

Guidelines for Quality Assurance and Improvement for PhD Projects at the Anhalt University of Applied Sciences

1. Quality standards

These quality standards serve to enforce quality assurance guidelines and improve the scientific work of doctoral candidates. They should be observed by all doctoral students¹ and supervisors at Anhalt University.

1. Examinations given by supervisors: A professor who wishes to supervise doctoral projects must evaluate in advance whether or not a doctoral thesis topic is suitable for a dissertation, whether the future doctoral candidate has the necessary qualifications, and whether the resources and facilities required for the implementation are available within the framework of third-party funding, departmental funding or through other means.
2. Principles of good scientific practice: In addition to professional supervision, the supervisor will instruct the doctoral students within the framework of good scientific practice in accordance with the RULES FOR THE SECURATION OF GOOD SCIENTIFIC PRACTICE AND FOR THE PROCEDURE FOR SUSPECTED SCIENTIFIC MISCONDUCT AT THE ANHALT UNIVERSITY OF APPLIED SCIENCES 23.02.2008. All doctoral students are obliged to adhere to these basic principles. They are important for the prevention and avoidance of scientific misconduct. For the doctoral students at Anhalt University this means in particular
 - a. working according to state-of-the-art scientific research knowledge,
 - b. to document results including raw data,
 - c. to doubt their own results,
 - d. to maintain strict honesty with regard to the contributions of partners, competitors and predecessors,
 - e. to seek open discourse, and
 - f. to comply with ethical standards when conducting surveys.
3. Regular and structured exchange: The regular and structured exchange between the supervisor and the doctoral student should be ensured (e.g. by a supervision agreement).
4. Time frame: Doctoral projects should be completed within 4 to 6 years.
5. Equal opportunities for all candidates: The compatibility of family and an academic career is particularly supported during the doctoral phase. The basis for this is the CONCEPT FOR EQUAL OPPORTUNITIES AND FAMILY-FRIENDLY WORKING AND STUDYING CONDITIONS OF 20.03.2017.
6. Programs the Graduate Academy offers as support for PhD candidates: The Graduate Academy offers workshops, networking and consulting services. It also ensures that PhD candidate's young researchers have a platform to present their research.
7. University bibliography: The supervisors will promote the publication of results from the ongoing doctoral projects. The bibliographic data of all papers and dissertations written at Anhalt University should be reported to the library. The library will record the data in the university bibliography.

¹ In the interest of legibility, it has been agreed not to use both male and female forms in designating persons, offices, and roles; corresponding formulations in the masculine also apply in the feminine forms.

2. Guide for doctoral students

1. At the start of their doctoral program: Right at the start, the technical and formal requirements for working will be set up i. Access to a PC, Internet, telephone and e-mail systems, ii. Induction and familiarization training on how the laboratories operate and/or about workshops iii. Matriculation as a doctoral student and iv. Report to the doctoral student representative of the corresponding department.
2. During the first year of the doctoral program:
 - a. Exposé: After half a year, a concrete exposé should be made available describing the goals of the planned research. This should be coordinated with the supervisors at Anhalt University and the supervisor at the cooperating university.
 - b. Supervision agreement: It is recommended that a supervision agreement be included. It will serve to communicate between the doctoral student and the supervisor regarding how the type and method of supervision will be carried out. Such an agreement may be based on the exposé, where a timetable indicating the progression of the doctoral candidate's work is continuously updated. The design may be based on the model, which is attached in the annex; the concrete specifications may be flexible and tailored to the specific conditions agreed upon by mutual consent.
 - c. The cooperating university with them right to award doctorate titles: It is mandatory to have a cooperating university with the right to award doctorate titles where the doctorate is carried out in cooperation with Anhalt University.
 - d. Graduate Academy: All doctoral students can attend the workshops and network meetings of the Graduate Academy.
3. During the second year of the doctoral program:
 - a. Documentation of progress: After approximately one year, a meeting should take place between the doctoral student and the supervisor where the current research results are presented and discussed and any adjustments to the research objectives and the progression timetable are made.
 - b. Publications: After approx. one year, work should begin on a publication.
 - c. If applicable, plan your stay abroad: Stays at a foreign university are particularly useful in the doctoral phase; they provide valuable working experience in an international research environment. In cooperation with the International Office, the supervisor should assist the doctoral student with any planning and financial issues.
4. Starting at the beginning of the third year in a doctoral program:
 - a. Documentation of progress: After about two years, the supervisor and the supervisor at the cooperating university, with the right to award doctorates, should receive a status report detailing the current status of the doctoral thesis and a projection date for the planned completion is recorded.
 - b. Publications: After about two years, at least one short publication should have been published. Before submitting the dissertation, a minimum number of publications on the topic of the dissertation should have been published or accepted for publication. The minimum number depends on the subject area and should be proposed by the supervisors.
5. After completion of the doctoral dissertation:
 - a. Notification of the completion of the dissertation must be submitted. In order for dissertations written at Anhalt University to be officially documented the doctoral thesis has to be reported to the Graduate Academy.
 - b. Awarding a doctorate degree: After the successful completion of a defense of the dissertation, the doctoral degree can only be held after receipt of the doctoral certificate.

3. Sample supervision agreement

1. Participants and doctoral project: The supervision agreement is concluded between:
 - a. Doctoral student: _____
 - b. Supervisor of the dissertation: _____
 - c. The working title of the dissertation is:

2. Infrastructure and working conditions:
 - a. The supervisor shall endeavor to provide the doctoral student at the following institution:

with the following infrastructure and working conditions:

 - i. Access to laboratories containing the equipment necessary for the research of the dissertation,
 - ii. Access to equipment and consumable materials required for the dissertation project

 - iii. Access to a PC, Internet, telephone and e-mail systems as well as the usual administrative support.

3. Rights and duties of the doctoral student and the supervisor:
 - a. All parties agree to abide by the rules of good scientific practice as set forth in the [RULES FOR ENSURING GOOD SCIENTIFIC PRACTICE AND FOR THE PROCEDURE TO BE FOLLOWED IN THE EVENT OF SUSPECTED SCIENTIFIC MISCONDUCT AT THE ANHALT UNIVERSITY OF APPLIED SCIENCES of 23.02.2008.](#)

4. Rights and duties of the doctoral student:
 - a. The doctoral student affirms that he/she will immediately and at the very latest within six months, submit an application to be officially added to the list of doctoral students at the respective institution that holds the right to award doctoral degrees
 - b. Together with their supervisors, the doctoral candidates will work out a work plan and schedule for the dissertation project.

 - c. The doctoral candidates are obliged to report regularly and precisely to the supervisor on the progress of their work.
A reporting frequency of _____ is agreed.
 - d. After one year, doctoral students will write a short report for the supervisor. The supervisor will write a statement. This statement will form the basis of a joint discussion. A short protocol of the conversation is drawn up and countersigned by all parties. This joint review can lead to an adjustment of the work plan and schedule.
 - e. Doctoral candidates can participate in workshops, network meetings and in the advisory services of the Graduate Academy.

5. Rights and duties of the supervisor:
 - a. The supervisor is obliged, together with the doctoral student, to draw up a progress timeline, research and financing plan and to receive regular and detailed reports on the status of the work from the doctoral student.
 - b. Doctoral students are obliged to commit themselves to supervision until the completion of the doctorate, regardless of the duration of financing.

 - c. Supervisors will discuss career perspectives with the doctoral student.
 - d. They will support the doctoral student, when necessary, in reconciling family with an academic career.

6. Supplementary agreement:
