



Universität Hamburg
DER FORSCHUNG | DER LEHRE | DER BILDUNG

FAKULTÄT
FÜR BETRIEBSWIRTSCHAFT

PROF. DR. MALTE FLIEDNER
(VICE DEAN FOR RESEARCH AND GRADUATE EDUCATION)

DOCTORATE AT THE UNIVERSITY OF HAMBURG BUSINESS SCHOOL



AGENDA

- STARTING YOUR DOCTORATE
- DURING YOUR DOCTORATE
- FINALIZING YOUR DOCTORATE
- SOME FURTHER HINTS AND INFORMATION



STARTING YOUR DOCTORATE

You wish to start a doctorate at the University of Hamburg Business School?

Welcome to our Graduate School! You need to find two supervisors and apply for admission. This is the way to follow:

You start your studies according to the prevailing [doctoral degree regulations dated 10 Apr 2024](#):

- During your studies you earn at least 12 credit points (CP) in total (doctoral courses, teaching, presentations...), min. 6 credits thereof have to be fulfilled in doctoral courses.
- You establish a thesis (cumulative or monograph).
- Graduates are awarded the title “Doctor rerum oeconomicarum” (“Dr. rer. oec.”).

We strongly recommend to **also** follow the additional [academic regulations for the structured doctoral degree program Research in Business Administration from 10 July 2024 \[PDF\]](#)

(“Promotionsstudienordnung”), i. e. “Research in Business Administration”-Program:

- This program requires a minimum of 32 credit points in total, which can be earned through doctoral courses, presentations, etc.;
- You establish a thesis (cumulative or monograph)
- Graduates are awarded the title “Dr. rer. oec.” and additionally the “Certificate of Research in Business Administration”.

Your advantages when also completing the “Research in Business Administration”-Program:

- Only in the “Research in Business Administration”-Program you are eligible to apply for funding of doctoral courses or other support;
- If at the end of your doctoral studies you have not met the requirements for this program but have met the requirements of just the doctoral degree regulations, you will still be eligible for the doctor title (“Dr. rer. oec.”) > worth trying!
- You earn the Graduate School’s additional “Certificate of Research in Business Administration”.

APPLICATION FOR DOCTORAL STUDIES:

- First step: You need to find two supervisors for your studies. The [list of specialisations](#) might help you. You do this on your own, the admin office will not assist in this process.
- Your designated supervisors and you sign the [Consent to Supervision](#).
- Latest within three months after having started your doctoral studies you start your application in [DOCATA](#). There you upload
 - the signed consent to supervision,
 - your current CV with (scanned) signature and date, and
 - a copy of your master's degree certificate.



CONTINUE APPLICATION FOR DOCTORAL STUDIES:

You can start studies any time throughout the year; the semester contribution is due at the end of March and the end of September.

Further information on the registration to and the use of DOCATA you can find on <https://www.faq-docata.uni-hamburg.de/en/allgemein.html>.

Then the Doctoral Committee decides upon your application:

- a) either you are admitted to our Business School as doctoral student, or
- b) you are admitted to our Business School as doctoral student UNDER PRE-CONDITIONS, or
- c) your application for admission is rejected.

After having received the written admission to doctoral studies (cases a) and b)) at our Business School you enroll at **Campus Center** (<https://www.uni-hamburg.de/en/campuscenter/bewerbung/promotion.html>).

Please provide the admin office (bwl.promotion@uni-hamburg.de) afterwards with your matriculation number if newly received.

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DURING YOUR DOCTORATE:

- You comply with the [Statutes for Ensuring Good Scientific Practice and Avoiding Scientific Misconduct \[PDF\]](#);
- Together with your supervisors
 - you establish an exposé after one year's research work,
 - you regularly meet for progress discussions on your research field (written records),
 - you develop a concept for your data management. You hand in a signed (by you and your first supervisor) declaration thereto when you finish studies and submit your dissertation in DOCATA;
- you earn credit points (CP) for participating in research courses, conferences etc.

CREDIT POINTS (CP) DURING YOUR DOCTORAL STUDIES AT UNIVERSITY OF HAMBURG BUSINESS SCHOOL:

1. You need at least 12 CP in total > see [doctoral degree regulations of 10 April 2024](#) annex page 15; and [Form for verification of credit points \(CP\) for doctoral degree regulations 2024](#)
2. With the [“Research in Business Administration”-Program](#) you need at least 32 CP in total > see [Transcript of Records \(ToR\)](#)

YOU EARN CREDIT POINTS (CP) WITH

- doctoral courses
- own presentations > in internal or external doctoral workshops > min. one presentation is obligatory for “Research in Business Administration”-Program
- courses in didactics
- teaching
(not creditable in “Research in Business Administration”-Program)

CONTINUATION: YOU EARN CREDIT POINTS (CP) WITH

Doctoral courses:

Information on the validity of doctoral courses: [Recognizing credits according to doctoral degree regulations of 2014 \[PDF\]](#).

