



## **Ph.D. Programme for the Doctoral Degree (Dr. rer. agr.)**

### **Guidelines (GDL) Applied by the Division of Resource Economics (RESS) in the Department of Agricultural Economics (AgEcon)**

#### **1 Admission Procedure**

Doctoral Students must fulfil the requirements described in the “Rules of the Doctoral Programme”, called “Promotionsordnung”, of the Faculty of Agriculture and Horticulture<sup>1</sup>. They will be accepted as doctoral students on the basis of a selection procedure that is considered adequate and feasible by the Supervisory Committee. Usually to become a doctoral student at RESS one has to<sup>2</sup>:

1. Provide documents: CV, University Degree, Diploma Supplements, Transcripts of Records, reference letters from professors or employers, list of publications, copy of master thesis
2. Have an average grade in the previous academic degree of at least 2.5 in the German grading system. For foreign academic degrees this has to be confirmed by grade conversion<sup>3</sup>
3. Show his or her language capabilities, in particular in English, maybe also in German
4. Submit a preliminary project proposal: problem statement, research questions, a tentative outline of the analytical framework and theoretical and methodological approaches<sup>4</sup>
5. Discuss plans as regards the funding of both the student’s livelihood and research work
6. Undergo a selection interview with one or more members of the Supervisory Committee.

For the Supervisory Committee the purpose of this procedure, in particular the selection interview, is to get to know the student, his/her project ideas, relevant academic capacities and other professional abilities, language skills, and both study and work experience. Applicants, who do not have sufficient language skills for reading scientific literature, communicate on conferences, and to write both journal articles and the final dissertation to be published in English or German cannot be accepted.

The Supervisory Committee<sup>5</sup> (SC) will consist of the first supervisor<sup>6</sup> and potentially comprises the second supervisor and additional co-advisor(s)<sup>7</sup> - who will usually also review the completed

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<sup>1</sup> The “Promotionsordnung” can be found on the following website: <http://www.agrar.hu-berlin.de/studium>

<sup>2</sup> All guidelines, forms and instructions regarding the Ph.D. programme can be found on drive P of the Division of Resource Economics: p:\Wisola\RESS\allgem\TSP

<sup>3</sup> Contact for grade conversion Elke Nürck ([elke.nuerck.2@uv.hu-berlin.de](mailto:elke.nuerck.2@uv.hu-berlin.de), phone ++49(0)30-2093-2627

<sup>4</sup> Instructions regarding the Structure of Ph.D. Proposals are available in the Division of Resource Economics

<sup>5</sup> The Supervisory Committee has to follow the rules of the „Promotionsordnung“. If the Ph.D. student is integrated in a Graduate School or Doctoral School, these may have additional rules to be complied with.

<sup>6</sup> The first supervisor has the status of a professor, or passed the German “Habilitation”, and has the principal supervisory responsibility. The first and the second supervisors and the co-advisor(s), will be

dissertation<sup>8</sup> - and potentially a daily supervisor<sup>9, 10</sup>. The Ph.D. student will have the opportunity to familiarize himself or herself with the requirements and procedures to successfully obtain of a Doctoral Degree in RESS and AgEcon. In cases where students cannot physically attend such an interview, alternative ways will be sought to guarantee similar selection standards.

Furthermore, for being accepted as a doctoral student, he or she has to be officially enrolled at Humboldt University and accepted by the Faculty of Agriculture and Horticulture, i.e. the Doctoral Committee and the Faculty Council. To this end, he or she has to submit two additional separate forms: a) they have to fill in an application form for "Admission as a Doctoral Candidate" (ADC – German "Begleitbogen") and must separately provide the data required by the Faculty Council to enrol a doctoral student<sup>11</sup>; b) the doctoral candidate and his or her first supervisor have to sign an Agreement on Supervision of Doctoral Candidate (ASDC) together with a preliminary list of Ph.D. training courses worth at least 18 credits. Formal enrolment of the student depends on the decisions of the Doctoral Committee of the Faculty and the Faculty Council<sup>12</sup>.

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among the members of the Ph.D. committee (that evaluates the finalized thesis and the thesis defence) who deliver "review reports" ("Gutachten") about the dissertation.

