Halfway There – on the home stretch to success
A TUM Graduate School Info Event

TUM Graduate School

Wednesday, 27 November 2024

Zoom

welcomeoffice@gs.tum.de

www.gs.tum.de

Agenda

I. **Timeline for thesis submission** – what must be fulfilled before thesis submission

II. **Overview – how to submit my thesis** (and what happens afterwards)

III. **How to publish:** process, authors' rights, open access & affiliation

IV. **Career planning** – TUM-GS Transferable Skills Training

V. **Miscellaneous & Q&A**

Photo: Adobe Stock
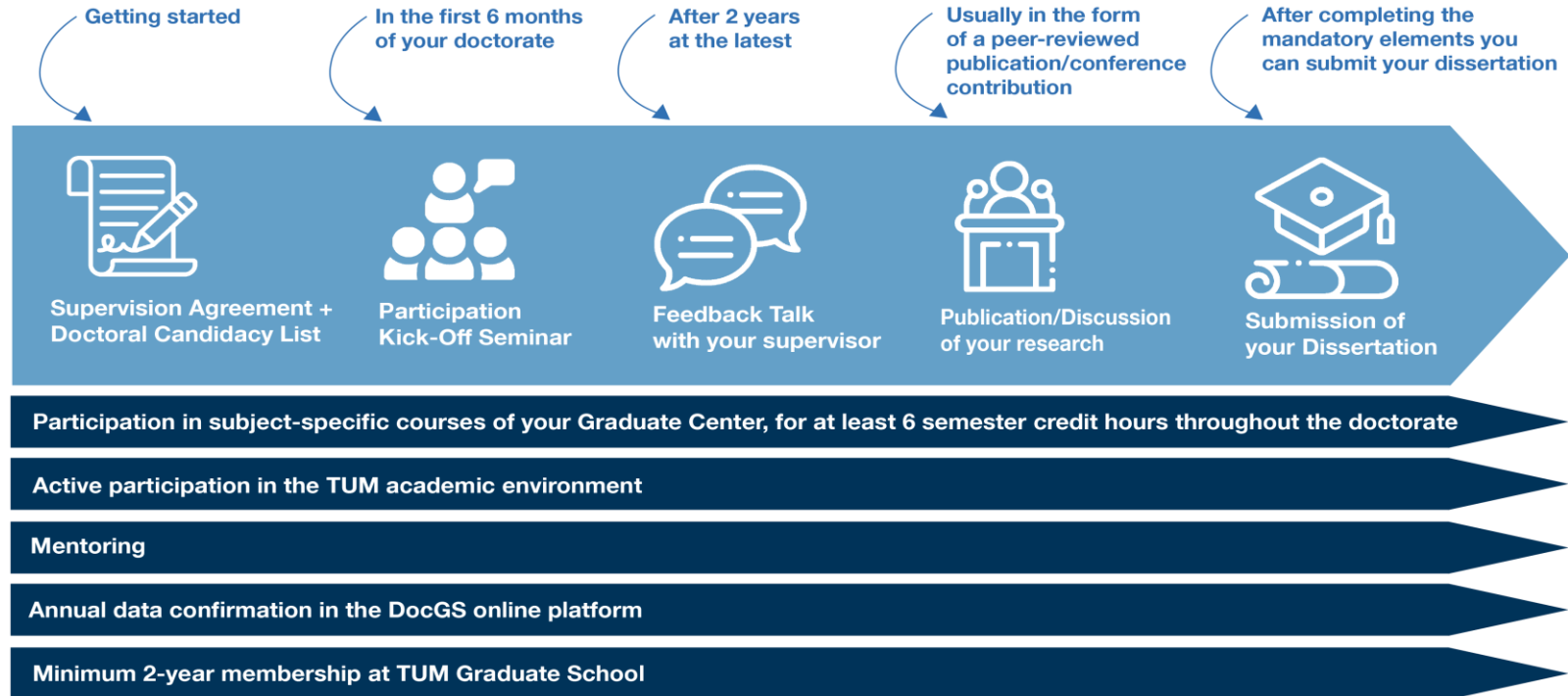
Timeline for thesis submission

