

# Curriculum of the PhD programme/Doctoral Programme in the area of Business, Economics and Statistics

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## § 1 Qualification Profile

The doctoral programme serves to prepare doctoral candidates for scientific work in the field of the doctoral research. It provides a scientific education of international standard and aims to enable graduates to conduct independent research of international standard in their respective field of expertise.

## § 2 Scope of application and admission requirements

(1) This curriculum applies to doctoral candidates intending to write a doctoral thesis in one of the following fields of doctoral research:

1. PhD programme
  - a. Business Administration
  - b. Statistics and Operations Research
  - c. Economics
2. Doctoral programme
  - a. Business and Law
  - b. Business Informatics

(2) Admission to the degree programme is based on the relevant provisions set out in the 2002 Universities Act as amended.

(3) Special provisions for the admission to the PhD programme:

For the PhD programmes a two-stage admission process applies. This is regulated in section 4-7. This two stage admission process is divided into an examination of the application documents as well as an oral examination of the applicant. This examination is carried out by an examination board appointed for the specific field of doctoral research by the competent body responsible for study matters (see 4). If the doctoral candidate wishes to change his or her field of doctoral research within the PhD programmes then this two-stage admission process has to be repeated.

(4) The competent body responsible for study matters appoints, for every field of doctoral research, an examination board with at least three members each. The members of these boards need to be authorised to teach in the respective field of doctoral research or have a comparable qualification. The members can also be external if they are correspondingly suitable.

(5) The qualification of the applicant in the first step is checked by means of following criteria:

- Completion of a study programme whose subject matter is acceptable according to § 64, section 4 of the 2002 Universities Act as amended. This is verified through the transcripts of records of the previous studies.
- Sufficient proficiency in English:
  - Proof of being a native speaker or
  - Graduation in a degree programme conducted in English or
  - “Test of English as a Foreign Language” (TOEFL) certificate with a minimum of 250 points (computer based), 100 points (internet based) or 600 points (paper based) or
  - “International English Language Testing System” (IELTS) certificate of the level 7 (no band below 6) or
  - Equivalent kind of proof.
- Motivation letter explaining goals and career plans and stating the reasons why the candidate wishes to become an early stage researcher at the Faculty of Business, Economics and Statistics.
- Information on the aspired field of research as well as the methodological approach (research proposal).

All documents have to be submitted to the admission office in a time period defined by the competent body responsible for study matters. This time period is published in an adequate form (e.g. on the website of the Faculty). The admission office checks if the documents are complete. The contents are evaluated by the examination committee (see section 4 (sic!)).

(6) In a second step the examination committee checks all applications which are complete and were submitted within the set time period if they fulfil the criteria mentioned in section 4 (sic!) (as well as further possible criteria closer defined and published on the website of the Faculty). Applicants who fulfil these criteria are invited to an oral examination. The goal of this examination is to find out if the applicant has sufficient expert knowledge in the aspired field of doctoral research. In the course of this invitation the examination committee can demand further documents (e.g. Diploma thesis).

(7) As outcome of this admission process a recommendation is sent to the responsible member of the Rectorate, stating if the applicant should be admitted or not. An acceptance can also be given with the condition that extra coursework from the Master level has to be taken and passed. The examination committee thereby specifies which courses have to be taken.

### **§ 3 Structure**

(1) The degree programme duration is 3 years.

(2) During the doctoral programme, doctoral candidates are required to complete the following:

a) Courses (with or without continuous assessment of coursework) comprising 20 to 80 ETCS credits (8 and 40 hours week per semester), in particular courses with continuous assessment of coursework as detailed in § 4, section 2.

b) Additional achievements as set out in the doctoral thesis agreement (see § 5) (e.g. participation in workshops, presentations at international conferences, handling academic aspects in the organization of academic events, internships or other practical experience, etc.),

c) Submission of the application for approval of the intended doctoral project to the competent body responsible for study matters within the first year after admission (see § 4).

d) Public presentation of the intended doctoral project at the Faculty (in consideration of protection of patent laws, intellectual property and other rights, if necessary, see § 4),

e) submission of a periodical, but at least annual, progress report to the Doctoral Advisory Board

f) writing and completing the doctoral thesis (see § 6).

g) public defence (see § 7).

