

Call for applications 2025

Doctoral position

Internal funding programs of Fachhochschule Dortmund – University of Applied Sciences and Arts: Qualification Initiative for the Promotion of Early Career Researchers, Doctoral Program 2020 - 2023 (Status: 01.02.2025)

Next application deadline: October 1, 2025

Fachhochschule Dortmund aims to enhance doctoral opportunities for outstanding graduates and improve the qualification of its early career researchers. Exceptional students have the opportunity to pursue their doctoral projects within a three-year program either (A) through a cooperative doctorate with a university or (B) under the doctoral rights of the Promotionskolleg NRW, while simultaneously preparing for a career path within or outside academia.

1) Requirements and form of application

Eligible to apply are highly qualified graduates (with final grades typically better than 2.0) from Master's programs at Fachhochschule Dortmund, together with their supervising professors from Fachhochschule Dortmund. Highly qualified Master's graduates from other universities can also apply, provided their degree qualifies them for a doctorate and their doctoral project is supervised by a professor from Fachhochschule Dortmund.

In the application process, the research project and its relevance to the research profile of Fachhochschule Dortmund, the scientific aptitude of the doctoral candidate, the research profile of the supervisor at Fachhochschule Dortmund, and in the case of (A) the cooperation with a university or in the case of (B) the integration into the Promotionskolleg NRW as part of the doctoral project should be outlined.

For (B) doctorates under the doctoral rights of the Promotionskolleg NRW, the proposed primary supervising professor at FH Dortmund must demonstrate professorial membership at PK NRW. An associate membership at PK NRW is not sufficient for primary supervision, as it does not allow for an official supervisory role. Desired secondary and tertiary supervisors can either be named in the application process or will be assigned by PK NRW. The Promotions Commission of the relevant department at PK NRW will finalize the appointment of supervisors; suggestions from the doctoral candidates will be considered where possible and academically appropriate. The approval for doctoral funding depends on the final

supervisory arrangement: funding from Fachhochschule Dortmund can only be granted and commenced if a professor from Fachhochschule Dortmund is the primary supervisor.

The documents to be attached are described below.

2) Documents to be submitted:

1. **Cover** (attached application form)
2. **Letter of motivation**
3. **CV** (if applicable, including a list of publications)
4. **Certificates** (Master's degree, Bachelor's degree, job references, etc.)
5. **Brief synopsis of the doctoral project** (max. 5 pages plus bibliography and time schedule)
6. **Introduction of the supervisor at Fachhochschule Dortmund** (career, research work, list of publications)
7. **Introduction of (A) the supervisor of the cooperating university or (B) the supervisor of the Graduate School NRW if already known** (career, research work, list of publications)
8. **One letter of recommendation each of (A) both supervisors or (B) all already known supervising professors**
9. **Informal letter of confirmation in support of the application by the faculty (dean) or the institution (board/management) at Fachhochschule Dortmund**
10. **Valid doctoral degree regulations of (A) the university or (B) doctoral degree regulations of the Graduate School NRW as well as the doctoral degree regulations of the department concerned**
11. **Confirmation of admission by the doctoral committee**
12. **Self-disclosure of previous employment (see attached form)**
13. **Cooperation agreement between the university and Fachhochschule Dortmund in case of (A)**
14. **In case of (B), proof of professorial membership at the Graduate School NRW of the supervising professor**
15. **In case of (B), proof of membership of the doctoral student at the Graduate School NRW**

3) The jury procedure

Funding applications are evaluated by a scientifically composed jury in a jury session based on the quality of the respective doctoral projects and their relevance to the research conducted by the supervising Fachhochschule researchers. The jury makes a recommendation for funding, which is then decided upon by the university management.

Applications from suitable candidates with severe disabilities or those with disabilities considered equivalent under § 2 SGB IX are encouraged. We also aim to increase the proportion of women and therefore particularly welcome applications from female candidates. Women will be given preferential consideration when equally qualified, skilled, and performing, unless there are overriding reasons related to other candidates.

The funding approval may be conditional upon the submission of the following documents to the Promotionskolleg after the application: Master's certificate, admission confirmation, and for (A) a cooperation agreement or for (B) the nomination of second and third supervisors, recommendation letters from second and third supervisors, valid doctoral regulations. The university is bound to its funding approval for six months. If the position is not commenced within this period, the approval will expire.

