

**Academy of Fine Arts Leipzig /  
Hochschule für Grafik und Buchkunst Leipzig  
Doctoral Regulations  
(PromO)**

**Effective from 08 August 2019**

in accordance with Sect. 40 of the Saxon Freedom of Higher Education Act  
(Sächsisches Hochschulfreiheitsgesetz – SächsHSFG), effective from  
10 December 2008.

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## **Part I General Terms**

### **§ 1 Awarding the Doctoral Degree**

- (1) Following successful completion of the doctoral examination process, the Academy of Fine Arts Leipzig awards the degree of “Doctor philosophiae” (Dr. phil.).
- (2) In recognition of exceptional academic, cultural or artistic achievements, the Academy of Fine Arts Leipzig may award the degree of “Doctor philosophiae honoris causa” (Dr. phil. h. c.).
- (3) A doctoral degree with the same title may not be awarded more than once.

### **§ 2 Doctorate**

- (1) The doctoral examination consists of an academic thesis (dissertation), an oral examination and a public defence (disputation). It must be completed in the academic field of “Art History and Theory, Media Theory, Art Education, Philosophical Aesthetics”.
- (2) The doctorate proves that the candidate is capable of conducting independent academic research which constitutes an advance for the academic field and its theories and methods.

### **§ 3 Doctoral Committee**

- (1) On recommendation of the Institute of Theory, the Senate appoints a doctoral committee to oversee the doctoral examination process for a duration of three years.
- (2) The Doctoral Committee consists of five HGB lecturers entitled to confer doctorates, at least two of whom must be members of the Academy of Fine Arts Leipzig. The Doctoral Committee appoints a Chair and Deputy Chair. If the Chair is also a reviewer, they assign their office to the Deputy Chair.
- (3) The Doctoral Committee has a quorum if at least three members are present.
- (4) The Doctoral Committee makes decisions by simple majority in an open vote. In the event of a tie, the Chair has the casting vote.

(5) Doctoral Committee meetings must be recorded in writing and signed by the Chair of the Committee. The Chair decides which Committee member is responsible for taking minutes for the meeting.

(6) Doctoral Committee meetings are not public. Members must maintain confidentiality.

## **Part II Admission to the Doctorate**

### **§ 4 Admission Requirements**

The doctorate is only open to those who can provide a certified copy—and in the case of foreign certificates, an officially certified translation (German or English)—for the following documents:

1. completion of a diploma, master's or magister degree or of the first state examination at a university in a relevant course of study. Generally, the degree should have been awarded an overall grade of at least "good".
2. or the equivalent for foreign examinations and degrees with the same requirements set out in number 1.
3. the following foreign language skills:
  - a) two modern foreign languages or
  - b) knowledge of Latinum or Graecum and one modern foreign language.Evidence can be provided by submitting a certificate of a higher education entrance qualification or through a corresponding supplementary examination.

### **§ 5 Admission as a Doctoral Candidate**

(1) Applications for admission as a doctoral candidate must be submitted to the Chair or the Doctoral Committee. The application must contain:

1. evidence of having fulfilled the admission requirements set out in Sect. 4
2. curriculum vitae
3. preliminary research on the doctoral topic (if applicable)
4. research proposal (German: Exposé)
5. confirmation of supervision by an Academy of Fine Arts Leipzig lecturer entitled to confer doctorates, including the title of the dissertation
6. the following written declaration: I am aware that the oral examination and disputation must be held in German

(2) The Doctoral Committee is responsible for making decisions on the admission of doctoral candidates. Their decision will be communicated in writing by the Chair of the Doctoral Committee.

(3) If a doctoral candidate has been accepted, they will be listed in the record of doctoral candidates held by the Academy.

(4) If a supervisor's membership in the Academy of Fine Arts Leipzig comes to an end, they may complete the supervision of any dissertations already begun, act as a reviewer and retain their voting right in the Doctoral Examination Board for a duration of five years. In accordance with Sect. 69(7) of the SächsHSFG, the rights of professors remain unaffected by retirement.

### **Part III Doctoral Examination Process**

#### **§ 6 Application for Admission to the Doctorate**

(1) Applications for admission to the doctorate must be submitted to the Doctoral Committee in writing.

