

**PROMOTIONSORDNUNG
DER KATHOLISCH-THEOLOGISCHEN FAKULTÄT
der Westfälischen Wilhelms-Universität Münster
vom 18. Januar 2017 (englische Version)**

**DOCTORAL REGULATIONS
of the Faculty of Catholic Theology (FB 02)
of the University of Münster (WWU)
18 January 2017**

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In accordance with § 2 (4) and § 67 (3) of the Universities Act of the Federal State of North Rhine-Westphalia (*Gesetz über die Hochschulen des Landes Nordrhein-Westfalen – HG NRW*) in its version of the Higher Education Autonomy Act (*Hochschulfreiheitsgesetz – HFG*) of 31 October 2006 (GV. NRW, p. 474), last modified by Art. 2 of the act of 8 October 2009 (GV. NRW, p. 516, the Faculty of Catholic Theology of the University of Münster (WWU) has issued the following doctoral regulations:

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I. General Information

§ 1

Doctoral Degree

In accordance with the following doctoral regulations, the Faculty of Catholic Theology of the University of Münster confers the academic degree “Doctor of Theology” (Dr. theol.), or the degree “Honorary Doctor of Theology” (Dr. theol. h.c.) respectively.

§ 2

Goals of the Doctoral Degree and Structure of the Doctoral Programme

- (1) The conferral of the doctoral degree (Dr. theol.) demonstrates that the candidate has achieved competence in independent research in the field of Catholic Theology beyond the general academic goal of obtaining a professional qualification. This competence and a significant increase in subject-specific knowledge are substantiated by an academically significant written thesis, the dissertation, and by either passing oral examinations (Rigorosum) or presenting a defence of the dissertation (Defensio).
- (2) Candidates are required to complete the dissertation and examinations as part of the doctoral programme. The programme is comprised of two phases: the supervised qualification phase, during which the candidate writes the dissertation, and the examination phase. The doctoral programme begins with the candidate’s admission to the qualification phase; the examination process begins with the candidate’s admission to the examination phase.

II. Qualification Phase

§ 3

Admission to the Qualification Phase

- (1) Admission to the qualification phase is granted to candidates who have
 1. completed a subject-relevant theological or philosophical-theological degree programme totalling ten semesters at a German state institution of higher education or at a state accredited institute of higher education, and have earned one of the following degrees:
 - (a) Licentiate of Sacred Theology in accordance with Art. 47 § 1 and Art. 72b of the Apostolic Constitution “Sapientia Christiana” of 15 April 1979;
 - (b) *Diplom* in Catholic Theology;
 - (c) Theological examination (*Hauptprüfung*) for ordinands (*concursum pro seminario*);
 - (d) Magister Theologiae or comparable degree conferred upon completion of a five-year philosophical-theological degree programme;
 - (e) Master of Education or other state-recognised examination for teachers of Catholic Religion;
 - (f) a subject-relevant master’s degree in accordance with § 61 (2) 2 of the Universities Act (HG) and
 2. concluded a doctoral supervision agreement in accordance with § 4 (5) and (6).
- (2) With regard to foreign degree programmes and final examinations taken at foreign institutions of higher education, (1) applies provided they are deemed academically equivalent. The recognition of equivalence of degrees and academic achievement is determined by the Dean upon request and review of the corresponding certificates.

Equivalence agreements, approved by the responsible committees in the Federal Republic of Germany, must be respected. In cases of doubt, the Central Office for Foreign Education (Zentralstelle für ausländisches Bildungswesen, ZAB) is to be consulted. If the Central Office for Foreign Education expresses doubt regarding equivalence or the candidate's level of knowledge, the candidate may be asked to prove his/her aptitude by taking a subject-related examination in accordance with examination regulations of the Faculty of Catholic Theology prior to recognition of equivalence. Recognition of equivalence is confirmed by the Dean.

- (3) In substantiated cases, candidates can be granted admission to the programme even if they completed a different degree programme than those listed under (1) a-f, provided it fulfils the criteria of § 67 (4) HG and had a theological or philosophical profile. The provisions listed in No. 18 of the Accommodation Decree on the Apostolic Constitution "Sapientia Christiana" of 1 January 1983 must be observed.
- (4) Prior to gaining admission to the examination phase, doctoral candidates who have not earned a degree by completing a full degree programme in Theology (Licentiate, *Diplom*, Theological main examination, Magister Theologiae) must either complete a full degree programme (in addition to the doctoral programme), totalling 300 ECTS points (ten semesters or five academic years with 180 SWS, i.e. hours of instruction per week) and pass the final examinations in all mandatory theological subjects at a state or state-accredited faculty of Theology, or complete a post-graduate programme in accordance with Sapientia Christiana Art. 49 § 2 and in agreement with the Accommodation Decree on the Apostolic Constitution "Sapientia Christiana" of 1 January 1983.
- (5) If the candidate chooses to complete a post-graduate programme, the Dean specifies the required coursework and examinations in consultation with the candidate prior to enrolment in the doctoral programme. These requirements are to be put in writing. With regard to the content and scope of the post-graduate programme, the provisions indicated in the Framework Regulations for Priestly Formation (nos. 73-129) and the corresponding full degree programme in Catholic Theology offered in the Faculty should serve as a reference. As a rule, the post-graduate programme should be completed within four semesters after enrolment in the doctoral programme. The faculty board can draft curricula for doctoral candidates, specifying the required coursework and examinations of the post-graduate programme.
- (6) If the candidate has already completed coursework and examinations in other related subjects and degree programmes, these can be credited toward the post-graduate programme by the Faculty of Catholic Theology, represented by the Dean, provided they are deemed equivalent to the required theological coursework and examinations. In such cases, the standard criteria for recognising required coursework and examinations should be applied. The determining factor in this case is the equivalence of the coursework and examinations, not the formal completion of a full degree programme in Theology. Equivalence should not be assessed on the basis of a schematic comparison, but rather an overall review and evaluation.
- (7) Candidates can also supplement their coursework requirements by completing the following:
 1. participation in courses at the Faculty of Catholic Theology and other faculties and universities in accordance with § 3 (1-3)
 2. independent study conducted in agreement with and documented by a faculty representative
 3. teaching experience at university, secondary school or in adult education,

