



**Deutsche
Sporthochschule Köln**
German Sport University Cologne

■ Am Sportpark Müngersdorf 6 ■ 50933 Köln ■

Official Notices

No.: 10/2020

Ph.D. Office
Cologne, 28.05.2020

Content

Doctoral regulations of the German Sport University
Cologne 30th March 2020

Editor: The President

Doctoral regulations of the German Sport University Cologne
30th March 2020

On the basis of §§ 2 (4) and § 67 of the Higher Education Act of the State of North Rhine-Westphalia (Hochschulgesetz - HG) of 16 September 2014 in the version of the University Freedom Act of 21 November 2018, (GV. NRW p. 547), the German Sport University Cologne has adopted the following Doctoral regulations:

Table of contents

§ 1	Types of doctorate
§ 2	Basis of the doctorate
§ 3	Admission requirements
§ 4	Doctoral studies
§ 5	Supervision of the dissertation
§ 6	Dissertation
§ 7	Application for commencement of the procedure
§ 8	Doctoral committee
§ 9	Examination Committee
§ 10	Assessment of the dissertation
§ 11	Oral examination
§ 12	Assessment of the oral examination
§ 13	Overall assessment of the doctoral work
§ 14	Publication of the dissertation
§ 15	Doctoral degree certificate and maintenance of the doctoral title
§ 16	Doctoral procedure in cooperation with a foreign partner university
§ 17	Legal contradictions
§ 18	Entry into force, transitional arrangements, expiry

§ 1 **Types of doctorate**

- (1) By way of a regular doctoral procedure (§§ 2-17), the German Sport University Cologne awards the degree
 - Doctor of Sport Science (Dr. Sportwiss.),
 - Doctor of Natural Sciences (Dr. rer. nat.),
 - Doctor of Philosophy (Dr. phil.),
 - Ph.D. Exercise Science, Ph.D. Natural Science or Ph.D. Social Science
- (2) The academic degrees referred to in paragraph 1 may only be awarded once to any one person.
- (3) The German Sport University Cologne may award the academic degree Dr. Sportwiss. on honorary basis in recognition of outstanding achievements in sport science or special non-material services to the promotion of sport science (see regulations for the award of honorary degrees).

§ 2 **Basis of the doctorate**

The regular doctorate is awarded after doctoral studies (§ 4) on the basis of an academic paper (dissertation, § 6) and an oral examination (§ 11).

§ 3 **Admission requirements**

- (1) Applicants must have a degree either from a relevant higher education institution with a general standard period of study of at least eight semesters, for which a degree other than "Bachelor" is awarded, or from a relevant Master's programme.
- (2) The degree of Doctor of Sport Science (Dr. Sportwiss.) / Natural Science (Dr. rer. nat.) / Philosophy (Dr. phil.) shall be awarded on presentation of a course of study corresponding to these titles as well as a completed doctorate corresponding to this subject or subject area, provided that the course of study completed has not yet been concluded with a doctorate.
The desired doctoral degree must be stated when applying for admission to the doctoral programme.
- (3) If you hold a degree after a relevant university course with a general standard period of study of at least six semesters, you must also have successfully completed a postgraduate course of study that prepares you for doctoral studies. The doctoral preparatory

course at the German Sport University Cologne comprises two semesters as well as appropriate certificates of achievement, which are determined by the supervisor* in the dissertation.

- (4) Doctoral studies and/or dissertation and/or disputation can be completed either in German or English.

Depending on the language chosen for the doctoral studies programme, applicants must provide evidence of appropriate German or English language skills. For the English doctoral programme, proof of language proficiency must be provided from one of the test procedures TOEFL, IELTS and Cambridge with language level C1 according to the Common European Framework of Reference for Languages (CEFR). For the German doctoral programme, proof of language proficiency must be provided in the form of the "Deutsche Sprachprüfung für den Hochschulzugang" (minimum DSH-2).

The test certificate must be submitted when applying for admission to the doctoral programme.

Proof of language proficiency in German or English is not required for native speakers of English or German or graduates of degree programmes taught entirely in English or German who have completed their studies at the university of an EU member state or a country whose official language is English or German.

- (5) An application is also possible if another course of study at a university abroad has been successfully completed. However, this course of study must be equivalent to the studies mentioned in paragraphs 1 to 3. The equivalence is decided by the Chair of the Doctoral Committee after examination by the International Office of the DSHS. As a rule, equivalence can be confirmed if the degree at the home university provides admission to doctoral studies.

- (6) As a rule, all applicants must have completed both their studies as a whole and their written academic thesis with a grade of at least "good" (up to and including 2.5). The Doctoral Committee may allow exceptions if the application is approved by two members of the German Sport University who are eligible for doctoral studies. If applicants did not have to prepare a written scientific paper in the final examination, a scientific paper must be prepared within two semesters in the usual processing time; the provisions of the examination regulations for Master's programmes on the Master's thesis apply. The Doctoral Committee appoints a valid member as reviewer; the thesis must be graded at least "good" (up to and including 2.5), the possibility of repetition is not applicable.

- (7) Applicants who have failed a previous doctoral procedure will not be admitted.

- (8) The application for admission to the doctorate must be submitted in writing to the Doctoral committee, stating the working title of the dissertation and the supervisor as well as the subject or subject areas of the dissertation. The doctoral degree to be awarded is to be specified by the candidate in consultation with the supervisor.

- (9) Candidates should be dignified in the sense of the statutory regulations governing the award of academic degrees.

§ 4

Doctoral studies

- (1) All admitted doctoral students take part in a doctoral programme at the German Sport University Cologne. The contents and requirements of the doctoral studies are regulated by the study regulations of the doctoral studies. Periods of study and academic achievements completed at university institutions outside the German Sport University Cologne as well as other achievements equivalent to doctoral studies may be credited.
- (2) When applying for the opening of the doctoral procedure (§ 7), applicants must provide proof of successful completion of the doctoral studies.

§ 5

Supervision of the dissertation

- (1) All university lecturers and Emmy Noether junior research group leaders at the German Sport University Cologne have the right to accept doctoral candidates. When accepting the thesis, the supervisor's professional qualifications must be taken into account. With the approval of the Doctoral Committee, outstandingly qualified junior research group leaders who are funded in competitive third-party funding programmes other than the DFG's Emmy Noether Programme may also take on the supervision of dissertations in justified exceptional cases. In this case, the award of the doctoral degree is limited to the duration of the respective funding programme. After completion of the funding programme, the Doctoral Committee may agree to a continuation of the supervisory relationship for a maximum of three years, within which time the doctoral procedure (§ 7) must have been initiated. This period may be extended if the circumstances of the individual case make this necessary.
- (2) As a rule, the initial assessment of the dissertation is associated with the supervision. The German Sport University Cologne is committed to a high supervision culture, which is made visible by a supervision agreement signed by the doctoral candidates and their supervisors. The conclusion of a supervision agreement must be presented with the application for admission to doctoral studies (see sample enclosure).
- (3) A dissolution of the supervisory relationship between supervisor and doctoral candidate is possible by the doctoral candidate or by mutual agreement. The dissolution by the supervisor requires objective reasons of a scientific and/or personal nature. Personal reasons are only applicable when permanently disturbing the relationship of trust between the parties. The intended dissolution must be reported to the Doctoral Committee in writing.
- (4) If it becomes necessary to terminate the supervisory relationship for reasons for which the doctoral candidate is not responsible, the Doctoral Committee is obliged to exhaust all possibilities for continuing the dissertation.

- (5) If a supervisor leaves the German Sport University Cologne, the Doctoral Committee may agree to a continuation of the supervisory relationship for a maximum period of three years, within which the admission to the doctoral procedure (§ 7) must have taken place. This period may be extended if the circumstances of the individual case make this necessary.

§ 6 **Dissertation**

- (1) The dissertation must be a scientifically noteworthy paper written by the applicant. It must demonstrate the ability to carry out independent scientific work and represent an advance in the field of sport science. The dissertation may be submitted as a monograph or as a cumulative dissertation.
- (2) The dissertation in the form of a monograph shall be written in German or English. A short summary (abstract) of the dissertation in German and English must also be prepared.
- (3) The dissertation in cumulative form is written under a common scientific question and usually consists of a number of scientific publications (status: At least accepted) with a review procedure. The coherence of the individual papers results from a specific scientific question and must additionally be adequately substantiated in a scientific paper, which also serves as a summary. The doctoral candidate should be the first author of the publications; otherwise the share of authorship must be proven.
A dissertation whose jacket text (see sample enclosure) is written in German or English is considered a German or English dissertation.
- (4) An intra- or interdisciplinary teamwork should meet the following requirements:
- a. The scientific content of a teamwork as well as the scientific work actually invested in it, must substantially exceed an individual work; the contribution of each candidate must correspond to the scientific quality of an individual work;
 - b. The candidates must indicate the individual authorship of the work;
 - c. The candidates shall attach a joint report on the course of the collaboration, which shows the essential contribution of the individual person to the work.
- (5) The dissertation cannot have been submitted elsewhere for the purpose of the doctorate.

§ 7

Application for commencement of the procedure

- (1) The application for the opening of the doctoral examination procedure shall be submitted in writing to the Doctoral Committee, stating the name of the supervisor of the dissertation.
- (2) The application for the opening of the doctoral examination procedure shall be accompanied by:
 1. Proof of successfully completed doctoral studies according to § 4;
 2. If applicable, proof of language proficiency (in accordance with § 3, Para. 3);
 3. Four copies of the dissertation;
 4. Curriculum vitae and description of the academic career;
 5. Written confirmation of review by a person authorised to award doctorates at the German Sport University who is also proposed as the first reviewer;
 6. Proposal of a second reviewer by the supervisor of the dissertation.
 7. Proposal of a member for the examination committee (§ 9);
 8. Documentation of the assessment of the dissertation by the plagiarism detection software (in the case of cumulative theses, only the jacket text must be checked); further details are regulated in the "Guidelines for the use of plagiarism detection software".
 9. Affidavits and declarations (see attachment)
- (3) The chair of the Doctoral Committee shall decide on admission by written notice.
- (4) If the requirements for admission to the doctoral examination procedure are not fulfilled, the Doctoral Committee shall inform the applicant of this, stating the reasons, and shall give the applicant the opportunity to comment within one month. The Doctoral Committee shall then make a final decision, if necessary, on the acceptance or rejection of the application. Reasons for rejection must be given in writing. The documents submitted in accordance with Para. 2 shall remain with the German Sport University Cologne.
- (5) The doctoral application may be withdrawn as long as the doctoral procedure has not been terminated by a negative decision on the dissertation or the oral examination has not begun.

