

The present English translation of the official document „Satzung des hochschulübergreifenden Promotionszentrums Digitale Technologien und ihre Anwendung an der Technischen Hochschule Deggendorf in Kooperation mit der Technischen Hochschule Augsburg und der Hochschule für Angewandte Wissenschaften Landshut“ is not legally binding and serves for information purposes only.

**Statutes  
of the cross-university  
Promotionszentrum DigiTech (Digital Technologies and their Application) of the  
Deggendorf Institute of Technology in cooperation with the Technical University of  
Applied Sciences Augsburg and Landshut University of Applied Sciences**

of 31/01/2024

Based on Art. 9 sentence 2 in conjunction with Art. 96 (7) sentence 1 and 2 in conjunction with Art. 97 (1) sentence 3 of the Bavarian Higher Education Innovation Act (BayHIG) of 5 August 2022 (German law and ordinance gazette (GVBl.) p. 414, BayRS 2210-1-3-WK), last amended by Section 3 of the Act of 23 December 2022 (GVBl. p. 709), the Deggendorf Institute of Technology hereby enacts the following Statutes:

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## Section 1 Scope

- (1) These Statutes regulate the structure, organisation and composition of the institutional bodies at the Deggendorf Institute of Technology and the participating partner universities Technical University of Applied Sciences Augsburg and Landshut University of Applied Sciences for the Promotionszentrum DigiTech (Digital Technologies and their Application), hereinafter referred to as the Promotionszentrum.
- (2) The electoral principles apply to all elections regulated within these Statutes. The Promotionszentrum shall be quorate if all members have been duly invited and 30% of those eligible to vote take part in the election in person or virtually. Voting by a show of hands (acclamation) can be carried out by majority decision of the members present and entitled to vote. For all other bodies, all members must be duly invited and attend in person or virtually and voting rights may be transferred within the status group.

## Section 2 Conditions

- (1) The Bavarian universities of applied sciences Deggendorf Institute of Technology, the Technical University of Applied Sciences Augsburg and Landshut University of Applied Sciences for the Promotionszentrum DigiTech (Digital Technologies and their Application) jointly establish the cross-university Promotionszentrum. It shall be set up on XYZ.
- (2) The Promotionszentrum shall be based at the Deggendorf Institute of Technology (DIT). It is granted the right to award doctorates within this Promotionszentrum for a limited period of time.
- (3) The conferred right to award doctorates shall enable members of the Promotionszentrum to complete a doctorate in this subject area.
- (4) The financial year of the Promotionszentrum is the calendar year.

## Section 3 Organisation

- (1) The Promotionszentrum shall be structurally and organisationally embedded in the DIT Graduate School.
- (2) The Promotionszentrum shall be supported by an Advisory Board for the strategic orientation and quality assurance of the academic work.
- (3) The collaboration between the participating partner universities shall be regulated by a cooperation agreement.

## Section 4 DIT Graduate School

- (1) The DIT Graduate School is the organisational unit responsible for the administration and management of all processes associated with the doctorate proceedings.
- (2) The DIT Graduate School exercises the right to award doctorates as the academic institution for this Promotionszentrum.

- (3) One or more Promotionszentren on different specialist fields/subjects can be set up within the framework of the DIT Graduate School.
- (4) The organisational, administrative and operational work is carried out by the DIT Graduate School's office.

### **Section 5 DIT Graduate School's office**

- (1) The DIT Graduate School' office is a leading body of the DIT Graduate School, providing organisational support.
- (2) The office is a central point of contact for the professors of the Promotionszentrum and the doctoral candidates.
- (3) The office coordinates the operational tasks and takes on the following organisational duties for the Promotionszentrum:
  - Coordination of applications for admission to a doctorate and forwarding of these to the Doctoral Committee of the Promotionszentrum, including formal and documentary verification of application credentials
  - Maintenance of the list of doctoral candidates of the Promotionszentrum
  - Support with the enrolment at the university of the principal supervisor
  - Coordination of the supervision agreements
  - Organisation, administration, implementation, management and documentation of the structured doctoral programme
  - Storage and archiving of relevant documents, including examination documents
  - If necessary, issuing notifications with information on the right to appeal
  - Determination of the time and form of the official handover of the doctoral degree certificate and, if necessary, creation of a decorative certificate
  - Support with coordination issues with the library and other institutional facilities of the university
  - Support with the external communication of the Promotionszentrum
  - Supporting the Steering Committee, the Doctoral Committee, the Doctoral Examination Board, the Advisory Board and all members of the Promotionszentrum in organisational and formal matters, in particular in the convocation, preparation and follow-up of meetings, the preparation of minutes and documentation
- (4) Provision of a specific programme to impart skills and qualifications for doctoral candidates (structured doctorate) in cooperation with the partner universities.
- (5) The office also plans, organises and conducts additional and qualifying training measures for supervising professors at the Promotionszentrum.

