



Faculty 3 of Technische Universität Braunschweig provides this translation of its „Promotionsordnung der Fakultät Architektur, Bauingenieurwesen und Umweltwissenschaften der Technischen Universität Braunschweig“ as a service. Nevertheless, the only relevant and binding basis for Faculty 3 for awarding a doctoral degree are the original regulations in German.

Doctoral Regulations of the Faculty of Architecture, Civil Engineering and Environmental Sciences of Technische Universität Braunschweig

The Faculty Council of the Faculty of Architecture, Civil Engineering and Environmental Sciences at Technische Universität Braunschweig, agreed on the following doctoral regulations in a meeting on May 24, 2016:

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§ 1 Awarding an Academic Degree

(1) The Faculty of Architecture, Civil Engineering and Environmental Sciences at Technische Universität Braunschweig awards the academic degree of a Doctor of Engineering (Dr.-Ing.) and/or Doctor of Natural Sciences (Dr. rer. nat.) in its individual form.

(2) The Faculty of Architecture, Civil Engineering and Environmental Sciences may award the degree of an Honorary Doctor of Engineering (Dr.-Ing. E.h.) or an Honorary Doctor of Natural Sciences (Dr. rer. nat. h. c.) in special cases (§ 18).

§ 2 Purpose and Types of Doctorates

(1) The doctorate is proof of the candidate's ability to carry out deepened autonomous scientific work in a subject area relating to architecture, civil engineering or environmental sciences.

(2) Proof according to Section 1 is produced by a written scientific essay, the dissertation, in accordance with § 8 and a disputation according to § 9.

(3) Persons who were accepted as doctoral candidates in accordance with § 4 should matriculate as doctoral students at the TU-Braunschweig in accordance with § 9 Section 2 Lower Saxony Higher Education Act (NHG).

(4) Doctorates may be carried out within the framework of structured doctoral programs in the responsibility of one or more faculties (e.g. in Graduate Schools or Research Training Groups) or doctoral study programs outside of such a program or study course.

§ 3 Admission Requirements for Doctorates

(1) A rule for the admission as a doctoral candidate is graduation with a Diploma, Magister, a State Examination or Master's degree at a higher education institution in a certain expert field for which the doctorate is desired. The specialty field must be attributable to a university-level Master's degree, Diploma or Magister study program in the fields of architecture, civil engineering, geocology, mobility and transportation, sustainable design, environmental engineering, natural environmental sciences or industrial engineering/area of study civil engineering.

(2) If the candidate pursues a doctorate in a different study field than his/her original degree, exams must be completed in two subjects that are offered by the faculty, to test the candidate's knowledge. These exams may not have to be taken, if the candidate has scientific publications, the suitability of which the Board of Professors will decide. The exams must be taken by university tutors who were appointed from study programs of the faculty as examiners. The Board of Professors determines the subjects and the examiners. The scope of the examination should be equal to a reading of 4 semester weeks in hours or relate to a workload of 6 credit points. These requirements must be included in the notice for acceptance as doctoral candidate in accordance with § 4 Section 5. The applicants must fulfill these requirements by the opening of the doctoral procedure at the latest.

(3) Persons with exceptional abilities (Grade average 1.3 or better) who were awarded a Bachelor's degree in Germany can be admitted for the doctorate in a study field named in Section 1, based on an aptitude assessment. Within the framework of this aptitude test, knowledge in two subjects offered by the faculty must be passed. These exams may be replaced by scientific publications over which the Board of Professors will decide. The exams must be held by university teachers who were appointed from study programs by the faculty as examiners. The Board of Professors determines the subjects and the examiners. The scope of the examination should be equal to a reading of a 4 semester-week in hours or relate to a workload of 6 credit points. These requirements must be included in the notice for acceptance as doctoral candidate in accordance with § 4 Section 5. The applicants must fulfill these requirements by the opening of the doctoral procedure at the latest.

(4) Foreign degrees require recognition. The recognition assumes the same value as a domestic degree. The Standing Conference of the Ministers of Education and Cultural Affairs of the Länder in the Federal Republic of Germany (Kultusministerkonferenz) and the German Rectors Conference's

(Hochschulrektorenkonferenz) approved declarations of equivalence or relevant legal regulations must be considered when deciding the equivalence of a foreign degree. The involvement of the Central Office for Foreign Education Systems shall decide over equality of foreign graduations. Foreign applicants who have not graduated in Germany must show proof of knowledge of the German language as required for studies. Exceptions are subject to approval by the Board of Professors.

