

**Regulations of the
Graduate School of Communication Science
of the Department 06 of the
Westfälische Wilhelms University Muenster**

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§ 1

Tasks and objectives

- (1) The doctoral programme of the Graduate School of Communication Science (GSCS) is regarded as the third phase of the three-part structured education at European universities, as instigated by the Bologna Process. The GSCS offers well qualified young academics from the field of communication science the possibility to attain a doctorate within three years in the context of a structured doctoral programme with intensive supervision.
- (2) The aim of the Graduate School of Communication Science at the Institute of Communication Science is to facilitate attaining a doctorate in order to retain and improve the attractiveness of Münster as a location for research in the field of communication science. The GSCS provides the basic conditions in terms of organisation and content, which lead to more efficiency, transparency, goal orientation and quality assurance in doctoral education in communication science. The GSCS pursues the following goals:
 - To improve education, supervision and support of doctoral candidates
 - To offer a structured doctoral programme
 - To shorten the duration of a doctorate
 - To improve the structural preconditions for an interdisciplinary doctorate
 - To improve the integration of young academics into the scientific community
 - To promote the internationalisation of doctorates
- (3) The GSCS provides the doctoral students, the university professors and researchers concerned with an institutional framework for a regular and intensive exchange of scientific research results as well as of important methods and theories.
- (4) The aim of the doctoral programme at the GSCS is to impart the ability to plan and carry out independent scientific project-related research in contact with an advisory team, to publish, and to present and discuss the results before an expert audience.

§ 2

About the regulations

- (1) These regulations concern the doctoral programme at the Graduate School of Communication Science of the Department 06, assigned to the Institute of Communication Science at the University of Münster.
- (2) These regulations are in accordance with the doctoral degree regulations “Dr. phil.” of the Philosophical Faculty of the University of Münster. Where certain rules are not specified, then the doctoral degree regulations of the Philosophical Faculty of the University of Münster are applicable. Knowledge of the doctoral degree regulations is presupposed in these study regulations.

- (3) The doctorate is conferred in the field of communication science. The doctoral procedure consists of a doctoral degree programme and final examination. This consists of a scientific paper and an oral examination.
- (4) The doctoral degree is concluded with the doctoral examination in accordance with the regulations of the Philosophical Faculty. On passing the doctoral examination the title Doctor of Philosophy (Dr. phil.) is conferred in accordance with the doctoral degree regulations of the Philosophical Faculty of the University of Münster.

§ 3

Structure of the Graduate School of Communication Science

- (1) The GSCS is structured as follows:
- Executive committee
 - Director and deputy director
 - General meeting
- (2) The executive committee consists of:
1. three persons from the group of university professors
 2. one person from the group of doctoral candidates
- (3) The persons specified in section 2 point 1 must be members of the Institute of Communication Science. They must work independently in the field of research and be authorized to conduct doctoral examinations in accordance with the university examination regulations. The person specified in section 2 point 2 must be registered for the doctoral degree programme in communication science at the University of Münster and a doctoral candidate at the Graduate School of Communication Science.

§ 4

Membership

- (1) Members of the Graduate School of Communication Science are:
- a) habilitated or appointed as professor, employed at the Institute of Communication Science and member of the University of Münster, provided they have applied to the executive committee of the Graduate School of Communication Science to become a member and the request was granted,
 - b) individually co-opted professors from other subject areas of the University of Münster as well as from other German and foreign universities, provided they have applied for membership to the executive committee of the Graduate School of Communication Science and the request was granted,
 - c) doctoral candidates registered for the doctoral programme in communication science at the University of Münster and admission has been granted in accordance with § 8 of the regulations of the Graduate School of Communication Science, as well as

- d) doctoral candidates who for a limited time have guest status.

§ 5

General Meeting

- (1) The general meeting takes place at least once a year and is conducted by the acting director.
- (2) The general meeting
 - advises and supports the executive committee in all important affairs of the GSCS
 - receives the report on the activities of the executive committee
 - advises on the further development of the GSCS
 - nominates the executive committee
 - elects the executive committee
 - advises on the regulations of the Graduate School of Communication Science
- (3) A general meeting is to be called if requested by at least half of the members of the executive committee or a third of the members.
- (4) A general meeting is quorate, if more than half of the members entitled to vote are present. The general meeting makes decisions by a simple majority vote i.e. the number of votes in favour exceeds those against. Abstentions are regarded as non-cast votes; this is not applicable in ascertaining quorum. If votes are equal, the application is rejected.

