

**The University of Leipzig
Faculty of Economics and Management Science**

**Doctoral Regulations
of the
Faculty of Economics and Management Science
of the
University of Leipzig**

12 October, 2010

In accordance with § 40, paragraph 2 of the act governing higher education in the Free State of Saxony (Sächsisches Hochschulgesetz – SächsHSG) from 10 December, 2008; amended on 11 July, 2009; the Council of the Faculty of Economics and Management Science of the University of Leipzig established the following Doctoral Regulations on 19 May, 2010.

Contents:

- § 1 Doctorates
- § 2 Authorities governing the dissertation process
- § 3 Basis of the Doctorate
- § 4 Variations on the dissertation process
- § 5 Entry in the list of doctoral candidates
- § 6 Requirements for admission to the dissertation process
- § 7 Admissions examination
- § 8 Application to begin the dissertation process
- § 9 Dissertation
- § 10 Rigorosum
- § 11 Doctoral study
- § 13 Evaluators
- § 14 Evaluations
- § 15 Acceptance of the dissertation
- § 16 Defense
- § 17 Evaluation
- § 18 Conferral
- § 19 Obligatory copies, publication
- § 20 Statement of the invalidity of doctoral work, failure to complete the dissertation process, revocation of the doctoral degree
- § 21 Right to challenge decisions
- § 22 Doctoral files
- § 23 Honorary Doctorates
- § 24 Anniversary of the Doctorate
- § 25 Transfer regulations
- § 26 Coming into effect

§ 1

Doctorates

- (1) The Faculty of Economics and Management Science (henceforth referred to as the "Faculty") of the University of Leipzig issues the following Doctorates on the basis of an acceptable dissertation process:

Doctor rerum politicarum (Dr. rer. pol.)

Doktor-Ingenieur (Dr.-Ing.)

- (2) The Faculty retains the right to issue honorary Doctorates in accordance with § 23 (Doctor honoris causa). In such cases, "h.c." is added to the end of the doctoral title.
- (3) The Faculty issues Doctorates in the following scientific fields: Management Science, Economics, Business Information Systems, Business Education Management and Training, Engineering and Economic Engineering.
- (4) It is not possible to earn multiple Doctorates bearing the same designation.

§ 2

Authorities governing the dissertation process

- (1) The Faculty Council proceeds upon application in accordance with § 8 of the Doctoral Regulations. It establishes a doctoral committee for each doctoral candidate.
- (2) The primary dissertation adviser proposes the members of the doctoral committee to the Faculty Council. The doctoral committee consists of two advisers and one other teaching member of the Faculty who will serve as the head of the committee.
- (3) The doctoral committee is authorized to rule officially when it is complete. Decisions are made according to the majority vote of the members present. The final outcome of any such decision pertaining to the dissertation process will be administered by the Faculty Council.
- (4) The meetings of the Faculty Council and the doctoral committee are not open to the public. Consultation of the candidate is excepted. The members of the doctoral committee are obliged to observe discretion.
- (5) The applicant will be notified of decisions of the Faculty Council and the doctoral committee in writing via the Dean's office.
- (6) Decisions that negatively impact the applicant will be justified in writing on legal grounds.

§ 3

Basis of the Doctorate

- (1) The Doctorate will be issued based on a written scientific work (dissertation) created independently by the candidate that must be publicly defended and published.
- (2) The dissertation is a unique work.
- (3) Work from earlier Doctorates will not be considered as a basis for the issue of a subsequent Doctorate.

§ 4

Variations on the dissertation process

- (1) Doctoral candidates may choose, with the agreement of their academic advisers, from the following three types of dissertation processes:
 1. The Doctorate will be issued on the basis of the dissertation (§ 9) that will be publicly defended (§ 16), and the successfully completed Rigorosum (§ 10). In accordance with § 10, paragraph 6, the Rigorosum can be substituted by other work in the context of the program of doctoral study.
 2. The Doctorate will be issued on the basis of the dissertation (§ 9) that will be publicly defended (§ 16). The successful completion of the program of doctoral study offered at the Faculty is prerequisite for the defense of the dissertation.
 3. The Doctorate will be issued on the basis of the dissertation (§ 9) that will be publicly defended (§ 16).