§ 4 Admission as Doctoral Candidate

- (1) The application to be accepted as a doctoral candidate must be made in writing and must be directed to the Dean of the faculty.
- (2) By accepting the doctoral candidate, the faculty expresses its basic willingness to evaluate a dissertation on the intended subject as a scientific piece of work. The basis for acceptance is confirmation in writing by an authorized person in accordance with § 5 Section 1 to assist the doctoral candidate in the completion of his/her work.
- (3) Documents to be attached to the application:
 - a. Proof of meeting admission criteria as per § 3,
 - b. naming the prospective subject of the dissertation and the supervision agreement,
 - c. a CV, showing the personal and professional course in life,
 - d. an explanation about current and past doctoral applications, if possible state “when” and at which faculty and in which study field the opening of the doctoral procedure was applied for.
- (4) As a rule, the faculty decides within 3 months, with doctoral candidates at the individual start of the curriculums, over the application. If the admission criteria are not fulfilled, the admission of the doctoral candidate will be rejected or the doctoral candidate will be required to catch up on the missing requirements.
- (5) The decision about admission or rejection must be communicated to the applicant in writing. A rejection must be founded and must be supplied along with stating a procedure to appeal.
- (6) Admission as doctoral candidate can be revoked for compelling reasons, when
 - a. the supervisor withdraws from his supervision for important reason. The faculty has to be informed in writing by stating the reasons. If no other supervisor is found, then the admission as doctoral candidate becomes void. Admission may be applied for again and may be approved, by presenting a new declaration by a supervisor,
 - b. the supervisor is no longer a member or staff of the TU Braunschweig, then the admission is void. The Board of Professors can approve the application of the supervisor for continuation of supervision.

§ 5 Authorized Supervisors

- (1) In principle, supervisors can be the following:
 - a. Members of the group of university tutors of the faculty,
 - b. Private lecturers not on leave as well as other qualified members of the faculty,
 - c. Retired professors as well as professors of the Faculty of Architecture, Civil Engineering and Environmental Sciences dispensed from obligation.

In exceptional cases and upon application, other qualified members of the faculty, honorary professors of the faculty, proven in sciences as well as university tutors of other faculties or other universities can be admitted as supervisors. The Board of Professors decides about these exceptions.

- (2) Junior research group leaders, who on the basis of an external evaluation process receive assistance from a research promotion program, in particular through the Emmy Noether Program of the German Research Association (DFG), the VW-Foundation, the European Research Council (ERC) or are supported through equally ranking organizations, or junior research group leaders who are placed into their function by an internal placement procedure by participation of external experts can also be admitted as supervisors for doctorates.

- (3) The assumption of a scientific supervision must be verified by means of a supervisory agreement on the basis of a support codex (see Attachment 6).
- (4) In case of disagreements during the doctoral procedure, the chairwoman or chairman of the relevant Board of Professors acts as a mediator. Besides, the ombudspersons of TU Braunschweig are available for confidential conversation.

§ 6 Opening of the Doctoral Procedure

- (1) The application for opening the doctoral procedure must be directed to the Dean of the faculty in writing.
- (2) The following attachments must accompany the application for the opening of the doctoral procedure:
 - a. The notification of acceptance as doctoral candidate as per § 4,
 - b. if required, proof of the preparatory studies for the doctorate and the fulfillment of possible further criteria, according to § 3 Sections 2-4
 - c. proof of a successful participation in the Graduate Academy "Grad^{TUBS}" and/or other further training measures in the Faculty of Architecture, Civil Engineering and Environmental Sciences, according to Section 3,
 - d. a CV, presenting the personal and professional course in life,
 - e. if applicable, a list of scientific publications and scientific lectures,
 - f. as a rule 5 copies of the dissertation, dependent on the size of the Doctoral Committee according to § 7 Section 6, in addition also the dissertation as an electronic edition.
 - g. In the event of joint doctoral procedure: a joint report by all participants about the cooperation in the dissertation, data about the individual authorship for the individual parts of the dissertation, and data about the names, academic degrees, addresses of the persons participating, as well as information about whether, and if applicable, which persons have already applied for - or concluded a doctoral procedure and have already utilized parts of the work presented,
 - h. a declaration by the doctoral candidate according to Attachment 7,
 - i. a short form of the dissertation to the length of 1 DIN-A4-Sheet,
 - j. a certificate of good conduct, not older than 6 months.

All documents submitted – except originals and certificates of which the faculty may make copies if needed – will become property of the university.