4) Type of funding

Doctoral candidates are funded as research associates for three years in the form of a 50% position (salary group 13 TV-L).

After the first 18 months, the doctoral candidate must submit an interim report to the Promotionskolleg without being prompted. A template for the interim report can be found under Downloads on the ILIAS page of the Kolleg:

https://www.ilias.fh-dortmund.de/ilias/goto_ilias-fhdo_cat_463181.html.

A discussion about the interim report will be conducted at the Promotionskolleg.

Additionally, the interim report must demonstrate compliance with any conditions set forth in the admission to the doctorate program at the university or the Promotionskolleg NRW. For (B), it should also be shown that a significant portion of the doctoral program's events has already been completed.

As part of the funding, the doctoral candidate may be involved in teaching for **2 semester hours per week**.

The doctoral candidate must also comply with the **5% rule** of the Promotionskolleg. This means they must actively participate in the Promotionskolleg with 5% of their regular working time. Attending **events and workshops** offered by the Promotionskolleg and **registering** with the Promotionskolleg are mandatory as part of the funding. **Enrollment** at Fachhochschule Dortmund and additionally at PK NRW for (B) is required for the entire duration of the funding.

5) Submission

Applications must be submitted electronically by October 1, 2025, to promotionskolleg@fh-dortmund.de. All application documents should be submitted in a single cohesive document.

6) Supplementary notes on the documents to be submitted

With reference to 1 Cover

Please complete the attached application form and use it as a cover sheet for your application.

With reference to 2 Letter of motivation

Please describe on approximately 1-2 pages why you are pursuing a doctorate in your chosen topic and how you came to this decision. Discuss why you are applying for funding from FH Dortmund and how realistic it is that you will complete your doctoral project within the funding period.

With reference to 3 CV

Please include a CV in tabular form and add your list of publications, if applicable.

With reference to 4 Certificates

Please submit all certificates you have up to the time of submission.

High school diploma (Abiturzeugnis)

Bachelor's degree certificate

Master's degree certificate

Internship certificates (if mentioned in your CV)

Intermediate and work certificates (if mentioned in your CV or self-disclosure)

The master's certificate can be submitted later, up to 6 months after funding is approved, if it is not yet available.

With reference to 5 Brief synopsis of the doctoral project

Please describe the following aspects on no more than 5 pages: what is the problem and the current state of research and practice, the research gap to be investigated, the concrete research questions, your methodological approach and the goal of the doctorate. Add a timeline with work steps and milestones as well as your literature references.

With reference to 6 Introduction of the supervisor at Fachhochschule Dortmund

The following aspects must be included: career, research work – with reference to the doctoral project, list of publications.

With reference to 7 Introduction of (A) supervisor at the cooperating university or (B) the additional supervisors at the Graduate School NRW

The following aspects must be included: career, research work – with reference to the doctoral project, list of publications.

In the case of (B), the second and third supervisors' introduction may be submitted no later than 6 months after confirmation.

With reference to 8 Letter of recommendation

All letters of recommendation should comment on the planned doctoral project and also state the professional and personal suitability of the doctoral candidate. In the case of (A), one letter of recommendation each from the professor of Fachhochschule Dortmund and from the professor at the university are required and must already be present when the application is submitted. Also in the case of (A), the letter or recommendation of the supervisor at the university must explicitly confirm the cooperative doctorate with the Fachhochschule Dortmund and the co-supervision with the supervisor at Fachhochschule Dortmund. In the

case of (B), the letters of recommendation of the second and third supervisor may be submitted at the latest 6 months after confirmation.

With reference to 9 Informal letter of support for the application by the department (dean) or the institute (board/management) at Fachhochschule Dortmund

The letter of support must be submitted exclusively by the faculty, or the institute at

Fachhochschule Dortmund (not by the university in the case of (A) or by the Graduate School NRW in case of (B)). In the case of support, doctoral candidates will be employed as research assistants at the respective department of Fachhochschule Dortmund. Subsequently, they will be provided with the basic equipment including an office by the department, or the institute – for this reason, a letter of support has to be submitted by the department / institute of Fachhochschule Dortmund. If deans themselves are involved in the application as supervising professors, the letter must be issued by a vice dean.

With reference to 10 Valid doctoral degree regulations of (A) the university or (B) the doctoral degree regulations of Graduate School NRW and the doctoral degree regulations of the respective department of Graduate School NRW

Those regulations can usually be found on the website (A) of the cooperative university or (B) of the Graduate School NRW. The doctoral degree regulations of the department concerned at (B) can be submitted at the latest 6 months after confirmation.