Please register to the internal courses via STiNE.

As to valid proofs of participation at courses, please check that the criteria

- duration (hours/days)
- agenda/module description
- completed study achievement (own presentation, term or seminar paper, written exam...)

are fulfilled.

Certificates that only confirm “successful participation” without any further specification of the evaluation criteria cannot be accepted.

CONTINUATION: YOU EARN CREDIT POINTS (CP) WITH

ad 1. Doctoral courses according to doctoral degree regulations (min. 12 credits):

> see [Form for verification of credit points \(CP\) for doctoral degree regulations 2024](#)

- min. 6 credits have to be from doctoral courses (methods and/or specialization)
- Teaching can be credited (page 2 of [Information on recognizing credit for teaching acc. to doctoral degree reg. 2024 \[PDF\]](#))
- Presentations can be credited

CONTINUATION: YOU EARN CREDIT POINTS (CP) WITH

ad 2. Doctoral courses according to [“Research in Business Administration”-Program](#):

These courses are divided into three categories. You can find the courses on our [main research website](#) :

- A) methodology courses > here you need min. 10 credits,
- B) specialization courses > here you need min. 10 credits, and
- C) supplementary courses/workshops/presentations > here you need min. 12 credits.

Please note that in this program, teaching is not eligible for accreditation.

A) Doctoral courses in the category “Methods”

As a rule, the Graduate School offers the following modules/courses on a regular basis. Further offers you will find on <https://www.bwl.uni-hamburg.de/en/forschung/promotion.html#v-19514876>:

Winter term:

- Module “Survey Research” (5 CP); December/January: Prof. Dr. Timo Mandler & Prof. Dr. Karen Gedenk
- Module “Econometrics” (5 CP); January: Prof. Dr. Martin Spindler

Summer term:

- Module “Matheuristics” (5 CP); May/June: Prof. Dr. Stefan Voß
- Module “Advanced Modelling & Optimization” (5 CP); June: Prof. Dr. Malte Fliedner & Prof. Dr. Knut Haase

B) Doctoral courses category “Specialization”

See [Doctoral studies : University of Hamburg Business School: Universität Hamburg \(uni-hamburg.de\)](https://www.uni-hamburg.de) > B.

Seminars/workshops on methods, software, theories (generalized or in specific research area).

Accreditation according to valid proofs (see before: duration in hours/days, agenda/module description, completed study achievement). No credits without these criteria.

C) Doctoral program category “Supplementary”

See [Doctoral studies : University of Hamburg Business School: Universität Hamburg \(uni-hamburg.de\)](https://www.uni-hamburg.de/bachelor-studies/doctoral-studies) > C.

- Seminars/workshops eligible from the doctoral degree qualifying program e. g. of the University of Hamburg (“academic writing”, “project management”) (2 CP per one full day; optional research area)
- Presentation of your own research project at a doctoral program colloquium, a doctoral program workshop, a conference (4 CP for each presentation/conference; **obligatory at least once for the “Research in Business Administration”-Program**)

Also here, accreditation is subject to valid written proofs for your participation/presentation.

Continued C) Doctoral program category “Supplementary” – credits from “external courses”

Also external courses (<https://www.bwl.uni-hamburg.de/en/forschung/promotion.html#13407634>)

- › External courses and
- › Faculty participation in other doctoral programs

can be credited in this section, unless they treat a similar content to our Graduate School’s doctoral courses. You are of course free to take part, but in case of similar methodology or content, only our Graduate School’s courses find credit. External courses should preferably cover topics which our Graduate School’s courses do not offer.

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FINALIZING YOUR DOCTORATE

When finalizing your doctorate and **before handing in your thesis**, please present the following documentation at the Graduate School's admin office (bwl.promotion@uni-hamburg.de) in order to have your credit points acknowledged (see “downloads” on <https://www.bwl.uni-hamburg.de/en/forschung/promotion.html>):

- For the doctorate according to doctoral degree regulations (min. 12 credits): [Verification of credit points for the doctoral regulations 2014 \[PDF, fully accessible\]](#)
- for the “Research in Business Administration”-Program: **additionally** the [Transcript of Records \(PDF\)](#) proving that the requirements were met (min. 32 CP)
- Please provide the certificates/proofs of participation in pdf format **as one single document and in chronological order old to new; thank you.**

We will then check your documentation and issue an overview/confirmation on your credit points.

