

Doctoral Regulations for Musical Acoustics at HfM Detmold

Based on sections 2 (4), 25 (2) and 59 of the law governing art colleges in the Federal State of North Rhine-Westphalia (Kunsthochschulgesetz – KunstHG –), section 1 of the law reforming the legislation governing art colleges dated 13 March 2008 (GV. NRW, p. 195) in its current version as well as section 17 of the university's Examination Regulations dated 4 July 2019 (in force since 1 October 2019), the Faculty 3 of the Hochschule für Musik (HfM) Detmold has passed the following regulations:

Section 1 General information

(1) HfM Detmold awards the degree of Doctor of Engineering Sciences (Dr.-Ing.) in the subject of Musical Acoustics by virtue of a scientific paper (dissertation) written by the applicant and the defence of the dissertation (disputation). At HfM Detmold, doctorates can be obtained in the academic subjects represented at HfM Detmold by professorships in accordance with section 29 (2) KunstHG.

Depending on the subject and the topic, other degrees (e.g. Dr. phil.) can also be awarded.

(2) As a general rule, the doctoral procedure is carried out in the following order:

1. Admission to doctoral studies and enrolment as a doctoral student according to section 5,
2. Opening of the doctoral procedure according to section 7,
3. Assessment of the doctoral thesis according to section 8,
4. Acceptance of the doctoral thesis according to section 8,
5. Disputation according to section 10,
6. Evaluation of the doctoral achievement according to section 10,
7. Publication according to section 11,
8. Completion of the doctoral procedure according to section 12.

The decisions concerning the procedure and the resolutions to be passed are taken by the Doctoral Committee of HfM Detmold (section 3) or the Doctoral Examination Committee appointed by it for the respective procedure (section 9).

(3) Doctoral procedures are carried out in accordance with section 59 (6) KunstHG.

(4) The generally accepted principles of scientific work apply to the entire procedure.

Section 2 Right to award doctorates

- (1) Those persons who have been appointed or co-opted to a scientific professorship at the university in the meaning of section 29 (2) KunstHG as well as retired and extracurricular scientific professors are entitled to award doctorates. The Doctoral Committee decides whether the requirements for awarding doctorates according to section 57 (1) KunstHG are fulfilled.
- (2) After leaving the service of the university or terminating a membership of the university according to section 10 (2) KunstHG, no new doctoral students may be accepted as the first supervisor. The Doctoral Committee decides on exceptions.

Section 3 Doctoral Committee

- (1) The interdisciplinary Doctoral Committee appointed by the Senate consists of
 - a) all professors of HfM Detmold who have been appointed or co-opted to a scientific professorship at the university in the meaning of section 29 (2) KunstHG and who have not retired,
 - b) a professor of the Musicology Seminar (Musikwissenschaftliches Seminar) Detmold/Paderborn,
 - c) a member of the group of academic staff, if possible, with a doctoral degree, according to section 12 (1) no. 2 KunstHG,
 - d) a member of the group of technical and administrative staff according to section 12 (1) no. 3 KunstHG,
 - e) a member of the group of students enrolled in a Master's course or as a doctoral student according to section 12 (1) no. 4 KunstHG.

The members under b) to e) are elected by the Senate for a term of office of two years. The Senate may elect up to two additional professors who represent one of the doctoral subjects at a university or college entitled to award doctorates as external members with voting right.

(2) The Doctoral Committee elects a Chairperson and a Deputy Chairperson from among its members, who must both be members of HfM Detmold, for a term of office of two years. The Chairperson must additionally be a member of the group of professors. The Doctoral Committee may give itself rules of procedure.

(3) The Doctoral Committee makes all decisions in doctoral matters that are not explicitly assigned to other bodies and organs by regulation. It has the duties provided for in these regulations, in particular

- examination of the fulfilment of the admission requirements for doctoral studies and the doctoral procedure,
- decision on applications for recognition of equivalent achievements in accordance with these regulations and issuance of further requirements for admission to doctoral studies or the doctoral procedure based on the supervisor's review,
- opening of the doctoral procedure and decision on a possible termination of the procedure,
- appointment of the reviewers for each doctoral procedure,
- appointment of the Doctoral Examination Committee according to section 9.

(4) The Doctoral Committee has a quorum if at least two thirds of its members – including

the Chairperson or the Deputy Chairperson – are present. All members of the Doctoral Committee are entitled to vote on procedural decisions. Only the representatives of the groups mentioned in paragraph 1 under a) to c) as well as the external professorial members, if any, are entitled to vote on professional-scientific decisions.

(5) Votes are open and – unless specified otherwise – by a simple majority of the members present. In the event of a tie, the Chairperson has the casting vote.

(6) The meetings of the Doctoral Committee are not public.

Section 4 Admission requirements

(1) Admission to doctoral studies is subject to either

- a) a Master's degree in the doctoral subject of Musical Acoustics or
- b) a university degree in a subject relevant to the doctoral subject with a standard period of study of at least eight semesters, for which a degree other than Bachelor is awarded, or
- c) a Master's degree or a State examination leading to a teaching profession with two subjects relevant to the doctoral subject.

If the university degree according to b) and c) does not correspond to the doctoral subject, a relevant scientific or scientific-pedagogical Master's degree or comparable degree must have been obtained. Relevant in this context are subjects that cover essential basics of the interdisciplinary subject of Musical Acoustics.

In specially justified individual cases, admission to doctoral studies is also possible after completion of other courses of study than those listed under a) to c) above; this requires the submission of an application in which the reasons why the applicant wishes to be admitted to doctoral studies are detailed and the comparability of the previous qualification is described. For admission according to b) and c), further academic achievements may have to be acquired in agreement with the doctoral supervisor (see Annex I). These academic achievements may have been acquired during a previous course of study or may be acquired during the first year of the doctoral period. The Doctoral Committee decides on the admission and requirements to be fulfilled.

In addition, adequate command of the German or English language, both written and spoken, is expected. The Doctoral Committee may require foreign applicants to provide formal proof of an adequate command of the German or English language, generally at qualification level B2 or IELTS 5.5 or higher. Attendance of German courses is recommended for foreign applicants.

Proof must be submitted at the latest with the application for opening of the doctoral procedure.

(2) The Doctoral Committee decides on the recognition of degrees according to paragraph 1; the proposals of the Central Office for Foreign Education (Zentralstelle für ausländisches Bildungswesen) of the Standing Conference of the Ministers of Education and Cultural Affairs (Kultusministerkonferenz) should be taken into account in case of foreign degrees. This must be certified.

Section 5 Admission to doctoral studies and enrolment

(1) Admission as a doctoral student at HfM Detmold must be applied for in writing. The application must be accompanied by a statement of the degree sought.

(2) In addition to the application, the following documents must be submitted in German or English to the Examination Office of HfM Detmold:

- a) a letter of motivation,
- b) a written declaration of consent from a person entitled to award doctorates to supervise the applicant's research project,
- c) the proof required according to section 4 for admission to doctoral studies,
- d) a curriculum vitae,
- e) a list of all papers or other publications published to date, if any,
- f) a statement as to whether, and if so with what result, the applicant has already completed or applied for a doctoral procedure elsewhere.

(3) The Doctoral Committee decides on admission as a doctoral student. If the admission requires the use of university resources beyond the usual supervision, the supervisor has to obtain the prior consent of the Rectorate.

(4) The Doctoral Committee reports applicants admitted to doctoral studies to the student administration in order to ensure their registration in the course of the procedure for the admission of new students.

(5) Applicants admitted to doctoral studies are registered as doctoral students at HfM Detmold and must remain enrolled until completion of the doctorate.

Section 6 Dissertation

(1) The dissertation must make an independent academic-scientific contribution to research in the doctoral subject. It must demonstrate the author's ability to conduct independent research and present the results adequately.

(2) The dissertation must not have been published in its entirety. This does not include partial publications within the usual academic limits.

(3) The dissertation must be written in German or English and published after completion of the procedure (see section 11). Dissertations in English must be accompanied by a separate detailed summary in German.

(4) The written thesis must be submitted in printed form and additionally on an electronic storage medium in a standard text format, usually pdf (see section 11).

