Check list for doctoral candidates at TUM School of Management

For doctoral candidates who entered the doctoral candidacy list after January 1, 2014

Graduate Center
TUM School of Management

As of August 2016
Your doctoral studies from registration to degree certificate:

Everything you need to know, step by step and at a glance. Can you tick all the boxes?

- Check your progress – tick the boxes as you go

Starting your doctoral studies at the Graduate Center of TUM School of Management

☐ Find a supervisor and determine the topic of your dissertation

☐ Choose the institution/academic department and Graduate Center for your doctoral studies
  - If your supervisor holds one of the Chairs of TUM School of Management, you usually choose the Graduate Center of TUM School of Management in accordance with your supervisor. Please contact the Graduate Center of TUM School of Management in special cases.

☐ Register on www.tum.de/doc-gs
  - Please create only ONE account. When creating an account, you can save your data so far, log out and then log in again later.
  - When you have completed all the fields, the system automatically generates a pdf called "Application for entry onto the doctoral candidacy list". Print out this pdf, sign it and hand it in to the Graduate Center of TUM School of Management together with the following documents:
    - completed and signed supervision agreement which you fill in together with your supervisor, your mentor and the Graduate Center of TUM School of Management (download the form here: http://www.wi.tum.de/en/academic-programs/phd-program/downloads/). The supervision agreement is to be handed in to the Graduate Center WITHOUT first being signed by the Graduate Center
    - officially certified copy of your (foreign) degree certificate (no original documents)
    - officially certified copy of your (foreign) degree transcript (no original documents)

The Graduate Center can only process your application when it has received all the required documents.
Choose a mentor

Along with the supervisor, the mentor supports the scholarly project and the doctoral candidate. The supervisor and mentor are stated in the supervision agreement document. The mentor can provide further academic supervision or advise on broader skills and the personal development of the student, or focus on making sure the doctoral studies are on track time-wise. Anyone who has documented his/her ability to carry out independent academic work – usually in the form of a doctorate – can be a mentor.

Degree from a non-German university

If you have a degree from a non-German university, this will have to be checked. In the mean time you will be provisionally entered onto the official doctoral candidacy list and become a provisional member of the TUM Graduate School. Once your non-German degree has been recognized, you will be definitively entered onto the doctoral candidacy list.

Entry onto the doctoral candidacy list

You will receive an email officially confirming your definitive entry onto the doctoral candidacy list. At this point you will become a full member of the TUM Graduate School. You can now register for the Kick-off seminar in DocGS.

Handy tip Once you are officially entered onto the doctoral candidacy list, you have the option of also matriculating (enrolling) as a doctoral student at TUM. This gives you a number of student discounts for a maximum of six semesters. More information here: www.gs.tum.de > ... > application-steps

Handy tip Keep your login details safe and make sure your email address is always up to date. Please upload attendance certificates of your doctoral seminars in DocGS yourself. You may also download documents yourself (e.g. scans of your supervision agreement document, etc.). Every year, you will receive an automatic e-mail from DocGS with a reminder to confirm your status as a doctoral candidate.
### During your doctoral studies

**Your TUM Graduate School membership**

<table>
<thead>
<tr>
<th>Internal doctoral candidates*</th>
<th>External doctoral candidates**</th>
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<tbody>
<tr>
<td>Mandatory program (required for gaining a doctorate)</td>
<td></td>
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<tr>
<td>☐ Minimum two years' of membership</td>
<td></td>
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<tr>
<td>☐ Supervision agreement document</td>
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<tr>
<td>☐ Mentoring</td>
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<tr>
<td>☐ <strong>Feedback meeting</strong> (Upload of the form Assurance of Learning (AOL)*** in DocGS after two years of Graduate Center membership at the latest)</td>
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<tr>
<td>☐ Integration into the TUM academic environment</td>
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<tr>
<td>☐ Participation in doctoral courses organized by the Graduate Center of TUM School of Management (four subject-related courses and one „Research Skills“-seminar or five subject-related seminars)****</td>
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<tr>
<td>☐ Submitted peer-reviewed publication or conference paper</td>
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<tr>
<td>☐ Regular participation in doctoral candidate seminars organized by the Chairs and/or relevant academic departments</td>
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<tr>
<td>☐ Annual confirmation of status of doctoral candidate in DocGS</td>
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**Voluntary program (strongly recommended)**

| ☐ International visits (research at a partner university abroad, attending academic conferences abroad, etc.) | |
| ☐ Three general (transferrable skills) courses | |

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**Funding**

- For three general (non-specialist) courses, each costing max. € 140
- English editing for two publications
- Free seminars at the Graduate Center

**International activities:**

Max. € 1,600 for attending conferences, etc., plus an additional max. € 1,400 for research visits lasting more than four weeks

**Decided on a case-by-case basis – after prior consultation with the Graduate Center only.**

### Handy tip **Copyright and publishing rights**

If you plan to use your research articles as part of a publication-based dissertation („kumulative Promotion“), please pay careful attention to the guidelines on copyright and publishing rights of the journal where you submit your work.

