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HOCHSCHULE
COBURG | PROMOTIONSZENTRUM
Analytics4Health

Doctoral Regulations
of the Doctoral Centre Analytics4Health
at Coburg University of Applied Sciences and Arts
(PromO)

dated 18 December 2023

Based on Article 97 (1) sentences 3 and 6 in conjunction with Article 9 of the Bavarian Higher Education Innovation Act (*BayHIG*) dated 5 August 2022 (law gazette (*Gesetz und Verordnungsblatt, GVBl*) p. 414, *BayRS 2210-1-3-WK* (reference number within the collection of Bavarian law, *Bayerische Rechtssammlung*)) amended by Section 3 of the Act dated 23 December 2022 (*GVBl* p. 709) and Section 2 of the Act dated 24 July 2023 (*GVBl* p. 455), Coburg University of Applied Sciences and Arts passes the following regulations:

Part 1: General provisions

Section 1 Scope and application of the right to award doctorates

- (1) ¹Coburg University of Applied Sciences and Arts (Coburg University) has established the right to award doctorates in the transdisciplinary and interdisciplinary area of applied bioanalytics, health care and data science at an institutional level by establishing the doctoral centre “Analytics4Health” (Doctoral Centre).

²The Doctoral Centre exercises the right to award doctorates pursuant to the provisions stipulated in these regulations.

- (2) ¹According to the provisions stipulated in these doctoral regulations, Coburg University awards the academic degree of

- *Doktorin der Naturwissenschaften* or *Doktor der Naturwissenschaften (Dr. rer. nat.)* or
- *Doktorin der Ingenieurwissenschaften* or *Doktor der Ingenieurwissenschaften (Dr.-Ing.)*

provided candidates successfully complete the doctoral procedure. ²In the case of interdisciplinary or transdisciplinary research topics, the doctoral affairs committee decides which degree to award depending on the main focus of the doctoral thesis.

Section 2 Purpose and form of doctoral studies

- (1) ¹Doctoral studies serve to prove the candidate’s ability to conduct in-depth academic work in a specified subject or research focal area. ²A doctorate is an independent academic achievement that makes a significant contribution to furthering knowledge in the chosen field of research compared to the current state of the art. ³The doctoral achievements consist of an academic monograph (doctoral thesis) and an oral examination in the form of a *Disputation* (oral doctoral examination) and prove the candidate’s ability to conduct independent academic work.

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- (2) ¹The doctoral studies involve an obligatory qualification programme. ²Participation in this programme is one of the prerequisites to being admitted to the doctoral procedure pursuant to Sections 10 and 11.
- (3) ¹A doctorate should not take more than five years to complete. ²Admission to doctoral studies is valid for 5 years and can be extended upon application at the latest 3 months before the deadline expires.

Section 3 Responsibilities and organisation

- (1) The parties involved in the doctoral procedure are the doctoral affairs committee pursuant to Section 4, the supervisors pursuant to Section 10 and the examinations committee pursuant to Section 14.
- (2) ¹A separate examinations committee is convened for each doctoral procedure. ²Decisions in the doctoral procedure are taken by the doctoral affairs committee and the examinations committee.
- (3) Professors appointed as supervisors pursuant to Section 10 are responsible for the subject-related aspects of the doctoral procedure.

Section 4 Doctoral affairs committee (*Promotionsausschuss*)

- (1) ¹The doctoral affairs committee consists of one chairperson and three other members as well as one doctoral candidates' representative from the Doctoral Centre. ²The head of the Doctoral Centre is appointed as the chairperson. ³The other members must be professors from the "Analytics4Health" Doctoral Centre. ⁴In the case of decisions that only apply to individual examination achievements, members who have not completed a doctorate only have an advisory role.
- (2) The members are appointed by the head of the Doctoral Centre for a term of office of three years.
- (3) The doctoral affairs committee takes decisions regarding all formal procedural matters, in particular
1. Admission of the doctoral candidate pursuant to Section 8
 2. Appointment of supervisors pursuant to Section 10
 3. Initiation of the doctoral procedure pursuant to Section 13
 4. Convening of the examinations committee pursuant to Section 14
 5. Completion of the doctorate pursuant to Section 26.
- (4) The doctoral affairs committee may determine additional provisions tailored to the specific subject area concerning the qualifications and requirements for admission as a doctoral candidate as well as any additional credit certificates (*Leistungsnachweis*) required.
- (5) ¹Meetings of the doctoral affairs committee are held in person. ²The doctoral affairs committee has a quorum when at least half of the voting members who are ordinarily summoned and entitled to vote attend in addition to the chairperson. ³Decisions are taken on a simple majority of votes cast. If it comes to a tie of votes, the vote of the chairperson is decisive.

