

**Doctoral Degree Regulations  
of the  
International Psychoanalytic University (IPU) Berlin**

Doctoral regulations for the Dr. phil. degree at IPU Berlin

# **Doctoral Regulations for Dr. phil. at the International Psychoanalytic University (IPU) Berlin**

## **Preamble**

Based on § 35 of the Berlin Higher Education Act (Berliner Hochschulgesetz – BerlHG) in the version dated 26 July 2011, the Academic Senate of IPU Berlin issued the following doctoral degree regulations on 28 January 2022. The regulations, including Appendices 1-3, will come into effect when the IPU Berlin receives the right to award doctorates. Until this date, doctoral work at the IPU Berlin will be carried out in cooperation with universities with the right to award doctorates. The relevant stipulations are set out in Appendix 4 to these doctoral degree regulations.

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## **§ 1**

### **Definition of the doctoral proceedings and doctoral degree**

- (1) IPU Berlin awards the degree of Doctor of Philosophy (doctor philosophiae, abbreviated to Dr. phil.) on the basis of a proper doctoral project in accordance with the following stipulations.
- (2) In addition to the successful completion of one's studies, the doctorate demonstrates the ability to carry out in-depth scholarly work through one's own research. The written doctoral thesis consists of a dissertation (individual scientific paper or several individual papers) and an examination colloquium (defense).
- (3) Doctoral subjects are academic fields that can be defined in terms of content and are represented in teaching and research by at least one university lecturer from the faculty.
- (4) A degree pursuant to para. 1 may only be awarded once in the same doctoral subject.

## **§ 2**

### **Doctoral Committee**

- (1) The Academic Senate appoints a doctoral committee to carry out doctoral procedures. The Academic Senate appoints the members of the doctoral committee at the beginning of its term of office. It consists of at least three university professors and one academic staff member with a doctorate. All members of the doctoral committee are entitled to vote.
- (2) A proxy must be appointed for each member of the doctoral committee.
- (3) The doctoral committee decides on the admission of applicants and their doctoral projects. Admission must be approved by a simple majority. The doctoral committee is obliged to advise the applicants. In the case of interdisciplinary doctoral projects, the doctoral committee ensures that the subjects are appropriately involved in their examination. The doctoral committee does not hold meetings open to the university public.
- (4) The doctoral committee elects two professors from among its members to serve as chair or deputy chair.
- (5) The doctoral committee may delegate decisions in individual cases or certain authorities to the chair of the doctoral committee.
- (6) The doctoral committee is accountable to the Academic Senate. It informs the Academic Senate of its decisions.
- (7) In the case of basic procedural questions, the president and vice president must be informed by the chair of the doctoral committee.

## **§ 3**

### **Admission requirements**

- (1) The prerequisite for admission to the doctoral program is the successful completion of a course of study relevant to the doctorate at a university within the scope of the constitution by passing
  - either a master's degree with a total of 300 credit points, including the previously completed degree program,
  - or a master's examination (*transl. Magisterprüfung*),
  - or a diploma examination (*transl. Diplomprüfung*),which were generally completed with an overall grade of "very good".
- (2) If the applicant holds a degree other than those specified in para. 1, they may be admitted to the doctoral program if their qualification for the doctoral subject has been ensured. The doctoral committee may admit the applicant to the doctoral program on the condition that they provide evidence of academic achievement within a certain period of time, the acquisition of which is customary in the university degree required in accordance with para. 1 or is necessary to supplement the knowledge demonstrated by the applicant for the intended doctorate.
- (3) An equivalent degree at a higher education institution outside the scope of the constitution shall also be regarded as a degree in accordance with para. 1. If there is any doubt about equivalence, a certificate of equivalence must be obtained from the Central Office for Foreign Education at the Secretariat of the Standing Conference of the Ministers of Education and Cultural Affairs of the States in the Federal Republic of Germany (*transl. Sekretariat der Ständigen Konferenz der Kultusminister der Länder in der Bundesrepublik Deutschland*). If the grading of the foreign

university degree is not classified by the Central Office for Foreign Education, the representative of the doctoral committee responsible for the subject will check the comparability of this university degree for equivalence with an overall grade of "very good". If equivalence is not established, the doctoral committee shall examine whether equivalence can be established after the conditions set out in para. 2 have been met.