§ 6

The executive committee

- (1) The executive committee is elected for the duration of two years by the members of the GSCS at an election meeting. The acting director of the GSCS calls the election meeting.
- (2) The executive committee is responsible for all affairs of the GSCS of substantial importance, and for those matters which do not come under the authority of the acting directors, or another authority stipulated by law, the regulations of the WWU or this statute. It meets at least once a term.
- (3) The executive committee has the following tasks:
 - election of the acting director and deputy director
 - responsibility for the allocation of resources and development of the GSCS
 - drawing up the report on the activities, which is presented at the general meeting

§ 7

The acting directors

- (1) The executive committee of the GSCS elect the acting director and deputy director from the group specified in §3, section 2, point 1 for the duration of two years. Re-election is permitted. The acting director and their deputy remain in office until a new election.
- (2) The acting director is chair of the executive committee and of the general meeting. They call the meetings and chair them.
- (3) The acting director acts on behalf of the Graduate School and represents it externally. He/she deals with day-to-day business and carries out the resolutions of the executive committee and the general meeting.
- (4) The administration of the Graduate School is incumbent on the acting director.
- (5) The acting director can be represented by the deputy.
- (6) The acting director is supported by the deputy in management and administration of the Graduate School.

§ 8

Admission to doctoral programme of the Graduate School

- (1) Requirements for registration for the doctoral programme of the GSCS are:
 - a) a relevant university qualification, other than a Bachelor, and with a standard course duration of at least eight semesters (four years), or
 - b) a relevant university qualification (with a final grade of at least “good”) with a standard course duration of at least six semesters (three years), followed by a course in the field of communication science in preparation for the doctoral degree, or
 - c) a Master’s degree according to § 61 Section 2, No. 2 University Education Act.

The degrees must generally have a final grade of at least “good” (including 2.50);

 - d) confirmation of supervision by the primary supervisor,
 - e) proof of the particular suitability of the applicant for the doctoral programme at the Graduate School of Communication Science.
- (2) The applicant must show proof of foreign language skills according to the doctoral regulations of the Philosophical Faculty of the University of Münster. In certain exceptional cases the dean can permit that the required foreign language skills thus stated can be substituted by another foreign language or that proof of foreign language skills according to clause 1 will be foregone. Deficient foreign language skills can be made up for during the doctorate programme.
- (3) Applications with relevant qualifications from universities outside of the area of jurisdiction of the German Constitution will be considered if the qualifications are equivalent to those according to Section 1. Whether qualifications are equivalent is

decided by the executive committee of the GSCS taking into consideration the agreements made by the Standing Conference of Ministers of Education and Cultural Affairs and the university rectors' conference; where there is doubt about the equivalence, the "Central Office for Foreign Education" can be consulted.

- (4) For studies in preparation for a doctoral programme following on from a qualification in accordance with § 3 section 1 b), further academic achievements or credits must be proven in addition to those required in these study regulations according to §11 in the doctoral subject. These qualifications or credits can be gained during the post-graduate course. The decision concerning the kind of academic achievement and duration of study which should be carried out is made by the dean of the doctoral subject and in agreement with the executive committee of the GSCS. The major in the first qualification must usually correspond with the academic subject selected for the doctorate; exceptions are decided by the faculty council in consultation with the supervisor and according to clauses 1 to 3.
- (5) Applications for the doctoral programme of the Graduate School must be sent in writing to the acting director of the Graduate School of Communication Science. The following documents must also be enclosed:
 1. a written application for the doctoral programme, giving information on suitability and motivation, academic spheres of interest and vocational orientation;
 2. proof that requirements according to Section 1 a) – d) are met; if the evidence is in a language other than German or English, a certified translation is to be attached;
 3. an outline (exposé of approx. 15 pages) of the applicants planned research project. This outline is to contain the most important aspects of the current research as well as a work plan and time schedule for the project.
- (6) The selection procedure is carried out by the executive committee. Members of the executive committee, who are also the applicant's supervisor, have no voting right in the selection of the applicant concerned.
- (7) The executive committee verifies whether the application fulfils the conditions in accordance with Section 5. If this is not the case, the application is rejected by the acting director of the GSCS. The applicant is sent a written response. If the conditions specified in Section 5 are fulfilled, the selection committee verifies that the applicant is especially suitable to carry out a doctorate at the Graduate School of Communication Science.
- (8) The first part of the selective procedure consists of the evaluation of the proposed thesis project by the executive committee of the GSCS based on the submitted documents, in particular the exposé.
- (9) The second part of the selective procedure consists of an interview based on the submitted documents. In it the applicant should state why the proposed thesis is suitable for a doctorate, and that they possess the necessary capabilities and knowledge and expect to successfully complete the thesis within a period of three years.