What must be fulfilled before thesis submission

Amelie Haindl
Welcome Office
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Framework & Mandatory Elements of your Doctorate at TUM

Getting started

In the first 6 months of your doctorate

After 2 years at the latest

Usually in the form of a peer-reviewed publication/conference contribution

After completing the mandatory elements you can submit your dissertation

Supervision Agreement + Doctoral Candidacy List

Participation Kick-Off Seminar

Feedback Talk with your supervisor

Publication/Discussion of your research

Submission of your Dissertation

Participation in subject-specific courses of your Graduate Center, for at least 6 semester credit hours throughout the doctorate

Active participation in the TUM academic environment

Mentoring

Annual data confirmation in the DocGS online platform

Minimum 2-year membership at TUM Graduate School

Icons: Flaticon - Freepik, Iwito Studio, Juicy Fish

Thesis submission

Overview of the submission process and what comes afterwards

Mo Zhang
Deputy Managing Director
zizheng.zhang@tum.de

Information of the Graduate Center

How the thesis submission process works at the Schools, incl. deadlines:

- CIT: https://collab.dvb.bayern/display/TUMgccit/Submit+your+dissertation
- ED: https://collab.dvb.bayern/display/TUMedschooloffice/Checklist+for+ED%27s+Doctoral+Candidates
- NAT: https://academics.nat.tum.de/phd/submission.html
- LS: https://www.ls.tum.de/ls/forschung/promotion/abschluss-der-promotion/
- MH: https://mgc.mh.tum.de/de (select your doctoral program)
- MGT: https://www.mgt.tum.de/faq-center
- SOT: https://www.sot.tum.de/sot/promotion/am-ende-der-promotion/
- Campus Straubing: https://www.cs.tum.de/promotion-habilitation/promotion/graduiertenzentrum-gcs/promotionsablauf/

When can I submit my thesis?

Thesis submission possible after completion of the TUM-GS qualification program:

- ✓ Kick-off seminar
- ✓ 6 SWS subject-specific courses
- ✓ Discussion of research results in the international scientific community (i.a. international main author publication/ conference paper; peer-reviewed)
- ✓ Feedback talk

+ additional requirements of the Graduate Center (if applicable)

- ✓ At least 2-year minimum membership in the TUM-GS
- ✓ Integration into the academic environment of TUM (‚external' doctorates)

DocGS automatically activates the function ‚**submission of dissertation**' in your DocGS progress tree

When can I submit my thesis?

Overview thesis submission

Fill out application for thesis submission form in DocGS

Upload required documents in DocGS and submit your application

Print out your application for thesis submission

Make an appointment with the TUM CST- Office of Doctoral Affairs to submit your documents in person

TUM CST – Office of Doctoral Affairs forwards all documents to the School Office/Graduate Center

Keep in mind the respective thesis submission deadlines! Usually **6-8 weeks before** the date of the School Council meeting.

