

**Description of the written research outline and doctoral colloquium
in accordance with section 13 (3) nr. 2 PromO (interim report) as
well as optional publication opportunity in a series of publications
by the NITRO Doctoral Centre**

Objective(s):

1) Doctoral candidates

- Enabling students to complete the compulsory components (interim report)
- Preparation for the defence and corresponding exercises (presentation and discussion)
- Enabling optional publication experience
- Introduction to and learning of review activities

2) Quality assurance

- Documentation of the interim report and personal feedback discussion following the presentation
- Involvement of additional persons providing feedback, in addition to the supervisors

3) Doctoral centre

- Joint, documented collaboration in an ongoing series of conferences
- Presentation and publication of the topics of the NITRO doctoral centre in the conference proceedings
- Networking opportunities for members of the NITRO doctoral centre, doctoral candidates and professors (possibly also with a view to new R&D applications)

Conceptual explanations:

Section 13 (3) point 2 PromO stipulates two mandatory aspects and one optional possibility for the interim report:

- 1) Written research outline → review process for productive feedback
- 2) Scientific presentation → scientific colloquium
- 3) Publication of the research outline (optional) → Annual series of publications in which the written research outline can be published (optional)

The completion of the interim report (research outline plus colloquium) must be notified to the THA Graduate School by email, taking into account the deadlines (see flow chart on the last page).

1) Written research outline

Requirements:

- A research outline in German or English (based on the language of the dissertation) consisting of an approximately five- to eight-page paper (excluding bibliography and appendices) in the style of a scientific publication and a one-page description of the next/final steps of the work (separate document for the interim report) must be submitted.
- The research outline serves as the basis for the scientific presentation.
- A standardised template is provided for the research outline.

Review process:

- The doctoral candidate asks two potential reviewers (one expert review and one peer review) for the interim report and notifies the THA Graduate School after receiving positive feedback:
 - The following individuals are eligible to serve as reviewers
 - Expert review: all professors at NITRO and external experts with doctorates
 - Peer review: all doctoral candidates at the NITRO doctoral centre
 - The supervisor may not simultaneously be the reviewer for his or her own doctoral candidate.
 - Each doctoral candidate should write at least one review.
- The two selected reviewers will receive the necessary information (guidelines, deadlines, etc.) from the THA Graduate School.

- The review process is basically comparable to that used for publication in a relevant specialist journal, but differs from the usual standards in some respects (keyword: 'double-blind peer review'). Its primary purpose is to enable doctoral candidates to gain experience in receiving and giving specialist feedback. It is training-oriented.
- The research outline must be sent by the doctoral candidates to the two reviewers (with the THA Graduate School in cc) no later than eight weeks before the colloquium for which they have registered in good time.
- Reviews must be submitted two weeks before the colloquium (this allows them to be addressed in the presentation and the research outline to be revised for optional publication after the colloquium). These are sent either directly to the doctoral candidate (with the THA Graduate School in cc) or via the THA Graduate School to the doctoral candidate.

2) Scientific presentation as part of a colloquium

Organisation:

- Frequency of colloquium: up to 3 times per year (depending on demand)
- Announcement of dates: by email to all members of the NITRO Doctoral Centre and on the NITRO Doctoral Centre website
- Format: Online/hybrid and once a year in person
- Scope of the presentations based on a (shortened) doctoral thesis defence (defence usually lasts 60 to 90 minutes)
 - 20 minutes presentation
 - 20 minutes discussion

Participation:

- No later than 3 years after admission to the NITRO doctoral centre (the date of submission of the research outline is decisive)
- Raise awareness that the presentation takes place during the doctoral programme within a period of 2 to 3 years (not, for example, after only six months).
- The supervisor of the presenter(s) should be present during the presentation.
- Participation in one of up to three sessions per year is mandatory for doctoral students and professorial members of the NITRO Doctoral Centre.

Follow-up:

- Following the colloquium, a feedback discussion will be held between the expert reviewer, the supervisor and the doctoral candidate and documented (date to be chosen individually).
- Following the colloquium, it is recommended that the two reviewers arrange a feedback meeting to discuss the reviews (date to be chosen individually).
- For documentation purposes, the research outline, both reviews and confirmation of the completion of the interim report (form provided) must be submitted to the THA Graduate School.

3) Publication of the research outline (optional)

The submitted written research outline may be published in a joint series as part of the Bavarian Journal of Applied Sciences (<https://jas.bayern/index.php/bjas>) in an annual series of publications.

- Publication is desirable, but not compulsory.
- Raise awareness among supervisors of the value of publication (establishment of the publication series)
- Each contribution receives its own DOI (citability)
- Authorship in cooperation with the supervisor is desirable (e.g. joint incorporation of feedback from the reviews)
- Language: English or German (English is recommended)
- Publication format: Open access as an online publication
- Once a year (all colloquia of the year are summarised)
- Sequential series number
- Planned publication date: December of each year
- Publication in the annual series is not counted as one of the two peer-reviewed publications required for a structured doctoral programme or as one of the three mandatory peer-reviewed publications required for a publication-based dissertation, as the review process does not meet the same quality criteria as those applied by a relevant specialist journal.

