

**Supervision and doctorate agreement of the *Promotionszentrum*
Digital Technologies and their Application
of the Deggendorf Institute of Technology, the Technical University of Applied
Sciences Augsburg und Landshut University of Applied Sciences**

This supervision agreement is intended to make the relationship between doctoral candidates and supervisors transparent in terms of contents and time and shall be concluded between doctoral candidates and supervisors in accordance with Section 6 (1) No. 4 of the Doctorate Regulations (PromO). The contractual supervisory relationship begins upon the candidate's admission to the *Promotionszentrum* and ends with her/his removal from the list of doctoral candidates. It does not regulate any personnel or labor law aspects of any employment relationship between the persons concluding the supervision agreement and does not establish any enforceable legal positions.

1. Supervision

This supervision and doctorate agreement is concluded between

Doctoral candidate¹:

Form of address

Name

University

E-Mail

and

Principal supervisor²:

Form of address

Name

University

E-Mail

Role in the supervisory relationship

Second supervisor, if applicable:

Form of address

Name

Institution

E-Mail

Role in the supervisory relationship and
justification

¹ For doctoral candidates who are not employed at one of the participating partner universities or who are not employed as a member of academic staff, the item 'Integration into the academic ecosystem of the *Promotionszentrum* DigiTech must be completed in Annex 3.

² Principal supervisors must be members of the *Promotionszentrum* DigiTech.
Status: 26.07.2024

Additional supervisor / mentor:

Form of address

Name

Institution

E-Mail

Role in the supervisory relationship and justification

2. Dissertation topic and exposé

The supervision agreement is concluded on the following topic

Working title of the dissertation

The doctoral project has been described in an exposé including a work and time schedule and has been agreed on between the doctoral candidate and the supervisor(s). With this supervision agreement, the planning is approved and it is confirmed that the exposé has also been agreed on by both parties (see attachment exposé including work and time schedule).

3. Work and time schedule

The planned doctoral project should be completed within _____ years. The official admission to the *Promotionszentrum* DigiTech is regarded as the start of the doctoral project. The work and time schedule for the doctoral project drawn up together with the exposé will be updated during the course of the doctoral project. The personal and family situation of the doctoral candidate shall be taken into account.

4. Tasks and duties of doctoral candidates

Doctoral candidates undertake to

- a) scientifically realize the doctoral project in a targeted and independent manner.
- b) maintain a realistic work and time schedule for the doctoral project together with the supervisors.
- c) participate in the structured doctoral programme in accordance with Section 10 of the Doctorate Regulations (PromO) and the Guidelines for the Structured Doctoral Programme. An additional qualification plan (Annex 3) will be drawn up together with the supervisors.
- d) discuss the status and progress of the doctoral thesis and any problems in the research process with the supervisor(s). A written interim report, individual chapters (monograph), papers (publication-based dissertation) or an oral presentation serve as the background for discussion. The background materials for the supervisory conversation must be submitted in sufficient time before the meeting. Subsequent to the meeting, the work and time schedule may be adjusted by mutual agreement, if necessary. If required, doctoral candidates may write a short protocol with all agreements from the meeting, which is then countersigned by the supervisors and is intended for documentary filing by both parties.
- e) inform supervisors as early as possible as soon as significant problems with the implementation of the work and time schedule become apparent.
- f) actively participate in conferences, publications in relevant academic journals, etc. and in

professional training programmes.

- g) inform the *Promotionszentrum* in written form if the doctoral project is not pursued further.

5. Tasks and duties of supervisors

Supervisors undertake to

- a) counsel the doctoral candidate regularly and in-depth on the progress and results of the doctoral project with the aim of ensuring the quality of the dissertation.
- b) support the doctoral candidate, especially in the challenging phases of selecting the theory and the methodology.
- c) maintain realistic work, time, qualification and financing plans together with the doctoral candidate.
- d) foster and support early scientific independence (active participation in conferences, publications in adequate academic journals; e.g. by passing on information, pointing out funding opportunities and supporting the acquisition of funding).
- e) provide advice and support in the selection of relevant academic journals for a publication-based dissertation in accordance with the Guidelines for Publication-Based Dissertations.
- f) work closely together and coordinate with each other in the case of several supervisors.
- g) foster the integration of doctoral candidates into the scientific ecosystem relevant to the doctoral project (research associations, etc.).
- h) support doctoral candidates in obtaining funding (e.g. scholarships) to finance the doctoral project phase.
- i) ensure that doctoral candidates fulfil the requirements pursuant the structured doctoral programme of Section 10 of the Doctorate Regulations (PromO) and to support the appropriate integration into teaching.
- j) seek solutions together with the doctoral candidate in the event of foreseeable delays.

