



Universität Hamburg
DER FORSCHUNG | DER LEHRE | DER BILDUNG

FAKULTÄT
FÜR BETRIEBSWIRTSCHAFT

PROF. DR. NICOLE RATZINGER-SAKEL
(VICE DEAN FOR RESEARCH AND GRADUATE EDUCATION)

DOCTORATE AT THE
FACULTY OF BUSINESS ADMINISTRATION

The Faculty of Business Administration offers two similar doctoral programs:

1. The **individual** Doctoral Program: doctoral program according to [doctoral degree regulations from 9 July 2014 \[PDF\]](#) ff.:
 - The program includes at least 12 credit points in total (achievements in courses, teaching, presentations...) during doctoral studies, min. 6 credits thereof have to be fulfilled in doctoral courses;
 - Graduates are awarded the title "Doctor rerum oeconomicarum" ("Dr. rer. oec.").

2. The **Graduate School** Doctoral Program follows both

- [the doctoral degree regulations from 9 July 2014 \[PDF\]](#) ff. (“Promotionsordnung”) and
- [the academic regulations for the structured doctoral degree program in Business Administration Research from 24 January and 4 July 2018 \[PDF\]](#) (“Promotionsstudienordnung”):
 - This program includes at least 32 credit points in total, achieved in doctoral courses, presentations, etc.;
 - Graduates are awarded the title "Dr. rer. oec." and additionally the “Certificate of Research in Business Administration“.

Students are strongly encouraged to complete the Graduate School Doctoral Program:

- Only in the Graduate School Doctoral Program you are entitled to apply for funding of doctoral courses or other substitutions;
- If at the end of your doctoral studies you have not met the requirements for the Graduate School Doctoral Program but have met the requirements for the individual Doctoral Program, you will still be eligible for the doctor title (“Dr. rer. oec.”).

Hint: If you started without the Graduate School Doctoral Program but decide during your doctoral studies that you prefer to follow it, a short mail information to the admin office (bwl.promotion@uni-hamburg.de) enables you to do so.

Application for doctoral studies (both programs):

Please hand in within three months after having started your doctoral studies

- the [Application for admission to Doctoral Studies at the Faculty of Business Administration \[PDF\]](#); scanned signatures accepted,
- a current CV with (scanned) signature and date, and
- a copy of your master's degree certificate

at the administration office for doctoral studies: bwl.promotion@uni-hamburg.de (Moorweidenstr. 18, room 3007; if in presence - personal appointment required, please).

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

Then the Doctoral Committee decides upon your application:

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

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

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

During your doctoral studies:

- 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 both supervisors) declaration thereto when you finish studies and submit your dissertation at the admin office;
- you obtain credit points (CP) for participation in research courses, conferences etc.

Credit Points (CP) during your doctoral studies at the Faculty of Business Administration:

1. Individual Doctoral Program: you need at least 12 CP in total
2. Graduate School Doctoral Program: you need at least 32 CP in total

You can find the actual courses under <https://www.bwl.uni-hamburg.de/forschung/promotion.html#19360840> and in STiNE.

These courses are divided into three categories:

- A) Methodology courses,
- B) Specialization courses, and
- C) Supplementary 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.

A) Doctoral courses in the category "methods"

- For the individual Doctoral Program: at least 6 CP are obligatory in doctoral courses (methods and specialization); further min. 6 CP can be achieved in teaching, presentations, etc.; at least 12 CP are required in total
- For the Graduate School Doctoral Program you need at least 10 CP (4 SWS)

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- Module "[Econometrics](#)" (5 CP): 1-3Feb2023; Prof. Dr. Martin Spindler
 - Module "Matheuristics" (5 CP): probably May/Jun2023; Prof. Dr. Stefan Voß
 - Module "Advanced Modelling & Optimization" (5 CP): probably Jun2023; Prof. Dr. Malte Fliedner & Prof. Dr. Knut Haase
 - Module "Experiments" (5 CP): „Behavioral & Experimental Economics“; probably starting Oct2023 through winter term; Prof. Dr. Markus Nöth & Prof. Dr. Guido Voigt
 - Module "[Survey Research](#)" [[PDF, fully accessible](#)] (5 CP): Part 1 started in Dec2022, Part 2 on 16Jan + 6Feb2023; Prof. Dr. Timo Mandler & Prof. Dr. Karen Gedenk

B) Doctoral courses category “specialization courses“

See [Doctoral studies : Faculty of Business Administration : Universität Hamburg \(uni-hamburg.de\)](https://uni-hamburg.de) > B. and C.

Seminars/workshops on methods, software, theories (generalized or in specific research area) will only be recognized if you either presented a topic there or successfully fulfilled another evaluation criteria. To be present without participation will not be credited.

- For the individual Doctoral Program: at least 6 CP are obligatory in doctoral courses (methods and specialized courses); further minimum 6 CP can be achieved in teaching, presentations, etc.; at least 12 CP are required in total.
- For the Graduate School Doctoral Program you need at least 10 CP (4 SWS) in this category.

C) Doctoral program category "supplements"

See [Doctoral studies : Faculty of Business Administration : Universität Hamburg \(uni-hamburg.de\)](https://uni-hamburg.de) > B. and C.

- For the individual Doctoral Program: at least 6 CP are obligatory in doctoral courses (methods and specialized courses); further minimum 6 CP can be achieved in teaching, presentations, etc.
- For the Graduate School Doctoral Program you need at least 12 CP
- Seminars/workshops eligible from the doctoral degree qualifying program e. g. of Universität 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 Graduate School Doctoral Program!**)

External doctoral courses

- ... can be acknowledged
 - under “doctoral courses” in the individual Doctoral Program and
 - under “specialized courses” or “supplements” in the Graduate School Doctoral Program.
 - Please find them under <https://www.bwl.uni-hamburg.de/en/forschung/promotion.html#13407634>
 - > External courses and
 - > Faculty participation in other doctoral programs;
- ... with a similar content to our Faculty’s doctoral courses will not be credited. You are of course free to take part, but in case of similar methodology, only our Faculty’s courses find credit. External courses should preferably cover topics which our Faculty’s courses do not offer.

Proof of participation in doctoral courses

The confirmation of participation or the syllabus of the program **must include the following information:**

- proof of participation,
- the duration of the course (hours/days),
- the agenda/module description, and
- the study achievement(s) completed, e.g. own presentation, term paper, seminar paper, written examination.

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

Submitting documentation

When finalizing your doctoral studies and before handing in your thesis, please present the following documentation at the Faculty's admin office for doctoral studies (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 individual Doctoral Program: [Verification of credit points for the doctoral regulations 2014 \[PDF, fully accessible\]](#) (at least 12 CP in total are obligatory, of which at least 6 CP have to be fulfilled in category a);
- for the Graduate School Doctoral 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 > new;**



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

If you successfully finished the Graduate School Doctoral Program you will additionally obtain the certificate "Research in Business Administration".

Please remember to **register your three longest stays abroad in STiNE (instructions)**.



Submitting your thesis

Once your CP are approved you can hand in the thesis

- min. 2 printed and signed originals for admin files, plus x printed versions if member(s) of your examination commission need print copies;
- 1 pdf-version on stick/CD/mail attachment/etc.;

either by appointment via bwl.promotion@uni-hamburg.de or via post box MO18/Prof. Gedenk or via post address.

Please also deliver (admitted as mail attachment, scanned signatures accepted)

- your [Proposal for the Examination Commission \[PDF\]](#) and
- the declaration for your data management (you and both supervisors sign).

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

Please find all relevant information on the graduation procedure as individual or Graduate School Doctoral Program on our website:

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

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

- the faculty's Dean for Research and Graduate Education: Prof. Dr. Nicole Ratzinger-Sakel (nicole.ratzinger-sakel@uni-hamburg.de),
- the Research Advisor: Ms. Inga Karnapp (inga.karnapp@uni-hamburg.de, Moorweidentr. 18, r. 0027, direct -3551) and
- the admin office for doctoral studies: Ms. Elke Thoma (bwl.promotion@uni-hamburg.de, Moorweidenstr. 18, r. 3007, direct -7132).

Please note:

Probably in February 2023, the new software “DOCATA” will be started in our Faculty for doctoral students. It is an administrative tool similar to STiNE which UHH uses for Bachelor and Master students.

New applicants will have to register directly there, current doctoral procedures will be transferred to DOCATA. We will keep you updated on www.bwl.uni-hamburg.de/en/forschung/promotion and via mail circulars. Please keep a regular information control on the website and your mails.



Mentoring/Transfer

- [Mentoring : Transfer : Universität Hamburg \(uni-hamburg.de\)](https://www.uni-hamburg.de)>
"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)



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