

Guidelines for joint Doctorates at Hochschule Geisenheim University with the departments 07, 08 and 09 of Justus Liebig University Giessen and the department 17 of Philipps-Universität Marburg, coordinated by the Doctoral Platform Geisenheim – Giessen – Marburg

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Introduction

These guidelines are intended to serve as an overview and to help Doctoral candidates structure their joint Doctorates at Hochschule Geisenheim University (HGU) with the departments 07, 08 and 09 of Justus Liebig University Giessen (JLU) and the department 17 of Philipps-Universität Marburg (UMR). These guidelines offered by the Doctoral Platform Geisenheim – Giessen – Marburg complement the Doctoral regulations which provide the general legal framework. We would therefore like to kindly ask you to always also refer to the latest version of the Doctoral regulations.

- [Hochschule Geisenheim University's Doctoral Regulations](#)
- [Doctoral Regulations of the Faculties of Natural Sciences \(07 & 08\) of Justus Liebig University Giessen](#)
- [Doctoral Regulations of the Faculty of Agricultural Sciences, Nutritional Sciences and Environmental Management \(09\) of Justus Liebig University Giessen](#)
- [Doctoral Regulations of the Departments of Mathematics and Natural Sciences \(17\) and the Department of Medicine of Philipps-Universität Marburg](#)

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Hochschule Geisenheim University's Right to Award Doctorates

In 2014 Hochschule Geisenheim University was granted the right by the Hessian Ministry of Higher Education, Research and the Arts to award Doctorates in cooperation with another institution also holding this right.

- Joint Doctorates at Hochschule Geisenheim University that are managed by the Doctoral Platform Geisenheim - Giessen - Marburg are conducted together with departments 08 (biology & chemistry) and 09 (agricultural sciences, nutritional sciences, and environmental management) of Justus Liebig University Giessen and department 17 (biology) of Philipps-Universität Marburg.
- The Academic title is determined by the individual university department involved:

Faculty 08, Justus Liebig University Giessen	Dr. rer. nat
Faculty 09, Justus Liebig University Giessen	Dr. agr., Dr. oec. troph., Dr. troph. (in exceptional cases also Dr. rer. nat.)
Department 17, Philipps-Universität Marburg	Dr. rer. nat.

- Hochschule Geisenheim University's latest Doctoral regulations provide the legal basis and fundamental procedures in accordance, with the latest regulations of the 2nd supervisor's cooperating university department and serving as additional guidance.

Examination Board

For each examination procedure, an examination board is established consists of at least five members. At least two of these five members are members of the respective department / faculty.

- The examination board is established by the Chair of Hochschule Geisenheim University's Doctoral committee in accordance with the Doctoral Committee of the cooperating university department.
- You submit a written request via the Doctoral Office at HGU to the Chair of HGU's Doctoral examination board to launch your examination procedure.

Supervisors

If you pursue your Doctorate at Hochschule Geisenheim University together with one of the departments at Justus Liebig University Giessen or Philipps-Universität Marburg, your Doctoral project is situated at HGU and your first supervisor is a HGU academic faculty member who is entitled to supervise Doctoral candidates according to HGU's Doctoral regulations . You will therefore choose your second supervisor from the group of academic faculty members further defined in the Doctoral regulations of the respective cooperating department.

Please have your supervisors confirm their willingness to supervise your Doctoral project by signing the [confirmation of supervision](#).

- Your application for acceptance as a Doctoral candidate should be submitted within a year after the signature of the confirmation of supervision .
- If you do your doctorate at HGU together with department 08 of JLU, please keep in mind that your supervisor at department 08 has to confirm that your intended Doctoral project shows adequate scientific content. This is a prerequisite to be accepted as a Doctoral candidate at this department.
- If you would like to write your dissertation in a language different from your native language, please have your supervisor confirm that you have sufficient knowledge of that language in the confirmation of supervision.
- The confirmation of supervision also includes that your supervisors state how your project will be financed. This query is meant in order to secure the completion of your Doctoral project.

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Another important document is the [supervision agreement](#), which structures the rights and obligations of you and your supervisors.

- Having a supervision agreement is essential and binding. Including both your supervisors is recommended, however, only the signature of your first supervisor is essential.
- Please read the supervision agreement thoroughly, as it not only includes your rights and obligations but also those of your supervisors.

Application Procedure

The application for admission as a Doctoral candidate must be submitted within the first six months after starting work on your Doctoral project and is to be submitted to Hochschule Geisenheim University's Doctoral Office.

