



Universität Hamburg
DER FORSCHUNG | DER LEHRE | DER BILDUNG

FÜR BETRIEBSWIRTSCHAFT

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

**DOCTORATE AT THE FACULTY OF BUSINESS
ADMINISTRATION
(HAMBURG BUSIENSS SCHOOL)**

The following points apply for all doctoral students at our faculty:

- ❖ the [Doctoral degree regulations of 9 July 2014 \(English only COPY\)](#) and consecutive supplements thereto;
- ❖ Within three months latest - after having started your doctoral studies at the institute - you personally hand in
 - the [Application for Admission to Doctoral Studies at the Faculty of Business Administration \[DOCX\]](#) as well as
 - an updated signed CV and
 - the original (for copying) or a certified copy of your master certificateat the **office for administration of doctoral studies: Moorweidenstr. 18, room 3007.**
- ❖ You acquire further scientific research achievements in form of credit points (CP) by participating at doctoral programmes.
- ❖ You from the beginning follow [Statutes for Ensuring Good Scientific Practice and Avoiding Scientific Misconduct \[PDF\]](#).

The Doctoral Committee decides upon your application for admission by

- a) either admitting you to doctoral studies at the faculty,
- b) or by admitting you to doctoral studies at the faculty under pre-conditions
- c) or by refusing your application.

After you will have received the admission for doctoral studies at the faculty (in case a) or b)) you enrol at **Campus Center** (Alsterterrassen 1, Hamburg) handing in

- the confirmation of admission,
- The application (www.uni-hamburg.de/online-bewerbung) and
- the proof of health insurance.

Please copy the admin office (bwl.promotion@uni-hamburg.de) with your matriculation number in case this has not yet been clear.

When you additionally join our structured graduation programme ("Graduate School at the faculty of business administration"):

- ❖ Additionally the faculty's [Promotionsstudienordnung \[PDF\]](#) (Doctoral Degree Programme) applies,
- ❖ You obtain the certificate "Research in Business Administration" incl. "[Transcript of Records \[DOCX\]](#)". When you will have acquired the necessary credit points (CP) within the doctoral graduation programme you can ask for this certificate even before handing in your thesis.
- ❖ **You benefit from additional funding:** funding for young researchers at our faculty (financial support for doctoral programmes or research stays) can only be applied for if you participate at the structured doctoral graduation programme.

If at the end you did not reach the necessary minimum of 32 credit points (CP) in the structured doctoral programme you are free to continue your doctoral studies "only" by the doctoral degree regulations 2014; in such case, when successfully finishing your studies, you will receive the title "Dr. rer. oec." and the doctoral certificate.



If you are a doctoral student already admitted "only according to doctoral degree regulations 2014" and would like to take part at the structured doctoral graduation programme:

Please hand in the completed and signed form [Wechsel zur Graduiertenschule BWL \[DOCX\]](#) at the admin office (MO18, room 3007). You will then receive an according confirmation.

Important notice: in order for all doctoral courses during your doctoral studies to be recognized:

- a) According to doctoral regulations 2014 by the [Verification of credit points pursuant to doctoral degree regulations of 2014](#) and
- b) additionally to the Promotionsstudienordnung 2018 (doctoral degree programme) in the [Transcript of Records \[DOCX\]](#)

the confirmation of participation or the syllabus of the **programme has to include the following information:**

- duration (hours/days),
- achievement(s) obtained, e. g. own presentation, home report, study report, exam, etc.

Expressions like "successfully taken part" will not be recognized without detailed specification of the achievement(s)! If an achievement in a course is optional the course instructor has to confirm same in written.



Structured doctoral studies at the faculty's Graduate School

These studies divide into three compulsory options:

- a) methods, valuing ten credit points,
- b) consolidation of knowledge, valuing min. ten credit points, and
- c) supplements, valuing min. twelve credit points.

a) Doctoral programmes in the category "methods" (10 CP): 2 out of 6 courses are obligatory.

Only the methodological courses of our faculty's graduation programme are recognized in section a) in the Transcript of Records (www.bwl.uni-hamburg.de/forschung/promotion > Doctoral programs):

- ❖ "Recent Developments in Causal Inference" (block course Jan 2021)
Prof. Martin Spindler
- ❖ "Behavioral & Experimental Economics" (4 dates, starting 22 Nov 2019)
Prof. Markus Nöth & Prof. Guido Voigt
- ❖ "Advanced Modelling and Optimization" (block course 10-14 Feb 2020)
Prof. Malte Fliedner & Prof. Knut Haase
- ❖ "Survey Research" (10-12 Feb 2020; Kick-off 18 Nov 2019)
Prof. Karen Gedenk
- ❖ "Matheuristics" (summer 2020)
Prof. Stefan Voß



ad a) = category "methods":

If you want to try and have recognized other courses than those offered at our faculty, e. g. under "other advanced research methods" in the Transcript of Records,

the "foreign" course would have to be checked for equivalence in content by the our vice-dean of research.

We recommend to attend the doctoral programmes our faculty offers.

b) Doctoral programmes category "consolidation" (min. 10 CP)

Seminars/workshops teaching contents, methods, software, theories (generalized or in specific research area) (10 CP/4 SWS) (optional research area)

c) Doctoral programmes category "supplements" (min. 12 CP)

- Seminars/workshops eligible from the PhD qualifying programme of Universität Hamburg (e. g. "academic writing", "projekt management") (2 CP per one full day) (optional research area)
- Presentation of your own research project at a PhD colloquium, a PhD workshop, a conference (4 CP for each presentation/conference) (compulsory in optional research area; min. once!)



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- ❖ **External doctoral programmes** can be acknowledged within the structured graduation programme in category "consolidation" or "supplementation":
www.bwl.uni-hamburg.de/en/forschung/promotion
 - > Doctoral programs
 - > Further doctoral programs at Universität Hamburg
 - > External courses.

 - ❖ The **Faculty of Business Administration explicitly supports**
 - the attendance of PhD courses and
 - research stays
abroad.

 - ❖ Information on the **validity of a PhD course** you will find under [Recognizing credits according to doctoral degree regulations of 2014 \[PDF\]](#).



When finalizing your doctoral studies please hand in the following documentation at the faculty's admin office:

- a) **according to doctoral degree regulations 2014** the [verification of credit points for the doctoral regulations 2014 \[DOCX\]](#) (min. 12 CP, min. 6 CP out of PhD courses);
- b) and for members of our Graduate School **additionally according to PromStudO 2018** (Doctoral Degree Programme) the [Transcript of Records \[DOCX\]](#) (min. 32 CP)

in word formate, together with the proofs, also as pdf formate as one single document, in chronological order;

- c) **and you register your three longest stays abroad via STiNE** ([instructions \[PDF\]](#)).



- a) You will receive the **signed overview on your credit points achieved** after the documentation was checked. This overview is – together with the thesis delivered – the pre-condition to also hand in your [proposal for the Examination Commission \[DOCX\]](#) at the admin office. The Doctoral Committee will decide upon the examination committee you proposed.

- b) **If you are member of our Graduate School you will** – after the documents were checked and the CP fulfilled – **obtain the certificate** "Research in Business Administration", together with the [Transcript of Records \[DOCX\]](#).

Please find all relevant information on the graduation procedure – with or without membership at our Graduate School – on our website:

www.bwl.uni-hamburg.de/en/forschung/promotion

Should you have any questions, please address them to:

- the faculty's Dean of Research: Prof. Dr. Guido Voigt (guido.voigt@uni-hamburg.de),
- the Advisor in Research: Inga Karnapp (inga.karnapp@uni-hamburg.de, Moorweidentr. 18, r. 0027, direct -3551) and
- Elke Thoma in the admin office for doctoral processes (bwl.promotion@uni-hamburg.de, Moorweidenstr. 18, r. 3007, direct -7132).



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