

Study Regulations (*Studienordnung*) for the International Doctoral Programme in History (Internationaler Promotionsstudiengang Geschichtswissenschaft) of the Faculty of History, Philosophy and Theology of Bielefeld University in the framework of the Bielefeld Graduate School in History and Sociology (BGHS) of 10 January 2012

Courtesy translation. Only the German is legally binding.

Pursuant to Article 2 Section 4 and Article 67 Section 2 of Universities Act of the State of North-Rhine Westphalia (*Hochschulgesetz* – HG) of 31 October 2006 (GV.NRW. p. 474), as last amended by the law of 8 October 2009 (GV.NRW. p. 517), the Faculty of History, Philosophy and Theology of Bielefeld University has adopted the following Study Regulations:

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Preamble

The Study Regulations of the International Doctoral Programme in History of the Faculty of History, Philosophy and Theology shall regulate primarily the process of the Doctoral Programme. Reference should be made to the Doctoral Regulations (*Promotionsordnung*) of the Faculty of History, Philosophy and Theology regarding the doctoral examination process (*Promotionsverfahren*) itself. The Doctoral Programme shall be carried out within the framework of the Bielefeld Graduate School in History and Sociology (BGHS), a joint institution of the Faculty of History, Philosophy and Theology, Department of History, and the Faculty of Sociology at Bielefeld University.

Article 1 Scope

The Study Regulations regulate the goals, structure, and process of the International Doctoral Programme in History of the Faculty of History, Philosophy and Theology on the basis of the Doctoral Regulations of the Faculty of History, Philosophy and Theology of Bielefeld University of 5 January 2012 (official bulletin; *Verkündungsblatt der Universität Bielefeld – Amtliche Bekanntmachungen* vol. 41 No. 1, p. 11) as amended from time to time.

Article 2 Goals of the Doctoral Programme

(1) The Doctoral Programme shall prepare doctoral researchers for the degree of Doctor of Philosophy (“Dr. phil.”). The programme shall teach the knowledge and skills required to elaborate on scholarly problems in the fields of history taught at the Faculty of History, Philosophy and Theology independently and employing appropriate methods, and to complete the requirements for a doctorate on this basis.

(2) The Doctoral Programme shall also prepare the doctoral researchers for qualified academic and non-academic professional work.

(3) During the course of their doctoral studies, the doctoral researchers shall acquire interdisciplinary and international competences to broaden their academic qualifications through the diverse offerings of the Faculty of History, Philosophy and Theology, Department of History, and the Faculty of Sociology, as well as related academic fields. Interactive skills, team and communication skills as well as the transferable skills they involve shall be furthered above and beyond the qualification in the field of History.

Article 3 **Responsibilities and realisation of the Doctoral Programme**

(1) The Doctoral Commission (*Kommission für Promotionen*) of the Department of History, elected by the Faculty Committee (Fakultätskonferenz), shall be fundamentally responsible for all matters relating to the Doctoral Programme, in particular admission to the doctoral programme and acceptance as a doctoral researcher, documentation of the number of doctoral researchers, securing supervision, arbitration of disputes, and initiation of the doctoral examination process.

(2) The Faculty of History, Philosophy and Theology, Department of History, in consultation with the Bielefeld Graduate School in History and Sociology (BGHS), shall be responsible for the organisation and realisation of the research training programme of the Doctoral Programme. The tasks for which the Faculty and the BGHS bear joint responsibility include conceptual matters; development of the research training programme and the concept for qualification as well as its coordination; quality control; consultation with the members of the faculties involved; and the contents and realisation of the courses taught and other events staged in the Doctoral Programme.

(3) The Doctoral Degree Committee shall designate one supervisor for each doctoral researcher, whereby the doctoral researchers' suggestions are to be taken up whenever possible.

Article 4 **Beginning, duration, and extent of the programme**

(1) Doctoral researchers may begin their studies in the International Doctoral Programme in History in the Winter or Summer Term.

(2) As a rule, the duration of the programme, including preparation of the doctoral thesis, shall be three to four years (= six to eight terms) following successful completion of a degree programme with a standard period of study of at least eight terms. As a rule, the duration of the programme, including studies in preparation for the doctorate, shall be four years (= eight terms) following successful completion of a degree programme with a standard period of study of less than eight terms. Successful completion of the first two terms of relevant Master's Programmes may be recognised as studies in preparation for the doctorate by the Doctoral Degree Committee of the Department of History.

Article 5 **Requirements for admission as a doctoral researcher**

(1) Admission to the International Doctoral Programme in History shall be granted only if the requirements for admission to the Doctoral Programme in the subject of History are fulfilled in accordance with Point 4 a of the Doctoral Regulations of the Faculty of History, Philosophy and Theology.



(2) In addition, admission to the Doctoral Programme shall be granted according to the applicant's degree of specific aptitude and motivation for scholarly work. This decision shall be taken by the Doctoral Degree Committee of the Department of History on the basis of the academic degree qualifying the applicant to obtain a doctorate (Section 1), the documents mentioned in Section 3 as well as a personal interview, if necessary. The documents and the exposé must make the scholarly quality and feasibility of the doctoral thesis clear and must convey the impression that the candidate will be able to successfully complete the doctorate. The Committee may require revision of the exposé and must explain the reasons for this requirement in writing. When the exposé is resubmitted, the Committee shall decide anew about admission.