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- (6) Meetings of the doctoral affairs committee are called by the chairperson and are not open to the public.
- (7) ¹In exceptional cases, the doctoral affairs committee may pass resolutions outside of meetings, either via video or telephone conferences or via a circulation procedure. ²A quorum is then considered to have been met even without a proper summons if members entitled to vote participate via video or telephone conferences or via a circulation procedure and do not expressly object to using this procedure instead of an in-person meeting.

Section 5 Requirements for the doctorate

- (1) In order to obtain a doctorate, candidates must
1. meet the required qualifications pursuant to Sections 6 and 7
 2. have completed the qualification programme run by the Doctoral Centre “Analytics4Health” (Appendix 1)
 3. complete an individual academic piece of work (doctoral thesis pursuant to Section 9) proving the candidate’s ability to carry out independent academic work and present results clearly
 4. prove sound knowledge of the subject area covered by the doctoral thesis in an oral examination (*Disputation*)
 5. merit bearing a doctoral title pursuant to statutory provisions, i.e. not have been convicted of any academic fraud or similar crime that would make the candidate undeserving of bearing such a title
 6. not already have been awarded the pursued doctorate
 7. not have failed an earlier doctoral procedure for the same doctorate at the final attempt at either Coburg University or another university.
- (2) The doctorate may not be awarded if the doctoral candidate uses the services of a commercial broker or adviser for doctorates; the candidate must confirm that this is not the case by submitting the declaration pursuant to Appendix 3.

Section 6 Admission on the basis of a university degree obtained in Germany

- (1) The following prerequisites must be met in order to be accepted as a doctoral candidate:
1. A Master’s degree in the relevant subject after completing studies with a total of at least 300 ECTS credits and a degree grade of 2.5 or better.
 2. A degree in the relevant subject obtained at a German university and considered to be equivalent under the terms of the Standing Conference of the Ministers of Education and Cultural Affairs (*Kultusministerkonferenz*); if the doctoral affairs committee declares that an alternative equivalent degree is not sufficiently equivalent, the doctoral affairs committee may impose certain conditions for qualifying for acceptance as a doctoral candidate that ought to be met within one year or less.
- (2) In exceptional cases, the above-average nature of achievements may also be proven by outstanding academic achievements such as peer-reviewed publications completed after graduating; this remains at the discretion of the doctoral affairs committee.

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Section 7 Admission on the basis of a degree obtained abroad

- (1) ¹Degrees obtained at a foreign university are recognised upon application if they are equivalent to one of the examinations stated in Section 6 (1). ²The doctoral affairs committee is responsible for deciding whether a degree can be considered equivalent. ³The equivalence agreements approved by the Standing Conference of the Ministers of Education and Cultural Affairs (*Kultusministerkonferenz*) and the German Rectors' Conference (*HRK*) must be taken into consideration. ⁴If the doctoral affairs committee is unable to determine equivalence pursuant to these documents, the Central Office for Foreign Education (*Zentralstelle für ausländisches Bildungswesen*) at the Standing Conference of the Ministers of Education and Cultural Affairs must be consulted and their opinion sought on the question of equivalence. Their opinion must be taken into account and justification given for any decision that goes against their recommendations.
- (2) ¹The doctoral affairs committee will also decide whether a candidate has obtained above-average achievements in accordance with Section 6 (2). ²In order to determine whether the final examination for an international degree meets the requirement of being above average, the result of the international final examination is converted into a grade according to the German grading system pursuant to the currently valid version of the *Vereinbarung über die Festsetzung der Gesamtnote bei ausländischen Hochschulzugangszugnissen* (agreement on determining the overall grade for international university entrance examinations (passed by the Standing Conference of the Ministers of Education and Cultural Affairs on 14/15 March 1991)).

Section 8 Admission as doctoral candidate and membership of Doctoral Centre

- (1) Candidates must apply in writing to the doctoral affairs committee for admission as a doctoral candidate and entry in the list of doctoral candidates.
- (2) The following documents must be submitted with the application:
 1. Certified copies of all academic records and certificates for the completed academic degree pursuant to Section 6 or 7; a certified translation into German must be supplied for all certificates from abroad; it is possible to submit electronic copies provided they have a verification code.
 2. An overview of education and professional experience to date, copy of ID card or passport.
 3. If so required by the doctoral affairs committee, a current certificate of conduct issued for the purpose of completing a doctorate.
 4. A detailed written outline for the doctoral research to be conducted independently by the doctoral candidate. The outline ought to include the following: proposed topic, current state of research in the field, aims and contribution of the work, description of procedure and proposed methods, a resource and time schedule agreed with the supervisor and a declaration of whether the doctoral thesis is to be written in German or English.
 5. Written confirmation of supervision in the form of a doctoral agreement pursuant to Appendix 2, in which the doctoral candidate agrees to conform with the rules of good scientific practice in accordance with the currently valid version of the regulations on good scientific practice at Coburg University.
 6. Declaration of whether the candidate has applied for admission as a doctoral candidate at another university, and if so with which outcome, or if a similar qualification assessment process (*Eignungsfeststellungsverfahren*) or doctoral procedure has been failed at the final attempt at another university.

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- (3) ¹The doctoral affairs committee decides on whether or not to grant admission as a doctoral candidate. ²Admission may be refused, provided reasons are given for the decision. ³In particular, the application must be rejected if any of the following apply:
1. The provision of adequate subject supervision for the doctoral thesis or of the required resources cannot be guaranteed or
 2. Coburg University is not entitled to award doctorates independently for the subject covered by the proposed topic of the doctorate.

Candidates are not guaranteed the right to participate in a qualification assessment process (*Eignungsfeststellungsverfahren*) or be admitted to a doctoral procedure. The doctoral affairs committee informs the applicant of their decision in an official notification.

- (4) ¹The doctoral affairs committee may make admission subject to conditions and a deadline for their completion. These conditions must be completed before the doctoral procedure is initiated (submission of doctoral thesis) and must take no longer than one year to complete. ²The conditions are aimed at ensuring that the doctoral candidate is able to conduct academic work in the area covered by the doctorate. ³The conditions may relate in particular to proving successful participation in courses and in taking specific examinations.
- (5) ¹If the subject area of the doctoral thesis does not correspond to the completed university degree, the candidate may be required to sit an additional examination. ²The doctoral affairs committee determines the content and scope of the additional examination in each individual instance (qualification assessment process (*Eignungsfeststellungsverfahren*)). ³The requirement to complete an additional examination may be waived if the candidate's degree together with additional relevant scientific knowledge and skills obtained in the meantime may be deemed sufficient qualification for the planned doctorate. ⁴The decision lies with the doctoral affairs committee.
- (6) If the doctoral affairs committee agrees to the application for admission, the supervision, assessment and later conducting of the procedure pursuant to these doctoral regulations must be guaranteed.
- (7) ¹Upon entry in the doctoral list, the doctoral candidates become members of the Doctoral Centre and members of Coburg University. ²Once the doctorate is completed, doctoral candidates are removed from the list, and their membership of the Doctoral Centre ends as a result.
- (8) ¹If a doctoral candidate chooses to discontinue their doctoral research project, they may end the supervision relationship at any time. ²The supervision relationship can also be ended at any time by mutual agreement. ³The supervisor can only rescind the doctoral agreement unilaterally if there are justified scientific reasons for doing so or if the relationship of trust has been irrevocably damaged. ⁴In order for this to be the case, an unsuccessful feedback meeting must have been held, and conciliation proceedings involving the ombudsperson for science from Coburg University must have failed. After hearing the supervisor and the doctoral candidate, the head of the Doctoral Centre declares the termination of the supervision relationship. ⁵In this case, the Doctoral Centre must offer the doctoral candidate an alternative supervisory relationship appropriate to the subject, unless the doctoral candidate has forfeited their right to the continuation of the doctoral procedure due to their conduct. ⁶The Doctoral Centre assesses whether this is the case and the President informs the doctoral candidate of the decision.

Section 9 Doctoral thesis

- (1) The doctoral thesis consists of a monograph or papers published in a scientific context (cumulative doctoral thesis).

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- (2) Irrespective of its form, the doctoral thesis must demonstrate the doctoral candidate's ability to conduct in-depth scientific work pursuant to Section 2 (1).
- (3) ¹In the case of a cumulative dissertation, the scientific problem, the applied approach to finding a solution, the findings and the conclusions and the relevant literature must be portrayed in such a way that it is clear how the work relates to and fits in overall with other works in the relevant scientific context and what value the work has going beyond the publications used for it. ²In consultation with the steering committee, the doctoral affairs committee agrees on guidelines stipulating the scope of the textual part and the number, type, requirements, peer review and weighting of the publications and ensuring in the case of joint publications that the individual contributions of the doctoral candidate are clear and that co-authors have provided the relevant confirmation. ³In these guidelines, the Doctoral Centre stipulates that at least three accepted publications in which the doctoral candidate has taken a leading role must be included, provided the legal positions concerning copyright are complied with. ⁴The papers accepted for publication and published in print or electronic journals must be attached to the doctoral thesis as an appendix.
- (4) The doctoral thesis must be written in either German or English.
- (5) ¹The doctoral thesis must be an original and independent piece of work. ²It must include a summary of the content and a complete bibliography listing all literature and other sources of information used.
- (6) ¹Pre-publications that are part of a doctoral thesis must be cited as such. ²Doctoral candidates must not submit their own work that has already been used for examination purposes as a doctoral thesis; findings from this work may be used in the doctoral thesis, but the works must be marked accordingly in the text and in the bibliography.

Section 10 Appointment of supervisor

- (1) ¹As a rule, doctoral theses are written under the supervision of two members of the Doctoral Centre who are professors. ²The main supervisor must be a member of the Doctoral Centre and have sufficient experience in supervising doctoral research projects.
- (2) In justified cases, it is also possible for the following groups of people to be appointed as secondary supervisors:
 1. Professors from another subject area or another university of applied sciences, provided they have completed a doctorate and can provide proof that they have the necessary academic qualifications;
 2. Professors from a research university (*Universität*) who have completed a doctorate;
 3. Professors who are involved in further responsibilities and tasks related to the research and who are not members of the Doctoral Centre, for example mentors or project partners.
- (3) When appointing a supervisor, care must be taken to ensure that the supervisor has enough time at their disposal to supervise the doctoral thesis from the beginning until its expected conclusion.
- (4) If a supervisor leaves their job before the doctoral procedure is completed, they may still be appointed to the examination committee as an internal examiner for ongoing doctoral procedures.
- (5) In justified cases, the doctoral affairs committee may appoint replacement supervisors of their own accord or upon a justified request from the people involved, in particular in cases in which a supervisor is no longer able to continue with the supervision.

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Section 11 Supervision of the doctoral thesis

- (1) ¹The applicant must submit written confirmation from the supervisor in the form of the doctoral agreement when applying for admission as a doctoral candidate. ²The supervisory relationship begins with and is dependent upon the candidate's acceptance as a doctoral candidate pursuant to Section 8.
- (2) ¹The supervision entails regular academic advice, acceptance of outlines or interim reports, meetings to report on progress made by the doctoral candidate, and support for the doctoral candidate. Details must be stipulated in the doctoral agreement. ²The supervisors must ensure that the doctoral candidate also takes an active role in teaching. ³The doctoral agreement must stipulate specific details of the type and scope of teaching units to be prepared and taught by the doctoral candidate under the supervision of the supervisor. ⁴A total of 15 to 30 teaching units (LVS) must be taught each semester (1-2 semester hours per week (SWS)). These are a compulsory part of the qualification programme.

Part 2: Application for admission to doctoral procedure

Section 12 Submission of doctoral thesis

- (1) ¹Candidates must submit a written request for the initiation of the doctoral procedure to the Doctoral Centre. ²This application may only be submitted by doctoral candidates entered in the list of doctoral candidates. ³The application must include:
 1. the title of the doctoral thesis;
 2. an electronic version (pdf file) of the doctoral thesis pursuant to Section 9 (1) to (3);
 3. a summary of the doctoral thesis, usually one page in length, together with an English translation of the title and the summary if the doctoral thesis is written in German;
 4. a declaration on the part of the doctoral candidate pursuant to Appendix 3;
 5. in the case of a cumulative doctoral thesis, an additional declaration pursuant to Appendix 4;
 6. a list of pre-publications pursuant to Section 9 (6);
 7. confirmation of successful participation in the qualification programme issued by the Doctoral Centre;
 8. a CV listing in particular details of the doctoral candidate's education to date;
 9. a current and valid certificate of conduct.

Section 13 Initiation of the doctoral procedure

- (1) The Doctoral Centre checks whether the application meets the requirements stipulated in Section 12.
- (2) ¹The application for admission to a doctoral procedure may only be rejected if
 1. the requirements for admission stipulated in Section 5 are not met or
 2. the documents providing proof required pursuant to Section 12 are incomplete or incorrect or

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3. the Doctoral Centre does not have the rights required to award doctorates and is not entitled to conduct the doctoral procedure.

²If there are grounds for rejecting the application, the Doctoral Centre must inform the doctoral candidate immediately in writing, stating the reasons for the decision to reject the application.

³The letter of rejection must include information on the legal remedies available. ⁴It is possible to resubmit an application if the first application is rejected.

- (3) ¹If the application meets the provisions stipulated in Section 12, the requirements for admission pursuant to Section 6 are met and the Doctoral Centre is confirmed to have the applicable rights for awarding doctorates in the subject area, the chair of the doctoral affairs committee will commence proceedings pursuant to Sections 14 et seqq. as soon as possible. ²They will take steps to ensure that the oral examination is held within six months, as a rule.

Part 3: Examination of doctoral thesis

Section 14 Examination committee

- (1) ¹The doctoral affairs committee appoints an examination committee consisting of a chair, a first examiner, a second examiner and, optionally, also a third examiner, although the decision to appoint a third examiner can be taken at a later stage of the procedure. ²The chair and the first examiner must be professors, members of the Doctoral Centre and meet the requirements set forth in Section 13 (2) of the implementation regulation for the Bavarian Higher Education Innovation Act (*BayHIG*). ³The other examiners may be any person who meets the requirements stipulated in Section 10 (2). As a rule, supervisors ought to be appointed as examiners insofar as that is permitted and the doctoral candidate or the supervisor do not raise any alternative suggestions. ⁴Supervisors may not be appointed the chair of the committee.
- (2) First examiners must be able to prove that they have acted as a supervisor and referee in at least one successfully completed collaborative or independent doctoral procedure.
- (3) Appointment as an examiner is deemed to entail the granting of permission to set and assess examinations for this doctoral procedure.

Section 15 Assessment of doctoral thesis

- (1) ¹The director of the relevant Doctoral Centre forwards the doctoral application with all documents to the chair of the examinations committee. ²The chair forwards the doctoral thesis to the examiners for assessment pursuant to Section 9 (3).
- (2) ¹The first examiner, the second examiner and if applicable the third examiner assess the doctoral thesis by submitting their own independent assessment reports including an evaluation of the thesis, taking Section 2 (1) into account. ²The assessment reports must be submitted to the chair. The chair ensures that this happens within an appropriate time scale (generally not longer than three months).
- (3) Once the first assessment report has been submitted to the examinations committee, the request for admission to the doctoral procedure can no longer be withdrawn.
- (4) ¹An overall grade for the doctoral thesis is determined once all assessment reports have been submitted. ²The grade must be determined using a scale pursuant to Section 21 (3). ³The overall grade is based on the arithmetic average of the individual grades awarded by the different exam-

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iners. ⁴If calculating the average results in a fraction, values of up to and including 0.5 will be allocated the better grade, and any values below 0.5 the lower grade. ⁵An overall grade of 3 or better is required in order to be admitted to the oral doctoral examination.

- (5) ¹If the overall grade is poorer than 3, the doctoral procedure will be considered failed and the doctoral procedure is thereby ended. ²The examinations committee decides on whether the doctoral thesis can be submitted once again in a revised form or whether it must be re-written; this decision must be unanimous. ³Section 20 (2) sentence 2 and Section 23 (1) will apply accordingly.
- (6) When assessing the academic standard of the doctoral thesis, the Doctoral Centre (examiners) may use plagiarism checker software.