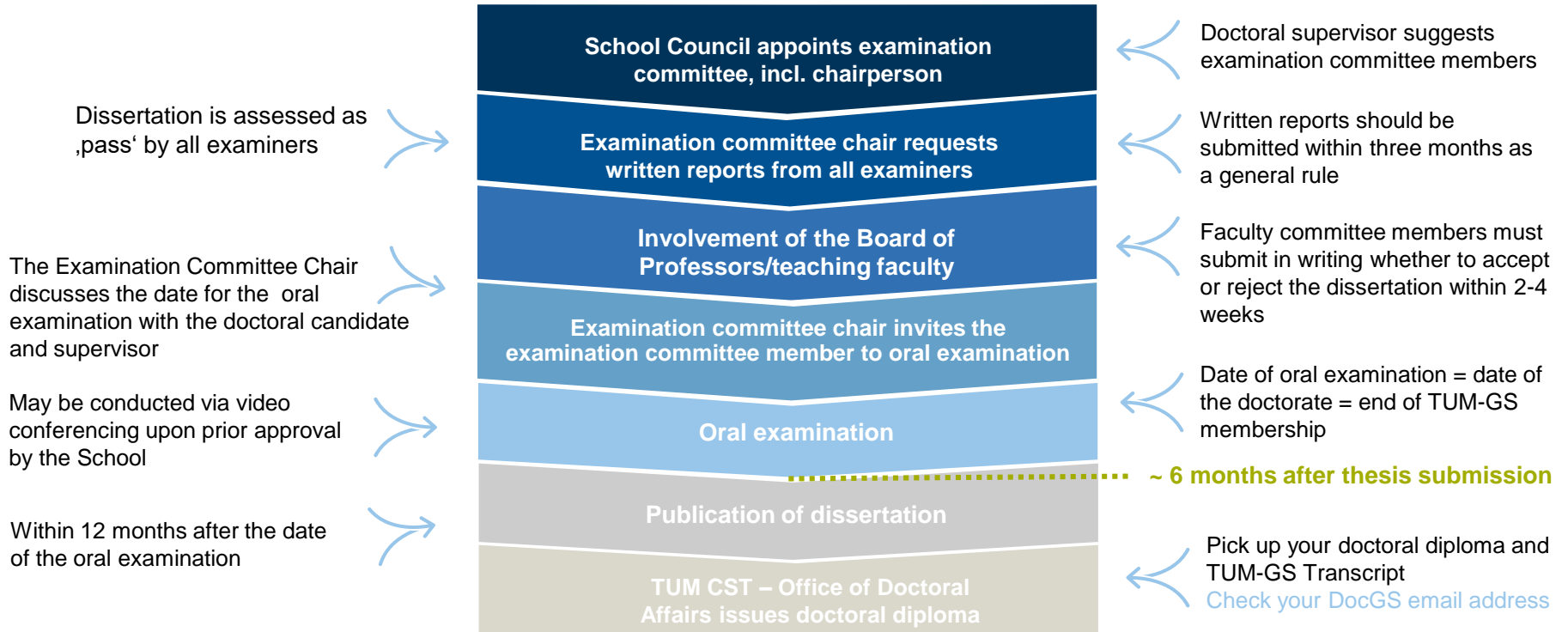TUM-GS wiki page: Information on thesis submission process & documents
https://go.tum.de/507581

- Dissertation with title page
- Registration of you dissertation for the University Bibliography with dissertation abstract
- CV
- Sworn statement
- List of previous publications

After approval by the Graduate Center and School Office, makean appointment with the Office of Doctoral Affairs **at least 2-3 weeks before the next School Council**

TUM Center for Study and Teaching Promotionen
(Office of Doctoral Affairs)
Arcisstraße 21, 80333 München

Overview doctoral examination process

School Council appoints examination committee, incl. chairperson

Examination committee chair requests written reports from all examiners

Involvement of the Board of Professors/teaching faculty

Examination committee chair invites the examination committee member to oral examination

Oral examination

Publication of dissertation

TUM CST – Office of Doctoral Affairs issues doctoral diploma

Doctoral supervisor suggests examination committee members

Dissertation is assessed as ‚pass' by all examiners

Written reports should be submitted within three months as a general rule

The Examination Committee Chair discusses the date for the oral examination with the doctoral candidate and supervisor

Faculty committee members must submit in writing whether to accept or reject the dissertation within 2-4 weeks

May be conducted via video conferencing upon prior approval by the School

Date of oral examination = date of the doctorate = end of TUM-GS membership

~ 6 months after thesis submission

Within 12 months after the date of the oral examination

Pick up your doctoral diploma and TUM-GS Transcript
Check your DocGS email address

