

Graduate Program of the School of Business and Economics

§ 1. Summary

- (1) The Graduate Program (GP) of the School of Business and Economics is an integrated research training program for graduate students. It incorporates the
 - Doctoral Program in Business Studies (DPBS)
 - Doctoral Program in Economics (DPE) and the
 - Doctoral Program in Finance (DPF).
- (2) The Graduate Program offers doctoral students at the School of Business and Economics a strictly research-oriented education and facilitates the optional acquisition of diverse key qualifications.
- (3) Supervision by an individually set up doctoral committee and a regular evaluation of the program guarantee the quality of training in the GP. The program is coordinated by Doctoral Program (DP) coordinators and monitored by the Executive Board of the GP. The GP is an integral part of the Graduate Academy of the Faculty of Economics and Social Sciences of the University of Tübingen.

§ 2. Profile

- (1) The aim of the Graduate Program is to provide its participants with a unique academic training that integrates the acquisition of key qualifications into a modern research environment. The training in the GP aims at promoting and supporting the academic independence of the doctoral students. It is the objective of the GP that its students are recognized as independent researchers who are able to set up their own research agenda.
- (2) The GP is committed to:
 1. Provide modern, high-quality professional training, which prepares students with above-average qualifications in order to succeed on the academic job market.
 2. Offer supervision by a supervisory committee which guides and advises the students throughout the entire training period.
 3. Offer the option to acquire further skills through training programs and workshops run by the Graduate Academy of the Faculty of Economics and Social Sciences of the University of Tübingen.
 4. Liaise and interact with internationally renowned scholars to establish national and international research networks.
 5. Establish a collaborative research environment that leads to a close academic network among participating students and academic staff.

- (3) The language of instruction as well as all research and official communication in the GP is English. Lectures and seminars related to the Doctoral Program in Business Studies and Doctoral Program in Finance may on occasion be held in German. The language of instruction is announced in the module handbook for each course.
- (4) The program prepares students for an academic career. Having completed the program successfully, the graduates will be in a strong position on the academic and professional job market.

§ 3. Admission into the GP

- (1) Admission into the GP implies, and therefore requires, that the applicant has been accepted as a doctoral student by the doctoral admission committee (Promotionsausschuss) according to the “Rules and Guidelines for Doctoral Studies in the Faculty of Economics and Social Sciences of the University of Tübingen” (Promotionsordnung der Wirtschafts- und Sozialwissenschaftlichen Fakultät der Universität Tübingen).
- (2) Prospective doctoral students of the School of Business and Economics may submit an application for the GP together with their application for admission as a doctoral student to the respective DP coordinator. The DP coordinator reviews the application and decides whether the student, provided he is accepted as a doctoral student, meets the requirements of the DP. If the student does not meet these requirements, the DP coordinator may deny admission to the GP, or else suggest admission subject to meeting the requirements through attending specific courses offered at the University of Tübingen. The coordinator shall endeavor to find a potential primary and secondary supervisor who are able and willing to oversee the proposed dissertation project. The DP supervisor shall then pass on the application to the doctoral admission committee.
- (3) In case the applicant does not meet the requirements listed in § 3 of the “Rules and Guidelines for Doctoral Studies in the Faculty of Economics and Social Sciences of the University of Tübingen” or in case the DP coordinator is unable to find a supervisor for the proposed dissertation according to § 4 of the “Rules and Guidelines for Doctoral Studies in the Faculty of Economics and Social Sciences of the University of Tübingen”, the DP coordinator recommends that admission as a doctoral student be denied by the doctoral admission committee. In this case, the application for the GP is void.
- (4) Doctoral students of the School of Business and Economics may submit an application for the GP to the respective DP coordinator. This application requires the written consent of the doctoral student’s supervisor(s). The DP coordinator reviews the application and decides whether the student meets the requirements of the DP. If the student does not meet these requirements, the DP coordinator may deny admission to the GP, or else suggest admission subject to meeting the requirements through attending specific courses offered at the University of Tübingen.

§ 4. Prerequisites

- (1) Students must demonstrate sufficient knowledge of the subject area of their chosen DP in order to be admitted into the GP. The prerequisites for the DPs are:
 1. DPB (Business Studies): 27 ECTS worth of courses on graduate level (Master or equivalent) that are of relevance to the proposed subject of the thesis.
 2. DPE (Economics): The following courses offered in Tübingen are considered prerequisites:
 - a) Advanced Macroeconomics
 - b) Advanced Microeconomics
 - c) Advanced Time Series or Advanced Microeconometrics
 3. DPF (Finance): 27 ECTS worth of courses on a graduate level (Master or equivalent) that are of relevance to the proposed subject of the thesis.
- (2) The respective DP coordinator determines whether the student meets the prerequisites. If the student does not meet these requirements, the supervisory committee decides, upon entry into the GP, which of the courses offered at the University of Tübingen the doctoral student is expected to attend in addition to the required coursework (see below). These must be courses that are offered during the first two semesters after the student has joined the GP and must not exceed a workload equivalent to 27 ECTS in total.

§ 5. Required Credits

- (1) The successful completion of the program requires each student to take field courses which are worth 27 ECTS. The details of a potential transfer of credits to the GP depend on the respective DP. Students can only transfer a maximum of 18 ECTS from other institutions to meet this requirement. Successful completion of the course work will be monitored and certified in a transcript which is part of the GP certificate.
- (2) Furthermore, every doctoral student must (i) present part of his/her work once each academic year in an internal research seminar and (ii) actively participate in at least one international conference during the course of his/her doctoral studies.

§ 6. Supervision Concept

- (1) Upon acceptance as a doctoral student the Dean of the Faculty of Economics and Social Sciences assigns a primary and a secondary supervisor to the student, in line with the requirements of the "Rules and Guidelines for Doctoral Studies in the Faculty of Economics and Social Sciences of the University of Tübingen" (Promotionsordnung der Wirtschafts- und Sozialwissenschaftlichen Fakultät der Eberhard Karls Universität Tübingen). Both assigned supervisors, plus another professor of the University of

Tübingen or a member of a suitable external organization (such as the Institute for Applied Economic Research) and, if applicable, a post-doctoral researcher taking part in the supervision process, form the supervisory committee of the doctoral student. The primary supervisor is chairing this committee. It monitors the doctoral student throughout the entire dissertation and supports him/her in dealing with conceptual and methodological issues or any other problems that may arise.

- (2) No later than six months after the student has joined the program, the supervisory committee holds a first meeting with the doctoral student where a supervision agreement is completed and signed. This meeting must be held within one month after the student has joined the GP, if the DP coordinator has decided that the student does not meet the requirements of the GP and needs to complete additional coursework to comply with the prerequisites. A copy of the supervision agreement is sent to the respective DP coordinator.
- (3) Supervisors are expected to be available for students on a regular basis; the primary supervisor is responsible for keeping the student on track. The supervisors and the student meet every six months, starting at the end of the first year, in order to discuss the student's progress. In preparation of this meeting the student writes a short self-assessment of his/her progress, including suggestions for future actions. The supervisory committee and the student then agree on a progress report documenting the progress achieved as well as an agenda for future actions both by the student and the supervisors. A copy of the progress report is sent to the respective DP coordinator.
- (4) In the third year, the student prepares for the final examination (Disputation) of his/her dissertation. Furthermore, both supervisors discuss career plans and job market options with the doctoral student, who is expected to start planning his/her academic career well ahead before graduation.
- (5) In addition to the regular meetings with the supervisory committee, the student should seek to meet with his/her supervisor(s) to discuss and deal with problems as they arise.

§ 7. Supervision Agreement

- (1) Each doctoral student joining the GP and the members of his/her supervisory committee sign a written supervision agreement. The agreement is based on, and refers to, the recommendations of the Deutsche Forschungsgemeinschaft (DFG). It implements the DFG guidelines for good research practice and regulates, among other things, the rights and responsibilities of the doctoral students and their supervisors. It also contains a first short outline of the dissertation.
- (2) If the DP coordinator has decided that the student needs to complete additional coursework in order to meet the requirements of the GP, the members of the supervisory committee assess the courses the student has taken during his/her previous studies and determine which courses he/she must take in order to meet the prerequisites of his/her DP (Business Studies, Economics or Finance) upon the student's entry into the GP. This decision is documented in the supervision

agreement.

- (3) The student and his/her supervisory committee jointly define the courses the student shall take during his/her doctoral studies, in order to earn the required credits. This decision is also documented in the supervision agreement. The module handbook specifies all courses that are PhD oriented and eligible for each DP.
- (4) The supervisory committee may permit the student to take courses offered by other faculties or universities. It may also give credit for courses the student has taken during his/her previous studies (master's degree or equivalent). These arrangements require approval by the respective DP coordinator.

§ 8. Further Qualifying Measures

- (1) The supervisory committee also discusses with the student whether it will be helpful for him/her to spend some time at another research institution.

§ 9. Final Certificate

- (1) As regulated in the "Rules and Guidelines for Doctoral Studies in the Faculty of Economics and Social Sciences of the University of Tübingen", after completion of the doctorate the student will be awarded the title "Dr.rer.pol."
- (2) Provided the student has successfully participated in the GP he/she is awarded a certificate confirming successful participation and the coursework component of the GP. This certificate is signed by the respective DP coordinator and the Head of the School of Business and Economics (Fachbereichssprecher).

§ 10. Organization

- (1) Every two years the School Board of the School of Business and Economics (Fachbereichsvorstand) elects DP coordinators for each DP (Business Studies, Economics and Finance). One of the DP coordinators will be elected as the speaker of the GP. Shortly after election the speaker of the GP organizes a general meeting of all doctoral students taking part in the GP. At this meeting the doctoral students elect two student representatives for the two-year period. These two doctoral student representatives, together with the three DP coordinators elected by the School Board, form the Graduate Program Executive Board.
- (2) The GP Executive Board is responsible for the academic quality of the program and may suggest changes in the study program to the Faculty Board. The board meets at least once a year, all members are equally entitled to vote and a simple majority decides every issue. Furthermore, the GP Executive Board makes arrangements such that an evaluation of the GP takes place every two years. The speaker of the GP presents the results of this evaluation to the Executive Board of the Faculty (Fakultätsvorstand).

- (3) Each DP coordinator ascertains that a supervisory committee is set up for every doctoral student joining the DP and that the supervision process takes place as intended (see above). He/she also monitors the availability of specialization courses in the respective DP and reports any shortcoming to the Head of School of Business and Economics and the Dean of Studies for Business and Economics at the Faculty of Economics and Social Sciences.

§ 11. Complaints

- (1) Members of the GP may submit a formal complaint regarding problems with the supervision process, teaching and general aspects of the GP to the Executive Board, who shall decide on such complaints in due manner and time.

This graduate program was adopted by the Teaching and Learning Committee (Studienkommission) on the 24th of June, 2013.

The Doctoral Admission Committee (Promotionsausschuss) agreed to this graduate program on the 15th of July, 2013.

The Faculty Board (Fakultätsrat) of the Faculty of Economics and Social Sciences agreed to this graduate program on the 15th of July, 2013.