Information event for doctoral candidates of TUM School of Management

Prof. Dr. Alwine Mohnen, Prof. Dr. Michael Kurschilgen
Graduate Center Board
TUM School of Management
Munich, November 16, 2017
Agenda

1. Starting your doctorate at TUM School of Management
2. Elements of the doctoral program
3. Research Excellence Program
4. Current doctoral course program
5. Upload and approval of course elements in DocGS
6. Funding
7. Completing your doctoral program
8. Publication-based dissertations
9. Counseling and contact information
10. Graduate Council and Doctoral Representatives
1. Starting your Doctorate at TUM School of Management (I)

- Find a **supervisor** and determine your **dissertation topic**
- Fill in the **supervision agreement** together with your supervisor
- Find a **mentor** (**must** sign the supervision agreement)
- **Register in DocGS** and print out the application form
- Hand in the **complete application documents** at the Graduate Center (Ms Janine Rothenburger):
  - Completed and signed supervision agreement
  - Signed application form (DocGS)
  - Officially certified copies of your degree certificates and of your degree transcript
  - Passport or Identity Card
1. Starting your Doctorate at TUM SoM (II):


Welcome!

Welcome to DocGS, the online registration service for doctoral candidates at the Technische Universität München (TUM). DocGS is not a portal for applications, but rather the place to apply for being added to the doctoral list. You can apply at any time, there are no fixed times. Once your application is approved, you will be added to the doctoral list and automatically become a member of the TUM Graduate School (TUM-GS). Candidates that hold a qualifying degree obtained abroad, need both to apply for being added to the doctoral list and apply to have their foreign degree recognized. Before applying, you need to meet the following requirements (see also TUM Regulations for the Award of Doctoral Degrees).

1. You have an above-average degree and confirmed supervision with an appropriate supervisor at the TUM. Jointly you have identified the responsible department at the TUM and determined your aspiring doctoral degree. In some cases the collaboration with another department can be necessary.
2. Unless you are part of a structured doctorate program, you should have, together with your supervisor, identified a fitting Graduate Center at the TUM. You have ascertained whether membership in that particular Graduate Center is realistic and available.
3. Together with your supervisor and mentor, you have filled in the supervision agreement of your chosen Graduate Center. This document must be signed by your supervisor, your mentor, the graduate center and yourself.

Once you have made these arrangements, you are ready to register with DocGS. Please

- fill in your profile.
- provide the required information on your dissertation project and your qualifications.
- review the indicated data carefully. It might be helpful to print out the preview application form and review it in consultation with your deanery and/or supervisor.
- Once you are done, send off your application electronically.
- and print out the resulting .pdf file and together with the necessary documents, take/send it to the deanery responsible for you.

As member of TUM-GS you are eligible to the services and offers of TUM-GS. Please find more information at TUM-GS official website. DocGS is the platform where you can enter the qualifications you have successfully participated in and get them recognized by your graduate center. Furthermore, you can apply for funding of your international activities or course reimbursements. The annual data actualization to confirm your TUM-GS membership is also being done via DocGS. Thus, by regularly updating your DocGS account (at “my progress”) you can easily track your progress.

The information you provide helps us to keep improving the services of the TUM-GS and adjust them to the needs of our doctoral candidates. Furthermore, it allows us to keep you posted on interesting services, activities and news. Please make sure that your contact details are always up to date. If you have any questions or comments concerning your registration, please contact the Management Office of the TUM-GS (docgs@zv.tum.de).
2. Elements of the Doctoral Program (I): Mandatory Program

<table>
<thead>
<tr>
<th>Internal doctoral candidates*</th>
<th>External doctoral candidates**</th>
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<tbody>
<tr>
<td></td>
<td>Doctoral candidates with scholarships/grants, employees of other institutions or companies, self-financing doctoral candidates etc.</td>
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<td>Minimum two years' of membership</td>
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<td>Supervision agreement document</td>
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<td>Mentoring</td>
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<td>Feedback meeting (Upload of the form Assurance of Learning (AOL)*** in DocGS after two years of Graduate Center membership at the latest)</td>
<td>Feedback form can be downloaded: <a href="https://www.wi.tum.de/programs/doctoral-program/downloads/">https://www.wi.tum.de/programs/doctoral-program/downloads/</a></td>
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<td>Integration into the TUM academic environment</td>
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<td>Kick-off seminar in the first six months (registration via DocGS; for more information see: <a href="http://www.gs.tum.de/en/kick-off-seminar/dates-and-registration/">http://www.gs.tum.de/en/kick-off-seminar/dates-and-registration/</a>)</td>
<td>Check with the Graduate Center for recognition before participating in external doctoral courses</td>
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<td>Participation in doctoral courses organized by the Graduate Center of TUM School of Management. Five subject-related courses, one can be in the field of research skills</td>
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<td>Peer reviewed publication or conference proceeding</td>
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<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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2. Elements of the Doctoral Program (II): Voluntary elements

- International visits (research at a partner university abroad, attending academic conferences abroad, etc.)

- Three general (transferrable skills) courses

Members of the Graduate Center can apply for „international funding“

Courses at Graduate School, ProLehre, WiMes etc.

The Graduate Center strongly recommends an international research phase and the participation in transferrable skills courses.
3. Research Excellence Program

Individualized support for doctoral candidates aiming for a career in research

Overview:

- Additional Funding for International Research Activities
- Academic Career Coaching: regular meetings of doctoral candidates and professors of our faculty to discuss aspects of academic career building and improve networking among doctoral candidates and Postdocs
- Career seminars: preparation for job talks, university appointments, concept papers etc.

Requirements:

- International Academic Networking: Participation in at least two academic discussions with external researchers (e.g. faculty research seminar)
- Additional doctoral courses: Participation in a total of 8 courses of the doctoral course program (thus 3 more than the regular curriculum). Postdocs attend summer or winter schools and/or teach doctoral courses.
- Application twice per year: November and May
4. Current course program (I)

You can find the current course program online: [www.wi.tum.de/programs/doctoral-program/](http://www.wi.tum.de/programs/doctoral-program/)
4. Current course program (II): Bavarian Graduate Program in Economics and EuroTech courses

You can find a link to EuroTech courses BGPE courses on the GC [www.wi.tum.de/programs/doctoral-program/](www.wi.tum.de/programs/doctoral-program/)
4. External doctoral courses

<table>
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<tr>
<th>Institution</th>
<th>Examples of doctoral courses</th>
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</thead>
<tbody>
<tr>
<td>VHB Pro Dok</td>
<td>• New course program 2017</td>
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<tr>
<td>Doctoral Certificate Program in Agricultural Economics (various Universities) <a href="http://www.agraroekonomik.de/Doctoral_program/overview.html">www.agraroekonomik.de/Doctoral_program/overview.html</a></td>
<td>• Consumer Economics II: Theory and Application for Valuing Non-Market Good&lt;br&gt;• Publishing and Writing in Agricultural Economics&lt;br&gt;• Advanced module II - Multiple Regression with STATA</td>
</tr>
<tr>
<td>GESIS <a href="http://training.gesis.org/">https://training.gesis.org/</a></td>
<td>• Econometrics</td>
</tr>
<tr>
<td>LMU <a href="http://www.empwi.econ.uni-muenchen.de/lehre/wise1617/eco/index.html">http://www.empwi.econ.uni-muenchen.de/lehre/wise1617/eco/index.html</a></td>
<td>• Sustainable Innovation and Entrepreneurship Academy</td>
</tr>
<tr>
<td>GSERM (Global School of Empirical Research Methods, various Universities) <a href="http://www.gserm.ch/">www.gserm.ch/</a></td>
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Please contact the Graduate Center **before registering** for external doctoral seminars.
5. Upload your doctoral courses in DocGS

1. Open your progress overview („My Progress“)

2. Create a new element („Subject specific courses“)

3. Upload your certificate of attendance in each course element
5. Approval of Doctoral Courses in DocGS

- Subject-specific courses
  - PhD Seminar Funding
  - PhD Seminar Introduction to Management Research
  - PhD Seminar Economics of Aging
  - Methodenseminar Grounded Theory Methodology
  - Fundamentals of Entrepreneurship Research
  - Active participation in the scientific environment of the TUM

- Feedback session
  - Leistung: Feedbackgespräch
  - Publications / discussion of the research project in the international scientific community
  - Presentation at EBEN Annual Conference Nottingham 2016
  - Project plan / exposé
  - Transferable skills courses
  - International experience
  - Additional training program
  - Teaching experience
  - Scientific presentation

- Approved courses are tickmarked
- Courses which have not been accepted are marked with a cross

Doctoral candidates who entered the list of doctoral candidates before January 1, 2014 please contact the Graduate Center for the approval of your doctoral courses.
5. Feedback meeting/Assurance of Learning progress interview

New process to start in 2018:

- **Automatic e-mail** from the Graduate Center to all doctoral candidates at the beginning of the second year of their dissertation project with the feedback meeting form and the AOL form

- **Supervisors fill out both forms** and share the content with the doctoral candidate

- **Doctoral candidate uploads the feedback form in DocGS** („Feedback session“)

- **Supervisor sends back the AOL form** to Quality Management
5. Documentation of active participation in the scientific environment of the TUM

- For **external doctoral candidates** only
- **Proof of active participation in academic environment** of the Chair
- **Self-evaluation**: **Informal letter signed by the supervisor** stating
  - Presence at TUM or at a scientific partner organization of TUM
  - Teaching activities and/or
  - Supervision of project studies//master/bachelor theses’/exams and/or
  - Participation in a research group at TUM and/or
  - Conference/workshop organization and/or
  - Publications
- **Upload document in DocGS** („Active participation in the scientific environment of the TUM“)
You can find all documents **online**: www.wi.tum.de/programs/doctoral-program/downloads
6. Funding (I): Internationalization voucher

- Doctoral candidates who **have a TUM contract** and are **members of the Graduate Center** can apply
- Max. € 1,600 funding for international research phase (or international conference/international summer/winter school for doctoral candidates) plus an additional max. € 1,400 for research visits lasting more than four weeks

**Before the international research phase:**
- Apply for permit of the business trip (Dienstreiseantrag)
- Submit application form for internationalization funding at the Graduate Center (doctoral candidates who entered the list after January 1, 2014: via DocGS)

**International research phase/conference**

**After international research phase/conference:**
- Submit complete documents for refunding of travel cost at travel cost center (Reisekostenabrechnung)
- Submit approved application for refunding of travel costs with all documents to GC (tickets, invoices etc., signed form for internationalization funding and feedback talk letter)

**IMPORTANT NOTE:** Funding is granted on a case-by-case basis and after prior consultation with the Graduate Center only. Please contact the Janine Rothenburger!
6. Funding (II): Further sources

Graduate Center TUM School of Management

- **Mobility fund**
  max. two applications/€ 2,000 p.a. for attending conferences, etc.; cannot be combined with Internationalization voucher

- **Funding for female scientists (Frauenförderfonds)**
  Application via Professor Breugst

TUM Graduate School

- **Funding for EuroTech courses** abroad (€ 500 per course)

- **TUM-GS Degree Completion Grant** for the final phase of the doctorate. This grant is particularly meant to support doctoral candidates whose doctorate has been delayed by pregnancy, parental leave, child care, severe illness/disability, caring for family members, or volunteer commitments

- **Internationalization Grant** for external doctoral candidates; application in May and November; max. € 1,600/candidate
6. Funding (III): Proofreading Service

• To help with the publication process, doctoral candidates can apply for professional and discipline-related **proofreading of up to two academic articles in English**

• To apply, doctoral candidates have to be **members of the Graduate Center**

• **Application form** can be found online (http://www.wi.tum.de/programs/doctoral-program/downloads/)

• Send **completed application form** (signed by the supervisor) and **article** to phd-program@wi.tum.de

• **No proofreading of German articles or monographies**

• Please **contact the Graduate Center** for further information
7. Completing your Doctoral Program (I): Appointment of the examination committee

- Supervisor needs to write an email to Janine Rothenburger (phd-program@wi.tum.de) containing:
  - Name of doctoral candidate
  - Dissertation title
  - Name of first supervisor
  - Name of second supervisor
  - Name of head of examination commission

- Examination committee is appointed in the next meeting of the Faculty Council (29 Nov, 31 Jan, 11 Apr, 16 May, 11 Jul) (please write the email at least two weeks before respective meeting of the Faculty Council)

- Please make sure that your doctoral course program has been approved before applying for submission of your dissertation
8. Completing your doctoral program (II): Apply to submit doctoral thesis in DocGS

Doctoral candidates who have entered the doctoral candidacy list after January 1, 2014 (automatic TUM Graduate School membership):

- Apply for submission of your dissertation in your DocGS account
- Click on “Submission of Dissertation” in “My Progress”
- Please note, that this function is only activated when you fulfilled the mandatory qualification elements

Doctoral candidates who have entered the doctoral candidacy list before January 1, 2014:
Please contact the Graduate Center at least three months before submitting your thesis.
8. Completing your doctoral program (III): Final examination phase

