



Universität Hamburg  
DER FORSCHUNG | DER LEHRE | DER BILDUNG

FÜR BETRIEBSWIRTSCHAFT

**PROF. DR. GUIDO VOIGT (VICE DEAN FOR RESEARCH)**

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# **GRADUATE SCHOOL OF THE FACULTY OF BUSINESS ADMINISTRATION**



## **FOUNDATION OF THE GRADUATE SCHOOL OF THE FACULTY OF BUSINESS ADMINISTRATION (HAMBURG BUSINESS SCHOOL <HBS>)**

Statutes of the Graduate School at HBS

- were enacted on 24 January 2018 from the Faculty Council and
- came into force on 19 September 2018
- [www.bwl.uni-hamburg.de/forschung/promotion.html](http://www.bwl.uni-hamburg.de/forschung/promotion.html)  
    ↪ Graduiertenschule ↪ link first paragraph

## Tasks of the Graduate School HBS:

1. To develop and advance structured promotion programs at the faculty, and to support same by the help of the faculty.
2. To support co-operation of the faculty of business administration at Universität Hamburg with non-University entities of research in structured promotion programs.
3. To support projects which doctoral students initiate and undertake.
4. To support internationalization in structured promotion programs.
5. To support equality of opportunities and coordination of scientific careers and family.

## Members of the Graduate School HBS:

1. Supervisors: all university professors of the faculty of business administration and other academics authorized to supervise doctoral studies at this faculty
2. Doctoral students: Members of research training groups or doctoral students admitted for doctoral studies at the faculty of business administration
3. Associated members: Postdocs, adjunct lecturers or similar

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## New doctoral students can register at the Graduate School HBS:

- The applicable doctoral degree regulations for you date from 9 July 2014 (<https://www.bwl.uni-hamburg.de/en/forschung/promotion.html> ↪ doctoral degree regulations)
- The applicable regulations for doctoral studies in business administration date from 24 January 2018/4 July 2018 (<https://www.bwl.uni-hamburg.de/forschung/promotion.html> ↪ Graduate School ↪ 2nd dash)
- You obtain the certificate „Research in Business Administration“
- You hand in the „Application for Admission to Doctoral Studies at the Faculty of business administration at the administration office (<https://www.bwl.uni-hamburg.de/en/forschung/promotion.html> ↪ Doctoral Procedure ↪ Forms to Download ↪ „Application for Admission...“)

For all future doctoral students the prevailing rule stays:

Latest three months after having started your duty you have to hand in your application for admission to doctoral studies at the administration office for doctoral affairs.

Application form for admission to doctoral studies  
at the faculty of business administration:



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FAKULTÄT  
FÜR BETRIEBSWIRTSCHAFT

**Antrag auf Zulassung zur Promotion an der Fakultät BWL**  
Application for admission to Doctoral Studies at the Faculty of Business Administration

an den Promotionsausschuss der Fakultät für Betriebswirtschaft  
to the Doctoral Committee of the Faculty of Business Administration

nach der Promotionsordnung vom 9.07.2014 und der Promotionsstudienordnung vom 24.01.2018  
acc. to Doctoral Degree Regulations dated 9 July 2014 and to the Doctoral Study Regulations dated 24 Jan. 2018

Antragsteller/-in / Applicant: ..... Staatsbürgerschaft / citizenship .....  
geboren / born: ..... in .....  
Anschrift / address: ..... Telefon, E-Mail: .....  
Matrikelnr. / matriculation no: .....  
Master Degree (Note / grade, Universität / university): .....  
(Arbeits-)Titel der Dissertation / (Working) title of the thesis: .....

Dissertation geplant als / planned as ☐ kumulative Dissertation ☐ Monographie

☐ Ich beantrage meine Zulassung nur nach PromO 2014  
/ I apply for admission to doctoral studies only as per doctoral degree regulations 2014

Vorschlag der Doktorandin/des Doktoranden für die Besetzung der Betreuungskommission:  
Proposal of the doctoral candidate whom to appoint for supervisory committee:

Unterschrift (Einverständnis) potentiell. Betreuer/-in / Signature (consent) proposed supervisor:

1. Betreuer/-in / first supervisor: Herr / Frau Prof. Dr. ....

2. Betreuer/-in / second supervisor: Herr / Frau Prof. Dr. ....

<p>Die Aufgaben der Betreuer sind in § 5 der PromO vom 9.07.2014 definiert.</p> <p>Mir sind die o. g. Promotionsordnung und die „Satzung zur Sicherung Guter wissenschaftlicher Praxis und zur Vermeidung wissenschaftlichen Fehlverhaltens an der Universität Hamburg vom 15.05.2014“ (<a href="https://www.uni-hamburg.de/beschaeftigtenportal/fid/satzung-gute-wissenschaftliche-praxis.pdf">https://www.uni-hamburg.de/beschaeftigtenportal/fid/satzung-gute-wissenschaftliche-praxis.pdf</a>) sowie die Promotionsstudienordnung vom 24. Januar 2018 bekannt.</p> <p>Ich erkläre, dass ich mich noch keiner Doktorprüfung unterzogen oder um Zulassung zu einer solchen beworben habe. Ein Promotionsverfahren bei einer anderen Hochschule oder Fakultät wird nicht durchgeführt.</p> <p>Ich bin damit einverstanden, dass meine Daten zum Zweck der Durchführung meines Promotionsverfahrens verarbeitet werden, und akzeptiere die Bestimmungen zum Datenschutz. Meine Einwilligung kann ich jederzeit mit Wirkung für die Zukunft widerrufen (vgl. dazu EU-DSGVO Art. 5, <a href="https://dsgvo-gesetz.de/art-5-dsgvo/">https://dsgvo-gesetz.de/art-5-dsgvo/</a>).</p>	<p>The obligations of the supervisors are defined in § 5 of the Doctoral Degree Regulations of 9 Jul. 2014.</p> <p>I am familiar with the above-mentioned doctoral degree regulations and the "Bylaws for Safeguarding Good Scientific Practice and Avoidance of Scientific Misconduct at Universität Hamburg dated 15.05.2014" (<a href="https://www.uni-hamburg.de/beschaeftigtenportal/fid/satzung-gute-wissenschaftliche-praxis.pdf">https://www.uni-hamburg.de/beschaeftigtenportal/fid/satzung-gute-wissenschaftliche-praxis.pdf</a>) as well as the Doctoral Research Study Regulations dated 24 Jan. 2018.</p> <p>I declare that I must not have undergone a doctoral examination or so far nor have applied for such and that there must not be any pending doctoral procedure at another university or faculty.</p> <p>I agree that my data may be processed for the purpose of carrying out my promotion procedure and accept the provisions on data protection. I can revoke my consent at any time with effect for the future (cf. EU-DSGVO Art. 5, <a href="https://dsgvo-gesetz.de/art-5-dsgvo/">https://dsgvo-gesetz.de/art-5-dsgvo/</a>).</p>
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Ort, Datum / Place, date

Unterschrift Doktorand/-in / Signature doctoral student

Anlagen (gem. § 4 der PromO vom 9.07.2014) / Attachments (according to § 4 of the PromO of 9.07.2014):

- 1) Abschlusszeugnis in beglaubigter Kopie bzw. im Original z. Anfertigung von beglaub. Kopien  
Certificate of Master degree, in original to make copies or in certified copy
- 2) Tabellar. Lebenslauf / CV; 3) Ggfs. Nachweis über Sprachkenntnisse / Proof of language skills, if applicable

For all doctoral students the prevailing rule stays:

After having been admitted for doctoral studies at the faculty of business administration you have to enrol as doctoral student at Campus Center (Alsterterrassen) for the faculty of business administration.



Doctoral students who are already admitted and enrolled at the faculty can also register for the graduate program at HBS:

- Your prevailing doctoral degree regulations stay the same and date from 9 July 2014 (<https://www.bwl.uni-hamburg.de/forschung/promotion.html> ↪ Graduiertenschule ↪ „Wechsel zur Graduiertenschule BWL“);
  - Additionally, the regulations for doctoral **studies** in business administration dated 24 January 2018/4 July 2018 apply (<https://www.bwl.uni-hamburg.de/forschung/promotion.html> ↪ Graduiertenschule ↪ 2nd dash);
- Differences lie in the course program presented hereafter and in the additional certificate „Research in Business Administration“



If you are already admitted and studying as doctoral student at our faculty and would like to register for the graduate program:

Please hand in the completed and signed form

<https://www.bwl.uni-hamburg.de/forschung/promotion.html>

↪ Graduiertenschule

↪ Link „Wechsel zur Graduiertenschule“

at the administration office for doctoral affairs.



