General Regulations for Doctorates at the Brandenburg University of Technology Cottbus–Senftenberg (PromRahmenO)
of October 05, 2017

Pursuant to § 5 (1) clause 2 in connection with § 31 (8) clause 2 of the Brandenburg Higher Education Act (Brandenburgisches Hochschulgesetz) (BbgHG) of April 28, 2014 (GVBl.I/14, [no. 18]), amended by Article 2 of the Act of July 01, 2015 (GVBl.I/15), the Brandenburg University of Technology Cottbus-Senftenberg (BTU) sets itself the statutes as follows:

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PREAMBLE

The purpose of these General Regulations is to ensure the supportive and transparent design of doctoral thesis projects at BTU. In the context of their tasks, all parties involved in the doctoral processes contribute to the common objective of ensuring the excellent qualification of the young researchers. Supportive and transparent supervision increases the quality of the doctoral thesis projects, establishing BTU as a reputable location for young young researchers in the long term.

Based on this objective, the following regulations define the framework for the selection and supervision, based on equal opportunities, of the doctoral candidates as well as an independent and critical
evaluation of their performance based on national and international standards. Highly qualified women are particularly encouraged to apply and receive special consideration in the awarding of job positions and scholarships according to § 33 (1) clause 2 BbgHG.

Subject to the stipulations of the regulations of this general agreement, the Faculties can establish their own regulations for doctoral degrees according to § 31 (3) clause 5 BbgHG, designed to especially consider subject-related peculiarities and differences.

§1 Scope of the rights to award doctoral degrees and supervision

(1) With these regulations, BTU regulates its right to award doctoral degrees including the procedures to obtain a doctoral degree and an honorary doctorate.

(2) The doctoral degree is achieved in the Faculties and awarded by the university. BTU awards the following doctoral degrees:
- Doctor of Engineering (Dr.-Ing.)
- Doctor of Natural Sciences (Dr. rer. nat.)
- Doctor of Economics and Social Sciences (Dr. rer. pol.)
- Doctor of Economics (Dr. rer. oec.)
- Doctor of Philosophy (Dr. phil.)
- Doctor of Jurisprudence (Dr. iur.)
- Doctor of Nursing Science (Dr. rer. cur.)
- Doctor of Philosophy (PhD)

The Faculty representing the applicant's department, determined by his/her doctoral topic, is responsible for the doctoral examination process. Exercising the right to award a doctoral degree implies that the respective Faculty is represented by a significant number of professors at the Faculty according to (4) clause 3a - otherwise, cooperation with a subject-related Faculty of another university is required. The procedure to obtain the PhD degree is regulated in the General Regulations for PhD Programmes (RahmenO PhD) in the respectively valid version.

(3) The Faculties can award an honorary doctoral degree according to (2) “Ehrenhalber (E.h.) / honoris causa (h.c.)” as distinction for outstanding achievements in a scientific field.

(4) As a rule, all professors of the Faculty of the doctoral major are authorised to supervise dissertations. Professors in terms of these regulations are full-time or retired professors according to §§ 39 cont. (BbgHG) Brandenburg Higher Education Act, who are authorised to participate in examination procedures according to § 44 (6) clause 3 BbgHG as well as adjunct professors, associate professors as well as honorary professors. Authorised without restriction to supervise dissertations are

a) professors for other than application-oriented study programmes, junior professors, professors who were permanently awarded the function of a professor for other than application-oriented study programmes according to the specifications of § 6 (2) of the Gesetz zur Weiterentwicklung der Hochschulregion Lausitz (GWHL) (Act for the Further Development of the University Region Lausitz) as well as professors for application-related programmes with employment prerequisites according to § 41 (1) 4a or a and b BbgHG, if the existence of the employment prerequisites was verified in an appointment process, and

b) adjunct professors and associate professors respectively indefinitely employed by BTU.

For professors for application-related programmes not complying with the prerequisites of § 6 (5) clause 1 GWHL and associate professors not indefinitely employed by BTU, as well as visiting professors, honorary professors and interim professors, the provisions of these regulations for the supervision of cooperative dissertations apply accordingly.

§2 Doctoral bodies and responsibilities

(1) The Faculty holds all decision-making authority in connection with doctoral processes and processes for awarding honorary doctorates.

(2) The Faculty can select a doctoral committee for consultation in general issues of the right to award a doctoral degree and for supervision of all doctoral examination processes from the circle of its professors according to § 1 (4) clause 2 and from its academic personnel with a doctoral degree. The term of the doctoral committee equates to the term of the Faculty Board. Once a doctoral committee is elected, it has to be involved in the context of doctoral procedures and is particularly responsible for the examination of the general and individual acceptance requirements of doctoral candidates. In addition, it submits suggestions to the Faculty for each doctoral process for the appointment of members of the examination board, particularly the chairperson and the examiners.
The examination board is appointed by the Faculty and conducts the doctoral examination process. It assesses the dissertation and conducts the oral examination. Following the examination, it determines the grade and issues the notification for printing for the publication of the doctoral thesis. The term of the examination board ends with the presentation of the doctoral certificate by the Dean.

§ 3 Objective, content and duration of the doctorate

(1) The doctorate is designed to verify the qualification for intensive scientific work. This verification is based on the acceptance of a doctoral thesis and a successful oral examination (disputation).

(2) The doctoral thesis is a scientific paper (monograph) written by the candidate or a compilation of scientific publications by the candidate (cumulative doctoral thesis), which is respectively based on independent research and represents progress of the scientific findings. A written scientific paper in terms of clause 1 can also refer to a conceptual written framework, which deals with and integrates artistic, graphic and diagrammatic elements. In the disputation, the candidate introduces the doctoral thesis and explains it in a subsequent scientific discussion.

(3) In the interest of a reliable, predictable qualification process for young academics, doctoral examination process with the exception of external doctoral candidates should generally be contained in one period equating to the respective Faculty-specific international standard, commencing with the acceptance as doctoral candidate and ending with the conclusion of the disputation. If the doctorate is part of the scientific qualification within an employment contract, the procedure for the acceptance as doctoral candidate should be completed six months following the conclusion of the respective employment contract at the latest. In order to create the necessary space for independent scientific work; additional burdens due to performances unrelated to the qualification should be limited to the necessary extent.

