**Announcement of a Doctoral Examination Procedure at the MCTS
and Proposal for the Composition of the Examination Board**

The doctoral examination procedure begins with the submission of the dissertation. The dissertation is submitted to the Doctoral Office at TUM and uploaded to your DocGS account.[[1]](#footnote-1) At the MCTS, the submission of a dissertation is not subject to specific deadlines such as, for example, department council meetings. In order to proceed quickly, the MCTS requires a proposal for the composition of the examination board be submitted at the same time.

**PLEASE:**

* Consider consulting people (including chairperson), prior to suggesting them.
* Clarify, who covers the travel expenses incurred for external examiners attending the oral exam.

      *[Last Name, First Name of the doctoral student]* intends to initiate the doctoral examination procedure.

Planned Doctoral Degree:

Final Title of the Dissertation:

The work was supervised by me. Based on the topic of the present dissertation, I propose the following examination board,[[2]](#footnote-2) in accordance with § 10 of the TUM regulations for the award of doctoral degrees.

Chairperson:

1st Examiner:

2nd Examiner:

3rd Examiner:

**Does one of the examiners have no TUM affiliation (External Examiner)?**If so, please provide the following information:

 **External Examiner**

Last Name, First Name:

Doctoral Degree: [ ]  Dr. phil. [ ]  Dr. rer. soc. [ ]  Dr. rer. pol.
[ ]  Dr. oec. publ. [ ]  Dr. rer. nat. [ ]  Dr.-Ing.
[ ]  Dr. med. [ ]  Other:

Position: [ ]  Professor [ ]  Adjunct Professor
[ ]  Junior Professor [ ]  Honorary Professor [ ]  Retired Professor
[ ]  Adjunct Teaching Professor [ ]  Other:

**Office Address**
University/Institution:
Department – Chair – Place of Employment:
Postal Address:       *[Street, House Number, Postal Code, City, Country]*Email:
Telephone:

For doctoral examination board members whose academic qualifications have been acquired abroad: Their qualification as an examiner (analogous to § 10 of the TUM regulations for the award of doctoral degrees) is hereby confirmed.[[3]](#footnote-3)

City Date Supervisor’s Signature

**Please fill in this Word document and send it to** **elisabeth.zellmer@tum.de****. Also please print and sign this document and give it to Elisabeth Zellmer. Thanks!**

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

**To be processed by the MCTS:**

 **Responsibility for the Doctoral Examination Procedure**

[ ]  MCTS is responsible for the doctoral examination procedure.

[ ]  MCTS is not responsible. Reason:

City Date Signature of MCTS Director

 **Appointment of the Examination Board**

[ ]  The MCTS doctoral committee appoints the examination board in accordance with the proposal.

[ ]  The MCTS doctoral committee appoints the examination board as follows:

Chairperson:
1st Examiner:
2nd Examiner:
3rd Examiner:

Explanation:

City Date MCTS Doctoral Committee
Chairperson’s Signature

1. For the individual steps, go to: http://www.gs.tum.de/en/doctoral-candidates/administrative-matters/submitting-your-dissertation/ [↑](#footnote-ref-1)
2. As a rule, an examination board at the MCTS is composed of a chairperson and 2 examiners. 3 examiners are appointed when a “summa” is expected and/or there is a co-authorship between doctoral candidate and examiner(s) in a publication-based dissertation (in this case, please propose at least 1 independent examiner for the board). If in a board with two examiners, the two reports recommend “summa cum laude”, a 3rd examiner will be appointed during the course of the examination. [↑](#footnote-ref-2)
3. As a brief guideline: The academic qualification of the person concerned must (at least) correspond to that of a German Junior Professor. In accordance with the Bavarian Higher Education Law, this means, among other things, a completed university degree, a qualification to teach at university, and a demonstrated special aptitude for academic work (normally, a doctoral degree).
In case of doubt please ask potential examiner, if (s)he is entitled to examine dissertations at his/her home institution. If (s)he confirms, please forward confirmation to Elisabeth Zellmer for documentation. [↑](#footnote-ref-3)