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The Faculty Council of the Faculty of Architecture and Landscape Sciences of Gottfried Wilhelm Leibniz Universität Hannover resolved the following doctoral regulations on 11 April 2018. The Presidential Board approved these doctoral regulations on 25 April 2018 in accordance with section 37 paragraph 1 number 5. b) of the Lower Saxony Higher Education Act (NHG). These regulations shall take effect on the day after publication in the official bulletin of Gottfried Wilhelm Leibniz Universität Hannover.

Doctoral regulations of the Faculty of Architecture and Landscape Sciences

Section 1 - Award of academic degrees

(1) On the basis of doctoral proceedings, Gottfried Wilhelm Leibniz Universität Hannover confers doctoral degrees through the Faculty of Architecture and Landscape Sciences. Depending on the field, conferred degrees include Doctor of Engineering (Dr.-Ing.), Doctor of Natural Sciences (Dr. rer. nat.) or Doctor of Philosophy (Dr. phil.).

(2) In rare cases, the distinction of an honorary doctor of engineering (Dr.-Ing. E. h.) may be awarded.

Section 2 - Admission requirements

(1) In general, successful completion of a Diplom or master's degree in the field of the intended doctorate at a public or publicly recognised university or university of applied sciences in Germany is required in order to be admitted to a doctoral programme. Additionally, presentation of the academic research project in the form of an exposé is necessary, determining the intended doctoral degree.

(2) It is also possible to be granted admission to a doctoral programme if the qualifying degree is held outside of the field of the intended doctoral thesis. In this case, a subject-specific, justified request should be submitted to the admissions committee. Conditions may be imposed, as set out in paragraph 5, if this is considered a subject-related necessity.

(3) Applicants, who acquired a bachelor's degree in Germany, may be granted admission to a doctoral programme, provided that outstanding ability is demonstrated in an aptitude test. Furthermore, in accordance with paragraph 5, conditions may be imposed that generally correspond to the requirements of an additional, two-semester academic programme at Gottfried Wilhelm Leibniz Universität Hannover.

(4) If the academic degree indicated in paragraph 1 was acquired abroad, approved agreements on equivalence by the Standing Conference of the State Ministers of Education and the Arts in the Federal Republic of Germany (Kultusministerkonferenz) and the German Rectors' Conference (HRK) are decisive for the equality of final degree examinations of an international university. In case of doubt regarding equality, the Central Office for Foreign Education (ZAB) should be consulted. Conditions in accordance with paragraph 5 may be imposed.

(5) Applicants, upon whom conditions are imposed, as stipulated in paragraphs 2, 3 or 4, must take assessment tests in one or more subjects of the faculty's fields. The assessment tests should demonstrate that the applicant's abilities and knowledge are equivalent to those that could be acquired through a degree programme as set out in paragraph 1 or through a combination of such degree programmes at Gottfried Wilhelm Leibniz Universität Hannover. The Faculty Council will decide on the subjects of the assessment tests and select the examiners. The applicant shall be informed of the decision in writing.

Section 3 - Admission process

(1) The application for admission to a doctoral programme must be sent to the dean. The application must include:

- a) A curriculum vitae with information on personal and professional experience, education and, if applicable, a comprehensive list of academic publications,
- b) The "Diplom", bachelor's or master's examination certificate and official results or equivalent proof of degree completion (a sworn copy or a copy and the original for comparison),
- c) Indication of the intended subject of the doctoral thesis and the doctoral field according to section 2 paragraph 1, a supervision agreement according to section 4 paragraph

d) A declaration of current or previous doctoral applications, if applicable; the date, subject, university and faculty should be indicated, for which an application was submitted to commence doctoral proceedings.

The application and accompanying documents will remain with the dean's office.

(2) In order to assess qualification and prepare the decision, the Faculty Council will appoint admissions committees for the subject field Architecture and for the subject field Landscape Architecture and Environmental Planning. The committees shall each comprise three members of the faculty, who are authorised to evaluate doctoral work, as well as a postdoctoral research staff member as an advisory member. The Faculty Council will then decide, based on the recommendation of the respective committee responsible for the field in question, whether the candidate can be granted admission to a doctoral programme. Admission to a doctoral programme will be refused if

- a) The subject of the doctoral thesis belongs to a field that is not represented by an authorised person in that faculty or
- b) The requirements in section 2 paragraphs 2-3 are not met.

(3) The applicant will be informed in writing of the decision regarding their application for admission. Successful applicants should enrol as a doctoral candidate at Gottfried Wilhelm Leibniz Universität Hannover as stipulated in section 9 paragraph 2 of the Lower Saxony Higher Education Act (NHG). Acceptance should be limited to five years. The doctoral candidate can apply for an extension. Acceptance can be withdrawn if this was obtained under false pretences or if the rules of good scientific practice are violated or if any other similar serious offence is determined.