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* Students with a contract of employment with TUM
** Students with scholarships/awards/grants, employees of other institutions, self-financing students, etc.
*** You will receive an automatic E-Mail from the Graduate Center
**** Approval of external doctoral seminars only after prior consultation with Graduate Center
Completing your doctoral studies

Provide the TUM Graduate School with the necessary documents:

- During your doctoral studies, you must provide the TUM Graduate School with evidence of having completed certain parts of the program. For deadlines, see the table under “Mandatory program.” Before the Board of TUM can appoint an examining committee, you must submit the following:
  - Proof of having participated in doctoral candidate seminars organized or approved by the TUM School of Management (four subject-related seminars and one seminar on research skills)
  - Proof of a first-author publication
  - External doctoral candidates: A report, written by you, about your integration into the TUM academic environment

- At least four weeks before your oral doctoral examination you may optionally submit the following:
  - Proof of having participated in general (non-specialist) courses
  - Proof of having made international visits and/or attended conferences abroad
  - Evidence of your own teaching and/or supervisory activity

You should upload the mandatory and optional documents in DocGS (www.tum.de/doc-gs). If you do this regularly, you will find out in good time whether they have been recognized or not. Please keep all originals yourself in case the Graduate Center needs to see them.

Application for initiation of the doctoral examination process, examination and certificate

- Your supervisor will submit the application to appoint an examining committee via the Graduate Center of TUM School of Management three to six months (maximum) before you submit your dissertation. The Graduate Center will send written confirmation to your supervisor.

- Submit your application for doctoral candidacy in DocGS (https://www.docgs.tum.de/)
  - After completing the qualification program for PhD candidates, you can apply in DocGS to hand in your dissertation.
  - Please contact the Graduate Center to make sure that all formal requirements for the application for the submission of the dissertation are met.
  - To avoid waiting times, please arrange an appointment with TUM examination office in advance.
  - Please also contact the examination office in order to arrange an appointment to avoid waiting times. Contact person: Ms. Ute Stinzel, stinzel@tum.de, phone +49 89 289 22248

- Once your application has been verified, a chair of the examining committee will be appointed
  - The chair of the examining committee will be appointed at one of the regular Board meetings.
  - The Graduate Center coordinates the written reports of the examiners, making sure they are submitted in a timely manner and circulated among the faculty of TUM School of Management (1st to 15th of each month).
  - If the dissertation is passed, a date for your oral exam will be set.

- Oral doctoral exam
  - Immediately after your oral exam, the examining committee will decide whether you have passed.
  - The effective date of the doctoral degree is the day that you pass the oral exam.

- Publishing your doctoral dissertation
  - After you pass the oral exam, you must publish your dissertation
  - For details and deadlines, see Regulations for the Award of Doctoral Degrees (Promotionsordnung) § 20 (See also: www.ub.tum.de > ... > Publishing your dissertation)
Final notes

• We have put this information together with the greatest of care. However, only the official regulations and documents are legally binding.

• Please make sure you always download the latest versions of the documents from DocGS or from our website (www.wi.tum.de/en/academic-programs/phd-program), as they may be updated from time to time.

• The information in this flyer is intended for doctoral students at TUM School of Management and members of the Graduate Center of TUM School of Management who entered the doctoral candidacy list after January 1, 2014. Other departments and Graduate Centers may have differing regulations.

Certificate

• If all the documents listed in § 20 of the Regulations have been submitted on time, you will receive a preliminary doctoral degree certificate.
• You have to collect this certificate personally at the examination office (please bring your ID card/passport).
• In order to do so, please make an appointment with Ms. Stinzel, stinzel@tum.de, phone: +49 89 289 22248.
• You now have your preliminary certificate and have the right to use your doctor title.
• A final doctoral degree certificate, signed by the president and the dean, will be produced.
• You will receive this certificate personally at the Annual graduation ceremony of TUM School of Management (Tag der Fakultät) or by appointment.
• You will be asked to sign to confirm receipt.
Contact

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