(3) The doctoral candidates should go through at least 8 days of further education. Further education days are offered by e.g. the Graduate Academy "Grad^{TUBS}". It is also possible to acknowledge other acquired further education qualifications. The supervisor decides over its equivalence. In special cases, when participation at the Graduate Academy "Grad^{TUBS}" at the TU Braunschweig or comparable programs, Graduate Academies or PhD study programs would be of considerable burden, the applicable Board of Professors, upon application may authorize to furnish less than 8 days of further education. The selection of the events to be attended and the determination of possible stays at external scientific institutions or firms will be made by the doctoral candidate in coordination with the supervisor.

(4) The applicable Board of Professors decides over opening of the doctoral procedures according to § 7. Written notice is given about the opening or rejection of the application by the Dean.

(5) The application for opening of the doctoral procedures can be revoked. Revocation is impossible when an expertise already exists at the relevant body.

(6) As a rule, the dissertation may not be published prior to the conclusion of the doctoral procedures. In coordination with the supervisor, parts of the dissertation may be published.

§ 7 Board of Professors and Doctoral Committee

(1) Respective of its professional lineup in the Department of Architecture and the Department of Civil Engineering and Environmental Sciences, the faculty has two permanent Boards of Professors

which consist of relevant university teacher groups of the individual departments. The chairwoman or chairman of the Board of Professors is elected by the circle of its members for a term of two years.

(2) Applicable for the doctoral procedure is the individually addressed Board of Professors of the faculty. The Board of Professors appoints the reporters and places a doctoral committee for each doctoral procedure.

(3) The Board of Professors constitutes a quorum when the majority of its members are present. It decides by majority of the valid votes. The resolutions must be protocolled.

(4) Reporters and members of the Doctoral Committee, can be the in § 5 named authorized persons as well as relevant members of other higher education institutions. Doctoral candidates will be informed of the names of the reporters and members of the Doctoral Committee by the Dean.

(5) At least two reporters, one of them being the supervisor, must be appointed for the evaluation of a submitted dissertation. At least one reporter must be authorized for supervision as per § 5 Section 1. The other reporters may come from other faculties or other higher education institutions.

(6) As rule, the Doctoral Committee consists of four members. Reporters must be part of it. The Board of Professors appoints one member as its chairwoman or chairman. In subsequent manner the Doctoral Committee at the point of invitation for the disputation, by decision of the Board of Professors may be expanded by up to three more members. The Board of Professors can appoint a deputy for each member of the Doctoral Committee.

(7) Members of the Doctoral Committee are obligated to adhere to confidentiality about facts which became known to them during their non-public meetings, unless facts are already known or their meaning is not subject to confidentiality. Obligations for confidentiality based on the service or employment relationship remain unaffected.

(8) The Doctoral Committee constitutes a quorum when all members or their deputies are present. In special cases (illness, accident or similar of a member of the Doctoral Committee on the day of examination) it will be able to resolve, when one member is missing, as long as the doctoral candidate does not object. It resolves by a simple majority. In the event of a tie, the voice or vote of the chairman will determine the outcome. Abstentions are not permitted. The resolutions must be protocolled.

(9) The chairwoman or chairman of the Doctoral Committee has to report the status of the doctoral procedures to the Dean and the Doctoral Committee.

(10) Participation rights of university teachers in the doctoral procedures are basically not affected by retirement of any kind.

§ 8 Dissertation

(1) With his/her dissertation, the doctoral candidate demonstrates his/her abilities to achieve scientific results, by means of autonomous work, which serve further development of the subject area that the dissertation stems from.

(2) More than one scientific work can be acknowledged as a dissertation if they have an internal connection and comply with requirements of Section 1 as a whole. The cumulated work must have had its origin in a common scientific question. A detailed description must be on the outset, which results in a critical order of research subjects and the most important revelations from publications, placed into the context of the scientific literature on the subject, as well as appraisal of the own individual contribution as well as perhaps the contributions of other authors in the individual publications.

(3) As a rule, the dissertation must be completed in German or in English language. Completion in another language is subject to the decision by the Board of Professors.

(4) The reporters report in writing to the chairwoman or chairman of the Doctoral Committee and recommend either acceptance or rejection of the dissertation. In the event of acceptance for admission

the reporters evaluate the quality of the dissertation with grades as follows: "with distinction", "very good (1)", "good (2)", "passed (3)". The numbers expressed may deviate by +/- 0.3. If there is a delay in the creation of the reports, then the chairwoman or chairman of the Doctoral Committee has to report to the Dean at the latest six months after acceptance of the doctoral application for what reasons the doctoral procedure could not be concluded.

