

**Rules and Regulations
governing the Doctoral Studies Program
Latin American Studies from a Comparative and Transregional Perspective
Of the Institute for Latin American Studies
at Dahlem Research School of the Freie Universität Berlin**

Preamble

By virtue of section 14, paragraph 1 no. 2 of the Partial Basic Regulations of October 27, 1998 (FU Memoranda No. 24/1998) in conjunction with section 83, paragraph 1 of the Berlin Universities Act in the State of Berlin (Berliner Hochschulgesetz – BerlHG) as amended pursuant to the public announcement of the new version dated February 13, (GVBl. 2003 (GVBl. page 81) as amended by law on July 12, 2007 (GVBl. Page 278), the institute council of the of the Central Institute - Institute of Latin American Studies (Central Institute) - issued the following rules and regulations for the doctoral studies program “Latin American Studies from a Comparative and Transregional Perspective” at Dahlem Research School of Freie Universität Berlin on November 00, 2008*):

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*) These rules and regulations were confirmed by the competent senate office in charge of universities on January 00, 2009.:

Section 1 Area of Validity

These Rules and Regulations govern the admission prerequisites, application and selection procedures, as well as the requirements for content, structure, goals, organization and performance for the doctoral studies program “Latin American Studies from a Comparative and Transregional Perspective” at Dahlem Research School (DRS) of Freie Universität Berlin (Doctoral Studies Program).

Section 2 Components and Objective of the Doctoral Studies Program

(1) The doctoral studies program consists of academic research, with special emphasis on writing a dissertation as proof of the ability to conduct independent research, academic course work as defined in section 9, paragraph 1 and sections 10 through 12 as well as taking advantage of the supervisory program pursuant to section 6, paragraphs 3 through 5.

(2) The objective of the doctoral studies program is to promote excellence in academic research by providing excellent doctoral education for outstanding researchers. The components listed in paragraph 1 are designed to fulfill this purpose.

(3) In addition to conveying academic skills, the doctoral studies shall also aim to impart key cross-disciplinary qualifications, especially in the fields of knowledge transfer, research management and foreign language skills relevant to research.

(4) The doctoral studies program is designed to prepare highly qualified and promising students in particular for academic positions at universities, research institutes and scientific organizations as well as other research-related management positions in private and public institutions and civil society, both on a national and international level.

(5) The doctoral studies address in particular the countries and societies in Latin America and offer the opportunity for advanced transdisciplinary studies focusing on Latin America as a regional reference. During the course of studies and the academic research project, a variety of different perspectives will be consolidated and then expanded to include interdisciplinary expertise on the region. Based on the significance of this focus during the doctoral studies, special measures to promote and support foreign students working on their doctorate degrees from universities as well as from research and educational institutions of equal standing may be agreed upon in the form of collaboration agreements.

Section 3 Admission Requirements, Application and Selection Procedures

(1) The application deadline shall be determined by the representative of the doctoral studies program (Representative) in consultation with Dahlem Research School in the following manner: The application deadline is February 1 of each year for the following summer semester and August 1 of each year for the following winter semester. Typically, the date set to begin the studies program shall be April 1 of each year for the summer semester and October 1 of each year for the winter semester. In justified cases, applications may be considered at another time if commencing studies is possible and reasonable at that time and provided that two university professors involved in the doctoral studies program give their approval.

(2) The institute council of the Central Institute shall name a selection commission. Its members shall be appointed by the Chairperson of the institute council on behalf of the Executive Board of the University.

(a) Members with voting privileges shall be:

- The Representative as the committee chair,
- A university professor, who is involved in conducting the doctoral studies program as the deputy chairperson,
- Two additional university professors, who are involved in conducting the doctoral studies program,
- A postdoctoral academic employee who is involved in conducting the doctoral studies program.

(b) Members in an advisory capacity shall be:

- The Coordinator
- The women's representative of the Central Institute - (The women's representative of the department at Freie Universität Berlin in which admission to the doctoral procedure is scheduled may also be a contributing member in an advisory capacity.) -

and

- One student of the doctoral studies program.

The members with voting privileges shall be nominated for two years; the student shall be nominated for one year.

