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## **Study Regulations for the Doctoral Program in Economics at the Center for Doctoral Studies in Economics (CDSE) of the University of Mannheim**

**as at June 05 April 2009**

(Bulletin of the President's Office (Bekanntmachungen des Rektorats) No. 17/2009 (part 2) of 15 June 2009, pp. 44 et seqq.)

**1st amendment as at 21 June 2011**

(Bulletin of the President's Office (Amtliche Bekanntmachungen des Rektorats) No. 15/2011 of 30 June 2011, pp. 43 et seqq.)

**2nd amendment as at 5 June 2014**

(Bulletin of the President's Office (Amtliche Bekanntmachungen des Rektorats) No. 14/2014 (part 1) of 11 June 2014, pp. 42 et seqq.)

**3rd amendment as at 18 June 2015**

(Bulletin of the President's Office (Amtliche Bekanntmachungen des Rektorats) No. 17/2015 (part 2) of 2 July 2015, pp. 59-63)

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## Section 1 – Scope

These Study Regulations govern the doctoral program in Economics at the Center for Doctoral Studies in Economics (CDSE). They are based on the Regulations and Procedures Governing the Doctoral Dissertation to Earn a Doctoral Degree in Economics at the School of Law and Economics of the University of Mannheim.

## Section 2 – Objectives of the Doctoral Program

The doctoral program in Economics aims to provide students with the most recent expertise, skills and methods in the field of economics and to enable them to pursue independent scientific research.

## Section 3 – Examination Committee

1. By the virtue of office, the academic director of the CDSE is both a member and the chair of the examination committee. The school council appoints three more members and one of them as deputy chair. Members of the examination committee shall be full professors, professors emeriti, junior professors and senior academic staff members (Privatdozenten) of the Department of Economics as well as managers of Emmy Noether Research Groups or post-doctoral researchers who participate in a program of the German Research Foundation (DFG), the EU or a similar program and work at the department. The chair shall be a professor. The examination committee members' term of office is two years. They may be reappointed.
2. The examination committee enforces the examination regulations. It makes all decisions related to the administration of examinations as far as according to these Study Regulations no other body is in charge. The committee reports to the school council about the developments of the study and examination periods as well as on the subject-specific and final grades. The report shall be published in an appropriate manner by the university.
3. The members of the examination committee have the right to be present during the examinations.
4. Meetings of the committee are not open to the public.
5. The examination committee has a quorum if the chair or the deputy chair and at least two more members are present. Decisions require a simple majority of votes of the present members. In the event of a tie, the vote of the chair shall decide the matter.
6. The examination committee may assign its tasks to the chair of the committee for all regular cases.

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7. Any decisions by the committee or its chair shall be communicated to the candidate in writing providing him or her with a reason and including the legal basis and information on rights to appeal. Objections against decisions by the institutions mentioned in these Study Regulations are to be made out in writing to the examination committee within one month after their announcement. If the examination committee does not sustain the objection, it shall be forwarded to the President's Office for decision.
8. The examination committee is responsible for any decisions regarding the examinations of candidates at the CDSE based on these Study Regulations.

### **Section 3a – Examiners and Observers**

1. The examination committee appoints the examiners and observers.
2. Examiners may be
  1. university teachers;
  2. senior academic staff members (Privatdozenten);
  3. adjunct lecturers if not enough university teachers are available as examiners;
  4. senior instructors with tenure (akademische Räte) and academic staff members whom the President's Office has entrusted with the authority to conduct examinations in accordance with section 52 subsection 1(5, 6) of the Act on Higher Education of the Land of Baden-Württemberg (LGH).
3. Every examiner may make use of one or several assistants for the correction of examinations or coursework as long as competent evaluation and grading is ensured.
4. Oral examinations shall be conducted by at least one examiner in the presence of an observer. The observer records the examination process in minutes. The minutes shall contain the essential contents and results of the oral examination. A person may only be appointed as observer if he or she has successfully completed the respective master's degree or holds at least an equivalent qualification.
5. Examiners and observers are obliged to exercise discretion.