Section 4 - Supervision of the doctoral thesis

(1) In principle, the supervisor is a person authorised to evaluate doctoral work.

(2) Authorised persons include:

- a) Members of the faculty with professor's status,
- b) Members of the faculty that have completed habilitation,
- c) Junior research group leaders that are funded by a research funding institution and therefore subject to external evaluation procedures. In particular, this includes the DFG's Emmy Noether Programme, the Volkswagen Foundation, the European Research Council or other equivalent organisations.

(3) Retired university professors are also authorised persons.

(4) Collaborative supervision by multiple authorised persons may also be approved upon request according to paragraphs 2 and 3.

(5) The supervision agreement regulates the general conditions for supervision of the doctoral candidate by the supervisor. The terms of the supervision agreement will be stipulated by the Faculty Council.

(6) Collaborative doctoral projects with the aim of the award of a binational academic degree can only be supervised and are only possible within the scope of cooperation agreements with universities abroad. The participation of universities abroad during the doctoral proceedings is necessary for this.

Section 5 - Application to commence doctoral proceedings

(1) Applications to commence doctoral proceedings must be submitted in writing to the dean of the Faculty of Architecture and Landscape Sciences and must indicate the intended doctoral degree.

(2) The application must include:

- a) A doctoral thesis - five identical printed copies and one electronic version,

b) A declaration that the doctoral candidate is the only author of the doctoral thesis, has not used any sources or means other than those indicated and that the work has not previously been submitted as a thesis or examination paper. Furthermore, the candidate must indicate whether the thesis or parts thereof have previously been published.

c) An abstract of the thesis in German and English,

d) A curriculum vitae in German or English, which provides information on the education of the doctoral candidate and, if applicable, a comprehensive list of academic publications.

(3) In order to accelerate the proceedings, supervisors may make recommendations with regard to appointing reviewers and members of the examination committee (section 9).

(4) The application to commence doctoral proceedings can be withdrawn. However, withdrawal is no longer possible if a review has already been submitted to the dean's office.

Section 6 - Doctoral thesis requirements

(1) The subject of the thesis must belong to a field from the relevant faculty.

(2) The thesis must meet academic requirements and contribute to scientific advancement. The thesis must be the independent work of the doctoral candidate.

(3) If the thesis comprises several individual scientific papers by the candidate, these must have a contextual connection. The individual papers used must at least in part be published or accepted for publication. If multiple authors contributed to the publication, the parts completed by the doctoral candidate must be indicated. In addition to presenting the combined individual papers, a cumulative thesis requires a detailed background description, the aims of the paper deduced thereof, as well as a summary and discussion of the findings from the individual papers.

(4) In general, the thesis should be written in German or English. Cumulative theses may contain segments in both German and English.

Section 7 - Commencement of doctoral proceedings

Once the dean has determined that the documents indicated in section 5 paragraph 2 have been submitted, the Faculty Council will be advised to commence doctoral proceedings and appoint an examination committee. The Faculty Council will decide upon the commencement of proceedings and the appointment of members of the committee.

Section 8 - Examination committee members

(1) The examination committee comprises

a) Two reviewers appointed to assess the thesis, the first of which should be an authorised person that is part of the Faculty of Architecture and Landscape Sciences and the subject area of the thesis. In exceptional cases, authorised persons can be appointed as the first reviewer within two years of their departure. In principle, the supervisor is the first reviewer (see section 4).

b) Two further authorised persons, at least one of which should be part of the Faculty of Architecture and Landscape Sciences;

c) The dean, or a representative thereof, as chairperson of the examination committee. The chairperson cannot simultaneously be both chairperson and a reviewer in an examination committee.

- (2) The second reviewer may be an authorised person or someone from a university or from a non-university institution that has completed habilitation.
- (3) In the case of doctoral proceedings undertaken in cooperation with a university that is not entitled to confer doctorates, a member of university teaching staff with a doctorate may be appointed as the second reviewer upon request. This person should be academically established in the field of the doctoral degree.
- (4) In the case of cumulative theses, at least one reviewer must be selected that has not contributed to the submitted publications.
- (5) The examination committee may pass a resolution when all appointed members are present. No more than one member of the committee may participate via video conference for the duration of the meeting. The chairperson must be present.
- (6) The dean will promptly inform the doctoral candidate of the members of the examination committee.