#### **§ 4**

##### **Admission procedure**

- (1) Applications for admission to doctoral studies (Appendix 1) must be submitted to the doctoral committee together with the following documents:
  - a) Documents, in particular certificates and proof of qualifications, which are required in accordance with § 3,
  - b) a tabular overview of the relevant activities and involvements in connection with the intended doctoral project,
  - c) a declaration as to whether the intention to complete a doctorate has already been registered or whether a doctoral project has been initiated at another university, including full details if applicable,
  - d) a declaration that the applicant is aware of the applicable doctoral degree regulations,
  - e) for applicants whose native language is not German who hold a degree from a foreign university or equivalent institution, and who wish to complete the doctorate in German, proof of German language proficiency by passing the German language examination for university admission (DSH) or equivalent proof in accordance with the regulations for the German language examination for university admission of foreign applicants at the IPU Berlin,
  - f) as a rule, the doctoral work must be completed in German or English. Upon application, a scientific language other than German or English may also be accepted, provided that supervision, assessment, and evaluation are guaranteed in the same language at IPU Berlin.
- (2) The application for admission must be accompanied by a description of the objectives and methods of the doctoral project. The doctoral project must be approved by at least one university professor at the IPU Berlin. The doctoral candidate may propose a supervisor, who must confirm their acceptance of the position (Appendix 2).
- (3) The doctoral committee usually decides on applications for admission to doctoral studies within one month. Rejections must be justified in writing.
- (4) The doctoral application must be rejected if:
  - g) the requirements according to § 3 are not met,
  - h) documents according to para. 1 and 2 are missing,
  - i) a doctoral project in the doctoral subject applied for has already been successfully completed,
  - j) a doctoral project in the doctoral subject applied for is already being carried out,
  - k) the declaration pursuant to para. 1 letter d) was made untruthfully.
- (5) The doctoral application may be rejected in the event of subject/topic incompetence in accordance with § 4 (2).

#### **§ 5**

##### **Enrolment as a doctoral student**

- (1) Doctoral candidates who are not already members of the IPU Berlin due to employment or enrolment in a degree program must be enrolled at the IPU Berlin as a student for doctoral studies.
- (2) If enrolment is not applied for within the period specified in the notification of admission to the doctoral program or within the extension period, admission to the doctorate expires. This does not preclude a renewed application for admission to the doctorate.

## § 6

### **Supervision of the doctoral project, Standard working time**

- (1) With the admission of the doctoral candidate to the doctoral program, the IPU Berlin commits to ensuring the supervision and subsequent assessment of the doctoral project.
- (2) As a rule, the supervisor of a dissertation is a professor at the IPU Berlin. The supervision of a dissertation is the ongoing duty of the respective university professor and may not be delegated.
- (3) The supervisor and the doctoral candidate agree on the most important key points of the doctoral project in the form of a supervision agreement in accordance with Appendix 3, which also includes participation in accompanying courses that can be attended as part of the IPU Berlin doctoral program.
- (4) The supervisor and the doctoral candidate make a declaration to the doctoral committee on compliance with the rules of good scientific practice as laid down in the "Statutes for Ensuring Good Scientific Practice" in the currently valid version. The declaration is part of the supervision agreement.
- (5) A change of supervisor can take place if there is an important reason and must be communicated to the doctoral committee, which will review and approve it. The parties must be consulted in advance.
- (6) The topic of the doctoral project can be chosen freely, but the choice must be made in agreement with the supervisor. As a rule, the dissertation should be submitted after three years (standard working time), and the proceedings should be completed after four years.
- (7) If a doctoral candidate exceeds the standard working time in accordance with para. 6, they must obtain approval for the extended working time from the doctoral committee. The corresponding application must indicate the status of the dissertation, and the expected working time still required. This approval must be obtained within three months of expiry of the standard working time at the latest.
- (8) The supervisor commits to supervising the doctoral project for a period of up to three years by means of a declaration to the doctoral candidate and the IPU Berlin. The doctoral committee will decide on a longer supervision period upon request in agreement with the supervisor. If the supervisor or the doctoral candidate feels compelled to terminate the supervisory relationship in the course of the work, they are obliged to inform the chairperson of the doctoral committee immediately, stating the reasons.
- (9) If the supervisor's involvement with the IPU Berlin ends, they retain the right to complete the supervision of a dissertation that has been started and to be a member of the doctoral committee with voting rights for three years. The time limit does not apply to former university professors at the IPU Berlin whose authorization to teaching and set examinations is still valid.
- (10) If the supervisory relationship is terminated due to illness or death of the supervisor, the doctoral candidate may propose a new supervisor to the doctoral committee to take over the supervision until completion of the doctoral project. The proposal is made in accord with the university professor and must be confirmed by the doctoral committee.
- (11) In the event of a conflict, a trusted professor at the IPU Berlin may be involved to mediate between the doctoral candidate, the supervisor, and the doctoral committee.