How to publish

Process, author's rights, open access & affiliation

Dr. Katharina Markgraf
Subject librarian Health & Sport Sciences, Head of TUM.University Press
katharina.markgraf@ub.tum.de

Hedwig Bäcker
Information Services – Course Program & First Level Hotline
hedwig.baecker@ub.tum.de

Publication support

- Choosing the right journal
- Predatory publishers
- Peer review
- Creative Commons
- Publication guidelines
- Academic identity management
- Open Access
- Publishing your work

Exemplary publication process

Author submits article

↓

Author submits revised manuscript → **Article assessed by editor** → **Rejected** ✋

↑ ↓

Revisions required ⟳ **Sent to reviewers** ← **Further review needed?**

↑ ↓ ↑

Reviews assessed by editor

↓ ↓

✋ **Rejected** **Accepted** 👍

↓

Production 🖨

↓

Publication 📖

- Choose the "right" journal
- Adhere to publishers' conditions (author guidelines, instructions, etc.)
- First editorial review
- Paper is forwarded to **peer-reviewers**
- variants: single blind, double blind, open …
  - rejection or
  - revision and resubmission or
  - acceptance
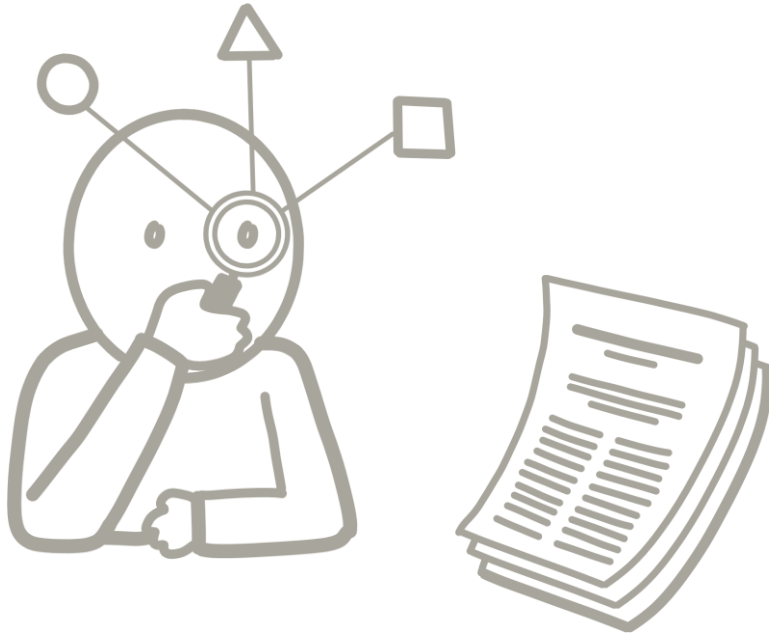
Choosing the "right" journal

- Recommendations / own experience
- Access to the journal: Electronic Journal Library / Directory of Open Access Journals
- Diamond Open Access Publishing
- use with caution: Journal Impact Factor
- *Tipp:* EndNote Manuscript Matcher

- **Predatory publishing** / predatory conferences: https://www.ub.tum.de/en/predatory-journals
  - thinkchecksubmit.org for journals
  - thinkcheckattend.org for conferences
  - Webinar: Predatory Journals and Conferences

THINK ✓ CHECK > SUBMIT

German Copyright

- Protects "personal intellectual creation"
    - → **no raw data**
- Only applies to individual authors
- Begins automatically with the creation of a work
- Is non-assignable
- Expires 70 years after the death of the author
- Copyright and employment status: Employees generally remain copyright holders
    - TUM ForTe Patents and Licences
    - Copyright Information of the library

Author's rights and author agreement

- Right of first publication and Right of exploitation
- Right of use: exclusive or **non-exclusive**
- Right of recognition of authorship
- Right of integrity, withdrawal and editing
- Secondary publication right
- Author agreement for every publication
  - Which usage rights are you granting?
  - Are there third party rights involved?

Federal Ministry of Education and Research:
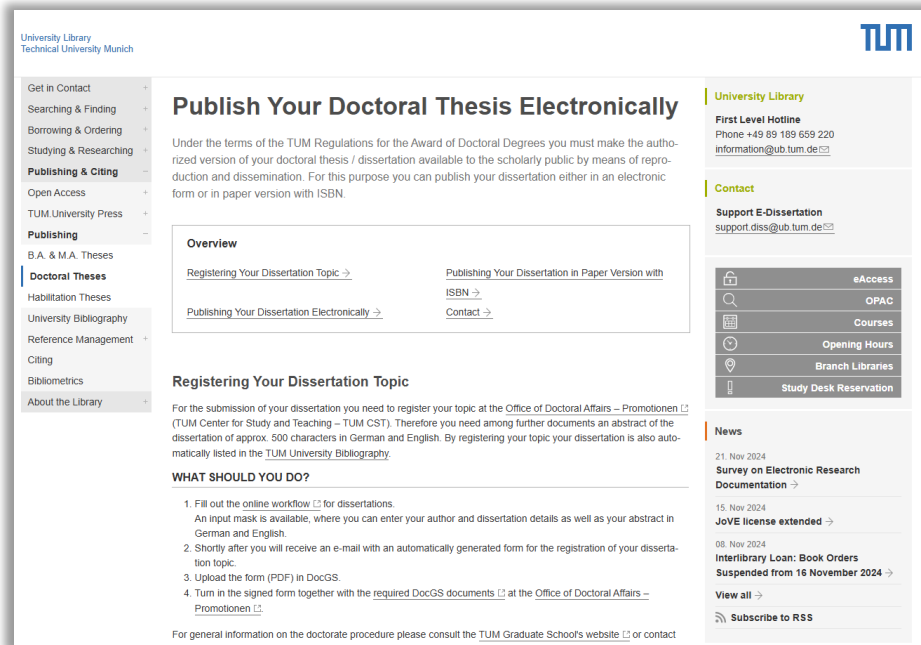
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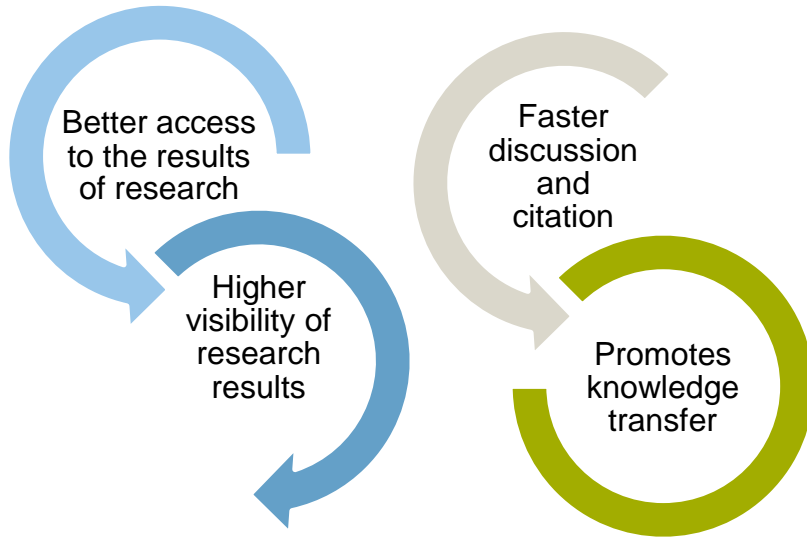
Open Access in academia