(3) The following shall be submitted together with the application for admission, in German or English:

- a letter of motivation (max. 400 words),
- an exposé of the doctoral thesis including references, work plan, and timetable (max. 4,000 words),
- a curriculum vitae and certificates of degrees,
- proof of entrance qualification for higher education and of a successfully completed research training programme,
- two references (name, function, and address of each reference),
- statement of consent by a professor of the Faculty of History, Philosophy and Theology, Department of History, of Bielefeld University, to supervise the doctorate,
- proof of competence in three foreign languages in accordance with Point 7 Section 3 of the Doctoral Regulations; such proof must be provided at the latest in the application for initiation of the doctoral examination process,
- a statement about previous attempts to obtain a doctorate,
- certified translations of certificates into German or English, as necessary,
- photocopies of publications and final paper, as necessary.

(4) Following admission, the doctoral researcher shall matriculate in the Doctoral Programme.

(5) The doctoral researcher shall obtain membership in the BGHS when the Supervision Agreement (*Betreuungsvereinbarung*) is signed by the doctoral researcher, the primary supervisor, and the Director of the BGHS.

Article 6 Student Counselling Service

(1) Student Advising and Counselling (*Zentrale Studienberatung – ZSB*) of Bielefeld University shall provide general advice for doctoral researchers.

(2) The professors involved in the degree programme, the Department of History and the BGHS shall offer doctoral researchers comprehensive advice concerning questions about preparing for and organising their studies.

Article 7 Academic work performed and proofs of attendance

(1) Each doctoral researcher shall select an individual programme of study in consultation with his or her supervisors, taking his or her prior knowledge and the topic of the doctoral thesis into account.

(2) Following admission to the Doctoral Programme, the doctoral researcher must complete the mandatory academic requirements, obtaining 10 credit points (*Leistungspunkte*), in the first six

terms. These requirements shall be proven when the doctoral examination process is initiated. Credit points shall be correlated exclusively with time spent taking part in classes.

The following must be proven:

- attendance of one seminar on theory and one seminar on methods, each encompassing 1 hour per week = 2 x 0.5 credit points. If a seminar is conducted in the form of a block seminar, it must encompass (at least) 15 hours
- attendance of research classes encompassing 4 x 2 hours per week = 4 credit points
- attendance of two classes in the field of key qualifications encompassing 1 hour per week each = 2 x 0.5 credit points. If a seminar is conducted in the form of a block seminar, it must encompass (at least) 15 full hours.
- completion of electives encompassing 4 x 2 hours per week = 4 credit points
- fulfilling the reporting requirements as stated in the BGHS Supervision Agreement.

(3) The following electives shall be counted as academic work performed:

- colloquium including a presentation = 1 credit point
- colloquium without a presentation = 0.5 credit point
- seminar = 0.5 credit point
- teaching a class of one's own: = 0.5 to 1 credit point (depending on the number of hours of the class)
- presentation (conference) = 0.5 credit point
- teaching assistantship interdisciplinary seminar = 0.5 credit point
- organising workshop = 1 credit point
- collaboration in a study group = 0.5 to 1 credit point (depending on the number of hours of the class)
- Post as a doctoral researchers' representative at the BGHS = 0.5 credit point
- other academic work performed during the period of the doctorate (e.g. project work, publication) = credit points shall be calculated on an individual basis

(4) With the exception of electives, academic work must be performed at Bielefeld University within the framework of the course offerings of the Doctoral Programmes in History or Sociology.

(5) The person teaching a class shall issue certificates of attendance (*Leistungsbescheinigungen*).

Article 8 Process and completion of the Doctoral Programme

(1) The requirements for successful completion of the Doctoral Programme shall include:

- obtaining 10 credit points in the first 6 terms of the Doctoral Programme in accordance with Article 7 Section 2 of these Regulations;
- successful completion of the doctoral examination process in accordance with the Doctoral Regulations of the Faculty of History, Philosophy and Theology.

(2) Proof of the academic work performed shall be required for the initiation of the doctoral examination process.

(3) The doctoral researchers of the Doctoral Programme shall receive a transcript of their participation in the Doctoral Programme after successful completion of the Doctoral Programme, which shall certify the individual classes completed, taking the individual programme of study into account. The doctoral certificate (*Promotionsurkunde*) shall include a comment concerning successful participation in the Doctoral Programme.



Article 9 Entry into force

These Study Regulations shall enter into force on the day following their publication in the official bulletin; *Verkündungsblatt der Universität Bielefeld – Amtliche Bekanntmachungen*. At the same time, the Doctoral Regulations of the Faculty of History, Philosophy and Theology of 1 September 2008 (official bulletin; *Verkündungsblatt der Universität Bielefeld – Amtliche Bekanntmachungen* vol. 37 No. 14, p. 212) shall cease to have effect; it shall continue to apply to all doctoral researchers who applied for admission prior to this Doctoral Regulations for the International Doctoral Programme in History entering into force. Upon request of the doctoral researcher, the new Study Regulations may be applied in such cases as well; such requests are irrevocable. In such cases, credit points obtained thus far shall be credited.

Issued on the basis of the decision of the Faculty Committee of the Faculty of History, Philosophy and Theology of Bielefeld University of 19 October 2011.

Bielefeld, 10 January 2012

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