

**Steinbeis Transfer Institute: PKP – Project Competence Doctorate (STI PKP)****Berlin**

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## PKP Information sheet

### 1 Admission requirements in adherence to the regulations of the doctoral programme (“PRO”)

- 1.1 A completed masters degree (University of Applied Sciences, University, College of Higher Education) or a comparable degree as part of a diploma (University of Applied Sciences, University, College of Higher Education) in the field of Business Administration or Business and Engineering with above average academic performance. Prior to the masters degree, a bachelor or diploma degree must have been successfully completed and this degree must be state-approved in the land of origin.
- 1.2 A position at a company or other organization
- 1.3 An approved research project
- 1.4 A successfully completed admission interview

### 2 Application

- 2.1 Candidates who have fulfilled all admission requirements in adherence to items 1.1 and 1.2 and wish to qualify for a PhD at Steinbeis University Berlin (SHB) must conduct their research for the company as a business project. This is documented in a Research Project Specification List which defines the research objectives as well as budgets and schedules – in keeping with planned milestones – and the envisaged supervisor at the candidate’s company and SHB.
- 2.2 Application documents:
  - Application form
  - Curriculum Vitae
  - Certified copy of a certificate of qualification for university matriculation (proving that you are permitted to study)
  - Certified copies of university degree (certificates and testimonials)
  - Declaration of any previous PhD applications (when, which field/department, subject)
  - An original, up-to-date “certificate of good conduct” in adherence to the German Federal Central Register Law (or equivalent documented proof)
  - Research project concept
  - Evidence of ability to apply research methodology
- 2.3 Applications should be submitted first to a Steinbeis Transfer Institute (STI) relating to the topic. The STI will then decide whether it is interested in supervising the research project. If it is not, please contact us directly. If the STI is interested in your project, it will work with you and your company on the definition of

your project, resulting in a formal research contract, a research project specification list and an assessment issued by an approved SHB tutor. The assessment also contains recommendations for the supervisors (SHB and company) and the people who will appraise the dissertation (SHB professor with habilitation, professor with habilitation from another academic scientific university).

- 2.4 The STI submits applications and the assessment to us. The Board of Examiners (German: “PAS”) at our Institute decides whether to approve the application. If your application is turned down you will hear from us directly. If it is accepted the PAS will organize an admission interview (confirming date and examiner).

### 3 Admission

- 3.1 On successful completion of the admission interview, fulfillment of all admission requirements and signing of the PhD agreement, candidates are admitted by our Institute. At this point, the Project Competence Doctorate (PKP) commences, lasting at least three years.
- 3.2 The PhD agreement defines the formal process for the PKP (project colloquia, examinations, dissertation). By approving it the candidate agrees, among other things, to adhere to the fundamentals of good scientific practice.

### 4 PKP

- 4.1 Independent of the formal milestones (project colloquia), during the PhD, students discuss project progress directly with the research project supervisors.
- 4.2 Six project colloquia will be organized by our Institute for formally monitoring project progress.

### 5 The regulations for the doctoral programme (“PRO”) constitute the formal basis of agreement