



## **Guidelines for cumulative postdoctoral qualification procedure of the Department of Business Administration (“BWA”) of the University of St. Gallen (“HSG”)**

### **A Basic policy**

According to Art. 8, para. 2 b) of the Postdoctoral Qualification Ordinance of the University of St. Gallen dated 21 June 1999 (“HabilO”) [sGS 217.17], a number of scientific works can also be submitted as written postdoctoral thesis work, which are to be regarded as equivalent to a thesis. The various departments can set guidelines relating to equivalence. The existing Guidelines of the Department of Business Administration (BWA), which were adopted by the Departmental Committee of the BWA during its meeting of 3 March 2008, are to be used for the assessment of the equivalence of these theses.

The Postdoctoral Qualification Ordinance and the procedural rules included in it are neither amended nor limited by these Guidelines. In particular, it shall apply that the scientific quality of the work submitted also be subjected to appraisal by an assessor according to Art. 9 and the decision of the Departmental Committee as per Art. 10 of the Postdoctoral Qualification Ordinance. Also the requirements for scientific publications and accordingly for cumulative postdoctoral theses can vary depending on the specialist field.

These Guidelines are to be used for information and orientation by interested candidates, as well as the assessors involved. They give instructions on the scope of the necessary scientific performances, as well as the peculiarities of the procedure in the case of cumulative postdoctoral theses. The paper has no legal implications. Candidates planning to work outside the guidelines outlined in this paper must reckon on an increased level of risk.

### **B Requirements of cumulative postdoctoral theses**

- 1** Candidates are to select written works from their main body of work and submit these with a separate letter.
- 2** A significant part of the works submitted must be in direct relationship with the Venia Legendi aspired to. This relationship must be mentioned in the separate letter.
- 3** The publications submitted – apart from scientific articles, these can also include in particular contributions to books, books as the author and contributions to congresses – should, as a rule, have a recent date (a maximum of ten years old). Publications that have been included as part of the postdoctoral thesis must not have been used previously as part of a doctoral thesis.
- 4** Theses submitted will be appraised by assessors. In the context of appraisal, the evaluation of theses submitted will also be undertaken in particular with the aid of internationally recognised journal ranking lists. By “journal ranking lists” we understand especially those compiled by Dr. Harzing, VHB lists and – if available – appropriate specialist lists in the special areas of business administration.

- 5 The assessment of publications submitted in the postdoctoral thesis will typically also take into consideration existing co-authorships and the available number of different journals.
- 6 As the requirements for taking a professorial chair (or a comparable position in the academic world) vary greatly in the different specialist business administration disciplines, at the beginning of a postdoctoral project, it is desirable for a concept to be put together by mentor and candidate which specifies target journals and the expectations of a successful postdoctoral qualification.

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Authorised by the Departmental Committee of the Business Administration Department ("BWA").