



GSEFM Ph.D. Programs Orientation for Third and Following Years in the Programs Academic Year 2020/21



November 2020

Outline of Today's Orientation

- Studying at GSEFM: Reminder About the Big Picture
- Studying at GSEFM during the COVID-19 Pandemic
- Expectations for Third and Following Years of Studies
- Key Elements of "Prüfungsordnung" (Rules and Policies) for Third and Following Years of Studies
- Offerings of the Goethe Graduate Academy (GRADE)
- Reminder About Contacts at GSEFM

Studying at GSEFM: Reminder About the Big Picture

- ❑ GSEFM aims to engage program participants in substantive research in economics and business of relevance to society as a whole.
- ❑ Faculty members at GSEFM want program participants to be successful in contributing to the research at Goethe University Frankfurt, Johannes Gutenberg University Mainz and/or Technische Universität Darmstadt.
- ❑ The reward looming upon graduation: A research-oriented career, whether in academia or in research-based public or private sector institutions.
- ❑ All this requires that GSEFM imposes high standards, and much is expected from program participants. [Various of the rules and policies covered today, though, are due to legal mandates imposed by the state and/or university at large.]



Studying at GSEFM During the COVID-19 Pandemic

- ❑ GSEFM during the pandemic is constrained by decisions of the Executive Board of Goethe University. The executive Board communicates its decisions under <http://www.goethe-university-frankfurt.de/86886482>
- ❑ Caveat: Decisions concerning rules and policies of the MSQ and Ph.D. programs will be communicated by GSEFM directly (only).
- ❑ GSEFM understands that program participants would like to plan ahead. In the current situation, it will be unavoidable, though, that many decisions will have to be communicated at shorter notice. Please keep in mind that this will not be by choice and please bear with us and the university at large.



Expectations for Third and Following Years in the GSEFM Ph.D. Programs

☐ Third Year:

- Left-Overs: Complete the Ph.D. specialization courses and seminars, if either requirement was not completed in the second year (recall that this will also guarantee completion of corresponding MSQ program requirements). For MSQ: Complete Master thesis if it was not completed in the second year.
- Core: Regularly consult with doctoral thesis advisor about third-year research paper and complete third-year research paper. Participate in workshops (brown-bag series and "Kolloquien").

Expectations for Third and Following Years in the GSEFM Ph.D. Programs (Continued)

□ By Fifth (?) Year:

- Complete doctoral thesis research.
- Complete independent studies course.
- Complete job market course. Participate in job market and secure a job.
- Submit doctoral thesis. Defend doctoral thesis.

Details of Rules for Third (and Following) Years in the Ph.D. Programs: Disclaimer

This set of slides features a selective summary of key points of the Ph.D. "Prüfungsordnung" that is posted on the GSEFM website:

http://gsefm.eu/fileadmin/user_upload/dateien_abteilungen/abt_gsefm/Regeln_und_Rechtliches/2016_PhD.pdf

and

http://gsefm.eu/fileadmin/user_upload/dateien_abteilungen/abt_gsefm/Regeln_und_Rechtliches/MSQ_PhD-Rules-SoSe20.pdf

These latter documents are the only legally binding documents. In case of doubt about any of the rules, consult with the GSEFM Office of Academic Records. **Note:** The following slides only apply for program participants who were enrolled with full-time student status in Sommersemester 2020.

Details of Rules for Third and Following Years in the Ph.D. Programs: Re-Takes

- ❑ All specialization courses and seminars must be passed latest in the third attempt and latest by the end of the *seventh* semester. Otherwise, a student must leave the Ph.D. program, without possibility of re-instatement. Subject to the *seven* semesters time limit, a failed specialization course or seminar may be re-taken in its entirety.
- ❑ The third-year research paper requirement must be passed latest in the second attempt and latest by the end of the *seventh* semester. Otherwise, a student must leave the Ph.D. program, without possibility of re-instatement.