(3) Because of the special objectives of the doctoral studies program pursuant to section 2, paragraph 5, it shall be assured that in particular foreign applicants shall be provided intensive support by the Coordinator well in advance of the admission to the doctoral studies program in the department in which the application for admission to the doctoral procedure is to be submitted.

(4) The admission requirements are as follows:

(a) A written declaration by the authorized Doctoral Committee stating that admission for doctoral studies is possible,

(b) A degree with excellent grades completed at a university included in the area of validity of the Constitution of the Federal Republic of Germany in a study course essential for the doctoral studies, in particular in political sciences, sociology, economics, history, ethnology, anthropology of the Americas, cultural anthropology, literature or culture studies, or an equivalent foreign degree.

c) Applicants who are neither native German speakers and who have earned a degree at a university abroad or at an educational institution of equal standing abroad, shall be required to provide proof of their full ability to study in the language of instruction by having passed the German language exam required for university admission (DSH) with a grade of DSH 2 or equivalent proficiency in the language as defined by the rules and regulations governing the German language exam for university admission of foreign applicants at Freie Universität. The Selection Commission shall decide on equivalency on a case-by-case basis.

(d) All applicants who are neither native English, Spanish or Portuguese speakers nor have earned the degree required for admission to the doctoral program at an educational institution at which none of said languages is the language of instruction, shall be required to submit certification of their proficiency in one of these languages equal to a B 2 level as defined by the Common European Framework of Reference for Languages (CEFR) or proof of equivalent proficiency in such language. The Selection Commission shall decide on equivalency on a case-by-case basis.

(e) If applicable, certification of other language skills required for completing the dissertation project. The certified proficiency in other languages shall be determined depending in each case on the requirements of the relevant discipline or the topic of the dissertation project.

(f) Submission of a tabular overview of activities and experiences relevant to the doctoral studies program chosen by the applicant,

(g) A short justification for the candidate's motivation in applying to the doctoral studies program,

(h) A short description of the dissertation project in writing and in the form of a short outline,

(i) Two professional expert reports prepared by professors or academic staff with equivalent academic qualifications in other research and educational institutions,

(j) Submission of a text as a work sample pertinent to the academic track record of the applicant to date.

(5) Applicants are to submit a written application to the doctoral studies program including the certificates and documents as defined in paragraph 4 to the chairperson of the Selection Commission by the application deadline defined in paragraph 1.

(6) The Selection Commission shall select applicants for admission to the doctoral program based on the application documents described in paragraph 4 and, as the case may be, the selection interview as described in section 4 with regard to acceptance in the doctoral studies program. The most qualified applicants may be permitted by the Selection Commission to submit missing certificates or documents at a later date. In cases of doubt, the Commission may request applicants to supply additional information in written or oral form.

(7) If, after completion of the selection procedure, there are more suitable applicants than vacant places, the Selection Commission shall draw up a ranking list of applicants. As a rule, the following criteria shall be considered:

- Outstanding potential for academic performance and development;
- A dissertation project suitably matched to the profile of the doctoral studies program,
- The degree of a university professor's pertinent expertise in the topic that will allow him/her to supervise the dissertation project,
- Grades scored in previous academic degrees and other achievements;
- Quality of the dissertation project;
- Quality of the motivation letter,
- The applicant's previous professional and practical experience and his/her experience abroad relevant to the doctoral studies program;

- Certified language skills in two of the languages of instruction,
- The strong assessments in the professional expert reports.

(8) Applicants selected for admission shall receive written notification stipulating the deadline for submitting their confirmation of acceptance in writing and for enrollment. The places of candidates who fail to observe these deadlines shall be reallocated according to the ranking described in paragraph 7. Applicants that have been denied admission shall receive written notifications with reasons for the rejection.

(9) In the event that admission to the doctoral procedure has expired, the acceptance to the doctoral studies program shall expire.

Section 4 Selection Interviews

(1) In some cases, after review of the application documents pursuant to section 3, paragraph 4, the Selection Commission shall invite applicants to participate in selection interviews.

(2) The invitation shall be considered to have been received in a timely fashion if posted (in some cases electronically) no later than 10 working days prior to the date of the selection interview.

(3) If traveling to the selection interview is deemed unreasonable, the interview may be conducted by telephone or via videoconference, if the applicant is able to clearly identify himself/herself.

(4) Each of the selection interviews shall be conducted by at least two members of the Selection Commission.