(2) Applicants who have not previously been accepted as a doctoral candidate at the Academy of Fine Arts Leipzig must also submit:

1. evidence of having fulfilled the admission requirements set out in Sect. 4
2. the following written declaration: I am aware that the oral examination and disputation must be held in German

(3) All applications must contain:

1. a signed admission approval form (Appendix 1)
2. four bound copies and one reproducible electronic copy of the dissertation in accordance with Sect. 7, as well as 20 stapled copies of a summary of the dissertation in German
3. curriculum vitae, summary of personal and academic background including details for any university or state examinations passed
4. list of academic publications and lectures
5. proposals for the appointment of reviewers—but without any entitlement to their consideration
6. an official certificate of conduct (Sect. 30[5] of the Central Criminal Register Act [Bundeszentralregistergesetz])
7. a declaration of not having previously and irrevocably failed a similar doctoral examination process nor being in a dormant process

(4) The application for admission to the doctorate must contain a written declaration in which the candidate:

1. submits a statutory declaration that the submitted thesis has been produced without unauthorised assistance or the use of any resources other than those indicated, and that any ideas from other sources have been referenced accordingly and all persons who have helped produce the manuscript have been named

2. submits a statutory declaration that no other persons were involved in the intellectual work for the submitted thesis and that no third party has received any monetary benefits from the applicant, either directly or indirectly, for work related to the content of the submitted doctoral thesis
3. submits a statutory declaration that the submitted thesis has not been submitted in the same or similar form to any other examination authority for the purpose of a doctorate or any other examination process, either in Germany or abroad

(3) The date of the application's submission is the date on which all required documents have been submitted to the Doctoral Committee.

(4) The application can be withdrawn as long as the doctoral examination process has not officially been initiated in accordance with Sect. 8. In the case of withdrawal, the application is considered unsubmitted.

## **§ 7 Dissertation**

(1) The dissertation must be written in German or English. The title page must be presented in accordance with Appendix 2. The dissertation must be accompanied by a German summary no longer than three standard pages. Further details on the structure and form of the dissertation may be regulated separately by the Doctoral Committee.

(2) Any preliminary publication of partial dissertation results requires the approval of the Doctoral Committee.

## **§ 8 Initiation of the Doctoral Examination Process**

(1) The Doctoral Committee initiates the doctoral examination process once the application for admission to the doctorate has been reviewed and confirmed to be complete in accordance with Sect. 6, thus fulfilling the legal requirements for admission.

(2) The reviewers are appointed once the doctoral examination process has been initiated.

(3) Before opening the doctoral examination process, the Doctoral Committee may demand that the dissertation or its title or summary be revised. The Committee may also reject the work for displaying apparent formal errors or not complying with the provisions of the doctoral regulations. The Committee may request clarifications on submitted documents.

(4) The initiation of the doctoral examination process should generally commence within two months of the application's submission (in accordance with Paragraph 6) or revision (in accordance with Paragraph 3).

(5) Within two weeks of the Doctoral Committee's decision, the Chair must inform the applicant of the decision to initiate or not initiate the process as well as of the appointment of reviewers. If the application is rejected, the written decision must state the reasons for rejection and include information on the right to appeal.

(6) If the doctoral examination process is not initiated, the Doctoral Committee keeps the application as well as one copy each of the dissertation and the thesis summary. All other documents must be returned to the applicant.

## **§ 9 Reviewers**

(1) The dissertation will be assessed by two higher education lecturers, one of whom must be an appointed professor at a university or art school. One of the reviewers is generally the supervisor.

(2) The reviewers are appointed by the Doctoral Committee.

## **§ 10 Thesis Evaluation Report**

(1) The Chair of the Doctoral Committee will submit a request for an evaluation report within one month of the reviewers' appointment.

(2) Evaluation reports must be produced in writing and must be submitted directly to the Chair of the Doctoral Committee. Like all examination documents, they must be treated confidentially.

(3) Evaluation reports must be completed within three months of receipt of the dissertation. If the deadline is exceeded by an unreasonable amount of time, a new reviewer may be appointed.

(4) With their evaluation report, the reviewers make a recommendation for the acceptance or rejection of the dissertation and for an evaluation in accordance with Sect. 15(1).

(5) During the ongoing examination process, reviewer recommendations may not result in any changes to the dissertation.