§ 5

Entry in the list of doctoral candidates

Following the submission of a legitimate application, the Dean will enter the applicant in the list of doctoral candidates. Upon being entered, the applicant will receive an official notice to be presented at the time of enrollment that will entitle him or her to use university facilities. The application must contain the applicant's Curriculum Vitae, previous academic certificates, an official confirmation by the applicant's dissertation adviser listing the area of doctoral study and the topic of the dissertation as well as a written indication of the type of dissertation process selected.

§ 6

Requirements for admission to the dissertation process

- (1) An applicant will be authorized to begin the dissertation process if
 1. a) he or she has completed a program of study at the level of Diplom, Master,

- or Magister or a state exam in an area relevant to the intended area of doctoral study at a university in Germany with a final grade point average equivalent to "good" or better, or
- b) he or she has successfully completed a program of doctoral study in accordance with § 11 of the doctoral regulations if he or she wishes to submit an application on the basis of § 4, paragraph 1, point 2;
2. he or she has been entered in the list of doctoral candidates;
 3. he or she has submitted a dissertation in accordance with § 9 that a professor at the Faculty has officially agreed to evaluate;
 4. he or she has not officially failed the same kind of dissertation process in the past, nor is he or she currently in the midst of such a dissertation process;
 5. he or she has submitted a complete application to begin the dissertation process in accordance with § 1 that contains all required documents in accordance with § 8 and
 6. he or she has applied for a police clearance certificate (Führungszeugnis) in accordance with § 30, paragraph 5 of the Bundeszentralregistergesetz (Federal Central Register Law), to be sent to the Faculty. The police clearance certificate may not be more than three months old. In the case of incident as indicated by the police clearance certificate, the Faculty Council will decide as to how to proceed.
- (2) An applicant who is a graduate of a technical college will be authorized to begin the dissertation process if
1. a) he or she has completed a program of study at the level of Diplom, Master or Magister in an area relevant to the intended area of doctoral study with an above-average final grade point average,
b) he or she has been recommended to begin the dissertation process by the Faculty Council of that technical college and
 2. he or she meets all requirements stipulated in paragraph 1, points 2 through 6.
- (3) Authorization to begin the dissertation process can also be granted if the applicant is officially deemed eligible in accordance with § 7. In this case, he or she must have earned a Bachelor degree in an area relevant to the intended area of doctoral study at a university in Germany with a final grade point average equivalent to "excellent". In this case the conditions stipulated in paragraph 1, points 2 through 6 also apply. The preceding three sentences apply for the authorization to begin the dissertation process of applicants possessing a Bachelor degree from a technical college according to the conditions stipulated in paragraph 2.
- (4) The Faculty Council will decide whether foreign examinations and academic certificates are to be accepted in accordance with relevant cooperative agreements. In cases of doubt, an official opinion is to be obtained from the Sächsisches Staatsministerium für Wissenschaft und Kunst (State Ministry for Arts and Sciences of

Saxony). In cases in which a foreign-earned academic degree held by a German or foreign applicant has been acknowledged as entitling the applicant to begin the dissertation process, it will be considered equivalent to a German academic degree.

§7

Admissions examination

- (1) Should the applicant not hold an academic degree in accordance with § 6, paragraph 1, item 1a, he or she must submit to an admission examination. This examination must be applied for in writing with the Dean, and the Faculty Council will determine the content and breadth of the examination. Exceptions are only permitted in accordance with paragraph 3.
- (2) The academic achievements potentially required for a cooperative dissertation process in accordance with § 6, paragraph 2 will be considered part of the admissions examination.
- (3) An admissions examination can be allowed following a written application to the Dean of the Faculty via an agreement on the part of the Faculty Council:
 1. If the applicant holds a degree in a related field on a level corresponding to that of the Diplom, Master or Magister or from a state examination in related field;
 2. If the applicant can prove significant academic experience in the academic field in which the dissertation is to be submitted;
 3. If the applicant holds an academic degree (at the level of the Diplom, Master or Magister) or has successfully passed a state exam in a field unrelated to that of the proposed dissertation and simultaneously holds a Bachelor degree from a university or technical college in a field represented in the Faculty.
- (4) The admissions examination will cover significant examinations from the Master program typically corresponding to the field of the proposed dissertation. The applicant will choose three modules in which he or she will be examined. Previously completed partial coursework may be acknowledged upon application. Modules are defined in the Examination Regulations of the existing Master programs.
- (5) The applicant must pass every subject examination in order to pass the admissions examination as a whole. An applicant may under no circumstances re-sit a subject examination within a single admission examination process. The entire admissions examination process can be repeated one time upon written application. Subject examinations that have been previously successfully completed will be included in a repeat admissions examination process.
- (6) The admissions examination is not required if the applicant has successfully completed a program of doctoral study in accordance with § 11; the same applies for applicants who can prove the successful completion of an academically equivalent program of doctoral study at another university. The Faculty Council determines whether a program of doctoral study completed at another university is to be considered equivalent.

