

Doing your PhD at the Faculty of Economics and Social Sciences

The doctoral procedure



**1.
Admission**

**2.
Submission**

**3.
Review**

**4.
Display period**

**5.
Defense**

**6.
Publication**

Step 1: Admission to Doctoral Studies

1.1 Admission requirements according to Doctoral Regulations of 10 July 2013, § 3 :

- ✓ a degree in a major field of economics or social sciences (master's degree, diploma, master's degree, or first state examination in teaching at a high school)
- ✓ at least the grade “good” (German Grade: 2,5)
- ✓ Exceptions possible:
 - ✓ Degrees obtained abroad
 - ✓ or an equivalent scientific study (at least 8 semesters) at a German or foreign university
 - Statement on the equivalence of the first supervisor required
- ✓ two supervisors

Step 1: Admission to Doctoral Studies

1.2 Supervision (§4):

- You need two supervisors
- The **primary supervisor** can be:
 - a professor primarily employed by the Faculty
 - a guest professor, honorary professor, associate lecturer, or a head of a junior research group at the Faculty.
 - Retired full, guest, or honorary professors in the Faculty can also serve as primary supervisors with the approval of the Doctoral Committee.

Secondary supervision can be assumed by:

- the above-mentioned group of persons
- Professors from another faculty, another university or university of applied sciences

An overview of the professors of the WiSo Faculty can be found at:

<https://www.uni-potsdam.de/en/wiso/faculty/professorships/chairs>

Step 1: Admission to Doctoral Studies

1.3 Your complete application will include the following documents:

1. Signed notification of the intention to promote
(can be printed after your registration into the doctoral database
→ <https://promo.uni-potsdam.de/#>)
2. Signed supervision agreement with original signature
(https://www.uni-potsdam.de/fileadmin/projects/wisofak/Dateien/Promotion/Betreuungsvereinbarung_WiSoF.pdf)
3. Officially certified copy each of the master's certificate and diploma
(certifications can be made by appointment at the Office for Doctoral Studies and Habilitation; please bring the original and copies with you!)
4. Declaration, doctoral procedure
5. Signed curriculum vitae

Step 1: Admission to Doctoral Studies

1.4 Enrollment as doctoral student (optional)

- no obligation
- only possible if admitted
- Enrollment via the University of Potsdam's study place portal:
<https://studienplatz-wise.uni-potsdam.de/qisserver/pages/cs/sys/portal/hisinoneStartPage.faces>
- For students of the University of Potsdam:
Application via the PULS account (under Applications/Document upload)

Step 2: Submission

2.1 Documents to be submitted by e-mail:

Dissertation is ready, yeah! 😊 → Submission

Short e-mail that the doctoral procedure is to be opened, with:

1. the dissertation (one PDF), including
 - a brief summary of the content, research objectives, and research methods
 - the declaration of the co-authors in case of cumulative dissertations (scan)
 - the assurance and consent declaration (scan)
<https://www.uni-potsdam.de/fileadmin/projects/wisofak/Dateien/Promotion/Versicherung.pdf>
2. Proof of participation in two doctoral colloquia (scan)
3. a signed CV (scan)

Step 2: Submission

2.2 Original documents to be submitted:

Please hand in the original of the following documents:

1. Four or five* copies of the dissertation (printed, bound, and with page numbers) *Note: five copies are required for cumulative work, as three people usually review it.
2. Signed curriculum vitae
3. Proof of participation in two doctoral colloquia.
4. For cumulative dissertations: Declaration of the co-authors
5. A police clearance certificate
(only for those to whom the doctoral regulations of August 27, 2002 apply)

Step 2: Submission

hand in personally (Campus Griebnitzsee, House 1, Room 1.28)

You are also welcome to send your dissertation and the necessary documents by mail to

University of Potsdam
Faculty of Economics and Social Sciences
Dean's Office - Office for Doctoral Studies and Habilitation
Ms. Florence Scholz
August-Bebel-Str. 89
14482 Potsdam

Or you can drop your dissertation with the documents into the mailbox in room 1.30 (Campus Griebnitzsee, August-Bebel-Str. 89, 14482 Potsdam. Building 1)

In any case you will receive a confirmation of receipt

Step 2: Submission

2.3 Commencing the Doctoral Examination Procedure

The doctoral committee...

- decides on the opening of the doctoral procedure
- appoints reviewers
- informs the doctoral candidate

Step 3: Review of the dissertation

3.1 Review of the dissertation (§7)

The **first reviewer** can be:

- Professors, associate professors, honorary professors & habilitated private lecturers of the WiSo Faculty.
- Most of the time, but not always is the first supervisor also the first reviewer.

Second reviewers can be:

The above-mentioned persons

as well as external reviewers from another faculty or university, as well as heads of junior research groups.

Most of the time, but not always is the second supervisor also the second reviewer.

Third reviewers, e.g.

- if reviewers are co-authors of half of the articles.
- first/second reviewers are external and/or have in the meantime become emeritus.
- the dissertation is not recommended for acceptance by all.