If you successfully finished the “Research in Business Administration”-Program, you will additionally obtain the certificate “Research in Business Administration”.

Please remember to **register your three longest stays abroad in DOCATA.**

Submitting your thesis

Once your CP are approved, you can hand in your thesis:

- Please start the “application for doctorate proceedings/Antrag Prüfungsverfahren” in DOCATA, thereby also uploading the pdf-version of your thesis in DOCATA.
- Please submit one printed copy of your thesis, signed as the original, to the admin office (MO18, post box or room 3007). The printed version must in full correspond to the pdf file uploaded in DOCATA; this applies also for all further printed versions which might incur!
- Please also upload in DOCATA the signed [Proposal for the Examination Commission \[PDF\]](#) and
- the declaration for your data management (you and your first supervisor sign).

The Doctoral Committee will decide upon the examination committee you proposed.

Please refer to our website for all relevant information regarding the graduation procedure:

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

Should you have any questions beyond this information, please address them to:

- the Business School's Dean for Research and Graduate Education: Prof. Dr. Malte Fliedner (malte.fliedner@uni-hamburg.de) or
- the admin office for doctoral studies: Ms. Elke Thoma (bwl.promotion@uni-hamburg.de, Moorweidenstr. 18, r. 3007).

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Mentoring/Transfer

- Useful information for researchers at our Business School:
<https://www.bwl.uni-hamburg.de/en/forschung/fuer-forscherinnen-der-fakultaet.html>
- [Mentoring : Transfer : Universität Hamburg \(uni-hamburg.de\)](https://www.uni-hamburg.de/mentoring-transfer) >
“Mentoring promotes careers”
- Mentoring-Program of Universitäts-Gesellschaft Hamburg e. V.:
[Mentoring | Universitäts-Gesellschaft Hamburg \(uni-gesellschaft-hh.de\)](https://www.uni-gesellschaft-hh.de/mentoring)

Participation in Committees and Boards

The University of Hamburg Business School only functions due to a wide range of boards and committees that depend on our participation.

Benefits of participation:

- insights into the inner functioning of the school
- shape the strategy and future development of the school
- can be beneficial for your resume

Structure of self-administration

Committee/Board	Members of Academic Faculty	Task	Meetings
Deans Office	None (only Profs allowed)	„Government“ of the School	
Faculty Council	3 main members + 3 deputies	„Parliament“ of the school	Ca. 1 meeting/month (lecture period)
Committee for Teaching, Studies and Academic Reform	1 member	Generates Suggestions for further development	Ca. 1 meeting/month (lecture period)
Doctoral Committee	1 doctoral student + 1 post doc (+ deputies)	Doctoral Studies	Most cases online
Examination Boards (for every program)	1 main member + 1 deputy each	Examinations and degrees	Depends on the program
Equality Team	3 members	Strategies for equal opportunities	No fixed meetings
Objection Committee	2 members	Student Objections	Only if necessary (rarely)

Upcoming Elections

- Immediately: Objection Committee (1 member needed)
- 01.02.2026: Examination Boards B.Sc./M.Sc. Of Education
- 01.04.2026: Objection Committee (1 member needed)
- 01.10.2026: Doctoral Committee
- 01.11.2026: Committee for Teaching, Studies and Academic Reform
- 01.01.2027: Examination Boards Information Systems B.Sc./M.Sc./Diplom
- In case of early retirements earlier elections might be needed

Interested in participating? Please contact Pauline Perez
(pauline.perez@uni-hamburg.de)



AI Workshop for University of Hamburg Business School

How can you make the most out of ChatGPT and other AI Tools?

This course developed exclusively for University of Hamburg by Emir Kucevic and Constatin von Brackel starts with a short introduction into the possibilities and limits of generative AI and provides tips and tricks for their efficient use. Afterwards all participants get hands on experience with AI Tools in small groups and project work.

Overview on tools covered:

- [Google NotebookLM](#)
- [Jellypod](#)
- [ChatGPT](#)
- [Gamma](#)
- [Flux](#)
- [Suno](#)

Registration possible until
tomorrow, 6.11.25. Please contact
[imme.godthardt@uni-
hamburg.de](mailto:imme.godthardt@uni-hamburg.de) via mail or MS Teams

Friday, November 28th 2025, 9-12 o'clock, ESA W 221, please bring your laptop



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