§ 8

Doctoral Committee

- (1) The Senate of the German Sport University Cologne forms a Doctoral Committee. The members are three representatives of the group of university teachers. Further members are a member of the group of academic staff who holds a doctorate and a member of the group of students who is registered for the doctoral programme. These are

elected by the members of the relevant group of the Senate for two years at a time. The Doctoral Committee shall elect a representative from the group of university teachers as chair and shall determine the order of representation.

- (2) The Doctoral Committee shall deal with all questions relevant to doctoral studies and shall make recommendations in this regard, in particular to the rectorate and the senate. The Doctoral Committee decides in particular on admission to doctoral studies (§ 4). It appoints the reviewers of the dissertation (§ 10) and the examination committee (§ 9). The Doctoral Committee has a quorum if at least two representatives from the group of university teachers and one representative from each of the other groups are present at the meeting.
- (3) All members of the Doctoral Committee are entitled to vote on all decisions to be taken. The Doctoral Committee decides by a simple majority in an open vote; in the event of a tie, the vote of the acting chair shall be decisive.

§ 9

Examination Committee

- (1) If the requirements for opening the doctoral examination procedure are met, the Doctoral Committee, represented by the chair, appoints an examination committee with usually four members. This consists of the first reviewer and the second reviewer as well as two further members appointed by the Doctoral Committee; the candidate has the right to propose one member of the examination committee. All members of the examination committee must hold a doctorate and at least three must have a doctoral degree. If necessary, members who are not members of the German Sport University Cologne may also be appointed to the examination committee with voting rights. University teachers at universities of applied sciences may be involved in the supervision of doctoral studies and may be appointed as reviewers or examiners. A maximum of two members of the examination committee may be co-authors of the publications considered within the framework of the doctorate.
The examination committee appoints a chair from among its members and informs the Doctoral Committee of the decision. In the event that a member of the examination committee cannot participate in the oral examination, a substitute member may be appointed by the Doctoral Committee.
- (2) The examination committee has the following tasks:
 1. it decides on the acceptance and display of the dissertation in accordance with § 10,
 2. it shall conduct the oral examination in accordance with § 11,
 3. it assesses the oral examination (§ 12) and proposes the overall judgement according to § 13.

The task according to point 1 as well as the general handling of the procedure is usually assigned to the chair.

§ 10 **Assessment of the Dissertation**

- (1) The Doctoral Committee appoints two reviewers for the review of the dissertation.
- (2) The first examiner is usually the supervisor of the dissertation. The Doctoral Committee shall appoint a person entitled to confer a doctorate (§ 5 Para. 1) or, if applicable, university teachers at universities of applied sciences as the second reviewer. In the case of a monograph and in the case of a cumulative dissertation, the second reviewer must be employed at another university.
- (3) The two reviewers shall each prepare a written review within three months independently of each other and recommend that the dissertation be evaluated by one of the following grades:
 - excellent (summa cum laude),
 - very good (magna cum laude),
 - good (cum laude),
 - sufficient (rite),
 - not sufficient (non sufficit).If the grade "excellent / summa cum laude" is awarded, confirmation is obtained from a university professor (or comparable position abroad). The nominee must be employed at another university and may not be a former member of the institute or working group in which the doctoral thesis is being prepared; the nominee may not be a member of the examination committee and may not have published or otherwise cooperated with the working group.
- (4) If one of the two reviewers comes to the result "non sufficit", the Doctoral Committee shall appoint a habilitated member of the examination committee as a third reviewer. If the grading proposals of the two reviewers differ from each other without one reviewer arriving at the grade "not sufficient", an attempt shall be made to reach an agreement on a joint grading proposal with the involvement of the members of the examination committee; if no agreement is reached, the Doctoral Committee shall obtain a further expert opinion. In such cases, the Doctoral Committee shall decide on the final grade of the dissertation in consultation with the examination committee.
- (5) The reviews may contain suggestions for revisions or additions, which are to be considered before going to press or publication (§ 14).
- (6) If the examination committee determines the grade "not sufficient" for the dissertation on the basis of the available expert opinions, the procedure is returned to the Doctoral Committee. The Doctoral Committee shall issue the candidate with a reasoned notice of

rejection with instructions on how to appeal. The rejection ends the doctoral examination procedure. The candidate may inspect the reports and other doctoral files at the Doctoral Committee.

- (7) If the examination committee decides to accept the dissertation on the basis of the expert opinions, it shall be made available for inspection by the members of the group of university lecturers and the other doctoral members of the German Sport University Cologne together with the expert opinions for a period of two weeks. During the lecture-free period, the period of display is four weeks. In the transitional phase between the lecture period and the lecture-free period, the period for display shall be three weeks.
- (8) An objection to the acceptance of the dissertation must be submitted in writing to the chair of the examination committee no later than one week after the end of the display period. The Doctoral Committee shall deliberate on an objection and may obtain further expert opinions for its deliberations. The Doctoral Committee may determine the grade for the dissertation differently from the grade proposed by the two examiners on the basis of existing objections or on the basis of a different assessment by further examiners, as well as impose conditions for the revision before going to print. If an objection against the acceptance is considered serious and sufficiently substantiated, the procedure shall be in accordance with § 10, Paragraph 6.
- (9) If there is no objection, the chair of the examination committee shall arrange the date of the oral examination with its members, taking into account the wishes of the doctoral candidate, and shall announce the formal continuation of the procedure as well as the date of the examination and issue a public invitation to the university.

