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**Doctorate Rules and Regulations
of the Department of Veterinary Medicine**

Preamble

Based on Section 14, para. No. 2 of the partial basic regulation (trial model) from October 27, 1998 (FU Notification 24/1998) in connection with Section 70, para. 5, Sentence 2 the Higher Education Act in the State of Berlin (Berliner Hochschulgesetz - BerlHG) in the version of its publication of the revised version of February 13, 2003 (GVBl. p. 81), most recently amended by the law of July 6, 2006 (GVBl. p. 713), the faculty council of the Department of Veterinary Medicine at Freie Universität Berlin has issued the following doctorate rules and regulations on November 6, 2006, and March 22, 2007:*

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**§ 1
Definition of the Terms Doctorate
and Doctoral Degree**

(1) The Department of Veterinary Medicine of Freie Universität Berlin confers a doctoral degree for

veterinary medicine (doctor medicinae veterinariae, abbreviated: Dr. med. vet.) or a doctor of philosophy (Ph.D) on the basis of a proper doctoral procedure and pursuant to following provisions.

(2) The doctorate does not only conclude the studies of veterinary medicine, but proves the student's qualification for in-depth scientific work through independent research endeavors.

(3) For special scientific achievements in veterinary medicine, the degree of Honorary Doctor of Scientific Medicine (doctor medicinae veterinariae honoris causa, abbreviated Dr. med. vet. h. c.) can be conferred.

**§ 2
Doctoral Committee**

(1) The faculty council appoints a doctoral committee to supervise the doctoral procedure.

(2) The faculty council appoints the members of the doctoral committee at the respective beginning of its respective term. The board includes three full-time professors and two academic staff members with a doctorate. The faculty council appoints one representative from each group.

(3) The doctoral committee decides on the admission of applicants and their dissertation project for the doctoral procedure. It must advise the applicants. Within the context of the interdisciplinary doctoral procedure, the doctoral committee assures that the assessment adequately takes other subjects into consideration. The meetings of the doctoral committee are closed.

(4) The doctoral committee reports to the faculty council and informs the faculty council of its decisions.

(5) With regard to fundamental questions relating to the procedure, the chair of the doctoral committee must inform the President's Office - legal office - via the faculty's deanship.

**§ 3
Admission to Doctoral Procedure**

(1) The applicant shall apply for admission to the doctoral procedure as soon as he or she has received a topic for the dissertation project. The application for admission must be addressed to the doctoral committee and must include:

1. The work title of the dissertation project issued by a professor of the department. The application must list both the name of the professor

* This regulation was approved on February 02, 2007 by the Senate Committee for Higher Education.

and the work title. The same applies, if the professor is not a member of the Department of Veterinary Medicine. In this case, the application must include the name of a professor from the Department of Veterinary Medicine, who will be responsible for the dissertation project within the department. If the dissertation is to be prepared in an institute that is not associated with the Department of Veterinary Medicine of Freie Universität Berlin, the applicant must submit the approval of the responsible director of this institute.

2. A statement by a professor pursuant to No. 1, pages 1-3 indicating that he or she is prepared to supervise the dissertation project.
3. A certificate from a teaching institution for veterinary medicine in Germany or in another country, indicating that the applicant has passed the entire Veterinary State Examination. If the application for admission is submitted prior to the Veterinary State Examination having been passed, the applicant must submit the certificate within three months of having passed the Veterinary State Examination.
4. A written statement on whether and, if applicable, at what university or legally equivalent institute a dissertation has been submitted.
5. A written statement on whether the applicant has an employment relationship with Freie Universität Berlin. This also includes persons paid for by third-party funds as per Section 43, para. 1, No. 2 BerlHG.

(2) If the applicant fulfills the prerequisites outlined in Section 1, para. 1 and 2, and if the supervision of the project (Section 7) is guaranteed, the applicant shall be admitted to the doctoral procedure. In the event of paragraph 1, No. 2, sentence 2, the admission shall be conditional.

(3) If warranted, an already completed dissertation can be submitted, if it deals with a subject area that is represented by a full-time or part-time professor in research and teaching. In this case, one of the admission conditions is that a subject-related assessment of the dissertation can be guaranteed. The dissertation cannot have been rejected by another university or legally equivalent institute within or outside of the area of application of the Framework Act for Higher Education.

(4) The doctoral committee shall decide on applications for admission to a doctorate within one month after receipt of the application. The reasons for a rejection must be provided in writing.

(5) Applicants that have passed the Veterinary State Examination at universities or legally equivalent institutes outside of the area of application of the Framework Act for Higher Education can be admitted to the doctoral procedure. In this event, the doctoral committee decides together with the supervising professor on the equivalency of the Veterinary State Examination. In cases of doubt, a statement must be obtained from the Central Office for Foreign Education Systems, which is part of the Standing Conference of Ministers of Education and Cultural Affairs.