Details of Rules for Third and Following Years in the Ph.D. Programs: Re-Takes (Continued)

- ❑ The independent studies and job market preparation courses must be passed latest in the third attempt and latest by the end of the *seventeenth* semester. Otherwise, a student must leave the Ph.D. program, without possibility of re-instatement. Subject to the *seventeen* semesters time limit, a failed independent studies or job market preparation course may be re-taken in its entirety.
- ❑ The doctoral thesis defense must be passed latest in the second attempt. The second attempt will need to occur within a period of twelve months of the first attempt and must occur latest by the end of the *seventeenth* semester. If the doctoral thesis defense is not passed in the second attempt, a student must leave the Ph.D. program, without possibility of re-instatement.

Details of Rules for Rules for Third and Following Years in the Ph.D. Programs: Doctoral Thesis Advisor

- ❑ The doctoral thesis advisor may be changed (when accepting funding from a faculty member, it should be inquired, though, what the faculty member's expectations are concerning doctoral dissertation supervision, and it is expected that agreements made in this context are honored). When changes occur, it remains recommended that the doctoral thesis advisor is a Professor (or Juniorprofessor) at one of the GSEFM Faculties. Formally, it is also acceptable if he/she is a Professor Emeritus or a Privatdozent at one of the GSEFM Faculties.
- ❑ The doctoral thesis advisor at the end of every Sommersemester from the third year of studies onwards must evaluate a doctoral thesis progress report - see the joint GRADE/GSEFM form on the GSEFM website. The evaluation must rate the doctoral thesis progress as satisfactory. Otherwise, satisfactory progress must be re-established within six months. If after six months still no satisfactory progress is made, the GSEFM Board of Examiners will decide whether a student must leave the Ph.D. program.

Details of Rules for Rules for Third and Following Years in the Ph.D. Programs: Doctoral Thesis Advisor (Continued)

- It is recommended to consult with the primary doctoral thesis advisor about the secondary doctoral thesis advisor at an early stage of the doctoral thesis research, and to regularly talk with the secondary doctoral thesis advisor also.



Details of Rules for Rules for Third and Following Years in the Ph.D. Program: Third-Year Research Paper

- ❑ The third-year research paper should be written in close consultation with the doctoral thesis advisor. Timing needs to keep in mind that if there was a need for a second attempt, this must be passed by the end of the *seventh* semester.
- ❑ The grading scale for the third-year research paper ranges from 1.0 (best grade) to 5.0 (worst grade). The minimum passing grade is 2.3.
- ❑ The third-year research paper may be co-authored, but it is essential to discuss and clear any co-authorships with the doctoral thesis advisor prior to starting work on the paper.
- ❑ The third-year research paper cannot be identical to the Master thesis, but may be a suitable extension of the Master thesis. It is essential to discuss this issue with the doctoral thesis advisor prior to starting work on the paper.
- ❑ The third-year research paper may later, possibly after suitable revision and extension, become part of the doctoral thesis.

Details of Rules for Rules for Third and Following Years in the Ph.D. Programs: Independent Studies Course

- The independent studies course is designed to help with developing teaching and presentation skills.
- Part of the independent studies course is an assignment to either teach a course involving at least one semester hour ("1 SWS") independently (one example of such courses are the MSQ/Ph.D. program pre-semester courses) or serve as a teaching assistant for a course in one of the GSEFM Faculties involving at least bi-weekly 90 minutes classes (either discussion sessions or tutorials) taught by the teaching assistant.
- The independent studies course may be completed with the doctoral thesis advisor, but also with any other GSEFM faculty member.
- The independent studies course is graded on a pass/fail basis.

Details of Rules for Rules for Third and Following Years in the Ph.D. Programs: Job Market Preparation Course

- ❑ The job market preparation course is designed to help with applications on the international job markets.
- ❑ Outside of North America, non-trivial share of hiring for positions in academia and policy oriented institutions still taking place in idiosyncratic manner (including timing). Nonetheless: key role of job market associated with annual Allied Social Science Association (ASSA) Meetings; more recent developments: European (EEA) and Chinese (CICE) Job Markets.
- ❑ Typical calendar: GSEFM information session during Sommersemester; job market course presentations at beginning of Wintersemester; EEA (CICE/ASSA) job market application packages to be sent out by end of October (middle of November/U.S. Thanksgiving); EEA (CICE/ASSA) meetings at beginning of December (in middle of December/at beginning of January); visits with potential employers between January and March.