¹ See the Decree on Catholic Theological Faculties at State Universities under the Jurisdiction of the German Bishops' Conference on the Proper Adaptation and Application of Provisions in the Apostolic Constitution "Sapientia Christiana" and corresponding appendix "Ordinationes" – Prot. N. 234/78 (AAS 75 [1983] 336-341.

4. academic conferences and workshops (planning, execution and active participation)
5. work placements and vocationally oriented coursework and qualifications
6. other theological educational and advanced training measures.

For academic achievement to be recognised, it must be certified and bear a relation to theology. Certificates of academic achievement are recognised by the Dean.

- (8) If the prior degree programme which enabled the candidate to gain admission to the doctoral programme did not require the completion of a thesis in Catholic Theology, or if a thesis completed in a subject other than Catholic Theology cannot be recognised as equivalent, then the candidate must complete a written thesis of equal scope during the doctoral programme. The Faculty of Catholic Theology, represented by the Dean, can recognise academic papers (also those previously published) by the candidate as an equivalent substitute.
- (9) Accreditation of the required coursework and examinations of previous degree programmes as stated in § 3 (1) 1 a-f and (2-4), the prescribed coursework and examinations in the post-graduate programme as stated in § 3 (5-7), and the written thesis as stated in § 3 (8) must be documented. Following the successful completion of all required coursework and examinations in the post-graduate programme, the Faculty issues a Transcript of Records (ToR). Together with the degree certificate on the basis of which the admission to the doctoral programme was granted, the ToR serves as proof that the candidate has completed a degree programme in Catholic Theology equal in scope to a full theological degree programme.
- (10) With regard to language requirements for the doctoral programme, the same apply as those required in the degree programme culminating in a “Magister Theologiae” conferred by the Faculty of Catholic Theology at the University of Münster. These language requirements must usually be substantiated prior to the candidate’s admission to the examination process in accordance with § 8.
The following applies for the Biblical languages (Greek, Hebrew):
 - (a) Candidates pursuing a doctorate in the subject “Old Testament” must substantiate their knowledge of Hebrew prior to admission to the qualification phase by having successfully completed at least 8 SWS of language instruction or passed the state Hebraicum examination. Furthermore, they must substantiate their knowledge of ancient Greek prior to admission to the examination phase by having completed at least 6 SWS of language instruction or passed the state Graecum examination.
 - (b) Candidates pursuing a doctorate in the subject “New Testament” must substantiate their knowledge of Ancient Greek prior to admission to the qualification phase by having successfully completed at least 8 SWS of language instruction or passed the state Graecum examination. Furthermore, they must substantiate their knowledge of Hebrew prior to admission to the examination phase by having successfully completed at least 6 SWS of language instruction or passed the state Hebraicum examination.
 - (c) Candidates may only take examinations in the subject “Old Testament” as part of the Rigorosum if they possess a basic knowledge of Hebrew. Candidates may only take examinations in the subject “New Testament” as part of the Rigorosum if they possess a basic knowledge of Ancient Greek. Candidates must prove that they possess the required basic language proficiency prior to admission to the examination process in accordance with § 8.

§ 4

Thesis Supervision

- (1) In accordance with § 3 (1) 2, the dissertation is written under the supervision of at least two senior academics, i.e. a principal supervisor and one or more co-supervisors. The candidate chooses the principal supervisor and the other supervisors with their agreement based on the relevance of their area of expertise.

- (2) The principal supervisor must belong to the group of full-time professors or associate professors (*Juniorprofessor*) in the Faculty of Catholic Theology at the University of Münster.
- (3) Adjunct professors, discharged professors, associate professors, honorary professors, and senior lecturers (*Hochschul-/Privatdozenten*) of the Faculty of Catholic Theology can serve as co-supervisors upon approval of the faculty board.
- (4) The faculty board can approve an external supervisor, i.e. a university professor, senior lecturer or assistant professor who does not belong to the Faculty of Catholic Theology in Münster on account of their expertise in a respective subject-specific area.
- (5) Prior to admission to the qualification phase, i.e. at the latest, before the candidate registers his/her thesis with the faculty board in accordance with § 5, a supervision agreement between the candidate and his/her supervisors must be concluded and signed by all parties. All parties receive a copy of the signed supervision agreement.
- (6) The supervision agreement contains the following information:
 1. the name of the doctoral candidate
 2. the subject for which supervision is to be provided
 3. the preliminary title of the planned dissertation
 4. the names of the desired supervisors, the designated principal supervisor and the co-supervisors, a statement expressing their willingness to supervise the candidate, and an agreement between the candidate and the desired supervisors to enter the planned supervisory relationship
 5. A work plan and time-table for the dissertation
 6. A project outline of the dissertation between four and eight pages in length, describing the state of research on the chosen topic, the question to be discussed and the methodological implementation of the dissertation.
- (7) If the required co-supervisor or supervisors have not been determined upon conclusion of the supervision agreement, the candidate may, in justified cases, designate the desired supervisor(s) belatedly with the faculty board (§ 5) within one year of enrolment. If the candidate fails to do so in the time allotted, the Dean appoints a different doctoral co-supervisor to the candidate.
- (8) The principal supervisor must arrange at least one personal consultation session with the candidate per semester. This meeting cannot be substituted by a presentation in an advanced research seminar or doctoral colloquium. The co-supervisor(s) or other supervisory instructor must be available for personal consultation at least once a year. The results of these meetings are to be briefly summarised in writing. These minutes are then signed by the supervisor and doctoral candidate and placed in the doctoral file. They must be made available to the parties in cases of conflict or arbitration (see (10)).
- (9) The candidate must submit a written report to the supervisor at least once a year, describing the status and progress of the dissertation. The principal supervisor documents the candidate's reports in due manner and, if necessary, reminds the candidate of his/her reporting obligation.
- (10) The supervision agreement can be terminated by mutual consent prior to submission of the dissertation, for which reasons are to be provided in writing. If one of the two parties are in serious breach of the supervision agreement (including non-fulfilment of either the supervisory obligation by the supervisor or the reporting obligation by the candidate), the Dean, or a representative chosen by the Dean, can be called upon to arbitrate between the parties or terminate the supervision agreement. The Dean, or his/her designated representative, can appoint a two-person arbitration committee comprised of a professor of the faculty and a representative of the non-professorial academic staff. The Dean must be notified if the parties agree to terminate the supervision agreement.

