

Information from the Bauhaus-Universität Weimar

This English translation is for information purposes only and is not legally binding.

Academic Regulations

<input checked="" type="checkbox"/> The President <input type="checkbox"/> The Chancellor	Examination regulations for the Art and Design, Doctor of Philosophy (Ph.D.) study programme	Issued 04/2021
	produced Dept./Unit Telephone Faculty of Art and 3206 Design	Date 12 February 2021

Pursuant to § 3, paragraph 1 in conjunction with section § 38, paragraph 3 of the Thuringian Higher Education Act of 10 May 2018 (GVBl. P. 149), most recently modified by Article 128 of the Act dated 18 December 2018 (GVBl. S. 731) the Bauhaus-Universität Weimar issues the following study regulations for the Art and Design, Doctor of Philosophy (Philosophy (Ph.D.) study programme; the Faculty Board of the Faculty of Art and Design passed the study regulations on 09/12/2020.

The regulations were approved by the President of the Bauhaus-Universität Weimar on 12 February 2021.

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§ 1 Ph.D. degree and purpose of Ph.D. graduation

(1) The Bauhaus-Universität Weimar through the Faculty of Art and Design awards the academic degree of Doctor of Philosophy (Ph.D.) for the successfully completed doctoral programme in Art and Design focusing either on art or design.

(2) Graduation with a Ph.D. demonstrates a special academic qualification combined with an artistic or design qualification and a systematic understanding of artistic or design research. In addition, the presentation of an academic and artistic or design work and its publication makes an independent contribution to the development and expansion of artistic or design research.

Evidence of this is provided by:

- a) Successfully completing all intermediate doctoral tasks,
- b) A dissertation written as both a scientific and artistic or design work according to § 9 and
- c) A presented defence including subsequent questions to the doctoral candidate.

§ 2 General stipulation on Ph.D. process

(1) The Ph.D. process is conducted in the following order:

1. Admission of the doctoral candidate as stated in § 4 of the study regulations
2. Intermediate examination at the end of the first year of study as stated in § 4
3. Starting the doctoral process according to § 8
4. Dissertation assessment according to § 9
5. Dissertation acceptance according to § 10
6. Defence according to § 12
7. Dissertation assessment to § 13
8. Submitting mandatory copies according to § 14
9. Completing the doctorate according to § 15

(2) The following individuals are entitled to be involved in the doctoral process, in particular as mentors, assessors and members of the examination committee:

- a) Professors who have been appointed as such based on their academic, artistic or design performances according to § 84 Para. 1 and 2 of the Thuringian Higher Education Act (ThürHG) or the relevant Higher Education Acts in other federal states,
- b) Qualified professors,
- c) Junior professors according to § 89 of the Thuringian Higher Education Act (ThürHG),
- d) Post-doctoral heads of research groups whose funders require such involvement,
- e) Academic, artistic or design university lecturers as stated in § 84 Para. 1 and 2 of the Thuringian Higher Education Act (ThürHG),
- f) Academic, artistic or design lecturers from other countries who have adequate qualifications.

(3) Joint support by Bauhaus-Universität Weimar lecturers and lecturers from other universities as stated in Para. 2 is possible under § 61 Para. 5 Sentence 4 of the Thuringian Higher Education Act (ThürHG).

§ 3 Studies and examinations

(1) The teaching events for the doctorate described in the module catalogue are concluded with module examinations. The type of examination is set by the instructor at the start of the semester.

(2) The module examinations in the doctoral degree programme are graded as "passed" or "failed".

- (3) A failed module examination can only be repeated once.
- (4) A failed module examination typically must be repeated within six months of the results being published, otherwise it is conclusively considered failed. On justified request by the doctoral candidate, the university lecturer responsible for the examination can extend the examination period by a maximum of six months.