§ 8

Application to begin the dissertation evaluation process

- (1) Written applications to begin the dissertation process should be submitted to the Dean of the Faculty in the case of the degrees Dr. rer. Pol. Or Dr.-Ing.. The following items should be included in the application package:
 1. Three copies of the summary and thesis of the proposed dissertation (approx. 3 – 5 pages). If more than two academic advisers are required for the process, the applicant must submit the appropriate number of copies of the dissertation summary.
 2. A curriculum vitae presenting the applicant's academic and personal interests and activities as well as the academic history and all successfully and unsuccessfully completed academic examinations.
 3. A suggestion for the selection of the subjects of the Rigorosum in accordance with § 10 paragraph 1 as well as suggestions for the examiners for the admissions examination.
 4. Originals or notarized copies of documents proving the fulfillment of the admissions requirements in accordance with § 6, especially those proving an academic degree related to the field of the proposed dissertation and other degrees held, and, if necessary, pertaining to previous admissions decisions. In the case of academic degrees earned outside of Germany, notarized German translations of non-German documents must be submitted. In some cases a document from the applicable ministry responsible for acknowledging foreign academic degrees as equivalent must be submitted in order to prove equivalence.
 5. Police clearance certificate in accordance with § 6, paragraph 1, item 6.
 6. A statement of acknowledgement of these doctoral regulations.
 7. A statement in accordance with paragraph 2.
- (2) In the application to begin the dissertation evaluation process, the applicant must confirm in writing that:
 1. The dissertation was written without objectionable assistance, especially direct assistance from the academic adviser, as well as without help from any sources other than those listed; and that all ideas that have been taken directly or indirectly from other sources have been identified as such, and
 2. the dissertation has not been submitted to any academic institution in or outside Germany for the purposes of obtaining a doctoral degree and has not yet been published.
- (3) The date of submission and processing of the application is the date on which all required documents for the application package have reached the Dean's office.
- (4) An application can be revoked as long as the defense process has not been initiated

in accordance with § 12; in such a case the application is considered never to have been submitted.

§ 9

Dissertation

- (1) With his or her dissertation, the candidate is to prove that he or she is capable of independently producing scientific results that represent a development in the theories and methods of his or her field.
- (2) The dissertation may take the form of either a monographic single document, or as an accumulation of parts that are complete in themselves but that form a coherent whole. The connection between the individual parts in the latter case is to be indicated in an introductory section. In exception to § 3, paragraph 2, co-authorship is acceptable in the case of a dissertation composed of individual parts. If the dissertation includes scientific findings that have been published by the applicant in a scientific journal with a co-author or co-authors, the applicant is to indicate which of the findings and which parts of the publication represent his or her own work. The academic advisers will verify the plausibility of this information and may request supplementary proof from the applicant.
- (3) The dissertation is to be submitted in its entirety in either English or German.
- (4) In addition to the body text, the table of contents and the bibliography, the dissertation is to include:
 1. A title page in accordance with appendix 1/1,
 2. A representation of the scientific experience of the author,
 3. A statement of independent work (appendix 2/1) and
 4. Bibliographic information related to the dissertation (appendix 2/2).

