

## Information sheet for submitting a dissertation at Witten/Herdecke University

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Information on the doctoral procedure at the Faculty of Business and Society with the degree Dr. rer. pol. and the degree Dr. phil.

### 1. Requirements for submitting the dissertation

- 1) The dissertation must be an independent academic achievement. It consists of the preparation of a dissertation and must make a contribution to the advancement of science in a discipline represented at the Faculty of Business and Society and provide evidence that the doctoral candidate is capable of working on a scientific question with impeccable methodology under scientific guidance and presenting it in a comprehensible manner, taking into account the literature. It is prepared by the doctoral candidate and must comply with the methodological principles of the subject.
- 2) The dissertation must be written in German or English.
- 3) A cumulative doctorate is possible. In this case, the dissertation must contain at least three articles/papers authored by the doctoral candidate. At least one of the articles/papers must have been accepted in a peer-reviewed journal. Details on this are regulated in the implementing regulations.
- 4) The overview of authorship must be completed and attached.

### 2. Opening of the examination procedure (application for a doctorate)

- In consultation with the supervisor, the doctoral candidate submits a written application to open the examination procedure for the doctorate after completion of the dissertation. This application must be submitted to Ms. Heike Korn (Phone +49 (0)2302 / 926 - 127; E-Mail: [heike.korn@uni-wh.de](mailto:heike.korn@uni-wh.de)).
- The following documents must be submitted to the doctoral office:
  - 1) Written request for the opening of the examination procedure
  - 2) Confirmation from the supervisor that he/she agrees with the present version of the dissertation and that he/she is willing to write the first opinion.

- 3) two alternative proposals for the second assessor, whereby the proposed persons must fulfill the requirements according to § 36 of the NRW Higher Education Act, stating their name and full address,
- 4) a current presentation of your life and education in German or English,
- 5) proof of enrollment at the UW/H (certificate of enrollment)
- 6) Four copies of the dissertation bound with adhesive binding and as a PDF document on a USB stick or via e-mail to Ms. Heike Korn
- 7) an affidavit in accordance with the doctoral degree regulations, Annex 1
- 8) For external doctoral candidates: Proof of payment of the 2nd installment after invoicing by the doctoral office

The documents must be submitted to Ms. Heike Korn, Room E 012 - Stockumer Str. 10, 58453 Witten. After complete submission, the examination procedure is opened; the chairperson commissions the supervisor and the second reviewer to prepare the expert opinion within a period of 12 weeks. After receipt of the reviews, the dissertation is available for inspection in the Dean's Office of the Faculty for 2 weeks.

### **3. Disputation after unopposed display**

- 1) The oral procedure can be opened once the dissertation has been accepted by the Chairperson of the Doctoral Committee.
- 2) The date of the disputation is agreed independently by the doctoral candidate with the supervisor, the reviewer(s) and possibly a member of the doctoral committee to be named.
- 3) The defense is open to the public and takes place in the presence of at least one member of the doctoral committee and the two reviewers, whereby one of the reviewers may also be present via video conference.
- 4) The disputation takes place as part of a colloquium and usually lasts one hour. The defense is held in the language in which the dissertation was written.
- 5) The disputation should serve to establish that the doctoral candidates are able to substantiate or further develop the results they have developed in the dissertation and the theses they have presented in the face of questions and objections on the basis of their scientific knowledge and skills and to discuss them scientifically on this basis. It therefore extends to the theoretical and methodological foundations of the dissertation and to selected problems in related fields.

#### 4. Completion of the doctoral procedure (after the disputation)

- 1) The dissertation must be printed or reproduced independently by the doctoral candidate after the decision on the doctorate has been made. The supervisor must issue the printing permit. The deadline is one year.
- 2) Printing takes place either
  - a) by submitting a paper copy and 12 electronic copies (CDs) to the University Library via the Doctoral Office.
  - b) proof of distribution via the book trade by a commercial agent with a minimum print run of 150 copies (publishing contract).
- 3) The title page must be prepared in accordance with the doctoral degree regulations. The dissertation must be accompanied by an affidavit and a curriculum vitae.

**Important:** If the doctoral candidate misses the deadline of one year, no doctoral certificate will be issued. Otherwise, the doctoral certificate can be issued as soon as it can be proven that the dissertation has been printed. The doctoral title may only be used after this.

#### Contact details

<p><b>Prof. Dr. Thomas Clauß</b></p> <p>Chairman of the Doctoral and Habilitation Committee of the Faculty of Business and Society Vice Dean for Research</p> <p>Phone: +49 2302 / 926-541 E-Mail: <a href="mailto:Thomas.Clauss@uni-wh.de">Thomas.Clauss@uni-wh.de</a></p>	<p><b>Heike Korn</b></p> <p>Doctoral and habilitation committee of the Faculty of Business and Society Chairman Prof. Dr. Thomas Clauß</p> <p>Phone: +49 (0)2302 / 926 - 127 E-Mail: <a href="mailto:heike.korn@uni-wh.de">heike.korn@uni-wh.de</a></p> <p>Address: Room E 012 - Stockumer Str. 10, 58453 Witten Postal address: Alfred-Herrhausen-Str. 50, 58448 Witten</p>
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