§ 4 Intermediate examination

- (1) At the end of the second semester, there is an intermediate examination to decide on the continuation of the doctoral programme. The intermediate examination is graded as "passed" or "failed".
- (2) The doctoral candidate presents their academic, artistic or design work progress since the programme started. The work progress must be depicted appropriately through the presentation of research questions, the academic, artistic or design knowledge gained to date by reflection on the work steps and the learning processes using the schedule and work plan planned in the support declaration.
- (3) Passing or failing the intermediate examination is discussed immediately afterwards by the intermediate examination committee and the result of the joint agreement documented in a results protocol; the doctoral candidate is then informed in writing with a right of appeal.
- (4) If the intermediate examination committee grades the intermediate examination as "failed", the doctoral candidate has the right to repeat the intermediate examination within six months. If the candidate fails the second attempt, the intermediate examination and therefore the doctorate are conclusively considered failed.

§ 5 Intermediate examination committee

- (1) The graduate admissions committee appoints an intermediate examination committee which is responsible for implementing and assessing the intermediate examination referred to in § 4.
- (2) The Intermediate examination committee comprises at least five members. The intermediate examination committee comprises a minimum of five members. This include two mentors for the academic, artistic and design element and three voting members from the graduate admissions committee, excluding the representative of doctoral candidates referred to in § 54 Para. 3 of the Thuringian Higher Education Act (ThürHG). The chair of the intermediate examination committee is determined by the Ph. D graduate admissions committee. The chair of the intermediate examination committee must be a member of the Ph.D. graduate admissions committee and not a mentor of the candidate.
- (3) Mentor participation in the intermediate examination is mandatory and is possible in justified cases by online video conferencing. This requires the consent of the candidate being examined.

§ 6 Recognition of study periods, studies and examinations

- (1) Study times, course and examination performances that were provided at another domestic, international or internationally recognised university or other degree programmes from the same university may be credited if there is no significant difference in terms of the competencies gained (learning results). At least half of the credits earned towards the doctorate must be acquired at the Bauhaus-Universität Weimar. The graduate admissions committee will take decisions on offsetting, recognising or refusing these results.

- (2) If study and examination performances are recognised in situations where grading systems are comparable, the grades are to be transferred and included in the final grade. The grade "passed" is used for grade systems that are not comparable. A grade of "passed" may be recognised in the attestation.
- (3) If the requirements in Para. 1 are met, there is a legal right to recognition. The candidate must immediately submit the documents required for recognition.
- (4) Rejections must be justified in writing. The Ph.D. graduate admissions committee conducting the assessment is responsible for proving that an application does not meet the necessary requirements.

§ 7 Ph.D. graduate admissions committee

- (1) To properly implement the Ph.D. process, including the selection process and recognising study performances, the Faculty of Art and Design will form a Ph.D. graduate admissions committee responsible for making decisions.
- (2) The Ph.D. graduate admissions committee includes at least the following members from the Faculty of Art and Design at the Bauhaus-Universität Weimar and is elected for a three-year period, whereby one lecturer may belong to a different faculty at the Bauhaus-Universität Weimar:
- Two lecturers from academic teaching fields,
 - Two lecturers from artistic or design fields,
 - One post-doctoral academic employee (as defined in § 21 Para. 2 item 3 of the ThürHG),
 - One doctoral candidate representative from the doctoral programme.
- (3) The members of the graduate admissions committee elect one lecturer from the committee as chair. They must belong to the Faculty of Art and Design. The Ph.D. graduate admissions committee must have a representative number of women.
- (4) The Ph.D. graduate admissions committee can make decisions if at least two-thirds of the voting members are present and the majority (as defined in § 2 Para. 2) is ensured. Resolutions are passed by a simple majority if the voting members present. If the number of votes is equal, the chair's vote is the deciding factor.
- (5) The Ph.D. graduate admissions committee is responsible for the following tasks:
1. Resolutions on the following issues:
 - a) Fulfilment of doctoral candidate admission requirements
 - b) Recognising the provided academic performances
 - c) Mentor selection
 - d) Intermediate examination committee appointment
 - e) Starting the doctoral process
 - f) Assessor appointment
 - g) Accepting the dissertation based on the assessment and, if appropriate, evaluations and grading
 - h) Examination committee appointment
 2. The Ph.D. graduate admissions committee is also responsible for determining whether the intermediate examination is passed/failed and completing the doctoral process (confirmation of the overall grade proposed by the examination committee and award of the doctorate).