Details of Rules for Rules for Second and Following Years in the Ph.D. Programs: Job Market Preparation Course (Continued)

- ❑ Minimum prerequisite for participation in job market: one polished paper (ideally single authored). Key to job market success are a strong job market paper, a strong overall portfolio of completed and intended research, and strong interviewing and presentation skills.
- ❑ The job market preparation course is graded on a pass/fail basis.

Details of Rules for Rules for Third and Following Years in the Ph.D. Programs: Doctoral Thesis Regulations

- ❑ The doctoral thesis committee consists of the primary doctoral thesis advisor, a secondary doctoral thesis advisor, as well as two additional (GSEFM) faculty members for the oral defense.
 - At least one committee member must be from "econometrics, macroeconomics or microeconomics", and at least one committee member must be from "finance, management or marketing".
 - The doctoral thesis committee will need to comprise faculty members from at least two of the GSEFM Faculties.
 - There is a possibility to involve non-GSEFM faculty members in the thesis committee. If this option is supported by the primary doctoral thesis advisor, consult with the GSEFM Office of Academic Records for details.



Details of Rules for Rules for Third and Following Years in the Ph.D. Programs: Doctoral Thesis Regulations (Continued)

- ❑ The doctoral thesis is cumulative, made up of individual research papers (plus an overall summary).
 - Each paper counts for $1/N$ points, with N being the number of authors of the paper.
 - All papers together must add up to least two points, with the additional restrictions that (i) at least one chapter must be single-authored, and (ii) at most one paper may have appeared in the doctoral thesis of another student.

Details of Rules for Rules for Third and Following Years in the Ph.D. Programs: Doctoral Thesis Regulations (Continued)

- ❑ Timeline issues: The GSEFM Board of Examiners reviews proposals for doctoral thesis committees once a month. To be included in that month's review, a proposal will need to be submitted by the 10th of the month. If the thesis committee is approved (typically by the end of the month), the members of the thesis committee will then receive the doctoral thesis for review. The thesis reports by the primary and secondary thesis advisors must be submitted to the GSEFM Office of Academic Records two weeks prior to the oral defense; when scheduling the oral defense, these constraints need to be taken into account.
- ❑ The grading scale for the doctoral thesis ranges from summa cum laude (0) to non rite (4). The minimum passing grade is rite (3).

Offerings of the Goethe Graduate Academy (GRADE)

- ❑ All third- and higher-year Ph.D. students are expected to continue as a member of GRADE. There is no minimum number of GRADE workshops and short courses that would need to be completed, though.
- ❑ GRADE offers a range of "transferable skills" workshops and short courses (related, for example, to communicative competence, organizational proficiency, and the writing of papers and grant applications).
- ❑ GRADE also offers language courses and a language service for English-language manuscripts.
- ❑ GRADE membership gives access to numerous opportunities. However, during the second year of studies, academic focus should remain on the Ph.D. program courses.



Contacts at GSEFM

- ❑ All questions related to individual courses should be addressed to the faculty member(s) teaching the course in question.
- ❑ Academic questions not specific to individual courses should be addressed to the Program Director in question (Finance: Prof. Kraft; and Marketing: Prof. Wies) and the GSEFM Dean (Prof. Binder, also for questions regarding the Economics program).
- ❑ For all questions directed at faculty members: Please make use of office hours and keep e-mail to an unavoidable minimum.
- ❑ Questions related to general rules of studying at GSEFM and academic records should be addressed to GSEFM's Office of Academic Records. Please be aware of capacity constraints.
- ❑ Questions related to issues of non-academic support for studies at GSEFM should be addressed to GSEFM's Office of Student Services. Please be aware of capacity constraints.
- ❑ It remains advisable to select two representatives to facilitate joint communication with faculty members and GSEFM.

