

INFORMATION LEAFLET

**PhD Program in Management at the
University of Innsbruck**

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PREFACE

Dear students,

This leaflet should help you organize your PhD studies in Management. It provides information about the general structure of the program, admission, courses, supervision and other topics. The leaflet does not replace other important information sources. In particular, I recommend that you read the [curriculum](#) and consult information on the currently offered courses provided in our [course catalogue](#).

In case you have questions or recommendations after having read this leaflet, do not hesitate to contact me by e-mail: dean-studies-management@uibk.ac.at

With my best wishes for a successful and intellectually stimulating program!

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1. BASIC INFORMATION

The PhD program in Management is a three-year program offered by the School of Management, University of Innsbruck. It covers 180 ECTS, comprising 25 ECTS of compulsory course work, 5 ECTS of professional development, 10 ECTS in the form of a literature review, and 140 ECTS for the PhD thesis including its defense.

The course language is English, but the PhD thesis can be written in either English or German. Each year, around 20-40 students enroll into the program.

Students can enroll into the PhD program at any time during the year. However, courses follow the semester cycle, i.e. they start in early October (winter term) or early March (summer term), respectively.

2. ADMISSION

In order to enroll into the program, students need to file an application with the Admissions Office. Students with a master or diploma degree from our School of Management (e.g. Diploma in International Economics and Business Studies (IWW), Master in Banking and Finance, etc.) will automatically get their application approved. All other applications will be assessed in terms of the qualifications that the applicant acquired in his/her previous degree. In particular, we expect sufficient coverage of management subjects and research-related courses in your qualifying degree. Please reckon with several weeks processing time of your application.

Even though it is not a formal admission requirement to gain the support of a prospective (main) supervisor, we highly recommend that you think about potential supervision arrangements prior to applying. Ideally, you start your PhD studies with a concrete idea of the field in which you want to do your research (e.g. finance, strategic management, marketing, etc.) and with having already liaised with prospective supervisors to see if they would in principle be willing to act as supervisor (subject to your progress in the program, of course).

- ➔ **Filing your application:** <https://www.uibk.ac.at/studium/angebot/phd-phd-program-management/index.html.en>
- ➔ **Getting to know our professors and their research:** <https://www.uibk.ac.at/fakultaeten/betriebswirtschaft/research/index.html.en>

3. MODULES AND COURSES

In addition to the written thesis and its defense, the PhD program consists of 7 “modules”, i.e. 5 compulsory courses as well as 2 other modules.

Order of completing the modules

In principle, it is up to you when you complete which modules. There are no formal prerequisites, except that all modules need to be completed when defending your thesis. However, we recommend that you start with the module “Methodology”, as it introduces you to some fundamental questions in the philosophy of science that will be helpful as an orientation in the beginning of your studies.

If you would like to attend some courses externally - at other higher education institutions in Austria or abroad, or in other PhD programs at our university - please contact the Dean of Studies beforehand to ensure that these modules will be recognized.

Courses

The five courses to attend are:

- Methodology
- Quantitative Research Methods I or II
- Qualitative Research Methods I or II
- The PhD Research Seminar, and
- The (general) PhD Seminar.

The course in **Methodology** provides you with an overview of methodological choices in doing management research. It covers key questions in the philosophy of science and exposes students to different ways of doing research. The course is offered every semester and we recommend that you take it in your first semester.

The courses in **Quantitative and Qualitative Research Methods** deepen your understanding of particular research methods and their application in management research. The courses are offered in two “levels”, with level I offering a broader overview of different methods and level II typically focusing on a smaller subset of methods. While you have to take one course in quantitative and one in qualitative methods, the choice of levels is up to you. It is advisable to talk to your supervisor(s) in order to decide which courses will likely support you best in your research work.

Your knowledge of the subject-matter field of your dissertation will be discussed in two different seminars with different audiences:

The **PhD Research Seminar** is offered by our research centers and exposes you to current research in your field of interest. This may happen in the form of research presentations by faculty or external guests, discussion of research papers, or the like. If you have already decided on your field of research when starting the program (e.g. accounting), then we recommend that you attend the research seminar in this field from the very beginning of your study. If you have not yet made up your mind and need some orientation, you may want to use the first semester to attend different research seminars in order to get a better idea of the field and to establish contact with prospective supervisors.

In contrast, the (general) **PhD Seminar** offers you a possibility to present and discuss your own research in front of faculty and peers. We recommend that you take this course only when you have already defined the focus of your thesis, i.e. when you have crafted at least a proposal for your PhD.

→ Please use the Sowi computer registration to enroll into the above mentioned courses: https://lfuonline.uibk.ac.at/public/lfuonline_spa.home

Appendix 1 gives you an overview of the planned schedule for our courses for the next two years. Please note that this plan might be subject to change.