Section 7 Opening of the doctoral procedure

(1) The applicant submits an application to open the doctoral procedure to the Doctoral Committee, in which the supervisor of the dissertation must be indicated. The application has to be accompanied by:

- a) proof of the academic achievements according to Annex I as well as an exposé evaluated as "passed" by two reviewers, one of whom is the supervisor. More detailed rules for the preparation and presentation of the exposé are set out in Annex II.
- b) the dissertation in permanently bound form (at least three copies) as well as in electronic form (pdf) including an abstract in German and English which highlights the research result,
- c) a curriculum vitae in German with details of previous studies, including a complete list of the scientific publications that have already been published by the applicant, if any,

- d) a copy of the certificate entitling to doctoral studies or the certificate of equivalence of the Doctoral Committee,
- e) an affirmation with the following wording: “I affirm that I have written the dissertation (title...) myself and without unauthorised assistance, that the dissertation has not yet been submitted to any other body for examination and has not yet been published in its entirety (section 6 (2) of these doctoral regulations), that I have not yet undertaken or failed in other applications for the doctoral degree, that the present thesis was written under the supervision of (name of the supervisor...) and that I have given full details of the sources and aids used. The parts of the thesis, including tables, maps and illustrations, which have been taken from other works, either verbatim or in sense, have in each individual case been marked as borrowed by me. I am aware of the provisions of the doctoral regulations of HfM Detmold – especially sections 13 and 14”,
- f) proof of the acquisition of additional academic achievements according to section 4 (1) or an equivalent certificate of the Doctoral Committee of the recognition of previous academic achievements.

(2) The Doctoral Committee decides on the opening of the doctoral procedure. It informs the applicant of its decision in writing, stating the reasons in the event of a rejection. The opening is rejected if

- a) the documents submitted are incomplete or
- b) the specified requirements are not fulfilled.

(3) Once the deficiencies referred to in section 2 sentence 3 have been remedied, the applicant may resubmit the application for admission to the doctoral procedure. The decision should be taken within six weeks of receipt of the application.

(4) The application may be withdrawn by the applicant by means of a written notice as long as no reviewer has been commissioned to review the thesis.

Section 8 Doctoral Examination Committee

Immediately after submission of the dissertation, the Doctoral Committee appoints a Doctoral Examination Committee for the disputation. With respect to the composition of the Doctoral Examination Committee, it must be ensured that it comprises at least one member of another university entitled to award doctorates as well as another member of HfM Detmold with a doctoral degree. The Doctoral Committee moreover appoints a Chairperson of the Doctoral Examination Committee. The reviewers cannot be appointed Chairperson of the Doctoral Examination Committee. The Chairperson of the Doctoral Examination Committee has to be a member of HfM Detmold.

Section 9 Reviewers, evaluation and acceptance of the dissertation

(1) For the evaluation of the dissertation, the Doctoral Committee appoints two persons entitled to examine dissertations as reviewers. The appointed first reviewer is also the supervisor of the dissertation. The appointment of the second reviewer usually corresponds to the proposal of the first reviewer. The second reviewer may also be a professor who represents or represented the respective subject at another university entitled to award doctorates. The Doctoral Examination Committee may appoint additional reviewers.

In case of interdisciplinary dissertation projects, both reviewers may be members of HfM Detmold. In this case, at least one further review must be obtained from a professor who represents or represented one of the subjects at another university than HfM Detmold entitled

to award doctorates.

(2) The reviewers evaluate the dissertation within a period of no more than three months and apply for its acceptance or rejection. If the dissertation is accepted, the reviewers also propose a grade. The grades are:

- with highest honours (summa cum laude) (0.5 - 0.7)
- with great honours (magna cum laude) (> 0.7 - 1.5)
- with honours (cum laude) (> 1.5 - 1.5)
- duly (rite) (> 2.5 - 3.3)

If the average grade is higher than 3.3, the dissertation is deemed not to have been passed. If a reviewer is not able to prepare his/her review within the deadline set, the Doctoral Committee must be informed immediately, stating the reasons. If the reasons are valid, the Chairperson may decide on an extension of the deadline. If the deadline is unreasonably exceeded, a new reviewer may be appointed.

(3) Based on the grades proposed by the reviewers, the evaluation of the dissertation is determined by grades according to paragraph 2. The grade “summa cum laude” can only be awarded if all reviewers award this grade. Otherwise, the evaluation of the dissertation is calculated from the average of the evaluations of the reviews. The result is rounded to the nearest whole number; figures after the decimal point which are less than or equal to five are rounded down and figures bigger than five are rounded up.

