

**Doctoral colloquium and scientific publications series (Proceedings
of the Doctoral Colloquium) of the *Promotionszentrum DigiTech*
According to section 10 (3) Point 2 PromO**

Objectives:

1) Doctoral candidates

- Enabling the fulfilment 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 and learning of reviewing skills

2) Quality assurance

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

3) *Promotionszentrum*

- Joint and documented cooperation in the form of ongoing colloquium proceedings
- Presentation and publication of topics / doctoral theses from the *Promotionszentrum DigiTech* via the *Proceedings of the Doctoral Colloquium DigiTech*
- Initiating networking among members of the *Promotionszentrum DigiTech*, i.e. doctoral candidates and professorial members (also with the potential perspective of future R&D funding applications)

Concept:

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

- 1) **Scientific presentation** → Scientific colloquium
- 2) **Written research outline** → Annual series of publications in which the abstract and, optionally, the complete written research outline is published

About 1) Scientific colloquium for the presentation

Organization:

- Frequency of the colloquium: At least 3 times per year
- Format: In-person, online or hybrid
- Duration of the presentation based on a (shortened) doctoral defense (The final defense lasts a total of 60 to 90 minutes)
 - 20 minutes of presentation
 - 20 minutes of discussion

Participation:

- No later than 3 years (PO) after admission to the *Promotionszentrum* DigiTech. The date of submission of the research outline is considered the relevant date for the deadline.
- Note: The presentation should take place during the course of the doctorate within a period of 2 to 3 years (usually not after only six months, for example)
- Supervisors and reviewers of the respective speaker(s) should be present at the presentation
- Participation in one of the dates per year is mandatory

Required documents:

- Research outline in German or English (based on the language of the dissertation), consisting of an approximately ten-page paper including a bibliography in the form of a scientific publication. A standardized template is provided for this research outline. This research outline serves as the base for the presentation and publication (see the following points for more details).
- Written time schedule with the next / final steps on one page

Procedure:

- The interim report is registered with the DIT Graduate School and the research outline is prepared.
- The doctoral candidate asks two potential reviewers (expert review + peer review) for their review of the interim report and notifies the DIT Graduate School after receiving positive feedback. The candidate also specifies whether only the abstract or the complete research outline should be published in the *Proceedings of the Doctoral Colloquium DigiTech*.
 - The following persons are eligible as reviewers:
 - All professorial members of the *Promotionszentrum* DigiTech (expert review)
 - External experts with a doctorate (expert review)
 - All doctoral students of the *Promotionszentrum* DigiTech (peer to peer)
 - The supervisor, co-supervisor and mentors may not be reviewers
 - Every doctoral candidate is to write a review once
- The two reviewers will receive the necessary information regarding guidelines and deadlines from the DIT Graduate School
- The research outline and time schedule will be sent by the doctoral candidates to the two reviewers (with the DIT Graduate School in CC)
- The reviews must be sent directly to the doctoral candidate (with the DIT Graduate School in CC) at least two weeks before the presentation (colloquium) so that the doctoral candidate can address the comments in the presentation and take them into account in the publication
- Presentation in the colloquium
- Following the colloquium, a feedback meeting will be held between the expert reviewer, the primary supervisor, and the doctoral candidate. The date can be chosen individually shortly
- For documentation purposes, the research outline, time schedule, both reviews, and a signed confirmation (form provided) must be submitted to the DIT Graduate School via Primus

About 2) Series of publications by the Promotionszentrum DigiTech

The contribution to the proceedings can take the form of either the submitted abstract or, optionally, the submitted and revised written research outline as a scientific publication. Contributions and abstracts will be published in the joint annual proceedings (DIT + THA + HaWL) *Proceedings of the Doctoral Colloquium DigiTech*

- Scientific publication is desirable, but may be replaced by the abstract if desired
- 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

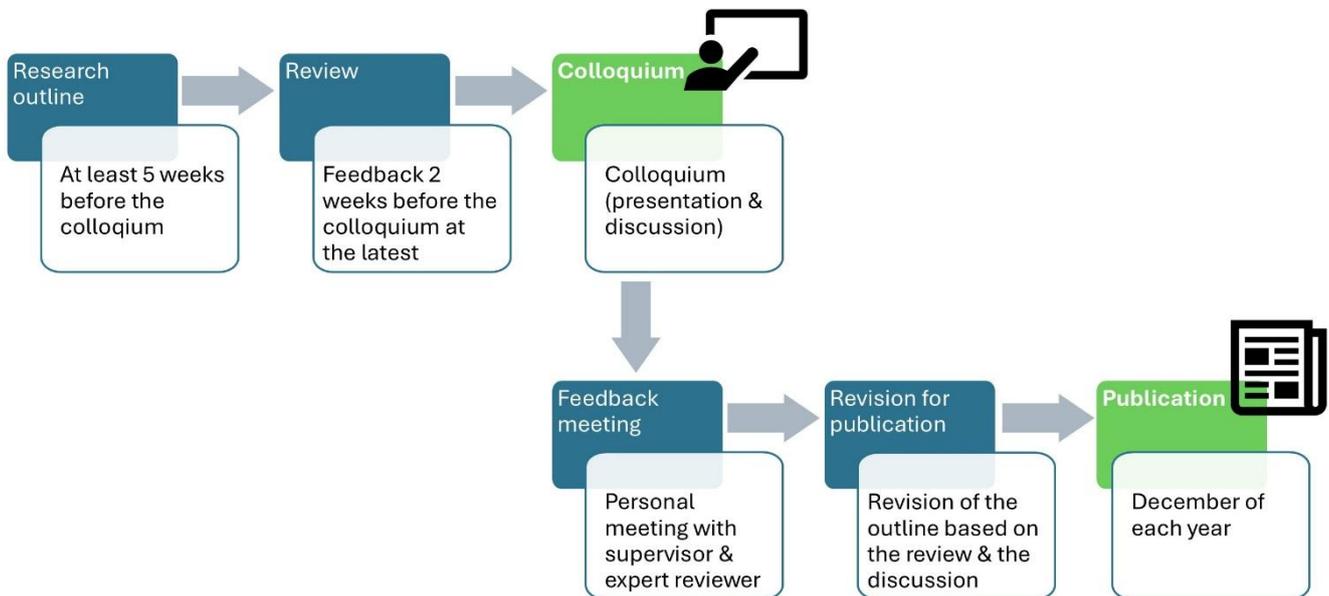


Figure 1: Procedure for the interim report