3. Overseeing the proper Ph.D. procedure, implementing study objectives, and arbitrating any conflicts that may arise.

§ 8 Beginning the Ph.D. process

(1) The prerequisite for beginning the Ph.D. Includes fulfilling the admission requirements (passed intermediate examination and presentation of all necessary performance evidence as part of the study offer) and presentation of the dissertation.

(2) The application to start the Ph.D. process is to be submitted to the chair of the graduate Ph.D. admissions committee, and must include the following documents:

- a) Curriculum vitae including past education and work experience, as well as a list of academic publications, artistic or design projects and exhibitions,
- b) Proof that the admission requirements have been fulfilled in accordance with the Ph.D. study regulations,
- c) Declarations on whether and, if appropriate, how successful the candidate has already been in requesting the doctoral process,
- d) Four bound copies of the dissertation and one digital copy,
- e) Summary of the work's key results, totalling a maximum of 6 A4 pages in German (theses),
- f) A maximum one-page summary, which follows the relevant University Library guidelines for technical journals or Bauhaus-Universität Weimar academic journals in German and English,
- g) Plagiarism declaration according to appendix 1,
- h) Proof of doctoral fee payment.

(3) The decision on the doctoral application must be made within six weeks of receiving the doctoral letter and documents as stated in Para. 2. This period is paused during non-lecture periods.

(4) The theses and dissertation are distributed to all Ph.D. graduate admissions committee members along with an invitation at least 14 days before the meeting.

(5) The dissertation is made publicly available 14 days before the meeting.

(6) The Ph.D. graduate admissions committee decides on fulfilment of the admission requirements and starting the doctoral process based on the theses. If the process is not started, the applicant must be informed in writing of the decision and given the right to appeal. In this case, one example of the dissertation along with the statements and protocols remains on the files of the Ph.D. graduate admissions committee

(7) The dissertation may be withdrawn by the doctoral candidate within one month of starting the process and before the presentation of the first assessment. The application must be submitted in writing to the chair of the Ph.D. graduate admissions committee. The process must then be treated as if a request to start was never submitted.

(8) In the event of not starting the process, the doctoral candidate is granted a period of six months to revise the dissertation. An extension of this period may be granted in justified cases and must be requested from the Ph.D. graduate admissions committee in writing.

(9) If the dissertation is not submitted by the end of the 10th study semester, the doctoral degree is conclusively considered failed. The doctoral candidate is to be informed of this decision in writing along with information on appealing the decision.

(10) In the event of changing the mentor in justified cases for which the doctoral candidate is not responsible, the submission period can be extended by up to two semesters. The Ph.D. graduate admissions committee is responsible for all extension decisions.

(11) All Bauhaus-Universität Weimar lecturers have the right to participate in the doctoral process as advisers.

§ 9 Dissertation Assessment

(1) Upon beginning the process, the Ph.D. graduate admissions committee appoints at least one assessor from the academic field and one from the artistic or design field. Lecturers as defined in § 2 Para. 2 can be appointed as assessors. In exceptional cases, changes to this provision can be made for one assessor if the relevant assessor has subject-specific knowledge in the relevant field.

In each case, the assessor must have the qualification for which the examination is held or an equivalent (§ 54 Para. 3 ThürHG).

(2) At least one assessor must be appointed by an academic institution other than the Bauhaus-Universität Weimar. If both mentors are also assessors, an additional assessment must be made.

(3) The doctoral candidate may suggest assessors. The suggestion must be submitted to the Ph.D. graduate admissions committee in writing with the forms to start the doctoral process (§ 8 Para. 2).

(4) Dissertations that deal with assessing interdisciplinary themes may involve additional assessors.

(5) The assessments must be made independently of one another. Assessments must be completed within three months of receiving the assessment request.