§ 4 General acceptance requirements

(1) The acceptance for a doctorate principally requires the successful conclusion of a university education. Masters degrees acquired at a university or equivalent institution of higher education or a university of applied sciences qualify for a doctorate under the same prerequisites. Comparable degrees acquired at a university or equivalent institution of higher education (diploma, magister or state examination) with a standard period of study of at least eight semesters also qualify for a doctorate. If the subject of the desired doctoral degree does not comply with the completed university degree, additional studies and examinations may be required.

(2) Holders of foreign university degrees can be accepted for a doctorate if they have completed university studies equal to the degrees specified in (1). The equivalence agreements approved by the Kultusministerkonferenz (KMK) (Conference of Ministers of Education and the Arts) and the Hochschulrektorenkonferenz (HRK) (German Rectors' Conference) and the Lisbon Convention are decisive. If it is not possible to make a determination according to these documents, the Zentralstelle für ausländisches Bildungswesen (Central Office for Foreign Education) at KMK has to be consulted. Equality is conclusively determined by the Faculty Board.

§ 5 Approval for fast-track doctorate

University graduates with an especially qualified degree in a national or international Bachelor programme with a standard period of study of at least six semesters or a non-university study programme at an institution of higher education with a standard period of study of up to eight semesters can be accepted to a Fast-Track Doctorate by an assessment of eligibility if, parallel to the doctorate, the Master's degree is pursued in the Faculty associated with the intended doctorate. An especially qualified degree exists if:

a) the candidate has concluded the examination for Bachelor or diploma with a final grade of no less than 1.3., or

b) the candidate is part of the top 5 percent of the graduation year in his/her field of study at his/her original university.

Verification of the especially qualified degree is the responsibility of the respective candidate. During the assessment of eligibility it is checked whether the candidate possesses the necessary scientific qualifications to successfully conclude a doctorate. For this purpose, the Faculty can determine additional performances or examinations related to the scientific issues of the Faculty in general and the suggested doctoral topic in particular. The assessment of eligibility is provided if the performances and/or examinations were successfully completed. An unsuccessfully completed assessment of
eligibility cannot be repeated. 8 The Faculties are independently responsible to issue execution regulations for the proceedings of assessments of eligibility.

§6 Registration of doctoral intent, acceptance as doctoral candidate

(1) 1 The registration of doctoral intent occurs by written application for acceptance as doctoral candidate to the Dean of the relevant Faculty. 2 The application has to contain the following information:
- preliminary working title of the dissertation,
- information regarding which doctoral degree is pursued,
- a declaration as to whether any existing impediments in terms of (3) clause 3. no. 4.5 exist,
- the written confirmation of supervision according to §7 (1),
- a declaration that the principles of good scientific practice are known,
- a verification of electronic registration according to § 15 (2) for data relevant for the registration.

3 For the verification of the substantial and timely feasibility of the intended doctorate, the Faculty can request the additional submission of an exposé.

(2) 1 For the verification of the admission requirements, the application furthermore has to be accompanied by the documents according to § 4 and/or § 5. 2 The submission of translations may be demanded in case of documents and reports not composed in German.

(3) 1 The Faculty decides within a period of up to three months on the application for acceptance as doctoral candidate and informs the applicant of the result without undue delay. 2 The applicant has to be provided with a written explanation in the event of a rejection. 3 The Faculty can reject the application particularly if
1. the prerequisites for the acceptance as doctoral candidate are completely or partially non-existent,
2. the expertise to examine the doctoral thesis is not represented by a professor at the Faculty according to § 1 (4) clause 2,
3. there is no confirmation of supervision or a suitable supervision cannot be ensured due to the lack of means and/or personnel,
4. an applicant has unsuccessfully participated in a doctoral process more than once,
5. the doctoral degree was revoked or the doctoral examination process was cancelled due to grave scientific misconduct.

4 If the Faculty accepts the application; the date of acceptance is deemed the start of the doctoral phase.

(4) 1 Upon acceptance, the applicant receives the status of doctoral candidate.

2 Doctoral candidates are enrolled as doctoral students, unless they are fully employed at BTU or waive enrolment due to employment outside of the university or for any other reason.

(5) 1 The status as doctoral candidate expires upon completion or abortion of the doctorate, however at the latest after six years unless it is indicated prior to the expiration of this term that the doctoral thesis project is continued and that the continuation is endorsed by the respective supervisor following the warning of expiry by the respective Faculty. 2 If grave scientific misconduct is determined during the doctorate, the Faculty decides on the derecognition of the status as doctoral candidate after hearing the doctoral candidate and his/her supervisor. 3 The expiration of status as doctoral candidate or the derecognition of the status as doctoral candidate results in the suspension of the doctoral examination process.

§ 7 Doctoral agreement

(1) 1 According to § 1 (4) clauses 3 and 4, the work on the doctoral thesis is supervised by at least one professor of the Faculty representing the area of expertise of the dissertation topic and who has consented to supervise the doctoral thesis. 2 If the supervisor has given his/her consent to supervise the doctoral thesis, he/she is obligated to supervise and consult with the doctoral candidate. 3 The obligation of supervision up to the conclusion of the doctorate is irrespective of the duration of the financing of the doctorate.

(2) 1 A doctoral agreement, to be examined annually and adapted, if necessary, is concluded between the doctoral candidate and the supervisor for the arrangement of the supervisory relationship. 2 The agreement has to regulate at least:
1. involved parties (the doctoral candidate, supervisor, mentors, if applicable),
2. topic of the doctoral thesis (working title, if applicable),
3. content-structured time and work schedule and/or its further development,
4. tasks and obligations of the doctoral candidate regular reporting duties (performance verifications, participation in qualification programmes, scientific further education etc.), regular submission of partial content,
5. tasks and obligations of the supervisor: regular subject-specific consultation, support of early scientific independence, career advancement/mentoring, quality assurance (regular progress checks etc.),
6. integration into a research group, a research association or a graduate programme (graduate college, graduate school etc.),
7. material equipment of the doctoral candidate,
8. mutual commitment to the principles of good scientific practice,
9. rules in cases of conflict,
10. special measures or regulations to reconcile family duties and research work,
(3) An ombudsman office is established for mediation in cases of conflict which may sustainably impair the trustful and constructive cooperation between doctoral candidate and supervisor. It may be invoked by the doctoral candidate as well as by the supervisor or both parties, if at least one of the involved persons deems the difference of opinion to be unsolvable.

