



**Please note:**

**This version of the Regulation is a translation of the official German version and is provided for informational purpose only. It has no legally binding effect.**

The legally binding version is published in our Official Notices.

This regulation was translated using a neural machine translation service. We do not guarantee the quality or accuracy of the translation.

# **Regulations of the Department of Computer and Data Science of the Doctoral School NRW**

dated 20.06.2021 in the version dated 02.05.2023

Based on Section 4 (4) sentence 3 of the Higher Education Act of the State of North Rhine-Westphalia (Hochschulgesetz - HG) in the version of the Act amending the Higher Education Act of July 12, 2019, Section 2 (2) of the Administrative Agreement of the Doctoral School NRW (VV) of December 14, 2020 and the Framework Departmental Regulations (RAO) of April 16, 2021, the Doctoral School NRW issues the following Departmental Regulations:

## **Contents**

- § 1 Scope of application and tasks
- § 2 Contributors
- § 3 Recommendations Committee
- § 4 Bodies of the department
- § 5 Key Research Areas of the Department
- § 6 Cooperation and events of the department
- § 7 Departmental meeting
- § 8 Doctoral candidate spokesperson
- § 9 Equality, Person in charge of Equal Opportunities Affairs
- § 10 Commissions
- § 11 Doctoral examining committee
- § 12 Amendment of the Departmental Regulations
- § 13 Severability clause
- § 14 Entry into force

## **§ 1 Scope of application and tasks**

(1) The Departmental Regulations govern the structure, procedural rules and processes of the Department of Computer and Data Science and are based on the Framework Departmental Regulations.

(2) Professors and doctoral candidates from universities of applied sciences (AUS) and universities work together in the department to conduct and promote doctoral research, strengthen cooperation in research, promote integration into the scientific community, ensure high quality scientific activities and teach young scientists a responsible approach to science. The members and Affiliated Members deal with a wide range of issues relating to digitalization and applied computer science, artificial intelligence and data science. Data protection, data security, integrity, efficiency and user-friendliness of digital systems as well as user-centric visualization, (inter)operability and efficient interactions are also addressed.

(3) In particular, the department shall ensure that doctorates meet national and international

academic standards and that doctoral candidates can continue their academic career at other institutions after completing their doctorate.

(4) The department represents an extended research environment for its doctoral candidates. They are included in the scientific discourse beyond university boundaries. Where possible, the facilities of the other supporting universities involved in the department are also available to them.

(5) The department obliges its members and Affiliated Members to comply with the rules of good scientific practice in accordance with the regulations for safeguarding good scientific practice and dealing with Scientific Misconduct at the Doctoral School NRW, as amended. It shall perform the tasks assigned to it in these regulations.

(6) The department obliges its members and Affiliated Members to handle scientific methods and results responsibly in accordance with the regulations of the Commission on Responsibility in Science of the Doctoral School NRW, as amended.

(7) In order to provide a supportive environment for young researchers, the members of the department coordinate their research and form research priorities. The Key Research Areas form the basis for the doctoral programs.

(8) The department promotes cooperation with other departments of the doctoral program, in particular with the Departments of Media and Interactions, Resources and Sustainability and Technology and Systems, as well as with scientific institutions and industrial cooperation partners.

(9) The department involves associate professors in all departmental events and processes. The option to apply for membership status is possible at any time.

(10) The department promotes gender equality in cooperation with the central Person in charge of Equal Opportunities Affairs. Representation of female members in all of the department's Bodies or Boards or Committees is sought. The diversity of the members is given appropriate consideration.

(11) The aim of the department is to inform young academics (students) and graduates about the doctoral opportunities at and with the Doctoral School NRW. This is usually done in an annual information event, which is organized across departments and with the involvement of external organizations.