### **Section 4 – Admission to the Doctoral Program**

The admission to the doctoral program is governed by the selection statutes.

### **Section 5 – Beginning of the Program, Standard Period of Study, Required Coursework**

1. As a rule, the program starts in the fall semester.
2. The standard period of study for obtaining the academic degree is six semesters.
3. The required coursework for the completion of the doctoral program corresponds to a total of at least 180 ECTS credits. One credit point corresponds to a workload of about 30 hours.

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## Section 6 – Structure of the Program and Completion of Coursework Requirements

1. The coursework requirements are to be met during the program and by the end of the fourth semester.
2. In the first year of study, students shall complete the ten mandatory courses in the field of study of Economic Research of the master's program in Economics (cf. attachment). During the first semester, students shall complete and pass the four courses of the introductory module Economic Research with a grade average of at least 2.5 or better. The examination committee decides on the admission to the courses of the second semester based on the grades and, furthermore, the assessment of the candidate. For this purpose, the committee consults with the professors of the introductory courses and, if necessary, speaks to the respective student. All mandatory courses of the specialization phase according to the subject-specific attachments shall be passed. The grade average of five of the six courses shall be a grade of at least 2.5 or better. If a student fails to meet the requirements of this subsection, he or she cannot continue in the doctoral program.
3. In the third and fourth semester (elective courses, cf. attachment), students shall successfully complete elective courses corresponding to 40-46 ECTS credits from the course offer of the GESS. At least four of the required elective courses shall be chosen from the CDSE program. It is not possible to retake an examination in an elective course. If a student does not pass an examination in an elective course, he or she can change to another elective course with a different topic (substitute course) once. In this case, the student shall complete the substitute course successfully until the end of the fifth semester to receive the 40-46 ECTS credits. If a student exceeds the deadline, he or she cannot continue in the doctoral program.
4. By the sixth semester, the student shall also have completed a bridge course from another Center for Doctoral Studies of the graduate school (CDSB or CDSS) and a course in English Academic Writing unless he or she is a native English speaker. Furthermore, the student shall participate in two courses of the CDSE that support the dissertation writing process.
5. Retaking an examination that has been passed is only possible for exactly one examination of the introductory phase. For computing the grade average, the better grade is considered. Apart from that, it is not possible to retake an examination that has been passed.
6. As of the third semester, students shall take the CDSE Seminar, which serves to discuss the dissertations being written at the CDSE. During the third year, each doctoral candidate is obliged to present the current research work for his or her dissertation in the CDSE Seminar. During the fourth year, they are supposed to do this as well. As of the third semester, students are obliged to take the School Seminar (Department Seminar) of the Department of Economics.
7. For examinations of elective courses, the teacher of each course is the one to decide on the modalities of the examination.
8. At the end of the fourth semester, a written dissertation proposal shall be submitted to the examination committee. This dissertation proposal is supervised by a

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university teacher. The supervisor comments on the proposal before the examination committee. The examination committee consents to the continuation of the doctoral program by accepting the dissertation proposal and recognizing the successful coursework of the second year of study. Within the meaning of these Study Regulations, university teachers are examiners according to section 3 of the Regulations and Procedures Governing the Doctoral Dissertation to Earn a Doctoral Degree in Economics at the School of Law and Economics of the University of Mannheim of 7 March 2013.

9. The CDSE administration is in charge of the administration of the doctoral program.

## Section 6a – Recognition of Periods of Study and Examinations

1. Coursework and examinations as well as study time completed in degree courses at official or officially recognized higher education institutions and public universities of cooperative education (Berufsakademien) of the Federal Republic of Germany or at foreign official or officially recognized higher education institutions will be recognized provided that the competences acquired are not significantly different from those they are to substitute. Comparability is, as a rule, only given if the coursework that is to be recognized focuses on independent scientific research as much as the coursework that is to be substituted.
2. For the recognition of coursework or exams completed abroad, agreements between the Federal Republic of Germany and other countries need to be taken into account, such as agreements on equivalencies in higher education (equivalency agreements) and agreements within the framework of university partnerships and double degree programs (cooperation agreements). Furthermore, in case of doubts regarding the equivalency of qualifications, the Central Office for Foreign Education (Zentralstelle für ausländisches Bildungswesen (ZAB)) can be consulted.
3. Skills and qualifications obtained outside of the higher education sector shall be recognized if
  - a. the requirements for admission to a higher education institution are fulfilled at the time of recognition,
  - b. the skills and qualifications to be recognized are equivalent to the coursework and examinations to be substituted in terms of content and level.

