



Information on the PhD Process

Registration

At first prospective doctoral students

- should inform themselves about the PhD admission requirements according to § 2 section 1, 2, 3 and 5 PromO (usually an outstanding university degree in economics, exceptions must be approved by the Faculty Board) and
- have to register into doc-in (www.uni-jena.de/doc-in/), the online administration tool for doctoral procedures. The registration must be completed **at the start** of your PhD study. With the doc-in registration you become a PhD candidate at the School of Economics and Business Administration. Please note that this does **not automatically mean that you are accepted** as a doctoral student.

In order to become doctoral students, the candidates must apply at the Graduate Office (please see below for contact details). The required materials for this application are:

- Letter to the Dean - as form, printed from the doc-in.
- Supervision agreement – can be downloaded from the webpage.
- **Certified** copies of your MA or Diploma degree (for students from abroad incl. legal translation into English or German).
- CV (signed).
- Explanation about current or former PhD projects.

If the prospective doctoral student isn't an employee of the university, she/he has to show her/his identification card.

After you have applied you will receive a postal letter from the Dean with admission notification.

Publication-based dissertation based on § 7 section 2 PromO

In a publication based (cumulative) dissertation we require an additional summary of the included papers as well as an explanation of the relationships among them (approx. 20 pages). This way the dissertation referees can obtain an impression of the whole work.

In case of papers that are written together with other authors (as part of a cumulative dissertation or as part of a monograph) we further require an explanation of your **own contribution**, in **qualitative** terms (own part: idea, empirical analysis, data collection, literature review etc.) as well as in **quantitative** terms (e.g., by using the scale "minor", "proportional", "in charge" or as percentage). This can be done as a summary or as a table.

For the participants of a graduate program there might be additional regulations which should be discussed in advance with your supervisor, or with the Graduate Office.

Performance record based on § 2 section 4 PromO

Please discuss early in advance to your supervisor which performance outcomes of your PhD study will be suitable to be recognized in the performance record of the Graduate Office. Please use the forms of the graduate office for recognition.

- The performance record should be able to identify the **scientific requirements** that go **beyond** the writing of a doctoral thesis.



- If you like to visit more than one **doctoral seminar** according to § 2 section 4b) PromO it is possible to give more than one presentation on the dissertation topic, as long as there is sufficient time lag between the presentations, and as long as they are given in front of different audiences.
- In order to recognize a **journal publication** in a performance record based on § 2 section 3c) PromO
 - it needs to be published in a scientific journal, or accepted for a journal publication. A journal submission is not sufficient!
 - The required form should contain a short description of the content of the paper and a statement of your own contribution to the paper.
 - In a case of more than one publication, at least two professors of our department should write a short description of the publication and a contribution statement.
 - This is in particular the case with publications co-authored with the supervisor.
 - The papers already included in the publication-based dissertation cannot be additionally recognized in the performance record.
- To certify the **attendance at a high-level conference** according to § 2 section 4d) PromO the required form should also contain a short description of the content of the presentation and a statement of the scientific achievements.
- Based on § 2 section 4 PromO there is **alternatively** the possibility to replace the performance records through the **successful participation in a graduate program (e.g. GSBC, GSBC-EIC, IMPRS Uncertainty, GFinM)**.
- Performance certificates from other universities will be accepted if you have announced the participation **in advance** (please contact the Graduate Office concerning that) and if your supervisor has approved this.

Contact

Dr. Kristina von Rhein
Graduate Office
School of Economics and Business Administration
Friedrich-Schiller-University Jena
Carl-Zeiss-Straße 3, Room 4.98
07743 Jena, Germany
kristina.von-rhein@uni-jena.de
Phone +49 3641 9 43004
Fax +49 3641 9 43002