§ 10

Rigorosum

- (1) The Rigorosum is comprised of two oral partial examinations that are conducted separately and in German. Each examination is to be evaluated by an examiner who is part of the teaching Faculty and who is authorized to carry out examinations in the subject of the partial examination. The examination will be carried out in the presence of a neutral witness. Each oral partial examination lasts about 40 minutes. The examinations are not open to the public. Appendix 3 contains further regulations for partial examinations and how they are to be carried out.
- (2) The oral partial examinations should be conducted not more than three months after the dissertation has been accepted and the requirements listed in § 15, paragraph 4 have been fulfilled. The examinations are to be carried out before the thesis defense. Another deadline may be established by the doctoral committee at the written

request of the candidate under certain circumstances. Should the candidate fail to meet the deadline, the dissertation process will be closed and considered failed.

- (3) Each partial examination will be evaluated in accordance with § 17, paragraph 1. The doctoral committee will combine the partial grades to determine the overall grade of the Rigorosum.
- (4) Only one failed partial examination can be repeated upon written application by the candidate within one half year of but no sooner than four weeks following the original partial examination. This process may only occur one time. The repetition of the examination is to be requested in writing to the head of the doctoral committee within four weeks of the failed partial examination. If the candidate fails to make this request within the time frame, the partial examination will be considered officially failed and the dissertation process will be closed.
- (5) The Rigorosum is considered passed if each partial examination is evaluated with a grade of at least "rite".
- (6) The Rigorosum can be substituted by the successful participation in doctoral courses within a doctoral study program at the Faculty (§ 11). Two final course grades replace an oral partial examination, and three final course grades replace both oral partial examinations. The successful participation in doctoral courses must be demonstrated via the submission of course completion certificates showing grades received to the Dean's office before the dissertation defense process is opened.

§ 11

Doctoral study

- (1) The completion of doctoral study is represented by the submission of three course completion certificates showing successful completion from courses within the doctoral program. Course completion certificates must list grades received. The Dean's office may acknowledge certificates from coursework completed outside the Faculty as long as these courses are deemed at least equivalent in value.
- (2) The successful completion of the doctoral program will be certified with the issue of the doctoral diploma at the end of the dissertation process.

§ 12

Opening the dissertation evaluation process

- (1) The Faculty Council decides to open the dissertation evaluation process after the Dean has verified that all requisite documents according to § 8 have been submitted and all other applicable requirements have been fulfilled.
- (2) When the Faculty Council opens the dissertation evaluation process, the three academic evaluators of the dissertation, the head of the doctoral committee, and the subjects and examiners of the Rigorosum will be established.
- (3) The Faculty Council can demand that the title of the dissertation be adjusted and that

documents submitted be made more complete or precise. In such a case, the opening of the dissertation evaluation process is to be postponed until the requested improvements have been made and the altered documents have been submitted. The success of the improvements will be verified by the doctoral committee.

- (4) The decision to open or not to open the dissertation evaluation process will be made at the next official meeting of the Faculty Council occurring 14 days after the submission of the complete required documents to the Dean's office.
- (5) The outcome of the decision to open or not to open the process, the selection of the evaluators and of the head of the doctoral committee as well as whether changes to the submitted documents are to be made will be communicated to the candidate in writing by the Dean's office within 14 days following the official decision. In the case of a decision not to open the process, the reason for the decision will be given and justified on legal grounds.
- (6) If a dissertation evaluation process is not opened, the candidate's application as well as a copy of the dissertation will remain in the Dean's office. All other documents will be returned to the applicant.

§ 13

Evaluators

- (1) Two evaluators will evaluate a dissertation. They must be members of a teaching staff in accordance with the SächsHSG. The primary evaluator must be or have previously been a member of the Faculty.
- (2) In cooperative dissertation procedures one evaluator must come from the relevant technical college in accordance with § 6, paragraph 2.

§ 14

Evaluations

- (1) The evaluations will be submitted to the Dean's office.
- (2) The evaluations must be submitted to the Dean's office in writing. The decision of the doctoral committee will be based on the evaluations. The evaluators recommend the acceptance or refusal of the dissertation. The dissertation is to be evaluated in accordance with § 17, paragraph 1 (predicate and grade).
- (3) In some cases in accordance with § 15, paragraph 3, further evaluations can be requested.
- (4) The evaluators may recommend that adjustments to the dissertation be demanded.
- (5) Evaluations must be completed within three months of the assignment of the task to evaluate. The Dean will remind the evaluators of this.