An den  
Promotionsausschuss der Fakultät für Betriebswirtschaft  
c/o Büro für Promotionsangelegenheiten  
Moorweidenstr. 18, R. 3007  
20148 Hamburg

**Bestätigung meines Wechsels  
zum Promotionsstudium an der Graduiertenschule BWL**  
nach der Promotionsordnung vom 9.07.2014 und der Promotionsstudienordnung vom ..... 2018

**Confirmation to change doctoral studies  
to the Graduate School of Hamburg Business School**  
as per Doctoral Degree Regul. dd. 9.07.2014 and the Doctoral Research Study Regulations dd. .... 2018

Antragsteller/-in / Applicant: .....

Matrikelnummer / Matriculation Number: .....

Hiermit erkläre ich meinen Wechsel zum Promotionsstudium an der Graduiertenschule der Fakultät BWL.

Ich bestätige,  
- die o. g. Promotionsordnung zu befolgen,  
- die „Satzung zur Sicherung Guter wissenschaftlicher Praxis und zur Vermeidung wissenschaftlichen Fehlverhaltens an der Universität Hamburg vom 15.05.2014“ (<https://www.uni-hamburg.de/beschaefigtenportal/fid/satzung-gute-wissenschaftliche-praxis.pdf>) zu befolgen  
- sowie die Promotionsstudienordnung vom ..... (<https://www.....>), und  
- dass ich mich noch keiner Doktorprüfung unterzogen oder um Zulassung zu einer solchen beworben haben darf und ein Promotionsverfahren bei einer anderen Hochschule oder Fakultät nicht durchgeführt werden darf.

I herewith declare to change my doctoral studies to the faculty's (HBS) Graduate School.

I confirm  
- to act by the abovementioned Doctoral Degree Regulations  
- to follow the Bylaws for Safeguarding Good Scientific Practice and Avoiding Scientific Misconduct at Universität Hamburg, dated 15 May 2014 (<https://www.uni-hamburg.de/fid/satzung-gute-wissenschaftliche-praxis-en.pdf>),  
- as well as the Doctoral Research Study Regulations dated ..... (<https://www.....>), and  
- that I must not have undergone a doctorate examination so far nor have applied for such and that there must not be any pending doctoral procedure at another university or faculty

.....  
Ort, Datum / Place, Date

.....  
Unterschrift Doktorand/-in / Signature Doctoral Student

.....  
Kenntnisnahme Betreuer / Notice supervisors:

.....  
1. Betreuer/-in / First Supervisor

Herr / Frau Prof. Dr. ....

.....  
2. Betreuer/-in / Second Supervisor

Herr / Frau Prof. Dr. ....



## A) Degree program at the Graduate School HBS

The graduate program divides into three required elective subjects:

- a) in methodical subjects, comprising 10 credits,
- b) in consolidating subjects, comprising minimum 10 credits and
- c) in supplementing subjects, comprising minimum 12 credits



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## Academic graduate program:

- I. Workshops (as a rule value 5 credits for normally 2 credit hours; groups of about 10 participants)
  - Reflecting and target-oriented scientific research under an expert's guidance
  - Active participation of the doctoral students
- II. Seminars (as a rule value 5 credits for normally 2 credit hours; groups of about 10 participants)
  - Complex working on scientific problems applying scientific theories and methods
  - Mainly formed by active participation of the doctoral students.
- III. Presentation of own projects on colloquia and conferences (as a rule 2 or 4 credits)
  - Qualifying scientific interchange



**A) a) Doctoral Programs in methodical subjects (10 credits):**  
2 out of 6 seminars are obligatory

- „Econometrics“ (5 credits/2 credit hours)
- „Experiments“ (5 credits/2 credit hours)
- „Survey Research“ (5 credits/2 credit hours)
- „Advanced Modelling and Optimization“ (5 credits/2 credit hours)
- „Matheuristics“ (5 credits/2 credit hours)
- Other Advanced Research Methods (5 credits/2 credit hours)

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## **A) b) Doctoral programs in consolidating subjects (min. 10 credits)**

Seminars/workshops to substance, methods, software, theories (in general or in key area) (10 credits/4 credit hours) (elective subjects)

## **A) c) Doctoral programs in supplementing subjects (min. 12 credits)**

- Seminars/Workshops out of the PhD qualifying program of Universität Hamburg (e. g. „Academic Writing“, „Project Management“) (2 credits per 1 full day) (elective subjects)
- Presentation of own project at a PhD colloquium, a PhD workshop, a conference (4 credits per presentation/conference) (elective subjects, minimum once!)

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## Doctoral programs at the faculty of business administration during winter semester 2018/2019

(<https://www.bwl.uni-hamburg.de/en/forschung/promotion.html> ⇨ Doctoral Programs  
⇨ Winter Semester 2018/19 ⇨ Courses at the Faculty of Business Administration)

- HCHE Research Seminar and PhD Course (12.-13.11.2018)  
Patricia Born
- Behavioral & Experimental Economics (4 Termine, Start 14.12.2018)  
Markus Nöth & Guido Voigt
- Advanced Modelling and Optimization (block course 17.-21.12.2018)  
Malte Fliedner & Knut Haase
- Recent Developments in Causal Inference (block course in January 2019);  
Martin Spindler
- Survey Research (4.-6.2.2019, Kick-off 5.11.2018);  
Karen Gedenk
- Recent Developments in Audit Research and an Approach to getting Published  
(20.-22.2.2019); Nicole Ratzinger-Sakel





## **External Doctoral Programs can also be credited in the consolidation and supplementing subjects:**

see <https://www.bwl.uni-hamburg.de/en/forschung/promotion.html> ↪ Doctoral programs ↪ Winter Semester 2018/19 ↪ External Courses

In the winter semester 2018/2019 the following courses are offered:

- Casual Inference (15.-26.10.2018)  
University of St. Gallen/Switzerland
- Comprehensive PLS Seminar Using SmartPLS 3 (7.-10.11.2018)  
Northern Institute of Technology (NIT), TUHH Campus
- GSERM Oslo Winter School (Januar 2019)  
Norwegian Business School



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## Or Doctoral Courses

(<https://www.bwl.uni-hamburg.de/forschung/promotion.html> ⇨ Doctoral Programs ⇨ Winter Semester 2018/19 ⇨ External Courses)

### a) at „external research centers“ like

- IRWS International Research Workshop Methods for Ph.D.
- Essex Summer School
- University of Michigan: Summer Program in Quantitative Methods of Social Research
- Universität St. Gallen: GSERM - Summer School in Empirical Research Methods
- University of Ljubljana: GSERM Ljubljana
- Norwegian Business School: PhD Winter School Oslo
- VHB Doctoral program
- DART – Doctoral Program in Accounting, Reporting and Taxation

### b) or at member universities of the common doctoral program „Nordic Network for PhD Studies“



The credit points you will have earned are summarized in a

**„Transcript of Records“:**

- Please fill in the form <https://www.bwl.uni-hamburg.de/forschung/promotion.html> ↪ Graduiertenschule ↪ „Transcript of Records“
- and hand in (as Word document) together with the confirmative documentation (as pdf document) at the administration office for doctoral affairs about four weeks before you hand in your dissertation.



## TRANSCRIPT OF RECORDS

**Erbrachte wissenschaftliche Leistungen (in Leistungspunkten <LP>)**  
zur Promotionsstudienordnung für den Promotionsstudiengang der Fakultät BWL, §4  
**Courses/scientific research activities (in credit points <CP>)**  
to the PhD degree program at the faculty of Business Administration (HBS), sentence 4

Herr/Frau / Mr./M-s .....

		anrechenbare LP /applicable CP
a)	<b>Methodenbereich (2 aus 6 Kursen / 2 out of 6 courses) ; 10 LP / CP</b> Methods (2 out of 6 courses); 10 CP	
	Econometrics (Seminar; 5 LP / CP)	
	Experiments (Seminar; 5 LP / CP)	
	Survey Research (Sem.; 5 LP / CP)	
	Advanced Modelling & Optimization (Seminar; 5 LP / CP)	
	Matheuristics (Seminar; 5 LP / CP)	
	Other Advanced Research Methods (Seminar; 5 LP / CP)	
	<b>Total a)</b>	
b)	<b>Vertiefungsbereich / Consolidation</b> (min. 10 LP / CP)	
	<b>Seminar / Workshop (10 LP / CP)</b> zu Inhalten, Methoden, Software, Theorien; allgem. od. schwerpunktspez. / to contents, methods, software, theories; in general or by specification	
	<b>Total b)</b>	
c)	<b>Seminar / Workshop</b> PhD-Qualifizierungsprogramm / PhD qualifying programs (z. B. / e. g. „academic writing, Projektmanagement ...“); min. 12 LP / CP (1 Tag / day = 2 LP / CP)	
	<b>TOTAL</b>	

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Prodekan für Forschung / Dean of Research

## B) If you study „only“ by doctoral degree regulations 2014

a minimum of 12 credit points have to be earned during your doctoral studies:

- a) a minimum of 6 credits in doctoral courses;
- b) by presenting your own projects (max. 4 credits);
- c) by teaching (max. 6 credits);  
repeated teachings are only credited once → see <https://www.bwl.uni-hamburg.de/en/forschung/promotion.html> ↪ Guidelines and presentations ↪ 2nd page „Hinweise zur Anrechnung von LP (Lehre)“;
- d) by participating in courses on didactics (max. 4 LP).

