

## **Promotionszentrum DigiTech**

### **Application documents guidelines**

#### **Documents to be submitted**

- Copy of identity card
- Application for Admission to the *Promotionszentrum DigiTech*
- Curriculum vitae and overview of educational path
- Copies of the following certificates
  - Higher education entrance qualification
  - University degree certificates (please include the respective final examination certificates) of all successfully completed university studies, specifying the grade and the ECTS points\* Please note that the master's degree must be compatible with the doctoral thesis topic.
  - For foreign degree certificates and diplomas: If you hold a statement of comparability confirming the equivalence of the grade and the ECTS points, please submit this. If you do not hold a statement of comparability, thank you for only submitting your university degree certificate and the equivalence will be checked on our side during the formal examination
  - If the qualifications were acquired under a different name, please provide an official proof of the name change
- Supervision and doctorate agreements
- Exposé drawn up according to our guidelines for the exposé

#### **Doctoral candidates whose principal supervisor is affiliated to the DIT have to additionally provide the following documents**

- User Agreement for Students
- Application for a Student ID card
- Passport photograph

All documents that require a signature must have a handwritten signature or a digitally valid signature.

\* Pursuant to Section 4 of the Doctorate Regulations (Promotionsordnung, PromO) applicants must have attained an above-average Master's degree with a final grade of at least 2.5. If this is not the case, the grade can be compensated by evidence of outstanding academic achievements. Please upload the relevant evidence when applying via Primuss.

## ***Promotionszentrum DigiTech*** **Guidelines for the exposé**

The structure of the exposé is required to be stringent. The exposé sets forth *what* is being analyzed in the doctoral dissertation, *how* and *why*.

### **General requirements and recommendations**

- File format: PDF
- Language: German or English (depending on the language of the doctoral dissertation)
- Citation style: IEEE or Harvard or APA
- Recommendation: At least 10 sources in the bibliography (current state of research and methods, all to be agreed with the supervisors)
- It must be stated whether and how AI was used
- Length and content:
  - Between 5 and 10 pages
    - Topic
    - Relation to the programmatic framework of the *Promotionszentrum DigiTech*
    - Current state of research
    - (Specific problem)
    - Research question and, if applicable, hypothesis/hypotheses to be investigated
    - Approach and methods
    - Data protection and ethical issues
  - Additionally
    - Cover sheet
    - Outline of structure
    - Work and time schedule
    - Standardized and complete bibliography (see citation style)
    - In case of a publication-based dissertation: milestones at which dissertation-relevant scientific articles are to be submitted for publication

### **Layout**

- Text alignment: justified text
- Font style:
  - Microsoft Word: Arial or similar font style
  - LaTeX: Arial or similar font style, URW A030 font  
(`package:\usepackage[scaled]{uarial}`)
- Font size: 11
- Line spacing: 1,15
- Page margins:

- Top margin: 2 cm
- Bottom margin: 2 cm
- Right margin: 2 cm
- Left margin: 2 cm
- Heading line: chapter
- Footer line: page number

## **Content-related recommendations / notes**

### General information

The time of registration at the *Promotionszentrum* is individual for every doctoral candidate and therefore the lengths of the individual sections of the exposé depend on the current status of your work. For the assessment of the exposé, it is particularly important that it is recognizable that you have dealt intensively with the current state of research / knowledge and that you have elaborated your research gap together with a specific research question and the methodology you want to use to investigate / answer it.

### Topic

Introduce the topic of the doctoral project by briefly outlining the general conditions of the research project and clarifying which academic disciplines are required. Briefly explain why the research project is needed. Based upon this, name your proposed topic.

### Relation to the programmatic framework of the *Promotionszentrum DigiTech*

In this section, you describe how your topic fits into the overarching context of the *Promotionszentrum DigiTech*. Here you show how the project supports or complements the programmatic objectives and priorities.

*Programmatic: The Promotionszentrum „Digital Technologies and their Application (DigiTech)“ focuses on the megatrends pertaining to the digitalization of processes, products and services as well as their application in society, the economy and the environment. The research spectrum of the Promotionszentrum is characterized by interdisciplinarity. Its intention is to contribute to solving social, economic and ecological problems through digital technologies.*

### Current state of research

Provide an overview of existing research results pertaining to your research question and indicate which research gap you would like to close with your doctoral dissertation or how you would like to advance research with it.

### Specific problem and research question

Elaborate why the current solution approaches in research are not sufficient. Derive a main research question and any subordinate questions from this problem. The main research question is the central question that your doctoral dissertation should answer.

### Approach and methods

In this section you work out your approach and the methods that are required to answer your research question. Here are some examples:

- Will you work with hypotheses? Explain why or why not. What assumptions are your hypotheses based on?
- How and for what reason are data collected? (case studies / experiments, ...)
- Which methods will be used to analyze the data? (qualitative / quantitative)

### Data protection and ethical issues

In this section, please address if data protection or ethical aspects need to be considered in connection with your research project.

### Work and time schedule

Organize your dissertation into individual work packages and explain when you plan to complete them. In the case of a publication-based dissertation, you may specify milestones by which dissertation-relevant scientific articles are to be submitted for publication. This can be set out in a project management plan or in a table, for example. If you have already completed relevant work for the doctorate, extend the timetable accordingly, starting in the past. The timetable should cover between 3 and 5 years.

### Bibliography

Complete bibliography according to the citation styles defined above.