



**Deutsche
Sporthochschule Köln**
German Sport University Cologne

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CONTENT

Doctoral regulations of the German Sport University, Cologne on 17.05.2011

here: new § 3, section 3; amendment to § 6 section 2

Editor: The Rector

Doctoral regulations of the German Sport University, Cologne of 17 May 2011

On the basis of §§ 2 section 4 and 67 of the Law on Higher Education in North Rhine-Westphalia (Higher Education Act - HEA) as amended by the Higher Education Freedom Act of January 1st, 2007 (GV NRW p. 474), the German Sport University, Cologne has decided on the following Doctoral regulation:

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§ 1

Types of doctorate

- (1) By way of an ordinary doctoral procedure (§§ 2-17), the German Sport University, Cologne awards, the degree of
 - Doctor of Sports Science (Dr. Sportwiss.)
 - Doctor of Science (Dr. rer. Nat.)
 - Doctor of Philosophy (PhD.).As an international equivalent, the Ph.D. in Exercise Science, Ph.D. in Natural Science or Ph.D. in Social Science are awarded.
- (2) Academic degrees referred to in paragraph 1 can only be awarded once to one person respectively.
- (3) The German Sport University, Cologne can award, in recognition of excellent sport scientific achievements or special ideological merits to the advancement of Sports Science, the honorary degree mentioned in para. 1 (§ 18).

§ 2

Basis of the doctorate

The regular doctorate is for a doctoral program (§ 4) based on a scientific thesis (dissertation, § 6) and an oral examination (§ 11).

§ 3

Admission requirements

- (1) Applicants must have successfully completed an academic degree course with a standard study period of at least eight semesters.
- (2) A doctorate preparatory study must also be completed before admission to doctoral studies (§ 4, for courses with a lower standard period of study or a lesser extent of scope of education. The Doctorate preparatory studies at the German Sport University, Cologne includes two semesters and at least 4 credits, which are set by the supervisor of the thesis.
- (3) Graduation from the doctoral program (§ 4) can be both in German and English. In order to pass in English, specialist knowledge of English must be provided by the following evidence:

Test	Score
IELTS (British Council)	6.5
TOEFL (Paper based)	550
TOEFL (computer based)	213
TOEFL (Internet based)	80

Native speakers and graduates who have already completed courses taught in English must not provide such proof.

- (4) The degree of Doctor of Sports Science (Dr. Sportwiss.) can be awarded on presentation of a completed Diploma/Master's degree or state exam with a sport science profile, provided the completed degree program has not yet been concluded to a doctorate degree level.
The degree Doctor of Science (Dr. rer. Nat.) can be awarded on presentation of a completed Diploma/Master degree or state exam with a sport science profile, provided the completed degree program has not yet been concluded to a doctorate degree level.
The degree of Doctor of Philosophy (PhD.) can be awarded on presentation of a completed Diploma/Master's degree or state exam with a with unique humanities or social science profile, provided the completed degree program has not yet been concluded to a doctorate degree level.
- (5) An application is also possible if a degree course corresponding to paragraphs 1 to 3 has been successfully completed at a university abroad. The chairperson of the doctoral committee decides on the decision of equivalence; an opinion of the Central Office for Foreign Education can be obtained. The equivalence is affirmative, as a rule, if the degree at the home university allows the admission on to doctoral studies.
- (6) All candidates must have achieved both an overall minimum grade of "good" in their studies as well as the term paper or dissertation/thesis. The Doctoral Committee may allow admission in exceptional cases, if other equivalent credits/achievements have been proven and the application is endorsed by two members of the Sports Academy who may grant doctorates. If Candidates have not been required to prepare written assignments in the examination, a scientific work must be completed within two semesters in the usual processing time; the provisions of the examination regulations for the degree Sports Science on the thesis and the examination regulations for the Master's degree programs on the master's thesis apply. The Doctoral committee employs a member who may grant doctorates as a reviewer; the work must be assessed as at least "good", the possibility of retaking does not apply.
- (7) Those candidates who have not passed a previously attempted application on to the doctoral procedure are not admitted.
- (8) The application for admission on to the doctoral studies shall be in writing to the doctoral committee, quoting the title of the thesis and the supervisor and the discipline or the specialties of the dissertation. The target for doctoral degrees must be designated by the candidate in consultation with the supervisor.

§ 4

Doctoral studies

- (1) All approved doctoral students participate in doctoral studies at the German Sport University, Cologne. The academic regulations of the doctoral training program govern the content and requirements of the doctoral studies. Study time-periods and credits from previous studies and from studies of other universities can be credited.

- (2) In the application for admission to the doctoral procedure (§ 7) candidates must demonstrate the successful completion of the doctoral studies.

§ 5

Supervision of the dissertation

- (1) All professors and private lecturers and lecturers of the German Sport University, Cologne have the right to accept doctoral candidates. The corresponding professional qualifications arise usually from *venia legendi* as well as the denomination of professorship or on the basis of specific, work areas proven through relevant publications and associated activities in teaching and research. The initial assessment of the thesis is usually connected with the supervision.
- (2) A resolution of the supervisory relationship between tutor or supervisor and doctoral students is possible from both sides. The resolution is reported to the doctoral committee in writing.
- (3) If a resolution of the supervisory relationship requires that for reasons the doctoral candidate should not be supervised, then the doctoral committee is obliged to use all the possibilities required for the continuation of the thesis.
- (4) If a supervisor should leave the German Sport University, Cologne the doctoral committee can approve the continuation of the supervisory relationship up to a maximum of three years within which the admission to the doctorate (§ 7) must be carried out. This period may, if the circumstances of the case so requires, be extended.

§ 6

Dissertation

- (1) The dissertation must be a substantial scientific paper written by the candidate. It must show the ability of independent scientific work and advancement in the field of sports science.
- (2) As a general rule, the dissertation must be written in German. In addition, a summary of the thesis is to be written in English. The writing of the thesis in English is possible in compliance with the admission requirements pursuant to § 3 paragraph 3.
- (3) The dissertation must not have been submitted elsewhere for the purpose of a doctorate.
- (4) Instead of a monograph or individual work the following may also be submitted:
1. A plurality of scientific papers resulting from a common scientific issue (cumulative dissertation), even if they are already published. The relationship of the individual work results from a specific scientific question and in addition, sufficient reasons must be provided in a scientific paper which at the same time serves as a summary. The doctoral candidate must be the first author; otherwise the proportion of authorship must be demonstrated.

2. An intra- or interdisciplinary teamwork that meets the following requirements:
 - a) the theoretical or methodological content of any teamwork and the scientific work actually performed must significantly exceed a single work; the contribution of each candidate corresponds to the required scientific grade of a single work;
 - b) candidates must indicate the individual authorship of the work;
 - c) the candidates attach a joint report on the progress of the cooperation, which shows the essential contribution of each person in the work.

§ 7

Doctoral application

- (1) The application for admission to the doctoral procedure is done in writing to the doctoral committee, outlining the desired doctoral degree and the supervisor of the thesis.
- (2) The doctoral application shall be accompanied by:
 1. proof of successful completion of doctoral studies in accordance with § 4;
 2. four copies of the dissertation;
 3. CV and presentation of scientific career;
 4. an assurance with the following wording: "I hereby assure: I have completed this work independently and using only the specified sources and technical assistance; it has not been submitted to any other body for its consideration in examination. Passages that have been literally quoted, individual sentences or parts thereof, have been made in quotation marks";
 5. a statement as follows: "I hereby declare that I have complied with the 'guidelines of good scientific practice' of the German Sport University, Cologne";
 6. a statement pursuant to § 3 para 7 and § 6 para. 3;
 7. proposal of a member for the Examination board (§ 9);
 8. written appraisal undertaking of a person at the German Sport University, Cologne who can award doctorates, who has also been proposed as the first reviewer ;
 9. proposal of a second reviewer by the supervisor of the thesis.
- (3) The decision on admission is done in a written notice by the doctoral committee.
- (4) If the conditions for admission to the doctoral procedure are not met, then the doctoral committee of the applicant shall notify this stating the reasons and gives an opportunity to comment within one month. Then, the doctoral committee decides on the final decision concerning either the acceptance or rejection of the application. A refusal must be justified in writing. The documents submitted pursuant to para. 2 shall remain with the German Sport University, Cologne.
- (5) The doctoral application may be withdrawn, unless the doctoral procedure is terminated by the rejection of the dissertation or the oral examination has started.

