

Doctoral degree regulations for the doctorates of DAM and DBA

University for Digital Technologies in Medicine and Dentistry

**Château de Wiltz,
Luxembourg**

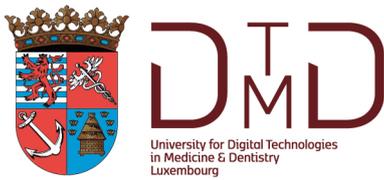
dated February 1, 2021, effective March 1, 2021;

Amended after consultation and decision of the Examination Board, Doctoral School and Rectorate as of February 1, 2024 and entry into force as of March 1, 2024

Es handelt sich bei dieser Übersetzung lediglich um ein Angebot an die Studierenden und eine Serviceleistung der DTMD University. Allein der deutschsprachige Originaltext ist rechtsverbindlich für alle Entscheidungen.

This translation is only an offer to students and a service provided by DTMD University.
Only the original German-language text is legally binding for all decisions.

The University for Digital Technologies for Medicine and Dentistry (DTMD University), based in Luxembourg, has issued the following doctoral degree regulations for its part-time postgraduate degree programs:



The University for Digital Technologies in Medicine and Dentistry (hereinafter referred to as DTMD University), based in Wiltz Castle/Luxembourg, is a state-recognized university accredited for postgraduate continuing education courses. In an effort to implement postgraduate continuing education as an outgrowth of the principle of lifelong learning and in the European spirit of the Bruges/Copenhagen process, and to satisfy the demand for adequate educational goods, it has set up a Doctoral School (DS) specifically for this purpose, which has been elevated to the status of an In-Institute of DTMD University due to its great importance.

It is therefore possible to complete a Doctorate in Advanced Medicine (DAM) or a Doctorate in Business Administration (DBA) at its doctoral school, which is essentially German-speaking, depending on the focus. These doctorates, which are based on the Harvard concept, differ significantly from a traditional doctorate, which is based on level 8 of the Bologna Process. Instead, the DAM and DBA at DTMD University are on educational pathway 8 of the Bruges/Copenhagen Process, which aims to promote further education in Europe and make it comparable. However, as this is further education for doctoral students who have already completed their undergraduate education and DTMD University teaches and conducts research at university level in the spirit of Article 13 of the European Charter of Fundamental Rights, it can also be assumed that a doctorate at the doctoral school justifies the use of the doctoral title on the basis of a thesis in book format.

In respect of gender equality (in the following, the terms are always used in the sense of m/f/d) and in view of the demand for a high level of inclusion, DTMD University has adopted the following doctoral regulations:

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§1 Doctorates and doctoral opportunities

1. DTMD University awards the doctoral degree "Doctor/Doctrix in Advanced Medicine" or "Doctor/Doctrix in Business Administration", in short DAM or DBA, on the basis of a proper doctoral procedure.
2. It also confers its honorary doctorate in accordance with § 23 as Doctor/Doctrix honoris causa = h.c.
3. The DAM or DBA doctorate is an accredited university degree and is awarded depending on the doctoral candidate's specialization.
4. It is not possible to acquire the same title more than once.

§2 Doctoral committees

1. The Examination Board of DTMD University conducts the doctoral procedure upon application in accordance with § 8. It is a permanent committee and consists of three university lecturers who are appointed by the Rectorate for an indefinite period. The examination board is chaired by the Director of the Doctoral School, who is responsible for ensuring compliance with the doctoral regulations and has rights to information and authority to issue instructions to all committees and parties involved in doctoral matters. The examination board appoints a separate doctoral committee for each procedure.
2. The first supervisor, who is also the first reviewer of the dissertation (§ 3), proposes the members of the doctoral committee to the examination board in consultation with the directorate of the doctoral school. The doctoral committee consists of two reviewers and another university lecturer, who chairs the committee.
3. The doctoral committee is quorate if it is complete. It decides by a majority of the votes of those present. The final decision in all doctoral matters is the responsibility of the Examination Board.
4. The deliberations of the Examination Board and the Doctoral Committee on doctoral issues are not public. The members of the doctoral committee are obliged to maintain confidentiality.
5. Decisions of the Examination Board and the Doctoral Commission are communicated to the applicant in writing by the Examination Office.
6. Incriminating decisions must be justified to the applicants in writing and accompanied by information on legal remedies.

