

**Guide to good practice for the implementation and supervision of a doctorate
within the framework of the qualification programme of the doctoral regulations of
the Faculty of Business, Economics and Informatics**

(dated 12 June 2017, last amended on 28 October 2024)

Please note that this is only a translation and that only the German version of the document is binding.

Fundamentals

The Faculty of Management and Economics of the Julius-Maximilians-Universität Würzburg regulates the contents of the qualification programme and the supervision agreement as well as the supervision guidelines within the framework of the guidelines in accordance with § 4 of the doctoral regulations of the Faculty of Management and Economics (PromO) in the versions dated 06.12.2016 and 22.11.2023.

Goals and requirements

Proof of the ability to conduct in-depth, independent academic work in a discipline represented at the Faculty of Management and Economics in accordance with Section 1 (2) PromO in the versions dated 6 December 2016 and 22 November 2023 includes the successful completion or proof of at least five achievements from the three areas listed below.

1. The applicant must take at least one, but can take a maximum of two examinations in the field of research methods.
2. The applicant must take at least one, but can take a maximum of two examinations in the area of theory.
3. The applicant must provide at least one, but can provide a maximum of two certificates of participation in events in the area of key qualifications.

Successful completion or proof of achievements in the areas of research methods, theory and key qualifications is given if the examination achievements have been passed.

The authorised achievements are listed in the '**Achievements**' section. The Doctoral Committee decides on the inclusion of further achievements in the examination catalogue and their allocation to the areas of theory, research methods and transferable skills.

Achievements that have already been completed as part of a Diplom, Bachelor's or Master's degree programme may not be credited.

The Doctoral Committee decides on the crediting of a candidate's performance not listed in the 'Performance' section as a placeholder performance in the areas of theory (selected topics of economic theory - placeholder performance), research methods (selected topics of research methods - placeholder performance) and transferable skills (selected transferable skills - placeholder performance) at the request of the first supervisor of the respective candidate.

Supervision agreement for doctoral projects

The mentoring office concludes a supervision agreement for qualification projects with the applicant in accordance with Section 4 (3) PromO. The template for the supervision agreement can be found in the Annex to the Framework Doctoral Degree Regulations of the University of Würzburg:

<https://go.uni-wue.de/rahmenpromotionsordnung>

Supervision guidelines and rules of good scientific practice

The applicant is obliged to prepare half-yearly progress reports on the dissertation and the agreed qualification measures in accordance with the attached template in the period between admission as a doctoral candidate in accordance with § 5 PromO 'Admission as a doctoral candidate' and 'Admission to the doctoral examination' in accordance with § 7 PromO. The research reports must be submitted digitally to the Office of the Dean once a year.

The first supervisor

1. offers the regular opportunity to discuss the progress reports with the person to be qualified,
2. undertakes to actively promote the agreed qualification measures and to encourage involvement in academic networks as far as possible, and
3. informs the applicant at the beginning of the doctoral project about the principles of good scientific practice (e.g. DFG guidelines, principles of the University of Würzburg (https://www.uni-wuerzburg.de/fileadmin/amtl_veroeffentlichungen/2022/2022-49.pdf), as well as about further training in the field of 'scientific work'.

The other supervisors undertake to cooperate in the supervision within the framework of the applicable regulations. They are available for discussions and annual meetings. All those involved undertake to comply with the rules for ensuring good scientific practice in accordance with the applicable statutes of the University of Würzburg.

Consideration of special life situations

The family situation of the qualifiers, in particular the compatibility of family and academic work, is taken into account in the supervision. Expectant mothers and fathers should clarify in good time with the supervisors how family and qualifications can be reconciled. A person of trust of the person gaining the qualification and/or the supervisor can be called in for this discussion.

Conflict case

In the event of conflicts between the parties involved, there is a mutual obligation to resolve these conflicts internally. Each university institution and the university as a whole has regulations for appealing to an ombudsman, about which all parties involved are informed (<https://www.uni-wuerzburg.de/beschaeftigte/konfliktmanagement/>). The supervisory relationship can be terminated prematurely at any time by mutual agreement. Each person involved can unilaterally terminate the supervisory relationship for good cause. Good cause may result from a serious breach of this supervision agreement. Termination for good cause should be preceded by an ombudsman discussion.