- (10) The executive committee of the GSCS ranks the applicants and judges their suitability. Applicants considered by the executive committee to be especially suitable to complete a doctorate at the Graduate School of Communication Science will be allocated a place in the Graduate School of Communication Science according to their ranking and when a place is available. The number of study places within the Graduate School of Communication Science is determined by the executive committee of the GSCS in consultation with the rector of the University of Münster in each case for one term. Successful applicants receive written acceptance from the acting director or from the deputy director of the GSCS.
- (11) If the executive committee of the GSCS decides on the basis of the application documents and the interview that the applicant is not suitable for the doctoral programme at the Graduate School of Communication Science, or because of their ranking position, there is no place available, the executive committee will reject the application. The applicant will receive written notification.

§ 9

Organization of supervision and teaching

- (1) The organization and implementation of supervision and teaching is incumbent on the members of the GSCS in accordance with § 4 section 1 a).
- (2) Specialist academic supervision of each doctoral candidate of the GSCS is carried out by a team of two supervisors: a primary and a secondary supervisor. The student has the right to nominate the supervisory team. The nominated supervisors have the right to accept or reject the student's proposal. A subsequent or new nomination of the secondary supervisor is possible in consultation with the primary supervisor up to the 4th semester.
- (3) The primary supervisor must be habilitated and employed at the Institute of Communication Science or a full-time professor at the Institute of Communication Science.
- (4) The second supervisor of the thesis can be any full-time professor or habilitated person employed in the respective department of the University of Münster. This also includes those professors not holding office or who are in retirement. The right of professors newly appointed elsewhere to conduct examinations is not to exceed two years. In addition the faculty council can permit that an honorary professor of the respective department, a habilitated member of another department or faculty of the WWU, as well as a professor of another department of another university can supervise the thesis.
- (5) The agreement to supervise, the members of the supervisory team and the individual agreements between the doctoral candidate and supervisors are stipulated in a doctoral agreement (see appendix A) as well as in a study contract.
- (6) In the doctoral agreement the following are noted:

- a) the work and time schedule and
- b) the tasks and obligations of the supervisors and doctoral candidates.

(7) In the study contract the following are noted:

- a) the necessary qualifications to be acquired from the point of view of the doctoral candidate and primary supervisor, as well as
- b) the individual study programme in accordance with § 11.

The study contract consists of:

- a) a Learning Agreement, in which the student and primary supervisor agree on a study plan at the beginning of the period of supervision. In the Learning Agreement the student states what academic achievements are to be made and to what extent. The primary supervisor confirms that these academic achievements will be officially recognised and correspond to the requirements of the study regulations.
- b) a Transcript of Records, in which the officially recognised credits achieved during the doctoral programme are noted and achieved in accordance with § 11. The Transcript of Records is issued by the acting director of the Graduate School of Communication Science, and is regarded as the final certificate of completion of the doctoral programme in accordance with § 12.

§ 10

Commencement and duration of study

- (1) Students may commence the doctoral programme either in the summer or winter semester.
- (2) The doctorate usually lasts six semesters (three years).
- (3) The study programme consists of a six-semester curriculum. It can be deviated from in justified cases.

§ 11

Credits

- (1) The doctoral programme at the Graduate School of Communication Science comprises 180 ECTS points or rather credit points. The number of points is determined by the ECTS. One credit point corresponds to 30 hours of study. The thesis is awarded 120 credit points. The other 60 credit points are usually acquired within the first four semesters within the following compulsory areas.
- (2) The content and objectives of the study programme should be acquired through lectures, seminars and other activities.
 - a) Elective compulsory section I:

Within the elective compulsory section I a course in a specialist subject (5 or 8 ECTS) is completed. The specialist subject course should be related to the topic of the thesis project.

In elective compulsory section I, 8 ECTS points are usually acquired. Of these at least 5 ECTS points must be acquired in the specialist subject course; the remaining 3 ECTS points can be acquired in other courses or further activities in the context of the elective compulsory section III.

b) Elective compulsory section II:

In the elective compulsory section II, usually six research colloquia (6x3=18 ECTS) are completed.

The research colloquia of the Graduate School of Communication Science provide the opportunity to look at the specific research question and topic in more depth as well as have a differentiated theory perspective in the respective specialist subjects. In the colloquium the thesis projects are presented and discussed.

In the elective compulsory section II, usually 18 ECTS points are acquired. Of these 12 ECTS points must be acquired in four research colloquia: the remaining 6 ECTS points can be acquired in other courses and further activities in the context of the elective compulsory section III.

c) Elective compulsory section III:

In the elective compulsory section III at least 34 ECTS points must be acquired. In addition 3 ECTS points can be acquired in the elective compulsory section I and 6 ECTS points for the elective compulsory section II in the context of the elective compulsory section III.