(5) After receipt of all reports, the chairwoman or chairman of the Doctoral Committee presents these reports to the members of the Doctoral Committee. The dissertation as well as the reports can be viewed by the respective members of the Board of Professors for at least two weeks. During the time without readings the display time is four weeks. A respective notice is given by the chairwoman or chairman of the Doctoral Committee. Each member of the Board of Professors has the right to object to the suggested evaluations of the dissertation. The objection has to be founded and has to be directed to the Dean in writing. He or she then passes it on to the Doctoral Committee.

(6) The dissertation is considered as accepted when all reports recommend its acceptance and when there is no objection as per Section 5. The doctoral procedure is continued with disputation.

(7) The dissertation is rejected when all reporters recommend its rejection and no objection is received as per Section 5. The doctoral procedure is thereby finished. The Dean will communicate ending of the doctoral procedure to the doctoral candidate. One copy of the rejected work along with all reports will be placed into the files of the faculty.

(8) If one reporter recommends rejection of the dissertation, or if he objects in accordance with Section 2, then the Board of Professors appoints one or more reporters. Section 2 also applies to the additional reports. After the new deadline has ended, the Doctoral Committee decides while observing all reports and objections about the acceptance of the dissertation. If the dissertation is rejected, further procedures must be in accordance with section 7.

§ 9 Disputation

(1) If the dissertation is accepted, the chairwoman or chairman of the Doctoral Committee must call promptly for the disputation. The doctoral candidate and besides the Doctoral Committee all members of the Board of Professors must also be invited to it.

(2) The disputation consists of a lecture of about half an hour on the subject of the dissertation and a subsequent colloquium of at least 45 minutes in German or English language. This scientific discussion should demonstrate whether the candidate is fully in command of the depth in the area of his or her work and furthermore in the neighboring subject areas as well as has knowledge of modern developments in his/her subject area.

(3) The disputation is held by the chairman of the Doctoral Committee. It must be conducted individually with one candidate only. Exceptions because of jointly written dissertations are subject to approval by the Board of Professors. Authorized for questioning are first of all the members of the Doctoral Committee, then all present and former members of the Board of Professors as well as professors of other higher education institutions, close to the subject. A protocol is prepared with respect to the disputation according to § 10 Section 1 which must be signed by all members of the Doctoral Committee.

(4) The disputation extends from the subject of the dissertation across the respective subject area.

(5) The disputation is public within the university, Section 3 Sentence 3 remains unaffected. The chairwoman or chairman may allow access to further persons. In the event of disturbances, the chairwoman or chairman may exclude the public.

(6) If the disputation is not passed, then it can be repeated once, as long as an application has been submitted to the chairwoman or chairman of the Examination Committee within one month. In such case the chairwoman or chairman sets a date for the repetition of the disputation. The disputation can be repeated four weeks after the first disputation at the earliest but prior to the end of one year at the latest.

(7) If the applicant is absent for the disputation unexcused or if he/she breaks off the disputation, then the disputation is considered not passed. When absence is excused, proof of such must be presented immediately and a new date will be fixed. The chairwoman or chairman of the Examination Committee will decide over the validity of the excuse.

(8) For doctoral procedures held jointly with a foreign higher education institution, special procedures can be agreed upon with respect to disputation.

(9) When the disputation is passed, the doctorate is finished.

§ 10 Total Dissertation Marks

(1) As total marks, the following internationally used evaluation scale with full grades is anticipated:

„summa cum laude“	means “with distinction”
„magna cum laude“	means “very good”
„cum laude“	means “good”
„rite“	means “passed”

(2) Immediately after disputation the Doctoral Committee decides if – and with which grade according to § 8 Section 4 the disputation was passed. Upon successful disputation the total grade is formed according to § 10 Section 1 done up from grades out of dissertation and disputation. The grades for the dissertation will receive more weight.

§ 11 Execution of the Doctorate and Certificate

(1) After the decision of the Examination Committee and upon application the Dean issues a confirmation. It contains the title and the total evaluation of the doctorate. On the confirmation it is noted that it does not as yet authorize holding the doctoral degree.

(2) The Dean concludes the doctorate by handing out the doctorate certificate. Apart from the degree earned, it contains the title of the dissertation and the total grade for the doctorate. The day of the disputation will be the date of the doctorate.

(3) The doctorate certificate will be handed over only when proof of publication of the dissertation is made as per § 12. Only after handing over of the doctorate certificate the doctoral degree may be used.