For recognition, the applicant has to proof that the competences he or she acquired outside of the higher education sector are comparable to the coursework to be substituted in terms of content and level as well as in the form of instruction. As a matter of principle, it shall be assumed that skills and qualifications that were obtained outside of the higher education sector and that served as a university entrance qualification in the first place are not equivalent to the coursework and examinations to be substituted in terms of content and level. Skills and qualifications obtained outside of the higher education sector may substitute 50 percent of the doctoral program at most. The regulations for the recognition of coursework and examinations at public universities of cooperative education (Berufsakademien) in Germany remain unaffected.

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4. The examination committee decides on the recognition upon request. It is the applicant's responsibility to provide the examination committee with the necessary documents for the recognition of coursework and examinations.
5. If credits are recognized and the grading systems are similar, the grades shall be transferred according to these Study Regulations and considered for the calculation of the final grade. In order to guarantee a consistent procedure, the examination committee can pass general regulations for the conversion of grades obtained abroad within the limits of the legal provisions. If conversion is impossible because the grading systems differ or the coursework was not graded, the work is simply marked "passed" ("bestanden"). In this case, the coursework or examination will not be included in the final grade. The recognition of mandatory and elective courses takes place according to the European Credit Transfer System (ECTS) employed at the University of Mannheim. The recognition is indicated in the degree certificate and in the Transcript of Records.
6. In case the student takes part in an examination at the University of Mannheim even though he or she already obtained the respective qualification elsewhere, he or she automatically waives the right to have the previous qualification recognized.

### **Section 6b – Extension of Examination Deadlines**

1. The examination deadlines as well as the deadlines to take examinations and complete coursework in order to complete the program shall be extended by the examination committee upon written request from a student, which is submitted in due time, if the respective student is in need of an extension due to special conditions he or she is not responsible for. The examination committee shall grant individual extensions based on case by case decisions.
2. In particular, this applies to students
  1. with children, or
  2. with a relative in need of care within the meaning of section 7 subsection 3 of the Caregiver Leave Act (PflegeZG),
  3. as well as to handicapped students,
  4. or students with a chronic illness
 if the situation resulting from the aforementioned special conditions requires an extension of the examination deadlines. The same applies to students who are eligible for periods of protection in accordance with the respective section 3 subsection 1, section 6 subsection 1 of the Maternity Protection Act (MuSchG).
3. The request in accordance with subsection 1 shall be submitted promptly as soon as the student is aware of the circumstances demanding an extension of examination deadlines. If the request is not made in due time in accordance with section 1, the extension shall only be granted if additional requirements according to section 32 of the Administrative Procedure Act of Baden-Württemberg (LVwVfG) are met.
4. The student requesting the extension is responsible to produce adequate proof. If there are significant changes to the personal situation of the student, particularly any changes that would result in a lapse of entitlement to the extension, the student is obliged to inform the examination committee without delay.

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5. The extension of deadlines to take examinations, re-sit examinations or complete coursework shall not exceed a total of two semesters per examination.
6. Examination deadlines for term papers or dissertation proposals, remain in effect and are not covered by the above listed subsections. The option of requesting disadvantage compensation in accordance with section 6c remains unaffected.
7. When calculating the examination deadlines, section 32 subsection 6 of the Act on Higher Education of the Land of Baden-Württemberg (LHG) shall be taken into account.