(6) The Ph.D. graduate admissions committee oversees the quality of the assessments. An assessment can be rejected if:

- a) The assessment contains serious linguistic shortfalls,
- b) The assessment does not address the doctorate in a dedicated manner,
- c) The assessment does not assess the original academic, artistic or design results presented in the work,
- d) The assessment takes into account violations against the principles of academic and artistic work that are not to be judged.

In such cases, the Ph.D. graduate admissions committee can either request that the assessor revise their assessment or appoint a new assessor.

(7) The assessors propose rejecting or accepting the work to the Ph.D. graduate admissions committee. Grading is conducted according to the grade levels outlined in § 13.

(8) If the assessors recommend accepting the work, they can at the same time propose conditions for its publication.

(9) When grading, equal weighting of the dissertation's academic and artistic elements must be taken into account. The assessors grade their part of the dissertation from their academic or artistic or design area of expertise.

§ 10 Dissertation Acceptance

(1) Once the assessments have been presented, the Ph.D. graduate admissions committee will decide whether to accept the dissertation within six weeks. This period is paused during non-lecture periods.

- (2) If the assessment grades vary by two grade levels from each other or at least two members of the graduate admissions committee object to the statements in an assessment, the graduate admissions committee may appoint another assessor.
- (3) If the number of votes for accepting or rejecting the dissertation is equal, another assessment is to be obtained. A dissertation cannot be accepted if it is not recommended by the majority of assessors.
- (4) The Ph.D. graduate admissions committee decides on acceptance of the dissertation based on the assessments. Candidates must be notified of rejection in writing with justification. In such cases, the candidate has the right to view the assessments within one month of receiving the notification.
- (5) If the dissertation is rejected, one example of the dissertation with all of the assessments remains in the doctorate files. A revised or new dissertation can be submitted once at the earliest after six months and within a maximum period of two years. Further revisions are not possible after this.
- (6) If the dissertation is accepted, the doctoral candidate has the right to read the content of the assessments at least two weeks before the defence date from the chair of the graduate admissions committee; this does not include the grading element.

§ 11 Examination committee

- (1) Upon acceptance of the dissertation, the Ph.D. graduate admissions committee appoints an examination committee responsible for the ongoing implementation of the process, in particular the implementation of the defence and grading of the doctoral performances.
- (2) The examination committee comprises at least four members. This includes the assessors and at least one other lecturer who acts as the chair of the examination committee and leads/moderates the defence. The chair must be a member of the Ph.D. graduate admissions committee. The chair may not be a mentor or assessor. The examination committee must also include an additional Bauhaus-Universität Weimar lecturer. This lecturer can be replaced by another post-doctoral academic, an artistic employee or external lecturer in accordance with § 2 Para. 2.
- (3) The members of the examination committee are invited at the latest 14 days before the meeting date.
- (4) The assessments are made available to the invitees for viewing 14 days before the meeting.

§ 12 Defence

- (1) The objectives of the defence are an academic discussion on the dissertation between the examination committee and the candidate as well as the professional presentation of the artistic or design results.
- (2) The defence should take place within six months of the dissertation's acceptance. The defence is made public in the university. The dissertation is available in the Bauhaus-Universität Weimar University Library 14 days before the date of the defence.
- (3) The defence is open to the university public. University members may be excluded from the defence. A request to exclude members must be negotiated in a private meeting. The examination committee can, on request, decide on public access. Any form of recording (sound, film etc.) during the defence is prohibited.

- (4) At the start of the defence, the chair of the examination committee introduces the committee members, the doctoral candidate and their artistic, design and academic career to date and state that the prerequisites for admission to the doctorate have been met and the dissertation has been approved.
- (5) During the defence, the candidate explains the key results of the dissertation and refers to the arguments made in the assessments. The explanation should not exceed 45 minutes. It may last up to 60 minutes if presenting the relevant practical work results is more time consuming.
- (6) After the defence, the assessors, other examination committee members and any others present have the right to ask questions of the doctoral candidate for a maximum of 45 minutes. The chair may reject questions if they do not relate to the subject of the defence.
- (7) The defence should not exceed one hour and 45 minutes.
- (8) Immediately after the defence, the examination committee meets in private to decide on:
- Passing or failing the defence.
 - Grading the defence. Each examination committee member present grades the defence using the grading scale in § 13.
 - Recommendation to the graduation commission on awarding the academic title and the overall grade for the doctoral performance.
 - The defence is passed if the majority of the examination committee members present grade the defence with at least "rite" in accordance with § 13.
 - If the defence is failed, the examination committee recommends an overall grade as stated in §13 Para. 2.
 - The doctoral candidate must be informed without delay after the decision has been approved. The university audience is excluded from this event.
- (9) A protocol on the defence is prepared with the following information:
- Location and time of the defence
 - Names of the doctoral candidate and the examination committee members
 - Subject and procedure of the defence
 - Individual grades awarded by the assessors for the dissertation in the assessments and for the defence as well as those of the other members of the examination committee
 - Recommended course of action for publishing the work
 - Recommendations to the Ph.D. graduate admissions committee on awarding the academic title and the overall grade of the doctoral performance; if issuing the overall grade "summa cum laude" (s.c.l.) the protocol must contain a separate justification.
 - Signature of the chair of the examination committee
- (10) If the defence is failed, it may be repeated once within a year, but not within the first two months after the initial defence. If the second attempt is failed, the process is considered to have ended and the doctorate is conclusively considered failed.

§ 13 Doctoral performance assessment

- (1) The dissertation and defence must be completed successfully.
- (2) The grading scale is as follows:
- magna cum laude (very good, i.e. 1)
 - cum laude (good, i.e. 2)
 - rite (passed, i.e. 3)
 - non sufficit (failed, i.e. 4)

(3) Intermediate grades in increments of 0.3 upwards or downwards may be awarded. The intermediate grades 0.7/3.7 or 4.3 may not be awarded. If the grades of all of the assessments and all grades for the defence are "magna cum laude", the overall grade summa cum laude (s.c.l.) - distinction - can be issued (1.0) without further grading.

(4) The overall grade is calculated from the average grades for the assessments which have a weighting of two and the average of the grades for the defence which are weighted as one. The average values are not rounded before being calculated. The final grade is subject to rounding.

§ 14 Mandatory copies

(1) After passing the defence, the chair of the examination committee will inform the doctoral candidate whether and, if appropriate, any changes are required before publication. If changes are required, the revised dissertation is to be presented to an appointed member of the examination committee before duplication.

(2) The author of the dissertation must provide the following to the University Library free of charge:

- One electronic copy, the format and medium of which is to be agreed upon with the University Library, and six bound copies
- Or three copies if the dissertation is published in a journal or sold by bookshops, whereby the publication must be marked as a dissertation from the Bauhaus-Universität Weimar. In these cases, at least 150 copies must be published.

(3) If the dissertation is not available electronically, 20 bound copies and an electronic summary must be provided. If the dissertation is available in electronic form, the doctoral candidate transfers the right to produce and distribute further copies to the university as part of the statutory tasks of university libraries or to make it available on data networks.

§ 15 Completing the doctorate

(1) The Ph.D. graduate admissions committee determines the overall grade of the doctoral degree. After the doctoral candidate has provided proof that they have submitted the mandatory copies of the dissertation to the Ph.D. graduate admissions committee chair for the University Library, graduation is completed by provision of the certificate to the candidate.

Only from this point on can the candidate use the Ph.D. title.

(2) The certificate is provided in triplicate and dated with the day of the defence. The certificate is signed by the President of the Bauhaus-Universität Weimar and the Dean of the Faculty of Art and Design along with the seal of the Bauhaus-Universität Weimar. A copy remains in the doctorate files. The certificate text is stipulated in appendix 2.

(3) The doctor receives a degree supplement in German and English.

§ 16 Viewing files

In justified cases, the doctoral candidate or doctor can, upon written request to the chair of the Ph.D. graduate admissions committee, view the doctoral file.

§ 17 Right of appeal

(1) All decisions by the Ph.D. graduate admissions committee, intermediate examination committee and examination committee must include a right of appeal.

- (2) Ph.D. graduate admissions committee, intermediate examination committee and examination committee decisions may be appealed through the Faculty of Art and Design's Faculty Board. If the appeal is not resolved, it must be presented to the President of the Bauhaus-Universität Weimar for the issue of an appeal notification.
- (3) The appeal must be submitted within one month of receiving the decision.
- (4) The doctoral candidate or doctor may undertake administrative proceedings after all legal remedies in Para. 2 have been exhausted. Reference must be made to this in the right to appeal.

§ 18 Failure or withdrawal from doctoral programme

- (1) The doctorate award must be refused or withdrawn if, between completing the doctoral process and issue of the certificate or after issue of the certificate, the following are found to have occurred:
 - a) The candidate is found to have committed fraud or deception during the doctoral process
 - b) Facts become known that would have excluded the award of the doctorate (e.g. incorrect statements on the requirements in § 8).
- (2) Other statutory provisions apply to the derecognition or withdrawal of the doctorate award.
- (3) Decisions on this are made by the Dean of the Faculty of Art and Design after a hearing with the Ph.D. graduate admissions committee and the affected individual. The individual in question can appeal to the Dean. If the appeal is not resolved, it must be presented to the President of the Bauhaus-Universität Weimar for the issue of an appeal notification.

§ 19 Compensating for disadvantage

- (1) Doctoral candidates can apply for compensation for disadvantage during the course to the responsible examination office. The disadvantage must be credible; a doctor's note may be required for this or, in justified individual cases, an official medical certificate.
- (2) General advising informs and advises candidates with chronic illnesses and candidates with disabilities on compensation for disadvantage.
- (3) Applications for compensating for disadvantage must be provided individually for each examination and requested again for each subsequent semester. Applications for compensating for disadvantage should be submitted to the relevant examiner at least four weeks before the examination period. Applications must be made in writing and the applicant will be notified of the decision in writing. The doctoral candidate may suggest a particular form of compensation. The departmental academic advisor can advise on this.

§ 20 Equal opportunity clause

Designations made under these regulations apply equally to all genders.

§ 21 Entry into effect and expiry

The examination regulations for the doctoral programme come into force after approval by the President on the first day after their announcement by the Bauhaus-Universität Weimar.

These regulations first apply for the doctoral candidates beginning their studies in the 2021/22 winter semester.

Resolution by the Faculty of Art and Design on 09.12.2020.

Prof. Wolfgang Kissel
Dean of the Faculty of Art and Design

The rules are subject to approval.

Dr. Steffi Heine
Legal Adviser

Approved
Weimar, 12 February 2021

Prof. Dr. Winfried Speitkamp
President

Appendix 1

Plagiarism declaration

I hereby certify that I have produced the enclosed dissertation without the impermissible help of third parties or the use of resources other than those stated. The data, methods and concepts taken directly or indirectly from other sources have been marked with these sources.

When selecting the creation and/or analysis of the following materials, the people listed below have assisted me as described below for a fee/at no charge:

1. ...
2. ...
3. ...

No other people were involved in the preparation of the content/materials of this dissertation. In particular, I have not used the chargeable assistance of agency or consultancy services (e.g. doctorate advisers or other people). No one has received from me directly or indirectly benefits in kind for work relating to the content of the presented dissertation.

The dissertation has not to date been presented in Germany or other countries in the same or similar form to another examination authority.

I certify that that I have to the best of my knowledge spoken the whole truth and have not withheld anything.

Appendix 2

Certificate from the Faculty of Art and Design

Bauhaus-Universität Weimar

Doctor of Philosophy (Ph.D.)

.....
(Name)

The Faculty of Art and Design at the Bauhaus-Universität Weimar awards

.....,
born on in, the academic degree
of Doctor of Philosophy (Ph.D.) in the Art and Design doctoral degree programme

The candidate has demonstrated in a proper graduation process through their Ph.D. dissertation

"....."

and its accompanying defence of the academic and artistic/design aptitude and is thereby awarded
the overall grade of "....." with a grade of

The work was assessed by:

.....
.....
.....
Weimar,

.....
Dean

Stamp/seal

.....
President