§ 11

Oral examination

- (1) As a rule, the oral examination takes place within four weeks after the final acceptance of the dissertation and is announced to the university public at least one week in advance by the chair of the examination committee. It shall be conducted in German or English and shall be open to the public.
- (2) In the oral examination, the candidate shall prove that he or she:
 - a) is able to present the results and the theoretical and methodological foundations developed in the dissertation in a comprehensible manner and to justify and discuss them scientifically in the face of questions and objections;
 - b) can place the topic dealt with in the dissertation in the overall context of the respective subject, taking into account current research developments.
- (3) The oral examination shall be conducted by the examination committee as a collegial examination; the chair of the examination committee and at least two other members

must be present. The chair of the examination committee shall chair the examination, ensure that it is conducted properly and sign the minutes of the examination.

- (4) The oral examination shall last one to a maximum of two hours. It consists of
 - a) 25-30 minute lecture on the candidate's dissertation topic;
 - b) public disputation by the examination committee with the candidate on factual as well as theoretical and methodical problems related to the dissertation and adjoining areas. The members of the examination committee are entitled to ask questions; the chair may also allow questions from other participants.
- (5) Each candidate shall be examined individually. If the dissertation is part of a team work according to § 6 Para. 3, the disputation shall be conducted with the candidate on the entire team work. In the case of candidates who have written a team thesis, the oral examinations may be combined if desired.

§ 12

Assessment of the oral examination

- (1) Immediately following the disputation, the examination committee shall determine one of the following grades for the oral examination in a non-public session by simple majority:
 - excellent (summa cum laude),
 - very good (magna cum laude),
 - good (cum laude),
 - sufficient (rite),
 - not sufficient (non sufficit).In the event of a tie, the chair shall have the casting vote. Immediately after the grade for the oral examination has been determined, it shall be communicated to the candidate.
- (2) If the examination is not passed, it may be repeated once, at the earliest after six months and at the latest before one year has elapsed, calculated from the date of the examination. An application for a re-examination shall be submitted to the Examination Committee within 14 days of the examination.
- (3) If the re-examination is also failed, the procedure shall be in accordance with § 10, Para. 6. A second re-examination is not permitted.
- (4) The examination shall also be deemed to have been failed if a candidate fails to appear at the oral examination without sufficient reason or if
 - fails to appear at the oral examination, or
 - breaks off the oral examination, or
 - has not applied for the re-examination in due time or does not take it.

§ 13

Overall assessment of the Doctoral work

- (1) After the candidate has passed the oral examination, the examination committee discusses the candidate's overall performance and proposes the overall grade to the Doctoral Committee by simple majority. In the event of a tie, the chair shall have the casting vote.
- (2) For the overall grade, the grades for the dissertation and for the oral examination shall be weighted in the ratio 2:1. The overall grade shall be
 - excellent (summa cum laude),
 - very good (magna cum laude),
 - good (cum laude) or
 - sufficient (rite).
- (3) The chair of the examination committee shall then forward the documents of the procedure (first and second opinions in the original, proof of display of the dissertation as well as the minutes of the oral examination) to the Doctoral Committee. With the confirmation of the overall grade by the Doctoral Committee, the doctorate is completed.
- (4) After completion of the oral examination, the candidate may inspect the reports and the other doctoral files at the Doctoral Committee within two months.

§ 14

Publication of the Dissertation

- (1) The doctoral candidate must publish the dissertation or parts thereof either as an independent paper or in a scientific journal or series.

Two forms of publication are possible:

a) Monograph

1. Online publication via the Research Information System (FIS) of the German Sport University Cologne;
2. Publishing house publication
 - Print: Two printed copies
 - Online: Provision of the e-book as a PDF for campus-wide access.

b) Cumulative dissertation

The synopsis text is published via FIS with reference to the publications already published or accepted for publication. Original publications may be included upon publisher confirmation.

For all forms of publication:

- the publication must be marked in a suitable place as a dissertation accepted by the German Sport University Cologne, indicating the chair of the Doctoral Committee, the two reviewers and the date of the disputation;
 - the dissertation must have a title page in the prescribed form (see appendix);
 - a short summary (abstract) of the dissertation in German and English must be included and uploaded in electronic form to FIS.
- (2) The thesis must be submitted to the first reviewer before it is copied or printed. Printing or reproduction can only take place after the first reviewer has given permission for this and a revision certificate signed by him or her has been submitted to the chair of the examination committee. The first reviewer has a processing time of six weeks for this. In disputed cases, the Doctoral Committee shall decide.
- (3) The copies, both print and online editions, must be delivered to the university library or published in the FIS within two years after passing the examination in accordance with §14(1). Upon justified application before the deadline, the Doctoral Committee may extend the delivery deadline by one year. If the copies are not delivered, all rights acquired through the examination expire after five years at the latest.