(4) At the request of a reviewer, the Doctoral Examination Committee may decide once to ask the applicant to supplement or revise his/her dissertation before it is accepted. In this case, the applicant is notified in writing of the respective proposals and a deadline for resubmission of the dissertation is set. The original version with its marginal notes must be resubmitted with the new version.

(5) The dissertation as well as the reviews (applications for acceptance or rejection) are made available without grading at least four weeks before the disputation to the members of the Doctoral Committee, the Doctoral Examination Committee, the professors and the academic staff with a doctoral degree of the department, the members of the Senate and those entitled according to section 2 (1) for inspection and comment.

(6) The dissertation is deemed to have been accepted if both reviewers have declared its acceptance and no justified objection has been raised by another member of the Doctoral Examination Committee. In the event of two rejecting reviews, the dissertation is deemed to have been rejected. The dissertation is also deemed to have been rejected if at least one review recommended the rejection of the thesis and no justified objection to this has been raised by another member of the Doctoral Examination Committee.

Objections to the applications for acceptance or rejection of the dissertation must be submitted to the Chairperson of the Doctoral Examination Committee no later than one week after the end of the display period stating the reasons in writing. If such an objection is raised, the Doctoral Examination Committee decides whether the objection is justified and can arrange for the thesis to be re-examined, including by reviewers outside of HfM Detmold. In these cases, the final decision on the acceptance or rejection of the dissertation is made by the Doctoral Examination Committee.

(7) A rejected dissertation cannot be resubmitted to the Doctoral Committee for a doctorate. A renewed application for a doctorate can only be submitted once and not before

one year has elapsed after the rejection of the dissertation. This requires the submission of a new dissertation. One copy of the submitted dissertation and all reviews remain in the files of HfM Detmold – even if the dissertation has been rejected or returned for supplementation or revision.

(8) The doctoral student is notified of a rejection according to section 16, stating the reasons. In this case, the doctoral student is entitled to inspect the reviews within one month after receipt of the decision.

Section 10 Disputation and overall grade of the doctorate

(1) The disputation is an oral examination in which the candidate should demonstrate the ability to communicate and scientifically discuss the results of his/her own scientific research and problems from various relevant topics of the doctoral subject. It is chaired by the Chairperson of the Doctoral Examination Committee, is held in German or English and is open to the university public. The Doctoral Committee invites the candidate in writing to the disputation date. If the candidate fails to appear at the disputation date without a sufficient excuse, the oral examination is deemed not to have been passed.

(2) In the disputation, the candidate gives an insight into the results of the dissertation and thereby demonstrates his/her professional breadth. The lecture is followed by a colloquium, in which first questions about the lecture are asked and then general questions in the field of musical acoustics are discussed.

A summary of the lecture on the dissertation must be submitted in written form and as a text file to the university after the end of the objection period according to section 9 (5) and ten days before the date of the disputation. It is posted on the notice board of the university and sent to the members of the Doctoral Committee and the Doctoral Examination Committee.

The total duration of the lecture should not exceed 30 minutes. The disputation consisting of the lecture and the colloquium usually lasts 90 minutes. The subject of the colloquium is the dissertation. Problems that go beyond the content of the lecture as well as general aspects of the subject's methodology should also be addressed in the colloquium.

The interview with the candidate is first conducted by the Doctoral Examination Committee. In the course of the interview, the Chairperson may first give the other members of the Doctoral Committee and then the other persons present the opportunity to ask the candidate questions. Minutes of the disputation are taken.

(3) The Doctoral Examination Committee meets after the end of the disputation. It determines whether the disputation has been passed (in the event of a tie, the Chairperson has the casting vote) and sets a grade for the passed disputation that is independent of the grade of the dissertation. The provisions of section 9 (2) apply to the grading.

The Chairperson of the Doctoral Examination Committee then determines the overall grade of the doctorate and informs the candidate about it. The overall grade is calculated from the grades for the dissertation and the disputation with a weighting of 2:1. The result is rounded to the nearest whole number; figures after the decimal point which are less than or equal to five are rounded down and figures bigger than five are rounded up. For the successful completion of the doctorate, the dissertation and the disputation must each have received at the least the grade "rite".

The grade "summa cum laude" can only be awarded if both the dissertation and the disputation have received this grade.