Section 9 - Assessment of the thesis

- (1) Each reviewer shall individually and independently examine in detail whether the submitted thesis can be accredited as doctoral work.
- (2) Each reviewer will write an evaluation, in which recommendation is given to accept or reject the thesis and the grounds for their recommendation. A recommendation for acceptance may be subject to conditions. If acceptance of the thesis is recommended, a mark shall also be suggested and justified. The following marks are awarded for doctoral degrees ("Prädikate"):
 - With highest honours "summa cum laude" (0), with great honours "magna cum laude" (1), with honours "cum laude" (2), "duly" conferred "rite" (3).
- (3) The reviews should be available within three months of commencement of doctoral proceedings. The deadline can be extended upon request and in agreement with the examination committee. If necessary, the Faculty Council can appoint other reviewers.
- (4) The thesis and its reviews will be available for three weeks to be inspected by authorised persons of the faculty. During this period, authorised persons are entitled to object to the suggested evaluation of the thesis. Objections should state reasons and should be submitted in writing to the dean.
- (5) Acceptance of the thesis shall occur once recommended by the reviewers and if there were no objections raised to acceptance of the work as stipulated in paragraph 4.
- (6) The thesis shall be deemed rejected, if this is suggested by the reviewers and there were no objections raised to rejection of the work according to paragraph 4. As a result, the doctoral proceedings are complete and the dean of the faculty will inform the candidate of this in writing.
- (7) If acceptance subject to conditions is recommended, as set out in paragraph 2, the examination committee will decide on the amendments to be undertaken and an appropriate deadline by which revisions should be completed. The dean will inform the candidate of this in writing. The doctoral candidate can request an extension of the deadline for good reason, which can be granted via a resolution of the examination committee. The first reviewer will assess and confirm the undertaken amendments.
- (8) If one of the reviewers opposes acceptance of the thesis or at least one statement is submitted to reject the thesis in accordance with paragraph 4, the examination committee shall decide upon the acceptance or rejection of the thesis. In this case, prior to making a decision, those persons should be heard, who recommended acceptance or those who submitted a written statement of rejection. In the case of doubt, further reviewers should be appointed by the Faculty Council as stipulated in section 8.
- (9) If the thesis is accepted and the required amendments (if applicable) have been undertaken as set out in paragraph 2, the thesis will be given a mark by the doctoral committee, as set out in paragraph 2, taking the reviews into account. The decision of each member of the committee is of equal weight.

Section 10 - Oral examination

(1) If the thesis is accepted, a date and location will be issued by the dean to attend the oral examination (viva voce) in defence of the thesis.

The doctoral candidate will be invited to defend the thesis before members of the university. The oral examination will occur no earlier than 14 days after issuance of the invitation. All obtained reviews of the thesis will be sent to the candidate along with the invitation.

(2) The dean may also invite persons that are not members of the university. In the case of disruptions during oral examination, the chairperson can request the public to leave.

(3) The oral examination shall be considered as failed, if the doctoral candidate fails to appear, without providing good reason or terminates the oral examination. If good reason is provided, the dean will issue a new date.

(4) The oral examination will be conducted by the chairperson of the examination committee.

(5) It will commence with a 30-minute presentation by the doctoral candidate on the content of the thesis. The chairperson of the examination committee will then open the debate on the submitted thesis and presentation. Public members of the university are not permitted to participate in the debate. During the debate, the doctoral candidate should demonstrate broad knowledge of the subject area of the thesis. Furthermore, the doctoral candidate should also be prepared to answer questions on other subject areas that are linked to the thesis with respect to subject-matter and method. The debate following the doctoral candidate's presentation will take approximately one hour.

(6) Directly after the oral examination, the examination committee will discuss the outcome in a private meeting, whether the doctoral candidate has passed the examination and what mark should be awarded. The decision of each member of the committee is of equal weight. The quality of the presentation and reference to the subject-matter of the questions posed should be taken into account when evaluating the oral examination. The oral examination should be awarded a mark, as indicated in section 9 paragraph 2, or deemed as failed.

(7) If the oral examination is deemed as failed, the doctoral candidate can submit a request to the dean to resit the oral examination. The resit may take place no earlier than three months and no later than twelve months following the failed oral examination; the candidate may only resit the oral examination once. In the case of renewed failure or if no request to resit was submitted, the doctoral proceedings will ultimately be deemed as failed. The candidate will receive a corresponding letter of notification from the dean.

(8) The chairperson of the examination committee will draw up a report of the proceedings and outcome of the oral examination, which shall be signed by the members of the examination committee. The report contains beside the location, date, start-time and end-time of the oral examination,

a) the names of the doctoral candidate and the examiners

b) the title of the thesis

c) the mark awarded for the oral examination

d) the mark awarded for the thesis

e) any amendments for the final version of the thesis (section 11 paragraph 4)

f) the overall mark for the doctoral degree (section 22 paragraphs 2 and 3).