Credits within the elective compulsory section III can be achieved at the University of Münster as well as at other universities or institutions. The activities are agreed upon individually by the team of supervisors. Official recognition of credits achieved outside the department is decided by the dean.

A: Courses

e.g.

- language course,
- events by the Career Service Münster or
- seminar on academic methods

B: further activities

e.g.

- lecturing (as assistant or independently),
- cooperation in the organization of a conference of the GSCS,
- organization of a workshop,
- participation in a workshop,
- participation in a project group, under the supervision of a mentor,
- active or passive participation in a national/international conference,
- independent publication or as co-author of a publication in a relevant specialist periodical or editor publication,
- internship in an institution with relevance to the thesis project or

- participation in summer schools
- (3) The allocation of credit points is oriented on the level of academic achievement. The credit points for seminars and further activities are specified in appendix B.
 - (4) Academic achievements to be made are specified in the study contract.
 - (5) The general meeting of the GSCS can specify further seminars and activities as well as their academic expectations and number of credit points.
 - (6) With regard to doctoral students at the GSCS, who are employed as researchers or academic assistants in either research or teaching at the Institute of Communication Science, the executive committee of the GSCS can, on request, specify special regulations concerning study content and achievements.

§ 12

Certificate of completion of the doctoral programme

- (1) In order to register for the doctorate at the Graduate School of Communication Science at the Philosophical Faculty, a certificate of completion of the doctoral programme is required. This certificate is issued by the acting director of the GSCS, when the required accomplishments are achieved in accordance with § 11.

§ 13

Doctoral examination

- (1) The doctorate is completed with the doctoral examination in accordance with the doctoral degree regulations of the Philosophical Faculty of the University of Münster.
- (2) On registering for the doctoral examination at the Graduate School of Communication Science, the thesis must be submitted as well as the certificate of completion of the GSCS in accordance with § 12.
- (3) The thesis can be submitted for examination after four semesters (two years), or at the latest at the end of the sixth semester of the doctoral programme.
- (4) The doctoral examination consists of the thesis and an oral defence examination (disputation). In the oral examination, the candidate is to show they are capable of judging and discussing the themes and results of the thesis within the context of communication science. The details are governed by the doctoral regulations of the Philosophical Faculty.

§ 14

Assessors and examiners

- (1) The faculty council elects two assessors to appraise the thesis, selected from the group specified in the doctoral degree regulations of the Philosophical Faculty, as well as the examiners. The first appraisal is usually carried out by the primary supervisor.
- (2) One assessor and one examiner can also be professors of another faculty or another university.
- (3) In special cases a third appraisal from a professor can also be brought in. The professor is usually a member of or connected with the WWU.

§ 15

Oral defence examination

- (1) The oral examination takes place in accordance with the doctoral degree regulations of the Philosophical Faculty only in the doctoral subject of communication science.
- (2) The applicant and examiner are to be given at least two weeks notice of the date, whereby the data protection regulations are to be considered.
- (3) The oral examination is in the form of an oral defence (disputation).
- (4) The duration of the disputation is 120 minutes.
- (5) The disputation takes place before a group of examiners in accordance with § 14. The two assessors are present. The candidate can be asked questions about their work by each examiner. The primary supervisor is the chair of the examination commission.
- (6) Upon the request of the supervisor and with agreement of the candidate, the faculty council can appoint additional professors of the University of Münster or another university as examiners.
- (7) Minutes must be made of the process and the result of the oral examination by a qualified observer.
- (8) The disputation is open to members of the faculty.

§ 16

Study Plan

- (1) The study plan is enclosed as appendix C.
- (2) The study plan gives detailed data concerning the seminars and organization of the doctoral programme.

§ 17

Coming into effect of the regulations

These regulations come into effect as of 1. October 2008.

Issued in accordance with the resolutions of the Department Council of the Department of Education and Social Sciences of 9th July 2008, as well as of the Faculty Council of the Philosophical Faculty of 3rd November 2008.

Münster, 5th February 2009

The Rector

Professor Dr. Ursula Nelles

These regulations are issued in accordance with the Regulations of the University of Münster through the proclamation of regulations, the publication of resolutions as well as the notification of statutes of 08.02.1991 (AB Uni 91/1), last amended on 23.12.1998 (AB Uni 99/4).