With reference to 11 Confirmation of admission of the doctoral committee

The confirmation of approval does not have to be available at the time of application. However, if the candidate receives a positive recommendation for funding, it will have to be submitted within 6 months. The position / scholarship can only be taken up after it has been submitted.

With reference to 12 Self-disclosure of previous employment

Please complete the attached document. Please substantiate your statements with employment contracts, appointment certificates, etc. and keep one copy each for your personnel file.

With reference to 13 Cooperation agreement between university and university of applied sciences (A)

In the case of (A) a cooperative doctorate, the corporation agreement regulates the joint supervision on an institutional level and protects doctoral candidates in the process (among others: the role of the supervisor of Fachhochschule Dortmund in the examination process is regulated, as well as the recognition of achievements. A template for the creation of a cooperation agreement can be downloaded from the site of the Graduate Center in the Ilias portal (https://www.ilias.fh-dortmund.de/ilias/goto_ilias-fhdo_cat_466456.html). If a template for the corporation agreement also exists on the part of the university, it can also be used if the Graduate Center at Fachhochschule Dortmund has been consulted and agreed. The cooperation agreement does not have to be finished by the time the application is

submitted. However, if the candidate receives a positive recommendation for funding, it will have to be submitted within 6 months.

With reference to 15 In the case of (B) proof of the doctoral candidate's membership at the Graduate School NRW

This can be, for example, the matriculation certificate of the Graduate Center NRW.

**Application for a doctoral position/scholarship at
Fachhochschule Dortmund – University of Applied Sciences and Arts**

Template for the jury for doctoral funding

Doctorate related information

Name/title of the candidate submitting the application

Name/title of the supervisor at Fachhochschule Dortmund

Faculty of the supervisor at Fachhochschule Dortmund

Working title of the doctoral project

I am planning...

... (A) ☐ a cooperative doctorate.

... (B) ☐ a doctorate according to the own doctoral program of the Graduate School NRW.

For (A):

Name of the cooperating university

Name/title of the supervisor at the university

For (B):

If applicable, name/title of the second supervisor at the Graduate School NRW

If applicable, name/title of the third supervisor at Graduate School NRW

Responsible department at Graduate School NRW

Doctoral program to be completed at the Graduate School NRW

Personal data

Candidate's previous academic education:

University/university of applied sciences	Period (month/year)	Degree

I hereby confirm that I...

☐ ... am registered at the Graduate Center at Fachhochschule Dortmund.

(<https://dias.fh-dortmund.de/dwf?FID=0x511247F6C7E389419B40DF34837B59E5>)

☐ ... am enrolled at Fachhochschule Dortmund.

Please state the reason why you are not enrolled yet:

☐ ... am not currently receiving any other income that is exclusively linked to a doctoral activity.

☐ ... have not yet submitted a doctoral thesis on the above-mentioned topic to a university/universit sciences.

Date and signature of the candidate

Name, first name

Declaration of previous employment with academic services (§§ 1 ff Academic Fixed-Term Contract Act)

1. Doctorate

- ☐ I have not yet done a doctorate. (Please continue with 2.)
- ☐ I have already done a doctorate. (Please attach a copy of your doctoral certificate) Date of issue of the doctoral topic: _____

2. Periods of employment at a university of applied sciences or a research institution Date of first university degree (Bachelor, Diplom, Magister etc.): _____

- ☐ I have never been employed at a German university of applied sciences or a research institution.
- ☐ I have already been employees at a German university of applied sciences or a research institution **providing academic services.**

Please list all relevant employment, civil service and private service relationships in the following overview (cf. exemplary list without conclusive character: temporary civil service contracts, private service contracts with members of a university, other temporary activities (e.g. as subject teacher, research associate, research assistant)).

Please substantiate your statements with employment contracts, appointment certificates, corresponding certificates, etc. and keep a copy of each for the personnel file.

Even in cases of doubt (German university? /research institution?), please list these employments and substantiate them with employment contracts or corresponding certificates, etc., and keep a copy of each for the personnel file.

[illegible]

I am aware that incorrect or incomplete information might lead to the appeal or cancelation of the contract of employment. I hereby declare that the information I have provided is correct and complete.

(Place, Date)

(Signature)