

**Doctoral colloquium and scientific publication series
of the *Promotionszentrum DigiTech*
according to section 10 (3) Point 2 PromO**

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Objectives

1) Doctoral candidates

- Enabling the completion of the compulsory elements
- Preparation and practice for the doctoral defense (presentation and discussion)
- Enabling publication experience, especially in the case of monographic dissertations
- Introduction to reviewing and learning how to review

2) Quality assurance

- Documentation of the interim report and personal feedback session following the presentation
- Involvement of additional persons who provide feedback apart from the supervisors

3) *Promotionszentrum*

- Presentation and publication of topics / doctoral projects from within the ranks of the *Promotionszentrum DigiTech* in the ongoing publication series „*Proceedings of the Doctoral Colloquium DigiTech*“
- Fostering collaboration and networking among members of the *Promotionszentrum DigiTech*, including both doctoral candidates and

professorial members (potentially also with view to future R&D grant applications)

Concept

The following components are required for the interim report:

- A research proposal of approx. 5–8 pages (excluding the abstract, the bibliography, and appendices) in the style of an academic publication (a standardized LaTeX template will be provided)
- A separate document (1 page) with a time schedule outlining the next or final steps of the doctoral project
- Two reviews
- Scientific presentation at the colloquium
- Feedback meeting with the supervisor(s) and the expert reviewer
- Publication of the research outline or, optionally, the abstract

The interim report must be submitted no later than three years after admission to the *Promotionszentrum* DigiTech. The date of submission of the research outline is considered the relevant date for the deadline. As a general guideline, the interim report should be submitted two to three years into the doctoral project (typically not, for example, after just six months).

There are three periods per calendar year during which this compulsory task must be performed or completed (see Figure 1 for the entire process):

- January, 1st until March, 31st | registration until December, 15th at the latest
- April, 1st until July, 31st | registration until March, 15th at the latest
- August, 1st until November, 15th | registration until July, 15th at the latest

This results in two key aspects (see figure 1):

- 1) **Scientific presentation** → Scientific colloquium DigiTech
- 2) **Publication of the research outline** → Annual publication series „*Proceedings of the Doctoral Colloquium DigiTech*“, in which the complete research outline and, optionally, the abstract, is published

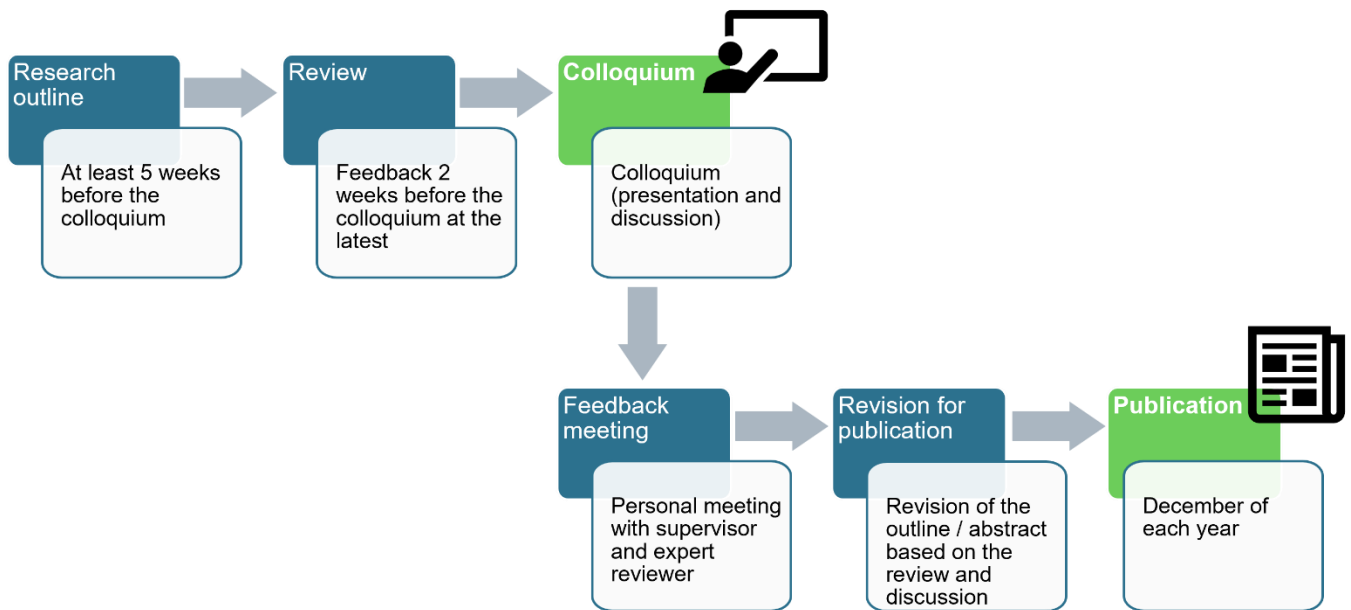


Figure 1: Process of the interim report

1) Scientific presentation

Organization:

A public presentation as part of the scientific colloquium DigiTech, to which all members of the *Promotionszentrum* DigiTech are invited, constitutes part of the requirements for the interim report. The duration of the presentation is modeled after a (shortened) doctoral defense (a full defense lasts 60–90 minutes in total) and consists of

- 20 minutes of presentation
- 20 minutes of discussion

The colloquium can be completed in two different formats. You must specify which format you are choosing when you register.

Format 1 Joint colloquium	Format 2 Individual colloquium
<p>Each year, three joint colloquia are offered as attendance events, online or in a hybrid format. The dates are announced well in advance and align with the three above-mentioned time periods.</p> <p><u>Tasks:</u></p> <ul style="list-style-type: none"> • The doctoral candidate does not need to worry about organizing the event. • Supervisors and reviewer of the person presenting <u>are expected to be present</u> at the event. 	<p>If there are not enough spots available in the joint colloquia or if participants have scheduling conflicts, an individual colloquium can also be arranged.</p> <p><u>Tasks:</u></p> <ul style="list-style-type: none"> • The doctoral candidate is responsible for scheduling and coordinating appointments. • The event can be held in hybrid format or online. • All members of the <i>Promotionszentrum</i> are invited to the event. • The invitation includes the date, the location, and a link for online video participation, and will be sent by e-mail from the DIT Graduate School. • Supervisors and reviewers of the person presenting <u>must</u> be present at the presentation. • The supervisor moderates the session and leads the discussion.

Regardless of the option chosen, all members of the *Promotionszentrum* are required to attend one event per year.

2) Publication of the research outline

The research outline will be published following the presentation (see figure 1) in the annual publication series „*Proceedings of the Doctoral Colloquium DigiTech*“ (ISSN: 3054-5889, ISBN: 978-3-98877-005-9). The publication may be in the form of either the submitted and, if necessary, revised written research outline as a full-length scientific paper, or, alternatively, an abstract alone (which is also expected to be included in the research outline in both English and German and is therefore part of the template).

- The type of publication (full paper or abstract) must be specified until the date of the colloquium.
- A scientific publication (full paper) is preferred, but may be replaced by an abstract if desired.
- Each full paper is assigned its own DOI (for citation purposes).
- Co-authorship with the supervisor(s) is possible.
- Language: English or German (English is recommended; decision depends on the language of the dissertation).
- Form of publication: Open Access and online
- Publication frequency: Once a year (all papers from the three joint colloquia as well as from the individual colloquia are compiled)
- Publication date: December of each year

Procedure

1. The doctoral candidate contacts two potential reviewers (expert review + peer review) for the interim report
 - The following persons are eligible as reviewers:
 - All professorial members of DigiTech (expert review)
 - External experts with a doctorate (expert review)
 - All doctoral candidates of the *Promotionszentrum* DigiTech (peer review)
 - The supervisors, co-supervisor and mentors may not be reviewers
 - Every doctoral candidate should write a review at least once

2. The interim report must be registered with the DIT Graduate School. The registration includes
 - Colloquium format (joint or individual)
 - Individual format: date, place, and participation link
 - Reviewer's name and e-mail address
3. Doctoral candidates and the two reviewers will receive all necessary information regarding the process, including guidelines and deadlines, from the DIT Graduate School.
4. The research proposal and the timeline will be worked out.
5. The research outline and the timeline must be sent by the doctoral candidates to both reviewers no later than 5 weeks before the colloquium (with the DIT Graduate School in CC).
6. The reviewers will send their reviews directly to the doctoral candidate (with the THD Graduate School in CC) at least two weeks before the colloquium, so that the candidate can address the comments and suggestions during the presentation and incorporate them into the publication afterwards.
7. Presentation in the colloquium
8. Following the colloquium, a feedback meeting between the expert reviewer, the principal supervisor, and the doctoral candidate will be held and documented. The feedback meeting must take place during the selected timeframe (if an individual appointment is scheduled, it is recommended that the meeting be held immediately following the colloquium).
9. Finally, the doctoral candidate revises the research outline or abstract.
10. For documentation purposes, the following must be submitted to the DIT Graduate School via Primuss: 1) the revised research outline, 2) the time schedule, 3) both reviews, 4) the signed confirmation of the feedback meeting (form will be provided) and the 5) authorization for publication (form will be provided).
11. Publication of the research outline or abstract in the Proceedings.