§ 15

Acceptance of the dissertation

- (1) In the period between the opening of the dissertation evaluation process and the defense of the dissertation, it is possible to review the dissertation in the Dean's office. After the evaluations have been submitted, the members of the Faculty Council, the teaching staff of the Faculty and other evaluators have the right to inspect the evaluations and recommended grades within two weeks of the deadline for submitting evaluations, and can officially express their positions in writing. They are to be informed of this fact before the beginning of the period in which the evaluations are available for inspection.
- (2) After the period in which the evaluations are available for inspection has ended, the doctoral committee will come to a decision in consideration of the written positions according to paragraph 1 as to whether to accept or refuse the dissertation, and will inform the Dean's office of this decision immediately.
- (3) If the refusal of the dissertation is recommended in at least one evaluation, or if members of the teaching staff of the Faculty submit written expressions of reservation as regards the acceptance of the dissertation, the Faculty Council will decide to accept or refuse the dissertation, or to request additional evaluations, in consideration of a recommendation by the doctoral committee. If additional evaluations are requested, the regulations in §§ 12 to 14 are to be followed. The candidate is to be informed of such a decision in writing.
- (4) Alterations to the dissertation in accordance with § 14, paragraph 4 can be demanded by the doctoral committee after the dissertation has been accepted. In such a case, the doctoral committee will consider the recommendations of the evaluators. The doctoral committee will establish in writing which alterations in what time period are to be made.
- (5) Should alterations to the dissertation be demanded after the dissertation has been accepted, the completion of the alterations within the given timeframe is to be verified by the head of the doctoral committee. The alterations must in all cases be completed before the defense takes place. If the candidate fails to complete the alterations or fails to complete them before the established deadline according to paragraph 4, the defense procedure will be closed and considered failed if no extension of the deadline has been allowed.
- (6) The decision to accept the dissertation is a requirement for the defense and the Rigorosum to take place.
- (7) The decision to accept or refuse the dissertation will be communicated to the candidate in writing by the Dean's office within two weeks following the decision. Should the dissertation be accepted, the evaluations will be made available to the candidate at this time.
- (8) A dissertation that has not been accepted at the Faculty can be revised and resubmitted no earlier than six months and no later than one year after the refusal has been announced in compliance with all applicable regulations. The Faculty

Council will determine exceptions. The admissions examination that has been successfully completed in the first phase of the procedure will be acknowledged. The Faculty Council can set the same doctoral committee as in the first phase of the evaluation process.

- (9) If the dissertation has not been revised and resubmitted within the year or by the deadline established by the Faculty Council in accordance with paragraph 8, the procedure will be considered officially closed.

§ 16

Defense

- (1) The candidate must make a public presentation of the goals of the dissertation that must be no longer than 45 minutes, and must answer questions from the audience. The discussion will pertain to the dissertation and its scientific environment and should also be no longer than 45 minutes.
- (2) The date of the defense will be established by the head of the doctoral committee and the members of the doctoral committee after the dissertation has been accepted, and this date will be communicated to the Dean. The date is to be communicated to the candidate by the head of the doctoral committee at least two weeks prior to the defense.
- (3) Before the same period the head of the doctoral committee will announce the defense within the Faculty. Representatives of external subject can be invited with the agreement of the doctoral committee.
- (4) The defense can take place at the established date and time if
 1. within the applicable timeframe the candidate does not prove that he or she is physically or mentally unfit to proceed and
 2. all members of the doctoral committee are present.
- (5) The head of the doctoral committee or a member of the doctoral committee authorized by him or her will lead the defense. The following conditions must be met:
 1. The summary of the dissertation and thesis must be available.
 2. The complete presence of the doctoral committee must be announced.
 3. The candidate must be introduced.
 4. A protocol is announced in accordance with § 22, paragraph 2 of how the defense and the discussion are to take place.
 5. Questions that do not address the scientific purpose of the dissertation must be refused.
- (6) The doctoral committee will discuss privately following the defense to decide on how the defense will be evaluated in accordance with § 17. The defense is considered passed at the moment at which it is evaluated with at least the grade "rite". The

doctoral committee also establishes an overall evaluation of the dissertation procedure in accordance with § 17, paragraph 2. Both decisions are to be publicly announced orally directly following the defense and discussion.