§ 4 Joint Doctorate with Foreign Institutions

(1) The doctoral procedure can be carried out jointly with foreign universities or similar educational institutions, if:

- a) The applicant fulfills the prerequisites for admission to the doctoral procedure at the Department of Veterinary Medicine of Freie Universität Berlin and
- b) The foreign university or equivalent educational institution has the right to grant doctorates in accordance with its national legal regulations, and the respective degree to be awarded would have to be recognized as a doctoral degree within the context of the Framework Act for Higher Education.

(2) The departments, faculties, or equivalent institutions must enter into an agreement stipulating how the joint doctoral procedure should, in individual cases and generally, be carried out. These agreements apply in addition to the provisions of these rules and regulations. The equivalency with the respectively applicable provisions of these rules and regulations must be guaranteed with regard to requirements and procedures.

§ 5 Registration as Doctoral Candidate

(1) Doctoral candidates, who are not already members of Freie Universität Berlin, because they work for the university or are enrolled in a study program, must register or enroll as doctoral candidates at the Freie Universität Berlin (registration or enrollment).

(2) If the candidate does not register within the time period provided in the notice of admission to the doctoral procedure and/or the grace period, the admission to the doctoral procedure will expire. This does not, however, preclude a new application for admission to the doctoral procedure.

**§ 6
Doctoral Work**

(1) The following work must be completed to become a Doctor of Veterinary Medicine (Dr. med. vet.):

- The dissertation (Section 8) and
- The oral exam in three subjects (Section 11).

(2) The following work must be completed and the following proof must be submitted for a Doctor of Philosophy (Ph.D.):

- The dissertation (Section 8),
- The oral exam in three subjects (Section 11), and
- Evidence of the successful completion of doctoral studies in veterinary medicine within the context of the Dahlem Research School (DRS) or equivalent university studies by submitting a certificate or similar records.

**§ 7
Execution and Supervision of
the Dissertation Project**

(1) The dissertation topic should usually pertain to a subject area that, in research and teaching, is represented by the department. The topic is usually provided by a faculty professor. The dissertation should be completed within three years.

(2) Should a doctoral candidate exceed the normal doctorate period as per paragraph 1, he or she must submit a statement from the doctoral committee to the university administration that shows the status of the dissertation and the amount of time the student probably still requires. If the statement is not submitted within three months of the doctoral candidate having been asked to do so for reasons the doctoral candidate is responsible for, the admission to the doctoral program expires.

(3) Usually, the dissertation project is supervised by the full-time or part-time professor from the Department of Veterinary Medicine that has provided the topic. Provided the doctoral candidate agrees, this professor may seek assistance from scientists that have a doctorate in the subject area the project deals with.

(4) The supervisor must make him or herself adequately available to the doctoral student to advise the student and to discuss the dissertation project.

(5) If a supervisor leaves Freie Universität Berlin, the doctoral committee shall decide jointly

with the doctoral candidate on how the supervision should be continued. If the supervision is continued, the provisions of Sections 9-11 apply accordingly.

(6) Prior to ending a supervisory relationship, the doctoral committee must be notified immediately and the reasons must be provided.

(7) A publication of partial results of the dissertation before the end of the doctoral procedure is only allowed, if the supervisor and the doctoral candidate agree and enter into a written agreement. The doctoral candidate must be listed as the author. Should a supervisory relationship no longer exist, the chair of the doctoral committee shall make this decision.

**§ 8
Dissertation**

(1) The doctoral candidate must submit a dissertation that is based on independent research in the field of veterinary medicine or bordering fields and that demonstrates a qualification for in-depth scientific work.

(2) The dissertation can be submitted as a monograph or may consist of several individual papers that have already been published in or accepted by scientific journals with an evaluation system. In terms of scientific achievement, the individual papers must, in toto, equal a dissertation as a monograph. In this case, a comprehensive introduction must be prepared and submitted. Regarding monographs or individual papers that were developed in cooperation with other scientists, the part of the doctoral candidate must be clearly defined and assessable. The doctoral candidate must present his part in detail.

(3) The doctoral candidate must reference all resources and aids that were used and assure that the paper was authored independently on this basis. The dissertation cannot have been accepted or rejected within the context of a previous doctoral procedure.

(4) The dissertation can be submitted in German or in English. Each dissertation must contain a summary in German and in English and list the title.

(5) The title page of the dissertation must list:

1. The institute at which the paper was prepared; if the dissertation was prepared outside of the Department of Veterinary Medicine, the institute, clinic, or other institution of the Department of Veterinary Medicine must be listed,

that the dissertation pertains to.

