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. Graduate School and Graduate Center
2. Starting your doctorate at TUM School of Management
3. Elements of the Doctoral Program – Overview
4. Elements of the Doctoral Program – In detail
5. Upload and approval of program elements in DocGS
6. Research Excellence Program
7. Funding
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: 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

Contact: gc-speakers@gs.tum.de
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1. Graduate School and Graduate Center

**Graduate Center: TUM SOM**
- Administrative Processes
- Subject related qualification program

**Graduate School: TUM**
- Set the framework conditions for all faculties
- Strengthens networking possibilities
- Offers interdisciplinary courses
- Supports mobility of doctoral candidates
1. Graduate School and Graduate Center

2. **Starting your doctorate at TUM School of Management**

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2. Starting your doctorate at TUM School of Management

1. Find a supervisor and determine your dissertation topic

2. Fill in the supervision agreement together with your supervisor

3. Find a mentor (must sign the supervision agreement)

4. Register in DocGS and print out the application form

5. Hand in the complete application documents at the GC TUM SOM (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
2. Starting your doctorate at TUM School of Management

Register on DocGS: http://www.tum.de/doc-gs:

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 holding 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 must 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 desired doctoral degree. In some cases, the collaboration with another department may 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 it to the deanery responsible for you.

As member of TUM-GS you are eligible to the services and offerings 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@cw.tum.de).

Please create only one account
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3. 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:
### 3. Elements of the Doctoral Program – Overview:
Mandatory Program (as per GC-Regulations, Attachment 1)

<table>
<thead>
<tr>
<th>Internal doctoral candidates</th>
<th>External doctoral candidates</th>
</tr>
</thead>
<tbody>
<tr>
<td>(with TUM contract)</td>
<td>(with scholarships/grants, employees of other institutions or companies, self-financing doctoral candidates etc.)</td>
</tr>
</tbody>
</table>

1. Minimum two years of membership in the TUM Graduate School  
   (Starting date: entry into the list of doctorates | Annual confirmation of status of doctoral candidate in DocGS)

2. Kick-off seminar within the first six months

3. Supervision agreement document (incl. Exposé)

4. Mentoring

5. Participation in doctoral courses organized by the Graduate Center of TUM SOM  
   - Five subject-specific courses (Methodology/theory)

6. Regular participation in doctoral candidate colloquia  
   organized by the Chairs and/or relevant academic departments

7. Feedback meeting (Mid-term-evaluation)

8. Discussion of research project in the international scientific community (Peer-reviewed publication or conference proceeding)

9. University-public presentation or presentation at an academic conference (can be done as part of no. 7 or 8)

10. Integration into TUM academic environment
The Graduate Center strongly recommends an international research phase and the participation in transferrable skills courses.
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4. Elements of the Doctoral Program – In detail: Kick-off Seminar

Offered by the Graduate School: 
4. Elements of the Doctoral Program – In detail: Supervision agreement

Do not forget to add your mentor and make him/her sign the document.
4. Elements of the Doctoral Program – In detail: Course program

TUM SOM courses

According to Graduate Center Ordnung:

- 5 subject specific courses on doctoral level
- Each with at least 4 ECTS and 22.5 h attendance time

You can find the current course program online: [www.wi.tum.de/programs/doctoral-program/](http://www.wi.tum.de/programs/doctoral-program/)
4. Elements of the Doctoral Program – In detail: Course program
Bavarian Graduate Program in Economics and EuroTech courses

You can find a link to EuroTech courses and BGPE courses on the GC Homepage:
https://www.wi.tum.de/programs/doctoral-program/course-program/
4. Elements of the Doctoral Program – In detail: Course program
External doctoral courses

<table>
<thead>
<tr>
<th>Institution</th>
<th>Examples of doctoral courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>GESIS: <a href="https://training.gesis.org/">https://training.gesis.org/</a></td>
<td>➢ Publishing and Writing in Agricultural Economics</td>
</tr>
<tr>
<td>GSERM (Global School of Empirical Research Methods, various Universities): <a href="http://www.gserm.ch/">www.gserm.ch/</a></td>
<td>➢ Sustainable Innovation and Entrepreneurship Academy</td>
</tr>
<tr>
<td></td>
<td>➢ Experimental Design for Behavioral Science</td>
</tr>
</tbody>
</table>

Please contact the Graduate Center [before registering](http://vhbonline.org/veranstaltungen/doktorandenprogramm/) for external doctoral seminars.
4. 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
4. 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).
4. 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

- 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”
4. 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”)
4. 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
  - **Graduate School**: [https://www.gs.tum.de/en/doctoral-candidates/qualification/transferable-skills-training/course-program/](https://www.gs.tum.de/en/doctoral-candidates/qualification/transferable-skills-training/course-program/)
  - **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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5. 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
5. 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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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/
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7. 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)!
7. 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
7. 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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**Responsibilities:** registration to list of doctoral candidates, DocGS, submission of doctoral thesis, proofreading service, internationalization grants, certificates

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Any further questions?

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