



Universität Hamburg
DER FORSCHUNG | DER LEHRE | DER BILDUNG

UNIVERSITY OF HAMBURG
BUSINESS SCHOOL

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(VICE DEAN FOR RESEARCH AND GRADUATE EDUCATION)

DOCTORATE AT THE
UNIVERSITY OF HAMBURG BUSINESS SCHOOL



STARTING YOUR DOCTORATE

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

- A warm welcome to our Graduate School of Business Administration!
→ Find two supervisors and apply for admission!

How does the process work?

You start your studies according to the prevailing doctoral degree regulations dated 10 Apr 2024:

- During your studies you earn a minimum of 12 credit points (CP) (e.g. via doctoral courses, teaching, presentations at conferences etc.).
 - At least 6 of these credits must be obtained through doctoral courses.
- You write a dissertation (cumulative or monograph).
- Graduates are awarded the title “Doctor rerum oeconomicarum” (“Dr. rer. oec.”).

Recommendation: 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** (e.g., via doctoral courses, presentations at conferences, etc.).
- You write a dissertation (cumulative or monograph).
- Graduates are awarded the title “Doctor rerum oeconomicarum” (Dr. rer. oec.) and additionally the “Certificate of Research in Business Administration”.

Advantages of completing the “Research in Business Administration-Program”:

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

APPLICATION FOR DOCTORAL STUDIES:

- *First step:* Find two supervisors for your studies. The list of disciplinary groups might help you. You do this on your own, the admin office will not assist in this process.
- *Second step:* Your designated supervisors and you sign the consent to supervision.
- *Third step:* Latest within three months after having started your doctoral studies you start your application in DOCATA. There you upload:
 - i. the signed consent to supervision,
 - ii. your current CV with (scanned) signature and date, and
 - iii. a copy of your master's degree certificate.



CONTINUES APPLICATION FOR DOCTORAL STUDIES:

- You can start studies any time throughout the year; the semester fee 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.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 your student ID number to the admin office (if you receive a new one) (bwl.promotion@uni-hamburg.de).

DURING YOUR DOCTORAL STUDIES:

- You comply with the Statutes for Ensuring Good Scientific Practice and Avoiding Scientific Misconduct [PDF];
- Together with your supervisors:
 - you discuss the exposé you wrote about one year after starting your doctoral studies,
 - 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 when submitting 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. If you follow the doctoral degree regulations of 10 April 2024:
The annex on page 15 is relevant and you have to fill out the form for verification of credit points (CP) for doctoral degree regulations 2024 (available for download)
→ *You need 12 LP*
2. If you follow the “Research in Business Administration-Program”:
You have to fill out the Transcript of Records (ToR) (available for download)
→ *You need 32 LP*

HOW TO EARN CREDIT POINTS (CP)?

You earn CP with:

- Doctoral courses
- Own presentations (in internal or external doctoral workshops, conferences)
 - At least one presentation is obligatory for “Research in Business Administration-Program”
- Courses in didactics
- Teaching
 - Not eligible for credit in “Research in Business Administration-Program”

HOW TO EARN CREDIT POINTS (CP)? (CON'T):

- Information on the validity of doctoral courses: Recognizing credits according to doctoral degree regulations of 2024.
- Please register to the internal courses via STiNE.
- To earn CP, please check that the criteria:
 - duration (hours/days)
 - agenda/module description
 - completed study assignment (own presentation, term or seminar paper, written exam...)are fulfilled.

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

HOW TO EARN CREDIT POINTS (CP)? (CON'T):

- If you follow the doctoral degree regulations (**min. 12 CP**):
 - Consider the Form for verification of credit points (CP) for doctoral degree regulations 2024
 - Min. 6 CP: 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)
 - Presentations can be credited

HOW TO EARN CREDIT POINTS (CP)? (CON'T):

- If you follow the “Research in Business Administration”-Program (min. 32 CP):
 - The courses are divided into three categories. You can find the courses on our main research website:
 - i. methodology courses: min. 10 credits,
 - ii. specialization courses: min. 10 credits, and
 - iii. supplementary courses/workshops/presentations: min. 12 credits

- Please note that in this program, teaching cannot be credited.

i) Doctoral courses in the category “methods”

- The Graduate School of Business Administration 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

ii) Doctoral courses in the category “specialization”

- Courses in this category include:
 - Seminars/workshops on methods, software, theories (generalized or in specific research area).
- These courses are credited according to valid proofs (see before: duration in hours/days, agenda/module description, completed study assignment).
 - No CP without these criteria.
- See [Doctoral studies : University of Hamburg Business School: Universität Hamburg \(uni-hamburg.de\)](#) > B.

iii) Doctoral courses in the category “supplements”

- Courses in this category include:
 - Seminars/workshops eligible to the doctoral degree qualifying program, e. g. of the University of Hamburg (“academic writing”, “project management”), (2 CP per one full day)
 - Presentation of your own research project at a doctoral program colloquium, a doctoral program workshop, a conference (4 CP for each presentation/conference)
 - One presentation is obligatory

Please provide a certificate of your participation/presentation, and in cases of seminars/workshops the proof of a completed study assignment!

iii) Doctoral courses in the category “supplements” – external courses

- External courses and participation in other doctoral programs can be credited in this category.
 - However, these external courses cannot be credited if they cover similar/identical topics like the doctoral courses of the Graduate School of Business Administration.
 - You are of course free to take part, but in case of similar/identical methodology or content, the course will not be credited.
 - External courses should preferably cover topics which the Graduate School of Business Administration does not offer.

Submitting documentation

- When finalizing your doctoral studies and **before handing in your thesis**, please present the following documentation at the Graduate School of Business Administration'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 (CP) for doctoral degree regulations 2024
 - for the "Research in Business Administration-Program": additionally the Transcript of Records (ToR) 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 dissertation:
 - 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 be a 100% match with the pdf file uploaded in DOCATA; this applies also for all further versions!
 - Please also upload in DOCATA the signed Transcript of Records (ToR) 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 your doctorate:

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

Should you have any further questions feel free to ask:

- the Business School's Vice Dean for Research and Graduate Education: Prof. Dr. Nicole Ratzinger-Sakel (nicole.ratzinger-sakel@uni-hamburg.de) or
- the admin office for doctoral studies: Ms. Elke Thoma (bwl.promotion@uni-hamburg.de, Moorweidenstr. 18, r. 3007).

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 promotes careers”
- Mentoring-Program of Universitäts-Gesellschaft Hamburg e. V.: [Mentoring | Universitäts-Gesellschaft Hamburg \(uni-gesellschaft-hh.de\)](https://www.uni-gesellschaft-hh.de)

Runder Tisch wissenschaftliche Karriere und Care-Arbeit

Ziel ist es, Möglichkeiten zu erörtern, wie sich Familien- und Pflegeaufgaben besser mit einer wissenschaftlichen Karriere vereinbaren lassen. Dieser Input ist entscheidend, um anstelle wirkungsloser Maßnahmen zielgerichtete und angemessene Lösungen zu entwickeln. Dieser Runde Tisch soll jährlich stattfinden.

Wer: Eingeladen sind **Wissenschaftliche Mitarbeitende** mit **Care-Arbeiten**

Wann: 4. Dezember 2024 von 15:00 – 16:30

Wo: Moorweidenstraße 18, Raum 0005 (EG)

Anmeldung: Bitte schnellstens per Mail bei antonia.alves.schlunzen@uni-hamburg.de an

Diese Veranstaltung ist **familienfreundlich** gestaltet und **Kinder sind herzlich willkommen!** Wir freuen uns auf Ihr Kommen und einen wertvollen Austausch!



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