2. The dissertation topic,
3. The name of the author and his or her place of birth, and
4. The date of the doctorate.

The title page must also show that this is a dissertation that was submitted to obtain the degree of Doctor of Veterinary Medicine or Doctor of Philosophy from the Department of Veterinary Medicine of Freie Universität Berlin. The second page must list the names of the dean and the supervisors.

(6) The dissertation must be submitted in four typed and bound copies. One copy shall remain with the department.

§ 9

Dissertation Assessment

(1) The doctoral committee shall appoint three reviewers immediately upon receipt of the dissertation. The committee shall announce the opening of the review process of the dissertation within the department. Professors from other universities or legally equivalent institutes can be appointed as a reviewer.

(2) Generally, the supervising professor is appointed as the reviewer. The doctoral committee appoints two additional reviewers that are professionally competent for the dissertation's topic. Another reviewer should not belong to the department.

(3) The reviewer's opinions should be provided independently from each other within six weeks upon request. The opinions shall be treated confidentially. They must recognize the importance of the dissertation topics in a larger context, honor the results, and outline any deficiencies. If a reviewer notices deficiencies in the paper that can or must be addressed, the reviewer must describe these in the opinion in detail. Each reviewer must write a final overall assessment, in which the paper is graded pursuant to Section 12, para. 1 and suggest either acceptance or rejection of the paper.

(4) If the reviewer's grades and the opinions pursuant to paragraph 3 significantly differ from each other, or if the reviewer significantly exceeds the allowed time period, the doctoral committee can appoint another reviewer.

(5) From the time the review process is started, each dissertation is laid open for four weeks in the department's administrative offices - doctoral office - for review. The doctoral committee will notify all members of the Department of Veterinary Medicine with a doctorate in an appropriate manner that the dissertation was laid open. Every faculty member with a doctorate is entitled to submit written comments that must be attached to the doctorate files.

§ 10

Decision on the Acceptance of the Dissertation

(1) At the end of the time period described in Section 9, para. 5, the doctoral committee appoints a doctoral commission. The doctoral commission consists of members of the doctoral committee and the reviewers.

(2) The meetings of the doctoral commission are not open to the public.

(3) The doctoral commission is charged with assessing the dissertation on the basis of all available opinions and written comments.

(4) The doctoral commission can return dissertations with significant deficiencies to the doctoral candidate for revision purposes and/or reject them. Revisions must be completed within one year. Upon resubmission, the dissertation is forwarded once more to the reviewers and, pursuant to Section 9, para. 5, laid open once more in the administrative department offices.

(5) The department will inform all educational institutions for veterinary medicine on any dissertation that has been rejected. The rejected paper and all opinions shall remain with the department's files.

§ 11

Oral Exam

(1) The oral exam is limited to the three subjects represented by the reviewers. After the doctoral commission has graded the dissertation with no less than "rite", it shall schedule the date for the oral exam. The oral exam is open to members of the university, unless the doctoral candidate objects.

(2) The oral exam provides the doctoral candidate with the opportunity to show that he or she can integrate the results of the dissertation into a wider framework of veterinary medical science. The exam for each subject takes approx. 15 minutes.

(3) The oral exam shall be carried out in the form of a scientific discourse. If the dissertation was graded with "summa cum laude", the

oral exam shall be conducted by several examiners, otherwise by only one. The doctoral committee shall appoint the reviewers who are to conduct the exam. If there is only one examiner, the doctoral committee shall appoint a qualified observer with a doctorate.

(4) The oral examination shall be graded pursuant to Section 12, para. 1. The oral exam shall be deemed as passed, if at least the grade "rite" pursuant to para. 1 has been achieved in all three subjects.

(5) If the doctoral candidate was given the grade "non sufficit" in one or several subjects, the exam can be retaken within a year, but at the earliest after three months. A third attempt is not possible.

(6) If a doctoral candidate was not able to pass the second exam, the doctoral committee shall inform all educational institutions for veterinary medicine in the Federal Republic of Germany of this fact and the title of the submitted dissertation.

§ 12

Assessment of the Doctoral Work

(1) The doctoral commission must use the following grades to assess the dissertation and oral exam:

summa cum laude	excellent	= 0
magna cum laude	very good	= 1
cum laude	good	= 2
rite	sufficient	= 3
non sufficit	insufficient	= 5

(2) The final doctorate grade consists of the grades of the three reviewers for the dissertation (weighted x3) and the oral exam grades (weighted x1). The calculated average of the individual grades constitutes the final grade. The resulting final grade only takes into consideration the first decimal point after the period.

summa cum laude	excellent	0.0 to 0.2
magna cum laude	very good	0.3 to 1.4
cum laude	good	1.5 to 2.4
rite	sufficient	2.5 to 3.4
non sufficit	insufficient	> 3.4

§ 13

Preliminary Certification of the Doctoral Procedure

After the successful completion of the oral exam, the doctoral candidate may, upon request, be provided

with a certification indicating that he or she has completed the doctoral work required for the conferral of the degree doctor of veterinary medicine. The certification shall bear the title of the dissertation and the final grade. It does not entitle its owner to use the doctoral degree.

