

Notes on doctoral dissertations

This outline is aiming at prospective doctoral students, providing a first overview of the substantive and organizational part of a dissertation within the framework of the Institute of European Sport Development and Leisure Studies (IESF) at the German Sport University Cologne (DSHS).

Before first contact, please read these instructions carefully and prepare any relevant documents.

Dissertation phases	Research advisor	Formal process
Contact Person	Prof. Dr. Jürgen Mittag Institute of European Sport Development and Leisure Studies Am Sportpark Müngersdorf 6 50933 Köln IG II, room 313 Email: mittag@dshs-koeln.de Phone: +49 221 4982-2690 Consultation on the website IESF < www.dshs-koeln.de/iesf/ >	Dr. Alexandra Pizzera Centre for doctoral studies Am Sportpark Müngersdorf 6 50933 Köln IG III, Room 108 Email: a.pizzera@dshs-koeln.de Phone: +49 221 4982-7580 (only Mondays, Wednesdays, Fridays) (appointments only via email)
Prerequisites	<ul style="list-style-type: none"> - Convincing and innovative concept for dissertation - Realistic presentation about duration and structure of dissertation - Examination of financial situation. Parallel, full-time occupation is discouraged (→ pdf: Guide scientific work / IESF.) 	<ul style="list-style-type: none"> - Master's Degree and Master's Theses with at least a score of 2.3 (→ pdf: PhD regulations) - Recognition of foreign studies made by the International Office and possible conversion of foreign examination marks (→ Gerald King) - Proof of language skills for German-speaking doctoral studies or TOEFL / IELTS for doctoral studies in English (→ Gerald King, International Office)
Preparation phase	<ul style="list-style-type: none"> - Exposé on thesis and overview of current state of knowledge - Substantive discussions with Prof. Mittag - Clarification of language (see Requirements) 	<ul style="list-style-type: none"> - Consultation with Mrs. Pizzera (→ pdf: PhD regulations)

	- (→ pdf: Comments IESF)	
Official beginning	<ul style="list-style-type: none"> - Set working title - Approval of the supervision of the agreed topic (or endorsement of admission to doctoral studies) by Prof. Mittag 	<ul style="list-style-type: none"> - Application for admission to doctoral studies (→ pdf: Request for Approval) - Opinion of the doctoral committee
Work on dissertation	<p>Work breakdown structure: (→ pdf: Guidelines IESF)</p> <ul style="list-style-type: none"> - Create Schedule (Note: possible stays abroad and grant applications must be scheduled in advance) - In-depth literature review - Clarification of methods - Data collection - Data analysis - Continuous writing process - Regular exchange with Prof. Mittag and possibly other researchers of the IESF (Dr. Petry, Dr. Müller-Schoell) 	<ul style="list-style-type: none"> - Compliance with formal standards (→ pdf: Scientific (mis)behavior)
doctoral studies	<ul style="list-style-type: none"> - Students deepen their subject-specific competencies - Regular and active participation in the IESF Colloquium - Certificate issued by Prof. Mittag 	<p>Assignment of seminars of the doctoral program</p> <ul style="list-style-type: none"> - Science theory or science ethics - Knowledge Management - Research and methods Colloquium (Recommended in 1st / 2nd semester.) - Interdisciplinary Research Colloquium (Recommended in 2nd-4th semester.) - (→ pdf: Regulations to doctoral training program)
Regular feedback	<ul style="list-style-type: none"> - Sign up for IESF Colloquium (→ Invitation by Prof. Mittag) - (→ additional general info email from Mrs. Pizzera) - Active participation in the seminars (Reading, participation in discussions, lectures) 	<ul style="list-style-type: none"> - Confirmation of Enrollment
Academic exchange	<ul style="list-style-type: none"> - Internal IESF Colloquium - Regular discussions with Prof. Mittag - External calls with experts - Attending external conferences 	

	- Lectures on dissertation theme	
Completion of work	<ul style="list-style-type: none"> - Agreement on second supervisor (at around the middle of the doctoral studies) - Agreement on the composition of the Examination Board (towards the end of the doctoral studies) 	- [Informal confirmation of second report]
Filing of dissertation	<ul style="list-style-type: none"> - Assessment period: 2-3 months - Dissertation must be made publically available for review and comment (2-4 weeks) 	- Application for admission to the doctoral program (→ Word doc: Opening)
Disputation (oral examination)		- Higher Public "defense" of dissertation, usually four weeks after adoption of the work (Usually 30 minutes lecture, then maximum 90 minutes examination committee and maximum 60 minutes other people)
Publication	<ul style="list-style-type: none"> - Attention / review of any requirements by assessors - Discussion of publishers etc. 	<ul style="list-style-type: none"> - Within two years after passing the exam - (=> Doctoral diploma)