

Doctorate Regulations for the Department of Architecture and Urbanism

Authorized on 23. March 2015

The German language version of the doctorate regulations is legally binding. This English language translation is provided for informational purposes only.

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§ 1 Doctoral Degree and Purpose of the Doctorate

(1) The Department of Architecture and Urbanism, on behalf of the Bauhaus-Universität Weimar, awards the academic degrees: Doctor of Engineering (Dr.-Ing.), Doctor philosophiae (Dr. Phil.), Doctor of Engineering *honoris causa* (Dr.-Ing. h. c.) or honorary Doctor of Engineering (Dr.-Ing. E.h.), as well as Doctor philosophiae *honoris causa* (Dr. phil. h. c.).

(2) The doctorate demonstrates a competency for serious scientific work.

This is demonstrated through:

- a) a dissertation in the form of a written scientific project according to §6, as well as
- b) a disputation in the form of a presentation followed by questions for the doctoral candidate.

§ 2 General Order of Proceedings

(1) Doctoral studies are generally carried out as follows:

- a) registration of the doctoral student in accordance with § 5
- b) commencement of the of dissertation process in accordance with § 7
- c) dissertation evaluation in accordance with § 8
- d) dissertation acceptance in accordance with § 9
- e) disputation in accordance with § 11
- f) evaluation of doctoral achievements in accordance with § 12

- g) submission of obligatory copies in accordance with § 13
 - h) completion of doctorate in accordance with § 14
- (2) The decisions and resolutions made during the process reside with the graduation commission of the Department of Architecture and Urbanism or the examination commission established for the process in question
- (3) To the extent not otherwise stipulated in these study regulations, those permitted to participate in the doctoral procedure, in particular as an advisor or reviewer, or as members of the graduation commission and examination commission, are:
1. Professors, who have been appointed based on their scientific achievements in accordance with § 77 par. 1 and 2 of the Thuringian Higher Education Act or the respective Higher Education Act of other Federal States,
 2. Scientists qualified to be a professor
 3. Junior professors in accordance with § 82 of the Thuringian Higher Education Act
 4. Professors from universities of applied science in accordance with § 77 par. 1 and 2 of the Thuringian Higher Education Act.
 5. adequately academically qualified professors from a foreign country.

§ 3 Graduation Commission

- (1) In order to properly carry out the doctoral procedure, the department has established a graduation commission with resolution authority.
- (2) All professors have the right to participate in the doctoral procedure in an advisory function.
- (3) The graduation commission consists of at least the following members:
- the Dean as well as the following members of the department who are elected by the Department Council for a period of two years,
 - three professors in accordance with § 2 par. 3, at least two of which have a doctorate,
 - an assistant professor with a doctorate in accordance with § 20 par. 2 sub-section 3. of the Thuringian Higher Education Act.
- In addition, one member of the graduation commission should be a professor from another department at the Bauhaus-Universität Weimar. The graduation commission can be enlarged by a decision of the Department Council, however, a majority of professors with doctoral degrees must be maintained.
- (4) The voting members of the graduation commission elect one professor of the commission to be chairman. The chairman must be a member of the Department of Architecture and Urbanism.
- (5) The graduation commission has a quorum when at least two-thirds of the voting members are present when passing the resolution and a professor majority is given. Decisions are made on the basis of a simple majority of the members present and eligible to vote. The chairman casts the deciding vote in the case of a tie.
- (6) The graduation commission is specifically charged with tasks of:
1. Deciding on
 - a) the fulfilment of the requirements for acceptance as a doctoral student in accordance with § 4 and § 5
 - b) commencement of the doctoral procedure based on the theses (§ 7 par. 2 sub-section 5)
 - c) appointment of reviewers
 - d) acceptance of the dissertation based on the reviews and any opinions and appraisals rendered therein
 - e) appointment of the members of the examination commission
 - f) conclusion of the dissertation process (determination of the final grade, awarding of the academic degree).
 2. Supervision of the orderly realisation of the dissertation procedure, and reconciliation of any inadequacies occurring.

§ 4 General Admission Requirements for Doctoral Studies

(1) Acceptance to doctoral studies generally requires successful completion of a course of studies (with a mark of at least "good") for a diploma or Master's degree at a German university or an equivalent degree from a foreign university that corresponds to the Department's profile.

(2) If an applicant has a *Diplom* or Master's degree, or an equivalent degree from a German or foreign university, which does not correspond to the Department's profile, the graduation commission will decide which additional requirements are needed from the applicant. Generally, two of the Master examinations of the Department have to be passed. If one examination is not passed, it can be repeated once within the following three months. If more than one examination is not passed, then the requirements are not met.

(3) If the applicant has a Bachelor's degree with a final grade of "good" from a German or equivalent foreign university in a course of study which corresponds with the Department's profile, the candidate can take an examination for admission to doctoral studies. The examination, approximately one hour long, will be carried out by at least two professors on the graduation commission. Admission to doctoral studies can also be rendered subject to gaining further qualifications according to paragraph 2.

(4) Acceptance to the International Doctorate Programme European Urban Studies (IPP-EU) (Appendix 4) requires a *Diplom* or Master's degree that corresponds with the profile of the Institute for European Urban Studies. Applicants who do not fulfil these formal requirements according to point 1 but are considered to be particularly qualified by the doctoral selection commission (§ 2 Appendix 4) can be accepted to a preparatory course of study according to Appendix 4, § 8.

§ 5 Registration as Doctoral Student and Academic Supervision

(1) Those who fulfil the admission requirements according to § 4 and intend to complete a dissertation can apply to the graduation commission for acceptance as a doctoral student with the declaration of the intended dissertation subject.

(2) Applicants who do not complete their dissertation in the context of employment or doctoral studies at the Bauhaus-Universität Weimar need to submit an application for acceptance as a doctoral student with the graduation commission in accordance with par. 1 at least one year before the intended submission of the dissertation.

(3) The graduation commission decides on the acceptance of a doctoral student and on academic supervision.

(4) The doctoral student will be supervised by at least one professor (mentor) in accordance with § 2 par. 3.

(5) The acceptance of a doctorate student by an academic supervisor (mentor) is to be documented by the submission of an Advisor Agreement (Appendix 5). The supervisory relationship can be terminated by the graduation commission if the doctoral student does not effectively fulfil commitments made in the Agreement.

(6) The supervision of interdisciplinary and international doctoral research projects is preferably to be organized in cooperation with a second supervisor. The second supervisor has the right to be named as one of the reviewers of the dissertation, but is not required to do so.

(7) In cases of early termination of a supervisory relationship based on reasons that the doctoral student is not responsible for, the graduation commission will make efforts to name a different advisor following the submission of an appropriate application by the doctorate student.

§ 6 Dissertation

- (1) The dissertation submitted must conform to scientific standards and contain original scientific results.
- (2) The dissertation should be written in German. Exceptions to this rule can be approved by the graduation commission, if the reviewer has already been confirmed.
- (3) Group work, i.e. dissertations that have more than one author, are not permitted.
- (4) The use of previous publications by the doctoral student is accepted if they are brought up to date and placed in a new thematic context.
- (5) The dissertation must be submitted with a title page in accordance with the form in Appendix 1.
- (6) The doctoral student is required to indicate in a bibliography, which resources were used to complete the dissertation. All passages that are quoted directly or summarized must be cited appropriately.
- (7) The dissertation must contain a declaration by the doctoral student confirming that the dissertation was written solely by the student and only those resources cited were used (Appendix 2).
- (8) The dissertation must contain a curriculum vitae, which specifically details the doctoral student's academic and career path.
- (9) The dissertation must be submitted in printed form.

§ 7 Commencement of the Doctoral Examination Procedure

- (1) Submission of a dissertation is required for the commencement of the doctoral examination procedure.
- (2) The application must be submitted in writing, addressed to the chairman of the graduation commission, and should include the following documents:
 1. curriculum vitae, including details of the doctoral student's academic and career path, as well as a list of publications
 2. proof of fulfilment of the admission requirements in accordance with § 4 (The required certificates should be submitted as certified copies. Certificates and documents not in German have to be submitted with a certified official translation.)
 3. a declaration stating whether the doctoral student has already completed or commenced a doctoral procedure and if this is the case, the results
 4. four bound hardcover copies of the dissertation
 5. fifteen copies of a summary of the essential results in the form of theses with a maximum length of six DIN A4 pages
 6. documentation for processing in scientific catalogues as well as a summary with a maximum length of one page for publication in academic journals
 7. a receipt for the paid doctoral fee.
- (3) A decision regarding the commencement of the doctoral examination procedure will be made within six weeks after the submission of the dissertation and supporting documents in accordance with par. 2. The deadline is suspended while classes are not in session.
- (4) The theses, along with an invitation to an advisory meeting, are sent to all members of the graduation commission at least fourteen days before the scheduled appointment for the meeting.
- (5) The dissertation will be made open to the public fourteen days before the advisory meeting. The graduation commission will decide on possible exceptions.