(4) If the doctoral student has not passed the disputation, it may be repeated once within

a year, but not earlier than after six weeks. If it is again not passed, the procedure is deemed to have been completed unsuccessfully. The Chairperson of the Doctoral Committee sends the doctoral student a notification of the final failure of the doctorate, which must be accompanied by instructions on legal remedies. The doctoral thesis according to section 6 of these regulations remains in the files of HfM Detmold with all reviews.

(5) If the doctorate and the disputation have at least received the grade "rite", a corresponding certificate has to be issued. The candidate is entitled to use the degree of "Dr. des." (Dr. designatus/designata) at the latest until expiry of the period according to section 11 (1).

Section 11 Publication of the dissertation

(1) The doctoral student is obliged to publish his/her dissertation within 24 months after the passed disputation. Upon justified request, this period may be extended by the Doctoral Committee. The dissertation may be published as an independent paper or in a scientific journal or series of publications. The university has the right to make the publication permanently available on a university server free of charge at the latest three years after publication in book form. In addition to the publication in book form by a commercial publisher, electronic publication is also possible if it is proven that a publishing house or a scientific institute makes the dissertation permanently available to the public at a citable internet address. In both cases, three printed and permanently bound copies of the dissertation must be submitted to the university.

(2) The Doctoral Committee may make the permission to publish the dissertation subject to conditions. The decision on the conditions is communicated to the candidate at the latest on the day of the disputation.

(3) The thesis must be submitted to the first reviewer before printing or reproduction. The latter ensures that the thesis is published in an adequate form and taking any changes requested upon its acceptance into account and grants the imprimatur after receipt of the revision copy or photo offset print. A revision certificate issued by the first reviewer must be handed over to the Chairperson of the Doctoral Committee. If the second reviewer has made the acceptance of the thesis subject to a revision or if the doctoral student has changed the dissertation on his/her own initiative, the revision certificate must also be signed by the second reviewer. The Doctoral Committee decides in cases of dispute.

(4) The three mandatory copies must be submitted to the university no later than two months after the end of the publication deadline. They must have a title page which shows that the dissertation has been accepted by HfM Detmold and which includes the names of the reviewers and the date of the disputation.

Section 12 Completion of the doctoral procedure

After completion of all doctoral achievements, including publication of the dissertation and delivery of the mandatory copies, as well as fulfilment of all conditions, if any, the doctoral certificate is issued with the seal of HfM Detmold and under the date of the oral examination.

It contains the title and the overall grade of the dissertation. The doctoral certificate is signed by the Rector of HfM Detmold. The doctorate is deemed to have been completed on the day the doctoral certificate is handed over; the right to use the doctoral degree in accordance with section 1 (1) sentence 1 or sentence 3 arises on this day.

A transcript of records of the courses and examinations successfully completed during the doctoral studies is issued.

Section 13 Invalidity of doctoral achievements

If, before the doctoral certificate is handed over, it emerges that the applicant is culpable of deception in the doctoral achievements or that essential requirements for admission to the doctorate have been wrongly assumed to be fulfilled, the doctorate is not completed. The decision is made by the Doctoral Committee by the majority of its members after hearing the applicant.

Section 14 Revocation of the doctoral degree

The doctoral degree may be subsequently revoked if it turns out that it has been obtained by deception or that essential requirements for its awarding have been wrongly assumed to be fulfilled.

If circumstances become known that could justify the revocation of the doctoral degree, the Doctoral Committee hears the holder of the doctoral degree on this matter. The Doctoral Committee decides on the revocation by a majority of its members. The decision to revoke the doctoral degree should be made within one year of the university becoming aware of the facts justifying the revocation.

Section 15 Inspection of files

In justified cases, the doctoral student or the holder of the doctoral degree is to be allowed to inspect the doctoral file upon written request to the Chairperson of the Doctoral Committee.

Section 16 Legal remedies and appeal procedure

- (1) All negative decisions in accordance with these regulations must be communicated in writing and must be accompanied by instructions on legal remedies.
- (2) An appeal in accordance with section 70 of the Rules of the Administrative Courts (Verwaltungsgerichtsordnung – VwGO –) may be lodged against all decisions of the Doctoral Committee and the Doctoral Examination Committee.