Section 16 Involvement of all professors at the university

¹All professors of the Doctoral Centre are referred to collectively as the professorial council. ²If all examiners give the doctoral thesis a grade of 3 or better pursuant to Section 21 (3), the chair of the examinations committee ensures that the doctoral thesis is made available for comment to the entire professorial council in digital form together with the assessment reports.

Section 17 Acceptance of doctoral thesis

- (1) ¹The doctoral thesis is accepted if no objection is raised by the professorial council within a period to be determined by the chair of the doctoral affairs committee lasting no longer than two weeks. ²If objections are raised, a written justification for the objection must be submitted within two weeks. ³If justified objections are raised, the doctoral affairs committee takes the final decision as to whether or not to accept the doctoral thesis.
- (2) ⁴If the doctoral thesis is rejected, the doctoral procedure is failed and the doctoral procedure is thereby ended. ⁵Section 20 (2) sentence 2 and Section 23 (1) will apply accordingly.

Part 4: Oral examination

Section 18 Invitation to the oral examination

- (1) Once the doctoral thesis is accepted pursuant to Section 17 (1), the chair of the examinations committee convenes and chairs the oral doctoral examination (*Disputation*).
- (2) ¹The chair invites the doctoral candidate and the examinations committee as well as the other members of the Doctoral Centre who are authorised examiners to the oral examination, giving at least one month's notice. ²Other members of the relevant graduate school who are authorised examiners may be invited by electronic means. ³Data protection requirements must be observed.
- (3) ¹The oral examination is open to all members of the university. ²With the consent of the head of the Doctoral Centre and the doctoral candidate, the examinations committee may exclude the public from attending the oral examination, possibly also only for parts of the examination; they shall announce this accordingly.
- (4) ¹In consultation with the doctoral candidate, the examinations committee may arrange for the oral examination to be held as a video conference or attended via a video link by one or more of the parties involved. ²Software approved by Coburg University of Applied Sciences must be used.

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³In this case, the invitation to attend the meeting is sent out electronically by forwarding the link.

Section 19 Oral examination (*Disputation*) and its assessment

- (1) ¹Doctoral candidates must be assessed individually. A record must be kept of the examination. ²The examination consists of an oral presentation of the doctoral candidate's doctoral thesis lasting between 30 and 45 minutes followed by questioning by the examinations committee lasting approximately one hour. ³Taking the doctoral thesis as the basis, the examination should cover the wider subject area to which the doctoral thesis relates.
- (2) As a rule, the oral examination is held in the same language as the doctoral thesis is written in.
- (3) ¹The oral examination is conducted by the examinations committee. ²The chairperson can allow questions from other people present who are authorised to set examinations. ³Grades are only submitted by the examiners. ⁴The chair will ensure that all examiners receive a fair share of the examination time.
- (4) ¹The oral examination is assessed on the basis of the grades stipulated in Section 21 (3). ²Each member of the examinations committee assigns a grade. ³The overall grade of the oral examination consists of the arithmetic mean of the individual grades assigned by the members of the examinations committee. ⁴If calculating the average results in a fraction, values of up to 0.5 will be allocated the better grade. ⁵The oral examination will be considered passed if the overall grade is 3 or better. ⁶The public is excluded from discussions concerning the grade of the oral examination.
- (5) ¹If the oral examination is given a grade poorer than 3 or if the doctoral candidate fails to attend for reasons for which they are responsible, the oral examination will be considered failed. ²Section 20 (2) sentence (2) applies in this case.

Part 6: Completion of examination

Section 20 Examination results

- (1) ¹After the oral examination is finished, the members of the examinations committee decide whether the examination has been passed and whether the doctoral candidate can be awarded a doctorate. ²The members of the examinations committee prescribe any changes that the doctoral candidate must make to the doctoral thesis if applicable. ³These required amendments must be mentioned on the examination report and a suitable deadline set for their completion (maximum three months). ⁴The deadline can be extended upon application. ⁵The chair is responsible for checking that the requirements have been met. ⁶The chair grants their approval before the thesis is published. ⁷A record must be kept of the oral examination and any required amendments.
- (2) ¹After the examination, the chair of the examinations committee informs the doctoral candidate of the assessment of the oral examination, the doctoral thesis and the decided grade behind closed doors. ²If the doctoral candidate passes, they receive written notification that they have passed the examination, stating the result and date of the examination as well as any deadlines by which any required amendments have to be completed and for publication. ³If the examination is failed, the doctoral candidate receives written notification that also gives information on possibilities for resitting the examination.