§ 8th

Doctoral committee

- (1) The Senate of the German Sport University, Cologne forms a doctoral committee. Members are three representatives of the group of high school teachers and university lectures. The other members include a fourth post-doctorate member of the group of academic employees and a member of the group of students already registered for doctoral studies. These are elected by the members of the respective group of the Senate for two years. The doctoral committee shall elect a representative from the group of high school teachers and university lectures as chairperson and governs the order of representation.
- (2) In particular, the doctoral committee decides on admission to doctoral studies (§ 4). It appoints the reviewers of the thesis (§ 10) as well as the examination board (§ 9). The doctoral committee has a quorum if at least two representatives from the group of high school teachers and university lectures and one other member are present at the meeting.
- (3) All members of the doctoral committee are entitled to vote in decisions on procedural measures. In technical-scientific decisions, only the representatives from the group of high school teachers and university lecturers may vote. The doctoral committee shall decide by simple majority in an open vote. In cases of a tie, the vote of the chairperson is decisive.

§ 9

Examination board

- (1) If the requirements for admission to the doctoral procedure are met, the doctoral committee appoints an examination board usually made up of four members. This consists of the first reviewer or the first and the second reviewer and two other members, as determined by the doctoral committee; whereby a candidate for membership on the examination board has the right of proposal. All members of the examination board must be post-doctorates, at least three postgraduates or be a member of the high school teachers and university lectures. If necessary, voting members not belonging to the German Sport University, Cologne can be appointed to the examination board. The board shall determine a chairperson from among them, and notify this decision to the doctoral committee.
- (2) The examination board has the following tasks:
 1. they shall act in accordance with § 10 of acceptance and delivery of the thesis,
 2. it organises the oral examination pursuant to § 11,
 3. it assesses the oral examination (§ 12) and suggests the overall judgment according to §. 13

The task in accordance with point 1 as well as the general operation of the procedure is usually transferred to the chairperson.

§ 10

Assessment of the dissertation

- (1) For the assessment of the dissertation, the doctoral committee shall appoint two reviewers.
- (2) The first reviewer is usually the supervisor of the dissertation. The second reviewer is a person eligible to award a doctorate (§ 5 para. 1) determined by the doctoral committee. One of the two reviewers may work at another university.
- (3) The two reviewers create a written report independently within three months and recommend an assessment of the thesis with one of the following grades:
 - excellent (summa cum laude)
 - very good (magna cum laude)
 - good (cum laude)
 - sufficient (rite)
 - not sufficient (non sufficit).
- (4) If one of the two reviewers to assess a grade of "not sufficient" (non sufficit), the doctoral committee appoints a post-graduate member of the examination as a third reviewer. If the grading proposal of the two reviewers deviates from each other without any of the reviewers assessing the work at a grade of "insufficient", an attempt is made to an agreement on a common proposed grade, with the inclusion of members of the examination commission; if such an agreement is not met, a further assessment by the doctoral committee is sought. In such cases, the doctoral committee decides on the final evaluation of the thesis in consultation with the examination board.
- (5) The report may contain proposals for revision or supplementation that have to be taken into account when going to press and publication (§ 14).
- (6) If the examination board determines a grade of "not sufficient" for the dissertation due to the present report, the process is returned to the doctoral committee. The doctoral committee issues the candidate a rejection decision notice, with reasons, with information on legal remedies. In rejecting the doctorate, the procedure is completed. The candidate can view the reports and other doctorate files at the doctoral committee.
- (7) If the examination board decides on accepting the thesis on the grounds of the review, it will be available for inspection for a two-week period together with the appraisal, for consultation by the members of the group of high school teachers and university lectures and the other post-doctorate members of the Sports University. Out of term-time, the inspection period is four weeks.
- (8) An objection can be raised against the acceptance of the dissertation and justified in writing and directed to the chairperson of the examination board no later than