§8 Qualification programme of the Graduate Research School

1 The Graduate Research School of BTU (GRS) offers supplementary competencies and interdisciplinary qualifications to promote scientific independence and to support the doctoral candidates. 2 The qualification programme consists of four areas: Networking, subject-related training, scientific techniques and transferrable skills training. 3 It provides the opportunity to acquire specific key skills such as methodological critique, higher education didactics, project management and personnel management as well as skills for interdisciplinary and international cooperation.

§ 9 Doctoral thesis

(1) As a rule, the doctoral candidate composes his/her doctoral thesis in German or English. In agreement with the supervisor and with the consent of the Faculty, the doctoral thesis can also be composed in a different language. In any case, a summary of the doctoral thesis in German and English has to be added.
(2) The doctoral thesis is based on independent research and represents a progress to scientific insight. If the Faculties have not adopted any subject-specific special regulations, previously published papers can be a component of the monographic doctoral thesis, if the doctoral student is listed as main author or if his/her part in the results depicted in the publication are clearly recognised. Own papers, which have served in earlier examinations, may not be submitted as doctoral thesis. However, results of those may be used for the doctoral thesis, whereby the respective papers have to be listed as such in the literary index.
(3) The Faculties determine whether doctoral theses in their respective departments may be submitted as monography or as a publication-based (cumulative) paper or in both formats. If cumulative doctoral theses are permitted; the Faculties furthermore decide on the number, type of publication and impact factor as well as author characteristics (main or co-authorship) for the manuscripts to be submitted.
Subject to the proviso that the manuscripts in case of a cumulative doctoral thesis have to be closely associated with the subject and connected by a primary issue, generally substantiated by the topic of the doctoral thesis, the cumulative doctoral thesis furthermore has to be substantiated with an introduction, transition between contributions, a methodology part, a detailed illustration of the underlying data material as well as the integration of the research question into a larger context. A cumulative doctoral thesis in its entirety is subject to the same requirements of independence, originality and quality as a monography. An exclusively additive compilation of the publications is not sufficient.

§ 10 Admission to the doctoral examination process

(1) The application for the admission to the doctoral examination process has to be submitted in writing and directed to the Dean of the responsible Faculty, specifying the title of the doctoral thesis and the desired doctoral degree. The application has to include the following:
1. a tabular illustration of the applicant's personal and educational path (CV),
2. a certain number of copies of the doctoral thesis to be determined by the Faculty in the bound form prepared for print,
3. an identical electronic version of the doctoral thesis (pdf file),
4. a declaration regarding the person who predominately supervised the doctoral thesis,
5. a copy each of any pre-publications of research results contained in the doctoral thesis; in case of co-authorship, a list of the involved scientists and an illustration of the doctoral candidate’s own contribution,
6. a declaration that the doctoral thesis was independently composed, that all used auxiliary materials and sources are listed and, in case of co-authorship, that the illustration of the own contribution according to no. 5 applies,
7. a declaration that the publication of the doctoral thesis does not infringe existing rights.

(2) ¹The Dean checks the application and submits it to the Faculty for a decision. ²In individual cases, the Dean can also decide on the application for the admission to the doctoral examination process in expedited proceedings. ³The applicant receives written notification from the Dean regarding the admission to the doctoral examination process; in the event of a rejection of the application, the notification contains the specification of reasons and advice regarding legal remedies.

§11 Examination board, examiners

(1) ¹At the start of the proceedings, the Faculty elects the members of the examination board and nominates a chairperson. ²The chairperson of the examination board has to be a professor of the Faculty executing the doctoral process authorised to unlimitedly supervise according to § 1 (4) clause 3a, and may neither be the doctoral candidate’s supervisor nor the examiner of the doctoral thesis.
(2) ¹Apart from the chairperson, the examination board consists of at least two examiners. ²One examiner has to be a university professor of the Faculty executing the doctoral process authorised to perform unlimited supervision according to § 1 (4) clause 3. ³Another examiner should be a scientist of an external scientific institution with a doctoral degree who is professionally qualified. ⁴Cooperative doctoral theses with extramural research institutions, research and development divisions of commercial companies or administrative organisations can be additionally assessed by a professionally qualified specialist with a doctoral degree from this institution, company or organisation. ⁵In case of cooperative doctoral examination processes according to § 6 or doctoral examination processes involving a professor with limited supervisory authority according to § 1 (4) clause 4, professors of the involved universities of applied sciences and/or professors with limited supervisory authorities according to § 1 (4) clause 4 are also to be deployed as examiners. ⁶The majority of the examiners has to be appointed from the circle of professors with unlimited authority to supervise doctoral theses according to § 1 (4) clause 3.
(3) ¹Apart from the chairperson and the examiners, the examination board can consist of additional professors according to § 1 (4) clause 2 and, in consultancy functions, academic personnel with a doctoral degree. ²The majority of the board members has to be appointed from the circle of professors with unlimited authority to supervise doctoral theses according to § 1 (4) clause 3. ³If the Faculties have not adopted any subject-specific special regulations; the number of board members should not exceed six persons.