Credits

All courses of the Bavarian Graduate Programme in Economics (<http://www.bgpe.de/>), the doctoral programme of the Association of University Teachers of Business Administration (VHB, ProDok), the European Institute for Advanced Studies in Management (EIASM, EDEN Doctoral Seminars) and the doctoral programme of the Swiss Leading House can be credited. As part of the qualification agreement, the applicant and the supervisor determine the allocation to the areas of research methods, theory and key qualifications by mutual agreement. The following examinations can also be taken.

I Theory

- *Advanced Contract Theory* – Prof. Dr. Daniel Müller
- *Advanced Macroeconomics* – Prof. Dr. Michael Pflüger
- *Advanced Microeconomics* – Prof. Dr. Daniel Müller
- *Ausgewählte Topics der wirtschaftswissenschaftlichen Theorie* – Placeholder performance
- *Discounted Cashflow Verfahren* – Prof. Dr. Daniela Lorenz
- *Economic Geography* – Prof. Dr. Michael Pflüger 4
- *Information Systems Research* – Prof. Dr. Frédéric Thiesse
- *International Trade and the Multinational Firm* – Prof. Dr. Michael Pflüger
- *Optimal Tax Theory* – Prof. Dr. Hans Fehr
- *Steuerplanung* – Prof. Dr. Dirk Kiesewetter
- *Theory of Industrial Organization* – Prof. Toker Doganoglu, Ph.D.
- *Theories in Entrepreneurship and Strategy Research* – Prof. Dr. Sascha Walter

II Research Methods

- *Advanced Analytics* – Prof. Dr. Christoph Flath
- *Advanced Computational Economics* – Prof. Dr. Hans Fehr
- *Ausgewählte Topics der Forschungsmethoden* – Placeholder performance
- *Market Research and Demand Analysis* – Prof. Toker Doganoglu, Ph.D.
- *Empirische Personalforschung mit STATA (Methoden)* – Prof. Dr. Thomas Zwick
- *Marketing Analytics* – Prof. Dr. Lucas Stich

- *Methodological Challenges in Entrepreneurship and Strategy Research* – Prof. Dr. Sascha Walter
- *Methodological Questions of Economic Research on China* – Prof. Dr. Doris Fischer
- *Methoden der Wirtschaftsinformatik (Methods in IS)* – Prof. Dr. Axel Winkelmann
- *Ökonometrie 3* – Prof. Dr. Martin Kukuk
- *Policy and Management Evaluation Methods* – Prof. Dr. Fabian Kosse
- *Recent Developments in Operations Research and Operations Management* – Prof Dr. Richard Pibernik
- *Topics in Applied Data Science in Business & Economics* – Prof. Dr. Fabian Kosse

III Transferable Skills

- Selected transferable skills – Placeholder performance
- *Academic Writing* – Prof. Dr. Christina Sichtmann
- *Wie entwickle ich mein Forschungsprogramm?* – Prof. Dr. Thomas Zwick
- „*Zertifikat Hochschullehre Universität Würzburg*“ in the basic level is recognised as an achievement.
- „*Zertifikat Hochschullehre Universität Würzburg*“ in the advanced level is recognised as two achievements.
- *Participation in conferences* can be recognised, provided that a separate lecture is given, which must be documented, and the conference is included in the following list *:
 - *Academy of Management (AOM) Annual Meeting*
 - *American Accounting Association (AAA) Annual Meeting*
 - *American Economic Association - Annual Meeting*
 - *American Finance Association - Annual Meeting*
 - *Americas Conference on Information Systems (AMCIS)*
 - *Association for Social Science Research on China*
 - *British Accounting and Finance Association (BAFA)*
 - *Colloquium of Personnel Economics (COPE)*
 - *Conference on Production and Operations Management (POMS) – Jahrestagung*
 - *DEXA Conferences*
 - *Econometric Society - European Winter and Summer Meetings*
 - *Econometric Society - North American Winter and Summer Meetings*
 - *European Academy of Management - Annual Meeting*
 - *European Accounting Association (EAA), Annual Congress*
 - *European Association of Environmental and Resource Economists - Annual Meeting*
 - *European Association of Labour Economics (EALE) - Annual Meeting*
 - *European Association of Research in Industrial Economics - Annual Meeting*
 - *European Conference on Information Systems (ECIS)*
 - *European Economic Association - Annual Meeting*
 - *European Finance Association - Annual Meeting*
 - *European Group of Organization Studies (EGOS)*
 - *European Public Choice Society - Annual Meeting*
 - *European Society for Population Economics - Annual Meeting*
 - *Gesellschaft für Operations Research e.V. (GOR) – Jahrestagung*
 - *Hawaii International Conference on System Sciences (HICSS)*