one week after the end of the period. The doctoral committee may seek advice on the objection and may request further reviews. The doctoral committee may determine, from further reviews, the grade of the dissertation as different from the grade proposed by the two reviewers and may impose conditions on the revision prior to printing. If an objection raised against the acceptance is considered as seriously and sufficiently substantiated the matter will proceed in accordance with § 10 para. 6.

- (9) If there is no objection, the chairperson of the examination board agrees with its members the date of the oral examination, taking into account the wishes of the doctoral candidate, and informs the formal continuation of proceedings as well as the examination date and invites university members to this.

§ 11

Oral examination

- (1) The oral examination will normally be held within four weeks after the final receipt of the thesis and is announced by the chairperson of the examination board at least one week in advance as an open official announcement in the university. It is conducted in German or English and open to university members.
- (2) In the oral examination, the candidate should demonstrate that he or she:
- a) is in a position to present the results and theoretical and methodological foundations developed in the dissertation in an intelligible way and to justify and scientifically discuss questions and objections;
 - b) can put the particular subject matter treated in the dissertation in the overall context of the respective subject taking into account the current state of research developments.
- (3) The oral examination is conducted by the examination board as a collegial examination with the chairperson of the examination board where at least two other members must be present. The chairperson of the examination board conducts the examination, paying attention to its proper implementation and signs the protocol created in the examination.
- (4) The oral examination shall last a maximum of two hours. It consists of
- a) a 25-30 minute presentation of the dissertation topic of the candidate;
 - b) a public disputation of the examination board with the candidate on objective and theoretical and methodological problems related to the dissertation and their related areas. Questions are open to members of the examination board; the chairperson may also allow further questions to those present.
- (5) Each candidate is examined individually. If the dissertation is part of a team work in accordance with § 6 para. 4, then the defence must be provided by the candidate for the entire teamwork. For candidates who have written a dissertation in a team, oral examinations may be combined if desired.

§ 12

Assessment of the oral examination

- (1) Immediately after the disputation, and in a closed session, the Examination Commission shall assess the oral examination with one of the following grades by a simple majority:
 - excellent (summa cum laude)
 - very good (magna cum laude)
 - good (cum laude)
 - sufficient (rite)
 - Not sufficient (non sufficit).

In a tie, the vote of chairperson shall be decisive. The candidate is notified immediately after the grade for the oral examination is determined.
- (2) If the examination is failed, it may be repeated once, at the earliest, six months and no later than one year from the date of the examination. The retake test must be applied for at the examination board within 14 days after the examination.
- (3) If the re-examination is not passed, § 10 para. 6 will proceed accordingly. A second re-examination is not allowed.
- (4) The test is further considered failed if someone without reasonable cause
 - does not appear at the oral examination or
 - the oral examination breaks off
 - the re-examination was not requested in time or is not taken.

§ 13

Overall assessment of the doctoral work

- (1) After passing the oral examination, the examination board advises on the entire doctoral work of the candidate and proposes, by a simple majority, the overall score to the doctoral committee. In a tied vote, the chairperson's vote shall be decisive.
- (2) For the final grade, the marks for the dissertation and the oral examination are weighted in the ratio of 2:1; however, the overall grade must not be better than the dissertation grade. The overall grade is:
 - excellent (summa cum laude)
 - very good (magna cum laude)
 - good (cum laude) or
 - sufficient (rite).
- (3) The chairperson of the examination board forwards the documentation of the process to the doctoral committee. With the confirmation of the final grade by the doctoral committee, the doctorate is completed.
- (4) After completion of the oral examination, a candidate can view the reports and the other doctoral files within two months at the doctoral committee.