<sup>7</sup> Co-advisors hold at least a doctorate. As members of the Ph.D. committee, they review the finalised thesis and take part in the thesis defence.

<sup>8</sup> The first reviewer of the completed dissertation has to be a Professor or a Faculty member with "Habilitation" from the Faculty of Agriculture and Horticulture (internal affiliation). The second reviewer should be a Professor, a Faculty member holding a "Habilitation" or an experienced researcher or expert holding at least a doctorate, either from the Faculty of Agriculture and Horticulture or from other faculties of Humboldt University, or from other universities or research institutes (external affiliation). If the second reviewer is a member of the Faculty of Agriculture and Horticulture, the Faculty Council recommends adding a third reviewer with an external affiliation. The names of the second and third reviewers should not be announced to the Faculty Council before the finalized dissertation is submitted. The Supervision Agreement, which must be submitted to the Faculty Council together with the application for Admission as a Doctoral Candidate at the beginning of the dissertation project, needs only to be signed by the first supervisor.

<sup>9</sup> Daily supervisors should hold a doctorate and they may at the same time be co-advisors. They provide continuous supervision and are in regular contact with the student with regard to work matters..

<sup>10</sup> The Supervisor can take on the task of daily supervisor himself, and it can be agreed that no co-supervisors are necessary to be selected at the moment for preparing participation in the doctoral programme. As the Supervision Agreement needs to be signed only by the first supervisor, the second supervisor, additional co-advisors and a daily supervisor may be identified later, but this should happen within the first year.

<sup>11</sup> Fill in "Begleitbogen" in German or English: title of the thesis and research outline (1.5-3 pages), (short) work programme and time table, curriculum vitae with special regard to scientific background, statement that no Ph.D. thesis was submitted elsewhere, attach list of own publications, certified copy of the Master degree.

<sup>12</sup> For further information contact Mrs. S. Heilmann (s.heilmann@agrار.hu-berlin.de, phone ++49(0)30-2093-6305) or Mrs. B. Stammann (brigitte.stammann@agrار.hu-berlin.de, phone ++49(0)30-2093-9008).

## 2 Training and Supervision Plan (TSP) and Monitoring Form (MF)

Once a doctoral student is accepted at RESS, he/she has the responsibility to fill in the Training and Supervision Plan (TSP) at the end of a first period of engagement with his/her study with a preliminary Ph.D. proposal annexed which follows the structure of Ph.D. proposals. Content of the TSP and the annexed Ph.D. proposal is subsequently agreed with the Supervisory Committee:

The Agreement on Supervision as Doctoral Student (ASDC) and, in more detail, the Training and Supervision Plan (TSP) establish mutual rights and duties of the doctoral student and the supervisors. As the doctoral education advances, the student complements the TSP with the Monitoring Form (MF) which updates the progress of the project, first after year 1, then every six months. After the doctoral student has spent one year in the doctoral programme, the Supervisory Committee will check whether he or she has the potential to be successful in completing his or her Ph.D. If this is considered unlikely, the supervisors will discuss this with the doctoral student and then decide whether or not his or her participation in the doctoral programme will be cancelled. Main criteria are whether the doctoral candidate has set up a substantiated Ph.D. concept including the research questions and an analytical framework, become sufficiently familiar with basic relevant literature and developed at least preliminary versions of the theoretical approach and empirical methodology. The course plan, publication strategy and language or writing skills are also taken into account.

### Training and Supervision Plan (TSP) and Monitoring Form (MF) Schedule at RESS - Time schedule after the start of the Ph.D. project, and assuming a full work week