### **Section 6 Promotionszentrum**

- (1) The Promotionszentrum is the cross-university academic institution in which professors with proven research expertise in a subject area are organised in accordance with Section 13 (1) BayHIG.

- (2) The Promotionszentrum is entrusted with the implementation and completion of the doctorate as well as the awarding of the academic degree in accordance with the Doctorate Regulations (PromO).
- (3) The Promotionszentrum serves as a networking platform for bundling, expanding and deepening all activities and the research strength in this subject area and enables cross-university cooperation to provide doctoral candidates in this subject area with a suitable academic environment.
- (4) The members of the Promotionszentrum are
  - Professors of the participating partner universities in accordance with Section 13 (2) AVBayHIG (Implementation Ordinance of the Bavarian Higher Education Innovation Act).
  - The doctoral candidates admitted to the doctorate
- (5) The core tasks of the Promotionszentrum are the organisation and implementation of doctorate proceedings at an academic level in accordance with the Doctorate Regulations (PromO), as well as content-related and scientific counselling, training and support for doctoral candidates.
- (6) The members have the right and the duty to participate in the fulfilment of the tasks of the Promotionszentrum and to participate in the self-administration thereof.
- (7) The doctoral members can make use of the academic resources of all partner universities.
- (8) The members of the Promotionszentrum shall elect a Steering Committee.
- (9) The professorial members of the Promotionszentrum shall elect the Doctoral Committee.
- (10) Professors who submit an application for membership in the Promotionszentrum in accordance with Section 13 (1) sentence 1 no. 4 AVBayHIG during the term of the Promotionszentrum's right to award doctorates must fulfil the requirements pursuant to Section 13 (2) AVBayHIG. The application for admission to the Promotionszentrum as a professorial member is addressed to the Steering Committee.
- (11) The membership of professorial members ends if the Steering Committee withdraws their membership or if a member applies to leave.
- (12) Possible reasons for withdrawing membership include proven academic misconduct and failure to meet the criteria for holding the office following evaluation by the Promotionszentrum.
- (13) The membership of doctoral candidates ends with the successful completion of the doctorate proceedings or if a doctoral candidate applies for withdrawal or on the day of the definitive failure in completing the doctoral project.

### **Section 7 Steering Committee of the Promotionszentrum**

- (1) The tasks of the Steering Committee include:

- The structural planning and strategic orientation of the Promotionszentrum
  - The academic quality assurance of the doctorate proceedings. For quality assurance, the Steering Committee coordinates with the Advisory Board and the DIT Graduate School's office
  - Deciding on the admission of new professors to the Promotionszentrum during the limited term of the right to award doctorates. Provided that they fulfil the required specifications defined in Section 13 (1) sentence 1 no. 4b AVBayHIG, the Steering Committee can decide on the admission in consultation with the Ministry.
  - Informing all members of the Promotionszentrum, all members of the Advisory Board and the DIT Graduate School about newly admitted professors to the Promotionszentrum
- (2) The Steering Committee is comprised of the following seven members:
- one elected professorial member of the Graduate School at the Deggendorf Institute of Technology
  - one elected professorial member of the Graduiertenzentrum at the Technical University of Applied Sciences Augsburg
  - one elected professorial member of the Graduate Center of Landshut University of Applied Sciences
  - an ombudsperson for good academic practice from one of the participating universities
  - the head of the DIT Graduate School of the Deggendorf Institute of Technology
  - two elected doctoral members
- (3) The professorial members on the Steering Committee and their deputies are elected for a period of four years by all professorial members of the Promotionszentrum. Re-election is possible.
- (4) Membership of the ombudsperson rotates between the partners involved, starting with the Deggendorf Institute of Technology, and is rotated every two years.
- (5) The doctoral members of the Steering Committee are elected by all doctoral candidates belonging to the Promotionszentrum for a term of two years. Re-election is possible.
- (6) If a member of the Steering Committee leaves prematurely, a successor shall be elected for the remaining term of office.
- (7) The elected professorial member of the Deggendorf Institute of Technology assumes the role of spokesperson for the Steering Committee.
- (8) Decisions within the Steering Committee are taken by simple majority.
- (9) Following its election, the Steering Committee determines the frequency of its meetings. The Steering Committee meets at least twice a year.

### **Section 8 Doctoral Committee**

- (1) The Doctoral Committee decides on the admission to the doctoral proceedings and initiates the doctoral proceedings.
- (2) The Doctoral Committee appoints the supervising professors (principal and second supervisors) at the request of the doctoral candidate.
- (3) The Doctoral Committee appoints the Doctoral Examination Board.
- (4) The professorial members of the doctoral centres/schools of each university elect one member and one deputy for the Doctoral Committee by simple majority.
- (5) The doctoral candidates elect one representative and one deputy from their group to the Doctoral Committee in an advisory capacity without voting rights.
- (6) The members of the Doctoral Committee are elected for a period of two years.
- (7) All professorial members of the Promotionszentrum are eligible to vote.
- (8) The Doctoral Committee meets at least once per quarter.

### **Section 9 Doctoral Examination Board**

- (1) The examiners on the Doctoral Examination Board prepare the written reports, assess the dissertation and examine the oral defence.
- (2) A Doctoral Examination Board is formed for each doctoral proceeding.
- (3) The Doctoral Examination Board consists of a chairperson and two to three examiners, whereby the third examiner may also be appointed at a later stage of the proceedings. The chairperson and at least one examiner must be professorial members of the respective graduate school/center. The other examiner may also be a member of another higher education institution or university in Germany or abroad. In the case of a Doctoral Examination Board consisting of three examiners, two examiners may belong to another higher education institution or university in Germany or abroad. The chairperson cannot be an examiner at the same time.
- (4) At least one examiner must fulfil the requirements set out in Section 13 (1) sentence 1 no. 4 AVBayHIG or be a professor at a university (Universität).
- (5) The following persons may be appointed as additional examiners
  - a) Professors who are members of a graduate school/centre and meet all the requirements of Section 13 (2) AVBayHIG, but who do not yet have adequate experience in supervising doctorate proceedings and in the assessment of dissertations in accordance with Section 13 (1) sentence 1 no. 4a
  - b) Professors at a university of applied sciences outside Bavaria that is eligible to award doctorates

- (6) On appointment as examiner, the authorisation to examine for this doctorate proceeding is deemed confirmed.
- (7) The supervisor may be appointed as examiner.

### **Section 10 Advisory Board of the Promotionszentrum**

- (1) The Advisory Board acts as an academic supervisory board and advises the Steering Committee on the strategic orientation of the Promotionszentrum and on quality assurance measures.
- (2) The Advisory Board can also make suggestions to the Steering Committee for improving the doctoral proceedings.
- (3) The Advisory Board consists of
- the vice presidents of the universities of applied sciences involved in the Promotionszentrum who are responsible for the DIT Graduate School
  - two professors from other universities of applied sciences or universities (Universitäten) with convincing experience in supervising doctoral candidates/assessing doctoral projects who are also engaged in research activities that are thematically linked to the research questions central to the Promotionszentrum. These are appointed by the management of the Deggendorf Institute of Technology in consultation with the participating universities for a period of four years, whereby reappointment is possible. At least one of the two professors should belong to the gender under-represented in the Promotionszentrum.
- (4) The Advisory Board shall meet at least once a year.

### **Section 11 Financing**

The Promotionszentrum is financed by allocations from the funds for the core facilities of the partner universities. The Cooperation Agreement regulates the details.

### **Section 12 Entry into force**

These Statutes shall enter into force on 31 January 2024.