§ 14

Publication of the dissertation

- (1) The doctoral candidate has to publish the dissertation or parts of it, either as a separate treatise or in a scientific journal or publication series and deliver deposit copies thereof to the university library (para. 3).
- (2) The work must be submitted to the first reviewer before copying or printing. The printing or copying can only take place when the first reviewer has granted permission for this and the revision note signed by them is submitted to the chairperson of the doctoral committee. In cases of dispute, the doctoral committee shall decide.
- (3) Publication options:
There are three forms of publication possible that are connected with the submission of obligatory copies in the university library:
 - a) online publication through the university library, four printed copies and four on disks;
 - b) print publication by a commercial publisher as a separate monograph or in a scientific journal or publication series, four print copies and a disk;
 - c) online publication by a commercial publisher, five print copies and five disks.

In all forms of publication:

- the media and formats must be agreed with the university library;
 - the publication must be marked, on a suitable place, as a dissertation accepted by the German Sport University, Cologne giving information of the chairperson of the doctoral committee, the two reviewers and the date of the defence;
 - obligatory copies must have a title page in the prescribed form and on the last page of the dissertation include the CV of the author;
 - must be accompanied by an authorized summary (abstract) of the first reviewer of the thesis in German and English, in both printed and electronic formats.
- (4) The obligatory copy must be delivered within two years after passing the exam. On the basis of a justified request and before the deadline, the doctoral committee may extend the delivery period by one year. Failure to deliver the obligatory copies, then all rights acquired by examination shall expire within five years.

§ 15

Doctoral certificate and the title of doctor

- (1) After Timely delivery of the obligatory copies of the dissertation, the doctoral certificate is issued with the date of the oral examination. The right to assume the doctoral degree is only obtained with the handing over of the doctoral certificate.
- (2) The doctoral certificate is signed by the rector and by the chairperson of the doctoral committee and shall contain, in particular, the following information:
 1. Thesis,
 2. Grade of the dissertation,
 3. Grade of the oral examination,

4. Overall grade.

Upon request, an English-language transcript can be issued by the examination office.

- (3) If it transpires that, before the doctoral certificate is handed out, cheating was evident in the doctoral work or essential prerequisites for admission to doctoral studies have been erroneously accepted, the doctoral committee can declare the doctoral work as invalid and the doctoral procedure failed as final, pursuant to § 10 para. 6.
- (4) The doctoral degree may be withdrawn
- a) if, in hindsight, it is proven that it has been acquired by deception or if essential requirements for the award have been erroneously accepted
 - b) if the post-doctorate has been convicted of a premeditated offense that leads to imprisonment of at least one year
 - c) if the post-doctorate has been convicted of a premeditated offense where in its preparation or perpetration, the post-doctorate has abused their doctoral degree.

The withdrawal decision is decided by the doctoral committee.

- (5) The doctorate holder shall be given the opportunity to comment before a decision is taken, in accordance with para. 3 and 4.

§ 16

Doctoral procedures in cooperation with a partner university abroad

- (1) The German Sport University, Cologne awards the degrees
- Doctor of Sports Science (Dr. Sportwiss.)
 - Doctor of Science (Dr. rer. Nat.)
 - Doctor of Philosophy (PhD.)
- and the international equivalents Ph.D. in Exercise Science, Natural Science and Social Science in cooperation with a foreign partner university. They also contribute to the award of a respective academic degree of the foreign partner university.
- (2) The proof of the academic qualifications required for the doctorate shall be produced by the candidates through doctoral credits/performances. These consist of a scientific thesis (dissertation) and an oral examination in the form of a disputation.

§ 16 a

Agreement

The implementation of the examination procedures according to § 16 para. 1 requires an agreement with a foreign partner university, where both universities agree to allow the joint Doctorate and regulate details of this cooperation.