You can download the application documents with this link: <https://www.promotionsplattform-ggm.de/startside-folder-en/quick-start-for-prospective-doctoral-candidates/application-pack>

Included are:

- Application for admission as a Doctoral candidate
- Supervision agreement
- Confirmation of supervision

Please also submit:

- Signed extensive CV, including a photograph and all significant information about your current scientific training;
- If applicable: marriage certificate in case of a name change;
- Notarized certifications of all completed university studies, if applicable: notarized translations into German or English;
- Overview of all of the applicant's scientific publications
- Transcripts of academic and public examinations, pass or fail;
- Declaration whether an application for acceptance as a Doctoral candidate has been submitted to other universities and, if applicable, its outcome;
- Project and work plan of the envisaged dissertation (4 – 6 pages)
 - This is to include a preliminary work plan for your dissertation project – your topic should be defined so that the timeframe does not exceed three years. It is to be signed by the applicant and the first supervisor and has to include a tabular overview (gant chart) of the schedule for the dissertation project.
 - For Doctoral projects that include department 17 of Philipps-Universität Marburg, the work plan has to be summarized on a single page as a project outline.
- Non-German applicants must submit evidence of sufficient knowledge of German or English if they do not hold a certificate of a final examination of a university in the Federal Republic of Germany (see also Information on [Language Skills](#)).

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If the department 08 of JLU is involved in your Doctoral project, please also hand in the following documents:

- [Appendix 1 to the Application for Acceptance as a Doctoral Candidate \(JLU Faculty 08\)](#)
- [Appendix 2 to the Application for Acceptance as a Doctoral Candidate \(JLU Faculty 08\)](#)

If HGU's Doctoral committee decides in favor of your application, your application documents will be forwarded by the Doctoral Office at HGU to the coordinating office of the Doctoral Platform Geisenheim – Giessen – Marburg, and then be forwarded to the cooperating university department. If this department also decides in favor of your application, you will receive a joint confirmation of your acceptance at Hochschule Geisenheim University and the cooperative university department.

Aptitude Test

Should you not entirely fulfill the requirements to be accepted as a Doctoral candidate, the Doctoral Committees can demand an aptitude test (“Eignungsfeststellungsprüfung”), during which you are to prove your qualifications and abilities to achieve a Doctorate in the area of expertise that you have chosen. The test will last an hour and will take place at Hochschule Geisenheim University. The Doctoral Committee of HGU will decide in accordance with the Doctoral Committee of the respective university department on the range of subjects. The examination commission will be composed of an equal amount of members of HGU and of the cooperating university department. The decision whether the test is passed or failed has to be unanimous.

Training and Qualification Measures

The Doctoral regulations of HGU state that you are to participate in seminars, trainings and qualification measures of its graduate school.

- Hochschule Geisenheim University's Graduate School offers a year-round program, which you can find on [HGU's website](#).
- Please also take the programs of [Marburg Research Academy \(MARA\)](#) and of the [Giessen Graduate Centre for the Life Sciences \(GGL\)](#) into account. Since your Doctorate is coordinated by the Doctoral Platform Geisenheim – Giessen – Marburg, you may become an associated member of MARA.
- You can also find an overview of all training and qualification measures available to you on the Doctoral platform's website: https://www.promotionsplattform-ggm.de/events-1?set_language=en

Reviewers

- Your first and second supervisors will be appointed as reviewers by HGU's Doctoral Committee.
- The third reviewer of your dissertation is not part of the doctoral procedures and thus considered an outside reviewer.
- The reviewers recommend the acceptance or rejection of the dissertation as well as the grade and also, if applicable, give suggestions for modifications.

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Examination Procedures

- You submit a written request to the Chair of HGU's Doctoral Committee via the Doctoral Office, who will then name the reviewers and launch the procedures.
- With your application, you must submit eight hardcopies of the dissertation as well as one digital copy (flashdrive). These copies will then be sent to the reviewers by HGU's Doctoral Office. For joint doctorates with department 08 of JLU, please submit nine copies!

Display of Dissertation

- Your dissertation will be on display for three to six weeks at HGU's Doctoral Office and at the respective university department.
- All Academic faculty members of the universities involved in your project are entitled to view your dissertation and submit an additional review or a formal complaint.

Disputation

- Your oral defense will usually take place in Geisenheim. HGU's Doctoral Committee decides on exceptions to this.

- Upon written request of the Doctoral student and subsequent to the Chair's proposal, the Doctoral Committee shall appoint the Examination Committee.
- The disputation will be held in German. Upon request, the disputation can also be held in English.
- The disputation is public. The public can be excluded by the Doctoral Committee where justified.

Publication of the Dissertation

- The publication of the dissertations serves the purpose of presenting the results from your research that is your Doctoral Project to the public and it ends the doctoral process
- The dissertation has to be made available to the public in an appropriate manner, according to HGU's Doctoral regulations.
- Four copies have to be made available to the libraries of HGU and of the cooperating university free of charge for archiving purposes. This must be the final version approved by the examination committee including a respective reference by the Chair of the examination committee. The dissertation must be printed on ageing resistant paper free of wood and acid and must be permanently durably bound.
- Additionally, two bound copies have to be made available to the Doctoral Office of HGU and one bound copy has to be sent to the Examination/Doctoral Office of the respective university department for archiving purposes.

Certificate

- You will receive a joint Doctoral certificate from Hochschule Geisenheim University and either Justus Liebig University Giessen or Philipps-Universität Marburg.