

PROMOTION REGULATIONS

FOR THE DOCTORAL PROGRAM

Philosophiae Doctor, PhD
in Business and Socioeconomic Sciences

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GENERAL

§ 1 SCOPE

These doctoral regulations apply to the doctoral program, Philosophiae Doctor (PhD) in Business and Socioeconomic Studies, offered by the German University Institute “Wilhelm von Humboldt” at Universidade Amílcar Cabral, Bissau (WvH University Institute).

§ 2 PURPOSE AND AIM OF THE STUDY PROGRAM

- (1) The goal of the PhD degree program “Business and Socioeconomic Studies” is to enable students to work independently in a scholarly manner - to conduct independent research and to engage in in-depth scholarly study of problems of professional practice. Doctoral students can independently identify scientific issues, conduct critical analysis, development, and synthesis of new ideas to advance the social, scientific, and/or cultural progress of a knowledge society in an academic or non-academic professional setting. Specifically, this program strengthens in doctoral students the theoretical, critical knowledge and skills needed by successful leaders in today’s and tomorrow’s business world. By conducting original applied research in their field, students further develop their expertise and advance their career opportunities. Their contribution to theory and practice in business and management also benefits employers and organizations.
- (2) The qualification requirements are based on the framework defined in Annex 2 to 4 for degrees from Level 8 of the European Qualifications Framework¹. As a degree from the third academic level, the PhD is awarded to persons who
 - have demonstrated a systematic understanding of an area of study and mastery of the skills and methods associated with that area in research;
 - have demonstrated the ability to conceptualize, design, implement, and adapt a substantive research process with scientific integrity;
 - have made their own contribution to research through original research that expands the frontiers of knowledge and stands up to national or international peer review;
 - are capable of critical analysis, evaluation, and synthesis of new and complex ideas;
 - are able to communicate about their discipline with their professional peers, the larger scientific community, and society in general;
 - are able to drive technological, social, or cultural advances in a knowledge society within academic and professional contexts.
- (3) Detailed qualification requirements (learning objectives) are defined in the PhD manual.
- (4) In terms of professional law, the academic degree awarded may be the professional prerequisite for admission to certain commercial activities, but it does not convey any legally guaranteed professional rights.

¹ The Dublin Descriptors are the basis of the “Qualifications Framework of the European Higher Education Area” adopted by the Ministers of Education in the European Education Area in 2005 and thus the basis of all national qualifications frameworks (cf. http://ecahe.eu/w/index.php/Dublin_Descriptors). – See also appendices 2 to 4.

§ 3 ADMISSION TO THE STUDY PROGRAM

For admission to the Ph.D. program, the following must be proved:

- (1) The following requirements must be met:
 - a. Extensive professional experience (including “senior management”) and the completion of a diploma, master’s or master’s degree (300 ECTS) or other equivalent studies at a recognized domestic or foreign tertiary educational institution.
 - b. If English is not the candidate’s first language, appropriate proof of the English language skills at level C1 according to the CEFR (Common European Framework of Reference for Languages).
- (2) The following attachments must be included with the application for approval:
 - The completed and signed admission form
 - A certified transcript of transcripts and graduation grades
 - Relevant training certificates
 - A written declaration that a corresponding examination (at level 8) has not already been definitively failed
 - A brief description of the doctoral project
 - Curriculum vitae (Europass)
 - Passport copy
 - Passport copy
- (3) The Academic Admission Committee decides on admission to the program.

§ 4 ACADEMIC DEGREE

Upon positive completion of the modules provided for in the curriculum, the following academic degree is awarded:

Ph.D, in Business and Socioeconomic Sciences

§ 5 STUDY STRUCTURE, DURATION OF STUDY

- (1) The program is designed as an e-learning distance learning program and is therefore not bound to fixed start dates.
- (2) The Doctoral degree program consists of 180 ECTS at Level 8.
- (3) The modules in the doctoral program are divided into two phases and must be completed in the specified order.