Step 3: Review of the dissertation

3.2 Principles:

- Reviewer recommend acceptance, or recommend either to approve the dissertation, or return it with requirements for edits, or reject it.
- If accepted: grade recommendation at the same time
 - Summa cum laude (with distinction)
 - Magna cum laude (very good)
 - Cum laude (good)
 - Rite (sufficient)
- Reviewers who are also co-authors are not allowed to review their co-authored articles.

Step 3: Review of the dissertation

3.2 Principles

- The doctoral candidate will get a copy of the reports (via E-mail)
- Regulations for a Doctoral Degree from July 10, 2013:
An eight-week time period is set for reviewing the dissertation
- Regulations for a Doctoral Degree from 2002:
A four-month time period is set for reviewing the dissertation.
- Review period not legally binding. If the deadline is exceeded, reviewers are reminded (several times). If the review deadline is massively exceeded, the matter will be forwarded to the doctoral committee.

Step 4: Display Period

- Opportunity to make objections: All professors primarily employed by the faculty, university lecturers, guest professors, and associate lecturers who completed their Habilitation at the Faculty have viewing privileges.
- Regulations for a Doctoral Degree from July 10, 2013:
Display period lasts three weeks
- Regulations for a Doctoral Degree from 2002:
Display period lasts three weeks (six weeks in lecture-free time)
- After display period: Doctoral Committee decides whether to approve the dissertation, return it with requirements for edits, or reject it.

Step 5: Defense

5.1 Organization of the disputation:

1. Contact your reviewers during the design period and consider together the composition of the examination board.
2. Propose your desired composition to the PhD Committee (informally via email).
3. The doctoral committee approves them or appoints a different composition of the examination committee.
4. Now contact the members of the examination board and arrange a joint examination date (for example via doodle). The disputation can take place in presence, hybrid or completely via Zoom.

Step 5: Defense

5.1 Organization:

5. Once you have scheduled an exam date and agreed on the form of the exam (face-to-face, hybrid, or via Zoom) send an email to the doctoral advisor with the dates.

Notes:

- If the defense takes place via Zoom, please ask your supervisor to create a Zoom link and share it with the PhD office
- In presence or hybrid form a room can be booked via the PhD office (if available). Please send a short message to the doctoral office.
- The doctoral office sends the invitation to the defense via email to everybody.

Step 5: Defense

5.2 Members of the examination board

1. Professors of the Faculty of Economics and Social Sciences at the University of Potsdam
2. Associate Professors
3. Honorary professors
4. Habilitated Private Lecturers
5. Upon request: external professors

Step 5: Defense

5.3 Procedure:

- Duration: minimum 60min, maximum 90min
- 20-30min presentation
- Followed by a question and answer session (only the examination committee is entitled to ask questions).
- The defense is open to the public (they are not allowed to ask questions)

Step 5: Defense

5.4 Grade

- Grading immediately afterwards
- The disputation can be repeated once (only if failed).
- "Summa cum laude" as the final grade is only possible if all expert opinions are "summa cum laude" + "summa cum laude" in the defense.
- Grades of the expert opinions are not binding for the final overall grade.

Step 6: Publication your dissertation

- Dissertation must be published
- Deadlines:
 - Doctoral Regulations of 10 July 2013: 2 years after defense
 - Doctoral Regulations of 27 August 2002: 1 year after defense

Step 6: Publication your dissertation

- Deposit copies at the university library:
 - Online: 4 bound copies
 - Print:
 - 30 bound copies of printouts
 - 10 copies of published book
 - 6 bound copies or publication-based thesis

A confirmation of receipt of the deposit copies is sent by the University Library to the Office for Doctoral Studies and Habilitation.

Step 6: Publication your dissertation

- after fulfilling the publication obligation
 - the doctoral certificate will be sent
 - Only then may the doctoral title be used.
 - Doctoral certificate contains: Name, birthday, title, subject, overall grade and date of defense



Doctoral Committee

The doctoral committee is responsible for doctoral procedures.

Members:

Chair

Prof. Dr. Maik Heinemann (Dean)

Professors

Prof. Dr. Rainald Borck

Prof. Dr. Julia Fleischer

Prof.-Ing. Norbert Gronau

Prof. Dr. Roland Verwiebe

Deputies

Prof. Dr. Maja Apelt

Prof. Dr. Marco Caliendo

Prof. Dr. Eric Kearney

Prof. Dr. Thomas Sommerer

Academic Staff

Dr. Benedict Bender

Deputy

Dr. Gergana Vladova

Ombudsperson for conflicts



Prof. Dr. Ulfert Gronewold

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Consultation hours:

after arrangement

For an appointment please contact:

voigt@uni-potsdam.de

Adress:

Campus Griebnitzsee, Building 3, Room 1.03

Doctoral and Habilitation Officer



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Room: Campus Griebnitzsee, Building 1, Room 1.28
Adress: Universität Potsdam
Wirtschafts- und Sozialwissenschaftliche Fakultät
Dekanat – Geschäftsstelle für Promotion und Habilitation
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