In addition to the modules that are offered in the form of courses, you have to complete the **Literature Review** module, which involves the presentation and scientific discussion of a written paper about the relevant literature in the field of your dissertation before an examination board. We recommend that you talk to your supervisor(s) in order to decide upon the exact focus of your literature review. Your dissertation should be registered before completion of the literature review.

Regarding the presentation of the literature review, please note the following:

- Go to <https://www.uibk.ac.at/studium/angebot/phd-phd-program-management/index.html.en> - sub-heading "Forms/Formulare" and open the form "Examination board/Prüfungssenat".
- Coordinate the possible structure of the examination board with your main supervisor after you have finished the written paper mentioned above. For the examination board the following rules apply:
 - The examination board has three examiners. Possible examiners include all faculty members of the School of Management with "venia docendi/Habilitation".
 - We recommend choosing the main supervisor as the "chairperson/Vorsitzende/r" of the examination board.
- Complete the form with the members of the examination board, print it out and hand it in at the Examination Department. This completes your registration. The Dean of Studies may intervene if the rules for the composition of the examination board are violated.

The examination board evaluates the quality of the written paper, the presentation and the discussion, grading it with a pass ("participated with success") or a fail ("participated unsuccessfully").

The final module is called **Professional Development**. This offers you the opportunity to widen your theoretical and practical competences and to improve your independent and reflective scientific work. A variety of interdisciplinary options enables you to develop diverse competences from teaching to writing or fields of knowledge ranging from ethics to (gender) equality. There are different possibilities to collect a total of 5 ECTS credits throughout the entire PhD Program:

- The module 'Professional Development' offered by the School of Management (Note: this module is currently not offered).

- Modules in 'Generic Competences' (including "Hochschuldidaktische Basisqualifizierung") offered by the Vice-Rector for Student Affairs and Teaching. Registration is done via lfu:online; grades are automatically forwarded from the Vice-Rector's Office to the Examination Department.
- A combination of two of the following activities:
 - Co-supervision of 10 bachelor theses for 2.5 ECTS credits (can only be used once);
 - 1 semester hour of teaching in the Bachelor Program for 2.5 ECTS credits (can only be used once);
 - Presentation of a "full paper" at a scientific conference for a max. of 2.5 ECTS (can only be used once);
- A combination of some of the above mentioned activities (e.g. one module in Generic Competences à 2.5 ECTS combined with 1 semester hour of teaching à 2.5 ECTS).

Regardless of which combination you choose, the following applies:

- Coordinate the modules you plan to complete with your main supervisor.
- Go to <https://www.uibk.ac.at/studium/angebot/phd-phd-program-management/index.html.en> - sub-heading "Forms/Formulare",
- Open the form "Confirmation about Professional Development/Bestätigung Professionelle Entwicklung".
- List all successfully completed modules /certificates, which together need to result in 5 ECTS credits.
- Attach a supporting document for each activity from above (e.g. list of co-supervised theses; copy of the course catalogue listing your course; acceptance letter/excerpt from the conference program etc.)

Once you have successfully completed the accumulated 5 ECTS credits, ask your main supervisor to confirm the completion of this module by signing the printout of the form. Then hand in the signed form (including attachments) at the Examination Office. The Dean of Studies may intervene if the rules mentioned above are violated.

4. THE DISSERTATION

Dissertation format

The dissertation is the work with which you prove that you have made an original contribution to the respective field of research. Our curriculum allows two formats: a research monograph (i.e. a book) and a collection of papers (i.e. cumulative dissertation). We recommend that you discuss with your supervisor(s) the choice of format. Some supervisors have a strong preference for either one format, or there might be good reasons for choosing one particular format in your case.

Both the research monograph and the cumulative dissertation are ultimately evaluated in the same way, i.e. by two referees who confirm (or not) that you have made an original contribution to your field of research. But while a research monograph is always your individual output, papers in a cumulative dissertation may be co-authored (e.g. with your supervisor or with others). This is also why our curriculum formulates additional requirements regarding the papers (see Appendix 2 for these requirements).

Supervisors

The choice of supervisors is one of the most important steps for you. The supervising team consists of a main supervisor and a second supervisor. Only in exceptional circumstances may it consist only of a main supervisor.

We recommend that you first look for your main supervisor and then, together with him/her, decide on whom to approach as second supervisor. The main supervisor is the person who will guide you throughout your thesis. S/he is the first contact person for you regarding your work.

The main supervisor has to be a faculty member of our school who has the formal qualification to supervise PhD students (i.e. the "habilitation" or an equivalent qualification). The second supervisor also needs such formal qualification but may also come from outside our school (e.g. from another university).