(6) In case of fulfilment of the general requirements, the graduation commission decides on the commencement of the doctoral examination procedure, on the basis of the theses.

(7) If the doctoral examination procedure is not commenced, then one copy of the dissertation along with the minutes of the meeting will remain in the graduation commission's files.

(8) If the doctoral examination procedure is not commenced, the commission may recommend a revision of the theses and their resubmission.

(9) The dissertation may be retracted by the doctoral candidate within the first month following commencement of the doctoral examination procedure and before the first review is submitted. A written application is to be directed to the chairman of the graduation commission. The procedure is then to be treated as if commencement of the procedure had not been applied for.

§ 8 Dissertation Evaluation

(1) The graduation commission appoints the reviewers upon commencement of the doctoral procedure. Professors can be appointed as reviewers in accordance with § 2 par. 3. An exception can be made relating to one of the reviewers if the reviewer has special expertise in the field of the dissertation. In any case, the reviewer must at least have the qualification, or an equivalent qualification, which is to be examined (§ 48 par. 3 ThürHG).

(2) The graduation commission appoints at least two reviewers. One reviewer must be a member of the Department of Architecture and Urbanism at the Bauhaus-Universität Weimar, at least one reviewer has to come from an institution other than the Bauhaus-Universität. The doctoral student has the right to suggest reviewers.

(3) Additional reviewers can be appointed for dissertations concerning interdisciplinary topics.

(4) Following a request to the reviewers and the reviewers' agreements, reviews should be written within three months. The graduation commission monitors the quality of the reviews. A review can be rejected if:

1. the review is incomprehensible
2. the review does not pertain to the dissertation
3. the review does not evaluate the original scientific results of the dissertation (according to § 6 par. 1)
4. the review does not take into account violations of the principles of scientific research and writing

(5) The reviews recommend acceptance or rejection of the dissertation to the graduation commission. The evaluation, to be submitted on a separate form, should be carried out in accordance with the grading scale described in § 12.

(6) If the reviewers recommend acceptance of the dissertation, then they can also suggest conditions for its publication. However, the conditions should only concern the form, and not the content of the work.

§ 9 Dissertation Acceptance

(1) The graduation commission decides on admission of the dissertation within six weeks following the submission of all reviews. This deadline is suspended while classes are not in session.

(2) The members of the graduation commission are invited at least fourteen days before the meeting takes place.

(3) The graduation commission can appoint an additional reviewer if the original reviewers' evaluations differ by at least two marks, or if at least two members of the graduation commission object to a review's claims.

(4) Given an equal number of votes for and against acceptance of the dissertation, an additional review will be brought in.

(5) A dissertation cannot be admitted if the majority of the reviews do not recommend its acceptance.

(6) The doctoral student will be notified about rejection including the rationale. In this case, the student has the right to view the reviews within one month following notification.

(7) In the case of rejection, a copy of the dissertation with all accompanying reviews will remain in the dissertation files. A revised or new dissertation can be submitted one time, six months later at the earliest. An additional submission is not permitted.

(8) In the case of admission, the doctoral student has the right to receive information about the content of the reviews, not including the mark, from the chairman of the graduation commission at least two weeks before the date of the disputation.

§ 10 Examination Commission

(1) Following acceptance of the dissertation, the graduation commission appoints an examination commission which is responsible for carrying out the next steps of the doctoral procedure, specifically the disputation and overall evaluation of the doctoral achievements.

(2) The examination commission consists of at least four members: the reviewers and at least one additional professor, who chairs the disputation. This professor must be a member of the graduation commission. The chairman cannot be an advisor or reviewer in this procedure. In addition, one more professor (or alternately a scholar with a doctorate degree or an external professor according to § 2 par.3) shall be a member of the examination commission.

(3) If the dissertation was completed as part of a co-tutelle procedure or an international doctorate programme, the international partner institution can determine further members of the examination commission. The first reviewer (from the Department of Architecture and Urbanism) must be part of the examination commission.

§ 11 Disputation

(1) The disputation should take place within six weeks after acceptance of the dissertation. The disputation will be announced to the university public, and generally also to the academic public outside of the Bauhaus-Universität Weimar. The dissertation will be accessible in the library at the Bauhaus-Universität Weimar fourteen days before the date of the disputation.