If a second supervisor is appointed, the duties of the first and second supervisors are performed jointly.

6. Adherence to good scientific practice

Doctoral candidates are informed about the principles of good scientific practice by their supervisors in accordance with the statutes for safeguarding good scientific practice at the University of Applied Sciences the principal supervisor is affiliated with. Doctoral candidates undertake to obtain all relevant information about these principles. Supervisors and doctoral candidates undertake to observe these principles and to act accordingly within the framework of open and constructive cooperation. Furthermore, doctoral candidates and supervisors undertake to comply with further subject-specific normative and ethical standards.

7. Regulations in the event of conflicts and amendments to the agreement

If conflicts arise, both parties agree to seek dialogue. In addition, there is the option of contacting possible mediation bodies in order to bring about a solution to the conflict. For example, ombudspersons for good scientific practice, the heads of the graduate schools or deans may be contacted. Regulations on the termination of the supervisory relationship are set out in Section 6 (4) of the Doctorate Regulations (PromO).

Section 8 (5) of the Doctorate Regulations (PromO) regulates the appointment of substitute supervisors. In the event of an exchange of persons in the team of supervisors, a new supervision agreement must be concluded. In this case, all parties involved declare that the exchange has also been agreed with previous members of the team of supervisors.

8. Other

By being admitted to the *Promotionszentrum DigiTech*, doctoral candidates are enrolled at the Deggendorf Institute of Technology (DIT) and at the University of Applied Sciences the principal supervisor is affiliated with.

The following annexes are acknowledged:

- Data privacy policy
- Annex 1: Memo
- Annex 2: Qualification plan
- Annex 3: Annual report within the framework of the structured doctoral programme

Place, Date	Signature of doctoral candidate
Place, Date	Signature of principal supervisor
Place, Date	Signature of second supervisor
Place, Date	Signature of additional supervisors

9. Confirmation of admission to the *Promotionszentrum*

Admission to the *Promotionszentrum* „Digital Technologies and their Application” by _____ was approved by the Doctoral Committee.

Place, Date	Signature Doctoral Committee
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Annex 1: Memo
(only intended for your own work documentation)

Memo on the doctoral supervision of _____

Date of the consultation _____

Participants _____

Subject / Topic of conversation _____

Background for discussion (optional):

- Sketch of ideas
- Exposé
- Written interim report
- Individual chapter(s) (monograph)
- Paper (publication-based dissertation)
- Oral presentation

Possible points for discussion:

- Review of current progress
- Adjustments to the work and time schedule
- Discussion of specific challenges
- Planning of the next steps
- Other issues

Agreements

(List of agreements made, including responsibilities and deadlines)

Name of doctoral candidate

Name(s) of supervisor(s)

Signature of doctoral candidate

Signature(s) of supervisor(s)

Annex 2: Qualification plan

Qualification plan for _____

Compulsory academic qualifications according to Section 10 of the Doctorate Regulations (PromO):

- Qualification courses
 - Good academic practice and avoidance of academic misconduct (2 ECTS)
 - Ethics and data protection (1 ECTS)
 - Research data management (1 ECTS)
 - Didactics / University teaching (2 ECTS)
- Independent designing and supervision of teaching courses or supervision of student final theses (total volume of 4 SWS)

Optional academic qualifications with time planning:

Professional training (seminars, courses)

Beyond core competencies (soft skills)

Short research visits in Germany and abroad

Other

Integration into the academic ecosystem of the Promotionszentrum DigiTech:

For doctoral candidates who are

- not employed at one of the participating partner universities
or
- employed at one of the participating partner universities as a member of non-academic staff

the integration into the academic ecosystem of the respective university shall be ensured by the following commitments (please select):

- Attendance time at a partner institution to the extent of

- Collaborative research project with a partner institution

- Collaboration in a university research group (e.g. collaboration on proposals for research projects, publications, conference contributions, public relations work)

- Other

Name of doctoral candidate

Name(s) of supervisor(s)

Signature of doctoral candidate

Signature(s) of supervisor(s)

Annex 3: Annual report within the structured doctoral programme

Annual report number: _____

Title of the doctoral dissertation

Doctoral candidate

Date of acceptance

Current status with view to the work and time schedule:

Research objectives

Milestones

Publications / Conference contributions

Activities for qualification

Planning for the coming year:

Research objectives

Milestones

Publications / Conference contributions

Activities for qualification

Annex

(Any relevant documents, e.g. publications or adapted work plan)

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Name or doctoral candidate

Name(s) of supervisor(s)

Signature of doctoral candidate

Signature(s) of supervisor(s)