PHASE 1	Literature review and discussion: a reasoned review of recent studies on the intended subject of the study	15 ECTS
	Individual study examination including scientific research and research methods.	15 ECTS
	Exposé (research project draft) and presentation/defensio Exposé	20 ECTS
PHASE 2	Doctoral dissertation, oral presentation and defensio	130 ECTS
	TOTAL	180 ECTS

- (4) In the doctoral program, there is a minimum duration of research of 6 semesters, with one semester corresponding to half a year. The maximum duration of research is 5 years.
- (5) In the doctoral program, no credit is given for achievements within or outside the university system.
- (6) Each module must be completed with the module exam(s) designated for it and evident in the curriculum (see PhD Manual).
- (7) Students record doctoral dissertation progress monthly in a doctoral dissertation log that includes research activities, communication with the supervisor, and workload. The research log will be reviewed at least annually by the supervisor. Annual informal documentation and summaries will be used to document the progress and development of the research project. The form of communication is to be freely agreed upon between the doctoral dissertation candidate and the supervisor.

§ 6 STANDARDS OF THE PROMOTION REGULATIONS

The doctoral regulations for this PhD program are guided by the general “Regulations” and the Regulations for Scientific Research Degree Programs of the German University Institute “Wilhelm von Humboldt”.

§ 7 ACADEMIC MISCONDUCT

- (1) Good scientific practice is characterized by the principle of maintaining strict honesty towards contributions from third parties. It is further expressed in the recognition of the diversity of opinions.
- (2) Academic misconduct (e.g. plagiarism) shall be deemed to have occurred in any case if, in a context relevant to science, false statements are made intentionally or through gross negligence, the intellectual property of others is substantially infringed, or deception is undertaken in any other way that is intended to lead to a positive grade

§ 8 ELEMENTS OF ACADEMIC MISCONDUCT

- (1) Misrepresentation, such as inventing data or falsifying data, e.g., by selecting and rejecting undesirable results without disclosing it, manipulating a representation or illustration; providing incorrect information in an application letter or grant proposal (including misrepresentation about the publication organ and publications in print).
- (2) Infringement of intellectual property in relation to another’s copyrighted work or to essential scientific findings, hypotheses, doctrines or research approaches originating from others, such as the unauthorized exploitation of another’s work while assuming authorship (plagiarism) or the exploitation of research approaches and ideas (theft of ideas).

Plagiarism³ includes:

- Copying texts, graphics, images, etc., without citing the original sources/author (books, journals, Internet, work by students of WvH University Institute or other institutions, etc.).
 - Copying parts of text from different books, magazines, websites and putting them together in your own words, without reference to the respective sources.
 - Translating foreign language texts without citing the source (translation plagiarism).
 - Paraphrasing (paraphrasing = indirect quotation) textual material without citing sources.
 - Failure to correctly mark (quotation marks) verbatim quotations (taking over the exact wording of other authors).
 - Creating a text part by copying single sentences from different sources without citation.
 - Using one’s own work created earlier in new work without making this known (self-plagiarism).
- (3) Failure to mention the co-authorship of persons who have contributed significantly to the achievement of a scientific finding or publication.
 - (4) The omission of the reference to controversial opinions
 - (5) The elimination of primary data, provided that this violates legal regulations or generally accepted principles of scientific work.
 - (6) Academic misconduct also exists in the case of joint responsibility for the misconduct of others, in particular through active participation, joint knowledge of falsifications or co-authorship of publications containing falsifications.
 - (7) Hiring a third party (paid or unpaid) such as “ghost writers,” ghost writing agencies, graduate assistants to write the thesis, etc., that is then submitted constitutes fraudulent conduct and serious academic misconduct.

³ Compare: German Rectors’ Conference (HRK): HRK German Rectors’ Conference. Recommendations of the 14th General Meeting of the German Rectors’ Conference (HRK) on 14 May 2013 in Nuremberg Good scientific practice at German higher education institutions.
https://www.hrk.de/fileadmin/_migrated/content_uploads/Empfehlung_GutewissenschaftlichePraxis_MV_14042013_EN.pdf (retrieved July 8, 2022)

§ 9 CONSEQUENCES OF ACADEMIC MISCONDUCT

- (1) If academic misconduct is suspected, an Academic Misconduct Investigation is initiated and the case is submitted to the Chair of the WvH University Institute Assessment Board. If there is sufficient evidence to suggest that the regulations have been breached, the case will be referred to the Director of the WvH University Institute for investigation.
- (2) If the Director decides that there is reasonable evidence to believe that the student has violated the examination regulations, the student will be given the opportunity to submit a statement within 10 business days using a form to explain how the allegation may have occurred and to claim extenuating circumstances.
- (3) If academic misconduct is identified during the course of the investigation, the WvH University Institute’s Assessment Board will receive a recommendation from the Director as to what action should be taken. The WvH Institute Assessment Board decides the course of action and notifies the Director. The assignment will be graded negatively and marked “P - academic misconduct confirmed”.
- (4) If the WvH University Institute Assessment Board determines that a student should be disenrolled from the doctoral program, the Chair of the Board shall notify the Director. The Director orders the de-registration and informs the student.
- (5) If the WvH University Institute Assessment Board makes a decision that a penalty should be imposed on a student due to an identified violation of the assessment regulations, the student may appeal the decision.
- (6) A reexamination, which is to be written after academic misconduct, is subject to the same evaluation criteria as an ordinary reexamination (cf. §18).