§ 12 Publication of the Dissertation

(1) Within one year after the disputation is passed the doctoral candidate must make his/her dissertation accessible to the science community. The type of distribution and the number of printed copies to supply is determined by the Board of Professors in conjunction with the “General Guidelines for Publication of Delivery of Dissertations” according to Attachment 4.

(2) As a rule, the printed copies must have a special front cover according to the sample in Attachment 2 in the individually applicable format.

(3) The dissertation may also be provided in another form (e.g. a series of scripts or as a book) or can be published in a shortened form. In the event of publication in another form, instead of the special cover, there must be an explanation on the back of the main title page: “By the Faculty of Architecture, Civil Engineering and Environmental Sciences of Technische Universität Carolo-Wilhelmina zu Braunschweig, for the purpose to obtain a doctorate in engineering (Dr.-Ing.) or Doctor of Natural Sciences (Dr. rer. pol.) authorized dissertation”. The day of submission and disputation and the reporters are named (see Attachment 3). In the case of publication of a shortened version, the words “Shortened Version” in brackets, have to be placed behind the words “Authorized Dissertation”.

(4) The final version of the dissertation must be presented to an authorized person for printing authorization decided upon by the Doctoral Committee. This also applies for other forms of publication

according to Section 3. The authorization for printing has to be reported to the Dean before the realization of the printing.

(5) In special cases, the Dean may extend the deadline for the submission of the printed copies. Application for this must be made in time and the circumstances explained.

§ 13 Unsuccessful Completion of the Doctoral Procedure

(1) The doctoral procedure is considered unsuccessfully finished if either the dissertation submitted was not acceptable, or if the disputation, even after a repetition has not brought about a sufficient result.

(2) A new application in the same subject area (see § 5 Section 3) can only be made once and not before the end of one year. This also applies when the first unsuccessful application was made with another University or institution of higher education. A rejected scientific case may not be submitted again for the purpose of doctoral procedures, even as a changed version. In the event of a new application for acceptance as a doctoral candidate, a prior unsuccessful doctoral procedure has to be communicated. Information has to be provided about the date of the first application, the subject of the rejected work and/or the faculty to which the work was submitted.

§ 14 Revocation of the Doctoral Degree

(1) An already awarded doctoral degree can be revoked or cancelled. The revocation of a doctoral degree is guided by the existing legal regulations. In addition to cases related to § 49 General Administrative Procedures Act (Verwaltungsverfahrensgesetz) the doctoral degree can also be revoked when the holder has misused the requirements in terms of scientific character connected to the degree. The decision about the revocation of the doctoral degree and the certificate rests with the Faculty Council. Depending upon the seriousness of the case, the Faculty Council, instead of revocation may decide to lower the grade as a means of sanction.

(2) If the requirements for admission as a doctoral candidate were not met, without the applicant being guilty of deception or an attempt of deception and when this fact becomes apparent after the handing over of the certificate, then this inadequacy can be made up by presentation of a recognized dissertation and the passing of the oral examination. Revocation of the doctoral degree will not be considered in this case.

§ 15 Renewal of the Doctoral Certificate

A doctoral certificate can only be renewed after 50 years if this seems appropriate because of special scientific merits or because of an especially close connection with the University of the person celebrating his/her anniversary.

§ 16 Inspection of the Doctoral File

After the doctoral procedure has ended, the applicant may inspect the doctoral file upon application, which must be made three months at the latest after the doctoral procedures have ended. § 32 of the General Administrative Procedures Act (Verwaltungsverfahrensgesetz) applies accordingly.

§17 Objection

(1) Negative decisions have to be founded in writing and must contain a notice for appeal procedures. Within one month after receipt of the notice, appeal can be made as per §§ 68 ff of the Administrative Court Regulations (Verwaltungsgerichtsordnung), if the evaluation of doctoral work will be appealed.

(2) Decision over the appeal will be made by the Board of Professors.

(3) The Dean passes the objection on to the Examination Board for inspection. If the Examination Board changes the decision as per application, then the objection is granted by the Board of Professors. Otherwise the Board of Professors examines the decision on the basis, if

- a) incorrect prerequisites or irrelevant matters were taken into consideration,
- b) or if generally recognized basics or evaluation standards, or
- c) legal provisions were violated.

(4) In as much as the objection is against an evaluation in a report, the Examination Board passes the objection on to all reporters for their opinion. Apart from that Section 3 applies respectively.

The objection must receive final decision within three months. In as much as the objection is not granted, the notice must be founded and a notice for opportunity to appeal must be added.