## § 7

### **Dissertation**

- (1) The dissertation is a treatise written by the doctoral candidate on an independent research effort that meets scientific standards in terms of content and form and contains new findings.
- (2) The dissertation can consist of a single scientific paper (monograph) or be a cumulation of individual published papers. Cumulative dissertations require at least three original papers in peer-reviewed journals. The doctoral candidate must be the first author of at least two of these papers. At least two of the required original papers must have been accepted for publication by the publisher upon submission of the dissertation. The third and any further original work must at least have been submitted to the publisher for review when the dissertation is submitted. The doctoral committee decides on the recognition of publications with shared first authorship. The doctoral candidate and the supervising university professor must be invited to the meeting in which this decision is made.

- (3) A cumulative dissertation must have an overall title. In addition to the information specified in § 7 para. 5, it must consist of a list of the titles of the individual papers, include the individual papers, an introduction, and a connecting text that interprets, evaluates, and discusses the individual papers in a comprehensive manner. The topicality of the research contribution resulting from the cumulative work must be ensured.
- (4) In the case of written doctoral work pursuant to para. 2, which has been produced in collaboration with other researchers, the doctoral candidate's contribution must be clearly definable and assessable. The doctoral candidate is obliged to provide details of their contribution to the conception, execution, and drafting of the report. This must be confirmed in writing by the co-authors of the individual papers.
- (5) The doctoral candidate must list all aids and resources and assure that they have written the dissertation independently on this basis. The dissertation must not have already been accepted or rejected in a previous doctoral project. In cases of doubt, dissertations from previous doctoral projects must be submitted for comparison.
- (6) The dissertation must contain the name of the author, the designation as a dissertation submitted to the IPU Berlin, and the year of submission on the title page, as well as a preliminary page with the names of the reviewers. As an appendix, it must contain an approx. 1-page summary of its results in German and English as well as a list of previous publications resulting from this dissertation. With the doctoral candidate's consent, it should include a brief curriculum vitae of the doctoral candidate.
- (7) The dissertation must be submitted in six printed copies, as well as an electronic version in a common file format and on a common data carrier. Each reviewer receives one copy; a further copy remains at the IPU Berlin and is archived. Pre-publications of parts of the thesis must be submitted as offprints or copies in six copies.

