



## Application

### Cooperative Doctorate Programme

Dear Sir or Madam,

thank you for your continuing interest in our cooperative doctoral programme of the Claussen-Simon Graduate Centre at HSBA. We ask you to provide the following documents – compiled in a single PDF file (max. 10 MB) – by mail to **franziska.buttler@hsba.de**.

We then will review your application. Please be aware, that the selection procedure can take up to four weeks and that we cannot give you any information on it in the meantime. As soon as we have reached a decision, we will get in touch with you.

With best regards  
Claussen-Simon Graduate Center  
at HSBA Hamburg School of Business Administration

### Application documents

To apply for the Programme you will need to hand in the following documents:

1. Letter of motivation (max. 1 page)
2. CV (max. 2 pages)
  - a. Personal data
  - b. Academic (incl. ECTS) and secondary education
  - c. Professional career
  - d. Language skills (classified according to CEF: A1-C2)
  - e. Computer skills
  - f. Social engagement, hobbies
3. Proof of third level qualification
  - a. Copies of 1st and 2nd degree certificates (grades of single courses must be listed)
  - b. Diploma supplement or explanatory notes
  - c. Proof of a vocational education qualification (if applicable)
4. Proof of good English skills

level C1/C2, substantiated by IELTS, TOEFL IBT, Cambridge Certificate or Pearson's Test

5. Academic reference

6. Reference of current employer

7. Confirmation of job exemption

A written statement by the employer that the doctoral student will be granted an average of 20 hours per week to work on the doctoral topic for the duration of his/her time at the Graduate Centre

8. Application checklist

9. Presentation of your research project according to the following outline (approx. 5 pages):

1. Working Title
2. Problem statement
  - 2.1. The scientific focus of the work
  - 2.2. Current state of research
  - 2.3. research questions
3. Methods
  - 3.1. In case of empirical work, the proposed research design and empirical methods
  - 3.2. In case of theoretical work, a sketch of the theoretical approach
4. Expected scientific contribution and a possible impact for practice
5. Research schedule
6. Literature