- (7) On application by the candidate, a defense that has been deemed failed can be repeated no earlier than three months and no later than one year following the original defense.
- (8) A defense is considered officially failed and the dissertation procedure is officially closed if
1. the application to repeat the defense following a failed defense has not been submitted to the Dean's office in writing within four weeks of the original defense,
 2. the repeat defense cannot take place due to the fault of the candidate or
 3. the repeat defense is failed.

§ 17

Evaluation

- (1) The following grades are to be used for evaluation of work in the dissertation process:
- | | |
|------------------|---------------|
| summa cum laude: | 1,0 and 1,3 |
| magna cum laude: | 1,7; 2,0; 2,3 |
| cum laude: | 2,7; 3,0; 3,3 |
| rite: | 3,7 and 4,0 |
| non sufficit: | 5,0 |
- (2) The doctoral committee determines the final overall grade for the dissertation evaluation process. This is to be designated based on an arithmetic combination rounded to the first decimal place of the grades of the individual parts of the dissertation process in accordance with § 4 with the weights listed in paragraph 3.
- | | |
|------------------|---------------------------------------|
| summa cum laude: | up to and including 1,5 |
| magna cum laude: | from over 1,5 up to and including 2,5 |
| cum laude: | from over 2,5 up to and including 3,5 |
| rite: | from over 3,5 up to and including 4,0 |
- (3) The weights for the determination of the overall grade are as follows for the variations on the dissertation evaluation process described in §4:
- | | |
|------------|---|
| Variant 1: | Dissertation: 2/3; Defense: 1/6; Rigorosum: 1/6 |
|------------|---|

Variant 2: Dissertation: 2/3; Defense: 1/3

Variant 3: Dissertation: 2/3; Defense: 1/3

- (4) The determination of the overall grade occurs at the recommendation of the doctoral committee and is made by the Faculty Council.

§ 18

Conferral

- (1) The conferral of the doctoral degree following a successful dissertation evaluation process occurs at the decision of the Faculty Council. This decision will be made in the Faculty Council meeting immediately following the defense, provided that all documents are complete and have been submitted to the Dean's office at least two business days before the meeting. The decision to confer the degree is to be communicated to the candidate in writing by the Dean.
- (2) The conferral of the diploma will occur if all requirements for the conferral of a Doctorate have been met in accordance with these doctoral regulations, particularly if the prerequisites according to § 19 for the submission of the obligatory copy of the dissertation to the University Library have been fulfilled and proof of their fulfillment has been presented. The diploma will be made according to the will of the Faculty Council; it represents the completion of the conferral. Appendix 4 contains a template of the diploma.
- (3) The right to use a doctoral title is granted with the conferral of the doctoral diploma.

§ 19

Obligatory copies, publication

- (1) The accepted dissertation is to be published appropriately.
- (2) The dissertation is published and made available to the scientific public by the irrevocable submission of four copies of the dissertation to the University Library, which will be immediately entered into the library catalog and ensured a long-term preservation.
- (3) Alternatively, an online publication on the document server of the university Library is possible, in which case the University Library will immediately enter the dissertation into the catalog and will ensure the long-term availability of the document online. The format for the online publication will be determined in cooperation with the University Library.
- (4) The deadline for the obligatory publication of the dissertation in one of the two possible forms is six months following the conferral of the degree. In the case of an intended publication with a different publisher, this deadline can be extended up to two times, for one year at the maximum, by the doctoral committee upon application containing justification.

- (5) If the obligatory copies are not submitted by the deadline due to the fault of the candidate, all rights earned through the examinations will be considered void. The candidate will be informed of this occurrence in writing by the Dean.

§ 20

Statement of the invalidity of doctoral work, failure to complete the dissertation process, revocation of the doctoral degree

- (1) Doctoral work can be declared invalid and the dissertation process can be declared incomplete if it is determined that
 1. significant requirements for the admission to begin the dissertation process were not fulfilled and the candidate obtained authorization to do so fraudulently,
 2. doctoral work was completed dishonestly or
 3. facts come to light that exclude or would have excluded the conferral of the Doctorate.
- (2) All other elements in a process of failure to complete the dissertation process and the revocation of the doctoral degree follow the applicable conditions in the legislation governing higher education.
- (3) The Faculty Council decides on the invalidity of doctoral work, the failure to complete the dissertation process and the revocation of the Doctorate. Before a decision is made, the affected person is given the opportunity to express his or her position.