§3 Basis of the promotion

1. The doctorate is awarded on the basis of attendance at the doctoral school and an independently written scientific paper (dissertation), which must be defended in public.
2. The dissertation is basically an individual achievement.
3. If the dissertation gives rise to ethical conflicts, the director of the doctoral school must conduct an ethics discussion together with the doctoral candidate and, if applicable, with the first supervisor, in which the problems are addressed and efforts are made to resolve or minimize conflicts between professional and research freedom rights by reaching a consensus between all parties involved. The ethics meeting should end with recommendations. The right of the parties involved to appeal to the DTMD University Ethics Committee remains unaffected. However, the ethics committees responsible for the doctoral candidate in terms of subject matter and location must be informed and asked to make decisions.

§4 Doctoral procedure

1. Doctoral students attend the three-year doctoral school with compulsory seminars and colloquia.
2. The first year of study forms the qualification phase in the Bruges-Copenhagen Process. It brings the doctoral students together with their lecturers and supervisors in joint advanced training seminars. The block seminars lasting several days, which are offered in the first semester, deal with the two subjects of scientific work and statistics. This is supplemented by the preparation of a detailed exposé.
3. Other advanced training seminars lasting several days include economics, law and ethics. All advanced training seminars must be attended as required and completed with the knowledge tests.
4. At the end of the first year of study, a detailed exposé, including a systematic literature search, successfully accepted by the examination board, is required to document academic skills, and an annual exam must be passed to document methodological and practical skills. The exposé must be uploaded in due form and time by the last day of the first year of study at the latest.
5. Participation in the annual exam requires passing the knowledge tests offered. The annual examination generally consists of a one-hour written examination in the subjects of scientific work and statistics. Details will be communicated by the Examinations Office. The grade levels are determined by § 17 paragraph 1.
6. The final procedure with exposé and annual exam can be repeated once. The exposé must be prepared with a deadline of three weeks. The exposé and annual exam must be passed in the same procedure; there is no possibility of repeating a partial performance.
7. Failure to pass the resit attempt will result in permanent exclusion from the program in the form of de-registration at the end of the month in which the results are communicated. A certificate of attendance of the advanced training seminars will be issued irrespective of the assessment of the exposé.
8. Presentation seminars follow in the second year of study, which are intended to demonstrate the progress made in research and editing the dissertation in exchange with other doctoral students. Depending on the focus on DAM or DBA, further special seminars may be added, which are completed in agreement with the first supervisor and the directorate of the doctoral school. The third year is dedicated to the in-depth writing of the dissertation, its review, preparation and public defense.

§5 Entry in the list of doctoral candidates

1. The Director of the Doctoral School adds the applicant to the list of doctoral candidates after reviewing the application documents. In principle, there is no entitlement to admission.
2. The applicant receives a certificate (matriculation) confirming admission to the list of doctoral candidates.

§6 Admission requirements for a doctoral procedure

1. Admission to the doctoral procedure is open to those who
 - a. has obtained a Diplom, Master's or Magister degree or a state examination with an overall grade of "good" or better in a degree program related to the doctoral field,
 - b. is entered in the list of doctoral candidates § 5,
 - c. submits a dissertation in accordance with § 9, which a university lecturer who is a member of the doctoral school has agreed to review,
 - d. has not previously definitively failed a similar doctoral procedure or is not in a dormant procedure,
 - e. submits a proper application for the doctoral procedure with all necessary documents in accordance with § 8, taking into account § 1.
2. In addition, anyone who has obtained a Bachelor's degree in a degree program related to the doctoral field at a domestic or foreign university and has graduated with an overall grade of "very good" and can be expected to achieve outstanding doctoral results may be admitted to the doctoral procedure by way of aptitude assessment in accordance with § 7. The Examination Board and the Rectorate of DTMD University must be consulted in advance.
3. The Examination Board decides on the recognition of the equivalence of foreign examinations, degrees and individual module achievements as well as the classification in the overall grade structure, taking into account equivalence agreements. In cases of doubt, an opinion must be obtained from the Luxembourg Ministry of Higher Education. In cases where applicants have been approved to use an academic degree obtained abroad in the form of a Luxembourg degree entitling them to a doctorate, this degree must be recognized as equivalent.