## **Section 6c – Disadvantage Compensation**

1. If students, as a result of a special condition or situation within the meaning of section 6b subsection 2, cannot take examinations or complete coursework, in particular due to the form of examination, they can request disadvantage compensation. Students are obliged to submit the request for disadvantage compensation in due time and in writing. In coordination with the respective examiners, the examination committee grants the appropriate disadvantage compensation in order to adhere to the principle of equal opportunities. Handicapped students or students with a chronic illness shall submit their request for disadvantage compensation to the Commissioner and Counselor for disabled students and students with chronic illnesses. The examination committee is obliged to take the recommendation of the Commissioner and Counselor for disabled students and students with chronic illnesses into account in their decision making process.
2. A request as outlined in subsection 1 is to be made in due time before the coursework or examination concerned is started. Where it is the responsibility of the student to register for coursework or an examination, the request is to be submitted by the end of the registration period at the latest. If the request is not made in due time in accordance with sentence 1, the extension shall only be granted if additional requirements according to section 32 of the Administrative Procedure Act of Baden-Württemberg (LVwVfG) are met. If students fail to submit the request for disadvantage compensation in due time, in accordance with sentences 1 or 2, the special circumstances will not be considered for the evaluation of the respective coursework or examination. The possibility to withdraw or de-register from an examination or piece of coursework with a valid reason remains in effect.
3. It is the student's responsibility to provide sufficient proof of his or her special circumstances upon filing the request for disadvantage compensation. If there are significant changes to the special circumstances of the student before or during the claim for disadvantage compensation, particularly any changes that would result in a lapse of entitlement, the student is obliged to inform the examination committee without delay and in writing.

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## Section 6d – Breaches of Procedure

1. The examination committee may remedy disturbances of the examination procedure or other breaches of procedure by virtue of office or upon request from a student by deciding on appropriate measures or orders. In particular, the examination committee may order that coursework or examinations shall be retaken by all or by individual students or, in case the principle of equal opportunities was violated, grant an extension or impose another appropriate measure of compensation.
2. Any disturbances are to be reported immediately by the affected student during the written examination or oral examination:
  1. in case of a written examination to the supervisor,
  2. in case of an oral examination to the examiner and
  3. in case of any other type of examination to the responsible examiner.

Any other kinds of breaches of procedure are to be reported by the affected student in due time as soon as the student takes note of the particular breach of procedure. The reports according to sentences 1 and 2 shall be entered into the examination minutes. If the disturbances of the examination procedure or any other kind of breaches of procedure relevant to the evaluation of the respective examination are not reported in due time, they are deemed insignificant.

3. If the examination committee did not take measures or inadequate measures of compensation for a disturbance that occurred during an examination and was reported without delay or for other breaches of procedure, the student shall address his or her request for the necessary measures of compensation to the examination committee in writing immediately after the examination. If the examination consisted of several parts, the request shall be made immediately after the relevant part of the examination. The request shall not contain any conditions. If the disturbances of the examination procedure or any other kind of breaches of procedure relevant to the evaluation of the respective examination are not reported in due time, they are deemed insignificant.

## Section 7 – Absence, Withdrawal, Cheating, Misconduct

1. An examination is considered failed and graded with 5.0 if the candidate misses the examination without valid reasons, or, after admission, does not take part in the examination without valid reasons, or withdraws after the beginning of the examination. The same applies if a written examination is not completed within the given time frame.
2. The examination committee shall be informed immediately in writing about the reasons brought forward for the withdrawal or absence. In case of illness of the candidate, the university may ask for a medical certificate or, in cases of doubt, even demand the medical certificate from a physician of its choice. If the reasons are recognized, the new examination has to take place at the next possible examination date. Results of examinations that are already available shall be recognized.
3. If a candidate tries to manipulate his or her examination by cheating or using unauthorized resources, the respective examination will be graded with 5.0 (failed). A

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candidate who disturbs the proper course of the examination may be excluded by the respective examiner or supervisor. In this case, the respective examination is graded with 5.0. In serious cases, the examination committee may exclude the candidate from taking further examinations.

## Section 8 – Grading

1. The grades for the individual examinations are determined by the respective examiner.

For the assessment of graded coursework, the following grades are to be used:

- 1.0 = very good ("sehr gut");
- 2.0 = good ("gut");
- 3.0 = satisfactory ("befriedigend");
- 4.0 = fair ("ausreichend");
- 5.0 = failed ("nicht ausreichend").