§ 10 EXTENSION, INTERRUPTION AND TERMINATION OF STUDIES

- (1) The doctoral dissertation must be submitted to the WvH University Institute Assessment Board before the maximum study duration expires. As a rule, the maximum study duration cannot be exceeded. However, in justified exceptional cases, an application for an extension can be submitted to the Academic Committee on the recommendation of the supervisor. A request for an extension of time can only be submitted at the end of the maximum duration of study. A maximum of 12 months may be added to the study period. Requests for extensions must be submitted by writing.
- (2) If the studies cannot be continued temporarily for health or other valid reasons, the studies can be suspended by decision of the Academic Committee for a maximum of one year per interruption. A total of two interruptions with a maximum of 12 months each (in total 24 months) can be applied for. Interruptions are not counted towards the maximum duration of studies. The medical or other circumstances justifying an interruption must be brought to the attention of the Academic Committee using the application form and enclosing appropriate supporting documents.

- (3) If the progress of a doctoral student is deemed so unsatisfactory that the program head, together with the supervisor, recommends that the student be de-registered, the doctoral student must be informed of this in writing by the Program Leader. The PhD candidate shall be given at least 4 months to make improvements. If the improvements have not been appropriately implemented within the specified time period, the PhD candidate shall be notified in writing by the program head that de-registration will be initiated.
- (4) If a doctoral student decides of his/her own accord to terminate the program, the Academic Committee of the WvH University Institute must be informed.

§ 11 ACADEMIC COMMITTEE

- (1) The Academic Committee of the German University Institute “Wilhelm von Humboldt” consists of five members. Additional members may be appointed as required.
- (2) The Academic Committee ensures that the provisions of these doctoral regulations are observed. It may make suggestions for the further development of the doctoral regulations.
- (3) The Academic Committee constitutes a quorum when at least three voting members are present. The Academic Committee decides by simple majority.
- (4) The meetings of the Academic Committee are not open to the public. The participating members are subject to confidentiality. They are sworn to secrecy by the Chair of the Academic Committee at the beginning of the meeting.

§ 12 PhD ASSESSMENT BOARD

- (1) The PhD Assessment Board consists of the Director and the Vice-Director of WvH University Institute, the Program Head, the Chair of the Academic Committee, and two external examiners.
- (2) Assessment Board Responsibilities:
 - Within the approved examination regulations, make recommendations on the form and nature of examinations and reexaminations, in all modules of the PhD program;
 - Confirmation of grades for each student in Phase 1;
 - Recommendations to the University's Academic Committee for a decision on which candidates may be admitted to Phase 2;
 - Recommendation to award the title to all students who have positively completed and successfully defended the doctoral dissertation;
 - In the event of a case of academic misconduct, receive recommendations from the Secretary to Academic Board and decide on action to be taken.

§ 13 EXTERNAL EXAMINERS

- (1) Up to three External Examiners evaluate the doctoral dissertation and participate in the defensio of the doctoral dissertation. They are appointed by the Assessment Board.

§ 14 STUDENTS WITH DISABILITIES OR LEARNING DISABILITIES

The WvH University Institute is committed to the principles of barrier-free education in order to enable students with disabilities or learning restrictions to study. This support includes not only the advice of the representative for gender and diversity of the Institute, but also concrete supportive measures in case of disability.

§ 15 OBJECTIVE OF THE MODULE EXAMINATIONS

The aim of the module examinations in phase 1 and 2 is to demonstrate that the doctoral candidates have the ability to work independently in a scientific manner, to conduct independent research, and to engage in in-depth scientific study of problems of professional practice.

§ 16 DEFERRAL OF EXAMINATIONS

If submission deadlines for examinations or oral examination dates (e.g. presentation date exposé) cannot be met due to exceptional circumstances, an extension of the deadline can be requested. An extension can only be granted if students are unable to meet a submission deadline due to exceptional circumstances for which they are not at fault and if appropriate proof (e.g. a medical certificate) is provided.

