

HOW TO APPLY

Information on Applying for the Doctoral Programme at EBS Business School

General Information

Each doctoral student is assigned to a supervising professor who is responsible for advising the student during his/her time of enrollment in the EBS Doctoral Study Programme. The student has the option to either complete his studies as an internal student (i.e. postgraduate research assistant) or as an external student. The doctoral studies at EBS complement the supervision of the respective professor through a course programme, yearly held proposal defenses and a research paper presentation at an academic conference. The target period for a dissertation is three years. The minimum period of registration is four complete terms.

For any questions concerning doctoral studies at EBS Business School please contact the Office for Doctoral Studies:

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Admission of Doctoral Students at EBS Business School

1. Application Process

Acceptance as a doctoral student at EBS requires three administrative steps:

- Acceptance as doctoral student by a supervising professor (certified by the signed agreement "Promise of Doctoral Supervision") (Contact via respective chair)
- Admission to the EBS Doctoral Study Programme (Doctorates Committee via Office for Doctoral Studies)
- Enrollment as doctoral student at EBS (Registrar's office)

On the basis of all documents that may be requested by the supervising professor, and of his/her personal assessment of the applicant, the supervising professor will take a decision on whether he/she is willing to supervise the student and recommend him/her for admission to the doctoral program. He/she will reject applicants who do not meet his/her own expectations, and those of his/her department. Applicants who will be accepted by a supervising professor need to obtain the signed agreement "Promise of Doctoral Supervision" for the next step in the application process.

The applicant needs to provide the following documents for application to the Office for Doctoral Studies:

- a. Short, formless letter in English to the chairman of the Doctorates Committee asking for acceptance

- b. "Promise of Doctoral Supervision" as confirmation of acceptance by the supervising professor indicating the status of the doctoral student (internal or external)
- c. Proof of having a very good command of the English language, by providing
 - i. a certificate of a completed, English-language degree programme, such as Bachelor, Master or Diploma, obtained from an university in a foreign country
 - ii. or an official report of an acknowledged test (e.g. TOEFL IBT with a minimum score of 100, or IELTS (academic) score with a minimum of 7.5 points)
 - iii. or a certificate (min. Level of C1)
- d. If required, proof of an official report of the Graduate Management Admission Test (GMAT) with the achievement of the predefined number of points by the first supervisor.
- e. Curriculum vitae in tabular form
- f. Abitur (A-levels) certificate (legally certified copy)
- g. Legally certified copy of the degree certificate(s) and final report card(s)
- h. The following statement dated and signed by the applicant: "I declare upon my word of honour that I have never unsuccessfully attempted a doctoral degree at another university"
- i. In case of a name change, please provide the Office for Doctoral Studies with the appropriate proof, e.g. certified copy of marriage certificate

Please note: In case of international degrees (except for Austria and Switzerland), the applicant must either provide a diploma supplement and/or provide a certificate from the Central Office for Foreign Education (Zentralstelle für ausländisches Bildungswesen - ZAB) about the equivalence of achievements obtained abroad.

All documents have to be submitted to the **Office for Doctoral Studies**. The Office for Doctoral Studies accepts applications throughout the year. The Doctoral Committee decides on the acceptance of doctoral students. Enrollment for the doctoral study programme takes place on a monthly basis.

Doctoral students will receive a written confirmation of the decision on their acceptance or refusal by the Office for Doctoral Studies. Successful doctoral students will also receive a confirmation of registration and a certificate of study for their first semester from the Registrar's office, as well as an invoice for the registration and tuition fees (external doctoral students only). Student ID cards and further certificates of study are issued directly by the Registrar's office at the beginning of each term.

2. Fees and Charges

At present, fees and charges for doctoral students amount to:

	Internal*	External
Registration fee	0	€ 3.460,-
Semester fees (min. 4 semesters)	0	€ 2.280,-
Examination charges (Payable upon submission of dissertation)	€ 450,-	€ 750,-

*Doctoral students who are contractually employed as research assistants (min. 50 % employment contract) by one of the chairs at EBS are classified as **internal doctoral students**. At the end of the contract term (minimum 1.5 years), internal doctoral students can be granted leave of absence for up to four semesters during which they retain the status of an internal doctoral student. In that case, the doctoral student is required to send an informal letter to the student office (notification of the leave of absence), which has to be signed by the supervising professor. If no such request is handed in, the status will be changed from internal to external and respective fees will be charged to the doctoral student.

Please note: Administrative staff with potential conflicting interest in regards to the procedure to obtain the doctoral degree are not allowed to be enrolled in the doctoral program. Applications in this matter have to be directed towards the doctoral committee.

3. Course Programme

The course programme consists of a variety of courses totaling twelve ECTS Credits. The two compulsory courses “Crash Course in Empirical Theory” and “Academic Writing and Publishing” each account for 2 credits. The remaining 8 credits will be taken up with optional courses. Doctoral students may choose a maximum of seven courses.

The language of tuition is English. Courses are usually offered as two-day block-seminars.

4. Proposal Defense

Within the scope of the **yearly** held proposal defense, the doctoral student is challenged to present and defend his/her research plans as well as the current status of his/her implementation to his/her supervisor and second assessor. The proposal defense is based around a presentation by the doctoral student dealing with the original problem, the objectives, methodology, procedure and state of research as well as the problem areas which have already been identified. The presentation is to be submitted to the assessors one week prior to the PD. The doctoral student is in charge to schedule the appointment with his/her supervisor and assessors and to complete the proposal defense within the yearly timeframe.

Within the scope of the proposal defense, supervisors and second assessors judge the presented research plans of the doctoral student, make suggestions and – if necessary – request revisions. If passed, they will encourage the doctoral student to follow his/her chosen approach. If failed, the doctoral student will not be encouraged and the proposal defense will have to be repeated.

As a result, proposal defenses can either be **passed or failed**. If passed, however, any required revisions will have to be incorporated and fulfilled in the research plans of the doctoral student. If failed, the proposal defense will have to be repeated within 3 to 6 months, and the doctoral student has to present a fully revised research plan that will be judged anew by his/her supervisor and second assessor. If this second attempt proves successful, an encouragement can be pronounced. Should the Proposal Defense be failed a second time, the doctoral student will be expelled from the doctoral programme.

5. Scientific Conference

Each doctoral student is required to personally present his/her research findings in English language at least at one qualified and well recognized academic conference in accordance with the current "Lists of Target Conferences" of EBS Business School.

Please note: Internal doctoral students can ask for conference travel grants when meeting certain requirements. Please contact the Office for Doctoral Studies for more information.

6. Ethical Guidelines for Doctoral Students and Supervisors

The document "Ethical Guidelines for Doctoral Students and Supervisors" specifies expected behavioral standards for supervisors and doctoral students.

7. Safeguarding Good Scientific Practice at EBS

The EBS has established a Commission on Securing Professional Standards in Research and specific procedures for dealing with allegations of scientific misconduct.

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Office for Doctoral Studies

EBS Business School

EBS Universität für Wirtschaft und Recht