Model of doctoral studies progress

Basics and Information

TUM Graduate School (TUM GS)
www.gs.tum.de

Integrative Graduate Center
TechnoScienceStudies (IGC TSS)
www.mcts.tum.de/promotion

TUM Regulations for the Award of Doctoral Degrees (Promotionsordnung)
TUM Graduate School Statutory Regulations
IGC TSS Regulations
www.mcts.tum.de/promotion/downloads-links

Contact
Do you have any questions? Please contact us!

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TechnoScienceStudies (IGC TSS)
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The information in this checklist has been carefully assembled. However, only the official statues and current documents of TUM are legally binding.

The information in this leaflet applies to doctoral studies at the MCTS. Other faculties may have different regulations.
At the start of your doctoral studies

Is your doctoral project positioned at the intersection between technology and society? If so, then the MCTS and its graduate center can offer you an inspiring environment for your research and your academic qualifications.

- Find a subject for your doctoral thesis and a supervisor
  - Please contact us with your research idea. We welcome proactive applications!
    → www.mcts.tum.de/en/doctoral-program/how-to-apply

- Prepare a project outline

- Secure funding

- Choose a graduate center
  - Are you interested in the interaction of technology and society? Are you pursuing interdisciplinary questions and do you consider yourself to be an observer of a technosocial society? If so, the Integrative Graduate Center TechnoScienceStudies (IGC TSS) is the right choice for you!
  - You can choose the MCTS as your degree-awarding institution (for the following academic titles: Dr. phil./rer. pol./rer. soc./oec. publ.), or you can choose a different faculty (e.g. for academic titles such as Dr. ing./rer. nat.).

- Find a mentor

- Complete an IGC TSS supervision agreement with your supervisor and mentor
  - Forms and templates are available on the MCTS website. www.mcts.tum.de/en/doctoral-program/downloads-links
  - Please have the supervision agreement signed by your supervisor and mentor. You will receive the signature of IGC TSS when you hand in the documents to the MCTS.

- DocGS: the central web portal for doctoral candidates at TUM
  - Please set up an account (www.docgs.tum.de/en). You can save your unfinished entries and log out at any time.
  - When you have entered all the required information, a PDF of your application to be entered into the doctoral candidacy list will be generated.
  - Please print this application and have it signed by your supervisor. Handing in the application does not automatically mean you are now entered into the doctoral candidacy list. This only happens after your submitted documents have been checked.

Tipp:
Keep the login data for your DocGS account on hand in order to be able to continuously upload your performance certificates and download documents. Keep the email address you have stored in DocGS up to date in order to receive email reminders about the annual registration.

- Entry into the doctoral candidacy list
  - Submit the documents to the MCTS (or the relevant faculty). The required documents are listed on your application for the entry into the doctoral candidacy list. Please submit the complete set of documents, with all signatures, and make an appointment to personally hand them in.

Do you have a degree from a non-German university?
Your international degree will be verified at the same time as you are entered into the preliminary doctoral candidacy list. Being entered into the doctoral candidacy list makes you a preliminary member of the TUM Graduate School and the IGC TSS. After your degree has been verified and accepted by TUM, your entry in the doctoral candidacy list will be finalized.

- After the documents have been verified, you will receive an email confirmation that your entry into the doctoral candidacy list has been finalized. At that point you are a full member of the TUM Graduate School (TUM GS) and IGC TSS.
- You can make use of the services and qualification program of IGC TSS and TUM GS both as a preliminary and a full member.
- Please sign up for a TUM GS kick-off seminar via DocGS within the first 6 months of your membership.
- Upon entry into the doctoral candidacy list, you can also enroll as a doctoral student and get certain benefits (this is optional, and you can be enrolled for a maximum of 6 semesters).
- Application via TUMonline
- Upon entry into the doctoral candidacy list, all doctoral candidates are bound by the current regulations for the awarding of doctoral degrees.

Tipp:
You will have to upload the mandatory and optional certificates to your DocGS account yourself. If you do this regularly you will be able to know early on whether your coursework will be accepted. Keep the hard copies of any certificates you receive in case you are ever required to provide them.

During your doctoral studies

Mandatory Qualification Elements
Required for award of degree

- Min. 2 years of membership
- Supervision agreement with project outline
- TUM GS kick-off seminar within the first 6 months
- Subject-specific qualification at IGC TSS
  - Colloquia and workshops
- Feedback meeting with supervisor and mentor by the end of the 2nd year
- Discussion of research results in international scientific community, e.g. publication, conference contribution
- Active participation in the academic environment
  - Mandatory for external doctoral candidates, supporting documents required
- Annual re-registration

Optional Qualification Elements
Submit supporting documents by the end of your doctoral studies: at the latest

- Extradicinary seminars
  - For program, see www.mcts.tum.de/en/doctoral-program/what-we-offer/academic-qualification/#c3092
- Internationalization
  → research visit, scientific conferences, etc.
- Teaching activities and talks/presentations

Support and Services

- TUM GS kick-off seminar and extradicinary seminars of TUM GS, Eligibility requirements: www.gs.tum.de/en/doctoral-candidates/qualification/transferrable-skills-training/eligibility-requirements
- Proofreading for ready for print Eng. articles
- Qualification, advice and services from IGC TSS, MCTS and TUM
  → www.mcts.tum.de/en/doctoral-program/what-we-offer
- Financial support by the TUM GS
  → www.gs.tum.de/en/doctoral-candidates/financial-support
- Internationalization support: For internal doctoral candidates: max. €1600 for conferences etc., as well as max. €1400 for research stays abroad of min. 4 weeks. For external doctoral candidates: Internationalization Grant
  → www.mcts.tum.de/en/doctoral-program/what-we-offer/academic-qualification/#c3093