§ 5

Enrolment in the Doctoral Programme

- (1) Upon enrolment in the doctoral programme and subsequent confirmation of enrolment by the faculty board, the doctoral candidate is admitted to the qualification phase and a doctoral file is created for the applicant.
- (2) In order to enrol in the doctoral programme, the candidate must, in agreement with his/her principal supervisor, submit the following required documents to the Dean:
 - (a) declaration of enrolment containing the candidate's personal information, the names of the supervisors and the preliminary title of the dissertation
 - (b) if applicable, an overview of the required coursework and examinations to be completed in a post-graduate programme in accordance with § 3 (5)
 - (c) supervision agreement in accordance with § 4 (6)
 - (d) letter of recommendation by the principal supervisor.
- (3) Prior to enrolment, the Dean consults with the faculty board to ensure the candidate meets the requirements as provided in § 3 and § 4. If the requirements provided in § 3 and § 4 are not met or the candidate's enrolment application is incomplete with respect to (2), the Dean rejects the application.
- (4) Upon enrolment in the doctoral programme, the candidate receives a brochure published by the German Bishops' Conference entitled "Appointment of Professors of Catholic Theology, Norms – Conditions – Information" (28 February 2014) and confirms receipt thereof. Furthermore, the candidate is informed that the conferral of a Dr. theol. degree requires a declaration of consent by the Local Ordinary; the candidate must also confirm knowledge of this requirement in writing.
- (5) The application is placed in the candidate's doctoral file which was created at the time of the candidate's enrolment in the doctoral programme.

§ 6

Workload and Required Coursework of the Qualification Phase

- (1) The doctoral programme normally takes six semesters to complete. As a rule, candidates remain enrolled at the University of Münster for the duration of the doctoral programme. Periods of study and coursework/examinations completed at other universities in the context of a doctoral programme (see § 22 and 23) can be recognised upon prior assessment by the Dean. In order to gain admission to the examination phase, the candidate must be enrolled at the University of Münster.
- (2) In the qualification phase of the doctoral programme, the candidate is required to
 1. write a dissertation
 2. complete the "Specialisation" and "Professionalisation" modules of the doctoral programme (see Appendix) by taking two courses or measures in each module
 3. obtain a graded certificate of achievement in an advanced seminar on the subject of the dissertation
 4. regularly participate in doctoral colloquia or advanced research seminars on a subject related to that of the dissertation
- (3) For all completed courses and measures, which comprise a total of 60 ETCS credits (reference value), as well as for all required coursework completed during the doctoral programme, the candidate must submit the corresponding certificates of achievement for inclusion in the doctoral

file.

§ 7

Form of the Dissertation

- (1) During the qualification phase, the candidate must write a dissertation on a topic in the field of Catholic Theology. This topic must be related to at least one subject taught at the Faculty of Catholic Theology in Münster.
- (2) The candidate should demonstrate in-depth knowledge of a topic from a discipline of Catholic Theology, along with its sources and literature, so that the dissertation meets academic standards and serves to advance theological study.
- (3) The text of the dissertation should not exceed 300 pages (in standard format). Exceptions can be made by the Dean (particularly in cases of text editions, empirical research etc.) in consultation with the doctoral supervisors and the candidate.
- (4) The candidate may write the dissertation in German or English upon consultation with his/her doctoral supervisor. The use of another language requires the prior approval of the Dean.
- (5) If the dissertation is written in a language other than German, the candidate must include a table of contents and a summary (five to ten pages) in German.
- (6) If the dissertation is based on research findings attained in collaboration with other doctoral candidates, each candidate is responsible for presenting his/her own research contribution. The individual contributions must be clearly recognisable and qualitatively equivalent to the content of a standard dissertation.
- (7) An academic paper cannot be recognised as a dissertation meeting the requirements for conferral of a Dr. theol. degree if it has already been published in significant part or whole. The faculty board is responsible for deciding on exceptions to this rule.