§ 15

Doctoral degree certificate and maintenance of the doctoral title

- (1) After timely delivery of the copies of the dissertation and its publication in accordance with §14(1), the doctoral certificate shall be issued immediately with the date of the oral examination and the date of issue. The right to use the doctoral degree shall not be acquired until the doctoral certificate has been issued.
- (2) The doctoral certificate shall be signed by the President and the chair of the Doctoral Committee and shall contain the following information in particular:
1. subject of the dissertation,
 2. grade of the dissertation,
 3. grade of the oral examination,
 4. overall grade.

Upon application, an English transcript may be issued by the examination office.

- (3) If, prior to the award of the doctoral certificate, it becomes apparent that the doctoral performance was deceived or that essential requirements for admission to the doctoral examination were erroneously assumed to have been met, the Doctoral Committee may declare the doctoral performance to be invalid and the doctoral examination procedure to have definitively failed within the meaning of § 10, Para. 6.
- (4) The doctoral degree may be withdrawn, inter alia,

- a) if it subsequently transpires that it was obtained by deception, or if essential requirements for the award were erroneously assumed
 - b) if the doctoral candidate has been convicted of an intentional science-related criminal offence
 - c) if the doctoral candidate has been convicted of an intentional criminal offence in the preparation or commission of which he or she abused the doctoral degree.
 - d) The Doctoral Committee shall decide on the withdrawal.
- (5) The doctoral candidate shall be given the opportunity to comment before a decision is taken in accordance with Paragraphs 3 and 4.

§ 16

Doctoral procedure in cooperation with a foreign partner university

The following shall also apply to foreign doctorates:

- (1) The German Sport University Cologne shall award the degrees listed in § 1 also in cooperation with a foreign partner university. It shall also participate in the awarding of a corresponding academic degree by the foreign partner university.
- (2) The proof of the academic qualification required for the doctorate is to be provided by the candidate through the doctoral performance. These consist of a scientific paper (dissertation) and an oral examination in the form of a disputation.
- (3) The implementation of the doctoral procedure in accordance with § 16, Para. 1 requires an agreement with a foreign partner university in which both universities undertake to facilitate a joint doctorate and regulate the details of the cooperation.
- (4) Section 4, paragraph 2, shall apply with the provision that the application shall additionally be accompanied by:
 - a) a declaration by the partner university stating that it is in favour of opening the doctoral examination procedure;
 - b) a declaration by a member of the partner university that he or she is prepared to review the dissertation.
- (5) The dissertation shall be written in German or in a language specified in the partnership agreement. An abstract in the respective other language shall be added. The supervisors of the dissertation shall be one member of the German Sport University Cologne and one member of the partner university who is entitled to examine the dissertation.
- (6) The dissertation shall be examined by one member of the German Sport University Cologne and one member of the partner university.

As a rule, the Doctoral Committee shall appoint the supervisor* as the first reviewer of the dissertation.

For the language of the reviews, § 16 Para. 5 shall apply accordingly.

- (7) The oral examination shall be based on § 11. 16, Para. 5 shall apply accordingly to the language of the defence.
- (8) The examination committee shall consist of four members. Two shall be authorised examiners of the German Sport University Cologne and two shall be authorised examiners of the partner university. Each university must be represented by at least one member.
- (9) The examination is an individual examination. The duration of the examination shall be governed by the rules contained in the agreement pursuant to § 16, paragraph 3.
- (10) A bilingual certificate shall be awarded. The certificate shall refer to the cooperating doctoral procedure. The chair of the Doctoral Committee of the German Sport University Cologne shall sign the German part. It is pointed out that the title may not be used simultaneously in the German and the other language versions. The partner university shall issue its part of the doctoral certificate in accordance with its own regulations.

§ 17

Legal contradictions

The Doctoral Committee shall decide on appeals against decisions under these doctoral regulations. The revocation or amendment of performance evaluations is only permissible in agreement with the members of the examination committee.

§ 18

Entry into force, transitional arrangements, expiry

These doctoral regulations come into force on the day after their publication in the Official Notices of the German Sport University Cologne.

Decisions on admission as a doctoral student that were already made before these regulations came into force shall remain valid. The doctorate can be completed within five years of the entry into force of these regulations in accordance with the Doctoral regulations of the German Sport University Cologne of 20.02.2013 or continued in accordance with these regulations.

Doctoral procedures already opened at the time of the entry into force of these regulations shall be completed on the basis of the provisions of the Doctoral regulations of the German Sport University Cologne of 20th February 2013. At the same time, the Doctoral regulations in their previous version of 20.02.2013 shall cease to apply.

Issued on the basis of the resolution of the senate on 30th March 2020.

Cologne, 30th March 2020

The President of the German Sport University Cologne
Univ. Prof. Dr. Heiko Strüder

Enclosures:

- Application for admission form
- Form for the opening of the procedure
- Sample template for the supervision agreement
- Sample for the title page of the dissertation (a. opening of proceedings, b. publication)
- Sample for the outline of the jacket text of the dissertation
- Affidavits and declarations on the opening of the doctoral examination procedure
- Sample of the doctoral certificate
- Sample of the English-language transcript

These regulations have been drafted in German and English. In case of ambiguities the German version shall prevail.

Enclosures:

To the chair of the Doctoral Committee
of the German Sport University Cologne



**Deutsche
Sporthochschule Köln**
German Sport University Cologne

Application

for admission to the Doctoral studies at the German Sport University Cologne
according to the Doctoral regulations (PromO) of 30.03.2020 for the summer/winter semester.....

Pursued Doctoral degree:

Subject and supervisor of the dissertation:

Working title:

.....

Language of Doctoral studies (language certificate if applicable according §3(4)): German English

1. Last name: First name:

Date of birth/-place: Nationality:

Postal address:

E-Mail:..... Phone:

2. Previous studies

Matriculation number of the German Sport University (GSU), only if former studies took place at GSU:

— — — — —

1. University:

1. Course of studies: from SS/WS until SS/WS

Type of graduation:

Grade of the written graduation thesis: Overall grade: Date of graduation certificate:

2. University:

2. Course of studies: from SS/WS until SS/WS

Type of graduation:

Grade of the written graduation thesis: Overall grade: Date of graduation certificate:

The following documents are attached to this application:

- **University degrees certificates (in certified form)**
- **Curriculum vitae**

3. Declaration

I do not have a criminal record. I am not the subject of any judicial or police investigation.
I declare that the information I have provided is true and correct.

.....
Place/Date

.....
Signature of the applicant

4. Declaration of consent under data protection law for the GSU research information system

I consent to my data being synchronised for use in the Research Information System (FIS). I have read the information on the FIS published at <https://www.dshs-koeln.de/fileadmin/redaktion/Forschung/Nachwuchs/FIS-Erlaeuterungen-2017.pdf>

I am aware that I can refuse my consent or revoke it at a later date. If I refuse my consent, my data will not be synchronised with FIS. In the event of a later revocation, my personal data will be deleted from FIS. I will not suffer any further disadvantages.

Yes

No

.....
Signature of the applicant

5. Certificate of the supervisor according to § 3 para. 8 Doctoral regulations 2020

The above-mentioned person has agreed with me on a dissertation topic with the following working title:

.....
.....

**With my signature, I approve the admission of the candidate to the
Doctoral studies with the intended doctoral degree.**

Cologne,

.....
(Signature and official stamp of the supervisor)

A supervision agreement according to §5(2) has been made.

Cologne,

.....
(Signature and official stamp of the supervisor)

.....
(Signature of the applicant)

6. Foreign applicants:

International Office 1.2: The information has been checked in accordance with the enrolment regulations.
 There are no objections to admission to the Doctoral programme.

Cologne,

.....
(Signature of the International Office)

7. The chair of the Doctoral Committee:

7.1 There are no objections to an enrolment.

7.2 Provisional enrolment up to and including SS/WS

Comments:

7.3 Enrolment cannot be endorsed.

Comments:

Cologne,

.....
(Chair of the Doctoral Committee)

To the Chair of the Doctoral Committee German Sport University Mr. /Mrs. c/o Ph.D. Office Am Sportpark Müngersdorf 6 50933 Cologne	Sender Date of birth Place of birth Date
--	---

Application for the opening of the doctoral procedure according to § 7 PromO of 30.03.2020

Dear Mr/Mrs,

In accordance with § 7 of the Doctoral regulations of 30.03.2020 of the German Sport University Cologne, I hereby apply for admission to the doctoral procedure.

I aspire to the doctoral degree Dr. Sportwiss. / Dr. rer. nat. / Dr. phil.

The supervisor of my work is Mrs./Mr. ...

As second reviewer for the evaluation of the dissertation Mrs./Mr.
is proposed.

As a member of the Examination Commission I propose Mrs./Mr.

The following documents are attached to this application:

1. Proof of the admission requirements (§§ 3 and 4)
2. Proof of successful completion of doctoral studies
3. Four copies of my dissertation
4. Curriculum vitae and description of my academic career
5. Written confirmation of review by a person authorised to award doctorates at the German Sport University who is also proposed as first reviewer.
6. Proposal of a second reviewer by the supervisor of the dissertation.
7. Proposal of a member for the examination committee (§ 9);
8. Documentation of the assessment of the dissertation by the plagiarism detection software (in the case of cumulative work, only the frame text needs to be checked).
The "Guidelines for the Use of Plagiarism Detection Software" regulates matters.
9. Affidavits and declarations (see attachment)

Declaration regarding § 3 paragraph 7

I hereby affirm: Prior to this intended doctoral procedure, I have not started any other doctoral attempts or failed.

.....

Signature

Declaration on § 6 Paragraph 3

The completed dissertation has not been submitted elsewhere for the purpose of the doctorate and, apart from preliminary partial results, has not yet been published.

.....

Signature

Assurance pursuant to § 7 Para. 2 No. 9

I hereby certify: I have written this thesis independently and only using the sources and technical aids indicated; it has not yet been submitted to any other body for examination. Verbatim text passages, including individual sentences or parts thereof, have been marked as citations.

.....

Signature

Declaration pursuant to § 7 Para. 2 No. 9

I hereby declare that I have complied with the 'Guidelines of Good Scientific Practice' of the German Sport University Cologne in the current version.

.....

Signature

Supervision agreement (sample template)

within the framework of a Doctoral project at the German Sport University Cologne

This agreement is based on the recommendations of the DFG (form 1.90 - 10/14) and the Council of Science (Drs. 1704-11). It can and should be updated at any time with regard to the further development of the scientific questions of the doctorate as well as the individual qualification elements and milestones in agreement between the supervisor and the doctoral candidate.

Between

.....[Doctoral student]

.....[Scientific institution]

.....[Email-Address]

and

.....[Supervisor]

.....[Scientific institution]

.....[Email-Address]

Second supervisor if applicable vor mentor

The following agreement is concluded:

1. Topic

The doctoral candidate writes a thesis on the following doctoral topic:

Working title:

.....
.....

Pursued doctoral degree: Dr. Sportwiss. Dr. rer. nat. Dr. phil.

Type of dissertation: Monography Cumulative Dissertation

INTERVIEW GUIDE WITHIN THE FRAMEWORK OF THE DOCTORAL PROJECT AT THE GSU

In the case of a cumulative dissertation, the following goals are set (e.g. number of publications, authorship):

--

2. Time schedule

2.1 The doctoral project should be completed within _____ years.

2.2 The doctoral candidate undertakes to report precisely to the supervisor on the status of his/her work, adherence to the timetable and participation in scientific events and (inter)disciplinary qualification offers.

The supervisors undertake to provide the doctoral candidate with professional advice. They are responsible for the quality assurance of the dissertation. They organise the doctoral project in such a way, that it can be completed within the planned period of time and support compliance with the time schedule. This also includes (interdisciplinary) career support and networking in the academic field. Detailed discussions on the progress of the doctorate are arranged at intervals of _____ months, the results of which are recorded in writing.

3. Elements of the doctoral project

The following obligatory qualification elements are agreed upon:

(a) Participation in the Doctoral Training Programme (PAP) of the GSU with the following events (for more information, see FAQs on the PAP):

Event	Scope	Proof	Conversion/crediting of other events
<i>Transdisciplinary competences</i>			
Theory of Science	2 SWS	1 TN	
Ethics of Science	2 SWS		
Knowledge management	2 SWS	LN	
<i>Interdisciplinary competences</i>			
Interdisciplinary research colloquium	2 SWS	TN	
Research and methods colloquium on current research topics	2 Colloquia (= 1 SWS)	2TN	
<i>Subject-specific competences/ integration into the academic environment of the GSU</i>			
Subject-specific research colloquium and internship	Colloquium every other week (= 2 SWS)	LN	
Tutoring	1 Semester (= 1 SWS)	TN	

INTERVIEW GUIDE WITHIN THE FRAMEWORK OF THE DOCTORAL PROJECT AT THE GSU

Subject-specific seminar	2 SWS	LN	
--------------------------	-------	----	--

- (a) Discussion of the research results in the (inter)national scientific community. As a rule, at least submission of a publication in a peer-reviewed journal, in the proceedings of an international conference with peer-review procedure or an oral presentation with discussion at an international scientific conference. Different but comparable achievements can only be recognised upon application.

Planned is/are: _____

4. International involvement

Integration of the doctoral project (e.g. stay abroad, conference visit or integration of international guests in the doctoral project). The Department of Research and Young Academics of the Office of Academic Planning and Control (<https://www.dshs-koeln.de/forschung/forschung-an-der-deutschen-sporthochschule-koeln/forschungsfoerderung/foerderung-des-wissenschaftlichen-nachwuchses/promotionsfoerderung/>) offers advice on funding opportunities.

Activity	Visited or inviting institution	Country	Duration (in days)

5. Work equipment

The supervisor and the doctoral candidate have agreed on the working materials required to carry out the research work (e.g. laboratory access, measurement technology, computer technology or consumables). The doctoral candidate has been informed about possible restrictive framework conditions. The following is documented (if applicable):

(a) Working space
(b) Finance/Funding (see also counselling Research Service Centre)
(c) Working material

INTERVIEW GUIDE WITHIN THE FRAMEWORK OF THE DOCTORAL PROJECT AT THE GSU

6. Measures to reconcile family and academic work

The following agreements are made (if applicable):

7. Good scientific practice

The participants undertake to comply with the guidelines for ensuring good scientific practice and dealing with misconduct (see https://www.dshs-koeln.de/fileadmin/redaktion/Forschung/Nachwuchs/Leitlinien_guter_wissenschaftlicher_Praxis.pdf.) The doctoral candidate is aware that, in accordance with §5 Para. 2 of the DSHS doctoral regulations, his/her own work that has already served examination purposes may not be submitted as a doctoral thesis.

8. Regulations for cases of conflict

In the event of conflicts resulting from non-compliance with the above-mentioned obligations, discussions will be held immediately between the parties in order to restore the fulfilment of the agreements made. In particular, the mentor should provide assistance in this regard. If no agreement can be reached, either party can turn to the GSU ombudsperson.

9. Acknowledgement of the Doctoral regulations

The undersigned take note of the current Doctoral regulations of the GSU in the version of The doctoral procedure is conclusively regulated by these doctoral regulations.

The supervision agreement should be copied to:

1. Supervisor
2. Doctoral student
3. Second supervisor, if applicable
4. Mentor, if applicable

Signatures

..... [Place, date]

..... [Doctoral student]

..... [Supervisor]

..... [Second supervisor if applicable]

..... [Mentor if applicable]

Sample cover sheet/title page of the dissertation for the opening of proceedings

From the Institute of

of the German Sport University Cologne

Head of the Institute:

(Title of thesis)

at the German Sport University Cologne

for the attainment of the academic degree

Ph.D. in sport science/natural sciences/philosophy

submitted dissertation

submitted by

(Name of author)

from

(place of birth)

Cologne (year of publication)

Sample for the back of the title page or second page

First supervisor:

Second supervisor:

Chair of the Doctoral Committee:

Date of disputation: *(remains empty for the opening of proceedings)*

Affidavit pursuant to § 7 para. 2 no. 9 of the Doctoral Regulations of the German Sport University Cologne, 30.03.2020:

I hereby affirm:

I have written this thesis independently only using the sources and technical aids indicated; it has not yet been submitted to any other body for examination. Verbatim text passages, including individual sentences or parts thereof, have been marked as citations.

I hereby declare that I have complied with the "Guidelines of Good Scientific Practice" of the German Sport University Cologne.

Date, Signature

Sample cover page/title page of the dissertation for publication

From the Institute of

of the German Sport University

Head of Institute:

(Title of thesis)

From the German Sport University Cologne

for the attainment of the academic degree

Ph.D. in sport science/natural sciences/philosophy

accepted dissertation

submitted by

(Name of author)

from

(place of birth)

Cologne (year of publication)

Sample for the back of the title page or second page

First supervisor:

Second supervisor:

Chair of the Doctoral Committee:

Date of disputation:

Affidavits pursuant to § 7 para. 2 no. 9 of the Doctoral Regulations of the German Sport University Cologne, 30.02.2020:

I hereby affirm:

I have written this thesis independently only using the sources and technical aids indicated; it has not yet been submitted to any other body for examination. Verbatim text passages, including individual sentences or parts thereof, have been marked as citations.

I hereby declare that I have complied with the "Guidelines of Good Scientific Practice" of the German Sport University Cologne.

Date, Signature

Sample for the outline of the synopsis text of the dissertation

This text is intended to answer frequently asked questions about the cumulative dissertation on the basis of an annotated extract from the Doctoral regulations and further comments; only the Doctoral regulations are legally binding.

A cumulative dissertation should also be available to the scientific community as a complete work. Copyright questions regarding the reuse of one's own partial publications are to be clarified by the candidate (with the corresponding publisher).

§6 (3) of the Doctoral regulations:

The dissertation in cumulative form usually contains a plurality of scientific publications (status: at least accepted) with a review procedure, which have been produced under a common scientific question. The connection of the individual works results from a specific scientific question and must additionally be sufficiently substantiated in a scientific paper, which also serves as a summary. The doctoral candidate should be the first author of the publications; otherwise the share of authorship must be proven.

A dissertation whose synopsis text (see sample in Appendix 5) is written in German or English is considered to be a German or English dissertation.

Structure

The cumulative dissertation is a closed work on one topic and is structured as follows:

- 1. Title page (see Doctoral regulations, appendix 4).**
- 2. Introduction, theoretical framework, overview of the doctoral project, research question(s) and, if applicable, hypotheses of the thesis (about 5-30 pages).**

This section provides an introduction and places the sub-projects in an overall context. References and citations to the partial and other publications should be indicated.

3. DIN A4 formatted publications on which the cumulative dissertation is based.

- Minimum requirement: The number of publications will be determined with the supervisor within the framework of the supervision agreement and, if necessary, adjusted in the course of the doctorate. A basis for orientation is provided by the "Assistance for Cumulative Dissertations in the Life Sciences" or "Assistance for Cumulative Dissertations in the Social Sciences" prepared by each subject group.
- Shared first authorship: The partial theses may have several co-authors. However, the doctoral candidate should have made the predominant contribution in each partial thesis.
- Further publications: If the minimum requirements for a cumulative dissertation are met, further publications (a 4th, 5th...) may be used.

4. If applicable, further chapters in which results are presented that go beyond the scientific work listed in point 3.

Further results can be dealt with as additional chapters in the paper. They can be inserted at any point.

5. Summarised discussion (5-20 pages)

6. Literature list for the above points 2, 4 and 5

For the introduction, the further chapters and the discussion part, a common bibliography must be prepared.

7. Summary (Abstract)

This concerns a short summary in German and English of approx. ½ - 2 pages each.

8. CV (optional)

Further information:

- Before publishing the dissertation, it is essential to observe the copyright of the publishers.
- Layout: For increased readability, the layout of the most recent version of the respective publications should be used for the dissertation both at the time of review and at the time of publication.

ENGLISH TRANSCRIPT

The German Sport University Cologne

under the Rectorate of
Dr. Heiko Strüder,
Professor of Movement and Coaching Science,
confers upon

Mrs./Mr. first name, last name

from
Place of birth

the academic degree
Doctor of "degree"
(Title)

after having submitted a thesis graded "**grade**", with the title

Title

as well as having passed the disputation on [date of oral examination] with the grade of
"**grade**"
and having displayed her/his scientific competence with the overall grade of

"Grade"

Cologne, date

The President

Chair of the Doctoral Committee

(Title, Name)

(Title, Name)