(5) The selection interview shall be scheduled for approximately 30 minutes.

(6) The selection interview shall be documented in a report stating the main reasons for the positive or negative evaluation of the applicant.

Section 5 Structure of Doctoral Studies Program, Standard Study Period, Language of Instruction

(1) The doctoral studies program shall consist of project-related and transdisciplinary academic elements (section 2, paragraph 1). It shall also include general courses on knowledge transfer and research management (sections 10 through 12), foreign language courses as well as a supervisory program (section 6, paragraph 3 through 5).

(2) The standard study period shall consist of six semesters.

(3) The languages of instruction of the doctoral studies program shall be Spanish, English, Portuguese and German.

Section 6 Organization of Doctoral Studies Program, Competent Authorities

(1) With the consent of DRS, the institute council shall appoint a Representative who shall be responsible for conducting the doctoral studies program as well as a Deputy to the Representative, both of whom are to hold the office for a term of two years respectively.

(2) The Representative shall conduct the day-to-day business of the doctoral studies program. In particular, the Representative shall be responsible for academic coordination. The Representative

shall report to DRS with regard to how the doctoral studies progressed over the course of the previous academic year.

(3) The Representative shall ensure that individual students are assigned, with their consent, to a supervisory team. As a general rule, the supervisory team shall consist of three supervisors from the ranks of the university professors involved in conducting the doctoral studies program. Should there be cooperation agreements with other respective universities or research and education institutions in Germany or abroad, one member of the supervisory team shall come from one of these institutions. At least one of the supervisors is to be a member of DRS.

(4) With the consent of the student and the Representative, the supervisory team shall define the scope and length of time dedicated to the courses of the study units/modules to be completed by the student as well as the type and scope of achievements made by the student.

(5) Acceptance into the doctoral studies program requires the persons involved to sign a supervisor agreement as shown in Appendix 3, which shall stipulate the duties and obligations of both the student and the supervisory team. The signed agreement shall be taken on the respective file.

Section 7 Student Workload

(1) The workload scheduled for the student to successfully fulfill the requirements of the academic study program in compliance with section 9, paragraph 1 and sections 10 through 12 as well as complete the supervisory program can be found in Appendix 1, while the specified requirements can be found in Appendix 2.

(2) A total of up to six semester week hours (SWH) with a maximum of nine credit points (CP) may be allotted to the language courses pursuant to paragraph 12.

Section 8 Academic Research and Participation in International Research Programs

(1) The academic research project pursuant to section 2, paragraph 1 above shall serve to prove the student's ability to perform independent research.

(2) Students shall be given the opportunity to participate in the research programs initiated by the members of their supervisory team.

(3) Study periods abroad shall be considered an integral part of the academic research project and are expected to be completed especially at the institutions with which cooperation agreements exist. In general, the total duration of such periods shall be six months. The location, frequency and length of time of such study periods shall depend on the progress made by the student in each particular case.

Section 9 Doctoral Studies, Teaching and Learning Courses

(1) The project-related part of the doctoral studies program shall include in particular the teaching and learning courses listed below:

(a) Survey courses

One or more university professors shall be responsible for the courses. The objective of these courses shall be to convey the latest research results relevant to the studies program, especially regarding interdisciplinary aspects of Latin American research from the perspective of social

sciences, culture studies and/or humanities. The focus of such studies shall be on the discussion of the international theory produced in this field of research and reciprocal reception thereof.

(b) Method-related lectures or seminars

Participation in advanced method-related lectures and seminars aims to enable students to acquire the specialist knowledge needed to successfully complete their dissertation projects. This includes especially the research colloquium. The goal of such is for students to learn how to present and discuss their own and other research projects and research findings.

(b) General lectures or seminars

In these courses or workshops, students will gain professional qualifications, which shall especially prepare them for professions in research management, teach them communication and team skills, how to conduct presentations using modern media and how to work with literary remains and archives.

(2) Students shall be required to regularly attend and actively participate in all seminars scheduled by the academic study program with a curriculum as defined pursuant to paragraph 1 and sections 10 through 12 and to also take advantage of the supervisory program offered. The type and the scope of the requirements of such are stipulated in Appendix 2 respectively.

