

DOCTORATE REGULATIONS

UNIVERSITY OF LIECHTENSTEIN

Approval by Vice-Rectorate Teaching / Senate on 18 December 2019

Enactment as of 1 January 2020

This document has been translated into English. If there is any inconsistency or ambiguity between the German and the English versions, the German version shall prevail.

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By virtue of Article 13(2) of the *Gesetz vom 25. November 2004 über die Universität Liechtenstein* and Article 20(4)(a) of the *Statuten der Universität Liechtenstein vom 1. März 2011*, the Senate hereby enacts the following doctorate regulations:

I. General Provisions

Art. 1

Scope

These doctorate regulations shall apply to all doctoral degree programmes. The regulations contain provisions governing specific programmes, which supplement the *Studierendenordnung* (Student Regulations) of the University of Liechtenstein.

Art. 2

Terminology

Unless otherwise provided, where personal terms are used in these regulations, they shall apply to both men and women equally.

II. Academic Regulations

Art. 3

Teaching Commission – Institution

- 1) The Teaching Commission pursuant to Art. 4(2) of the *Statuten* consists of up to seven members. The members of the Commission are appointed for three years by the Rectorate on the recommendation of the Senate; the members may be re-elected. The vice-rector is the Chairperson of the Commission.
- 2) The University Council regulates details in the Organisational Regulations, in particular further tasks, the establishment of the Commission, regulations on the meetings and the protocols, and the reports.

Art. 4

Teaching Commission – Responsibilities

- 1) The Teaching Commission establishes principles for the doctoral degree programmes at the University of Liechtenstein.
- 2) It gives its opinion on rules and regulations concerning the degree programmes and developing recommendations.
- 3) It coordinates and accompanies the innovation, development, execution and evaluation processes.
- 4) It assesses applicants and provides the Academic Director and the Director of Studies with a recommendation as to acceptance or rejection.
- 5) It appoints the supervisor and the co-supervisor for the doctoral student.
- 6) It determines in consultation with the supervisor any courses or exams to be taken.

- 7) It recognises courses taken and examinations passed at other universities and comparable university institutions, which may be taken into account at applicants' request during the admissions procedure.
- 8) It appoints the Board of Examiners.

Art. 5

Supervisor and Co-supervisor

- 1) A doctoral student will be supervised by a supervisor and a co-supervisor. In justified cases, several co-supervisors may be involved.
- 2) Persons who may be a supervisor are:
 - a) a professor pursuant to the *Statuten* of the University or a *Privatdozent(in)* (a person who has completed his/her habilitation and is allowed to teach and examine students independently without having a chair) at the University of Liechtenstein;
 - b) a professor retired from the University of Liechtenstein;
 - c) under special circumstances a professor at another university. Special circumstances are considered to exist where:
 1. a change of supervisors becomes necessary during the course of a dissertation and there is no professor at the University of Liechtenstein who is able to undertake the supervision.
 2. a dissertation will focus on a strategically important field of research, for which there is no professor at the University of Liechtenstein who is able to undertake the supervision
- 3) The co-supervisor can only be a professor entitled to be a supervisor, or a *Privatdozent(in)* pursuant to 2)(a) at a different university.
- 4) In case of interdisciplinary doctoral projects the Teaching Commission shall appoint another co-supervisor from a different field in addition to the co-supervisor pursuant to 3). This person may be a professor at the University of Liechtenstein.

Art. 6

Board of Examiners

- 1) The Board of Examiners shall conduct the viva voce examination and determine the grade for this examination.
- 2) The Board of Examiners consists of:
 - a) a professor as Chairperson, who is not from the institute of the University of Liechtenstein where the doctoral project is conducted;
 - b) the supervisor;
 - c) the co-supervisor.
- 3) The Teaching Commission may recommend a further external member.
- 4) The Chairperson of the Board of Examiners pursuant to 2)(a) shall be appointed by the Teaching Commission. The supervisor shall submit a recommendation by the day of the submission of the dissertation.

Art. 7

Credit Transfer

Where the requisite modules are not provided directly by the University of Liechtenstein, doctoral students must successfully complete modules relevant to the subject in a doctoral degree programme at other universities. The maximum number of ECTS that can be transferred from other universities shall be determined by the respective academic board.

Art. 8

Entry from doctoral degree programmes at other universities

Modules relevant to the subject and successfully completed in a doctoral degree programme at other universities can be transferred during the admissions procedure pursuant to 4)(7). Detailed regulations shall be reserved to the Admission Guidelines.

III. Examination Regulations

A. Research Proposal

Art. 9

Duration, Requirements, Submission, Colloquium

- 1) The research proposal must include a description of the dissertation as a research agenda and of the methodical approach. In the colloquium on the research proposal, the doctoral student shall present his/her dissertation project and provide reasons for his/her chosen approach. The colloquium constitutes the end of the preliminary phase.
- 2) The research proposal must be submitted by the end of the fourth semester at the latest. Where a research proposal is not submitted in due time, it shall automatically be deemed as receiving a fail mark. The student shall be deemed to have definitively failed the doctoral degree programme.
- 3) The research proposal may only be submitted once all of the modules required in the preliminary phase, as set out in the curriculum, have been completed successfully.
- 4) If upon admission into the doctoral degree programme courses and exams were required to be taken, the research proposal may only be submitted once evidence has been provided that the student has successfully completed these courses and exams.

Art. 10
Assessment

The grade for the research proposal will be determined by taking the average of the grades given by the supervisor and the co-supervisor. Where there are two or more co-supervisors involved, they shall agree upon a grade together. If the co-supervisors are unable to agree upon a grade, the arithmetic mean of their individual assessments shall constitute the co-supervisors' grade. The grade will be rounded to the nearest tenth.

Art. 11
Retakes

A research proposal assessed negatively on its first submission may be revised once. For the submission of a revised research proposal, the Chairperson of the Teaching Commission may give an extension of maximum one semester. The doctoral student shall be notified of the decision in writing. If the revised research proposal receives a fail mark, the student shall be deemed to have definitively failed the doctoral degree programme.

B. Dissertation

Art. 12
Duration, Requirements, Submission

- 1) The dissertation may be submitted either as a monograph or a cumulative dissertation consisting of several articles or contributions related by subject.
- 2) The dissertation may only be submitted once all the modules required in the dissertation phase, as set out in the curriculum, have been completed successfully. It must however be submitted in the tenth semester (Art. 8 of the *Studierendenordnung* (Student Regulations)) at the latest. Where a dissertation is not submitted in due time, it shall automatically be deemed as receiving a fail mark. The student shall be deemed to have definitively failed the doctoral degree programme.
- 3) The doctoral student must submit the dissertation as a library copy in the required number.

Art. 13
Assessment, Final Grade

- 1) The dissertation shall be evaluated by the supervisor and the co-supervisor or co-supervisors. Both the supervisor and the co-supervisor or co-supervisors shall draft a written evaluation and grade the work. During the assessment, the work shall be evaluated on its academic quality as well as on its formal and linguistic quality.
- 2) The grade for the dissertation will be determined by taking an average of the grades given by the supervisor and the co-supervisor(s). Where there are two or more co-supervisors involved and they are unable to agree upon one grade, the arithmetic mean of their individual assessments shall constitute the co-supervisors' grade. The grade for the dissertation is rounded to a tenth of a grade.

Art. 14
Submission: Procedure, Duration

- 1) The dissertation and the assessments pursuant to 13)(1) must be submitted to the academic board and made available to the professors at the University of Liechtenstein.

- 2) As of the day of submission, the professors pursuant to (1) can comment on the dissertation and the assessments in written form within two weeks. The comments shall be addressed to the Chairperson of the Teaching Commission. The Chairperson of the Teaching Commission passes the comments on to the members of the Board of Examiners.
- 3) In case of two or more negative assessments pursuant to (2), the Chairperson of the Teaching Commission shall convene an extraordinary meeting. The Commission can ask for a further written evaluation by an external professor. The Commission must decide if the dissertation shall be rejected for revision or if the date for the viva voce examination can be set.

Art. 15

Viva voce examination: Prerequisite, Procedure, Final Grade

- 1) In the viva voce examination the doctoral student proves that he/she meets the requirements on the dissertation by publically defending his/her dissertation.
- 2) The viva voce examination can only be taken once the dissertation has been evaluated positively. The viva voce examination constitutes the end of the dissertation phase.
- 3) On expiry of the period of time pursuant to 14)(2) and if the dissertation has not been rejected pursuant to 14)(3), the Chairperson of the Board of Examiners shall set the date for the viva voce examination.
- 4) The viva voce examination shall be conducted four months after expiry of the period of time pursuant to 14)(2) at the latest.
- 5) The Chairperson of the Board of Examiners, the supervisor and the co-supervisor(s) shall determine a grade for the viva voce examination. Where there is no agreement, the arithmetic mean of their individual assessments shall be taken and rounded to the nearest tenth.

Art. 16

Final Grade for the Doctoral Degree Programme

Notwithstanding Art. 45 of the *Studierendenordnung* (Student Regulations), the final grade for the doctoral degree programme shall be determined by taking the weighted arithmetic mean of the dissertation grade (Art. 13; weighted at 80%) and the grade for the viva voce examination (weighted at 20%). The ascertained value will be rounded to the nearest tenth.

Art. 17

Publication of the Dissertation

Once the doctoral student has passed the viva voce examination, the University library must make the dissertation publicly available.

Art. 18

Retakes

- 1) A dissertation which receives a fail mark on its first submission may be revised. For a revision of the dissertation, the Chairperson of the Teaching Commission shall give an extension of maximum two semesters. The doctoral student shall be notified of the decision in writing. If the revised dissertation receives a fail mark, the student shall be deemed to have definitively failed the doctoral degree programme. Where a dissertation is not submitted in due time, it shall automatically be deemed as receiving a fail mark; the student shall be deemed to have definitively failed the doctoral degree programme.
- 2) If a student fails the viva voce examination, it may be retaken once. The retake must be taken within six months. If the viva voce examination is assessed negatively a second time, the student shall be deemed to have definitively failed the doctoral degree programme.

Art. 19

Definitive Failure of a Doctoral Degree Programme

Students who have definitively failed the doctoral degree programme may not be readmitted to the same doctoral degree programme at the University of Liechtenstein.

C. Completion

Art. 20

Completion

- 1) A student shall be deemed to have passed the doctoral degree programme if:
 - a) all of the modules in the preliminary and dissertation phases have been assessed positively;
 - b) the dissertation and the viva voce examination have been assessed positively;
 - c) the dissertation has been made available to the public as a library copy.
- 2) If the dissertation was accepted subject to conditions, the supervisor and co-supervisor(s) must confirm in writing that the conditions have been met. This adapted version shall constitute the version to be published.

IV. Legal Protection

Art. 21

Legal Protection

With regard to legal protection, the provisions of the *Studierendenordnung* (Student Regulations) apply.

V. Final Provision

Art. 22

Coming into Force

These Doctorate Regulations shall come into force on 1 January 2020, and shall replace the Doctorate Regulations of 1 June 2019.