(3) The attendance of additional courses or workshops may be required for the acquisition of transferable skills.<sup>1</sup> These may be attended on a voluntary basis during the orientation period, in order to acquire the basics of scientific research, writing methods and project-oriented work as well as to concretise the intended doctoral project and set up the doctoral project.

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<sup>1</sup> This includes competences which go beyond discipline-specific knowledge and are relevant to the professional career of the doctoral candidates. This includes academic writing, project management, etc.

(4) Achievements completed before the approval of the doctoral thesis agreement can be recorded in the doctoral thesis agreement.

(5) The required achievements (including ECTS credits and hours per week per semester) as well as all specifications connected to the writing and supervision of the doctoral thesis are recorded in the doctoral thesis agreement (see also § 5).

(6) The PhD programmes are exclusively conducted in English. The doctoral programmes can be taken partially or completely in English

## **§ 4 Submission of the intended doctoral project and public presentation at the Faculty**

(1) The doctoral candidate has to submit an application for approval of the intended doctoral project together with a confirmation of supervision by the supervisor. This application has to include a research proposal, a time schedule, as well as a list of all necessary resources. In principle, the research proposal is approved by the competent body responsible for study matters, following a public presentation at the Faculty (§ 3, section 2 d). If the intended doctoral project is part of a research project which has already been approved externally in accordance with international standards, the competent body responsible for study matters may approve the doctoral project prior to the presentation at the Faculty. The approval of the intended doctoral project is, in any case, a prerequisite for signing a doctoral thesis agreement.

(2) For each field of doctoral research, with an exception for Business Informatics, a course with continuous assessment of coursework is intended (e.g. a research seminar or doctoral seminar) which serves as public presentation at the Faculty. This is mandatory. If more than one Doctoral Advisory Board is in charge of a given doctoral field (e.g. when more than one structured programme is associated with a given doctoral field), it is permissible to conduct one separate course with continuous assessment of coursework for each Doctoral Advisory Board, in which the public presentations at the Faculty are held.

## **§ 5 Doctoral thesis agreement**

As set out in the Statutes, a doctoral thesis agreement has to be concluded between the supervisor and the doctoral candidate and approved by the competent body responsible for study matters. The contents of the doctoral thesis agreement are listed in the attachment to this Curriculum.

## § 6 Doctoral thesis

(1) Doctoral candidates have to write a doctoral thesis, which serves to demonstrate the candidate's ability to master scientific topics independently (§ 51, section 2, line 13 of the 2002 Universities Act). The doctoral thesis is expected to be of a quality that allows for publication, at least in parts, in accordance with the standards in the field of research.

(2) The publication of partial results of the doctoral project in scientific journals and their presentation at scientific conferences prior to the submission of the doctoral thesis is encouraged.

## § 7 Public defence

Provided that all requirements specified in § 3 (with the exception of section 2 lit. g) have been met and the doctoral thesis has been positively assessed by the assessors, the doctoral candidate has to pass a final oral examination (public defence) in front of an examination committee. This examination consists of the presentation and defence of the scientific work. The composition of the examination board is set out in the provisions of the Statutes of the University of Vienna.