MODULE EXAMS (PHASE 1)

§ 17 FORMS AND TYPES OF EXAMINATIONS

(1) The following forms of examination are provided in the program in Phase 1:

- Assignments (reflection on the educational program and professional resume, individual study test)
- Exposé
- Oral presentations

Other forms of examination to determine performance may be added.

(2) Submission tasks can be requested at any time in the examination portal.

§ 18 SUBMISSION AND ASSESSMENT OF MODULE EXAMINATIONS

(1) According to WvH University Institute specifications, only “pass” or “fail” are possible. Exams with the grade “fail” can be repeated (if allowed according to regulations).

(2) The following evaluations of the exposé are possible:

- The exposé is accepted;
- The exposé is accepted, subject to minor or more extensive changes that must be **worked** through in a given time frame;
- The exposé is accepted, subject to minor or more extensive changes that must be **worked** through in a given time frame;
- The exposé is not accepted. The candidate will be allowed to resubmit a revised exposé in a given time window and to face an examination again (with or without an oral examination);
- The doctoral proposal presented in the revised exposé is not accepted. The candidate is thus unable to complete the PhD program, and de-registration is recommended.

(3) The PhD candidate will be informed in writing by WvH University Institute of any conditions imposed by the examiners and/or changes requested to be made in the synopsis. The examiners will decide on the deadline to be set for the submission (12 months maximum) of the revision.

§ 19 RESEARCH ETHICS

(1) Students who complete a research project (doctoral dissertation) as part of their studies are required to complete the mandatory Ethics Screening Form prior to commencing the research and in consultation with the Supervisor. The appropriate form and a research guide will be provided by the WvH University Institute.

(2) The Ethics Screening Form must be signed and submitted to the Ethics Committee via the review portal. Research projects may not be started until the ethics committee has given its approval.

- (3) Research projects may not be carried out on subjects who are not yet of age. The same applies to subjects who are unable to comprehend the consequences of their actions due to limited abilities. Research projects must be based on “good scientific practice”.

§ 20 EXPOSÉ

- (1) The aim of the exposé is to develop a concept and a plan for the design of the doctoral dissertation. The exposé presents the current problem and the state of knowledge in the research field, as well as the research gap and the methods to be applied, in order to lay the foundation for writing the doctoral dissertation.
- (2) The dates for the presentation/defensio of the exposé are set six months in advance. The defensio will take place in the group of current PhD students plus at least one External Examiner, the Program Head, the Supervisor and an Internal Examiner. Panel members will receive the exposés to be presented at least two weeks before the presentation/defensio of the exposé.
- (3) Each defensio (including presentation) will take approximately 1 hour, with approximately 10 minutes of presentation and 35 minutes of discussion. Verbal feedback will be provided by the panel immediately after the presentation and related discussion.
- (4) Successful doctoral candidates will receive written notification from the WvH University Institute that they have been admitted to Phase 2 (subject to confirmation by the PhD Assessment Board and Academic Committee).
- (5) PhD candidates who have to revise their exposé will revise this on the basis of the oral and written feedback. In principle, only one revision of the exposé is permitted.
- (6) The decision on the formal admission / rejection to phase 2 is made by the PhD Assessment Board. In the last instance, the admission must be confirmed by the Academic Committee.

§ 21 REPETITION OF MODULE EXAMINATIONS

- (1) As a rule, one re-sit examination is possible in each module. The re-examination must normally take place within one year of the submitting of the assessment (on the examination portal). With regard to the exposé and the doctoral dissertation, WvH University Institute decides on the form of review and the deadlines for corrections/amendments. The deadlines set must be met by the student. Failure to submit the thesis by the prescribed deadline will result in a negative grade and consequent de-registration.
- (2) If the retake exam is negative or the student does not submit the retake exam within the specified time frame (via the exam portal), then the PhD program can no longer be completed positively, which simultaneously results in de-registration.
- (3) The decision of the PhD Assessment Board to terminate a student’s enrollment must be affirmed on the part of the Academic Council.

DOCTORAL DISSERTATION (PHASE 2)

§ 22 FORMS AND TYPES OF EXAMINATIONS

In the program, the following forms of examination are planned in phase 2:

Doctoral dissertation and Defensio (including oral presentation).