§ 21

Right to challenge decisions

The candidate has the right to challenge official decisions. The challenge is to be submitted to the Dean in writing within one month of the relevant decision.

§ 22

Doctoral files

- (1) The collected doctoral documents comprise the doctoral file. It will be kept in the Dean's office during the dissertation process.
- (2) The doctoral committee is to make a record of all counsel given and all decisions made within a dissertation process that is to be signed by the head of the doctoral committee and added to the doctoral file.
- (3) After the end of the dissertation process, the candidate will be allowed upon application to inspect the doctoral file.
- (4) The application is to be submitted to the Dean's office within one month of the

conferral of the Doctorate or of the decision to close the dissertation process.

§ 23

Honorary Doctorates

- (1) In conjunction with the Senate, the Faculty has the right to confer honorary Doctorates for exceptional achievement in the scientific fields represented therein.
- (2) An application to confer an honorary Doctorate must be promoted and justified in writing by at least three professors of the Faculty. The Faculty decides by secret ballot whether to confer based on the majority of the valid ballots. The decision requires a statement by the Senate.
- (3) The conferral of an honorary Doctorate is completed through the handing over of a diploma signed by the University President and the Dean. The Dean carries out the conferral.
- (4) The degree of 'Doctor honoris causa' can be revoked by means of a process of determination analogous to paragraph 2 if the degree holder is convicted of illegal activity. If he or she is found guilty of a felony, the degree must be revoked.

§24

Anniversary of the Doctorate

The Faculty can honor the 50th anniversary of the conferral of a Doctorate if this seems fitting in consideration of the exemplary scientific service or the particularly close connection of the degree holder with the Faculty or the University of Leipzig. The choice of event and the form of the ceremony are at the discretion of the Faculty. This decision is made by the Faculty Council based on the majority of votes by the members present at the time of the vote. The anniversary will be honored with a certificate of honor.

§ 25

Transfer regulations

Open dissertation processes that were opened before these regulations came into effect will be carried out according to the regulations under which they were opened.

§ 26

Coming into effect

- (1) These doctoral regulations were established by the Board of the Faculty of Economics and Management Science on 19 May 2010. The President's Office authorized them on 1 July 2010. The doctoral regulations come into effect on the day after their

announcement in the official announcements of the University of Leipzig.

- (2) At this time, all previously authorized conditions for the carrying out of a dissertation process at the Faculty of Economics are rendered invalid.

Leipzig, 12 October 2010

Professor Johannes Ringel

Dean

Professor Dr. Franz Häuser

President

Appendix 1/1

Please consult the original German version of the *Promotionsordnung*.

Appendix 1/2

Please consult the original German version of the *Promotionsordnung*.

Appendix 2/1

Please consult the original German version of the *Promotionsordnung*.

Appendix 2/2

Bibliographic description:

Last name, Name

Title of the dissertation

The University of Leipzig, Dissertation

... P. *, ... Lit. *, ... Fig., ... Appendices (etc.)

Abstract:

Brief description of the content of the dissertation

(The bibliographic description and the abstract should not total more than one page)

*

... P. (Total number of pages)

... Lit. (Number of entries listed in the bibliography)

Appendix 3

The Rigorosum

(1) Examination subjects

Possible examination subjects for the Rigorosum are the examination subjects listed in the examination regulations for the study programs offered at the Faculty.

(2) Recommendation of partial examination subjects

The candidate will recommend the partial examination subjects in accordance with § 8, paragraph 1, item 3.

(3) Determination of partial examination subjects

In accordance with § 10, paragraph 2, the partial examination subjects recommended by the candidate (§ 8, paragraph 1, item 3) will be confirmed by the Faculty Council at the opening of the process if possible. This includes selecting and informing the evaluators.

Appendix 4

Please consult the original German version of the *Promotionsordnung*.