

Study Regulations (*Studienordnung*) for the International Doctoral Programme (*Internationaler Promotionsstudiengang*) of the Faculty of Sociology in the framework of the Bielefeld Graduate School in History and Sociology (BGHS) of 15 February 2012

Courtesy translation. Only the German is legally binding.

Pursuant to Article 2 Section 4 and Article 67 Section 2 of Universities Act of the State of North-Rhine Westphalia (*Hochschulgesetz* – HG) of 31 October 2006 (GV.NRW. p. 474), as last amended by the law of 8 October 2009 (GV.NRW. p. 517), the Faculty of Sociology of Bielefeld University has adopted the following Study Regulations:

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Preamble

The Study Regulations of the International Doctoral Programme in Sociology of the Faculty of Sociology shall regulate the process of the Doctoral Programme. Reference shall be made to the Doctoral Regulations (*Promotionsordnung*) of the Faculty of Sociology regarding the doctoral examination process (*Promotionsverfahren*) itself. The Doctoral Programme shall be carried out within the framework of the Bielefeld Graduate School in History and Sociology (BGHS), a joint institution of the Faculty of History, Philosophy and Theology, Department of History, and the Faculty of Sociology at Bielefeld University.

**Article 1
Scope**

The Study Regulations regulate the goals, structure, and process of the International Doctoral Programme of the Faculty of Sociology on the basis of the Doctoral Regulations of the Faculty of Sociology of Bielefeld University of 15 February 2012 (official bulletin; *Verkündungsblatt der Universität Bielefeld – Amtliche Bekanntmachungen* vol. 41No. 5, p. 101) as amended from time to time.

**Article 2
Goals of the Doctoral Programme**

(1) The Doctoral Programme shall prepare doctoral researchers for the degree of Doctor of Philosophy (“Dr. phil.”). The programme shall teach the knowledge and skills required to elaborate on scholarly problems in the subjects represented in the Faculty of Sociology independently and employing appropriate methods, and to complete the requirements for a doctorate on this basis.

(2) The Doctoral Programme shall also prepare the doctoral researchers for qualified academic and non-academic professional work.

(3) During the course of their doctoral studies, the doctoral researchers shall broaden their academic qualifications through the diverse course offerings of the Bielefeld Graduate School in History and Sociology from the Faculty of History, Philosophy and Theology, Department of History, and the Faculty of Sociology, as well as related academic fields. Interactive skills, team and communication skills as well as the transferable skills they involve shall be furthered above and beyond qualification in the field of sociology.

Article 3

Responsibilities and realisation of the Doctoral Programme

(1) The Doctoral Degree Committee (*Promotionsausschuss*) of the Faculty of Sociology shall be responsible for all matters relating to the Doctoral Programme, in particular admission to the Doctoral Programme.

(2) The Doctoral Degree Committee of the Faculty of Sociology, in consultation with the Bielefeld Graduate School in History and Sociology (BGHS), shall be responsible for the organisation and realisation of the research training programme of the Doctoral Programme. More detailed provisions shall be regulated by the Doctoral Regulations of the Faculty of Sociology (esp. Article 4). The tasks for which the Faculty and the BGHS bear joint responsibility include conceptual matters; development of the research training programme and the concept for qualification as well as its coordination; quality control; consultation with the members of the faculties involved; and the contents and realisation of the courses taught in the Doctoral Programme.

Article 4

Beginning and duration of the programme

(1) Doctoral researchers may begin their studies in the International Doctoral Programme in Sociology in the Winter or Summer Term.

(2) As a rule, the duration of the programme, including preparation of the doctoral thesis, shall be three to four years (= six to eight terms) following successful completion of a degree programme with a standard period of study of at least eight terms. As a rule, the duration of the programme, including studies in preparation for the doctorate, shall be five years (= ten terms) following successful completion of a degree programme with a standard period of study of less than eight terms.

Article 5

Requirements for admission as a doctoral researcher

(1) The requirements for admission as a doctoral researcher shall be laid down in Article 4 and 5 of the Doctoral Regulations of the Faculty of Sociology.

(2) Following admission as a doctoral researcher in the Doctoral Programme in Sociology, the doctoral researcher shall matriculate in the Doctoral Programme. Membership in the Doctoral Programme shall be limited to five years. Applications for extension shall be possible; reasons must be provided. The Doctoral Degree Committee of the Faculty of Sociology shall take decisions regarding these applications for extension in consultation with the BGHS.

Article 6 Student Counselling Service

(1) Student Advising and Counselling (*Zentrale Studienberatung – ZSB*) of Bielefeld University shall provide general advice for doctoral researchers.