- *International Purchasing and Supply Education and Research Association – (IPSERA)*
- *International Conference on Advanced Information Systems Engineering (CAiSE)*
- *International Conference on Business Process Management (BPM)*
- *International Conference on Conceptual Modeling (ER)*
- *International Conference on Design Science Research in Information Systems and Technology (DESRIST)*
- *International Conference on Information Systems (ICIS)*
- *International Institute of Public Finance - Annual Meeting*
- *Internationale Tagung Wirtschaftsinformatik (WI)*
- *Jahrestagungen der Wissenschaftlichen Kommissionen des VHB 6*
- *Konferenzen, deren Proceedings in den Lecture Notes in Computer Science (LNCS), Lecture Notes in Informatics (LNI) und Lecture Notes in Business Information Processing (LNBI) erscheinen.*
- *Konferenz Modellierung betrieblicher Informationssysteme (MOBIS)*
- *Multikonferenz Wirtschaftsinformatik (MKWI)*
- *NBER Summer Institute*
- *Pacific Asia Conference on Information Systems (PACIS)*
- *Royal Economic Society - Annual Meeting*
- *Spring Meeting of Young Economists (SMYE)*
- *Society for Economic Dynamics - Annual Meeting*
- *Society of Labor Economics - World Conference*
- *Society for Institutional & Organisational Economics SIOE (vormals ISNIE)*
- *Society for the Advancement of Socio-Economics (SASE)*
- *Strategic Management Society (SMS)*
- *Society of Labor Economics - Annual Meeting*
- *Urban Economics Association - North American Meeting und European Meeting*
- *Verband der Hochschullehrer für Betriebswirtschaft e.V. (VHB)- Pfingsttagung*
- *Verein für Socialpolitik – Annual Meeting*
- *Wissenschaftliches Symposium Supply Management (Nur science track; double blind review)*

* The following applies to the field of business informatics: The conferences of the business informatics sub-ranking in the VHB-JOURQUAL ranking <http://vhbonline.org/VHB4you/jourqual/vhb-jourqual3/teilrating-wi> are authoritative. All relevant conferences in 'Version 3' are listed above.

- Courses from a *summer school* can be recognised as long as proof of participation is provided and the summer school is included in the following list:
 - *Barcelona Graduate School of Economics (Barcelona GSE)*
 - *STEPS (development studies)*
 - *SPRU (Innovation)*
 - *Ljubljana Doctoral Summer School*

Appendix 1: Progress report for doctoral projects:

1. Current status of the doctoral project: to be completed by the qualifier

Report in bullet points on the current status of the doctoral project, in particular on the progress since the last progress report. What progress has been made? Which examinations have been taken? Have any obstacles arisen?

2. Current status of the schedule (to be filled in by the qualifier):

- Doctoral project is ahead of schedule
- Doctoral project is behind schedule
- Doctoral project is on schedule

Explanation:

3. Optional: other information/ agreements/ comments/ next steps

4. Signatures on the progress report

Please have everyone involved in the meeting sign the progress report. Additional signature fields can be added if required.

Qualifier

Name:

Signature:

Date:

Supervisor

Name:

Signature:

Date:

Supervisor 2

Name:

Signature:

Date:

Supervisor 3

Name:

Signature:

Date: