

# **Call for applications**

## **Doctoral position or doctorate scholarship**

Internal funding programs of Fachhochschule Dortmund – University of Applied Sciences and Arts: Qualification Initiative as Support for Young Academics, Doctoral Program 2020 – 2023

(Status: March 7, 2023)

### **Next application deadline: October 1, 2023**

Fachhochschule Dortmund has set the goal of improving the doctoral degree opportunities of excellent graduates and the qualification of its young academics. Outstanding students are offered the possibility to complete their doctoral project in a two- to a maximum of four-and-a-half-year program within the framework of (A) a cooperative doctorate with a university or (B) a doctorate under the doctoral law of the Graduate School for Applied Research in North Rhine-Westphalia (Graduate School NRW), and qualify for a career path within or outside of academia at the same time.

#### **1) Requirements and form of application**

Eligible for application are particularly qualified graduates (final grade usually better than 2.0) of a master's program at Fachhochschule Dortmund together with the supervising professor of Fachhochschule Dortmund. Moreover, particularly qualified master graduates of other universities and universities of applied sciences are also able to apply, provided that their degree entitles them to continue their academic career with a doctorate and their doctoral project is supervised by a professor from Fachhochschule Dortmund.

As part of the application, the research project and its connection to the research profile of Fachhochschule Dortmund, the scientific aptitude of the doctoral candidate and in the case of (A) the cooperation with a university or in the case of (B) the integration into Graduate School NRW in the context of the doctorate must be outlined.

For (B) doctorates according to the doctoral program of Graduate School NRW, the proposed first supervising professor of Fachhochschule Dortmund must be a professorial member of Graduate School NRW. An associate membership is not sufficient to be the first supervisor, since no official supervisory function may be taken on. Preferred second and third supervisors can either be named within the application already or they will be assigned by the Graduate School NRW. The doctoral committee of the responsible department within Graduate School NRW will finally designate the supervisors, taking into account the wishes of the doctoral student to the extent to which they are possible and professionally justifiable. The confirmation of funding is hereby dependent on the final supervision constellation; funding of Fachhochschule Dortmund is only granted and started if a professor of Fachhochschule Dortmund is assigned as first 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 of (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

At a jury meeting, a scientific jury decides on the funding applications according to the quality of the respective doctoral projects and their relation to the research work of the supervising university of applied sciences researcher. The jury makes a recommendation for funding, which is subsequently decided upon by the rectorate.

The application of suitable persons with severe disabilities and persons with disabilities, who are equal to them, in the sense of § 2 SGB IX are welcome. Furthermore, we are striving to increase the proportion of women and therefore welcome applications from female candidates in particular. Women will be given preferential consideration in cases of equal suitability, ability and professional performance, unless reasons relating to a competitor prevail.

The funding approval may be granted on condition that the following documents are submitted to the Graduate Center after the application has been submitted: master's degree certificate, confirmation of admission and – in case of (A) – cooperation agreement or – in case of (B) – the introduction of the second and third supervisor, letter of recommendation of second and third supervisor, valid doctoral degree regulations. The university of applied sciences is bound to its funding confirmation for six months. If the position/scholarship is not taken up by then, the commitment expires.

### 4) Type of funding

The following funding types are offered:

- 2 years, 50%, E13 or
  - 2 ½ years, 40%, E13
- } + 2 years extension (see below)

The option of funding at 40% exists exclusively in the case of a parallel second employment at Fachhochschule Dortmund, as employment below 50% is not possible. Within the framework of both types of funding, as well as in the case of funding in the form of a scholarship, there is the option of a maximum two-year extension. To receive this extension, the funded doctoral student must submit an additional application at least three months before the end of the first funding period. The application must show whether the doctoral thesis can be submitted within the extension period in the case that the extension is granted. Additionally, and if applicable, the fulfilment of the requirements made in the context of admission to the doctoral program at the university or at the Graduate School NRW must be proven. In case of (B), it should also be shown that a large part of the events of the doctoral program has already been completed.

The type of funding does not have to be determined at the time of application. In case of a successful application, a suitable solution will be found for the candidate during the hiring process together with the HR department.

Attendance at the events and workshops offered by the Graduate Center at Fachhochschule Dortmund as well as the registration at the Graduate Center are mandatory in connection with funding. Likewise, registration at Fachhochschule Dortmund and, in the case of (B), at the Graduate School NRW is required.

Please also note that an unsolicited interim report must be submitted to the Graduate Center after 1 year, 3 months before the end of the first funding period (might correspond to the application for extension) and in the middle of the extension period.

Further information on the extension application and the interim report can be found under Downloads on the Ilias page of the Graduate Center: [https://www.ilias.fh-dortmund.de/ilias/goto\\_ilias-fhdo\\_cat\\_463181.html](https://www.ilias.fh-dortmund.de/ilias/goto_ilias-fhdo_cat_463181.html).

## **5) Submission**

Dortmund by **October 1, 2023**, via [promotionskolleg@fh-dortmund.de](mailto:promotionskolleg@fh-dortmund.de). All application documents are to be submitted as one coherent 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*

Use 1-2 pages to describe why you are pursuing this topic for your doctoral thesis and how you found it. Also illustrate why you are applying for funding from Fachhochschule 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. For example: master's certificate, bachelor's certificate, work references / interim certificates, high school diploma (Abiturzeugnis), any internship references, etc.

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](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

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Name/title of the candidate submitting the application

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Name/title of the supervisor at Fachhochschule Dortmund

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Faculty of the supervisor at Fachhochschule Dortmund

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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):

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Name of the cooperating university

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Name/title of the supervisor at the university

For (B):

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

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

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Responsible department at Graduate School NRW

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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.

... 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/university of applied sciences.

Do you have a severe disability?

Note: Stating a severe disability in your application is voluntary. If you indicate your severe disability in the application, please enclose a copy of your disabled person's pass or of the proof of equality.

Yes

No

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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.

From	Until	German university of applied sciences/research institution	Hours/week according to employment contract	Full weekly working time	Type of employment

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)