## § 8 Examination regulations

(1) In the field of the doctoral research "Business Informatics" all kinds of courses with- or without continuous assessment of coursework are possible. For all other fields of the doctoral research following courses are to be offered as following types of courses:

- University courses ("Universitätskurse", UK, involving continuous assessment of coursework), especially doctoral courses (DK) serve the acquisition and deepening of methodological and content-focused skills in a field, with a special focus on those skills which are relevant for solving issues in the field of the doctoral research. Student participation in these courses should be high.
- Seminars ("Seminare", SE, with continuous assessment of coursework) serve the discussion of scientific issues. Participants are required to make independent oral or written contributions. Thereby made findings and gained insights are to be presented in a presentation.
- Practical courses ("Praktika", PR, involving continuous assessment of coursework) mainly teach the application of knowledge obtained in the study programme and require participants to independently work on relevant issues.
- Lectures ("Vorlesungen", VO, without continuous assessment of coursework): The contents of these courses are presented in lectures. At the end of the semester, the doctoral candidates' knowledge is tested in a written or oral examination.

- Courses with continuous assessment of coursework, confirming attendance (graded as “attended with/without success”).
- (2) The number of participants in courses with continuous assessment is limited to a maximum number of 15, in the field of doctoral research Business Informatics the limit is 12.
- (3) If the number of registrations exceeds the maximum number of places available on a particular course, the following admission criteria apply: the admission to courses is settled in the manner decided on by the competent body responsible for study matters. For this decision to become effective the competent body responsible for study matters has to announce this procedure in the University Gazette. It is to be noted that the deferral of doctoral candidates in this admission process does not lead to an extension of the study programme duration. If necessary, parallel courses are to be offered.
- (4) Lecturers are authorized to make exceptions for specific courses if the competent body responsible for study matters is in agreement.

## **§ 9 Completion of the doctoral programme**

(1) The doctoral programme is successfully completed if all requirements laid down in § 3, section 2 have been met.

(2) Graduates of the PhD programmes are awarded the degree “Doctor of Philosophy”, abbreviated as “PhD“, graduates of the doctoral programmes are awarded the degree “Doktor/in der Wirtschaftswissenschaften”, in Latin “doctor rerum oeconomicarum”, abbreviated as “Dr.rer.oec.”.

## **§ 10 Entry into force and transitional arrangements**

(1) This Curriculum enters into force on 1 October 1 2009.

(2) Doctoral candidates enrolled in the doctoral programme in Social and Economic Sciences (“Doktoratsstudium der Sozial- und Wirtschaftswissenschaften“), the PhD programme in Economics (“PhD-Studium Volkswirtschaftslehre”), the PhD programme in Finance, the PhD programme in Management or the Abraham Wald doctoral programme in Statistics and Operations Research (“Abraham Wald-Doktoratsstudium aus Statistik und Operations Research”) prior to the entry into force of this Curriculum can voluntarily and at any time accept the provisions of this Curriculum by means of a simple statement. The competent body in charge of study must decide either generally or in each individual case which courses completed and examinations passed can be recognised for this Curriculum.

(3) Doctoral candidates who pursue a degree programme which entered into force prior to this Curriculum are entitled to complete their degree programme by 30 November 2017. If, in the course of study, courses which were originally required in the degree programme are no longer offered, the competent body specified in the organisational regulations of the University of Vienna must decide *ex officio* or at the request of the doctoral candidate which courses and examinations have to be completed and recognised instead and by issuing an official notice.

(4) The amendments to the Curriculum as stated in the University Gazette of 21 June 2010, number 157, edition 29 entered into force as of 1 October 2010.

## **Appendix**

### **Components of the doctoral thesis agreement**

A doctoral thesis agreement includes the following:

1. The doctoral candidate's name, students ID number, date of birth;
2. The supervisors' names;
3. The topic of the doctoral thesis;
4. The curriculum under which the doctoral candidate is studying;
5. The field of doctoral research to which the doctoral thesis pertains;
6. The research proposal, on which the approval is based;
7. The time schedule for the intended doctoral project;
8. The study achievements that need to be completed according to the curriculum;
9. Supervision specifications, in particular with regard to the frequency of feedback meetings between the supervisor and the doctoral candidate;
10. Declaration of commitment of the doctoral candidate to abide by to the rules and regulations of good scientific practice.