

# STUDY GUIDE FOR DOCTORAL STUDENTS







## GUIDELINES FOR DOCTORAL STUDENTS



### AGREEMENT WITH SUPERVISOR



### REQUESTING ADMISSION AS A DOCTORAL STUDENT



### WRITE YOUR THESIS



### REGISTER FOR THE ORAL EXAMINATION



### ORAL EXAMINATION



### REQUEST FOR PRINTING PERMISSION OF THE DOCTORAL DISSERTATION

Together with your supervisor, please fill out the Supervision Agreement. Make copies and send the original to the Dean's Office, which will present it to the Doctoral Examination Committee for acceptance.

Please submit an admission request to the Dean (informal), including

- CV
- Certified copy of Graduate Degree Certificate
- Declaration of consent to data processing

Have fun writing your thesis!

Please set a date for the oral examination (defense) of your dissertation with your supervisor and inform the Dean's Office regarding date, time and location.

- Registration form for examination
- Hand in one copy of your doctoral dissertation each to the Dean's Office and your two evaluators
- Declarations in lieu of oath and consent for the plagiarism check
- Confirmation of attendance of 3 mandatory courses of the postgraduate degree course including examinations

For the oral examination, the Dean's Office takes care of the following:

- Appoint group of examiners
- Send invitations to examiners and candidates
- Preparation of examination forms and certificates

Please submit a request to the Dean regarding the printing permission of the doctoral dissertation. Please hand in the title page of your dissertation (front and back) and a short CV that will be placed at the very back of your thesis.

Find detailed information on the [homepage](#).

# EVENTS FOR DOCTORAL STUDENTS AND NEW STAFF MEMBERS

## Onboarding Event

The Business School of the University of Mannheim offers an onboarding event for the new members of the Business School. With this event, we want to make sure that new members of our faculty get off to a good start here in Mannheim. We offer an unbound atmosphere with much space for networking.



## Doctoral "Stammtisch"

The representatives in the Council for the Doctoral Candidates offer a special event. It always takes place on the last Thursday of the month at 7 pm. Everyone interested is invited to participate in discussions at the monthly "Stammtisch," where doctoral candidates of all schools come together. You will be invited via email.

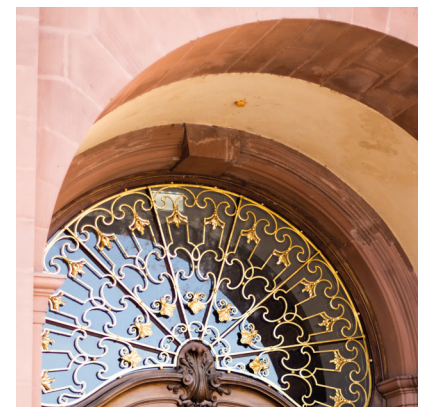


## Workshops

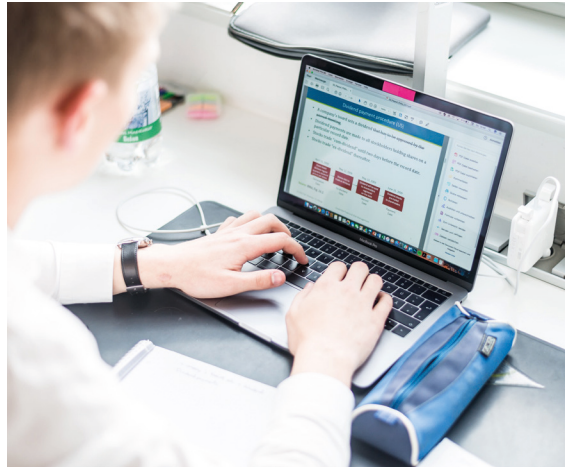
The Business School has a wide network of corporate partners of various industries that regularly visit the campus and host workshops. These are organized by the Dean's Office of the Business and are also open to doctoral students. View the homepage for [corporate relations](#) for current offers.

## Meeting of the Council

The Council of Doctoral Candidates at the Business School meets if a vote on certain matters is required. There will be invitations via email for all meetings upfront.







## NEWSLETTER AND MAILING LIST

### Newsletter for Doctoral Students

Sign up for the newsletter for doctoral students and regularly receive offers for workshops, professional trainings and events:

<https://mailman.uni-mannheim.de/mailman/listinfo/promovierendebwl>

### Newsletter for Members of the Business School

The Business School keeps its faculty members updated on current developments, events, vacancies and training opportunities with its monthly newsletter. Subscribe now for the "Faculty Newsletter" here:

[www.bwl.uni-mannheim.de/en/faculty-newsletter](http://www.bwl.uni-mannheim.de/en/faculty-newsletter)

## CONTACT PERSONS



### Natalie Holm

Doctoral Student Advisor, Dean's Office of the Business School

[natalie.holm@uni-mannheim.de](mailto:natalie.holm@uni-mannheim.de)

Ms. Natalie Holm takes care of all your concerns regarding the different stages of your doctoral study – from the early beginnings to the publication of your thesis – in order to facilitate the process of the dissertation. She is happy to offer you guidance and will accompany you in all the phases of your doctoral program.



### Giuliana Francesca Manganaro, M.A. and Lena Rudat, M.A.

Representatives in the council for the doctoral candidates

[promovierendekonvent.bwl@uni-mannheim.de](mailto:promovierendekonvent.bwl@uni-mannheim.de)

Giuliana Francesca Manganaro and Lena Rudat are the spokespersons of the council. They are both doctoral students. While Giuliana Francesca Manganaro is part of the team at the Chair of Sales & Service Marketing (Prof. Florian Kraus), Lena Rudat is working at the Chair of Organization and Innovation (Prof. Karin Hoisl).



### Dr. Katharina Bolle

Promotion of young talent, Dezernat I, University of Mannheim

[katharina.bolle@uni-mannheim.de](mailto:katharina.bolle@uni-mannheim.de)

The department "Dezernat I", where you can find Mrs. Katharina Bolle, performs central cross-sectional tasks in quality management and reporting, planning, research and the promotion of young researchers. It offers advice and services for scientists and the university's facilities.



Photos: Xenia Münsterkötter

## CONTACT

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