§ 23 ADMISSION TO THE RESEARCH PHASE

The decision on formal admission to Phase 2 is made by the PhD Assessment Board (subject to confirmation by the Academic Council). Furthermore, all declarations regarding data protection and trustworthy handling of data must be observed and the associated research ethics forms must be completed and signed.

§ 24 TOPIC AND SCOPE OF THE DOCTORAL DISSERTATION

- (1) The title of each student’s doctoral dissertation will be registered internally at the Institute database and an External Examiner is appointed.
- (2) The doctoral dissertation is a minimum of 42,000 words (approximately >160 pages excluding appendices) and a maximum of 72,000-word scientific paper. It is based on the exposé. Through the assignment, the doctoral candidate should demonstrate his or her ability to work independently in a scientific manner and his or her in-depth scientific examination of problems of professional practice.

§ 25 DEFENSIO OF THE DOCTORAL DISSERTATION

- (1) The examiners review the doctoral dissertation and send independent reports in advance to the chair of the defensio.
- (2) The defensio of the doctoral dissertation usually takes place 8 to 12 weeks after submission of the doctoral dissertation.
- (3) The panel consists of a Chair (appointed by the PhD Assessment Board), the External Examiner and an Internal Examiner. Prior to each defensio, there is an approx. 30-minute preliminary discussion of the panel.
- (4) With the consent of the PhD candidate, the supervisor, third parties, and employees of the WvH University Institute may also attend the defensio, as observers (during the PhD candidate’s presence only). These individuals do not participate in the discussion.
- (5) The defensio can be held virtually or in presence. For defensiones that are held virtually, a suitable supervisor is required in each case, who must ensure proper conduct of the examination. Supervisor and PhD candidate must sign the code of conduct provided for this purpose.

- (6) The defensio should usually take about 1 hour (15 minutes of presentation, followed by questions and answers), but no time limit is set.
- (7) Verbal feedback is given by the panel to the PhD candidate immediately after the internal discussion of the panel is completed. The panel informs the student about the evaluation. The evaluation has a recommendatory character and requires formal confirmation by the Academic Council.

§ 26 ASSESSMENT

- (1) After the defensio of the doctoral dissertation has been completed, the examiners submit their evaluation proposal and recommendation regarding the award of the degree to the Academic Council.
- (2) According to the WvH University Institute examination regulations, the following assessments are possible:
- The candidate is awarded the degree,
 - The candidate is awarded the degree, contingent upon minor revisions to the doctoral dissertation;
 - The candidate is allowed to resubmit the work and face an examination again - with or without an oral examination;
 - The candidate will be denied graduation and a reexamination.
- (3) The PhD candidate will be notified in writing by the WvH University Institute of any conditions imposed by the examiners and/or changes required to be made to the doctoral dissertation. The panel will decide on the deadline for submission (12 months maximum).
- (4) The doctoral dissertation will usually be published on the website of the WvH University Institute as a pdf-file that can be downloaded. This form of publication allows for immediate and easy access of scientists and the interested public. Only in exceptional circumstance may the PhD candidate request for confidentiality of the doctoral dissertation after application. The request will be decided upon by the Academic Council. If appropriate (and feasible) the student may provide a neutralized version for publication.

COMPLAINTS AND APPEALS

§ 27 COMPLAINTS

- (1) Dissatisfaction with parts of the program or the support must be discussed in the first instance with the support team (supervisor, program management). If the concern cannot be resolved satisfactorily, a formal complaint can be made to the Director of the WvH University Institute.
- (2) The complaint procedure will be duly recorded.

§ 28 OBJECTION TO ASSESSMENT BOARD/RESEARCH DEGREES BOARD DECISIONS

- (1) Students have the right to appeal a decision of the Academic Council. This appeal is made through the supervisor and may be based on the following grounds:
An appeal can only be made against an assessment that has been approved by the PhD Assessment Board/Academic Council.
- (2) An appeal of a decision of the PhD Assessment Board/ Academic Council may be made on the following grounds:
 - (a) There were circumstances affecting the student’s performance of which the examiners were unaware at the time of the examination or other formal assessment and which the student had good reason not to disclose at that time (including the existence of extraordinary circumstances of which the student was unaware prior to the examination);
 - (b) there is evidence of a procedural irregularity in the conduct of the examination (including administrative errors) that may have affected the outcome;
 - (c) there is evidence of improper or inappropriate judgment on the part of one or more examiners.
- (3) Appeals challenging the PhD Assessment Board’s academic judgment underlying the evaluation of examination performance or decisions regarding admission to a higher stage of study will normally be dismissed as long as it has been made in accordance with the regulations.
- (4) Students wishing to appeal must do so within one month of notification of the assessment or receipt of the written decision (on examinations/resubmissions) from WvH University Institute’s Academic Council.
- (5) A formal letter of appeal must be forwarded to the Director of the WvH University Institute. The Director is responsible for interpreting and applying the policies applicable to appeals by PhD students. Students wishing to submit an appeal of PhD Assessment Board / Academic Council decisions should contact the Director in writing.
- (6) The WvH University Institute will inform the PhD candidate of the Director’s decision, including the reasons for the decision, and of the conclusion of the process.

- DEGREE -

§ 29 CONFIRMATION OF GRADUATION

- (1) The doctoral program is considered completed after a positive oral defense of the doctoral dissertation and incorporation of any conditions imposed by the examiners. This requires confirmation by the Academic Council of the WvH University Institute.
- (2) All candidates must submit a final version of the doctoral dissertation in the specified format (two bound doctoral dissertations and a PDF file), the signed form “WvH University Institute Research Repository Agreement Form” (Repository Form) and in case of a doctoral dissertation written in any other language than English, they have to provide an English-language abstract to the WvH University Institute. Without sending the mentioned documents no certificate can be issued.

§ 30 CERTIFICATE, DIPLOMA SUPPLEMENT

- (1) Upon certification of the degree by the Research Degrees Board, the student shall be awarded the degree of Philosophiae Doctor (PhD) of Business and Social Sciences.
- (2) The certificate (with title of the doctoral dissertation in both the language of the thesis and in English) is issued by WvH University Institute.
- (3) The Diploma Supplement contains more detailed information about the study program as well as an overview of the completed modules. The topic of the doctoral dissertation is also listed in the Diploma Supplement.
- (4) Diploma Supplements are prepared by WvH University Institute. Students usually receive their degree documents by mail within 4 weeks after confirmation of their degree.
- (5) There is a fee for issuing copies or reissuing the certificate or Diploma Supplement.

FINAL PROVISIONS

§ 31 INVALIDITY OF EXAMINATIONS/GRADUATION

- (1) If, following the examiners' assessment, there is evidence of academic misconduct in the preparation or writing of the thesis, or other irregularities in the examination service provided, the Academic Council of the WvH University Institute will consider the matter - where necessary in conjunction with the examiners - and take appropriate action - based on its regulations.
- (2) In accordance with WvH University Institute regulations, the Academic Council may revoke a degree.

§ 32 CHANGES TO THE CURRICULUM AND MODULES

- (1) If a student of a degree program has not completed the degree program according to the curriculum applicable to him or her one year after the application of a new curriculum, he or she automatically falls under the application of the new curriculum. Examination achievements will be credited accordingly.
- (2) The study documents for the modules in Phase 1 are updated at regular intervals. The information is provided via the WvH University Institute's website. The updated documents are obligatory as of the deadline set and announced to the students.

§ 33 ENTRY INTO FORCE

These doctoral regulations shall enter into force on the day following their publication.

APPENDIX

DIVERSITY AND EQUALITY

and

DISADVANTAGE COMPENSATION

at the

German University Institute “Wilhelm von Humboldt”

The German University Institute “Wilhelm von Humboldt” cognizes the diversity of its students and employees as a potential and resource. The diversity policy and our mission statement record statements on equal opportunities and anti-discrimination with regard to gender, origin, age, sexual orientation, religious orientation, different life situations and forms, and physical or mental impairments.

The German University Institute “Wilhelm von Humboldt” promotes equality for all employees in a comprehensive sense and takes appropriate measures to this end. In particular, it appoints a Gender and Diversity Officer with the aim of promoting equality at the German University Institute “Wilhelm von Humboldt” in the long term. It also supports the compatibility of work and family for its employees, in particular part-time work and job sharing, including in management positions. Affiliated associations and federations are to be encouraged by the German University Institute “Wilhelm von Humboldt” to include the principles of an obstacle-free university and the integration of students with disabilities in their mission statement.

DISADVANTAGE COMPENSATION

If students provide a medical certificate showing that they are unable to take all or part of an examination in the prescribed form due to a disability or chronic illness, the Examination Committee, together with the Gender and Diversity Officer, must arrange for equivalent examinations to be taken within an extended processing time or in another form. The same applies to study achievements and the regulations for the compensation of disadvantages for all achievements and parts of the study program.

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