§ 18 Honorary Doctorate

(1) In recognition of personal, impeccable scientific performance, marked by

- a) research work, or
- b) the application of scientific revelations with respect to technical problems, or
- c) creative planning and design of facilities or building structures, or
- d) substantial contributions for the developments in the subject areas,

the faculty within their subject areas, along with the consent of the Senate, may award the degree and honor of Honorary Doctor of Engineering (Dr.-Ing. E.h.) or Honorary Doctor of Natural Sciences (Dr. rer. nat. hc.) as a rare award.

(2) Application for the honorary doctorate has to be made by at least three professors of the faculty. The application has to present scientific performance and must include a CV along with a list of the publications of the person to be honored.

(3) Consultations about the applications are carried out by a Commission for Honors which is appointed by the Board of Professors. It is made up by the Dean (Chairman) and at least three members. The members must be from a circle of persons that may be appointed according to § 5 as reporters. The commission prepares a written report about the personality and the scientific performance of the candidate along with a recommendation for resolution. At least two external experts in the sciences must be called upon.

(4) Application, commission report and expertise must be prepared according to § 4 Section 5 and must be made accessible to the members of the Faculty Council for confidential viewing.

(5) The Board of Professors makes its resolution based on the report of the Honoring Commission in a secret ballot. For the acceptance of the application a two thirds majority of the members authorized to vote is required. The Faculty Council will receive this information.

(6) Upon acceptance, the Dean passes the application for honors on with all attachments to the President for forwarding it to the Senate for favorable resolution. On the prior meeting, at least two weeks before, the President announces that the application for honors is available and that details may be confidentially viewed by the members of the Senate up the time of the next Senate meeting in the President's office. The Senate makes its decision for consent with the majority of the members authorized for voting. The right to vote for the members conforms to the Lower Saxony Higher Education Act (Niedersächsisches Hochschulgesetz).

(7) The Dean invites for a festive tribute and finalizes the Honorary Doctorate by handing over a certificate issued by the President and the Dean. The Honoring Commission determines the speaker for the laudation.

(8) The Honorary Doctorate must be reported to the German higher education institutions in the sciences as well as to the Ministry of Culture and the Sciences in Lower Saxony.

(9) A declined application must be communicated to the applicants.

(10) § 14 applies for revocation of the honorary doctorate respectively. Furthermore, the honorary doctorate can be revoked when the personal honoring with the honorary doctorate has lost its basis after the fact and when by having the honorary doctorate, the reputation of the faculty and that of Technische Universität Braunschweig would be damaged. This is especially the case when the holder has severely damaged the dignity of the degree, especially in the case of having committed a crime or having abused the degree with its demand in the sciences. A crime can only be taken into consideration according to the regulations of the Central Federal Criminal Register Act. The Faculty Council with the consent by the Senate decides over revocation of the honorary doctorate. The resolution requires a two thirds majority of the members authorized for voting.

§ 19 Cross-border Supervision of Doctorates

(1) To support mobility of young people in the sciences doctoral procedures can also be carried out jointly with foreign higher education institutions and a joint doctorate may be awarded. Prerequisite is that the foreign institute has a right to award doctorates and that the degrees it awards are equivalent to those from German Universities.

(2) Applicants who are planning to go through a jointly supervised doctoral procedure in architecture, civil engineering and environmental sciences with one or more foreign faculties must apply on time with the Deans of the faculties involved. In order to receive approval for the application, an agreement with the foreign institute is required about conducting a multi-national doctoral procedure.

(3) This agreement must especially clarify the course of the procedures and the degree of rights for participation of the faculties involved when it comes to the evaluation of the performance and the determination of the final grade. It has to be ensured that supervision is selected in accordance with § 5. Provided that besides the applicable doctoral performance items, other performance items according to the doctoral regulations of foreign institutes are required, corresponding performance requirements are also determined. The agreement must additionally reveal, that based on the scientific performance of the candidate only one joint certificate may be issued by all partner universities involved in which has to be noted that the doctoral procedure took place in conjunction with the other foreign partner universities and that the graduate has the right to hold the doctoral degree either in the German form or that of the foreign institute. Participating foreign institutes may be added in brackets. The doctoral certificate must bear the seal of the participating faculties.

(4) On the basis of the respective cooperation agreement, doctoral procedures can also be conducted with research institutions outside the higher education institution or with higher education institutions that do not have equal status as a university. In deviation of § 4 Section 6 or § 5 Section 1 an additional supervisor of the research institution or the university can be appointed by the respective Board of Professors in such cases, who in the course of the doctoral procedures has the same rights as the supervisor of the faculty. Supervision and the later examination procedures will be in accordance with these regulations.

(5) With the consent of the Faculty Council, regulations deviating from Section 3 can be made for individual multinational doctoral procedures.

§ 20 Inception, Transitional Provisions

(1) These regulations go into force the day after publication in the announcement posting of Technische Universität Braunschweig. At the same time, the up to now applicable doctoral regulations of the Faculty for Architecture, Civil Engineering and Environmental sciences become invalid.

(2) Candidates who apply for admission as doctoral candidates within one year after enforcement of this regulation can at the same time apply for their procedures to be handled in accordance with the previously applicable doctoral regulations.

(3) Doctoral candidates who, prior to entry into force of the regulation, have applied for admission as doctoral candidate, or for the opening of doctoral procedure resume the doctoral procedure according to the regulations as applicable up to now. Upon application, the existing doctoral regulation can be applied.

Attachment 1 – Sample of Title Page of submitted Dissertation

(Title of Dissertation)

To the
Faculty of Architecture, Civil Engineering and Environmental Sciences
of Technische Universität Carolo-Wilhelmina
in Braunschweig

for attainment of the degree of ¹
Doctor of Engineering (Dr.-Ing.)¹
Doctor of Natural Sciences (Dr. rer. nat.)¹
submitted

Dissertation
cumulated work²

by
(First Name, Family Name)¹
born on (Date of Birth)¹
from (Place of Birth)¹

(Year of submission)¹

¹ Enter applicables

² In case of cumulated work

Attachment 2 – Sample of Title Page of Dissertation

(Title of Dissertation)

By the
Faculty of Architecture, Civil Engineering and Environmental Sciences
of Technische Universität Carolo-Wilhelmina
in Braunschweig

for attainment of the degree of ¹
Doctor of Engineering (Dr.-Ing.) ¹
Doctor of Natural Sciences (Dr. rer. nat.) ¹
approved

Dissertation
cumulated work²

by
(First Name, Family Name) ¹
born on (Date of Birth) ¹
from (Place of Birth) ¹

Submitted on: xx. Month 20xx¹

Disputation on: xx. Month 20xx¹

Tutors: Prof.

Prof.

(Year of printing) ¹

¹ Enter applicables

² In case of cumulated work

Attachment 3 – Sample of the Back of the Title Page, when Published with ISBN

By the Faculty of Architecture, Civil Engineering and Environmental Sciences
of Technische Universität Carolo-Wilhelmina in Braunschweig
for the attainment of the Degree
Doctor of Engineering (Dr.-Ing.)¹
Doctor of Natural Sciences (Dr. rer. nat.)¹

Approved Dissertation

Submitted on: xx. Month 20xx¹

Disputation on: xx. Month 20xx¹

Reporter: Prof.¹

Prof.¹

¹ Insert applicables

Attachment 4 – General Guidelines for Publication of Dissertations

General Guidelines

for publication and submission of dissertations in the Faculty of Architecture, Civil Engineering and Environmental Sciences

Authorization to Print

The final version of the dissertation in agreement with the reporters must be presented to the chairwoman or chairman of the Doctoral Committee or to the reporter named in the examination protocol prior to printing. The inspection is with respect to changes in content as well as for the final title of the dissertation. Authorization must be provided in writing.

Publishing Possibilities / Number of mandatory Copies

Delivery to the library of the university without charge or electronic publication in line with one of the following sections:

- a) Own reproduction: 40 copies bound, with title cover (see sample Attachment 2)
- b) When publishing with a publishing company with proof of at least 150 copies, proof by naming the ISBN Number: 4 copies bound with indication on the back page that it is a dissertation at Technische Universität Braunschweig (see sample Attachment 3)
- c) Publication of the work in pertinent parts in a science magazine or when a cumulated dissertation: 6 copies bound with title cover (see sample Attachment 2)
- d) Electronic publication respective of the individually applicable notice by the university library: 2 copies bound, with title cover (see sample Attachment 2).

Proof of publication to the faculty is done by presenting the receipt of the university library about a proper publication.

Over and above that, **additional** copies of the printed dissertation (for members of the Doctoral Committee, as well as professors of the faculty who have previously indicated their interest) must be delivered to the Dean's office. The exact number will be communicated to the doctoral candidate in writing by the Dean's office after the disputation.

