WELCOME

Information event for doctoral candidates of TUM School of Management

Prof. Dr. Alwine Mohnen
Speaker of the Graduate Center
TUM School of Management
Munich, October 23, 2019
Agenda

Prefix: Doctoral Representatives and Graduate Council

1. Elements of the Doctoral Program – Overview
2. Elements of the Doctoral Program – in detail
3. Upload and approval of program elements in DocGS
4. Research Excellence Program
5. Funding
6. Completing your doctoral program
7. Publication-based dissertations
8. Counseling and contact information
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Your Doctoral representatives

Doctoral representatives of the Graduate Center
*TUM School of Management*
(elected by the doctoral students of our faculty)

Karina Konieczny
Chair of Corporate Management
doktorandenvertretung@wi.tum.de

Tobias Kalsbach
Chair for Financial Management & Capital Markets
doktorandenvertretung@wi.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
   - Regular Kaminabende “Karriere nach der Promotion in …”
   - 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: doktorandenvertretung@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://gc.gs.tum.de/about/
Impact of the TUM 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
   - Survey 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://gc.gs.tum.de/about/
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1. Elements of the Doctoral Program – Overview: Legal Documents

Promotionsordnung – Doctoral Regulations: https://www.gs.tum.de/fileadmin/w00bik/www/Attachments/Information_fuer_Bewerber/PDFs/Promotionsordnung.pdf

Graduate Center Ordnung – Graduate Center Regulations: https://www.wi.tum.de/wp-content/uploads/2018/01/Graduate-Center-Ordnung_05072017.pdf
### 1. Elements of the Doctoral Program – Overview: Mandatory Program

| Internal doctoral candidates  
(with TUM contract) | External doctoral candidates  
(with scholarships/grants, employees of other institutions or companies, self-financing doctoral candidates etc.) |
<table>
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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</td>
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<td>Integration into TUM academic environment</td>
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<td>✓ Kick-off seminar in the first six months</td>
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| Participation in doctoral courses organized by the Graduate Center of TUM SOM,  
  ➢ Five subject-related courses, one can be in the field of research skills | |
| Peer-reviewed publication or conference proceeding | |
| Regular participation in doctoral candidate seminars  
organized by the Chairs and/or relevant academic departments | |
| Annual confirmation of status of doctoral candidate in DocGS | |
The Graduate Center strongly recommends an international research phase and the participation in transferrable skills courses.

1. Elements of the Doctoral Program – Overview: Voluntary elements

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

Members of the Graduate Center can apply for "international funding".

Courses at Graduate School, ProLehre, TUMHorizon etc.
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2. Elements of the Doctoral Program – in detail: Feedback meeting/assurance of learning progress interview

New process:

- **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
2. Elements of the Doctoral Program – in detail: Discussion of research project in international scientific community

- Usually done in the form of a paper or conference proceeding that are subject to peer review
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“)
2. Elements of the Doctoral Program – in detail: Voluntary elements

- **Transferable Skills trainings are voluntary** but **highly recommend** in order to expand your interdisciplinary experience

- Offered by
  - [https://www.gs.tum.de/fileadmin/w00bik/www/pics/Promovierende/Qualifizierungsprogramm/Transferable_Skills_Training_WS_201920.pdf](https://www.gs.tum.de/fileadmin/w00bik/www/pics/Promovierende/Qualifizierungsprogramm/Transferable_Skills_Training_WS_201920.pdf)
  - ProLehre: [https://www.prolehre.tum.de/en/home/](https://www.prolehre.tum.de/en/home/)
  - TUMHorizon (internal candidates only)
  - Other institutions
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3. Upload and approval of program elements in DocGS: upload

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

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

3. Fill in all necessary information and upload your certificate of attendance/proof in each element

- 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
3. Upload and approval of program elements in DocGS: approval

- Approved courses are checkmarked in green
- Courses which have not been accepted are marked with a red 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. Upload and approval of program elements in DocGS

You can find all documents online: https://www.wi.tum.de/programs/doctoral-program/downloads/
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4. 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:
- Ideally for **doctoral candidates in the second year**
- **Application** twice per year: March and September

[https://www.wi.tum.de/programs/doctoral-program/research-excellence-program/](https://www.wi.tum.de/programs/doctoral-program/research-excellence-program/)
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5. Funding: 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 or 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 Janine Rothenburger (Graduate Center TUM SOM)!
5. Funding: 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
5. Funding: Proofreading services

- 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 (https://www.wi.tum.de/programs/doctoral-program/downloads/).

- Send completed application form (signed by the supervisor) and article to doctoralprogram@wi.tum.de.

- No proofreading of German articles or monographs.

- Please contact the Janine Rothenburger for further information.
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6. Completing your Doctoral Program: Appointment of the examination committee

- Supervisor needs to write an email to Janine Rothenburger (doctoralprogram@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 (please write the email at least two weeks before respective meeting of the Faculty Council)

- Please make sure that your doctoral course program (= all compulsory elements) has been approved before applying for submission of your dissertation
6. Completing your Doctoral Program: 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.
6. Completing your Doctoral Program: Final examination phase

- Print out your application form for the submission of your dissertation
- Make an appointment with the Examination office (contact: Ms Selzle, selzle@tum.de, +49 89 28922269) 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 of 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
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7. Publication-based dissertations:
Documentation of Authorships - Appendix

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)
7. Publication-based dissertations: 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…
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**Stephanie Roas**  
*Program Manager, Doctoral Program*

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E-Mail: [doctoralprogram@wi.tum.de](mailto:doctoralprogram@wi.tum.de)  
Drop-in office hours:  
Tue. 9am - 12, Wed. 1:30pm - 4:30pm and by appointment

**Responsibilities:** general counseling, program management, course program

**Janine Rothenburger**  
*Grade Management, Doctoral Program*

Tel.: +49 (89) 289 25033  
E-Mail: [doctoralprogram@wi.tum.de](mailto:doctoralprogram@wi.tum.de)  
Office hours: by appointment

**Responsibilities:** registration to list of doctoral candidates, DocGS, submission of doctoral thesis, proofreading service, internationalization grants, certificates
Any further questions?

…the Graduate Center Team is happy to help you.
All the best for your doctoral project!