The choice of supervisors is formally completed with the registration of your dissertation (see below). Note that only one of the supervisors can act as referee for your thesis (more on this below).

Registering the dissertation

The registration of the dissertation is an important step, since it documents the mutual commitment of the student and the team of supervisors. Please register your dissertation as soon as you have a good idea as what the topic/title and who your team of supervisors are.

- Use the form "Application of the Dissertation/supplementary sheet 2/Anmeldung der Dissertation/Beilage 2" to be found at <https://www.uibk.ac.at/studium/angebot/phd-phd-program-management/index.html.en>.
- Please be sure to answer the questions as to whether your dissertation requires department resources (apart from office space, computer, etc. when you are employed by us). If yes, please complete the supplementary sheet 2 of the form).
- Hand in the signed form (with/without the second sheet) at the Examination Department and include an extended abstract that outlines your project (3-5 pages). One printout of the abstract suffices.
- If the Dean of Studies does not agree with the supervising team nominated, s/he has to state this formally within one month.
- If your topic changes, your main supervisor will confirm this to the Dean of Studies. If supervisors change, you will have to fill in the form once again.

- The dissertation agreement (electronic version provided by the Examination Department) specifies the topic, length and form of the dissertation, and how the dissertation project is organized including its timeframe.

Submitting the Dissertation

Once you have completed your dissertation, you need to formally submit it. Obviously, the dissertation must already be registered. In addition, you need to present the following documents:

- A completed and signed "Submission of the Dissertation/Einreichung der Dissertation" form, which can be found at: <https://www.uibk.ac.at/studium/angebot/phd-phd-program-management/index.html.en> in the section "Forms/Formulare". This form also requires you to make a suggestion for two referees. The Dean of Studies nominates both referees in accordance with the main supervisor, or may intervene.
- Four copies of the dissertation are required (hardback copies; one copy each is forwarded to the library of the University of Innsbruck and the Austrian National Library and two go to the two referees). In the case of a cumulative dissertation, we recommend that you include the unformatted articles (i.e. papers not in the journal format), indicating in each case the co-authors and the place of publication (if applicable). In the case of a cumulative dissertation, you should include one page detailing all the articles and co-authors, and calculating the points collected with these articles (see Appendix 2).
- A print-out of the form "Registration in the Austrian Dissertation Data Base/Erfassung von Dissertationen in österreichischen Dissertationsdatenbanken"; for details, please see http://www.uibk.ac.at/ulb/literatur_suchen/datenbanken/eingabe_dissertationsdatenbank.html
- PlagScan confirmation; for details, please consult <https://www.uibk.ac.at/fakultaeten-servicestelle/pruefungsreferate/plagiatspruefung.html.en>.

Possible candidates for evaluating the dissertation include professors from the School of Management with a "habilitation" or equivalent qualification. External professors with a "habilitation" or equivalent qualification can also be referees. It is important to note, however, that only one of the supervisors can also act as referee, and that your referees may not be your co-authors when submitting a cumulative thesis. By law, referees are given a maximum of three months to evaluate the dissertation.

If the dissertation has been positively evaluated, the final step is to defend your dissertation in front of an examination board. As a rule, this will include the presentation of the dissertation with reference to the written assessment of the referees and a subsequent discussion. 5 ECTS credits are earned in the course of a public, oral exam before an examination board, which students constitute as follows:

- The examination board consists of three members:

- one member of the team of supervisors, who simultaneously acts as the chairperson of the examination board and
- the two referees of the dissertation.

The possible composition of the board should be coordinated with your main supervisor.

- Access <https://www.uibk.ac.at/studium/angebot/phd-phd-program-management/index.html.en> and open the form "Registration for the Doctoral Thesis Defense/Anmeldung zur Verteidigung der Dissertation (Rigorosum)" in the "Forms/Formulare" section.
- Enter the members of the examination board and contact them to organize a date for the doctoral thesis defense.
- Hand in the completed form to the Examination Department no later than one month before the date of the doctoral thesis defense.

The one-month processing time for the Examination Office is necessary. First, they need to ensure that the evaluations have been submitted and all other modules have been successfully completed. Second, the date of the doctoral thesis defense needs to be made public (announcement displayed at the Examination Department) two weeks in advance and confirmed for the student by e-mail (given that all registration requirements are fulfilled). Please coordinate dates with the evaluators for the written evaluations and thesis defense taking into account the one month before the thesis defense.

After the thesis defense, students need to complete the online form for study-related stays abroad (UStat 2) at the website of Statistics Austria (in accordance with Appendix 2 of the statutes). This supplies important information about student mobility (Please find the pertinent link at <https://www.statistik.at/ustat2/changeLang.do?newLang=en>). Having processed the electronic form, the student will receive a pdf-confirmation which then can be printed out. This printout should be handed in at the Examination Department, which then can provide all documents that officially conclude the program.

