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 21, 2020
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)

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

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

Tobias Kalsbach
*Chair for Financial Management & Capital Markets*
doktorandenvertretung@wi.tum.de
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: doktorandenvorstand@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
   - Surveys among doctoral candidates on their current situation
   - Doctoral representatives as contact persons

4. Organization of social events
   - TUMBlue
   - Doktoranden Stammtische

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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: 
## 1. Elements of the Doctoral Program – Overview: Mandatory Program

<table>
<thead>
<tr>
<th>Internal doctoral candidates (with TUM contract)</th>
<th>External doctoral candidates (with scholarships/grants, employees of other institutions or companies, self-financing doctoral candidates etc.)</th>
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<tbody>
<tr>
<td>1. Minimum two years of membership in the TUM Graduate School (Starting date: entry into the list of doctorates</td>
<td>2. Kick-off seminar within the first six months</td>
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<td>4. Mentoring</td>
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<td>5. Participation in doctoral courses organized by the Graduate Center of TUM SOM</td>
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<td>➢ Five subject-specific courses (Methodology/theory)</td>
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<td>6. Regular participation in doctoral candidate colloquia organized by the Chairs and/or relevant academic departments</td>
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<td>7. Feedback meeting (Mid-term-evaluation)</td>
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<td>8. Discussion of research project in the international scientific community (Peer-reviewed publication or conference proceeding)</td>
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<td></td>
<td>9. University-public presentation or presentation at an academic conference (can be done as part of no. 7 or 8)</td>
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<td>10. Integration into TUM academic environment</td>
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</table>
The Graduate Center strongly recommends an international research phase and the participation in transferrable skills courses.
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2. Elements of the Doctoral Program – In detail: Feedback meeting/assurance of learning progress interview

- **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 (all documents are available for download in the „Assurance of Learning“ section here: [https://www.wi.tum.de/programs/doctoral-program/downloads/](https://www.wi.tum.de/programs/doctoral-program/downloads/))

- **Supervisor and doctoral candidate** fill out the **feedback form** together during their feedback meeting. Ideally the meeting should be based on a university-public presentation and a written progress report by the doctoral candidate. In the feedback session, the supervisor and the candidate should discuss the progress of the doctoral project and how to proceed.

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

- **Supervisor also fills out the AOL form and sends it back** to Quality Management of TUM SOM
2. Elements of the Doctoral Program – In detail: Discussion of research project in international scientific community

- During the research phase, each doctoral candidate needs to present and discuss his/her research project in the international scientific community.

- This can either be done in form of
  1. A paper that is subject to a peer-review-process (please include a certificate/proof stating that your publication was peer-reviewed alongside the abstract or full paper when uploading in DocGS (merged into 1 PDF))
  2. A conference proceeding that is subject to a peer-review-process. In this case, the presentation at the conference will also count towards the mandatory element „University-public presentation“ (so please provide a certificate of participation/presentation together with the above when uploading in DocGS)
2. Elements of the Doctoral Program – In detail: Discussion of research project in international scientific community

- Please remember to upload all necessary certificates/proof as 1 PDF document
2. Elements of the Doctoral Program – In detail: University-public presentation

- During the research phase, each doctoral candidate needs to present their research project at least once at a university-public seminar or at an academic conference

- Proof of this can either be uploaded in DocGS
  1. As part of the feedback session section
  2. As part of the section „Discussion of research project in the international scientific community”
  3. As part of the ”Additional training program – Scientific presentation”
2. Elements of the Doctoral Program – in detail: 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“)
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
  - ProLehre: [https://www.prolehre.tum.de/en/home/](https://www.prolehre.tum.de/en/home/)
  - TUM horizons (internal candidates only: [https://wiki.tum.de/display/horizons/TUM+horizons](https://wiki.tum.de/display/horizons/TUM+horizons))
  - 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
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

<table>
<thead>
<tr>
<th>Subject-specific courses</th>
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<tbody>
<tr>
<td>▶ PhD Seminar Funding</td>
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<tr>
<td>▶ PhD Seminar Introduction to Management Research</td>
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<tr>
<td>▶ PhD Seminar Economics of Aging</td>
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<tr>
<td>▶ Methodenseminar Grounded Theory Methodology</td>
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<tr>
<td>▶ Fundamentals of Entrepreneurship Research</td>
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<tr>
<td>▶ Active participation in the scientific environment of the TUM</td>
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<td>▶ Feedback session</td>
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<tr>
<td>▶ Leistung: Feedbackgespräch</td>
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<tr>
<td>▶ Publications / discussion of the research project in the international scientific community</td>
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<tr>
<td>▶ Presentation at EBEN Annual Conference Nottingham 2016</td>
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<tr>
<td>▶ Project plan / exposé</td>
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<tr>
<td>▶ Transferable skills courses</td>
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<tr>
<td>▶ International experience</td>
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<tr>
<td>▶ Additional training program</td>
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<tr>
<td>▶ Teaching experience</td>
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<tr>
<td>▶ Scientific presentation</td>
</tr>
</tbody>
</table>

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 monographies.

- 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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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)
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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<th>Name</th>
<th>Position</th>
<th>Campus</th>
<th>Responsibilities</th>
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<tbody>
<tr>
<td>Charlotte Buhl</td>
<td>Program Manager, Doctoral Program</td>
<td>Munich</td>
<td>program management, project management</td>
</tr>
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<tr>
<td>Janine Rothenburger</td>
<td>Grade Management, Doctoral Program</td>
<td></td>
<td>registration to list of doctoral candidates, DocGS, submission of doctoral thesis, proofreading service, internationalization grants, certificates</td>
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<tr>
<td>Oliver Klein</td>
<td>Program Manager, Doctoral Program</td>
<td>Heilbronn</td>
<td>program management, project management</td>
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Any further questions?

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