§7 Aptitude test

1. If an applicant does not have a university degree in accordance with Section 6 (1) No. 1, he/she must undergo an aptitude test, which must be applied for in writing to the Director of the Doctoral School and the content and scope of which is decided by the Examination Board. Exceptions are only permitted in accordance with paragraph 3.
2. Additional academic achievements can also be acquired in a cooperative doctoral procedure and recognized as part of the aptitude assessment test.
3. An aptitude test may be waived by decision of the Examination Board following a written application to the Director of the Doctoral School:
 - a. in the case of a subject-related university degree leading to a Diplom, Master's or Magister degree or a subject-related state examination;
 - b. in the case of proven academic activity over a longer period of time in the scientific field in which the dissertation is to be submitted.
4. The aptitude test comprises essential examinations from the standard Master's degree program for the doctoral field. Up to three modules, determined by the director of the doctoral school, must be examined. Previously completed modules can be credited on application. Modules are specified in the examination regulations of the existing Master's degree programs.
5. Passing each examination is a prerequisite for recognition of the aptitude assessment examination as a whole. The repetition of failed examinations within the same aptitude assessment procedure is excluded. The aptitude assessment procedure can be repeated once upon written application. Examinations that have already been passed will be taken into account when repeating the procedure.

6. Upon successful completion of the doctoral program in accordance with § 11, the aptitude test is not required. If proof of successful completion of a subject-related, equivalent doctoral program at another university is provided, the aptitude test may also be waived. The equivalence of a doctoral program at another university is decided by the Examination Board.

§8 Application for the doctoral procedure

1. The written application for a doctorate must be submitted to the Examinations Office via the online campus, stating the doctoral title (DAM or DBA). The following documents are requested electronically during the application process:
 - a. Doctoral thesis (dissertation) together with a thesis summary of the dissertation (approx. 2 to 5 pages).
 - b. Proposal for the selection of experts and assessors.
 - c. Declaration of acceptance of these doctoral regulations
 - d. the declaration that the submitted dissertation was prepared without unauthorized assistance, in particular without the use of a doctoral advisor, and without the use of aids other than those specified, and that the ideas taken directly or indirectly from external sources have been identified as such in the work, and
 - e. the submitted dissertation has not been submitted in the same or a similar form to another examination authority either in Germany or abroad for the purpose of a doctorate or another examination procedure and has not yet been published in its entirety.
2. The date of submission and start of processing of the application is the date on which the required documents are received in full by the Examinations Office.
3. An application may be withdrawn as long as the doctoral procedure has not been opened in accordance with § 12; in this case, the application is deemed not to have been submitted.

§9 Dissertation

1. The dissertation must demonstrate the candidate's ability to independently achieve scientific results that represent a development of the scientific field, its theories and methods.
2. The dissertation is a monographic single publication.
3. The dissertation must be written uniformly in German, French, Luxembourgish or English. The standard number of pages is 200, but at least 150 pages, which must be justified in an appropriate manner and quality.
4. In addition to the text section and the table of contents and bibliography, the dissertation contains in bound form
 - a. a title page in accordance with Annex 1/1,
 - b. a description of the author's scientific career (voluntary),
 - c. a declaration of independence (Annex 2/1).

§10 Viva voce

1. The viva voce comprises two oral examinations, which are usually taken as separate individual examinations. Each partial examination must be taken in front of an examiner who is a university lecturer with examination authorization for the relevant examination subject. The examination is conducted in the presence of an expert assessor. Each oral part examination lasts approx. 60 minutes. The examinations can be held in public. Further specifications on the possible examination subjects and the conduct of the individual examinations can be found in Annex 3.
2. The oral partial examinations should be taken no later than three months after acceptance of the dissertation or fulfillment of the requirements pursuant to Section 15 (4). In any case, they must be taken before the defense of the dissertation. At the candidate's request, the Doctoral Committee may set a different deadline taking into account the circumstances. In the event of a breach of the deadline for which the candidate is responsible, the doctoral procedure shall be terminated without success.
3. Each partial examination is assessed in accordance with Section 17 (1). The doctoral committee shall calculate an overall grade for the viva voce from the partial grades.
4. Only a single failed partial examination may be repeated once within six months, but not before four weeks, upon written application by the candidate. The retake must be requested from the Chair of the Doctoral Committee within four weeks of the failed examination; if this is not done, the examination is deemed to have been definitively failed and the doctoral procedure is discontinued.
5. The viva voce is passed if each part of the examination has been assessed with at least the grade "pass".
6. The viva voce examination can be replaced by successful participation in the doctoral seminars as part of the doctoral program (§ 11). In this case, one graded performance certificate (knowledge review) replaces one oral viva voce examination and two graded performance certificates replace both viva voce examinations. In this case, the doctoral committee also calculates an overall grade from the partial grades, which replaces the grade for the viva voce examination. Successful course participation must be reported to the Examination Office by submitting the graded performance certificates before the doctoral procedure is opened.
7. Oral examinations and the defense in accordance with Section 16 may be conducted remotely, i.e. online or without the physical presence of the students, examiners and/or assessors, by decision of the Examination Board. The Microsoft "Teams" service, which is integrated into the Online Campus of DTMD University and ensures secure identification and authentication of candidates, is preferably used. The online examination is logged by recording the respective Teams session. By registering for the examination, candidates expressly consent to the recording and use of the data for examination purposes.
8. If necessary and in urgent cases, the Examination Board may decide that other forms of examination are to be conducted as oral examinations while maintaining the same type of examination; they may be conducted "remotely" upon further decision by the Examination Board.

§11 Doctoral studies

1. Completion of the doctoral program is evidenced by proof of successful participation in the doctoral seminars, whereby attendance is generally compulsory. Non-attendance must be justified. Alternatively, the Examination Board may recognize external achievements in the form of graded certificates of achievement, provided that these external courses are deemed to be at least equivalent. The Director of the Doctoral School is responsible for supervising the proper conduct of doctoral studies and dissertation supervision. He may request reports and minutes from the lecturers and supervisors.
2. Successful completion of the doctoral program is certified upon completion of the procedure together with the doctoral certificate.

§12 Opening of the doctoral procedure

1. The Examination Board decides on the opening of the doctoral procedure if, following an examination by the Director of the Doctoral School, it is established that the documents to be submitted in accordance with § 8 are complete and valid and that all admission requirements have been met.
2. The examiners for the dissertation, the chairperson of the doctoral committee and, if applicable, the subjects and examiners for the viva voce are determined when the examination board opens the procedure.
3. The Examination Committee may request that the title of the dissertation be revised and that submitted documents be clarified or completed. In this case, the opening of the procedure may be postponed until the corrected versions of these documents have been submitted. Fulfillment of the conditions must be checked by the doctoral committee.
4. The decision to open or not to open the procedure is made at the meeting of the Examination Board following the submission, provided that the complete documents have been submitted to the Examination Office 14 days in advance.
5. The applicant must be notified in writing of the decision to open or not to open the procedure, the selection of the assessors and the chairperson of the doctoral committee, as well as any documents to be submitted in the rectification procedure, within 14 days of the decision being made by the Director of the Doctoral School. In the event of non-opening, the decision must be substantiated and include information on legal remedies.
6. If a doctoral procedure is not initiated, the candidate's application and the submitted dissertation and thesis summary remain at the Examination Office. All other documents submitted will be returned to the candidate.

§13 Appraiser

A dissertation must be assessed by two reviewers who have been or will be appointed by the Doctoral School of DTMD University.

§14 Expert opinion

1. The reviews are obtained by the director of the doctoral school.
2. The reviews are sent to the Examination Office in written form. They serve the decision-making process of the doctoral committee. The reviewers recommend the acceptance or rejection of the dissertation. The dissertation is to be assessed in accordance with Section 17 (1) (rating and grade).
3. In cases pursuant to § 15 para. 3, further expert opinions may be ordered.
4. The reviewers may recommend to the doctoral committee that conditions be imposed.
5. Reviews should be completed within three months of the assignment being issued. The Director of the Doctoral School shall inform the reviewers of this.

§15 Acceptance of the dissertation

1. In the period between the opening of the procedure and the defense of the dissertation, it is possible to inspect the dissertation at the examination office. After receipt of the requested reviews, the members of the Examination Board, all professors of the Doctoral School and the other reviewers have the right to inspect the reviews, including the proposed grades, within a notice period of two weeks and to submit a written statement.
2. After expiry of the deadline, the doctoral committee decides on the acceptance of the dissertation, taking into account written comments in accordance with paragraph 1, and informs the Examination Office of its decision without delay.
3. If at least one expert opinion recommends non-acceptance or if university lecturers express written and justified reservations about the acceptance of the submitted dissertation, the Examination Committee shall decide on the acceptance or non-acceptance or on the obtaining of further expert opinions on the recommendation of the Doctoral Committee. If further expert opinions are obtained, the procedure set out in §§ 12 to 14 must be followed. The candidate must be informed of this in writing.
4. The doctoral committee may impose conditions in accordance with Section 14 (4) after acceptance of the dissertation. In doing so, the committee shall take into account the recommendations of the reviewers. The doctoral committee shall specify in writing which conditions are to be fulfilled and within what period of time.
5. If conditions have been imposed upon acceptance of the dissertation in accordance with paragraph 4, the Chair of the Doctoral Committee shall determine whether the conditions have been fulfilled in due time. In any case, the conditions must be fulfilled before the defense. In the event of non-fulfilment or late fulfilment of the conditions pursuant to paragraph 4, the doctoral procedure shall be terminated without success if no extension of the deadline is granted.
6. The decision to accept the dissertation is a prerequisite for admission to the defense and, if applicable, to the viva voce.
7. The decision on the acceptance or non-acceptance of the dissertation must be communicated to the candidate in writing by the Director of the Doctoral School within two weeks. If the thesis is accepted, the candidate must be provided with the reviews at the same time.
8. A dissertation that has not been accepted at DTMD University can generally be resubmitted in a revised version after six months at the earliest, but no later than one year after the decision on non-acceptance, in compliance with all formalities required by these regulations. The Examination Board decides on exceptions. An aptitude test already successfully passed in the first stage of the procedure will be recognized. The Examination Board may appoint the same doctoral committee as in the first stage of the procedure.
9. If the resubmission has not taken place after one year or after the deadline specified in the exceptional case in accordance with paragraph 8, the procedure shall be deemed to be definitively terminated.

§16 Defense

1. The candidate must publicly present the results achieved with the dissertation in a lecture, which may not exceed 25 minutes, and answer questions from the auditorium. The discussion covers the dissertation and its scientific context. It should not exceed 30 minutes.
2. After acceptance of the dissertation, the date of the defense must be agreed upon by the chairperson of the doctoral committee with the members of the doctoral committee and communicated to the director of the doctoral school. The date must be communicated to the candidate at least two weeks before the defense by the chair of the doctoral committee.
3. The chair of the doctoral committee announces the defense with the same notice period. In addition, further external representatives may be invited as determined by the doctoral committee.
 - a. The defense may take place on the scheduled date if the candidate does not claim any temporary impairment of his mental or physical condition and
 - b. all members of the doctoral committee are present.
4. The chairperson of the doctoral committee or a person appointed by him
5. member of the doctoral committee leads the defense. It should be noted that
 - a. the thesis summary is available,
 - b. the composition of the doctoral committee is announced,
 - c. the candidate is presented,
 - d. a record is kept of the defense and the subsequent discussion in accordance with § 22 para. 2 and
 - e. Questions that are not related to the scientific subject of the dissertation may be rejected.
 - f. The doctoral committee shall decide on the result of the defense and the assessment in accordance with Section 17 immediately after the defense in closed deliberation. The defense shall be deemed to have been passed if it has been assessed with a grade of at least "rite". Furthermore, the doctoral committee determines the overall assessment in the doctoral procedure in accordance with Section 17 (2). Both decisions are then publicly announced orally.
6. A failed defense can be repeated at the candidate's request within one year, but at the earliest after one semester.
7. A defense is definitively failed and the doctoral procedure is terminated without success if
 - a. the application to repeat the defense is not received in writing at examination.office@dtmd.eu of the doctoral school within four weeks of the failed defense,
 - b. the defense is not repeated on time due to the candidate's fault or
 - c. the repeated defense is not passed.

§17 Evaluation

- The following grades shall be awarded for the work completed during the doctoral procedure:

summa cum laude:	1.0 and 1.3
magna cum laude:	1,7; 2,0; 2,3
cum laude:	2,7; 3,0; 3,3
rite:	3.7 and 4.0
non sufficit:	5,0

- The doctoral committee decides on the overall grade of the doctoral performance. This is the arithmetic mean, rounded to one decimal place, of the individual achievements listed in § 4 using the weights listed in paragraph 3.

summa cum laude:	up to and including 1.5
magna cum laude:	from over 1.5 up to and including 2.5
cum laude:	from over 2.5 up to and including 3.5
rite:	from over 3.5 up to and including 4.0

- The weights for determining the overall predicate are as follows:

Dissertation: 2/3; Defense: 1/6; Rigorosum: 1/6

- The decision on the overall grade is made by the Examination Board on the recommendation of the Doctoral Committee.

§18 Award

- The award of the doctoral degree following a successfully completed doctoral procedure is based on a decision by the Examination Board. The Director of the Doctoral School must notify the candidate of the decision to award the doctorate in writing.
- The doctoral degree certificate is awarded when all requirements for the award of the doctoral degree have been met in accordance with these doctoral degree regulations. The doctoral certificate is issued in accordance with the specifications of DTMD University; it certifies the completed conferral. A sample of the certificate can be found in Appendix 4.
- The right to use the doctoral title in the forms specified in § 1 paragraph 1 begins with the award of the doctoral certificate.

§19 Publication

1. Ideally, the accepted dissertation should be published in an appropriate manner.
2. The dissertation can also be published as an online or book publication in a suitable publication series. The doctoral candidate alone is responsible for publication. DTMD University is not responsible for the impossibility of publication.

§20 Invalidation of doctoral achievements, non-execution of the doctorate, withdrawal of the doctorate

1. Doctoral achievements can be declared invalid and the doctorate cannot be completed or the doctorate withdrawn if it becomes known that
 - a. essential requirements for admission to the doctorate were not met and the candidate obtained admission wrongly,
 - b. doctoral achievements have been achieved under deception or
 - c. if facts become known that preclude or would have precluded the award.
2. In all other respects, the procedure for not completing the doctorate or for withdrawing the doctorate follows the applicable provisions of higher education law.
3. The Examination Board decides on the invalidity of doctoral achievements, the non-completion of the doctorate and the withdrawal of the doctoral title. The person concerned must be given the opportunity to comment before the decision is made.

§21 Right of objection

The candidate has the right to appeal against decisions. The appeal must be submitted in writing or for recording to the Director of the Doctoral School within one month of receipt of the respective decision.

§22 Promotion file

1. The summarized doctoral documents form the doctoral file. It is kept at the Examination Office during the procedure.
2. The doctoral committee shall prepare minutes of all deliberations and decisions in a doctoral procedure, which shall be attached to the doctoral file after being signed by the chairperson.
3. After completion of the doctoral procedure, the candidate will be granted access to the doctoral file upon request.
4. The application must be submitted to the Director of the Doctoral School within one month of the award of the doctoral degree or of the decision to terminate the procedure.

§23 Honorary doctorate

1. DTMD University awards honorary doctorates for special services to the scientific fields it represents.
2. An application for the award of an honorary doctorate must be submitted by at least three professors appointed by the doctoral school and justified in writing. The examination committee decides on the award by secret ballot with a majority of the valid votes cast. The decision requires the opinion of the Rectorate.
3. The conferral of an honorary doctorate shall be effected by the presentation of a certificate signed by the Director of the Doctoral School.
4. The title 'Doctor/doctrix honoris causa' can be withdrawn if its holder has been convicted of a crime. If it has been convicted of a crime, it must be withdrawn.

§24 Entry into force

These doctoral degree regulations were adopted by the Rectorate of DTMD University on February 1, 2021. They come into force on March 1, 2021.

The changes will come into force on March 1, 2024.

Luxembourg, February 1, 2024



Prof. Dr. André Reuter University President