Münster, 5th February 2009

The Rector

Professor Dr. Ursula Nelles

Appendix A

Agreement on doctoral supervision

Agreement on doctoral supervision at the Graduate School of Communication Science Münster

Primary supervisor:

Second supervisor:

Doctoral student:

Agreement on doctoral supervision between the persons specified above for the purpose of completing a structured doctoral programme at the Graduate School of Communication Science Münster (GSCS Münster) including a thesis on the following:

.....

.....

The thesis project is described in more detail in a exposé of _____(date) and accepted by the supervisor and the selection committee of the GSCS Münster.

The thesis is to be completed between: _____ and _____.

The completion date for the doctoral procedure is: _____.

The study contract in the appendix applies to the thesis project.

1

This agreement represents a contractual agreement, in which in the context of doctoral supervision at the GSCS Münster at the Institute of Communication Science of the University of Münster, the guidelines for supervision of a doctoral thesis between the doctoral student and the supervisor are specified. The agreement regulates by mutual consent the rights and obligations of the supervisor and the student in addition to the rules stipulated in the Doctoral Regulations of the Philosophical Faculty and the study regulations of the Graduate School of Communication Science. The aim of the agreement is a continuous, reliable and efficient supervision of the doctoral project and that it is completed successfully in the intended period.

2

The agreement is to be signed, as soon as a detailed description of the project and a firm work and time schedule coordinated with the primary supervisor, are present. The description of the project, as well as the work and time schedule, usually on a three year time scale, form the basis of the agreement. Deviations from the intended time scale may be due to the personal situation of the doctoral student.

3

The supervision is carried out according to the needs of the project and the progress of the work. In the initial phase the draft of the project description as well as the methodical foundation of the work are to be discussed in regular intervals, whereby the revised draft is to be submitted to the primary supervisor at least 14 days beforehand. In the second phase, which should begin at the latest after the first six months at the GSCS Münster, written sections of the work or individual chapters are to be regularly discussed with the primary supervisor, and which should be submitted at least 14 days prior to the meeting. The dates are set as required, though the work and time schedule are to be used as a basis. Usually two meetings per semester are agreed upon.

4

The individual supervisory measures as well as any problems, delays and changes resulting in the course of the work are to be specified in writing by the student and countersigned by the primary supervisor.

5

In the case of problems between the supervisor and the student, each of the two parties can request mediation from the acting director of the GSCS Münster or his/her deputy.

6

The personal supervision of the doctoral student by the supervisor is accompanied by presentations of the research project in research colloquia of the GSCS Münster as well as by discussions in other frameworks.

As research-oriented studies according to § 21 (3) HRG, the primary supervisor and student agree on the participation in classes and lectures as specified in the study contract. The GSCS Münster as well as the supervisor support the cooperation between the doctoral students with each other, other academics and networks etc.

The doctoral student is committed to achieving course credits in accordance with the study regulations of the Graduate School of Communication Science Münster, as specified in the study contract.

7

The supervisor can also give support beyond the supervision of the thesis project, which is useful for the future vocational career of the candidate.

The supervisor should support the student's efforts to find funding by forwarding information and giving advice. This could include for example, support in looking for further expert supervision, writing appraisals for scholarship applications, assistance with the writing and publication of scientific essays, assistance in the preparation of lectures at conferences, establishing contacts with relevant institutions and researchers at home and abroad, etc.

8

The supervisor and student are obligated to adhere to the rules of good research practice and the moral guidelines of the German Research Foundation (Deutsche Forschungsgemeinschaft, DFG). For the supervisor this particularly means the obligation to respect the authorship of the student, or mention them by name, in texts or other publications.

9

The supervisory relationship, as specified in the agreement on the general guidelines on the doctoral supervision commences with the date of the signing of the agreement. The doctoral student is obligated to undertake everything in order to successfully conclude the thesis project in the agreed time according to the work and time schedule. The supervisor is obligated to advise and support the student in this period, so that the doctorate can be successfully completed in the intended time.

10

If the project is to take at least two months longer than originally planned, then a new agreement is to be submitted to the acting director of the GSCS Münster for his/her approval. If the doctorate is terminated, the student and the supervisor must give reasons in writing to the acting director of the GSCS.

11

The student and the supervisor must agree that general data on the project may be passed on, which will provide the statistics and evaluation of the doctoral supervision by the GSCS Münster and be used to serve as the basis for the further allocation of resources.

12

The student is obligated – usually once a year – to submit a short written report to the acting director of the GSCS Münster on the situation and progress of their work.

13

The thesis is written in either German or English. The disputation is held in German or English. The doctoral certificate is issued in German and in English.

(Place, date)

(Primary supervisor)

(Acting director of the GSCS Münster)

(Second supervisor)

(Doctoral student)