Time	Activity
First month	Following the specific selection procedure, the TSP Form (Training and Supervision Plan Form) is given to the doctoral student with advice on how to fill it in. Advice is provided on the Ph.D. project, planning of courses and who potentially can be involved as co-advisors and daily supervisor.
Latest after 6 months	Approval of TSP (Training and Supervision Plan) together with the Ph.D. proposal by the Supervisory Committee – subsequently, by submitting the application form for “Admission as a Doctoral Candidate” (ADC - Begleitbogen) and the signed Agreement on Supervision of Doctoral Candidate (ASDC) with a preliminary list of Ph.D. training courses worth at least 18 credits, the relevant content of the TSP is provided to the Faculty’s Doctoral Committee and the Faculty Council for approval and enrolment of the Ph.D. student in the Faculty. <sup>13</sup>
12 months	Draft first version of Monitoring Form (MF) with course and publication plans, first thesis outline and prospective time schedule. Evaluation of first ‘year’; circulation among / approval by supervisors; filing in Ph.D. folder <sup>13</sup> . <i>Decision on whether successful completion of the Ph.D. is likely or not jointly by Supervisory Committee and Ph.D. student !</i>
<b>One-year Threshold</b>	
18 months	Update of MF, and if necessary, Ph.D. proposal, thesis outline, course / publication plans, schedule (and ASDC, if necessary); circulation among /approval by supervisors; filing in Ph.D. folder. <sup>13</sup>
24 months	Final TSP submitted. If necessary, add a revised / finalised Ph.D. proposal, thesis outline, course and publication plans and time schedule – update MF (and ASDC, if necessary), circulation among / approval by supervisors ; filing in Ph.D. folder. <sup>13</sup>

<sup>13</sup> Please, also send the documents and information to Sigrid Heilmann (s.heilmann@agrار.hu-berlin.de) and cc to Renate Judis (renate.judis@agrار.hu-berlin.de – for RESS Ph.D. students in general) or to Dimitrios Zikos (dimitrios.zikos@agrار.hu-berlin.de – for Ph.D. students which are part of the Megacities project) informing them about the forms you submitted and the date of submission.

30 months	Update of MF and, if necessary, Ph.D. proposal, thesis outline (and ASDC, if necessary), circulation among / approval by supervisors / filing in Ph.D. folder. Attention should be paid to how to finish the thesis in time; add a 'finalisation time schedule' (specifying time for write-up, comments by supervisors, revisions, planned date of submission, planned timing of examination). <sup>13</sup>
36 months	If Ph.D. is not finalised, update of MF, 'finalisation time schedule' (and ASDC, if necessary), circulation among / approval by supervisors; filing in Ph.D. folder. <sup>13</sup>
Thereafter - every six months	If Ph.D. is not finalised, update of MF, 'finalisation time schedule' (and ASDC, if necessary), until completion of Ph.D., in exceptional cases further updates of TSPs - circulation among / approval by supervisors; filing in Ph.D. folder <sup>13</sup>
At the end of the doctorate	Complete dissertation, submit draft to Supervisory Committee, receive and implement recommended corrections and revisions, submit to Doctoral Committee and Faculty Council, prepare defence and finally publish dissertation. Do not forget filing in the last steps and documents in Ph.D. folder. <sup>13</sup>

First after year 1, then every six months, the MF and, if necessary, the Ph.D. proposal and the thesis outline and maybe also the ASDC need to be updated regularly. After two years into the doctorate, the TSP itself is updated taking on board potential changes in the project that have been agreed upon in the meantime (see TSP and MF schedule at RESS). It is the aim of the TSP, MF and regularly updated Ph.D. structure to keep track of the progress of a doctoral student as well as it is to structure the relation between the student and the supervisors and to make it transparent. It is the responsibility of the doctoral student to fulfil the TSP and MF schedule and to agree their contents with the supervisors. A hardcopy of the ASDC, TSP and all MFs including all versions of the Ph.D. proposal (as well as all other documents relevant for the doctoral programme) is to be kept in the Doctoral Project folder (Ph.D. file) in the secretariat of the Division. Please make sure your Ph.D. file is always up to date and contains all important documents until the very end of your Ph.D.

### 3 Research Colloquium (FOKO) and Study Programme (Promotionskolleg)

Doctoral students at the Division of Resource Economics have to participate in the Research Colloquium (Forschungskolloquium – FOKO) and give FOKO presentations 1-2 times every 12 months depending on the progress of their work. Engagement into the FOKO is to follow the guidelines provided by the person in charge of organising the seminar. To situate the FOKO presentation in relation to the overall Ph.D. project the student should briefly position it in relation to the TSP/MF. It is the student's responsibility to agree a date for presentation with organiser of the FOKO. Furthermore, they have to make sure that the supervisors are able to attend the respective seminar.