(2) The disputation is open to the public.

(3) Before commencement of the disputation, the chairman of the examination commission introduces the members of the commission, as well as the doctoral student and his/her academic career. The chairman also announces the fulfilment of the doctoral admission requirements as well as acceptance of the dissertation.

(4) At the beginning of the disputation, the doctoral student elucidates the main results of the dissertation in no more than 45 minutes.

(5) Subsequently, the reviewers present their reviews, in excerpts if applicable.

(6) Following the doctoral student's presentation and the presentation of the content of the reviews, the reviewers, the other members of the examination commission and finally all those present have the right to pose questions to the doctoral student, but are not allowed to give comments about the dissertation. The chairman can disallow questions if they are incompatible with the topic of the disputation.

(7) The disputation should not be more than two hours in length.

(8) Immediately following the disputation, the examination commission meets privately to decide on:

- a) whether the disputation passes or not
 - b) the mark for the disputation
 - c) the examination commission's recommendation to the graduation commission regarding the conferral of an academic degree and doctoral student's overall achievements.
- Each member of the examination commission will evaluate the disputation using the evaluation scale in accordance with § 12.

The disputation is considered to be passed if it is given a mark of at least "rite" (satisfactory) according to § 12 by the majority of the members of the examination commission present.

If the disputation has been passed, the examination commission establishes the overall mark in accordance with § 12 par. 2.

The doctoral student is to be informed immediately after the decision has been made.

(9) A record of proceedings is kept about the disputation containing:

- a) time and place of the disputation
- b) the name of the doctoral student and the members of the examination commission
- c) the content and course of the disputation
- d) the individual marks for the dissertation in the reviews and those for the disputation given by the reviewers and the other members of the examination commission
- e) the recommendation by the examination commission regarding the conferral of an academic degree and the doctoral student's overall achievements
- f) the signature of the chairman of the examination commission

(10) If the disputation is not passed, it can be repeated once within one year but no sooner than within two months. If it is not passed the second time, then the procedure is regarded as unsuccessfully concluded.

(11) Following the passed disputation, the title of *Doktor Designatus* (Dr. des.) can be used until the doctoral procedure has been completed.

§ 12 Evaluation of Doctoral Achievements

(1) The evaluation scale is as follows:

magna cum laude (m.c.l.) – very good (1)

cum laude (c.l.) – good (2)

rite (r.) – satisfactory (3)

non sufficit (n.s.) – not satisfactory (4).

Fractional marks can be given which can differ by 0.3. The marks 0.7, 3.7 and 4.3 are not admissible. The overall mark of summa cum laude (s.c.l. – with honours) can be awarded if all the marks from the review and from the disputation are "magna cum laude."

(2) The overall mark is determined by the average of the marks given in the reviews, which are multiplied by two, and the average of the marks from the disputation, which are not multiplied. The averages are not rounded before being added. The final grade will be rounded as much as a half-grade (0.5) in the student's favour.

§ 13 Obligatory Copies

(1) Following a successful disputation, the chairman of the examination commission informs the doctoral student if and which changes are required before publication in accordance with § 8 par. 6. In case of changes, the revised dissertation should be presented to a member of the examination commission appointed by the examination commission before its duplication.

(2) In addition to the copies required in accordance with § 7 par. 2 subsection 4, the doctoral student is required to deliver the following copies to the library at the Bauhaus-Universität Weimar: 20 hardcover copies, or three copies if the dissertation is published in a journal or its distribution is

assumed by the book trade. In the latter case, the publication must be designated as a dissertation from the Bauhaus-Universität Weimar; At least 150 copies of the book must be published, or six copies if it is published electronically; its data format and data medium has to be approved by the university library. In all three cases, the doctoral student is required to transfer to the university the rights to make further copies of the dissertation, in accordance with legal requirements of university libraries, and circulate or make these available in data networks.

§ 14 Completion of the Doctorate

(1) After the graduation commission has confirmed the overall evaluation of the doctoral achievements, and the doctoral student has verified the delivery of the obligatory copies to the library at the Bauhaus-Universität Weimar to the chairman of the graduation commission, the doctorate is completed through the delivery of the certificate to the doctoral candidate. Only after this point is the graduated doctoral student entitled to use the title Dr.-Ing. or Dr. phil.

(2) Three copies of the certificate are issued with the date of the disputation. They are signed by the president of the Bauhaus-Universität Weimar and the dean of the Department of Architecture and Urbanism and stamped with the seal of the Bauhaus-Universität Weimar. One copy remains in the doctoral files. The text for the certificate is provided in Appendix 3.

§ 15 Access to Records

In well-substantiated cases, the doctoral student or graduate is allowed to view the doctoral file following a written request directed to the chairman of the graduation commission.

§ 16 Appeal

(1) All binding decisions made by the graduation and examination commissions should be made in writing and include information on legal remedies.

(2) The decisions made by the graduation commission and the examination commission can be objected to with the Board of the Department of Architecture and Urbanism. If the objection is not remedied, the objection must be presented to the President of the Bauhaus-Universität Weimar for a decision regarding the objection.

(3) The objection must be raised within a month after the decision is disclosed. A decision regarding the objection should be made within 30 days.

(4) The doctoral student or graduate is allowed to exhaust legal remedies in accordance with par. 2 of the legal process of administration and should be informed of legal remedies.

§ 17 Honorary Doctorate

(1) The honorary degree of Doctor of Engineering (Dr.-Ing. E. h.) or the Doctor of Engineering *honoris causa* (Dr.-Ing. h.c.) can be conferred for outstanding scientific achievements. Achievements based on the advancement of science without particular scientific accomplishments cannot be awarded with an honorary degree.

(2) The application for the honorary degree has to be submitted in writing by a professor of the Department of Architecture and Urbanism and directed to the chair of the graduation commission.

(3) All professors of the Department will be informed about the application submitted. They have the right to react in the form of a written statement.

(4) If the graduation commission agrees to initiate the procedure, then two professors are named as reviewers, who will each produce a review about the scientific achievements of candidate within three months.

(5) Based on the reviews and positions, the graduation commission decides on the conferral of the honorary doctoral degree on the basis of a two-thirds majority.

(6) The decision requires the agreement of the Board of the Department of Architecture and Urbanism and the Senate of the Bauhaus-Universität Weimar.

(7) The honorary doctoral degree shall be awarded by the president of the Bauhaus-Universität Weimar by the reading of a laudation and handing out the certificate.

§ 18 Denial or Retraction of the Doctoral Degree

The doctoral degree will not be conferred and is to be retracted if between completion of the doctoral procedure and the delivery of the certificate, or following the delivery of the certificate it is established that

- a) the doctoral student committed fraud in regard to the doctoral achievements, or
- b) facts come to light that would have excluded the conferral of the academic degree had they been known in time, for example incorrect information in accordance with § 4.

The decision is made by the Dean of the Department of Architecture and Urbanism following a hearing of the graduation commission and the person affected. The person affected can object to this decision with the Dean. If the objection is not remedied, the objection must be presented to the president of the Bauhaus-Universität Weimar for a decision regarding the objection.

§ 19 Equality Clause

Titles used in these regulations referring to status and functions are equally valid irrespective of the use of the feminine or masculine form.

§ 20 Coming into Effect

The doctorate regulations come into effect after approval by the President on the first day of the month following their publication in the communications of the Bauhaus-Universität Weimar.

Approved by the Department Council on 12. November 2014

Dean Prof. Dipl.-Ing. Dipl.-Des. Rudolf

Approved 23. March 2015

President

Prof. Dr.-Ing. Karl Beucke

Appendix 1

Form for Dissertation Title Page

(Title of the Dissertation)

Dissertation

to conferral of the academic degree

Doctor ...

at the Department of Architecture and Urbanism

of

the Bauhaus-Universität Weimar

submitted by

(Name)

Date of birth

Weimar, (year)

Reviewers (to be entered following the disputation)

.....

.....

Date of the disputation:.....

Appendix 2

Form for Declaration of Honour

Declaration of Honour

I hereby declare that I have completed the work presented without improper help from a third party and without using any sources not documented. Data and concepts directly derived from other sources are unmistakably documented. The following people helped with/without payment as described with the selection and evaluation of the following materials:

1. ...

2. ...

3. ...

No additional people were involved in the production of materials or content of the work submitted. In particular, I did not utilize paid help from placement or consulting services (doctorate consultant or others).

No one has received, indirectly or directly, monetary payment for work that is connected with the contents of the submitted dissertation.

This material has not been submitted to any other examination office in Germany or abroad in this or any similar form.

