

Study and Examination Regulations for the Doctoral Study Program (the graduate class) “Business Administration and Economics” from the Faculty of Business, Economics and Social Sciences at the University of Hohenheim

from 17 February 2014

In its meeting on 5 Feb 2014, the University of Hohenheim Senate passed the following regulations based on Sec. 19(1) Sentence 2 No. 9 and Sec. 38(2) Sentence 5 in conjunction with Secs. 30 and 34(1) of the Baden-Württemberg State Higher Education Act (Landeshochschulgesetz - LHG) in the version from 1 January 2005 (Law Gazette (GBl.) p. 1 ff.), most recently amended by Article 16 of the Act from 23 July 2013 (Law Gazette 2014 p. 1, 10).

The President approved these doctoral study and examination regulations pursuant to Sec. 34(1)(3) LHG on 17 February 2014.

Note

For reasons of legibility, in the following study and examination regulations only the male grammatical form will be used. All comments related to persons always apply equally to women and men.

Section 1 Area of Application

These study and examination regulations apply to the admission requirements as well as the objectives, content, and course of the doctoral study program “Business Administration and Economics” based on the doctoral regulations of the University of Hohenheim for Dr.oec. in the respectively valid version.

Section 2 Program Objectives

The doctoral study program is to provide structural assistance in completing a dissertation in the context of achieving the degree “Doctor of Economic Sciences” - doctor oeconomiae - (Dr. oec.) and is to convey in-depth and current subject knowledge, abilities, and methods of business and economic science research and scientific work.

Section 3 Admission Requirements and Admission Procedures

- (1) The requirement for acceptance in the doctoral study program is acceptance as a doctoral candidate according to the provisions in the doctoral degree regulations for Dr. oec. in the respectively valid version. Any additional requirements set down by the doctoral committee in the context of the decision about acceptance as a doctoral candidate also apply in every case for participation in the doctoral study program.
- (2) Admission to the doctoral study program is done with a written request (informal application) to the Faculty upon the nomination of the advisor. The decision is made by the doctoral committee. The documents to be included with the application are listed in the doctoral degree regulations. In addition, the following must be submitted:
 - a) a brief description of the doctoral project with the project objective and a work and time schedule with a maximum of 4 pages in German or English
 - b) suggestions from the supervisor for the modules to be completed according to Sec. 5 and for the assignment to a research training group according to Sec. 6(1).
- (3) Acceptance in the doctoral study program requires admission as a doctoral candidate. In the session following the submission of the application, the doctoral committee decides on admission to the doctoral study program, the advisory team according to Section 4, the modules to be completed according to Sec. 5(3-5), and the assignment to a research training group according to Sec. 6 and informs the applicant and the Dean's Office of the result.
- (4) The advisory team assists the doctoral candidates during their doctorate. The advisory team is usually made up of three professors or university or private lecturers (Hochschul- or

Privatdozentinnen or Hochschul- or Privatdozenten) from the University of Hohenheim or another university with the right to award doctorates; the supervisor and the potential second reviewer are members of the advisory team.

Section 4 Standard Period of Study

- (1) The standard period of study is three years and includes the time after acceptance into the doctoral study program in which the doctoral candidate has the right of admission to an examination to successfully complete five modules according to Sec. 5(3 and 4). Additional requirements according to Sec. 5(7) do not need to be completed within this time period.
- (2) The deadline in Sec. 4(1) may be extended by up to one year upon request by the candidate. The provisions in Sec. 8 are to be observed. The doctoral committee decides whether an extension will be granted.

Section 5 Organization, Duration, and Contents of the Study Program

- (1) First and foremost, the doctoral candidates complete scientific research work.
- (2) The advisory team according to Sec. 3(4) gives a joint interim report on the candidate's progress in education and on the thesis. The interim report includes recommendations to the candidate and is to be included in the Faculty's file on the candidate.
- (3) During the doctoral study program, five modules according to Sec. 5(4) must be successfully completed. The scope of a module is usually 3 contact hours per week (SWS) and corresponds to a workload of 6 ECTS credits. The modules are completed with a module examination.
- (4) The modules will be offered at least once per year. They are designed for candidates at any stage of their doctoral work and set down as follows:
 - a) Module "Methods I"
 - b) Module "Methods II"
 - c) Specialization module
 - d) Seminar module
 - e) Module "brown bag" seminarA module completed in a previous degree program may not be chosen. The majority of the modules should be offered in the scientific language English.
- (5) The modules according to Sec. 5(4) are typically set at the beginning of the doctoral study program upon acceptance into the doctorate degree in discussion with the supervisor from the doctoral committee. A maximum of one module may be replaced by a corresponding Master's module. Credits obtained in summer schools can be recognized. The results of the module examinations are to be set down in writing and submitted to the Faculty.
- (6) The modules according to Sec. 5(4) are set by the doctoral committee.
- (7) At the end of the doctoral study program is the completion of the dissertation and the oral doctoral examination according to the specifications in the doctoral degree regulations in the respectively valid version. The dissertation and oral examination total 150 ECTS credits.