§ 14

Publication of the Dissertation and Submission Provisions

(1) After a successfully completed oral exam, the professor supervising the dissertation gives the doctoral candidate permission to print the dissertation. Any amendment requests made during the review process must be taken into consideration.

(2) Printed copies of the dissertation and/or an electronic version must be submitted to the department within one year after the successfully completed oral exam. In particularly justified exceptional cases, this period can be extended by another six months. A respective written request must be submitted to the doctoral committee 14 days before the end of this period pursuant to sentence 1. Should the doctoral candidate miss this deadline, all rights earned during the doctoral procedure will expire.

(3) The dissertation is generally published electronically on the document server of the university library of Freie Universität Berlin. The library confirms the completed electronic publication and its compliance with the version of the dissertation approved for publication. This confirmation is submitted to the doctoral committee. In addition, the dissertation may also be published

1. As letterpress print or picture print,
2. As a monograph by a commercial publishing house, or
3. As a publication in a journal.

Also with regard to 2 and 3, the doctoral candidate must be the sole author. Section 8, para. 5 must always be observed.

4. 30 printed copies must be submitted.

§ 15

Doctoral Certificate

After the dissertation has been published and the submission provisions as per Section 14 have been complied with, the doctoral certificate is issued in German and contains the following information:

1. The name of Freie Universität Berlin and the Department of Veterinary Medicine,
2. The conferred doctoral degree,
3. The name of the doctor,
4. The title of the dissertation,
5. The final grade,
6. The date of the doctorate, which is the date of the last oral exam,
7. The signature and name of the dean and
8. The seal of Freie Universität Berlin.

(2) Doctoral candidates fulfilling the requirements for the conferment of the degree Doctor of Philosophy (Ph.D.) as per Section 6, para. 2 may instead, upon request, be conferred the degree of a Doctor of Veterinary Medicine (Dr. med. vet.).

**§ 16
Revocation of the Doctoral Degree**

The revocation of the doctoral degree is governed by the legal provisions.

**§ 17
Discontinuation of, Withdrawal
from the Procedure, New
Doctoral Procedure**

(1) If more than six years have passed since the candidate was admitted to the doctoral procedure, the doctoral committee may discontinue the procedure after having previously obtained the written approval of the supervisor and having heard the doctoral candidate. The discontinuation notification must include reasons. It is issued in writing by the chair of the doctoral committee. This does not, however, preclude a new application for admission to the doctoral procedure.

(2) The doctoral candidate is entitled to withdraw before the first opinion is received. Once the candidate has withdrawn, the procedural steps taken up to that date are no longer considered part of the doctoral procedure.

(3) If the doctorate is not passed, admission to a new doctoral procedure may be applied for, but the new dissertation cannot be submitted until after one year has passed.

**§ 18
Honorary Doctorate**

For special scientific achievements in veterinary medicine, the faculty council may, upon request by one of its members or a departmental professor, confer the academic degree of Honorary Doctor of Veterinary Medicine (Dr. med. vet. h. c.). The faculty council must appoint a commission that is to submit an expert opinion on the work that was done. The decision on the conferral of the doctoral degree requires a 2/3 majority of the members of the faculty council.

**§ 19
Renewal of the Doctoral Certificate**

On the 50th anniversary of the date of the doctorate, the doctoral certificate can ceremonially be renewed ("Golden Doctorate").

**§ 20
Legal Effectiveness, Expiration, and Interim
Regulations**

(1) These doctorate rules and regulations shall become effective one day after their publication in the Communications (official register of Freie Universität Berlin). Concurrently, the currently valid doctorate rules and regulations of the Department of Veterinary Medicine of Freie Universität Berlin dated August 23, 1983 (FU Communication 11/1983) shall become invalid.

(2) Doctoral procedures that are ongoing at the time these rules and regulations become effective, shall, depending on the preference of the doctoral candidate, be carried out according to these rules and regulations or the former rules and regulations of the Department of Veterinary Medicine of Freie Universität Berlin dated August 23, 1983 (FU communication 11/1983). The candidate must make a respective decision by the end of the semester following the legal effectiveness of these rules and regulations. This decision cannot be reversed.

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