## **§ 8**

### **Assessment of the dissertation**

- (1) After submission and formal examination of the dissertation, the doctoral committee shall immediately appoint the reviewers for the dissertation and the doctoral committee in accordance with § 9.
- (2) As a rule, two independent reviews are prepared. If a reviewer is a co-author of one or more of the included original papers in the case of cumulative doctoral work in accordance with Section 7 (2), a third review will be obtained. At least one reviewer must be a university professor at another university. The reviewers are appointed by the doctoral committee with due regard to suggestions by the doctoral candidate. At least one reviewer must be a university professor at the IPU Berlin. One reviewer must represent the subject area of the dissertation.
- (3) The reviews must be written independently of each other and submitted within 10 weeks of being requested. The doctoral committee must be informed in writing of any reasons for exceeding the deadline. The members of the doctoral committee and the doctoral panels must treat the reviews confidentially. The reviews must assess the significance of the dissertation and its results in a wider context and describe any shortcomings. If a reviewer sees deficiencies in the dissertation, the elimination of which is possible and appears necessary for acceptance, they must describe these precisely in the review. In such a case, they may recommend a revision of the dissertation, for which appropriate instructions should be given. In the overall assessment, each reviewer must recommend either acceptance, including an assessment in accordance with § 10, rejection, or return of the dissertation to remedy certain deficiencies and resubmission. If the required assessments are not clearly evident from a review, the doctoral committee shall return the review for revision.
- (4) If the assessments in the reviews differ by more than one grade, the doctoral committee appoints an additional reviewer.
- (5) After completion of the assessment, the dissertation with the reviewers' grade proposals must be made available for two weeks, or four weeks during the lecture-free period. All university lecturers and academic staff holding a doctorate may inspect the dissertation and the proposed grades and submit a written statement to be attached to the doctoral documents. This group of persons must be informed by the doctoral committee in an appropriate manner about the interpretation of the dissertation. In addition, the members of the doctoral committee and the respective doctoral panel have the right to inspect the expert opinions during the submission period. The doctoral committee may appoint a further external reviewer in the event that comments are received during the interpretation period that present arguments against statements from the reviews that appear plausible to the committee.

## **§ 9**

### **Doctoral Panel**

- (1) The doctoral committee forms a doctoral panel for the upcoming doctoral proceedings and appoints a chairperson and a deputy chairperson, each of whom must be a university professor at the IPU Berlin.
  - a) The doctoral panel consists of the chairperson, the reviewers, another university lecturer from the IPU Berlin and an academic staff member with a doctorate. At least two of the professors in the panel must be members of the IPU Berlin. The doctoral panel should not include more than one university professor who has been released or retired. § 6 (3) remains unaffected. In the case of written doctoral work in accordance with § 7 (2), which has been produced in collaboration with other scholars, the following applies to the doctoral panel:
    - b) The chairperson of the doctoral panel may not be a co-author of the individual papers included,
    - c) a maximum of one reviewer may be a co-author,
    - d) a maximum of two members of the doctoral panel may be involved in the publication(s).
- (2) For members of the doctoral panel who leave or are unable to attend for a longer period of time for compelling reasons, the doctoral panel shall supplement accordingly, taking into account the stipulations in para. 2.
- (3) The tasks of the doctoral panel are
  - e) the evaluation of the dissertation based on the available expert opinions and any comments according to § 8 (5),
  - f) the scheduling and conduct of the defense,
  - g) the assessment of the defense,
  - h) the determination of the overall grade, which considers the individual assessments for the dissertation and defense in accordance with §§ 11, 12.
- (4) The doctoral panel does not hold meetings open to the university public.
- (5) The doctoral panel passes resolutions by a majority of its voting members. All votes on assessments are open to the panel. Abstention is not permitted.

## **§ 10**

### **Decisions on the dissertation and scheduling the defense**

- (1) After the display period has ended, the doctoral panel decides on the acceptance, rejection, or return of the dissertation, the admission of the doctoral candidate to the defense, and the determination of the dissertation's grade. In the case of acceptance, it uses the following grades
  - with distinction (summa cum laude),
  - very good (magna cum laude),
  - good (cum laude),
  - sufficient (rite)and, in the event of rejection, the predicate
  - not sufficient (non sufficit).
- (2) The distinction "summa cum laude" may only be awarded for the dissertation if the work has been assessed as "summa cum laude" by all reviewers. If the dissertation is rejected, the doctoral panel will declare the doctorate as failed without scheduling a defense and give reasons for the decision. The rejection must be communicated to the doctoral candidate in writing by the chairperson of the doctoral panel, stating the reasons.
- (3) After acceptance of the dissertation, the doctoral panel informs the candidate of its decision and determines the date of the defense in consultation with them. It should be held within four months of receipt of the final assessment. The chair of the doctoral committee shall decide on justified exceptions upon request. The chairperson of the doctoral committee issues invitations to the defense.
- (4) If the dissertation is returned in accordance with Section 8 (3), the oral defense will not be scheduled until after submission, review of the revised dissertation, and the presentation period in accordance with Section 8 (5).