Section 11 - Overall doctorate mark

(1) Upon successful completion of the oral examination, the examination committee shall declare the overall doctoral mark, taking into account the marks awarded for the thesis and the oral examination. For this, the examination committee shall determine the average weighted mark, of which the thesis comprises two thirds and the oral examination comprises one third.

(2) Marks awarded for doctoral degrees ("Prädikate") are defined in section 9 paragraph 2.

(3) The overall outcome “with great honours” may only be awarded if this was awarded for both the thesis and the oral examination.

(4) The chairperson of the examination committee will promptly inform the doctoral candidate of the mentioned outcomes and necessary amendments.

Section 12 - Thesis publication

(1) The thesis must be published. The general guidelines for publication and submission of theses issued by the Senate shall apply in the valid version.

(2) Once the amendments requested by the examination committee have been completed, the final version of the thesis should be submitted by to the dean. The dean will receive written confirmation from the first reviewer that any amendments requested by the examination committee have been made in the final version of the thesis. The dean will subsequently grant approval to print.

(3) The mandatory copies must be submitted to the university library within one year after passing the oral examination. In justified circumstances, the doctoral candidate may request an extension of the deadline.

Section 13 - Certificates and completion of the doctoral degree

(1) Upon submission of the mandatory copies of the thesis, the doctoral candidate will receive a doctoral certificate, signed by the president of Gottfried Wilhelm Leibniz Universität Hannover and by the dean of the Faculty of Architecture and Landscape Sciences.

(2) The date of the oral examination will be named as the date of completion of the doctoral degree.

(3) If doctoral proceedings are conducted in cooperation with an international university according to section 16 paragraph 3, this should be indicated on the doctoral certificate.

(4) The doctoral degree shall be deemed complete upon presentation or delivery of the certificate. Only thereafter is the candidate entitled to use the title “Doctor”.

Section 14 - Invalidity of the doctoral degree

If, prior to presentation of the doctoral certificate, it is established that the doctoral candidate is found guilty of deceit with respect to doctoral work, the work shall be declared invalid by the examination committee and deemed as failed.

Section 15 - Withdrawal of the doctoral degree

A previously conferred doctoral degree can be withdrawn. A doctoral degree shall be withdrawn according to the applicable statutory provisions through application of the regulations for good scientific practice of Gottfried Wilhelm Leibniz Universität Hannover.

Section 16 - Collaborative doctoral proceedings with other universities

(1) Doctoral proceedings conducted with one or more other national or international universities shall be based on an agreement between Gottfried Wilhelm Leibniz Universität Hannover (with the involvement of the faculty) and the relevant university/universities.

(2) Doctoral proceeding agreements concluded by Gottfried Wilhelm Leibniz Universität Hannover with other universities that are authorised to confer doctorates may differ from these doctoral regulations.

(3) In the case of a single collaborative doctoral proceeding with an international university, the Faculty Council is entitled to implement regulations applicable to this individual case. Those regulations shall not be inferior to the doctoral regulations in this text with regard to requirements.

Section 17 - Honorary doctorates

(1) In consultation with the senate, the Faculty of Architecture and Landscape Sciences may confer honorary doctorates for outstanding academic achievements or special personal merits of an ideal nature. The person receiving the award may not be a member of Gottfried Wilhelm Leibniz Universität Hannover.

(2) Nomination for such an award should be submitted to the dean by a minimum of five university teaching staff. The nomination should be sent by way of circulation to all university staff and postdoctoral ("Habilitierten") members of the faculty for their comments.

(3) The award of an honorary doctorate is concluded if a minimum of four fifths of the Faculty Council members agree with the nomination.

(4) The honorary doctorate shall be awarded in the form of a certificate signed by the president of Gottfried Wilhelm Leibniz Universität Hannover and the dean of the Faculty of Architecture and Landscape Sciences, in which the merits of the person are highlighted.

(5) In celebration of the award, the person being honoured shall give a speech at the university.

(6) The Ministry of Science and Culture of Lower Saxony (MWK) and all universities within the scope of the Basic Law of the Federal Republic of Germany shall be informed of the honorary doctorate.

Section 18 - Entry into force and interim provisions

(1) These doctoral regulations shall take effect upon issuance in the official bulletin of Gottfried Wilhelm Leibniz Universität Hannover. Any previous doctoral regulations shall no longer be valid.

(2) The former doctoral regulations shall continue to apply for those, who applied to the doctoral programme prior to entry into force of these regulations.