(12) It is the task of the department to discuss further joint events and elements of cooperation, (short, medium and long-term) goals and measures for their implementation at the departmental meetings to be held in accordance with § 7. The discussion and integration of socially relevant topics and current research issues into the events of the doctoral programs, measures to promote gender equality and the reconciliation of family and doctorate as well as the organization of events (e.g. colloquia, summer schools, conferences) are taken into account. Events, cooperation agreements and objectives are implemented by the Directorate with the involvement of members and Affiliated Members and with the support of Coordination following a decision by the Department board. The Department board and the Directorate report on implementation to the Department Assembly once a year.

## **§ 2 Contributors**

- (1) Professorial members and associate professors admitted in accordance with Section 3 of the Membership Regulations, doctoral candidates admitted in accordance with Section 4 of the Membership Regulations and university cooperation partners shall work together in the department. The admission of members and Affiliated Members is governed by the Membership Regulations and §§ 7, 8, 9 and 10 of the Administrative Agreement.
- (2) Members and Affiliated Members of other departments may also participate in meetings and events after registering, provided there are no reasons of confidentiality or other reasons to the contrary.
- (3) Guests may attend department events subject to availability of places and by invitation.

## **§ 3 Recommendations Committee**

- (1) The department's Recommendations Committee evaluates applications for admission from members and Affiliated Members of the department on an academic basis, with the assistance of professorial expertise from external institutions authorized to award doctorates.
- (2) Section 5 of the Framework Departmental Regulations governs the composition and election of the Recommendations Committee.
- (3) The Recommendations Committee consists of five professorial members, university cooperation partners of the department or other expert professors from institutions entitled to award doctorates. Four members are elected by the Department board in accordance with Section 5 (5) RAO, one member is appointed from among the Director and his or her deputies in accordance with Section 4 (2) in accordance with Section 5 (4) RAO. With regard to the composition of the Recommendations Committee, the department determines that the Key Research Areas of Cyber Security, Data Science, Visual Computing and Information Systems represented in the department are appropriately represented by the members of the Recommendations Committee, so that a broad range of scientific expertise is ensured.
- (4) The members of the Recommendations Committee shall review the membership applications in accordance with paragraph 1 independently of one another and cast a vote for or against admission to the department as a doctoral candidate, professorial member or associate professor in the Doctoral School NRW data portal. The majority of votes constitutes the vote. If the opinions do not result in a clear vote or if there is a need for discussion by a majority of the members, the Recommendations Committee exchanges views in writing, in person, online or in a hybrid form and prepares a joint academic assessment.

## **§ 4 Bodies of the department**

- (1) Bodies of the department are the Department board and the director. Tasks and election are regulated in § 4 of the Framework Departmental Regulations and in § 17 and § 18 of the Constitution.
- (2) With regard to the director and deputies, it is stipulated that up to two deputies may be elected. The aim is to achieve gender parity in the composition of the Board of Directors. The

tasks of the director are regulated in § 25 of the administrative agreement.

(3) The Department board meets at least once per semester. It shall adopt its own rules of procedure.

### **§ 5 Key Research Areas of the Department**

(1) The department's research area covers numerous issues relating to digitalization, in particular applied computer science. The department is divided into various Key Research Areas, which are currently Cyber Security, Data Science, Visual Computing and Information Systems. Members and Affiliated Members can be assigned to several Key Research Areas. Interdisciplinary cooperation between members and Affiliated Members across institutionally established subject boundaries is encouraged.

(2) The Key Research Areas can elect a spokesperson from among their participants to represent the Key Research Area within the department.

(3) The Department board shall decide on the establishment or dissolution of the department's Key Research Areas and their general tasks. All those involved in the Key Research Areas must be consulted and the effects on the doctoral programs must be taken into account and adjustments made if necessary. The rights and obligations of professors and doctoral candidates remain unaffected.

(4) The establishment of a new Key Research Areas requires at least five professorial members of the department who support the institution and wish to work in it.

(5) The members of the Key Research Areas report on their joint work (applications, projects, events, etc.) at the departmental meetings.