- (5) If the doctoral candidate declares that they will not take part in the defense, the doctoral candidate has failed the defense. The doctoral committee chairperson must inform the doctoral candidate of this in writing.

## **§ 11**

### **Doctoral Defense**

- (1) The purpose of the defense is to demonstrate the doctoral candidate's ability to present and discuss scientific problems orally. Depending on the doctoral candidate's wishes, the oral defense may be held in German, English or, upon request, in another academic language. The defense is open to the university public, unless there are important reasons to the contrary. The doctoral committee decides on whether participation of the university public is allowed. All members of the doctoral panel are to take part in the defense.
- (2) The defense begins with a thirty-minute presentation in which the doctoral candidate presents and explains the results of the dissertation and its significance in the wider academic context. The doctoral candidate then defends the dissertation against criticism and answers questions from members of the doctoral panel. The questions should relate in particular to classifying problems of the dissertation in larger scientific contexts. The chairperson of the doctoral panel may then allow questions from the public on the topic of the defense. The scientific discussion must last at least thirty minutes and should not exceed sixty minutes.
- (3) The chairperson of the doctoral panel coordinates the academic discussion and decides on the priority and, if necessary, admissibility of questions. They may exclude participation by the public, if necessary, in order to properly conduct the discussion. The members of the doctoral committee do not count as members of the public.
- (4) The members of the doctoral panel appoint one of their members to take minutes. This person keeps a record of the proceedings and the assessment of the defense in accordance with § 12 (1). The minutes are to be included in the doctoral records. The minutes must contain the following information:
- Date, time and place of the defense,
  - Attendance list of the members of the doctoral panel,
  - Grading of the dissertation,
  - key points of the contributions to the discussion,
  - Grading of the defense,
  - Overall grade according to § 12,
  - special incidents.

The minutes must be signed by the minute taker and the chairperson of the doctoral panel.

- (5) If the doctoral candidate misses the oral defense without being excused, it is deemed to have been failed. The doctoral candidate must be informed of this in writing.

## **§ 12**

### **Decision on the defense and the doctorate**

- (1) Following the defense, the doctoral panel evaluates the defense in a closed session in accordance with § 10 para. 1. In the evaluation of the defense, the scientific discussion is to be weighted more heavily than the presentation. In the overall grade, the dissertation shall be weighted more heavily than the defense. The doctoral panel then determines the overall grade using the ratings specified in § 10 para. 1. It informs the doctoral candidate of the individual grades for the dissertation and the defense as well as the overall grade. The grade "with distinction (summa cum laude)" may only be awarded as an overall grade if both the dissertation and the defense were assessed with this grade.
- (2) Once the overall grade has been determined by the doctoral panel, the doctoral candidate receives an interim certificate containing the title of the dissertation, the grades for the dissertation and defense, as well as the overall grade. This interim certificate does not entitle the holder to use the doctoral title.
- (3) After completion of the doctorate, the entire doctoral process must continue to be treated confidentially; the doctoral candidate has the right to inspect their doctoral records for one year.

- (4) If the defense is not passed, the doctoral candidate must be informed of the decision in writing, including the reasoning, by the chair of the doctoral committee within two weeks. The defense may then be repeated once at the earliest after three months and at the latest after six months.
- (5) If the second defense is also failed, the doctoral panel shall declare the doctorate failed and justify its decision in writing. The doctoral candidate shall be informed of the decision, including the reasons, in writing by the chair of the doctoral committee within two weeks.

### **§ 13**

#### **Obligation of publication and delivery**

- (1) The dissertation is to be made available to the academic public in an appropriate manner by means of reproduction and dissemination. This obligation is considered to be fulfilled when, in addition to the six copies required in accordance with Section 7 (6), the doctoral candidate submits the following to the university library free of charge:
  - a) 40 copies in book or photo print,
  - b) or three original publications if the entire dissertation is published in a journal,
  - c) or three original copies if a commercial publisher is responsible for distribution via a bookseller and a minimum print run of 150 copies can be verified,
  - d) or an electronic version, the data format and data carrier of which must be agreed with the university library, as well as five printed copies.