(3) Courses offered by other graduate schools, including graduate schools abroad, research training groups of the Deutsche Forschungsgemeinschaft (German Research Foundation) as well as such offered in the form of cooperation with the Max Planck Research Schools, and Collaborative Research Centers or other collaborative research initiatives and doctoral programs offered by other universities, educational and non-university institutions with the right to confer doctoral degrees may be included in the doctoral studies program in so far as they integrate achievements of equal value regarding internal requirements and teaching methods. The Representative shall decide on equivalency on a case-by-case basis.

(4) At least 50 per cent of the credit points (CP) provided for within these rules and regulations must be completed during the doctoral studies program at the graduate school.

**Section 10
Acquiring Skills in the Subdiscipline of Knowledge Transfer**

At regular intervals, students shall present the findings of their research work in the colloquium and at academic symposia. In addition, each respective supervisory team shall provide appropriate opportunities to their students to communicate significant findings from their research field during lectures and seminars. The goal of such is to actively prepare students for a professional teaching position at universities with a focus on disciplinary and instructional value.

**Section 11
Acquiring Skills in the Subdiscipline of Research Management**

Students shall gain experience in planning research projects and acquiring third-party funding and shall develop general skills in research management and organizing and coordinating academic activities.

**Section 12
Acquiring Skills in the Subdiscipline Foreign Languages Relevant to Academia**

(1) Students who are not native German speakers are to provide certification of their proficiency in German pursuant to section 3, paragraph 4, letter c) and moreover are to acquire additional

proficiency in German during the doctoral studies to the extent that they may be fully integrated in a German academic environment.

(2) Students who are neither native English, Spanish or Portuguese speakers nor have earned the degree required for admission to the doctoral procedure at an educational institution at which any of said languages is the language of instruction may acquire the skills required and submit certification of their proficiency in one of said languages pursuant to section 3, paragraph 4, letter d), with which they shall be enabled to communicate academically in such languages in both oral and written form.

(3) In the event that based on section 3, paragraph 4, letter e) additional language qualifications are required, students may advance their skills in such during the doctoral studies subject to the stipulations pursuant to section 7, paragraph 2.

Section 13
Reporting Obligations, Dropout and Completion of the Doctoral Studies Program

(1) Students shall report to their supervisory team as agreed upon in the supervisor agreement. The supervisory team shall then give their opinion on the report during a supervisory meeting.

(2) Students shall submit a detailed outline of their planned dissertation at the end of the first year of the doctoral studies program, which prior to submission shall be presented in the research colloquium for discussion. The supervisory team shall review each outline individually and shall discuss it with the student during a supervisory meeting. They shall make their recommendation to the Representative in writing as to whether the student should be allowed to continue with the doctoral studies in the second academic year basing their evaluation of the work progress on the provisions stipulated in the supervisor agreement as well as their assessment of whether the dissertation project presented in the outline can be realized within the following two years. In particular, they must certify that the student is successfully meeting the requirements stipulated in the rules and regulations at hand. Said requirements involve fulfilling the research tasks in a timely manner, especially completing the dissertation on time and fulfilling the requirements of the academic study program within the timeframe including the curricula as defined in section 9, paragraph 1 and sections 10 through 12 as well as participating in the supervisory program.

(3) Before the end of the second year of the doctoral studies, the supervisory team shall hold a supervisory meeting to evaluate the student's achievements as measured by the provisions stipulated in the supervisor agreement. They shall notify the Representative of their findings in writing.

(4) The Representative shall make a decision based on the written notification as described in paragraphs 2 and 3 as to whether the student may remain in the doctoral studies program. In the event of a negative decision, the director of the graduate school shall request a meeting with the respective student and the student's person of trust. In the event that the Representative is also a member of the respective supervisory team, his or her deputy shall be responsible for said task. As the case may be, the student will then be expelled from the University.

(5) Once all of the requirements as provided within the aforementioned provisions have been fulfilled, graduation certificates and a transcript of records as shown in Appendices 4 and 5 shall be issued to students who successfully complete the doctoral studies program.

Section 14
Commencement

These rules and regulations shall take effect one day after being published in the Memoranda (official register of Freie Universität Berlin).