III. Examination Phase

§ 8

Admission to the Examination Process

- (1) To gain admission to the examination process, the candidate must have concluded a theological degree programme in accordance with § 3 (1) 1 a-f and (2), and, if applicable, successfully completed any unfinished required coursework and examinations in accordance with § 3 (4-8).
- (2) Admission to the examination process is contingent on the successful completion of the qualification phase of the doctoral programme in accordance with § 6.
- (3) The candidate must submit a written application for admission to the examination process to the Dean. The application should include the following documents:
 1. the candidate's personal information including address,
 2. the written thesis (dissertation) as required in § 2 (1) in triplicate (typewritten, bound and paginated), as well as an electronic version of the dissertation, saved in a conventional format on a conventional data carrier,
 3. certificates of completion of required coursework and examinations as stipulated in § 3 (5-8), if applicable,
 4. certificates of completion of the doctoral programme as stipulated in § 6 (2-3),
 5. curriculum vitae (CV) in tabular form with overview of candidate's academic career,

6. statement indicating the candidate's choice of oral examination in the form of either the Defensio or Rigorosum in accordance with § 11,
 7. declaration of consent regarding the candidate's application to the doctoral programme, issued by the responsible Local Ordinary in accordance with No. 20 of the Accommodation Decree on the Apostolic Constitution "Sapientia Christiana" of 1 January 1983. Denial of consent can only block the candidate's admission if written justification is provided. Any litigation before church courts shall result in the suspension of the doctoral programme until the case is resolved.
 8. affirmation in lieu of an oath, signed by the candidate, attesting that
 1. the submitted dissertation – apart from the explicitly cited aids – was completed by the candidate independently and without any aids other than those disclosed,
 2. any data and/or concepts taken directly or indirectly from other sources have been duly indicated with proper citation,
 3. the dissertation or any similar paper has not been previously submitted as a dissertation elsewhere in accordance with § 3 (8),
 4. the dissertation has not been previously published or is not in the process of being published in significant part or whole (see § 7 (7)),
 5. the candidate has provided information about any previous attempts to earn a doctorate and their corresponding results
 6. the material used for producing the content of the submitted thesis was not acquired through external means, particularly through paid agents or consultation services (doctoral consultant(s) or other individuals), and that the candidate did not financially compensate any third party directly or indirectly for services provided in connection with the content of the submitted dissertation, and that
 7. the candidate consents to having his/her dissertation compared with other texts in order to identify plagiarised text passages, and having an electronic version of the dissertation stored in a database for this intended purpose.
- (4) The decision to admit the candidate to the examination process is made by the Dean.
 - (5) Admission is to be denied if the candidate does not submit all documents listed in (3) 1-7 and, following a request to submit the missing documents within a specified period of time, fails to submit them by the given deadline.
 - (6) Admission is also to be denied in the following cases:
 - (a) The candidate has already submitted this or a similar paper for consideration as a dissertation at another institution.
 - (b) The dissertation has already been published in significant part or whole as indicated in § 7 (7).
 - (c) The candidate has already permanently failed a doctoral examination in the subject Catholic Theology at a German university.
 - (7) The candidate has the right to rescind his/her application at any time prior to final assessment of the dissertation by the faculty board.
 - (8) The Dean must notify the doctoral candidate in writing about the result of the admission process. If admission is denied, the notification must include justification and information on options of legal recourse.

§ 9

Assessment of the Dissertation

- (1) In consideration of the candidate's wishes, the Dean appoints two members of the academic staff who meet the requirements provided in § 4 (2-4) to assess the dissertation. One of them must be a full-time professor from the group of academic staff mentioned in § 4 (2). The second assessor must belong to the group of individuals listed in § 4 (2-4).
- (2) If the doctoral examination is conducted jointly with an external university or one of its faculties, the provisions in § 22 or § 23 apply accordingly.
- (3) After the dissertation has been assigned for review, the selected assessors must submit a report to the Dean within a period of four months indicating whether the dissertation is to be accepted or rejected. Should they recommend acceptance, the assessors must include a recommended grade. The dissertation must be given one of the following grades:
 - 1 = "summa cum laude" / *sehr gut* (excellent) = an excellent achievement
 - 2 = "magna cum laude" / *gut* (good) = a significantly above-average achievement
 - 3 = "cum laude" / *befriedigend* (satisfactory) = an average achievement
 - 4 = "rite" / *ausreichend* (pass) = an adequate achievement despite shortcomings
 - 5 = "unsufficenter" / *nicht ausreichend* (fail) = an inadequate achievement due to serious shortcomings
- (4) If the grades proposed by the first and second assessor differ by two grade levels, the Dean commissions a third assessor to review the dissertation.
- (5) Following written notification, the dissertation and respective assessments are made available to the professors of the faculty, the postdoctoral members of the faculty board, the members of the doctoral committee and the candidate pursuing the Dr. theol. degree for review in the Dean's Office for three weeks prior to the faculty board meeting at which the decision is made to accept the dissertation and grade recommendation.
- (6) The candidate may lodge an objection to the assessments with the Dean within one week after the assessments have been opened for review.
- (7) The Dean instructs the doctoral committee to determine a grade recommendation as the basis for the decision by the faculty board. Duly considering the assessments and the corresponding recommendation by the doctoral committee, the faculty board decides to either accept or reject the dissertation and determines the overall grade in accordance with (3). All post-doctoral members of the faculty board are eligible to vote.
- (8) If the faculty board does not award the dissertation a grade of at least "rite" / *ausreichend* (4.0), the dissertation is rejected. The doctoral examination is then marked as failed and hereby concluded.
- (9) The Dean must notify the candidate in writing as to whether the dissertation was accepted or rejected, and, in the case of acceptance, which grade it received, as soon as the faculty board has made its decision and determined the overall grade.
- (10) One copy of the dissertation submitted for assessment remains in the doctoral file until its publication, along with the corresponding assessments. The doctoral file must be archived in accordance with applicable laws.
- (11) If the dissertation is rejected, the candidate can register to take the doctoral examination one more time with a revised version of the dissertation, though at the earliest after one year.

