

The present English translation of the official document "Richtlinie zum strukturierten Promotionsprogramm gemäß § 10 Abs. 4 der Promotionsordnung des Promotionszentrums Digitale Technologien und ihre Anwendung (DigiTech) an den Hochschulen TH Deggendorf, TH Augsburg & HaW Landshut" is not legally binding and serves for information purposes only.

**Guidelines for the structured doctoral programme
in accordance with Section 10 (4) of the Doctorate Regulations (*PromO*) of the
Promotionszentrum DigiTech (Digital Technologies and their Application) of the
Deggendorf Institute of Technology, the Technical University of Applied Sciences
Augsburg and the Landshut University of Applied Sciences**

of 31/01/2024

The structured doctoral programme serves to ensure the quality of the doctoral proceedings. These Guidelines help to ensure that the doctoral proceedings are carried out well and in an efficient manner. It serves as a guide for doctoral candidates and supervisors and addresses the following issues in supplementation of the Doctorate Regulations (*PromO*):

1. Supervision agreement (according to Section 9 (1) & (2) *PromO*)

Upon admission to the Promotionszentrum DigiTech, doctoral candidates and their supervisors shall sign the supervision agreement and draw up a work plan for the completion of the doctorate. This work plan shall serve as the basis for further feedback meetings during the course of the doctorate, which should take place at least once per semester. It can be adapted in the course of the doctoral process.

2. Participation in academic publishing (according to Section 10 (1) *PromO*)

Each year, doctoral candidates should, on average, aim to submit each year one publication at an academic conference or one written paper to be published in conference proceedings and/or an academic journal.

3. Annual reports within the structured doctoral programme (according to Section 10 (2) & (3) *PromO*)

Based on the feedback meetings referred to in point 1., doctoral candidates and their supervisors shall draw up a short list of the steps taken in the doctoral process, including any adapted work plan. The information that the meeting has taken place shall be reported to the Graduate School at the DIT.

4. Interim report within the structured doctoral programme (according to Section 10 (2) & (3) *PromO*)

After three years at the latest, an interim report on the status of the dissertation shall be presented in the form of an academic presentation to the Promotionszentrum within the framework of an academic colloquium at one of the universities constituting the Promotionszentrum. In accordance with point 3., the interim report replaces the annual report for the respective year. All members of the Promotionszentrum shall be invited to this colloquium. In addition, doctoral candidates shall submit a written research outline of 5–8 pages to the Doctoral Committee in advance; this must address the following aspects:

- State of the scientific knowledge/state of research

- Research question
- Method
- Data
- If applicable, initial research results/research contributions
- Work plan for the remainder of the doctoral phase.

If necessary, the Doctoral Committee can arrange an appointment with the doctoral candidate to clarify any problems in the doctoral process.

5. Participation in academic qualification courses (Section 10 (2) & (3) PromO)

In order to be able to open the doctorate proceedings, in addition to submitting the dissertation (monograph or publication-based dissertation: framework paper and papers in accordance with the guidelines for publication-based dissertations), evidence must be provided that the doctoral candidate has participated in the following courses or can provide evidence of corresponding competences (review by the Doctoral Committee):

1. Good academic practice and avoidance of academic misconduct (2 ECTS), and ethics and data protection (1 ECTS)
2. Research data management (1 ECTS)
3. Didactics/university teaching (2 ECTS)

In addition, it is recommended that doctoral candidates take part in further qualification modules, e.g. on research methods, academic writing or project management. These include in particular the qualification programmes offered by the Deggendorf Institute of Technology, the Technical University of Applied Sciences Augsburg and Landshut University of Applied Sciences.

6. Teaching (Section 10 (2) & (3) PromO)

The independent designing and supervision of teaching courses totalling four semester hours per week (SWS) is mandatory. Courses can be lectures, practicals/tutorials or tuition in the form of a seminar over one or more semesters. In addition, doctoral candidates can be involved in the supervision of student final (Bachelor's and Master's) theses. These can be credited with a maximum of one SWS towards the four SWS.