Section 17 Transitional provisions

- (1) These doctoral regulations apply to all applicants who have submitted an application for admission after these regulations came into force.
- (2) Upon written request, other applicants or candidates or doctoral students may also be examined in accordance with the provisions of these regulations as long as no review has been prepared.

Section 18 Entry into force and publication

These doctoral regulations are published in the official gazette of HfM Detmold and come into force on the day after their publication.

Issued on the basis of the decision of the Faculty 3 of HfM Detmold dated 1 July 2020.

Detmold, 8 July 2020

Signed

Prof. Dr. Thomas Grosse
Rector of HfM Detmold

ANNEX I

1.1 Competences that are acquired through academic achievements according to section 4 (1) either during a previous course of study or during the first year of the doctoral period

1.1.1 Planning and successful execution of scientific studies

1.1.2 Discussion and publication of scientific results at international conferences and in scientific journals

1.1.3 Research, development, evaluation and communication of new scientific methods

1.1.4 Qualified analysis, discussion and presentation of scientific work

In order to acquire these competences, courses from the curriculum of HfM Detmold or other educational institutions may be attended.

The following courses are offered according to availability:

1.2 Course offerings accompanying the studies

1.2.1 Guidance on study design and analysis

- Content: design and evaluation of experiments, simulations and listening tests
- Goal: mastery of the methodology relevant to the dissertation topic, presentation of current methods
- Form: participation in research projects, supervision of exercises
- 2 semester hours per week, 4 ECTS

1.2.2 Research seminar I + II

- Content depends on the dissertation topic
- Goal: acquisition of experience in using interdisciplinary approaches and methods that go beyond the respective dissertation topic
- Form: participation in conferences or research exchanges
- 2 + 2 semester hours per week, 4 + 4 ECTS

1.2.3a Doctoral student seminar I + II

- Content: didactics of the subject
- Goal: teaching of the methodology relevant to the subject, presentation of essential current specialist literature, ability to present the dissertation topic and methods in a stringent manner
- Form: participation in teaching and research projects, supervision of exercises
- 2 + 2 semester hours per week, 4 + 4 ECTS

1.2.3b Block event "Advanced musical acoustics"

- Content: current methods of the subject
- Goal: the doctoral students are offered the opportunity to introduce and deepen their doctoral topic methodically and substantively in the current discourse of the subject by selecting an exemplary focus offered

- Form: workshop, summer school, further education
- 2 semester hours per week, 4 ECTS

1.2.4 Doctoral colloquium accompanying the studies

- Content: active and passive participation in an interdisciplinary discussion with scientific-theoretical questions
- Goal: integration into an interdisciplinary research community, presentation and discourse skills, interdisciplinary thinking. The doctoral colloquium promotes the scientific discourse within the circle of the students and scientific staff of the Erich Thienhaus Institute (ETI). The doctoral students are given the opportunity to present own research results in the form of a lecture as well as in discussions and working groups.
- Form: “Musical acoustics and audio engineering” colloquium
- 2 + 2 semester hours per week, 4 + 4 ECTS

Qualified and regular participation is a prerequisite for the allocation of credits in the above courses.

ANNEX II

The doctoral studies are divided into two parts. The first part of the doctoral studies takes about two semesters. Its goal is to familiarise the student with scientific thinking and working as well as to master the basics of the chosen subject or to consolidate already acquired knowledge and to specialise with regard to the topic of the dissertation. Specifically, it is used to prepare an exposé as proof of familiarisation with the doctoral topic.

The exposé (28 ECTS) explains the topic of the planned thesis, gives a short literature review with characterisation of the current discussion and outlines the projected research course and the methods to be used. It must be written in German or English. The scope of the exposé must be agreed with the supervisor. If the exposé is written in English, it has to be accompanied by an abstract of maximum one page in German. All professional and practical questions arising with regard to the progress of the thesis must be discussed with the supervisor.

After submission of the exposé, the doctoral project is presented and discussed in a lecture at the doctoral colloquium. This lecture comprises the presentation of the contents of the exposé, the defence of the exposé in a specialist discussion and a general part, in which the candidate demonstrates his/her mastery of the professional and methodological basics of the chosen subject in specialist discussions in three sub-areas to be agreed in advance.

The second part of the doctoral studies takes four semesters. Its goal is the student's independent movement in the subject and his/her specialisation in the chosen topic. Specifically, it is used to write the dissertation.