Attachment 5 – Sample of the Certificate

THE FACULTY OF ARCHITECTURE, CIVIL ENGINEERING
AND ENVIRONMENTAL SCIENCES
OF TECHNISCHE UNIVERSITÄT BRAUNSCHWEIG
UNDER THE PRESIDENCY OF
UNIVERSITY PROFESSOR¹
AND UNDER CHAIRPERSONSHIP OF UNIVERSITY PROFESSOR¹

Mr./Ms. (Title/name)¹
from (Place of Birth)¹

THE DEGREE OF¹
DOCTOR OF ENGINEERING (DR.-ING)¹
DOCTOR OF NATURAL SCIENCES (DR. RER. NAT)¹

ACCORDING TO AN ORDERLY DOCTORAL PROCEDURE
BY DISSERTATION

“Subject”¹

AS WELL AS BY DISPUTATION
ON (Date)¹

THE SCIENTIFIC ABILITY HAS BEEN DEMONSTRATED AND THE
TOTAL GRADE,¹² WAS AWARDED

BRAUNSCHWEIG, ON THIS.....DAY OF..... (Datum)¹

THE PRESIDENT¹

THE DEAN¹

¹Insert applicable

² summa cum laude = With merits;
magna cum laude = Very good;
cum laude = Good;
rite = Passed



Attachment 6 – Supervision Codex

Preamble

The supervision codex assures the doctoral candidates in the Faculty of Architecture, Civil Engineering and Environmental Sciences at the TU Braunschweig a coordinated supervision with a decisive creation of his own scientific work.

Supervision Basics

Supervision basics are forming the self-conception of supervision and continuing education for doctoral candidates at the Faculty of Architecture, Civil Engineering and Environmental Sciences.

- **Early Subject Determination**

At the beginning of the doctoral procedure phase, in form of an individual supervision agreement, a doctoral study subject or at least a doctoral study field is established in coordination. The individual supervision agreement contains the description of the doctoral study plan and allows doctoral candidates a decisive conduct of their own scientific work. The individual supervision agreement naturally assumes maintaining the rules and regulations of good scientific practice.

- **Regular Expert Talks**

The supervisor makes himself or herself at least quarterly available for extensive conversations about the advancing work. The supervisor supports the doctoral process by means of consultation and discussion.

- **Support of further Qualification**

The supervisor demands and supports the doctoral candidate in the creation of monitored publications in recognized science magazines and the presentation of the doctoral subject within the framework of recognized scientific platforms. He or she supports in content and if possible provides a relevant budget. The supervisor advises the doctoral candidate when participating in the Graduate Academy “Grad^{TU}BS” and during worktime enables participation in workshops offered there as well as in seminars and conferences or in similar offers in order to gain additional specialist or professional knowledge.



Attachment 7 – Affidavit

Affidavit according to § 6 of the doctoral regulations of the Faculty of Architecture, Civil Engineering and Environmental Sciences at Technische Universität Braunschweig

Name:

Date of Birth / Place of Birth:

Street and house number:

Place:

Title of the dissertation:

I hereby declare in lieu of oath with my signature

1. that I have independently authored the submitted dissertation on the above-named subject, that I have used no unmarked text passages from a third party or my own examination work, and that all the aids and resources I have used have been indicated,
2. that third parties have received neither directly nor indirectly monetary benefits from me for mediation activities or for works which are associated with the submitted dissertation,
3. that I have not yet published the submitted dissertation, *)
3. that I have already partially published *) this dissertation with the permission of the Dean of the Faculty of Architecture, Civil Engineering and Environmental Sciences, represented by the supervisor of this work on xx.yy.20zz, **)
4. that I have not already submitted the dissertation as an examination paper for a state or other scientific examination,
5. that I have not applied to be a candidate for a doctoral degree,
6. that I have not submitted the same, a substantially similar or a different paper to another university as a dissertation,
7. that I understand the current doctoral regulations of the Faculty and
8. that I know and have observed the principles of good scientific practice at Technische Universität Braunschweig.

I agree that the doctoral dissertation that I have authored and submitted with the above-named title may be subject to an automated plagiarism check using relevant plagiarism software. The review will take place anonymously, i.e. my personal data (first name, surname, email) will not be used.

I declare in lieu of oath that the above information is true to the best of my knowledge and belief, and that I have not withheld anything. The criminal liability of a false affidavit is known to me, namely the penalty according to § 156 of the Criminal Code (Strafgesetzbuch) of up to three years' imprisonment or a fine for intentionally committing the act and/or up to one year imprisonment or a fine for negligent commission according to § 163 section 1 of the Criminal Code (Strafgesetzbuch).

(Place, date, signature)

*) Tick as appropriate; **) Insert the date of signature for approval of prior publications here.