## **§ 11 Dissertation Approval**

(1) Upon review of the evaluation report, the Doctoral Committee makes the decision to approve or reject the dissertation. The dissertation will be approved if it is recommended by all reviewers.

(2) If one evaluation report recommends the dissertation's rejection, the Doctoral Committee will decide either to approve or reject the dissertation or to request an additional evaluation report. If this evaluation report also considers the thesis to be "non sufficit", it will be rejected.

(3) If both evaluation reports consider the dissertation "non sufficit", it will be rejected.

(4) The Chair of the Doctoral Committee must inform the doctoral candidate of their decision in writing within one month. If the dissertation is rejected, the written notice must state the reasons for rejection and include information on the right to appeal. In the event of a rejection, the dissertation and evaluation reports are filed in the Academy's records.

(5) If a dissertation has not been approved by the Academy of Fine Arts Leipzig, a revised version may be resubmitted within one year of its rejection, taking into account all the provisions made in these regulations. If no resubmission was made within one year, the examination process will be considered complete.

(6) After approval of the dissertation, it must be displayed at the Academy of Fine Arts Leipzig for one month.

(7) The evaluation reports must be submitted to the Doctoral Examination Board. They will be forwarded to the doctoral candidate alongside the Committee's decision in accordance with Paragraph 4.

## **§ 12**

### **Oral Examination and Disputation**

(1) The oral examination replaces the rigorosum (a non-public and more wide-ranging oral examination). It consists of a public lecture followed by a public discussion led by the Chair on a topic clearly distinct from the research area of the dissertation. The members of the Doctoral Examination Board hold the right to speak. With the consent of the doctoral candidate, the Chair may also grant speaking rights to persons in the audience. Following the approval of the dissertation, the topic of the oral examination will be determined in consultation with the doctoral candidate. Overall, the oral examination should last no longer than 90 minutes. The lecture should last no longer than 45 minutes.

(2) The disputation begins after the oral examination. The disputation is public and consists of:

1. a presentation of the evaluation reports (generally no more than 5 minutes per report) by a member of the Doctoral Examination Board
2. a presentation by the doctoral candidate of the dissertation's contents in light of the evaluation reports (no more than 20 minutes)
3. an examination by the members of the Doctoral Examination Board of the doctoral candidate regarding the content of the dissertation

The overall disputation should last no longer than 90 minutes.

(3) The oral examination and the disputation usually occur on the same day. The Doctoral Committee determines the date of the oral examination and the disputation and informs the doctoral candidate in writing at least two weeks prior to the examination date. The Chair of the Doctoral Committee also announces the date inside and outside the academy.

(4) Upon request of the doctoral candidate, the Doctoral Committee may exclude the public from the oral examination. This request must be submitted in writing to the Chair of the Doctoral Committee alongside the application in accordance with Sect. 6.

### **§ 13**

#### **Doctoral Examination Board**

(1) For the proceedings of the oral examination, the Doctoral Committee appoints a Doctoral Examination Board. The Doctoral Examination Board consists of four to six members, usually comprised of reviewers as well as Doctoral Committee members or additional academics with a doctorate and expertise in the dissertation topic. The doctoral examination is chaired by either the Doctoral Committee Chair or a commissioned member of the Doctoral Examination Board.

(2) The Chair introduces the doctoral candidate and announces the members of the Doctoral Examination Board.

(3) The Chair assigns the responsibility for taking minutes of the examination to a Committee member. In deviation of Sect. 18(2), the minutes must be signed by all Committee members and be included in the doctoral file.

(4) The Doctoral Examination Board decides by simple majority. Abstentions are not permitted. In the event of a tie, the Chair has the casting vote.

(5) Following the disputation, the Doctoral Examination Board immediately determines the grades for the oral examination and the disputation in a non-public meeting in accordance with Sect. 15(1). If the oral examination and the disputation are held on separate days, grading takes place immediately after each part of the examination.

(6) Successful completion of the doctoral examination will be announced immediately after the grades have been determined. If a doctoral candidate fails part of the examination in accordance with Sect. 15(2), they must receive a written notice detailing the reasons as well as information on their right to appeal.

### **§ 14**

#### **Failing/Resitting Parts of the Examination**

(1) A failed oral examination or disputation can be retaken after six months at the earliest and one year at the latest. A formal request to retake the examination must be submitted to the Chair of the Doctoral Committee within one month of receiving the grade. If the candidate also fails the re-examination, the doctoral process is concluded without the conferral of a degree.



(2) Oral examinations and disputations will also be regarded as failed and must be graded with “non sufficit” in accordance with Sect. 15(1) if the candidate, without good reason, either does not attend their examination on the agreed date or withdraws from the examination after it has already begun.

(3) The reasons for withdrawal or non-attendance must be reported immediately to the Doctoral Committee in writing and with substantiation. In the case of illness, the candidate must submit a doctor’s certificate to the Doctoral Committee. If the reasons given are accepted, a new examination date will be arranged. Examination results already available must be credited in this case.

(4) If the doctoral examination process concludes without the conferral of a degree, the Doctoral Committee keeps one copy each of the dissertation and the thesis summary. All other documents must be returned to the candidate.

## **§ 15**

### **Assessment and Determination of the Overall Grade**

(1) Each part of the examination in the doctoral procedure must be assessed with one of the following grades:

"summa cum laude"	with distinction
"magna cum laude"	very good
"cum laude"	good
"rite"	satisfactory
"non sufficit"	unsatisfactory

(2) If one part of the doctoral examination is graded with “non sufficit”, it has not been passed. If all parts of the doctoral examination have been passed, the Doctoral Examination Board determines the overall grade of the doctorate based on the individual evaluations, giving special weight to the dissertation by simple majority.

(3) The grade “summa cum laude” (with distinction) can only be awarded if all parts of the examination were graded with “summa cum laude”.

(4) After the overall grade has been determined, the Chair of the Doctoral Examination Board will announce the grade to the doctoral candidate.

**Part IV**  
**Completion of the Doctoral Examination Process**

**§ 16**  
**Publication**

(1) After passing the examination, the doctoral candidate must either submit a publishers' agreement for the dissertation to the Doctoral Committee Chair within two years or submit a presentation copy for the library in accordance with Paragraph 2, Number 1 or 2, to the Doctoral Committee Chair.

Publishers' copies in accordance with Number 3 or 4 must be submitted three years after having passed the examination. The Academy of Fine Arts Leipzig Library will retain the number of copies it requires. In exceptional cases that require additional justification, the Doctoral Committee may, at the doctoral candidate's request, allow the submission deadline to be exceeded. If the prescribed deadline is exceeded through negligence, the right to use the doctoral degree will expire.

(2) The doctoral candidate may fulfil their obligation under Paragraph 1 by choosing one of the following options:

1. submitting an electronic data carrier (for example, a CD-ROM or e-book) and five printed copies
2. submitting five journal copies if the thesis is published in a scientific journal
3. submitting five copies of a publication produced and distributed by a commercial publisher if the number of copies published is at least one hundred
4. in the case of electronic publication, submitting four copies in machine-readable format alongside an electronic version. The data format and carrier must be approved by the HGB library. The doctoral candidate must submit a written declaration that the electronic version corresponds to the printed versions.

(3) Either the title page (in accordance with Annex 2) or the preface (for the publication types mentioned in Paragraph 2) must indicate that the dissertation was accepted by the Academy of Fine Arts Leipzig.

**§ 17**  
**Doctoral Certification**

(1) After all parts of the doctoral examination have been passed, a doctoral certificate in accordance with Appendix 3 will be issued by order of the Doctoral Committee, provided that all requirements for publication set out in Sect. 16 have been fulfilled.

(2) The doctoral certificate must be signed by the Rector and the Chair of the Doctoral Committee.

(3) The Chair of the Doctoral Committee will award the certificate in a setting appropriate to the occasion. Upon conferral, the candidate acquires the right to use the doctoral degree.

(4) Upon request, an additional certificate may be enclosed indicating the topic presented in the oral examination.

## **§ 18 Doctoral File**

(1) The doctoral file consists of all documents related to the doctorate. The Doctoral Committee keeps this file during the doctoral process.

(2) The participating committees must keep minutes for all consultations and decisions made during the doctoral process. The minutes must be signed by the Chair and included in the doctoral file.

(3) Following the conclusion of the doctoral process, the doctoral candidate may formally request to consult the doctoral file. This request must be submitted to the Doctoral Committee Chair within one year of receiving the overall grade in accordance with Sect. 15. The Chair of the Committee determines a date and place for the consultation.

## **§ 19 Doctorate Non-Completion / Withdrawal**

(1) Any part of the doctoral examination may be declared invalid or incomplete and the doctoral degree may be withdrawn if it is subsequently discovered that:

1. essential requirements for admission to the doctorate were mistakenly considered to have been met
2. any parts of the doctoral examination were performed in deceit

(2) If the doctoral candidate does not fulfil their obligations as set out in Sect. 16(1), either at all or in good time, the doctoral process concludes without conferral of the doctoral degree.

(3) In all other respects, the procedure for either the non-completion of the doctorate or the withdrawal of the doctoral degree is governed by the applicable provisions of higher education acts.

(4) Any decisions on the non-completion of the doctorate or the withdrawal of the doctoral degree are made by the Senate. The affected candidate must be given the opportunity to make a statement.

## **§ 20 Right to Appeal**

(1) The affected candidate has the right to appeal against

1. the decision to not initiate the doctoral process
2. the rejection of the dissertation
3. the failing of the oral examination and/or disputation

4. the non-completion of the doctorate/the withdrawal of the doctoral degree

(2) The appeal must be submitted to the Doctoral Committee Chair in writing within one month.

(3) The Senate makes a decision within three months and following a consultation with the Doctoral Committee. If the appeal is rejected, a written ruling on the objection must be issued and must include both an explanation for the rejection and information on the right to appeal.

## **Part V Final Provisions**

### **§ 21 Honorary Doctorate**

(1) The Rector of the Academy of Fine Arts Leipzig may award honorary doctorates on behalf of the Senate to persons who have made an exceptional contribution to art, culture or science.

(2) Those to be honoured with an honorary doctorate should generally not be members of the Academy of Fine Arts Leipzig.

(3) The application for the awarding of an honorary doctorate must be submitted and justified by the Doctoral Committee.

(4) The conferral of an honorary doctorate is completed with the awarding of a certificate bearing the HGB seal and the signature of the Rector of the Academy of Fine Arts Leipzig. The certificate must be accompanied by a recognition of the achievements or merits on which the honorary doctorate is based. The honorary doctorate must be awarded as part of an academic ceremony.

(5) The degree with the title "Doctor philosophiae honoris causa" will be withdrawn based on a decision-making procedure in accordance with Paragraph 3 if the holder of the degree has been legally convicted of a crime.

### **§ 22 Entry into Force and Expiry**

These regulations come into force on the day following their publication. They also replace the Academy of Fine Arts Leipzig Doctoral Regulations effective from 08 February 2011.

Appendix 1

for Sect. 6(3, No. 1) of the Academy of Fine Arts Leipzig Doctoral Regulations

**Academy of Fine Arts Leipzig**

**Admission Approval Form**

The dissertation with the title

.....  
.....

submitted by .....

was supervised by myself/submitted to me\*. I

hereby express my support for admission to

the doctorate.

Leipzig, the.....

Name / signature of the supervisor

\*delete as applicable

Appendix 2

for Sect. 7(1, No. 2) of the Academy of Fine Arts Leipzig Doctoral Regulations

.....  
(Thesis Title)

Dissertation  
for the doctoral degree of “Doctor philosophiae” (Dr. phil.)  
at the  
Academy of Fine Arts Leipzig, submitted by

.....

born on .....

in .....

for Sect. 17(1) of the Academy of Fine Arts Leipzig Doctoral Regulations

**The Academy of Fine Arts Leipzig /  
Hochschule für Grafik und Buchkunst Leipzig**

confers upon

Ms/Mr ....., born on ..... in .....

the degree of  
**Doctor Philosophiae (Dr. phil.),**

following the successful completion of the doctoral examination process in the  
academic field of

“Art History and Theory, Media Theory, Art Education, Philosophical Aesthetics”  
through academic research on the topic of

.....  
.....  
.....

and a qualifying oral examination and disputation. Academic competence has been  
proven and awarded an overall grade of

.....

(seal)

Leipzig, the .....

.....  
Rector

.....  
Chair of the Doctoral Committee