§ 16 b

Corresponding application

The regulations of these doctoral regulations apply, for the doctoral procedure according to § 16 para. 1 sentence 1, to the extent that hereinafter nothing otherwise is provided. For the cooperation pursuant to § 16 para. 1 sentence 2, the provisions contained in the Agreement in accordance with § 16 a shall apply.

§ 16 c

Admission to the doctoral procedure

- (1) § 3 para. 1 shall apply with the proviso that a candidate must provide evidence of a degree that allows admittance to a doctoral degree from a university of the country in which the seat of one of the two partner universities is located.
- (2) § 4 para. 2 applies with the proviso that the application must also be accompanied by:
 - a) a statement of the partner university concerning the fact that the opening of the doctoral procedures is endorsed;
 - b) a statement of a member of the partner university that she or he is willing to examine the dissertation.

§ 16 d

Dissertation and supervision

- (1) The dissertation must be written in German or in a language referred to in the partnership agreement. A summary in the other language shall also be added.
- (2) The supervisors of the dissertation are, one member each from the German Sport University, Cologne and the partner university who are entitled to examine students.

§ 16 e

Reviewers

- (1) The dissertation is assessed by a respective authorized reviewer member of the German Sport University, Cologne and the partner university.
- (2) The doctoral committee determines, in the first place, a reviewer of the thesis, usually the supervisor.
- (3) For the language of the review, § 16 d clause 1 applies accordingly.

§ 16 f

Subject of the oral examination

- (1) The oral examination is carried out on the basis of § 11.

- (2) § 16 d Sentence 1 applies accordingly to the language of defence of the doctoral thesis.

§ 16 g
Examination board

The examination board consists of four members. Two are authorized reviewers of the German Sport University, Cologne and two should be authorized reviewers of the partner university. Each university must be at least represented by one member.

§ 16 h
Conduct of the oral examination

- (1) The examination is an individual examination.
- (2) The duration of the examination depends on the rules contained in the agreement in accordance with § 16 a.

§ 16 i
Completion of the doctoral procedure

A bilingual certificate is awarded. In the certificate, reference is made to the cooperating doctoral procedure. The chairperson of the doctoral committee of the German Sport University, Cologne signs and seals the German part. It should be noted that the title may not be used in its German and other language version at the same time. The partner university issues their part of the doctoral certificate in accordance with the regulations in force with them.

§ 17
Contradictions

Any appeals against decisions made by these regulations are decided by the doctoral committee. The annulment or alteration of the evaluations of performance is only allowed by agreement with those who have taken the oral examination.

§ 18
Honorary doctorate

- (1) The procedure for the honorary doctorate is initiated upon written application, if it is supported by at least two thirds of the members of the group of high school teachers and university teachers of the Senate.
- (2) The request must be justified. In the justification for the application, the outstanding scientific achievements or the specific ideological merits to the advancement of Sports Science should be presented and it must be acknowledged, why they are extraordinary achievements.

- (3) The Senate deliberate the application upon assessment of the justification and agree following deliberation on this. The application is accepted if a majority of two thirds of its members vote in favour of an award.
- (4) The award of an honorary doctorate is formally expressed by the presentation of an honorary doctorate certificate, in which the merits of the honouree(s) are highlighted.
- (5) The honorary doctorate degree may be withdrawn if the bearer of the degree has been convicted of an imprisonable offense of at least one year or the titles awarded have been misused in a criminal act for which he or she have been convicted. The doctoral committee will decide on withdrawals of the title.

§ 19

Entry into force, abrogation, ambiguities

- (1) These doctoral regulations enter into force on the day following their publication in the Official Bulletin of the German Sport University, Cologne. At the same time, the doctoral regulations in their current valid version dated 17.05.2011 shall expire.
- (2) These regulations have been drafted in the German and English languages. In case of any ambiguities between the German and the English version the German version shall prevail.

Issued on the basis of the resolution of the Senate on November 27th 2012.

Cologne, 20th February 2013

The rector of the German Sport University, Cologne
Univ.-Prof. mult. Dr. Walter Tokarski