In the case of option a), the university library is obliged to keep an appropriate number of surplus copies for four years. In the case of options b) or c), the publication must be identified as a dissertation, stating the location of the dissertation. In the case of options a) and d), the doctoral candidate transfers the right to produce and distribute further copies of their dissertation to the IPU Berlin.

- (2) If a dissertation is distributed by a commercial publisher and a printing cost subsidy is granted from public funds, an appropriate number of copies must be made available to the university library for lending purposes.
- (3) Publication and fulfilment of the submission obligation pursuant to para. 1 must take place within two years, from the date of the defense. The doctoral committee is responsible for deciding on extensions of the deadline upon the doctoral candidate's justified written request.
- (4) Before the dissertation is published, the doctoral candidate must obtain approval for the version of the text to be published. This is granted by the chair of the doctoral committee in consultation with the reviewers.
- (5) There is no obligation to re-publish the individual published papers of a cumulative thesis as part of a doctoral process. The doctoral committee is responsible, based on a justified written request by the doctoral candidate, for deciding whether a partially published thesis can be exempted from the publication requirement.

### **§ 14**

#### **Doctoral certificate**

- (1) A doctoral degree certificate is issued in German or, on request, in English.
- (2) The certificate must contain the following information:
  - a) the name of IPU Berlin,
  - b) the name, date of birth, and place of birth of the doctoral candidate who has obtained the doctorate
  - c) the awarded degree of Doctor of Philosophy (doctor philosophiae, abbreviated to Dr. phil.),
  - d) the title of the dissertation,
  - e) the date of the defense, which is also the date of the completed doctorate,
  - f) the overall grade of the doctorate,
  - g) name and signature of the President,
  - h) seal of the IPU Berlin,
  - i) if applicable, name of the successfully completed doctoral program.

- (3) If, before the doctoral certificate is issued, it occurs that
1. the applicant has misrepresented the essential requirements for the award of the doctoral degree or
  2. essential requirements for the award of the doctoral degree have been erroneously assumed to have been met without there being a case of no. 1, subject to a different decision by the doctoral committee, the doctoral certificate will not be issued, and the overall examination will be declared failed.
- (4) The doctoral certificate will be issued within six weeks of notification of fulfillment of the obligation to submit the doctoral dissertation in accordance with Section 13 (1) and (3). The doctoral certificate entitles the holder to use the doctoral title.

### **§ 15 Objection**

An appeal refuting the result of the doctoral examination procedure may be lodged with the doctoral committee within three months of its announcement, stating the reasons in writing. The chair of the doctoral committee is responsible for the proper conduct of the appeal procedure. If the appeal relates to the assessment of the doctorate or individual components thereof, the doctoral panel must be involved in the decision. The doctoral committee is to decide on the appeal within one month and inform the person concerned of the result, including a written statement of the reasons. If additional expert opinions are obtained as part of the objection procedure, this period may be extended to up to three months.

### **§ 16**

#### **Joint doctorate with foreign universities or equivalent educational or research institutions**

- (1) The doctoral process can be carried out jointly with foreign universities or equivalent educational or research institutions if
- a) the applicant fulfills the requirements for admission to doctoral studies at the IPU Berlin and
  - b) the foreign institution has the right to award doctorates under its national legislation and the degree to be awarded by this institution would be recognized within the scope of the constitution.
- (2) The implementation of the joint doctorate must be contractually regulated. The contractual regulations apply in addition to the stipulations within these doctoral degree regulations. In their agreement, the stipulations of the IPU Berlin doctoral degree regulations must be taken into account with regard to the requirements and the procedure for ensuring equivalence. It must be mutually agreed upon which doctoral degree regulations are to be applied. The foreign doctoral degree regulations must be submitted in German or English translation, if necessary, so that it can be determined whether they are equivalent to the IPU Berlin doctoral degree regulations in terms of requirements and procedure. If the foreign doctoral degree regulations are decisive, it must be ensured that the essential regulations of the IPU Berlin doctoral degree regulations are also guaranteed.
- (3) The doctoral candidate must be admitted to doctoral studies at the participating institutions.
- (4) The dissertation can be written in German, English or, upon request, in another academic language and must include a summary in the third language in addition to the German and English summaries.
- (5) The doctoral panel is composed of an equal number of two university professors from each participating university or equivalent research or educational institution as well as an academic representative of the subject area with a doctorate. The reviewers are members of the panel. Upon request, the panel can be expanded to include up to two additional university professors, whereby equal representation must be maintained. It must be ensured that all members of the doctoral panel speak the language used for the examination.
- (6) In the case of divergent grading systems in both countries, agreement must be reached on how the jointly determined examination grades are to be named and uniformly documented. The ECTS (European Credit Transfer System) grading scale is used as the basis for this:
- |               |                    |
|---------------|--------------------|
| A = excellent | = summa cum laude, |
| B = very good | = magna cum laude, |