Section 6 Research Training Groups

- (1) At the Faculty of Business, Economics and Social Sciences, the following research training groups have been established according to topic:
 - a) Management
 - b) EconomicsAdditional research training groups (for example as research training groups funded by the German Research Foundation) may be established. Their establishment requires the consent of the doctoral committee. In these cases and upon decision by the doctoral committee, changes to the modules listed in Sec. 5(4) are possible. Sec. 5(5)(2) applies respectively.
- (2) The research training groups offer interdisciplinary seminars for doctoral candidates and doctoral study program modules that concentrate on the scientific handling of foundational theoretical, methodological, and subject knowledge. The majority of the modules should be

offered in the scientific language English. The modules according to Sec. 5(4) are set by the doctoral committee.

- (3) In addition to the module examinations and seminar attendance, it is expected that during the doctorate at least one national or international conference is attended at which the results of the doctoral work is presented as a poster or presentation.

Section 7 Unexcused Absence, Withdrawal, Cheating, and Protection Periods

- (1) An examination shall be evaluated as "fail" if the candidate misses an examination date without valid reason or withdraws after the start of the examination without a valid reason. The same shall apply if a written examination is not submitted within the set deadline.
- (2) The reason given for missing a deadline or withdrawing must be immediately given to the doctoral committee in writing and proof must be provided. If the examined person is ill or a child or relative for whom the candidate is responsible is ill, a medical certificate and, in cases of doubt, a medical certificate from a doctor named by the University is required. If the reason is recognized, the doctoral committee shall set a new date. Any already completed examination results will be counted in this case.
- (3) If the candidate tries to influence the result of his or her examination by cheating or using prohibited aid, the respective examination shall be evaluated with "fail." Persons who disturb the proper procedure of an examination may be excluded from continuing the coursework or examination by the person examining or the invigilator; in this case, the coursework or examination shall be evaluated with "fail." In serious cases, the doctoral committee may prohibit the examined person from completing any additional examinations.
- (4) Within one month, the affected person may request that the decisions according to Sec. 7(3)(1 and 2) be reviewed by the doctoral committee. Affected persons are to be informed immediately in writing of decisions made against them. Reasons are to be provided and information on legal remedies must be included.
- (5) Upon request by a candidate, the maternity leave protection periods as set down in the respectively valid Protection of Working Mothers Act (MSchG) are to be taken into consideration. The required proof is to be included with the request. The length of the maternity period interrupts any and all deadlines in these regulations; the length of the maternity period shall not be calculated in the deadlines.
The periods of parental leave according to the respectively valid law (BzGG) are also to be taken into consideration upon request. The candidate must inform the doctoral committee of the period of parental leave in writing with the necessary proof at least four weeks before starting parental leave.
- (6) Candidates with a child under three years of age for whom they have custody, who lives in their household, and whom they primarily care for alone have the right to complete individual coursework and examinations or re-sit examinations after the deadlines named in these study and examination regulations. The right expires with the completion of the semester in which the conditions listed in Sec. 7(6)(1) no longer apply. The candidate must include appropriate proof. The doctoral committee sets the extension of the deadlines upon the candidate's request and immediately informs the candidates of the extension.
- (7) Upon request, periods before deadlines in which the students must fulfill familial duties shall be taken into consideration. The request is to be submitted informally to the doctoral committee. The required proof is to be submitted with the request.

Section 8 Repeating the Module Examinations

- (1) Module examinations that are not passed or graded with "fail" according to Sec. 5(3-5) may each be repeated one time. If the second attempt is not successful, the module examination is finally failed and admission to the doctoral study program is revoked.
- (2) If a module examination that was failed is made up of multiple examination components, then all of the components must be repeated.

Section 9 Repeating the Module Examinations

- (1) Module examinations shall be evaluated with “pass” or “fail.” ECTS credits shall only be given for the respective module if the module examination has been evaluated with “pass.”
- (2) If a module examination that was failed is made up of multiple examination components, then the module examination is passed when all of the components have been evaluated with “pass.”

Section 10 Loss of Right of Admission to an Examination

The right of admission to an examination is lost if the modules according to Sec. 5(3 and 4) are not successfully completed within the standard period of study or the extension deadline set in Sec. 4(1 and 2). The right of admission to an examination is not lost if the candidate is not at fault for missing the deadline or if protection periods as described in Sec. 7(5-7) were taken during this time. With the loss of the right of admission to an examination, admission to the doctoral study program and the right to receive an examination record for the work already completed in the doctoral study program are revoked.

Section 11 Certificate

- (1) After successful completion of the doctorate and successful completion of the modules, the doctoral study program graduate receives a certificate of participation in the doctoral study program on which the name of the successfully completed modules, the grades of the dissertation and the oral examination, and the ECTS credits for the dissertation including the oral examination and the modules are listed.
- (2) The certificate is issued in German; an English translation is included. Upon request, the certificate can also be issued in English; in this case, a German translation is included.
- (3) The certificate is to be signed by the Dean. It is dated on the day on which the final examination was completed.

Section 12 Entry into Force

These study and examination regulations shall enter into force on the day after they have been announced in the University of Hohenheim’s Official Notifications.

Stuttgart, 17 February 2014

Signed

Professor Dr. Stephan Dabbert
- President -