For further differentiation, grades may be upgraded or downgraded by adding or subtracting 0.3. The grades 0.7, 4.3, 4.7 and 5.3 are not assigned.

Examinations marked with 4.0 or better are considered passed. ECTS credits are only issued for examinations that are passed.

Ungraded coursework is marked P (pass) or F (fail).

## Section 9 – Supervisors

1. By the end of the second year of study, each student shall have chosen a faculty member of the Department of Economics as supervisor for his or her dissertation. In accordance with section 6 subsection 8, this member of the faculty supervises the writing process of the dissertation.
2. By the end of the third year of study, the doctoral candidate shall have chosen at least one more university teacher as supervisor for his or her dissertation. All supervisors form the dissertation committee. At least one member of the dissertation committee has to be a faculty member of the University of Mannheim.

## Section 10 – Studies Abroad

During the third year of study, students may continue the doctoral program at a partner university abroad within the framework of the ENTER program. The academic director of the CDSE decides about this upon request from the student.

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## Section 11 – Certificate

1. Once the doctoral program is completed, students receive a certificate including all completed mandatory and elective courses according to section 6 and the results of the examinations.
2. The certificate is issued by the head of the CDSE.

## Section 12 – Access to Examination Records

Upon request and with adequate notice, the candidate may be granted access to his or her evaluated examinations for a period of one year after the examination was taken.

## Subject-Specific Attachment for the Doctoral Program in Economics

Required coursework for the completion of the doctoral program in ECTS credits: 180 - 186

The following amount of ECTS credits is issued for courses of the doctoral program in Economics at the CDSE:

- for each semester hour of lectures from the elective course offer: 2.5 ECTS credits
- for each semester hour of exercise courses from the elective course offer: 2 ECTS credits
- for a seminar of two semester hours (excluding the School Seminar and the CDSE Seminar): 5 ECTS credits
- for a seminar of three semester hours (excluding the School Seminar and the CDSE Seminar): 6 ECTS credits

For courses of doctoral programs, students receive the number of ECTS credits that is determined by the University of Mannheim according to the European Credit Transfer System. If no ECTS credits are assigned, the ECTS credits shall be issued according to the system above.

## Courses of the Introductory Phase

Subject Modules	Duration of Examination	ECTS Credits
<b>Introductory Modules</b>		
Module 1: E700 Mathematics for Economists	120	6
Module 2: E701 Advanced Microeconomics I	120	8
Module 3: E702 Advanced Macroeconomics I	120	8
Module 4: E703 Advanced Econometrics I	120	8
<b>Subtotal</b>		<b>30</b>

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<u>Courses of the Specialization Phase</u>		
<b>Mandatory Courses</b>		
Module 5: E801 Advanced Microeconomics II	120	5
Module 6: E802 Advanced Macroeconomics II	120	5
Module 7: E803 Advanced Econometrics II	120	5
Module 8: E804 Advanced Microeconomics III	120	5
Module 9: E805 Advanced Macroeconomics III	120	5
Module 10: E806 Advanced Econometrics III	120	5
<b>Subtotal</b>		<b>30</b>
<b>Elective Courses</b>		
Elective courses from the course offer of the GESS. At least four of the required elective courses shall be chosen from the CDSE program.		<b>40-46</b>
<b>Mandatory Research Courses</b>		
Module E800 CDSE Seminar (from the 3rd to the 6th semester)		12
Module SKL801 English Academic Writing		3
Bridge Course from the course offer of the CDSB or CDSS		5
Two modules that provide support during the dissertation writing process.		10
School Seminar (Department Seminar)		no ECTS credits issued
<b>Subtotal</b>		<b>30</b>
<b><u>Research Phase</u></b>		
<b>Research Module:</b> Dissertation Proposal (the time for completion is 11 weeks)		<b>20</b>
<b>Module:</b> Dissertation Research		<b>30</b>
<b>Total</b>		<b>180-186</b>

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