- Print out your application form for the submission of your dissertation
- Make an appointment with the Examination office (contact: Ms Stinzel, stinzel@tum.de, +49 89 28922248) to hand in printed version of the application form and the printed copies of the dissertation
- Supervisors issue the reports (Gutachten), which should be finalized until two months after handing in the dissertation at the latest
- After positive evaluation: Start of the circulation procedure (day 1-15 every month; procedure takes place every month independent of Faculty Council)
- Once your dissertation has been accepted: Date for the oral doctoral examination can be arranged (head of the examination committee informs all members of the examination committee and the doctoral candidate about the date, time and location)
- Publication of the dissertation
- Issueing of the doctoral diploma
Appendix E: Contribution to working papers

Working paper 1 (chapter 2)

(Examples of text modules, to be chosen where applicable)

I collected the data set/ the data set was collected by my co-authors/ the team of authors co-designed the experiment.

I was responsible for the data analysis/ I was responsible for most parts of the data analysis/ the data analysis was an interactive process mainly between co-author 1 and 2 (not 3).

Most parts of the article were written in an iterative cooperative process, while results section was mainly written by me.

Signature and name lead author

Signature and name co-author 1

(Signature and name co-author 2, if applicable)

(Signature and name co-author 3, if applicable)

(Signature and name co-author 4, if applicable)
8. Publication-based dissertations (II): Documentation of Authorships - Footnote

1 This chapter is based on the working paper Title working paper co-authored by name(s) co-author(s), Working-Paper series XY, 2016, City. (in case of publications: ‘This chapter is based on the publication Title publication published in Name Journal (2016), Vol. (Nr.), page numbers, co-authored with name(s) co-author(s)‘). Compared to the working paper/publication, we provide here more details on the literature, more regression results and discuss our results in the light of…
9. Counseling and contact information

**Janine Rothenburger**
Responsibilities: registration to list of doctoral candidates, DocGS, submission of doctoral thesis, proofreading service, internationalization grants, certificates
089-289 25033
phd-program@wi.tum.de
Office Hours: Mon 01-04 pm & Tue-Fri 09-12 am/02-04 pm

**Judith Pramsohler**
Responsibilities: program management, course program
089-289 25246
phd-program@wi.tum.de
Drop in office hours:
Tuesday 09:00-12:00 h, Wednesday 13:45-16:45 h
and on appointment
Your Doctoral representatives

Doctoral candidates of the Graduate Center
*TUM School of Management*

- **Christoph Gschnaidtner**
  - Chair of Economics
  - christoph.gschnaidtner@tum.de

- **Anne Greul**
  - Chair for Technology and Innovation Management
  - anne.greul@tum.de

Contact: doktorandenvertretung@wi.tum.de
Further information: https://www.wi.tum.de/programs/doctoral-program/
Our Objectives

1. **Strengthening the position of doctoral candidates at TUM SoM**
   - Representation of the doctoral candidates in meetings of the TUM SoM FGC
   - Participation in meetings of the TUM SoM Fakultätsrat

2. **Improving the network among doctoral students**
   - Organization of regular TUM SoM After-Work events
   - Planning of an official yearly reception for doctoral students

3. **Supporting and acting as a contact for doctoral candidates at TUM SoM**
   - Acting as an independent first contact/support for issues regarding your dissertation or your employment as a research assistant
   - First contact, if you are interested in getting involved or if you have propositions for future projects regarding the doctoral candidates at TUM SoM

Contact: doktorandenviertretung@wi.tum.de
Further information: https://www.wi.tum.de/programs/doctoral-program/
TUM Graduate Council (GC)

Contact: gc-speakers@gs.tum.de
Further information: https://www.gs.tum.de/tum-graduate-school/graduate-council/

~ 4,400 Doctoral Candidates from 25 Graduate Centers
Impact of the GC

1. Exchange and networking
   - PhD courses at EuroTech and GlobalTech universities

2. Representation in university politics
   - Representation in TUM Senate
   - Development of Positions

3. Support and help
   - Surveys among doctoral candidates on their current situation
   - Doctoral representatives as contact persons

4. Organization of social events
   - TUMBlue
   - Doktoranden Stammtische

Contact: gc-speakers@gs.tum.de
Further information: https://www.gs.tum.de/tum-graduate-school/graduate-council/

Get Involved
For information on the GC: Mail to gc-speakers@gs.tum.de
All the best for your doctoral project...

...the Graduate Center Team is happy to help with your questions.