Doctoral students attend three types of courses: (1) Language courses in English (compulsory, if necessary due to language problems) and in German (recommended), (2) master courses for completing or extending their knowledge if this is necessary or useful for successfully completing their Ph.D., and (3) a Doctoral Study Programme at least worth 30 credit points<sup>14</sup>.

Language problems must be solved as soon as possible by the doctoral students for being able to involve themselves properly into research and communication. As the doctoral students have got their training as a master student at different universities (in Germany or abroad), there may be subjects which are relevant for their Ph.D. but have not been part of their

<sup>14</sup> When signing the Agreement on Supervision of Doctoral Candidate (ASDC), in order to be admitted by the Faculty, a preliminary list of Ph.D. training courses worth at least 18 credits has to be attached. As a requirement by the Division of Resource Economics, until the end of the Ph.D., at least 30 credits have to be earned in total according to the rules of the "Promotionskolleg Agrarökonomik" ("Doctoral Certificate Programme in Agricultural Economics"; see [www.agraroeconomik.de](http://www.agraroeconomik.de)).

former training. In such cases it is strongly recommended to make use of teaching modules offered by the Faculty of Agriculture and Horticulture or other Faculties of Humboldt University, or in other Universities in or close to Berlin. In particular, Ph.D. students should be familiar with environmental and resource economics, and institutional economics and political economy, specific empirical methodologies and transferable skills. Those Ph.D. students who do not have a sufficient background in these knowledge areas should attend appropriate master courses, if possible already at the very beginning of their doctoral studies. As a rule, passing the exams for the selected modules is mandatory. In such cases the collection of the corresponding credit points by fulfilling all course requirements is a precondition for completing the Ph.D. Exceptions for courses selected from the obligation to pass exams and collecting credit points can be approved by the Supervisory Committee, depending on the specificities of each Ph.D. project.

For the Doctoral Study Programme, the Division of Resource Economics has adopted the rules and structure of the "Promotionskolleg Agrarökonomik" ([www.agraroekonomik.de](http://www.agraroekonomik.de)) which is a "Doctoral Certificate Programme in Agricultural Economics". The programme has three main training areas: "Theory and Methodology", "Transferable Skills" ("soft skills") and "Research Colloquium (FOKO)". The area "Theory and Methodology" includes three sub-areas "Theory", "Empirics" and "Thematic Priorities" ("focus topics"). In total the modules selected from these areas must account for a minimum of 30 credit points (CP). One CP corresponds to a work load of 30 hours for Ph.D. students, ten of which are contact hours with the lecturer. A one-week block module is worth 3 CP, a two-week block module 6 CP. A minimum of 18 CP must be collected in the training area "Theory and Methodology" (at least 6 CP each in the sub-areas "Theory" and "Empirics"), 6 CP in Transferable Skills ("soft skills") and 6 CP by attending the Research Colloquium (FOKO).

The Ph.D. students can choose modules only from the "Promotionskolleg Agrarökonomik", but may also replace them by other Ph.D. courses from Humboldt University or other universities, if appropriate. Upon prior agreement, they may also participate in another Graduate School or Doctoral School following similar rules. The course programme is intended to be tailored to the discipline, the prior training of the doctoral candidate and the requirements of the particular Ph.D. project. In this way, the course plans may be adapted to individual needs resulting from the Ph.D. student's research topic. In any case, the Ph.D. modules offered by the Division of Resource Economics should be taken. Ph.D. students are encouraged to participate in training workshops and summer schools offered by other universities in Germany and abroad. Details of the individual training concept will be coordinated, monitored and documented in accordance with the GDL, TSP and MF.

One or two times per year a meeting of the Ph.D. student and the Supervisors should be organised for two main purposes: first, to draw conclusions from the FOKO seminar and agree further steps; secondly, to discuss the TSP and MF. This meeting can be within two weeks after the FOKO seminar or during the Doctoral Students Consultancy Weeks which takes place twice a year.