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- (3) Doctoral candidates can inspect examination documents within one year of completion of the doctoral procedure.

Section 21 Assessment of doctorate

- (1) The date on which the doctoral candidate passes the oral examination will be the date stated on the doctoral certificate.
- (2) The doctoral candidate must achieve a grade of 3 or better in both the doctoral thesis and the oral examination.
- (3) ¹The overall grade consists of the grade for the doctoral thesis and the grade for the oral examination, with the grade for the doctoral thesis being weighted with 2/3 and the grade for the oral examination with 1/3. ²If calculating the average results in a fraction, values of up to 0.5 will be allocated the better grade. ³The doctoral examination will be considered passed if the overall grade is 3 or better. The following grades are awarded:

summa cum laude	= 0	= "ausgezeichnet" (excellent)	= an outstanding achievement
magna cum laude	= 1	= "sehr gut" (very good)	= a commendable achievement
cum laude	= 2	= "gut" (good)	= an above-average achievement
rite	= 3	= "genügend" (satisfactory)	= an achievement that fulfils average requirements

Section 22 Keeping documentation concerning the examination and doctoral thesis

- (1) After the successful completion of the doctoral procedure, the examination documents are kept in the central archive at Coburg University.
- (2) If the doctoral procedure has been failed at the final attempt, the doctoral thesis will remain together with the assessment reports in the files of the *Service Center für Studienangelegenheiten der Hochschule Coburg* (service centre for study-related matters at Coburg University).

Part 8: Resitting doctoral examinations

Section 23 Resit examinations

- (1) If the doctoral thesis is rejected for the first time at Coburg University pursuant to Section 15 (4) or Section 17 (2) and the doctorate has therefore failed, the doctoral candidate may submit a new doctoral thesis or a revised thesis if so agreed by the examinations committee pursuant to Section 15 (4) within a period of two years after receiving the rejection notification.
- (2) ¹If the doctoral candidate does not submit a new or revised doctoral thesis within the deadline stated in Subsection 1, the doctoral procedure will be considered to have been failed at the final attempt. ²In this case, the doctoral candidate will receive official notification in writing. ³The legal periods of protection stipulated in the Maternity Protection Act (*MuSchG*) must be observed. ⁴Furthermore, parental leave pursuant to the Federal Parental Allowance and Parental Leave Act (*BEEG*) and time spent caring for relatives in need of care pursuant to the Caregiver Leave Act (*PflegeZG*) must also be taken into consideration.

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- (3) ¹If a new or revised doctoral thesis pursuant to Section 15 (2) is not assessed with the grade of 3 or better or if the work is not accepted pursuant to Section 17 (1), the doctoral procedure is considered to have been failed at the final attempt. ²In this case, the doctoral candidate receives official notification in writing.
- (4) ¹If all examiners awarded a grade equivalent to a pass for the doctoral thesis submitted to Coburg University, but the oral examination was failed, then the doctoral candidate only has to resit the oral examination. ²Candidates may only resit the examination once, at the earliest after three months and at the latest within one year of taking and failing the first oral examination. ³If this deadline passes, the candidate's claim to recognition of the doctoral thesis expires and the doctoral research project will be considered failed at the final attempt. ⁴Admission to a further examination is only possible in exceptional cases that must be submitted to the chair of the examinations committee in writing; the examinations committee takes the decision with a unanimous vote.

Part 9: Adjustments to examination arrangements

Section 24 Adjustments to examination arrangements

- (1) ¹The doctoral procedure will be adjusted to take into account the nature and extent of a student's disability. ²If a doctoral candidate can explain credibly that a long-term or permanent physical disability or chronic illness means that they are unable to sit all or part of the examination in the prescribed form, this disadvantage can be offset by extending the working time or offering the examination in another form. ³A medical certificate must be submitted upon request.
- (2) A decision pursuant to Subsection 1 is taken by the doctoral affairs committee in consultation with the disability liaison officer for students.

Part 10: Publication of the thesis

Section 25 Publication

- (1) After passing the oral examination, the doctoral candidate must reproduce and distribute the approved version of the doctoral thesis, making it available to the academic community. The obligation to publish will not apply to the publications attached to the doctoral thesis as an appendix pursuant to Section 9 (3) sentence (4), accepted for publication and published either in print or in electronic journals.
- (2) In order to meet their publishing obligations, the doctoral candidate must provide one of the following free of charge to the Doctoral Centre, in addition to the brief summary in German and English:
1. ¹3 copies if a commercial publisher distributes the doctoral thesis via the book trade as a monograph or as one title in a series. ²The publication must have an ISBN or ISSN number and the back of the title page must indicate that it is a doctoral thesis, stating the place the doctorate was completed. ³The same applies to a version published at the same time or exclusively as an open access publication.
 2. 3 copies in either book printed or photocopied form if the doctoral thesis is published in an essentially unabridged form in an academic journal.
 3. ¹3 printed and bound copies, as well as a permanent electronic version of the doctoral thesis available to the public via the university library at Coburg University, in a file format and on a data carrier that meet the requirements of the university library of Coburg University; the doctoral candidate will transfer to the university library of Coburg University, the German National

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Library and the Bavarian State Library the permanent right to publish the electronic version in data networks without any restriction as to time and to make it available to other databases and guarantees that the electronic version is identical to the accepted doctoral thesis. ²The doctoral candidate is obliged to check that the metadata and the online version of their doctoral thesis is correct, complete and legible. ³Submitting files that fail to meet the stated requirements concerning data format and data carrier will be considered a failure to publish. Doctoral candidates must grant Coburg University the right to produce and distribute further copies of their doctoral thesis.

4. 20 copies in either book printed or photocopied form for distribution.
- (3) The submitted copies of the doctoral thesis must include the details pursuant to Appendix 5 for example as a title page.
- (4) ¹The doctoral thesis must be published within one year of the oral examination. ²The doctoral affairs committee may extend the deadline for submitting the mandatory copies upon the request of the doctoral candidate.
- (5) If the doctoral candidate fails to submit the obligatory copies within the prescribed deadline through their own fault, all rights acquired as a result of successfully completing the examination procedure will expire.

Part 11: Completion of doctorate and doctoral degree certificate

Section 26 Doctoral degree certificate

- (1) As proof of having obtained the doctorate, the doctoral candidate receives a certificate from Coburg University pursuant to Appendix 6 provided the doctorate has been passed and the required copies have been submitted within the deadline pursuant to Section 25.
- (2) ¹The doctoral candidate is not entitled to use their doctoral title until they have been issued the certificate pursuant to Subsection 1.
²The doctoral candidate will receive a certificate in German and English with the information stipulated in Appendix 6, bearing the seal of Coburg University and stating the date of the doctorate pursuant to Section 21 (1). ³The date and nature of the awarding ceremony are determined by the Doctoral Centre.
- (3) The supervisors are named on the certificate.

Part 12: Invalidity of doctorate

Section 27 Invalidity of doctoral achievements

¹If it is determined before the certificate is awarded that the doctoral candidate's admission to the doctoral procedure was based on false statements given by the doctoral candidate or that the doctoral candidate attempted to commit or did commit fraud concerning their achievements, the head of the Doctoral Centre will declare that these doctoral achievements are invalid and will declare that the doctoral procedure has been failed at the final attempt. ²The doctoral candidate will receive written notification of this decision. ³Once the period for raising legal objections has expired, the declaration concerning the invalidity of the doctorate will be announced to the President, who will then inform all German universities accordingly.

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Part 13: Revocation of doctorate

Section 28 Revocation of doctorate

¹The revocation of a doctorate that has already been awarded is governed by the provisions stipulated in Section 101 of the *BayHIG*. ²The President informs all German universities that are permitted to award doctoral degrees (*wissenschaftliche Hochschule*) that the doctorate has been revoked.

Part 14: Concluding provisions

Section 29 Legal validity

These doctoral regulations will enter into force on 1 January 2024.

Issued as decided by the senate of Coburg University of Applied Sciences on 8 December 2023 and approved by the President on 18 December 2023.

Coburg, 18 December 2023

*Professor Stefan Gast
President*

These regulations were established on 18 December 2023 at the Coburg University of Applied Sciences. The regulations were established and displayed for public inspection on December 18, 2023. The public notification date is 18 December 2023.