§12 Assessment of the doctoral thesis

(1) ¹The examiners check and assess independently of each other whether the doctoral thesis is accepted as a doctoral performance and evaluate the submitted work. ²In separate written reports, they recommend the acceptance or rejection of the doctoral thesis to the examination board and justify their suggestion. ³In case of a recommendation for acceptance, the report furthermore includes a grading suggestion. ⁴If the Faculties have not arrived at subject-specific special regulations, the grades of “sehr gut” (excellent), "gut" (good) and "befriedigend" (sufficient) are admissible. In order to form a mean value, the evaluation can also be expressed in full number grades.
(2) ¹The reports have to be presented to the chairperson of the examination board within three months following the start of the doctoral examination process. ²If an examiner is not able to comply with the deadline or if the votes contradict each other in terms of acceptance or rejection at equal rates, an additional examiner has to be appointed.
(3) ¹Following receipt of the reports, the chairperson of the examination board displays the doctoral thesis and reports at the Faculty administrative office for inspection by the Faculty Board as well as the professors according to § 1 (4) clause 2 and the academic personnel with a doctoral degree of the Faculty for a duration of two weeks. ²The deadline for a statement expires respectively with the expiration of the second working day following the end of the display period. ³At the request of the doctoral candidate, he/she is to be granted the inspection of the reports without the grade suggestion at the Faculty administration.
§ 13 Disputation and distinctions

1 Upon acceptance of the doctoral thesis, the examination board schedules a date for the disputation and the candidate is informed. The date is announced to the members of the university community at least two weeks prior to the examination. The chairperson of the examination board decides on the admission of additional attendees, which are not members of the university community.

2 The disputation is held at BTU, open to the members of the university community and generally in German or English. It is executed by the examination board and managed by the chairperson. The examination is principally conducted in the presence of all, however at least half of the members of the examination board. If the minimum number is undercut due to hindrances of individual members, the chairperson of the examination board, or the Dean in the event of his/her absence, nominates a replacement. If a doctoral committee was deployed, the Dean can obtain advice from the committee for the nomination of substitute members.

3 The doctoral student initially introduces his/her doctoral thesis in a recital of approx. 30 minutes. This is followed by a scientific discussion of approx. 60 minutes. The topic of the discussion include theses, methodology and results of the doctoral thesis as well as their integration into the respective scientific field and the current state of research. Following the discussion, the chairperson of the examination board can provide the members of the university community with the opportunity to direct questions to the doctoral candidate. The disputation should not exceed a total of 120 minutes. A simultaneous disputation with several doctoral candidates is excluded.

4 Upon conclusion of the discussion, the examination board decides in a closed hearing on the passing or failing of the oral examination and determines the grade of the disputation in case of passing. Admissible grades are "sehr gut" (very good), "gut" (good), and "befriedigend" (satisfactory) or the respective full grades. Considering the grade of the doctoral thesis and that of the oral examination, the examination board mutually determines the overall grade of the doctorate. Based on the overall grade, the examination board decides by majority of the present professors according to § 1 (4) clause 3 whether the PhD Process was

- passed with distinction = "summa cum laude",
- passed with very good (1.0 - <1.5) = "magna cum laude",
- passed with good (1.5 - <2.5) = "cum laude" or,
- passed (2.5 - <3.5) = "rite"

The overall assessment "passed with distinction" may only be awarded if all examiners have assessed the doctoral thesis as "sehr gut" without limitations and if the disputation was evaluated as "sehr gut" without limitations by all present members of the examination board.

5 A record has to be kept regarding the oral examination and its results, which has to contain at least the following information:

- place, date and duration of the disputation,
- name of doctoral student,
- title of doctoral thesis,
- members of the examination board and a list of attendees,
- process of the examination (essential content of questions & answers),
- evaluation of the disputation,
- overall evaluation,
- deadline for publication and any stipulations of the examiners or members of the examination board.

The record is signed by all members of the examination board and any specified substitute members.

6 The chairperson of the examination board privately informs the doctoral candidate of the result of the exam, the evaluation of the doctoral thesis and the overall grade. If the disputation has been passed, the doctoral candidate receives a preliminary certificate regarding the successful exam. This certificate does not entitle the doctoral candidate to carry the doctoral degree. The certificate can carry the addendum that the title Doctor designatus (Dr. des.) may be carried until the awarding of the doctoral degree. If the disputation fails, the candidate can repeat the disputation once upon application within a
period of one year. 6 If the doctoral candidate has not applied for a repeat or if he/she has not passed the once-repeated disputation, the doctoral examination process is terminated. 7 The doctoral candidate receives a written notification by the Dean regarding the termination of the doctoral examination process together with advice regarding legal remedies. 8 If the doctoral candidate misses the date of the disputation without evidence of an important reason, the exam is considered failed; clause 5 applies accordingly.

§ 14 Publication of the doctoral thesis

(1) 1 If the doctoral candidate has passed the doctoral examination; he/she is obligated to provide the scientific public with access to the doctoral thesis in a suitable manner by reprography and publication within a period specified by the examination board, however, at the latest within one year following the disputation. 2 To issue the ready-for-print note, the doctoral candidate presents the doctoral thesis to the chairperson of the examination board after fulfilling all possible requirements for revision, who grants his/her ready-for-print in agreement with the examiners. 3 In justified exceptional cases; the chairperson of the examination board can extend the deadline for the delivery of the obligatory prints. 4 If the doctoral candidate misses the deadline, all rights acquired in the doctoral examination expire. 5 The doctoral student receives written notification including advice regarding legal remedies from the Dean regarding the termination of the doctoral examination process.

(2) 1 The doctoral thesis is rendered appropriately accessible for the scientific public once the doctoral candidate has provided the approved version to the university library free of charge. 2 The copies provided to the university library have to be accompanied by a cover sheet of the doctoral thesis in accordance with the specifications of BTU Cottbus-Senftenberg. 3 The following forms of submission are possible:

a) 3 copies, which have to be printed on ageing-resistant paper and solidly bound, together with an electronic version corresponding to the content; the data format has to be coordinated with the university library. The doctoral candidate warrants the conformity of the electronic version with the printed version. If parts of the doctoral thesis have already been published, the doctoral candidate has to clarify any license and copyright conditions in advance.

b) 15 copies, which have to be printed on ageing-resistant paper and solidly bound.

c) 10 copies, which have to be printed on ageing-resistant paper and solidly bound, if the distribution via the book trade by a commercial publisher with a minimum of 150 copies and/or Print-on-Demand (PoD) can be demonstrated. The publisher's copies have to be identified on the rear of the cover sheet as doctoral thesis, specifying BTU Cottbus-Senftenberg as the location of the doctoral thesis.

4 In the event of case a), the doctoral candidate transfers the right to publish the doctoral thesis with all associated meta data to BTU, represented by the university library, and distribute it on the Internet; in the event of case b), the right to produce and distribute further copies of his/her doctoral thesis, or have them produced, and to distribute them in the context of the statutory obligations of the university library.