**Appendix 1:
Sample Curriculum**

	Doctoral Project	Method-related Lectures or Seminars	Survey Courses	Transdisciplinary Lectures or Seminars
First Year	1st and 2nd Semester Personalized Co-Mentoring Independent work on dissertation project	1st Semester Subject specific colloquium 2nd Semester Subject Specific Colloquium / methods workshop	1st Semester I. Interdisciplinary workshop	1st Semester Language skills 2nd Semester Language skills / Media skills
Second Year	1st and 2nd Semester Working independently on the dissertation (this may also include a research study trip)	1st Semester Subject specific colloquium 2nd Semester Subject specific colloquium / Methods workshop	1st Semester II. Interdisciplinary workshop	1st. Semester Presentation techniques and academic writing 2nd Semester Science management and didactics of higher education
Third Year	1st Semester Completion of the dissertation project 2nd Semester Preparation of the Disputation	1st Semester Subject specific colloquium	1st Semester III. Interdisciplinary workshop	1st Semester Workshop Rules of good scientific practice

**Appendix 2:
Overview of the Module Requirements**

Forms of teaching and studying	Requirements	Obligation of regular attendance
<p>Method-related lectures or seminars</p> <p>Subject specific colloquium</p> <p>Methods workshop</p>	<p>Preparation of a detailed outline or a written draft for oral discussion</p> <p>Oral presentation and preparation of a written draft concerning a seminar topic (preferably in the context of the dissertation project).</p> <p>Active participation in the seminar discussion</p>	<p>Yes</p>
<p>Survey courses</p> <p>Interdisciplinary workshops</p>	<p>Oral presentation and preparation of a written draft concerning a seminar topic (preferably in the context of the dissertation project).</p> <p>Active participation in the seminar discussion</p> <p>Preparation of a written draft (preferably concerning a chapter of the dissertation) and oral discussion</p>	<p>Yes</p>
<p>General lectures or seminars</p> <p>Language skills</p> <p>Media skills</p> <p>Presentation techniques and Academic writing</p> <p>Science management and didactics of higher education</p> <p>Rules of good scientific practice</p>	<p>Students who are not native speakers of German certification of having acquired the language skills, which shall allow them to be integrated in a German-speaking academic environment.</p> <p>For students who are neither native English, Spanish or Portuguese speakers, certification of having acquired the skills which will allow them to communicate orally and in writing in such languages on an academic level.</p> <p>Oral presentation.</p> <p>Composing shorter texts, training in relevant reading techniques, and improvement of oral presentation skills.</p> <p>Active participation in each of the exercises as an integral part of the course or workshop</p> <p>Oral presentation and/or preparation of a written draft concerning a seminar topic relevant to the dissertation project.</p> <p>Oral presentation.</p>	<p>Yes</p>

Appendix 3

Supervisor Agreement according to Section 6, paragraph 5

between

(Student),

(Supervisor as defined in the
Doctorate Rules and Regulations –
Supervisor – and other Members of the
supervisory team)

(The Representative of the
Doctoral Studies Program –
Representative).

1. *[Ms. or Mr. Ms. or Mr. First name Last name]* has been a student in the doctoral studies program Latin American Studies from a Comparative and Transregional Perspective since October 1, 20XX and as such is working on a dissertation at Freie Universität Berlin with the working title

"[.....]".

The dissertation project was presented by the student based on a written detailed research proposal and was approved by the Selection Commission, the Supervisor as well as by the Representative of the doctoral studies program.

2. The dissertation project is to be supervised by a supervisory team in compliance with section 6, paragraph 3.

The supervisory team consists of the following university professors:

1. (as Supervisor)
2. (as additional Member of the supervisory team)
3. (as third Member of the supervisory team)

In the event that a member of the supervisory team should resign prior to the submission of the dissertation project, the Representative shall arrange for continuous and adequate supervision.

3. Prior to the commencement of the doctoral studies, based on the content of the project-related doctoral studies program, the supervisory team shall define the type and the extent of the study units (modules) to be completed by the student and in some cases any additional study units beyond such in accordance with section 6, paragraph 4 while taking into account the measures defined as in sections 7 through 12. Moreover, the supervisory team shall assure that adequate working conditions are available for the student.

4. With the consent of the supervisory team, the student shall prepare the theoretical and methodological cornerstones of the dissertation project and a detailed work plan and time schedule. At appropriate intervals, the supervisory team shall comment on and evaluate the progress made by the student in the project and studies program, both in oral and in written form. Regular reports to the team by the student shall provide insight into his or her progress. During the lecture period, consultation and supervisory meetings shall be held, generally to be scheduled once per month. If needed, additional appointments may be convened on short notice. Should there be any concerns either on the part of the supervisory team or the student in regard to the continued working relationship with individual members of the supervisory team

or the supervisory team as a whole, as such the Representative is to be notified. Should this be the case, the Representative shall then take the appropriate steps.

5. In accordance with section 5, paragraph 2 the student shall aim to submit his or her dissertation within the predefined standard study period. The work plan and time schedule provided in Appendix 1 shall apply as amended on [date] or otherwise schedules agreed upon at a later date and attached. These schedules must be approved by the supervisory team. The student shall be obliged to immediately inform the supervisory team in the event of any relevant changes to the work plan and schedule. The supervisory team and the Representative shall encourage the student to observe the work plan and schedule.

6. Before accepting any paid or unpaid part-time employment, the student shall be required to obtain the prior consent of the supervisory team and the approval of the Representative in advance. Permission for part-time employment may be refused if there is reasonable concern that this activity would prevent the student from properly fulfilling the duties and obligations of the doctoral program to the extent required. In particular, permission shall be refused if it is assumed that the demands of the part-time employment made on the student's work and performance are such that they would make it difficult for the student to achieve the objectives of the doctoral studies program.

7. The student's choice of residence may have no adverse impact on the student's ability to fulfill the duties and obligations under the doctoral studies program.

8. The student and the members of the supervisory team shall be obliged to abide by the rules of good practice in compliance with the articles on ensuring good scientific practice (code of conduct) of Freie Universität Berlin dated April 17, 2002 (FU Memoranda No. 29/2002). This includes the student's obligation to consult his/her supervisory team or other persons of trust in cases of doubt. For the members of the supervisory team this expressly includes the duty to observe and to make the student aware of and list any copyright provisions applicable to texts or findings.

9. All persons involved shall review and, if necessary, modify the supervisor agreement and its appendices on an annual basis. In the event an extension is needed to complete the dissertation project beyond the end of the standard study period, a new supervisor agreement may, if necessary, be presented to the Representative for approval. All persons involved declare their consent to allow release of general information about the dissertation project for the purpose of statistical surveys and evaluation by the Graduate School. Should the doctoral studies be interrupted, all persons involved are required to submit reasons in writing to the Executive Board of the Graduate School.

Date and signatures:

(Student),

(Supervisor as defined in the
Doctorate Rules and Regulations –
Supervisor – and other Members of the
Supervisory Team)

(The Representative of the
Doctoral Studies Program)

Appendix 4: Template for the Certificate



**Doctoral Studies Program Latin American Studies from a Comparative
and Transregional Perspective
at Dahlem Research School (DRS)
of Freie Universität Berlin**

Graduation Certificate

for the successful completion of the

**Doctoral Studies Program Latin American Studies from a Comparative and Transregional
Perspective**

Pursuant to the rules and regulations of the doctoral studies program Latin American Studies from a Comparative and Transregional Perspective at Dahlem Research School of the Freie Universität Berlin (FU Memoranda No. 00/2008)

Ms. / Mr.

date of birth

born in

has fulfilled all requirements pursuant to the rules and regulations of the doctoral studies program Latin American Studies from a Comparative and Transregional Perspective.

Berlin,

(L.S.)

The Chairperson of the Institute Council
Of the Institute for Latin American Studies

The Representative of the
Doctoral Studies Program

Appendix 5: Template for the Transcript of Records



**Doctoral Studies Program Latin American Studies from a Comparative
and Transregional Perspective
at Dahlem Research School (DRS)
of Freie Universität Berlin**

Transcript of Records

for the successful completion of the

**Doctoral Studies Program Latin American Studies from a Comparative and Transregional
Perspective**

Pursuant to the rules and regulations of the doctoral studies program Latin American Studies from a Comparative and Transregional Perspective at Dahlem Research School of the Freie Universität Berlin (FU Memoranda No. 00/2008)

Ms. / Mr.

date of birth

born in

has fulfilled all requirements pursuant to the rules and regulations of the doctoral studies program Latin American Studies from a Comparative and Transregional Perspective.

In detail, credits were awarded for the following:

Study Units (Modules)	Credits
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