(6) The department is anchored in the related sciences of computer science, engineering, mathematics, statistics and business informatics.

### **§ 6 Cooperation and events of the department**

(1) In addition to joint research and the work of the Bodies, elements of cooperation include the Department Assembly, the implementation of doctoral programs and information and specialist events for members and Affiliated Members of the Department as well as the scientific community as a whole.

(2) Doctoral candidates participate in the department in particular by presenting their own research at colloquia, by participating in qualification events and by being involved in teaching at the supporting universities. Doctoral candidates are actively involved in shaping the scientific discourse. The supervisors support the doctoral candidates in networking.

(3) Collaboration with university cooperation partners takes place in particular through jointly initiated and implemented research projects and as part of the department's involvement in doctoral procedures.

### **§ 7 Departmental meeting**

- (1) The departmental assembly meets at least once a year. The departmental assembly consists of professorial members, associate professors, university cooperation partners and doctoral candidates. The director or a deputy director should be present.
- (2) The department assembly shall discuss the scientific work of the department, the promotion of doctorates and the organization in an open discourse.
- (3) The director shall issue invitations to the departmental meeting with 14 days' notice and announce the agenda. The director shall be supported in this by the Staff members responsible for the department. The invitation to the departmental meeting shall be sent by e-mail.
- (4) The deliberations and resolutions of the departmental meeting are recorded in minutes and forwarded to the responsible Bodies as statements or recommendations.
- (5) Votes on resolutions are carried out by a majority decision of those present, usually by a show of hands.
- (6) The department meeting can be held as an in-person, online or hybrid event.

### **§ 8 Doctoral candidate spokesperson**

- (1) The Doctoral Candidate Representatives represent the interests of doctoral candidates within the department and vis-à-vis the Executive Board of the Doctoral School NRW.
- (2) The election and term of office of the Doctoral Candidate Representatives is governed by Section 6 of the Framework Departmental Regulations.
- (3) The department shall determine that the doctoral candidate spokesperson shall be consulted on important issues affecting the department.

### **§ 9 Equality, Person in charge of Equal Opportunities Affairs**

- (1) The Person in Charge of Equal Opportunities Affairs performs the tasks in accordance with Section 24 of the Higher Education Act. She participates in the meetings of the Department board and the Recommendations Committee in an advisory capacity.
- (2) The Person in charge of Equal Opportunities Affairs of the department and the deputy are elected by the Department board from among all female members of the department.
- (3) The term of office of the Person in charge of Equal Opportunities Affairs of the department and the deputy is three years.
- (4) The election of the Person in charge of Equal Opportunities Affairs of the department and the deputy shall take place in separate ballots. The person who receives a simple majority of the votes cast by the members entitled to vote is elected. Abstentions count as votes not cast.

### **§ 10 Commissions**

The Department board can set up commissions for special tasks as well as reappoint them.

### **§ 11 Doctoral examining committee**

The department establishes a doctoral examining committee. Further details on the composition and election are regulated by the Framework Doctoral Degree Regulations of the Doctoral College for Applied Research in North Rhine-Westphalia dated 31.01.2023 and the doctoral degree regulations of the Department of Computer and Data Science of the Doctoral College for Applied Research in North Rhine-Westphalia, as amended.

### **§ 12 Amendment of the Departmental Regulations**

The Departmental Regulations are adopted and amended by a majority vote of the voting members of the Department board.

### **§ 13 Severability clause**

Should any provision of these regulations be invalid, this shall not affect the validity of the remaining provisions. An invalid provision shall be replaced by a new, valid provision that comes as close as possible to the meaning and purpose of the original provision.

### **§ 14 Entry into force**

Issued on the basis of the resolution of the Department board of 02.05.2023. The Departmental Regulations enter into force on the day after their publication in the Official Notices of the Doctoral School NRW.

Sankt Augustin, 02.05.2023

The Chairman of the Department board

signed. *Herpers*

(Prof. Dr. Rainer Herpers)