I declare that I have told the truth to the best of my knowledge and have not concealed anything.

Place, Date

Signature

Appendix 3

Degree Form

Bauhaus-Universität Weimar

DOCTOR-...

(Name)

The Bauhaus-Universität Weimar, by means of the Department of Architecture and Urbanism,
awards

Mr./Mrs./Ms, born on in the academic degree of
Doctor-... (Dr.-...).

He/She has properly completed the doctoral procedure with his/her dissertation "topic of the
dissertation" and his/her disputation and has proven his/her scientific proficiency and received the
overall mark "... [lat.]".

The reviewers were

...

...

...

Weimar, (date) ...

...

...

Dean of the Department of Architecture and Urbanism

...

President of the Bauhaus-Universität Weimar

Appendix 4

Study Regulations for the International Doctoral Programme European Urban Studies (IPP-EU) at the Department of Architecture and Urbanism of the Bauhaus-Universität Weimar.

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- § 8 Proof of Performance in Preparatory Course of Study
- § 9 Proof of Achievements in Doctoral Studies

§ 1 Validity

- (1) The study regulations govern the aim, content and structure of the International Doctoral Programme European Urban Studies (IPP-EU).
- (2) A structured offering of courses and supervision is an integral part of the IPP European Urban Studies.

§ 2 Doctoral Selection Commission for the IPP-EU

- (1) The doctoral selection commission is made up of professors from the Institute for European Urban Studies.
- (2) The doctoral selection commission controls the selection of candidates as a prerequisite for admission as a doctoral student, which is carried out in accordance with § 4 of the Doctorate Regulations. The doctoral selection commission determines whether the student continues the IPP-EU in accordance with § 8 (5) and § 9 (9).
- (3) The doctoral selection commission is responsible for the cooperative supervision of the doctoral students.

§ 3 Application for acceptance to the IPP European Urban Studies

- (1) In order to be accepted to the IPP-EU, a personal application is required which reports about the topic of the future dissertation in the form of a research proposal, previous academic experience, examination results and the applicant's language competency.
- (2) Doctoral students are selected by the doctoral selection commission based on the application documents submitted and interviews with pre-selected applicants. In the preliminary selection process, an applicant's general compatibility is determined by the examination and evaluation of the application documents by all the members of the doctoral selection commission according to paragraph 1. Positive agreement results in an interview invitation. Following the completion of all interviews for the application year, the decision regarding each applicant's acceptance or rejection to the IPP European Urban Studies is taken by the doctoral selection commission.
- (3) Applications for the IPP European Urban Studies are generally accepted until March 31 for the following winter semester.

§ 4 Academic Supervision in the IPP European Urban Studies

The professors at the Institute for European Urban Studies collectively share the responsibility for the supervision of doctoral students. Each doctoral student receives one professor as an advisor. Changing advisors is possible with permission from the doctoral selection commission.

§ 5 Goals and Contents of the Programme

(1) The following goals should be reached through the structured doctoral studies in the IPP European Urban Studies:

- integration of the individual and specific dissertation topics in the overriding thematic framework of European Urban Studies,
- the doctoral student's involvement with general, or more or less related, topics related to the student's specific field of research
- intensive instruction in the area of well-founded presentation, discussion and defence of scientific theories and findings,
- heightened awareness on behalf of the doctoral student for general topics in urban studies through integration in the interdisciplinary and international research context at the Institute for European Urban Studies.

(2) The IPP-EU aims to train its graduates as urbanists in the sense of "urban researchers."

(3) The thematic focus of the doctoral programme is founded in the subject areas taught by the Chairs at the Institute for European Urban Studies.

(4) The acquisition of interdisciplinary competence will be achieved inductively through the specific disciplines, but will also be developed in events such as conferences and workshops.

§ 6 Structure and Length of the IPP-EU

(1) The first regular semester of the IPP-EU begins in the winter semester.

(2) The IPP-EU consists of doctoral studies and if necessary, preparatory studies.

(3) Preparatory studies normally last two semesters. The scope and structure is detailed in § 8.

(4) The doctoral studies are intended to last six semesters. In addition to the actual research, doctoral students are required to participate in certain courses. The scope and content of the doctoral studies are detailed in § 9.

§ 7 Courses

(1) Lectures present in concentrated form a subject area in its context. They communicate introductory, fundamental and overview knowledge.

(2) Seminars serve to deepen knowledge in a specific subject and to facilitate the inductive appropriation of an interdisciplinary approach. In addition, they support the critical reflection of subject-specific knowledge and the acquisition of competence in both oral communication and writing.

(3) Tutorials help strengthen important techniques and scientific methods for the future "European Urbanists."

(4) Excursions are an imminent part of the courses.

(5) The colloquium allows the presentation and discussion of each student's dissertation topic with professors and doctoral students from the Institute for European Urban Studies.

§ 8 Proof of Performance in Preparatory Course of Study

(1) During the preparatory course of study the doctoral student participates in classes and qualifies his/her research proposal.

(2) The required courses are divided into four lectures, one introductory tutorial on scientific work and/or scientific methods and two graded seminars, selected from the courses offered by the chairs represented at the Institute for European Urban Studies. The main emphasis of the preparatory studies is the development and written presentation of a qualified research proposal (with a clear research question, an overview of the research, an explanation of basic methodology and the empirical basis of the dissertation project if needed).

(3) The doctoral student chooses the appropriate lectures, seminars and tutorials from the course offerings based on the student's educational deficits as determined by the doctoral selection commission and in view of the dissertation topic in consultation with the advisor.

(4) Course offerings for the preparatory studies draw on the teaching at the Institute for European Urban Studies. However, it is possible for the student to receive credit for other courses at the Bauhaus-Universität Weimar or at co-operating scientific institutes of European Urban Studies in consultation with the advisor.

(5) Certain achievements must be completed to successfully conclude the preparatory studies. A course attendance certificate is given for the lectures and introductory tutorial. The graded seminars are generally evaluated on the basis of an oral presentation and a scientific essay. The successful preparation of a qualified research proposal is confirmed by the advisor's commentary and recommendation for the doctoral student's admission to the doctoral studies. If the advisor does not confirm the successful preparation of a qualified research proposal, or if the student has average marks of less than 2.5, then the doctoral selection commission decides whether or not the student is to remain in the doctoral programme.

§ 9 Proof of Achievements in Doctoral Studies

(1) The doctoral studies consist of a teaching and research phase (semesters 1-3) in which the doctoral student attends classes and conducts research trips corresponding to the student's dissertation topic, as well as a presentation and development phase (semesters 4-6) in which the doctoral student presents his/her theses for discussion and develops the scientific results in the form of a written dissertation.

(2) The required courses are divided into four seminars, three colloquia (at least two of which include a presentation) and active participation (presenting a paper) at an international research conference relevant to the doctoral student's research topic, in Germany or abroad. The doctoral selection commission decides on exceptions. Alternatively, other achievements can be recognized by the doctoral selection commission.

(3) Course offerings for the doctoral studies draw on the teaching at the Institute for European Urban Studies. However, it is possible for the student to receive credit for other courses at the Bauhaus-Universität Weimar or at cooperating scientific institutes of European Urban Studies in consultation with the advisor.

(4) Credits achieved in other programmes of study may be recognized by the doctoral selection commission to the extent that their equivalence can be confirmed. Equivalence is determined if the content, scope and requirements essentially correspond to those of the respective course of study of the accepting university. Not a schematic comparison, but overall consideration and evaluation should take place.

(5) To successfully complete the doctoral studies, certain achievements must be proven. Two of the four required seminars have to be graded. For both graded seminars, the evaluation generally consists of a presentation and a scientific essay. Certificates of course participation are issued for the two additional seminars, the colloquia and the research conference. In consultation with the advisor,

the student has the possibility to replace the two seminars with certificates of participation with other classes, for example, introductory tutorials.

(6) To ensure the interdisciplinary nature of the doctoral studies, the seminars have to be selected from two different subject areas taught in European Urban Studies in accordance with § 5 (3).

(7) Successful participation in the doctoral programme requires that the two graded seminars be passed with grades of at least "good" and the two certificates of course participation be submitted.

(8) Progress is monitored continuously in the doctoral studies by means of the courses as well as the submission of progress reports at the end of each semester.

(a) The doctoral student submits semester progress reports to the advisor in order to discuss performance in the doctoral studies as well as the progress of the dissertation.

(b) If performance is not satisfactory, the advisor reports this to the doctorate selection commission, which decides upon the doctoral student's further participation in the doctoral programme in accordance with § 2 (2).

(9) Successful completion of the doctoral studies is a prerequisite for the commencement of the dissertation procedure. After the doctoral selection commission has confirmed this, further steps proceed according to the Doctorate Regulations.