(3) 1 In case of a cumulative dissertation, a list of the individual papers, an introduction, a text connecting all parts as well as the individual publications are to be submitted along with the title page of the dissertation. 2 5 copies, which have to be printed on ageing-resistant paper and solidly bound, have to be provided to the University library.

§ 15 Conclusion of the doctoral examination process

(1) 1 Upon delivery of the obligatory copies, a doctoral degree certificate is engrossed, which is presented to the doctoral candidate by the Dean. 2 The doctoral examination process concludes on the day of the presentation of the certificate. 3 Upon receipt of the doctoral degree certificate, the candidate is entitled to carry the doctoral degree. 4 A transcript regarding the examination performance is issued together with the doctoral degree certificate. 5 If the examination board has decided against the opinion of an examiner, he/she can demand that his/her name does not appear on the transcript. 6 Details regarding the layout of degree certificate and transcript are regulated by the guideline for the design of final documents at BTU.

(2) 1 In order to ensure transparent processes in the context of quality assurance in doctoral examination processes, the following data has to be recorded and updated at the Dean's office of the Faculty:

- applications for acceptance as doctoral candidate with result,
- applications for the commencement of doctoral examination processes with result
- concluded doctoral examination processes.

2 The data has to be specified in terms of the stipulations of the German Higher Education Statistics Act for the recording of doctoral candidates according to:

- gender,
- month and year of birth,
- nationality (nationalities),
- country, county, year and type of obtaining the university entrance qualification (HZB); if HZB was obtained outside of the Federal Republic of Germany, the country of acquisition,
- type of university as well as semester and year of first enrolment for a study programme; in the event of first enrolment at a university outside of the Federal Republic of Germany, country of university,
- type, subject, semester, month and year of the previously university degree as well as result of the exam and overall grade of passed exams,
- university where the previous degree was obtained; if the previous degree was obtained in a country outside of the Federal Republic of Germany, the country in which the previous degree was obtained,
- name of university where the doctorate is pursued,
- type of doctoral degree,
- subject of the doctorate,
- type of registration as doctoral candidate,
- enrolment, matriculation as doctoral student,
- month and year of commencement and conclusion of the doctoral examination process,
- participation in a structured PhD programme,
- employment relationship at the university,
- type of doctoral thesis.

(3) ¹Upon conclusion of the doctoral examination process, the examination documents are stored at the Faculty of the doctoral major. ²The documents to be stored are composed of at least the application to commence the doctoral examination process, the decisions of the Faculty, and the result of the doctoral examination process, particularly the examiners reviews and the report of the disputation as well as the degree certificate and transcript. ³If the doctoral examination process has ultimately failed the doctoral thesis together with the examiners reviews, possibly an overview of the individual exam results and the copy of the notification issued to the doctoral candidate remain in the files of the Faculty.

§ 16 Cooperative doctorates

(1) Processes to achieve a doctoral degree conducted in cooperation with other national universities or equivalent higher education institutions require a cooperation agreement between the Faculties of the doctoral major in accordance with the doctoral regulations applicable at both institutions.

(2) ¹Doctoral examination processes can also be conducted in cooperation with universities of applied sciences (Fachhochschulen) subject to §§ 4 to 15. ²The procedures are conducted by BTU and internally by the relevant Faculty of the doctoral major. ³In cooperative procedures, the Faculty can also appoint professors of a university of applied sciences as supervisors or examiners, if these have obtained a doctoral degree and are professionally qualified. ⁴If the doctoral candidate suggests a professor of a university of applied science or a university teacher with limited supervisory authority according to § 1 (4) clause 4 as supervisor, an additional supervisor from the circle of professionally qualified professors with unlimited supervisory authority according to § 1, (4) clause 3 is needed. ⁵The supervisory relationship is documented in the doctoral agreement according to § 7 (2).

§17 Binational doctorates / Cotutelle

(1) ¹In order to promote international cooperation, it is possible to conduct joint doctoral examination processes with foreign universities or comparable foreign higher education institutions with the right to award doctoral degrees. ²In binational doctoral examination processes the doctoral candidate acquires a doctoral degree awarded jointly by the universities of both countries based on a single scientific performance based on research at two universities.

(2) ¹The framework for the execution of a Cotutelle process has to be determined case by case in a cooperation agreement between the involved universities. ²Prior to the finalisation of such agreement, it has to be ensured that the desired doctoral degree may be carried in the country of the cooperating university or comparable higher education institution. ³The cooperation agreement has to regulate specifically that the directions of these General Regulations apply for the joint doctoral examination process. ⁴Agreements deviating from these regulations may only be concluded in terms of the following provisions.

(3) ¹Basic prerequisite for a binational doctoral examination process is the compliance with admission prerequisites of both partner universities by the applicant. ²He/she applies at both institutions for acceptance as doctoral candidate and for the commencement of the doctoral examination process according to the respective regulations. ³The submission of a doctoral thesis and oral examination is
required for the joint doctorate. The work on the doctoral thesis is respectively supervised by a professor of BTU and of the partner university. The stay at the cooperating institutions should hereby be at least one year. If the doctoral thesis is composed in the native language of the foreign partner university or in English, or if the disputation occurs in the native language of the foreign partner university or in English, a summary of both written in German has to be submitted. The examination board responsible for the assessment of the doctoral thesis and the hearing of the disputation as well as the regulations regarding majority of votes for the acceptance or rejection of doctoral theses shall be determined in the cooperation agreement. If the assessment of examination performances occurs at the foreign university without grading scale (passed / failed) or if different grading scales are used at the partner universities, the cooperation agreement shall regulate how to determine a grade equivalent. The publication of the doctoral thesis including the number of mandatory copies to be provided at both universities and the observation of copyrights are based on the respectively applicable regulations of both partner institutions. At the completion of the doctoral examination process, a bilingual doctoral degree certificate is issued and signed and sealed by both partner institutions. It contains a reference to the joint doctoral examination process. If the issuance of a joint degree certificate is not possible due to the laws of the foreign country, two national certificates referring to the process are issued. The regulations regarding the termination or suspension of the binational doctoral examination process for reasons specified in these regulations apply accordingly. The doctoral regulations or respective provisions of the partner university have to be presented to BTU by the partner university prior to the completion of the cooperation agreement. The conclusion of a cooperation agreement occurs at the instigation of the Faculty of the doctoral major at BTU by the President of BTU and by the head of the foreign university. The doctoral documents including the cooperation agreement are issued in duplicate and filed at BTU and at the partner university.