(2) The professors involved in the degree programme, the Faculty of Sociology, and the BGHS shall consistently offer doctoral researchers comprehensive advice concerning questions about preparing for and organising their studies.

Article 7 Academic work performed and proofs of attendance

(1) Each doctoral researcher shall select an individual programme of study in consultation with his or her supervisors, taking his or her prior knowledge and the topic of the doctoral thesis into account.

(2) Following admission to the Doctoral Programme, the doctoral researcher must complete the mandatory academic requirements, obtaining 10 credit points, in the first six terms. These requirements shall be proven when the doctoral examination process is initiated. The following must be proven:

- attendance of one seminar on theory and one seminar on methods, each encompassing 1 hour per week = 2 x 0.5 credit points.
- attendance of research classes encompassing 8 per week = 4 credit points
- attendance of two classes in the field of key qualifications encompassing 2 hours per week = 1 credit point. Classes in the area of key qualifications must encompass at least 15 full hours if they are to be credited.
- completion of electives (see Section 3) encompassing 4 credit points.
- fulfilling the reporting requirements as stated in the BGHS Supervision Agreement (*Be-treuungsvereinbarung*).

With the exception of electives, academic work must be performed at Bielefeld University within the framework of the course offerings of the Doctoral Programmes in History or Sociology.

(3) Attendance of colloquia and seminars, a presentation in a colloquium, teaching a class of one's own, a presentation at a conference, organisation of a workshop, a teaching assistantship in the framework of an interdisciplinary seminar, collaboration in a study group, post as a doctoral researchers' representative at the BGHS as well as other academic achievements during the period of the doctorate (e.g. project work, publication) shall be counted as academic work performed for electives in accordance with the formula used by the BGHS:

colloquium with a presentation = 1 credit point

colloquium without a presentation = 0.5 credit points

attendance of a seminar = 0.5 credit point

teaching a class of one's own: = 0.5 to 1 credit point (depending on the number of hours of the class)

presentation (conference) = 0.5 credit point

teaching assistantship interdisciplinary seminar = 0.5 credit points

organisation of a workshop = 1 credit point

collaboration in a study group = 0.5 to 1 credit point (depending on the number of hours of the class)

Post as a doctoral researchers' representative at the BGHS = 0.5 credit points

other academic achievements during the time of the doctorate = 0.5 credit points

(4) Mandatory courses (theory and methods seminars, research classes, key qualifications) must be completed at Bielefeld University in the International Doctoral Programme in Sociology within the framework of the BGHS if they are to be counted towards academic requirements. External classes may also be credited as electives.

(5) The person teaching a class shall issue certificates of attendance (*Leistungsnachweise*).

Article 8 **Process and completion of the Doctoral Programme**

(1) The requirements for successful completion of the Doctoral Programme shall include:

- obtaining 10 credit points in the first six terms of the Doctoral Programme in accordance with Article 7 Section 2 of these Regulations;
- successful completion of the doctoral examination process in accordance with the Doctoral Regulations of the Faculty of Sociology.
- proof of successful studies in preparation for the doctorate, as necessary.

(2) Proof of the academic work performed shall be required for the initiation of the doctoral examination process. Doctoral researchers must prove their successful participation in the Doctoral Programme by means of certificates of attendance.

(3) The doctoral researchers of the Doctoral Programme shall receive a transcript of records of their participation in the Doctoral Programme after successful completion of the Doctoral Programme, which shall certify the individual classes completed, taking the individual programme of study into account.

Article 9 **Entry into force**

These Study Regulations shall enter into force on the day following their publication in the official bulletin; *Verkündungsblatt der Universität Bielefeld – Amtliche Bekanntmachungen*. At the same time, the Doctoral Regulations of the Faculty of Sociology of 1 September 2009 (official bulletin; *Verkündungsblatt der Universität Bielefeld – Amtliche Bekanntmachungen* vol. 38 No. 17, p. 310) shall cease to have effect; it shall continue to apply to all doctoral researchers who applied for admission prior to this Doctoral Regulations for the International Doctoral Programme in Sociology entering into force. Upon request of the doctoral researcher, the new Study Regulations may be applied in such cases as well; such requests are irrevocable. In such cases, credit points obtained thus far shall be credited.

Issued on the basis of the decision of the Faculty Committee (*Fakultätskonferenz*) of the Faculty of Sociology of the University of 23 November 2011.

Bielefeld, 15 February 2012

The *Rektor*
of Bielefeld University
University Professor Dr.-Ing. Gerhard Sagerer