



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 Technology and Systems of the Doctoral School NRW

dated 07.12.2021 in the version dated 24.07.2023

Based on Section 4 (4) sentence 3 of the Higher Education Act of the State of North Rhine-Westphalia (Higher Education Act - HG) as amended by the Act Amending the Higher Education Act of July 12, 2019, Section 2 (2) of the Administrative Agreement of the Doctoral School NRW of December 14, 2020 (VV) and the Framework Departmental Regulations of the Doctoral School NRW of April 16, 2021 (RAO), the Department of Technology and Systems of the Doctoral School NRW issues the following Amendment Regulations to amend the Regulations of the Department of Technology and Systems of the Doctoral School NRW:

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 Technology and Systems and are based on the valid version of the Framework Departmental Regulations and the cooperation practiced in the department and the Department of Technology and Systems of the GI NRW as the predecessor institution.
- (2) Professors and doctoral candidates from universities of applied sciences (AUS) and universities work together in the department with the aim of carrying out and promoting doctorates, strengthening cooperation in research, promoting integration into the scientific community, ensuring a high quality of scientific work and teaching young scientists a responsible approach to science.
- (3) In particular, the department ensures that the doctorate is compatible with the national

and international scientific community and that an academic career at other institutions can be continued after completion of the 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 all members and Affiliated Members to comply with the rules of good scientific practice in accordance with the regulations for good scientific practice. It shall perform the tasks assigned to it in these regulations.

(6) The department obliges all its members and Affiliated Members to handle scientific methods and results responsibly in accordance with the Regulations for Responsibility in Science.

(7) In order to provide a supportive environment for early career 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 College, in particular with the Departments of Computer and Data Science, Media and Interactions, Business and Markets, and Social and Health Affairs.

(9) The department promotes cooperation with other scientific institutions, such as science-to-business centers, transfer companies, IoT real laboratories, demonstration factories, start-ups and spin-offs.

(10) The department involves associate professors and thus gives them the opportunity to acquire membership status.

(11) The department promotes equal rights with regard to ethnic origin, gender, religion or ideology, disability, age or sexual identity. This is done, for example, by actively approaching female Master's graduates and prospective doctoral candidates via the graduate centers of the supporting universities associated with the department as part of regular information events. Gender equality and equal opportunities are seen as a cross-cutting issue in all of the department's qualification programs and measures.

(12) The department strives to establish and maintain a competence database in which all research activities are summarized in a structured manner. This will support access to disciplinary, interdisciplinary and international partners.

§ 2 Contributors

(1) The professorial members and associate professors admitted in accordance with Section 3 of the Membership Regulations, the doctoral candidates admitted in accordance with Section 4 of the Membership Regulations and cooperation partners of universities that have assigned themselves to this department 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 that there are no reasons of confidentiality or other reasons to the contrary.

(3) Guests may attend department events by invitation and subject to availability of places.

§ 3 Recommendations Committee

(1) In accordance with §§ 3 and 5 RAO, the department's Recommendations Committee prepares an academic assessment for the admission of members and Affiliated Members of the department.

(2) The election and composition of the Recommendations Committee are regulated in § 5 RAO.

(3) The Recommendations Committee consists of three professorial members, university cooperation partners of the department or other expert professors from institutions entitled to award doctorates. Two members are elected by the Department board in accordance with Section 5 (5) RAO, one member is appointed in accordance with Section 5 (4) RAO from among the Director and his or her deputies in accordance with Section 4 (2).

With regard to the composition of the Recommendations Committee, the department stipulates that the specialist areas of *Cyber Physical Systems* and *Instrumentation and Control* are equally represented.

§ 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 of the Doctoral College for Applied Research in North Rhine-Westphalia of 29.01.2021.

(2) The Director heads the department, chairs the meetings and represents the department externally. The deputy director is in charge of the department's doctoral programs. Both represent each other. The director's duties are regulated in § 25 of the administrative agreement.

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

§ 5 Key Research Areas of the Department

(1) The department is anchored in the disciplines of mechanical and production engineering as well as computer science, systems and electrical engineering. The department conducts research in key areas. These are called *Cyber Physical Systems* and *Instrumentation and Control*. It is possible to assign members and Affiliated Members to several focus areas.

(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) In the event of the establishment or dissolution of Key Research Areas, the impact on the doctoral programs must be examined immediately and adjustments made if necessary.

§ 6 Cooperation and events of the department

(1) In addition to the work of the bodies, elements of cooperation include the departmental assembly, the implementation of doctoral programs and cooperation with the graduate centers of the supporting universities associated with the department. In the graduate centers, doctoral candidates are introduced to the department's structured) doctoral program. Other elements of the cooperation include conference participation, publications, further training, research visits and internships.

(2) Doctoral candidates are involved in the department's work in particular through a lecture series and specialist events in the context of *Cyber Physical Systems* and *Instrumentation and Control*. In addition, the department organizes a moderated doctoral colloquium. Details are regulated by the department's doctoral program.

(3) Collaboration with the university cooperation partners is based in particular on the Cooperative doctorates carried out or in progress and the joint activities existing as a result.

(4) All those involved, in particular associate professors and doctoral candidates, are appropriately involved in decisions with scientific or organizational implications, such as the organization of conferences. The necessary exchange of information is ensured by direct communication by e-mail to the members, newsletters and announcements by the Coordination of the department.

(5) A program for the department's events shall be drawn up for each semester with an appropriate lead time. This program is approved in advance by the Department board.

§ 7 Departmental meeting

(1) The Department Assembly shall meet at least once a year. The departmental assembly consists of professorial members, associate professors, university cooperation partners, doctoral candidates and Staff members. 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 an invitation to the departmental meeting with seven 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) The regulations on voting, rules of procedure, resolutions and minutes are equivalent to the procedures of the Department board. In addition, open votes may be held, including online, provided that no member objects.

(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 stipulate that the doctoral candidate spokesperson shall be consulted on all issues concerning the department and shall have the right to information, to speak and to vote.

§ 9 Equality, Person in charge of Equal Opportunities Affairs

(1) The Equal Opportunities Officer 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 department's equal opportunities officer and 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

(1) The Department board may establish commissions for special tasks as well as reappoint them.

(2) The department shall provide for the establishment of a commission to establish a skills database.

§ 11 Doctoral examining committee

The department sets up 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 Technology and Systems 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 two-thirds majority 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 24.07.2023. The Departmental Regulations enter into force on the day after their publication in the Official Notices of the Doctoral School NRW.

Höxter, 24.07.2023

The Chairman of the Department board

signed. *Maas*

(Prof. Dr. Klaus Maas)