C = good = cum laude,

D = satisfactory = rite,

F = not passed = non sufficit.

- (7) A bilingual doctoral certificate is issued jointly by both universities in accordance with the model developed by the German Rectors' Conference (HRK). This entitles the doctoral candidate to use the doctoral degree in either the German or the foreign form, however, only one doctoral degree is awarded.

### **§ 17**

#### **Revocation of a doctoral degree**

The degree can be revoked

1. if it is subsequently made apparent that it was obtained by deception or that essential requirements for the award were not met,
2. in the event of academic misconduct deemed to be significant by the doctoral committee after consultation with the IPU's ombudsperson in questions of good scientific practice or established by a legally binding court judgment. The president of the IPU Berlin decides on the withdrawal of the academic degree awarded in accordance with § 1 (1) on the recommendation of the doctoral committee.

### **§ 18**

#### **Discontinuation of proceedings, withdrawal, new doctoral proceedings**

- (1) If more than six years have passed since admission to the doctorate, the doctoral committee may discontinue the proceedings after prior written agreement and commentary by the supervisor and after a hearing with the doctoral candidate. The decision to discontinue must be justified. It is to be issued in writing by the chair of the doctoral committee. This does not preclude a renewed application for admission to the doctoral program.
- (2) The doctoral candidate has the right to withdraw from the doctoral program until receiving the first review. The previous procedural steps are not considered to be doctoral proceedings after a withdrawal.
- (3) If the entire doctorate has not been passed, admission to a new doctoral program can be applied for and the new dissertation can be submitted after one year at the earliest.

### **§ 19**

#### **Commencement of Regulations**

These regulations were adopted by the Academic Senate of IPU Berlin on 28 January 2022 and approved by the Berlin Senate Department responsible for higher education on 20 February 2023. They enter into force on 24 February 2025 and are published on [www.ipu-berlin.de](http://www.ipu-berlin.de).

Application for Registration for a Doctoral Program at IPU

Berlin (Attachment 1)

Last Name  First Name

Gender (m/f/d)

Birth Date  Place

Nationality

Second Nationality (if applicable)

declares their intention to, together with the IPU, pursue the academic degree in

the subject/specialization

The university degree was awarded at [University] of

In the subject

in the Year  Final Grade:

**Working topic of the doctoral project:**

Proposed supervisor at IPU Berlin:

Currently (full time or temporary) employee of the IPU Berlin: yes  no

Currently student at the IPU Berlin: yes  no

**The doctorate will be pursued within the framework of a doctoral program:** yes  no  ; if applicable,  
program title:

Date/Signature of the Applicant

**International Psychoanalytic University (IPU) Berlin  
Confirmation of doctoral supervision and admission to  
doctoral studies at the IPU Berlin (Annex 2)**



Supervision of the doctoral procedure of

**candidate:**

**will be supervised by IPU Professor:**

**Area of appointment:**

He/she will advise and support the candidate in the completion of all partial work required for the doctorate.