§ 10

Doctoral Committee

- (1) The doctoral committee is responsible for recommending a grade, based on its knowledge of the dissertation and the corresponding assessments, and informing the faculty board of its recommendation.
- (2) The doctoral committee is comprised of
 1. four university professors, of whom one serves as chairperson, as permanent members;
 2. the two assessors of the dissertation as invited members;
 3. the principal supervisor, provided he/she is not selected as an assessor, and a second doctoral supervisor as invited members;
 4. two post-doctoral members of the non-professorial academic staff of the Faculty of Theology in Münster as permanent members. If the non-professorial academic staff does not have two post-doctoral members, one post-doctoral member will suffice. If the non-professorial academic staff have no post-doctoral members, two regular members of the non-professorial academic staff are to be appointed to the doctoral committee as non-voting members.
- (3) Only permanent members of the committee are entitled to vote. If one of the assessors is also a permanent member of the doctoral committee, he/she is not entitled to vote on matters related to the dissertation in question.
- (4) If the candidate chooses to conclude the doctoral examination with the Defensio (see § 12), the Defensio is given before the doctoral committee as well.

§ 11

Admission to the Defensio or Rigorosum

The candidate is only allowed to defend the dissertation (Defensio) or take the oral examinations (Rigorosum) if the dissertation has been accepted in accordance with § 9 (9). The candidate concludes the doctoral examination process by choosing to defend the dissertation (Defensio) or to complete oral examinations (Rigorosum).

§ 12

Defence of the Dissertation (Defensio)

- (1) In the defence of the dissertation (Defensio), the candidate demonstrates his/her ability to orally present the results of his/her dissertation on the basis of previously submitted theses and to defend these in public discussion.
- (2) The candidate is expected to
 - (a) precisely present the results of the dissertation,
 - (b) categorise these subject-specific findings within the context of the field of Theology.
- (3) The execution of the Defensio:
 1. The prerequisite for the Defensio is the acceptance of the dissertation in accordance with § 9 (9). Following acceptance of the dissertation, the faculty board sets a date for the Defensio at the recommendation of the doctoral committee. The Defensio must take place within six months following the faculty board's acceptance of the dissertation and determination of its grade, but no earlier than two weeks following the same. Upon acceptance and grading of the dissertation by the faculty board, the candidate must submit his/her theses for the Defensio to the Dean no later than one week prior to the given date of the Defensio. The faculty board must notify the candidate of the date of the Defensio as soon as the grade for the dissertation has been determined.

2. The candidate presents the Defensio before the doctoral committee as stated in § 10 (4). All members in attendance are entitled to ask questions. The doctoral committee, including the assessors of the dissertation, are responsible for conducting and grading the Defensio.
 3. The Defensio is open to the public (space permitting). The public is barred, however, from the examiners' deliberation and announcement of the grade to the candidate.
 4. The Defensio is comprised of:
 - (a) a twenty-minute oral presentation by the candidate which elaborates on the results and findings of the dissertation on the basis of the previously submitted theses, and
 - (b) a forty-minute discussion, during which the candidate addresses academic questions and criticisms directly related to the topic of the dissertation.
 5. The chair of the doctoral committee is responsible for moderating the discussion.
 6. As a rule, the Defensio is held in German. The use of a different language requires the prior approval of the Dean.
 7. The minutes and result of the Defensio are to be documented in writing and signed by the chair of the doctoral committee.
- (4) The Defensio is graded in accordance with § 9 (3). After the board has deliberated and determined the grade, it immediately informs the candidate of the result of his/her Defensio in camera.

§ 13

Oral Examinations (Rigorosum)

- (1) The examined subjects of the Rigorosum correspond to those taught at the Faculty of Catholic Theology.
- (2) Apart from the examination on the subject to which the dissertation belongs (major), the Rigorosum includes three additional examinations. These must cover the candidate's knowledge in subjects from three areas to which the dissertation subject does not belong. The examination of the candidate's major lasts 45 minutes, and those of the minor subjects 30 minutes each. The candidate is required to inform the Dean of his/her choice of subjects and examiners no later than when the dissertation has been accepted by the faculty board.
- (3) As a rule, the examinations of the Rigorosum are to be taken within a period of two calendar weeks. Furthermore, they must be completed within six months following acceptance of the dissertation by the faculty board.
- (4) The results of the Rigorosum examinations are to be documented in writing and signed by the respective examiners and observers.
- (5) Each examiner awards the candidate a grade as provided in § 9 (3), or declares the examination as "insufficenter" / *nicht bestanden* (fail).
- (6) Members of the faculty can attend the Rigorosum (space permitting), provided the candidate has no objection. Permission to attend does not extend to the examiners' deliberations and announcement of the grade to the candidate.
- (7) The Rigorosum is passed if the candidate achieves a grade of at least "rite" / *ausreichend* (sufficient) in each of the subject-related examinations. Otherwise, the Rigorosum is considered as failed.
- (8) The overall grade of the Rigorosum is calculated by taking the weighted arithmetic average of the four grades in the four subjects of the Rigorosum. The grade in the candidate's major counts double, while the grades achieved in the three other examinations count once. The final grade is then rounded up or down to the next full grade as stipulated in § 16 (2).

