

Doctoral colloquium and scientific publications series (colloquium proceedings) of the *Promotionszentrum DigiTech*

General information:

The structured doctoral programme provides for the following compulsory elements in accordance with Section 10 paragraph 3 point 2 of the Doctorate Regulations (*PromO*):

„ (...)“

(3) The structured doctoral programme includes the following:

*(...) 2. an interim report on the status of the dissertation in the form of an **academic presentation** and a **written research outline** at the Promotionszentrum after three years at the latest (...)“ (own highlights in bold)*

Explanations and objective(s):

As part of the doctoral conception phase (see next point), meetings have already taken place with the doctoral candidates' representatives and the professorial members of each institution. Comments from the Bavarian State Ministry of Science and the Arts (we took part in a general feedback meeting and raised initial ideas there) have also been incorporated.

The objectives pursued are as follows:

1) Doctoral candidates

- Definition of the procedure set out in Section 10 paragraph 3 point 2 of the Doctorate Regulations (*PromO*) and enabling the fulfilment of the compulsory elements
- Preparation and practice for the doctoral defense (presentation & discussion)
- Enabling optional publication experience, especially in the case of monographic dissertations
- Introduction to academic reviewing and acquiring reviewing skills

2) Quality assurance

- Documentation of the interim report and personal feedback session following the presentation
- Involvement of additional persons who give feedback on top of the supervisors

3) *Promotionszentrum* (demonstrating the coherence of content is a very important aspect for the Bavarian State Ministry of Science and the Arts)

- Joint and documented cooperation in the form of ongoing colloquium proceedings
- Presentation and publication of the topics/dissertation projects which are in progress within the *Promotionszentrum (PZ)* DigiTech via the scientific publications series (colloquium proceedings)
- Initiation of networking activities of the *PZ* DigiTech's members, i.e. doctoral students and professorial members (also with the potential perspective of future R&D funding applications)

4) Organization

- Fixed annual dates and structures where possible
- High level of standardization of all elements
- High level of standardization in reporting and documentation obligations

Doctoral conception phase:

Two central aspects arise from Section 10 paragraph 3 point 2 of the Doctorate Regulations (*PromO*):

- 1) **Scientific presentation** → We are organizing regular scientific colloquiums (colloquiums series)
- 2) **Written research outline** → We introduce a publications series in the form of annual colloquium proceedings in which the written research outline can optionally be published

1) Scientific colloquium for holding presentations

The following points were summarized during concept development and in the coordination rounds:

- Frequency of the event: 3 times per year
- Organization of the event: hybrid and once a year in presence (linked to the Steering Committee's meeting)
- Duration of the presentation based on a (shortened) doctoral defense
 - 20 minutes of presentation
 - 20 minutes of discussion (the doctoral defense is 60–90 minutes long in total)
- Participation:
 - No later than 3 years after admission to the *PZ DigiTech* (see Doctorate Regulations)
 - BUT: Supervisors are asked to sensitize doctoral candidates to the fact that the presentation is due in the course of the doctorate over a period of 2 to 3 years (usually not as early as after half a year, for example)
 - The supervisors of the respective doctoral candidate holding the presentation are expected to be present
 - It is mandatory to participate in one of the three annual dates

2) (Publication) framework for the written research outline

The research outline consists of an approximately ten-page paper (including bibliography) in the form of a scientific publication and a one-page description of the next/final work steps. A standardized template is provided for the research outline.

Assessment/review process

- (At least) two reviews are obtained, one expert review and one peer review.
- The following persons are eligible as reviewers:
 - All professorial members of the *PZ DigiTech* (expert review)
 - External experts with a doctorate (expert review)
 - All doctoral students of the *PZ DigiTech* (peer to peer).
- Every doctoral candidate is to write a review once
- The supervisor cannot serve as a reviewer
- Reviews must be submitted two weeks before the presentation (colloquium; this allows them to be discussed during the presentation and the publication can be revised afterwards).

- The feedback meeting is held between the expert reviewer, the supervisor and the doctoral candidate after the presentation and it is documented (date can be chosen individually; one-page protocol template will be provided).
- Recommendation: feedback meeting on the review between the two reviewers (date can be chosen individually)

3) Colloquium proceedings of the *Promotionszentrum DigiTech* (optional)

The written research outlines (the standardized 10 pages) may be published in a joint annual scientific publications series (DIT + THA + HaWL) as part of the *Bavarian Journal of Applied Sciences* (BJAS; <https://jas.bayern/index.php/bjas>).

- Publication is desirable, however, not compulsory. The awareness among supervisors for the value of the publication (establishment of the publications series) shall be raised.
- The contribution receives its own DOI (and will therefore be citable)
- Authorship in co-operation with the supervisor is desired
- Language: English or German (English is recommended)
- Type of publication form: Open Access as online publication
- Once per year (all three colloquia are summarized)
- Consecutive publications series numbers
- Planned publication date: December of each year

(Annual) schedule

Three dates per year. An attempt will be made to find fixed periods or fixed dates/times. The date of submission of the research outline is the decisive date for the deadline according to the Doctorate Regulations (3 years).

The procedure for participation, including publication of the research outline, would be as follows:

