

## Guideline for the preparation of the exposé for doctoral admission

### 1. Background

The exposé should primarily help the doctoral candidates to plan, structure and think through the dissertation project. It can be a helpful exercise to convince others regarding the relevance of the topic, research interest, and your own expertise. In this case, the target group is the interdisciplinary Doctoral Examination Board. After successful admission, the exposé can serve as an initial orientation and promote a quick start of the research work.

It should not be forgotten that the exposé is a snapshot, as methods, timing, and research questions may change during the course of processing.

### 2. Requirements for the exposé

#### a. Formal requirements

The formal requirements are defined by § 3 (2) 2. of the doctoral regulations.

Scope: Cover sheet, five text pages with max. 12,000 characters (incl. spaces), plus bibliography

Outline:

- *Cover sheet* with thesis topic, name, name of supervising professor, date, contact details (email address)
- *Introduction & context* - Information on the scientific background and connection to the HCU (internal or external doctorate, possibly integration in ongoing third-party funded projects, own expertise, etc.) as well as, if required, to the personal scientific interest
- *State of research* - Explanations of the presumed need for research based on relevant and meaningful literature sources.
- *Scientific interest and research questions* - Justifications of the research question and the scientific knowledge objectives
- *Methodological approach*
- *Detailed time planning* (Note: The duration does not necessarily have to match the duration specified in the doctoral regulations, but deviations should be explained)
- *Bibliography*

Note: To simplify navigation in the document, page numbers are recommended.

#### b. Content requirements

The exposé should present that the candidate

- has a good insight into the topic and the relevant literature, both qualitatively and quantitatively. Prior experience and research, as well as relevant publications already done by the author should be mentioned.
- has captured the state of the art in research - this should be referenced in the text with regard to relevant literature, according to scientific standards.
- can convincingly present the research gap and research questions, even to persons outside the discipline; specific technical terms should be explained.

- has a good overview of the necessary methods and their application. From experience, this part of the exposé is discussed most intensively in the Doctoral Examination Board meeting and should be formulated and executed in a comprehensible manner across disciplines.
- planned the data, materials and equipment (laboratories, workshops, equipment) required for processing and checked their availability in advance.
- presented a comprehensible schedule that also takes into account possible iterations.

### 3. Process

- It is expected that the exposé has been discussed intensively with the supervisor before submission. This is documented by the supervisor's signature on the cover sheet.
- An exchange among colleagues/peers can also be helpful and provide valuable impulses.
- The exposé is sent as a pdf document, together with the other application documents, by email to the Office of the Doctoral Examination Board (promotionsausschuss@hcu-hamburg.de) within the submission deadlines.
- The members of the Doctoral Examination Board review the exposé and decide on the acceptance for doctoral studies.
- The candidate will receive feedback regarding the application via email 3-5 days after the meeting.

**Contact:**

**Office of the Doctoral Examination Board**

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