§ 14

Repeating the Defence or Oral Examinations

- (1) If the candidate does not appear at the Defensio or Rigorosum on the designated date without valid reason, or if he/she withdraws for no valid reason, the respective examination is marked as failed. If there are valid reasons for the absence or withdrawal, the candidate must inform the Dean of these in writing as soon as possible and provide credible evidence as justification. In the case of illness, the candidate must submit a medical certificate.
- (2) If the candidate does not pass the Defensio or Rigorosum examinations on the first try or does not submit a medical certificate as reason for withdrawal, he or she is permitted to retake the examination. The candidate may only retake the Defensio or Rigorosum examinations once.
- (3) If more than one of the Rigorosum examinations receives a mark of “insufficenter” / *nicht bestanden* (fail) in accordance with § 13 (5), the candidate is obliged to retake all the Rigorosum examinations.
- (4) Petitions to retake examinations must be submitted in writing to the Dean. The Dean then sets a new date for the oral examination. The retake of the examination must take place within six weeks of the petition’s approval by the Dean. The candidate must be notified of the new examination date at least three weeks prior to the examination.
- (5) If the candidate does not pass the Defensio or individual oral examinations of the Rigorosum on the second attempt, the doctoral examination is considered as permanently failed and hereby concluded. The Dean informs the candidate of the unsuccessful conclusion of the doctoral programme in writing and provides information on his/her options of legal recourse.
- (6) If the candidate does not appear at the retake through fault of his/her own, the examination is considered as “insufficenter” / *nicht bestanden* (fail). Otherwise the provisions of § 15 (3) apply.

§ 15

Maternity Leave, Parental Leave, Compensation for Disadvantages

- (1) Periods of maternity leave, as defined by the Maternity Protection Act (*Mutterschutzgesetz*), must be granted at the request of the candidate. The written request must include the corresponding documentation. Periods of maternity leave take precedence over any deadline specified by these doctoral regulations and are not to be counted toward these given deadlines.
- (2) Likewise, periods of parental leave, as defined by the Federal Parental Benefit Act (*Bundeseltern- und Elternzeitgesetz - BEEG*) or comparable regulations, must be granted at the candidate’s request. The candidate must provide the Dean with written notification of his/her intention of taking parental leave no later than four weeks prior to the date the parental leave is to commence. The notification must state for which period(s) of time he/she intends to take parental leave. The Dean must verify whether the candidate meets the same prerequisites which apply to employees entitled to parental leave in accordance with the BEEG, and then notify the candidate without delay.
- (3) If the candidate can provide through a medical certificate that he/she is partially or entirely unable to complete the doctoral examinations in their intended form on account of an illness lasting longer than one semester, a long-term physical disability or chronic illness, the Dean must allow the candidate to complete examinations of an equivalent or different form within a period of time determined by the Dean.

§ 16

Calculation of the Overall Grade

- (1) If the candidate passes the defence (Defensio) or oral examinations (Rigorosum), the overall grade of the doctoral examination is calculated from the weighted arithmetic mean of the grades awarded for the dissertation and the Defensio (or Rigorosum). The grade of the dissertation is counted three times, and the grade of the Defensio (or Rigorosum) is counted once.
- (2) The overall grade is calculated based on the following grading scale:
 - “summa cum laude” / *sehr gut* (excellent) = 1; for values between 1.0 and 1.4
 - “magna cum laude” / *gut* (good) = 2; for values between 1.5 and 2.4
 - “cum laude” / *befriedigend* (satisfactory) = 3; for values between 2.5 and 3.4
 - “rite” / *ausreichend* (pass) = 4; for values between 3.5 and 4.0
- (3) The rules of mathematical rounding are to be used for calculating the overall grade. The second decimal place is to be rounded up or down according to the following rules: If the second decimal place has a value of 0, 1, 2, 3 or 4, the grade is rounded down. If the second decimal place has a value of 5, 6, 7, 8, or 9, the grade is rounded up. The same principle applies for rounding the first decimal place to achieve a full grade.

§ 17

Examination Certificate

Following the calculation of the overall grade, the Dean’s Office of the Faculty of Catholic Theology issues a certificate within two weeks listing all examinations which the candidate completed. The certificate contains the following information:

1. conferring institution’s name, i.e. “Katholisch-Theologische Fakultät der Westfälischen Wilhelms-Universität Münster” (Faculty of Catholic Theology of the University of Münster)
2. candidate’s name
3. candidate’s date and place of birth
4. title of dissertation
5. doctoral subject
6. names of the doctoral supervisors, assessors and examiners in the doctoral examination
7. grades of the dissertation, the Defensio (or Rigorosum) and the overall grade of the doctoral examination
8. date of issue, i.e. either the date of the Defensio or the final oral examination of the Rigorosum
9. name and signature of the Dean or his/her deputy
10. faculty seal

The examination certificate does not entitle the candidate to bear the title Doctor of Theology (Dr. theol.).

§ 18

Publication of the Dissertation and Submission of Mandatory Copies

- (1) The dissertation should, as a rule, be printed in the form in which it was accepted by the faculty board and be made accessible to the academic community in an appropriate manner. The faculty board is responsible for making decisions on any conditions that have to be met before publication and/or on any changes the candidate may wish to make to the original version submitted in the doctoral process. Such requests are to be considered by the Dean.

- (2) If the dissertation is to be published in a significantly different form than was submitted for assessment in the doctoral process, the candidate must provide the Dean's Office with two copies of the original version for the archive.
- (3) Accounting for any conditions stipulated by the faculty board, the dissertation is effectively published when, in addition to the two mandatory copies provided to the faculty library and Dean's Office, the candidate also hands in to the Dean's Office at no charge:
 - (a) either 21 bound copies of the dissertation in book or photo-print format,
 - (b) or seven copies if a commercial publisher agrees to publish the dissertation for the book market with a print-run of no less than 150 copies
 - (c) or an electronic version. The number and form of printed or electronic versions are determined in agreement with the responsible Thesis and Dissertation Office (*Hochschulschriftenstelle*) at the ULB.
 - (d) In the case of (a), the University reserves the right to produce and disseminate additional copies of the dissertation. The dissertation must include a statement either in the preface or a different place that it was accepted as a dissertation by the Faculty of Catholic Theology. In certain exceptional cases, the doctoral board can approve a different number of mandatory copies than stipulated in a) or (b).
- (4) In accordance with Art. 35 of the Apostolic Constitution "Sapientia Christiana", the Dean's Office must provide the Congregation for Catholic Education with a copy of the dissertation.
- (5) The candidate must submit the mandatory copies or proof of publication in printed or electronic form to the Dean's Office within two years after passing the *Defensio* or *Rigorosum*. If the candidate fails to meet this deadline through fault of his/her own, all rights to the doctoral title attained by passing the doctoral examination are rendered null and void. The Dean may extend this deadline once in special cases. The candidate must submit the petition for an extension together with sufficient justification no later than three months before the end of the two-year grace period. The provisions regarding maternity leave and parental leave as put forth in § 15 apply accordingly.

§ 19

Issue and Presentation of the Doctoral Degree Certificate

- (1) The doctoral degree certificate is issued as soon as the required number of dissertation copies in the prescribed form has been submitted to the Dean's Office of the Faculty of Catholic Theology.
- (2) The Dean also confers the doctoral degree certificate if a written contract exists between the dissertation's author and a publisher confirming its publication or its inclusion in an academic series, or if the candidate provides written confirmation from the prospective publisher that the dissertation will appear in such a series in the future. The contract must state that the dissertation will be published within two years' time. Furthermore, the candidate must provide a written statement, pledging to submit the mandatory copies at a later date.
- (3) The doctoral degree certificate contains the following information:
 1. conferring institution's name, i.e. "Katholisch-Theologische Fakultät der Westfälischen Wilhelms- Universität Münster" (Faculty of Catholic Theology of the University of Münster).
 2. candidate's name
 3. name of the academic degree, i.e. "Doctor of Theology" (Dr. theol.)
 4. title of dissertation
 5. final grade for all doctoral examinations
 6. date of issue

7. Dean's name and signature, and the faculty seal
- (4) As a rule, the candidate receives the doctoral degree certificate in an academic ceremony hosted by the faculty. The candidate may submit a request to the Dean to have the certificate presented at another time.
 - (5) With the presentation of the doctoral degree certificate, the doctoral programme is completed; from this point on, the recipient is entitled to bear the title "Doctor of Theology" (Dr. theol.).
 - (6) The conferred doctoral degree is officially documented in the faculty's doctoral registry by the Dean.

§ 20

Invalidity of Doctoral Examinations and Revocation of the Doctoral Degree

- (1) If during the doctoral process it becomes apparent that the candidate has acted dishonestly, the faculty board can retroactively correct the result(s) of the respective examination(s), or declare the doctoral process in part or whole as invalid or failed.
- (2) If the candidate acted dishonestly in an examination and this fact becomes known after the examination certificate has been issued in accordance with § 17, or after the doctoral degree certificate is presented in accordance with § 19, the faculty board can retroactively correct the result of the respective examination or revoke the doctoral degree.
- (3) The doctoral degree can also be revoked if the candidate gained admission to the doctoral programme through deception, intimidation or bribery, and this becomes known at a later time.
- (4) If the requirements for admission to the doctoral programme were not met and the candidate had no intention of acting dishonestly and if this fact becomes known after the examination certificate is issued in accordance with § 17, or after the doctoral degree certificate is presented in accordance with § 19, the successful completion of the doctoral programme rectifies the mistake.
- (5) If the doctoral degree is revoked for reasons provided in (2) or (3), or grades of the examinations have been changed as provided in (1) or (2), the erroneous examination certificate (§ 17) and the doctoral degree certificate (§ 19) must be retracted and replaced with new certificates if applicable.
- (6) The faculty can revoke the doctoral degree if the candidate has been sentenced to at least one year in prison by a court of law for intentionally committing a criminal act, or has been convicted by a court of law of an intentional criminal act for which the doctoral degree was used either to prepare or to commit the offence.
- (7) Before a decision can be made, the candidate must be given the opportunity to state his/her case.

§ 21

Reviewing the Doctoral File

After completing the doctoral programme, the candidate can, upon request, gain access to his/her doctoral file. The request must be filed within one month after the candidate has received the doctoral degree certificate. Compliance with the Administrative Procedures Act for North Rhine-Westphalia (*Verwaltungsverfahrensgesetz für das Land Nordrhein-Westfalen, VwVfG NRW*) must be ensured.

IV. Joint Doctoral Degrees

§ 22

Doctoral Programmes in Cooperation with a German University

This doctoral programme can be offered in cooperation with a German university. The specific requirements are to be stipulated in the cooperation agreement with the respective partner university. All persons eligible for appointment as examiners as put forth in the doctoral regulations of the partner university can also be appointed as doctoral supervisors and assessors. All coursework and examinations required by the doctoral programme in accordance with § 6 can be also be completed at the partner university.

§ 23

Doctoral Programmes in Cooperation with a Foreign University

- (1) The Faculty of Catholic Theology of the University of Münster can confer a “Doctor of Theology” (Dr. theol.) degree together with a foreign university as part of a jointly conducted doctoral programme. The specific requirements are to be stipulated in the cooperation agreement with the respective partner university.
- (2) Joint doctoral programmes of this type are permitted on the condition that the candidate is jointly supervised by a doctoral supervisor at both institutions.

V. Honorary Doctorates and Nostrification

§ 24

Honorary Doctorates

- (1) With the conferral of an honorary “Doctor of Theology” (Dr. theol. h.c.), the Faculty of Catholic Theology can distinguish individuals for outstanding theological or ecclesiastical achievements.
- (2) Conferral of an honorary doctorate is considered at the request of two university professors of the faculty. The request must be submitted to the faculty board and contain justification for bestowing the honour. Conferral of an honorary doctorate requires the approval of at least four-fifths of the faculty board members with a doctoral degree in Theology.
- (3) Prior to conferral, the Dean consults with the diocesan bishop in accordance with the Working Aid No. 100 Catholic Theology and Church Labour Law published by the German Bishops’ Conference. 2nd ed.: 2011, no. 306, p 186.
- (4) The honorary doctorate is officially conferred with the presentation of the doctoral degree certificate specifying the recipient’s academic or ecclesiastical achievements.

§ 25

Nostrification

- (1) The faculty board can nostrificate (recognise) a “Doctor of Theology” degree awarded by a foreign university.
- (2) The candidate must submit his/her request for nostrification together with his/her original degree certificate and a dissertation which meets the requirements put forth in § 7. The provisions of § 9 apply accordingly.
- (3) The faculty board reserves the right to instruct the doctoral committee to conduct a colloquium on specific subject areas of Theology with the candidate. This should take place in consultation with the faculty representative responsible for nostrificating the degree in question.
- (4) A certificate is issued confirming nostrification. § 17 and § 19 apply accordingly.

VI. Final Provisions

§ 26

Transitional Provisions

All candidates who have registered for the doctoral programme under the conditions put forth in these doctoral regulations are entitled to conclude their studies under these conditions.

§ 27

Coming into Force and Publication

These doctoral regulations (in their original German version) come into force on the day following their publication in the Official Announcements (*Amtliche Bekanntmachungen*) of the University of Münster. These regulations simultaneously abrogate the doctoral regulations of the Faculty of Catholic Theology of the University of Münster of May 1970, approved by the Minister President of North Rhine-Westphalia on 19 June 1970.

Issued upon the resolution of the faculty board of the Faculty of Catholic Theology on 13 December 2016.

Münster, 18 January 2017

Rector



Prof. Dr. Johannes Wessels

Glossary

Central Office for Foreign Education	<i>Zentralstelle für ausländisches Bildungswesen</i>
defence of the dissertation	<i>Defensio</i>
doctoral committee	<i>Promotionskommission</i>
faculty	<i>Fachbereich</i>
faculty board	<i>Fachbereichsrat</i>
Graecum examination	<i>Graecum</i>
Hebraicum examination	<i>Hebraicum</i>
Maternity Protection Act	<i>Mutterschutzgesetz</i>
medical certificate	<i>ärztliches Attest</i>
oral examination	<i>Rigorosum</i>
principal supervisor	<i>Hauptbetreuer</i>
required coursework	<i>Studienleistung</i>
supervision agreement	<i>Betreuungsvereinbarung</i>

Translation: Supportstelle Englisch, WWU Münster, 2018

Appendix to the Doctoral Regulations

In accordance with § 6, the qualification phase of the doctoral programme at the Faculty of Catholic Theology of the University of Münster comprises the writing of the dissertation and the completion of two courses or measures in each of the following modules.

Module 1: Specialisation

- Participation in courses in other subjects
- Participation in a course on academic theory
- Participation in an advanced research seminar or equivalent course in a different department of Theology, or participation in an advanced research seminar offered by colleagues in other faculties and/or with an international orientation
- Participation in a conference or symposium which is relevant to the dissertation topic
- Submission to a call for papers in the thematic area of the dissertation and presentation in the context of a conference
- Academic lectures
- Research trips (e.g. visits to archives) in the context of the dissertation topic

Module 2: Professionalisation

- Participation in courses on university teaching or science didactics
- Collaboration as an editor for an academic publication, journal or own editorial work
- Active collaboration in a research project in the professorship under which the candidate is writing the dissertation
- Assistance and co-supervision of colloquia and final theses in the professorship under which the candidate is writing the dissertation
- Involvement in drafting research grant proposals
- Assistance with preparing conferences or independent preparation of conferences
- Own publications
- Advanced and continuing education measures with relevance to the dissertation
- Academic teaching activities (in addition to one's teaching obligation)

**Amendments to the DOCTORAL REGULATIONS
of the FACULTY OF CATHOLIC THEOLOGY (FB 02)
at the University of Münster (WWU) of
5 May 2017**

In accordance with § 2 (4) and § 67 (3) of the Universities Act of the Federal State of North Rhine-Westphalia (*Gesetz über die Hochschulen des Landes Nordrhein-Westfalen – HG NRW*) in its version of the Higher Education Autonomy Act (*Hochschulfreiheitsgesetz – HFG*) of 31 October 2006 (GV. NRW, p. 474), last modified by Art. 2 of the act of 8 October 2009 (GV. NRW, p. 516, the Faculty of Catholic Theology of the University of Münster (WWU) has issued the following doctoral regulations:

Article I

The doctoral regulations of the Faculty of Catholic Theology of the University of Münster from 18 January 2017 (AB Uni 2017/2) are to be amended as follows:

§ 27 (1) contains the following version:

These doctoral regulations enter into effect on 1 April 2017.

Article II

These amendments (in the original German version) enter into effect on the day following their publication in the Official Announcements (*Amtliche Bekanntmachungen*) of the University of Münster.

Issued upon the resolution of the faculty board of the Faculty of Catholic Theology of the University of Münster on 7 February 2017. The aforementioned regulations are hereby announced.

Münster, 5 May 2017

Rector

Prof. Dr. Johannes Wessels