§ 18 Honorary doctorates

(1) Based on the decision of a Faculty, BTU, represented by the President, may bestow the academic honours
- honorary to a Doctor of Engineering (Dr.-Ing. E.h.) or a Doctor of Engineering honoris causa (Dr.-Ing. h.c.),
- a Doctor of Natural Sciences honoris causa (Dr. rer. nat. h.c.),
- a Doctor of Economics and Social Sciences honoris causa (Dr. rer. pol. h.c.),
- a Doctor of Economic Sciences honoris causa (Dr. rer. oec. h.c.),
- a Doctor of Philosophy honoris causa (Dr. phil. h.c.),
- a Doctor of Jurisprudence honoris causa (Dr. iur. h.c.),
- a Doctor of Nursing Science honoris causa (Dr. rer. cur. h.c.),
as a rare distinction for outstanding scientific achievements in a Faculty represented at BTU to personalities not employed by BTU.

(2) The application for the awarding of a honorary doctor has to be composed by at least two professors authorised according to § 1 (4) clause 3a to the respective Faculty of the doctoral major. The justification for the application has to contain the illustration and appreciation of the special scientific achievements upon which the application is based. Any proof of the achievements has to be attached to the application. To assess the existence of outstanding scientific achievements, the Faculty consults at least two external examiners and checks the documentation. The Faculty decides on the awarding of honorary doctor based on the application, submitted verification and the reports in at least two readings. The application is approved if the majority of the professors according to § 1 (4) clause 3 supports the honorary doctor. If the Faculty with the majority of the professors according to § 1 (4) clause 3 arrive at the conclusion that the prerequisites for an honorary doctor do not exist or if the senate refuses its consent for the awarding of the honorary doctor, the application is not pursued.

(3) If the senate welcomes the awarding of the honorary doctor, the Dean exercises the honorary doctorate by issuing the honorary degree certificate, which highlights the achievements of the honoured person.

§ 19 Invalidity of the doctorate and revocation of the doctoral degree

(1) If, in a period of ten years following the conclusion of the doctoral examination process, it is determined that the doctoral student is guilty of deceit at the doctoral performances or if essential prerequisites for the admission to the doctorate were erroneously taken for granted, the respectively responsible Faculty can declare the doctorate invalid upon application by the Dean. The person
accused of deceit is given the opportunity to make a statement prior to the decision of the Faculty. 3 The Faculty decides with the majority of the votes of the professors according to § 1 (4) clause 3 on the invalidity of the doctorate.

(2) 1 The doctoral degree can also be revoked if a scientist who graduated at BTU is guilty of grave scientific misconduct following the conclusion of the doctorate and was finally convicted in this context. 2 The Faculty decides with the majority of the votes of the professors according to § 1 (4) clause 3 on the revocation of the doctoral degree.

(3) 1 The Dean informs the concerned person in writing about the decision according to (1) and (2), specifying the reasons together with advice regarding legal remedies. 2 This decision of the Faculty can be contested within one month following its publication. 3 Upon a final decision by the Faculty regarding the invalidity of the doctorate according to (1) or the revocation of the doctoral degree according to (2), the President withdraws the doctoral degree and seizes the doctoral degree certificate.

(4) The regulations of (1) to (3) apply accordingly for the revocation of an honorary PhD.

(5) BTU informs all German universities with the right to award doctoral degrees of the invalidity of the doctoral performances as well as the revocation of doctoral degrees and honorary doctorates.

§ 20 Entry into force and transitional regulations

(1) These regulations enter into force one day after publication in the official journal of BTU.

(2) 1 Doctoral examination processes, which commenced prior to these regulations entering into force, are respectively concluded according to the doctoral regulations applicable up to this day. 2 The transitional regulations according to § 38 of the Fundamental Regulations (Grundordnung BTU) apply for the remaining doctoral examination processes, if the doctoral thesis is submitted for review within a transitional period of four years following the enforcement of these regulations. 3 Unless already occurred, the data recording based on § 15 (2) has to be caught up.

Issued based on the notification to the Ministry for Science, Research and Culture of the state of Brandenburg of September 28, 2016 as well as the approval by the President of Brandenburg University of Technology Cottbus-Senftenberg of October 05, 2017

Cottbus, October 05, 2017

Prof. Dr.-Ing. Dr. h.c. (NUWM, UA) DSc. h.c.
Jörg Steinbach
Hon.-Prof. (ECUST, CN)
President
Annex 1: Template of the doctoral agreement

Agreement for the supervision of a doctoral thesis project
(according to the Doctoral Regulations of ……)

PREAMBLE
Based on the recommendations of the Deutsche Forschungsgemeinschaft (DFG) (German Research Foundation) and the guidelines of DFG for the safeguarding of good scientific practice, the doctoral student and the supervisor conclude this doctoral agreement according to §7 (2) of the General Regulations for Doctoral Degrees of … (if applicable: and the Regulations for Doctoral Degrees of the Faculty … of …) within one month following admission to a doctorate at the latest.

This doctoral agreement serves to structure and plan the doctoral thesis project and determines transparent criteria for the commitment in the supervision of a doctorate for the purpose of quality assurance. It has to be evaluated every year and updated in accordance with the status of the doctoral thesis project.

1. Parties involved
Subject to acceptance as doctoral candidate, the following agreement is concluded between
Ms / Mr ____________________________
(doctoral candidate)

and Ms / Mr ____________________________
(supervisor)

__________________________________________ is intended as additional supervisor.
(supervisor)

2. Integration into a PhD programme or a doctoral programme
0 Yes
The doctoral candidate is integrated into the PhD programme / the doctoral programme / the graduate school / the graduate college ____________________________
0 No
0 Still pending

3. Topic and form of the doctoral thesis
The doctoral candidate establishes a doctoral thesis with the working title
______________________________

based on an exposé, which is attached to this agreement.

This doctoral thesis is composed as ____________________ in the ____________ language.
(Monograph / cumulative doctoral thesis) (German / English)

4. Work and timetable
The project has a term of __________ months.
The work program of the doctoral thesis project is structured as follows in terms of content and time.

<table>
<thead>
<tr>
<th>Work step/milestone</th>
<th>Period (start, finish)</th>
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</table>
5. **Obligations of doctoral candidate**
Adapted to the doctoral thesis project and the life situation of the doctoral candidate, progress reports are agreed upon for:

(Frequency and intervals)

The doctoral candidate is obligated to participate in the following further education and qualification measures:

6. **Obligations of the supervisor**
In the context of this doctoral agreement, consultations (if applicable, set for several supervisors) are agreed for:

(Frequency and intervals)

The supervisor is obligated to advise the doctoral candidate subject-specifically in the independent establishment of his/her doctoral thesis by particularly providing recommendations to narrow down research questions and discuss methodology, hypotheses and results with the doctoral candidate. The supervisor is obligated to regularly check the progress of the doctoral thesis project and the timetable and to comment on the presented progress reports verbally or in writing at the agreed appointments.

7. **Equipment of the doctoral candidate**
The supervisor provides the doctoral candidate with the following for the establishment of the doctoral thesis:

(e.g. usage and access to premises, laboratories etc.)

8. **Principles of good scientific practice**
The doctoral candidate and his/her supervisor are obligated to comply with the rules of good scientific practice in accordance with the Preamble.

9. **Rules in cases of conflict**
For the mediation in cases of conflict, which threaten to impact the trustful and constructive cooperation between the doctoral candidate and the supervisor in the long term, the doctoral candidate as well as the supervisor or both parties can invoke the Ombudsman's office for doctoral examination process, if at least one of the involved persons deem the disputes to be unsolvable. In the event of the dissolution of the supervisory relationship, the Dean shall attempt to establish continued supervision in the context of the subject-specific conditions.

10. **Special regulations for the reconcilability family and scientific work**
The supervisor is obligated to consider the special familial situation of the doctoral candidate when arranging the doctoral thesis project and timetable. The doctoral candidate is obligated to inform the supervisor of any such situations.

11. **Alterations to the doctoral agreement**
The doctoral agreement can be supplemented and revised in the context of the applicable statutory regulations at any time.

12. **Application**
This agreement is concluded upon signing by the involved parties following acceptance as doctoral candidate. It applies up to the conclusion of the doctoral examination process or at the moment of premature termination. In the event of a change of supervisor, the obligations of the relieved supervisor expire. A modified agreement has to be concluded with the new supervisory relationship, which replaces this agreement.
Cottbus,

________________________
doctoral candidate

________________________
first supervisor
Annex 2: Template Declaration for submission of the doctoral thesis

Declaration for the submission of the doctoral thesis

I declare that I have independently and without any other assistance established this doctoral thesis submitted to the Faculty ____________________________ of the Brandenburg University of Technology Cottbus-Senftenberg for the commencement of the doctoral examination process with the title ________________________________ under the supervision of ____________________________

I did not use any other than the listed sources and auxiliary materials. All sources were duly cited verbatim or in content as such.

☐ I have not submitted this doctoral thesis in this or a similar form either earlier nor simultaneously in another examination procedure as examination performance.

☐ Parts of this doctoral thesis originate from previously published papers. They are identified accordingly and my own contribution as author or co-author is appropriately identified.

☐ I have not yet obtained the desired doctoral degree and have not ultimately failed in a previous doctoral examination process for the desired doctoral degree.

☐ The publication of this doctoral thesis does not violate any existing third party proprietary rights.

I am aware of the General Regulations for Doctoral Degrees of BTU Cottbus-Senftenberg; I have particularly acknowledged the significance of § 19 (Invalidity of the doctorate and revocation of the doctoral degree).

_______________________________
(Place, date, signature)
Annex 3: Template Cotutelle agreement

Vereinbarung
über die gemeinsame Betreuung eines Promotionsverfahrens

Agreement/Model
on the Joint Supervision of Doctoral Work

zwischen/between

der Brandenburgischen Technischen Universität Cottbus - Senftenberg
vertreten durch den Präsidenten represented by the President
und/and

(Universität / University)
vertreten durch den Rektor/Präsidenten represented by the Rector/President

<table>
<thead>
<tr>
<th>1. This agreement applies to:</th>
<th>1. Dieses Abkommen betrifft</th>
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<tr>
<td>Mr/Ms // Herrn/Frau</td>
<td>Name</td>
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<td>Born on / geboren am</td>
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<td>At / in</td>
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<td></td>
<td>Place / Ort</td>
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<tr>
<td>2. The research topic is:</td>
<td>2. Das Forschungsthema lautet:</td>
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<td></td>
<td>Topic / Thema</td>
</tr>
<tr>
<td>3. The dissertation/thesis is directed by:</td>
<td>3. Die Dissertation wird betreut von</td>
</tr>
<tr>
<td>Name of supervisor</td>
<td>Name des Betreuers / der Betreuerin</td>
</tr>
<tr>
<td>At the</td>
<td>An der</td>
</tr>
<tr>
<td>Name of university, faculty, department</td>
<td>Name der Universität, Fakultät, Fachbereich</td>
</tr>
<tr>
<td>who have both assumed the task of jointly advising the candidate on all aspects of his thesis work.</td>
<td>die sich beide verpflichten, die Aufgaben der Betreuung der Dissertation gemeinsam umfassend auszüuben.</td>
</tr>
<tr>
<td>4. The candidate will enrol at both institutions but will be granted a tuition waiver at one of the</td>
<td>4. Der/die Doktorand/in schreibt sich an jeder der beiden Hochschulen ein, wird aber an einer der</td>
</tr>
<tr>
<td><strong>5. Tuition payments will be made to the university:</strong></td>
<td><strong>5. Die Studiengebühren werden gezahlt an der Universität:</strong></td>
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<tr>
<td>6. The candidate is registered for social insurance at:</td>
<td>6. Der/die Doktorand/in ist sozialversichert bei:</td>
</tr>
<tr>
<td>7. The estimated duration for research on the dissertation/thesis is set provisionally at three years. This period can be extended, as may be necessary, in accordance with the regulations governing procedures for the doctorate at both institutions.</td>
<td>7. Die voraussichtliche Dauer der Forschungsarbeit beträgt zunächst drei Jahre. Die Frist kann ggf. in Übereinstimmung mit den in beiden Fakultäten gültigen Promotionsordnungen verlängert werden.</td>
</tr>
<tr>
<td>Work for the preparation of the thesis will be carried out at both institutions. The period of stay at one of the institutions should be at least 12 months.</td>
<td>Arbeiten zur Vorbereitung der Dissertation werden an beiden Institutionen ausgeführt. Der Zeitplan für den Aufenthalt an den beiden Universitäten ist als Anlage aufgeführt. Die Aufenthaltsdauer an der anderen Universität sollte mindestens 12 Monate betragen.</td>
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<tr>
<td>8. The date of enrolment for this joint dissertation/thesis project is:</td>
<td>8. Das Einschreibungsdatum für das Promotionsvorhaben ist:</td>
</tr>
<tr>
<td>9. The defense of dissertation/thesis and any other final examinations, if applicable, take place once at the university:</td>
<td>9. Die Verteidigung (Disputation) der Dissertation sowie ggf. sonstige Abschlussprüfungen erfolgen einmalig an der Universität:</td>
</tr>
<tr>
<td>10. The result of the defense of the dissertation/thesis and examinations will be recognized by both institutions.</td>
<td>10. Das Ergebnis der Verteidigung (Disputation) der Dissertation und der Prüfungen wird von beiden Hochschulen anerkannt.</td>
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<td>11. Travel costs for members of the dissertation/examination committee shall be borne by their own institutions.</td>
<td>11. Anfallende Reisekosten für Mitglieder des Promotions-/Prüfungsausschusses werden von ihrer jeweiligen Hochschule getragen.</td>
</tr>
<tr>
<td>12. The members of the dissertation/examination committee shall be determined by agreement of the two institutions. It is composed equally of academic teachers/scholars of both institutions, who are authorized to function as examiners. It consists of at least four members; two of these are the dissertation/thesis supervisors, insofar as this does not conflict with applicable regulations at either institution. External examiners, not associated with either of the institutions, may serve on the dissertation/examination committee.</td>
<td>12. Die Promotions-/Prüfungskommission wird in Absprache zwischen den beiden Institutionen bestimmt. Sie besteht paritätisch aus Hochschullehrern/ Wissenschaftler beider Institutionen, die berechtigt sind, in Promotionsverfahren Prüfungen abzunehmen. Sie besteht aus mindestens vier Mitgliedern, darunter den beiden Betreuen der Promotion, sofern geltende Bestimmungen in den Promotionsordnungen beider Institutionen dem nicht entgegenstehen. Externe Gutachter, die keiner der beiden Hochschulen angehören, können in der Promotions-/Prüfungskommission mitwirken.</td>
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<tr>
<td>13. The two institutions will recognize the result of the jointly supervised doctoral procedure and the validity of the doctoral degree awarded. After the successful completion of the procedure as described under (5) and on the basis of the report of the doctoral thesis committee, the two institutions will recognize the result of the jointly supervised doctoral procedure and the validity of the doctoral degree awarded.</td>
<td>13. Die beiden Institutionen erkennen das Ergebnis des gemeinsam betreuten Promotionsverfahrens sowie die Gültigkeit des verliehenen Doktorgrades an. Nach Abschluss des beschriebenen Verfahrens und auf der Grundlage des Berichts der Promotions-</td>
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universities will jointly award the doctoral degree and issue a joint doctoral diploma. The diploma will make reference to the fact that the doctoral work and the award of the degree have taken place under an agreement of joint supervision. The diploma will be signed by the responsible representatives of both universities.

<table>
<thead>
<tr>
<th>14. The publication and the use of the dissertation/thesis and of any research findings which are the result of the candidate`s work at both institutions are protected at both institutions in accordance with their respective regulations for doctoral work.</th>
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<th>15. In the event that the languages of instruction at both institutions differ, the dissertation/thesis shall be written either in one of the two languages, or a third language. The parties will agree and determine this matter. The same shall apply to the defense of the dissertation/thesis and any examinations to be held.</th>
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<th>16. The dissertation/thesis will be written in:</th>
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<td>16. Die Dissertation wird verfasst in;</td>
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<th>Designation of language</th>
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<td>Die Verteidigung (Disputation) der Dissertation sowie Prüfungen werden abgehalten in:</td>
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<th>17. This agreement enters into force after it has been signed by the authorized representatives of both institutions.</th>
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<td>17. Diese Vereinbarung tritt nach Unterzeichnung durch die autorisierten Vertreter beider Institutionen in Kraft.</td>
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<th>Signatures</th>
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<th>The Rector/President</th>
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<td>Der Präsident</td>
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<tr>
<td>Prof. Dr.-Ing. Dr. h.c. (NUWM, UA) DSc. H.c. Jörg Steinbach</td>
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<td>Hon.-Prof. (ECUST, CN)</td>
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Annex 4: Template title pages (submission)

Title page of the doctoral thesis
for submission with the application to commence the doctoral examination process

___________________________________________________________________

(Title of doctoral thesis)

A doctoral thesis submitted to the Faculty …………………. of the Brandenburg University of Technology Cottbus-Senftenberg for the academic degree of Dr. ……. by

________________________________________
(First name, surname, name at birth, if applicable)

born on _________________ in ______________________
Annex 4a: Template title pages (publication)

Title page of the doctoral thesis
for the delivery of the specified obligatory copies following the successful doctoral examination

________________________________________________________________________

(Title of doctoral thesis)

Doctoral thesis approved by the Faculty ........................................ of the Brandenburg University of Technology Cottbus-Senftenberg submitted to obtain the academic degree of Dr. ......

Presented by

________________________________________________________________________

(First name, surname, name at birth, if applicable)

born on __________________ in __________________________

Chairperson: ________________

Examiner: ________________

Examiner: ________________

Date of oral exam: ________________