Appendix 1:

Planned course offering in the PhD program in Management

	WS17/18	SS18	WS18/19	SS19
Methodology	Becker	Becker & Brandl	Becker & Brandl	Becker & Brandl
PhD research seminar (from the field of the dissertation)	Becker & Pelger Accounting	Strategy	Becker & Jordan Accounting	Strategy
PhD research seminar (from the field of the dissertation)	Dobusch & Weiskopf Org. Studies	Maier & Remus Inf. Systems	Brandl & Dobusch Org. Studies	Maier & Remus Inf. Systems
(General) PhD seminar	Messner & Neumann	Neumann & Piber	Messner & Neumann	Neumann & NN
Quantitative Methods I	-	Maier & Zimmermann	-	Maier & Zimmermann
Quantitative Methods II	Huber & Kirchler	-	Huber & Kirchler	-
Qualitative Methods I	-	Habersam & Piber	-	Habersam & Piber
Qualitative Methods II	Hemetsberger & Rookka	-	Hemetsberger	-

Appendix 2: Requirements for cumulative dissertations

§8 (4) of the curriculum specifies the following:

- The cumulative dissertation consists of a **minimum of three** thematically and/or methodically related **articles**, preceded by a (sole-authored) “synopsis” which positions them in the overall context of the respective field of research and reflects on their relevant methodical and methodological premises and implications.
- At least **one** of the articles has to be **single-authored** by the student.
- At least **one** of the articles has to be **published** (or accepted for publication) when submitting the thesis, in a journal with a minimum of a C rating.
- **Together**, the articles have to account for **at least 3 points**, where points are determined depending on the journal category in which the article is published:
 - o 6 points for a single-authored article in an acknowledged A+ journal in the respective field in effect at the time of finalizing the dissertation agreement;
 - o 4 points for a single-authored article in an acknowledged A journal in the respective field in effect at the time of finalizing the dissertation agreement, four points are awarded;
 - o 2 points for a single-authored article in an acknowledged B journal in the respective field in effect at the time of finalizing the dissertation agreement, two points are awarded;
 - o 1 point for a single-authored article in an acknowledged C journal in the respective field in effect at the time of finalizing the dissertation agreement, one point is awarded.
- If the journal is ranked better at the time of submission of the dissertation than at the time of finalizing the dissertation agreement, the higher ranking shall apply.
- Points for articles written together with **co-authors** are multiplied by the **factor $3/(n+2)$** , where n is the number of authors.
- The **non-published articles** must be “**publishable**”, i.e. they must be of a level of quality equivalent to an acceptable submission to a peer-reviewed journal. If the team of supervisors determines this for an article, [at least] **one point** is to be awarded according to the categories in no. 2. [Note: For a non-submitted paper, the default number of points to be awarded is 1. Only in circumstances where publication in a better-ranked journal is “foreseeable”, more than 1 point can be granted. For instance, if a paper requires only “minor revisions” to be accepted in a B-journal to which it was submitted, then 2 points can be granted etc.]
- According to the publication culture in the field of research of the dissertation, articles published in **proceedings** of an internationally recognized as well as a relevant scientific conference are evaluated according to the same ranking scheme as journals. [Note: This applies to conference proceedings which feature in an acknowledged journal ranking. Most conference proceedings (e.g. AOM proceedings, etc.) will not fall into this category.]

Example:

The student has three articles:

- one is co-authored with her supervisor and accepted for publication in a B-journal
- one is co-authored with a colleague and not published (but deemed publishable)
- one is single-authored and not published (but deemed publishable)

Accordingly, the following points are granted:

- 1.5 points for the first article
- 0.75 points for the second article
- 1 point for the third article

Journal rankings:

To establish whether a journal is to be ranked A+, A, B, or C, we apply the same guidelines as for our habilitation and tenure track procedures:

- The journal needs to be either ranked according to its ranking in the most recent VHB journal ranking (Jourqual) or listed by SSCI/SCI.
- If a journal features in both the VHB list and the SSCI/SCI, then the better ranking of the two applies.
- VHB: Letters can be directly obtained from the Jourqual ranking.
- SSCI/SCI: The journal is ranked according to its 5-year impact factor (SSCI or SCI) average percentile in the most relevant category:
 - o Business
 - o Business, Finance
 - o Economics
 - o Information Science
 - o Management
 - o Computer Science, Information Systems
 - o Operations Research & Management Science
- The following comparison thereby applies:

VHB Jourqual	SSCI/SCI
A+	Top 10%
A	>10%-40%
B	>40%-70%
C	>70%-90%

- If a journal only has a 1-year impact factor, then the respective ranking for 1-year impact factors applies.