→ Please complete the form → <https://www.bwl.uni-hamburg.de/en/forschung/promotion.html> ↪ Forms to Download ↪ Proof of credits uruant to doct. degree regul. 2014) and mail it as word document to the admin office approx. four weeks before you hand in your dissertation.

**Erbrachte wissenschaftliche Leistungen**  
 gemäß § 1, Abs. 3 und Anhang zur Promotionsordnung vom 9.07.2014

**Courses/scientific research activities**  
 according to section 1, subsection 3 and annex of doctoral degree regulations dd. 9 July 2014

Herr/Frau / Mr./Ms ...../.....

	Art der Veranstaltung / Type of activity	LP / CP	anrechenb. LP / applicable CP
a)	Doktorandenkurse / doctoral courses (min. 6 Leistungspunkte (LP) / credit points (CP))		
	Total a)		
b)	Vorträge auf wissenschaftl. Veranstaltungen (4 LP pro Vortrag) (max. 4 LP) Talks at scientific events (4 CP per talk) (max. 4 CP)		
	Total b)		
c)	Lehrleistungen (Vorlesungen, Übungen; bei wiederholter Lehre max. 1 Anrechnung möglich) (max. 6 LP) Teaching (lectures, exercises; in case of replication, accreditation only once) (max. 6 CP)		
	Total c)		
d)	Weiterbildung Hochschuldidaktik / Training in university didactics (max. 4 LP/ CP)		
	Total d)		
e)	Andere / äquivalente Formen der wissenschaftl. Leistungserbringung und Weiterbildung (vom Promotionsausschuss zu genehmigen) Other / equivalent types of scientific work and training (to be approved by doctoral committee)		
	Total e)		
	TOTAL		

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.....  
 Prof. Dr. ....  
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Anrechnung von Leistungspunkten (LP) nach § 1, Abs. 3 PromO von 2014  
(beschlossen vom Fakultätsrat der Fakultät BWL am 5. September 2018, Universität Hamburg)

*Recognition of Credit Points (CP) according to section 1, subsection 3 of doctoral degree regulations 2014  
(approved by the Faculty Council of the Faculty of Business Administration on 5 Sept. 2018, Universität Hamburg)*

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- a) **Doktorandenkurse / doctoral programs** (min. 6 LP / CP):
- an der Fakultät BWL / at the Faculty of Business Administration = Hamburg Business School (HBS)
  - an der Graduiertenschule der Fakultät WiSo und an anderen Graduiertenschulen  
at the Graduate School of the Faculty of Economics and Social Sciences, as well as other graduate schools
  - Research Workshops, Summer Schools etc.
- 1 SWS (1 - 2 Tage / days): 2,5 LP / CP  
2 SWS (3 - 4 Tage / days): 5 LP / CP  
3 SWS (5 - 6 Tage / days): 7,5 LP / CP
- b) **Vorträge auf wissenschaftlichen Veranstaltungen** (Konferenzen, Doktorandenkolloquien) (insgesamt max. 4 LP)  
*Talks at scientific events (conferences, colloquia) (max. 4 CP in total)*  
4 LP pro Vortrag / 4 CP per talk
- c) **Lehrleistungen** (inkl. Übungen; wird eine Veranstaltung wiederholt unterrichtet, kann nur eine Anrechnung erfolgen) (insgesamt max. 6 LP)  
*Teaching (incl. exercises; in case of repeated teaching, accreditation only possible once) (max. 6 CP in total)*
- Übung 1 SWS / exercise 1 SWS: 2 LP / CP  
Übung 2 SWS / exercise 2 SWS: 4 LP / CP  
Wenn nur ein Teil der Übung gelehrt wird: nur Teilpunkte /  
*In case teaching covers only part of the exercise: only part CP*
- d) **Weiterbildung Hochschuldidaktik** (insgesamt max. 4 LP)  
*Training in university didactics (max. 4 CP in total)*
- 1 SWS (1 - 2 Tage / days): 2 LP / CP  
2 SWS (3 - 4 Tage / days): 4 LP / CP
- e) **Organisierte Veranstaltungen in Eigenregie**: auf Antrag / *self-organized events: to be approved*

5. September 2018

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