Date/Signature of the professor

**Completeness of the documents submitted (to be completed by the doctoral office):**

- Application for admission to doctoral studies
- Declaration of doctoral supervision by the professor
- Certificates / proof of qualifications
- Tabular overview of activities / experience
- Declaration of doctoral procedure at another university
- Declaration of doctoral degree regulations
- Language certificate, if applicable
- Supervision agreement (can be submitted later if necessary)
- Exposé (can be submitted later if necessary)

**The documents submitted have been checked and are complete.**

Deadline for submission of missing documents:

Date/signature Doctoral Office staff member

**The requirements for admission to doctoral studies at the IPU Berlin are fulfilled.**

Conditions:

Date/Signature Chairperson of the  
Doctoral Committee of the IPU Berlin

**The candidate will be admitted to [date]  
Berlin.**

**as a doctoral candidate at the IPU**

Date/Signature Executive Board  
of the IPU Berlin

# Supervision Agreement

International Psychoanalytic University (IPU) Berlin

Between

\_\_\_\_\_ (Doctoral candidate)  
\_\_\_\_\_ (IPU supervisor)  
\_\_\_\_\_ (Supervisor of the degree-conferring university)  
\_\_\_\_\_ (Additional supervisors, if applicable)

In the interest of a constructive and productive cooperation within the framework of the dissertation project, [doctoral candidate] and [supervisor] hereby enter into the following Supervision Agreement.

## Dissertation Project

1. [Doctoral candidate] will produce a dissertation under the working title "[.....]". The dissertation will be written in [English/German]. The project is described in more detail in the exposé (max. 5 pages)
2. The working period for the doctoral project is agreed upon to last from: \_\_\_\_\_ [semester] until \_\_\_\_\_ [semester]. In the case of legitimate grounds (e.g. delays in the research progress, assumption of family obligations, etc.), the duration of the doctoral project can be extended.
3. The doctoral project is subject to the work/time schedule as agreed upon between [doctoral candidate] und [supervisor] which is enclosed in the annex and dated \_\_\_\_\_ [Datum].
4. The Agreement with its annexes is reviewed \_\_\_\_\_ [frequency, e.g. annually] by the parties involved and modified if necessary.
5. [Doctoral candidate] and [supervisor] are obligated to comply with the rules of good scientific practice as laid down in the IPU Berlin's Guidelines for the Securing of Good Scientific Practice in the version that is valid at the time of signature. This includes for [doctoral candidate] to consult with [supervisor] or other confidants in cases of doubt. For [supervisor], this explicitly means the obligation to respect and name the copyright provisions for texts or findings of [doctoral candidate].

## Supervision of the Dissertation Project

6. [Doctoral candidate] and [supervisor] consult [frequency, at least once a semester] on the progress of the project on the basis of the exposé, interim reports and individual chapters. [Doctoral candidate] prepares a brief protocol of the consultations which is to be signed by [supervisor].
7. [Supervisor] agrees to regularly monitor the preparation of the interim reports and the work progress, and to comment comprehensively in oral and/or written form on the contributions provided at the agreed meeting times. The minutes of the meetings serve as evidence.
8. In addition to the supervision meetings, [doctoral candidate] presents the status of the work once a year in the framework of a colloquium in which [doctoral candidate] receives feedback on the project's status and possibilities for improvement.

With regard to the publication of results, [supervisor] and [doctoral candidate] agree on the following procedure [e.g.: Naming the affiliation, number, quality and utilization after disputation, ...]:

**Procedure in Cases of Disputes**

- 9. In cases of disputes, the parties shall contact the IPU confidants or the Doctoral Supervision Committee.
- 10. The Supervision Agreement may be terminated by either party. The Doctoral Supervision Committee shall be notified in writing of the termination and shall be given reasons for the termination. In case of a termination of the Supervision Agreement and the written notification (justification) to the Doctoral Supervision Committee, the latter shall, if necessary, endeavor to find an alternative, professionally appropriate supervision arrangement.

**Proof of Qualifying Activities**

- 11. [Doctoral candidate] will participate in the following professional and interdisciplinary qualifying activities (E.g. Modules and events within Master Programs or Doctoral Programs at the IPU Berlin). Compilation of the intended participation in activities (the doctoral candidate is responsible for providing proof of participation):

Name of the institution	Name of the module or other activity	Number of the module or event according to course catalog	Instructor	Credits

**Date and Signatures**

\_\_\_\_\_  
(Doctoral candidate)

\_\_\_\_\_  
(IPU supervisor)

\_\_\_\_\_  
(Supervisor of the degree-conferring university)

\_\_\_\_\_  
(Additional supervisors, if applicable)