13 paragraph (2) of the General Requirements for Courses of Doctoral Examination (Allgemeine Bestimmungen für die Promotionsordnungen). This period may only be extended by the Dean's authorization.

(2) As soon as the conditions in paragraph (1) and, if necessary, in § 8 paragraph (4) are fulfilled, the doctorate is officially granted. This is generally done following a public talk in which the candidate presents the results of his dissertation to the academic public, and always following the completion of the doctoral oath of the Faculty of Theology: "promitto ac spondeo me doctrinam evangelii constanter professurum vitamque theologo christiano dignam acturum." The day of the performance of the oral exam (Rigorosum) is given as the granting date for the degree.

(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 the doctoral certificate and the swearing of the doctoral oath. Candidates may, in exceptional cases, 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.

§ 10

Fraud and denial of the doctorate

(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 dissertation, oral exam, and defence.

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

in general.

§ 11

Right of inspection

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

§ 12

Appeal of decisions

(1) All decisions regarding admission to apply to a doctoral programme, the acceptance or rejection of the dissertation and the evaluation of the oral exam performance 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) In addition, § 134 sentence 2 of the Thuringian Higher Education Act (Thüringer Hochschulgesetz [ThürHG]) also applies.

§ 13

Honorary degrees

(1) In the recognition of excellent scientific achievement or other special merits, the Friedrich-Schiller-Universität can issue honorary degrees. Honorary degrees may be granted through the Theological Faculty for any of the fields that it represents. The receipt of such a degree is a rare distinction.

(2) Every professor of the Theological Faculty has the right to nominate candidates for the receipt of the honorary degree Dr. theol. h.c. The Dean, in consultation with the Faculty Council, authorizes two reviewers to evaluate the achievements of the nominee.

(3) Before the Faculty Council reaches a decision, the Senate is also to be given the opportunity to offer an opinion.

(4) Based on the submitted opinions, the Faculty Council may decide through the approval of three quarters of its doctorate-holding members to grant the honorary doctorate. If one professor vetoes the nomination, however, the honorary degree will not be granted.

(5) 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.

§ 14

Renewal of honorary degrees

(1) The 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.

§ 15

Equal opportunities clause

Designators of function or status within this document (i.e., pronouns and other identifiers) are presumed to refer to both the masculine and the feminine forms.

§ 16

Provisions during transition to and closure of this course of examination (Promotionsordnung)

(1) This course of examination comes into effect on the first day of the month following its release in the official announcement of the Friedrich-Schiller-Universität-Jena.

(2) Applicants who were already accepted before the coming into effect of this document 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.

Jena, 16th June 2003

Prof. Dr. Karl-Ulrich Meyn
Rector of the Friedrich-Schiller-
Universität-Jena

Prof. Dr. Jürgen van Oorschot
Dean of the Faculty of Theology