- the „green" way: OA as secondary publication
- the „golden" way: inital OA publication
  - in a genuine open-access journal
  - in a "hybrid" / embargoed journal
  - article processing charges (APCs)
- TUM agreements with publishers:

  https://www.ub.tum.de/en/open-access-agreements
- Contact: open-access@ub.tum.de

- **Creative Commons**: BY = Attribution, NC = Non Commercial, ND = No Derivatives, SA = Share Alike

Publishing your doctoral thesis

University Library
Technical University Munich

Publish Your Doctoral Thesis Electronically

Under the terms of the TUM Regulations for the Award of Doctoral Degrees you must make the authorized version of your doctoral thesis / dissertation available to the scholarly public by means of reproduction and dissemination. For this purpose you can publish your dissertation either in an electronic form or in paper version with ISBN.

Overview

Registering Your Dissertation Topic →

Publishing Your Dissertation Electronically →

Publishing Your Dissertation in Paper Version with ISBN →

Contact →

Registering Your Dissertation Topic

For the submission of your dissertation you need to register your topic at the Office of Doctoral Affairs – Promotionen (TUM Center for Study and Teaching – TUM CST). Therefore you need among further documents an abstract of the dissertation of approx. 500 characters in German and English. By registering your topic your dissertation is also automatically listed in the TUM University Bibliography.

WHAT SHOULD YOU DO?

1. Fill out the online workflow for dissertations.
   An input mask is available, where you can enter your author and dissertation details as well as your abstract in German and English.
2. Shortly after you will receive an e-mail with an automatically generated form for the registration of your dissertation topic.
3. Upload the form (PDF) in DocGS.
4. Turn in the signed form together with the required DocGS documents at the Office of Doctoral Affairs – Promotionen.

For general information on the doctorate procedure please consult the TUM Graduate School's website or contact

University Library

First Level Hotline
Phone +49 89 189 659 220
information@ub.tum.de

Contact

Support E-Dissertation
support.diss@ub.tum.de

eAccess
OPAC
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Opening Hours
Branch Libraries
Study Desk Reservation

News

21. Nov 2024
Survey on Electronic Research Documentation →

15. Nov 2024
JoVE license extended →

08. Nov 2024
Interlibrary Loan: Book Orders Suspended from 16 November 2024 →

View all →

Subscribe to RSS

- **Register**: Do register your doctoral thesis early!
- By title, abstract in German (about 500 characters), abstract in English (about 500 characters)
- Start at library website: www.ub.tum.de/en/ediss
  or start at DocGS WIKI https://collab.dvb.bayern/x/sNkqB

1. Publish electronically on repository mediaTUM:
- fast and free of charge
- Follow workflow on library's website

2. Publish in print with a (commercial) publisher
- assigning an ISBN

Publishing your thesis with TUM.UP

- Easy publishing of books in limited editions
- Our publishing services: production, distribution
- Author-friendly contract
- Costs: 500,- € plus printing
- Requirements:
  - Thesis written at TUM
  - Provide a print-ready PDF file
  - Fill out the publication inquiry
- More Info: Publishing Your Doctoral Thesis

Publishing & Archiving Research Data

Library Website:

[Research Data Management](#)

Library Course:

[Research Data Management Basics](#)

Research data policies of TUM and other institutions, data management plans, data structuring and filing, metadata and metadata standards, long term preservation, file formats, publication of data, persistent identifier

Support by the University Library

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Documentation is key!

Survey on Electronic Research Documentation

We invite you to participate in our survey on electronic notebooks and lab books! Your insights and preferences are essential for enhancing the availability of these tools at TUM. Join us in shaping the ideal solution for your documentation needs. The survey takes just 5-10 minutes. Your voice is important – thank you for contributing!

https://go.tum.de/675102

Visibility as a Scientist

Library Website:

[Bibliometrics](#)

Library Course:

[Visibility and Research Impact](#)

Bibliometrics, Scholarly Communication and Publication Strategies

Consultation:

[Bibliometrics and Impact Consultation Service](#)

Metrics, academic identity management, bibliometric analyses

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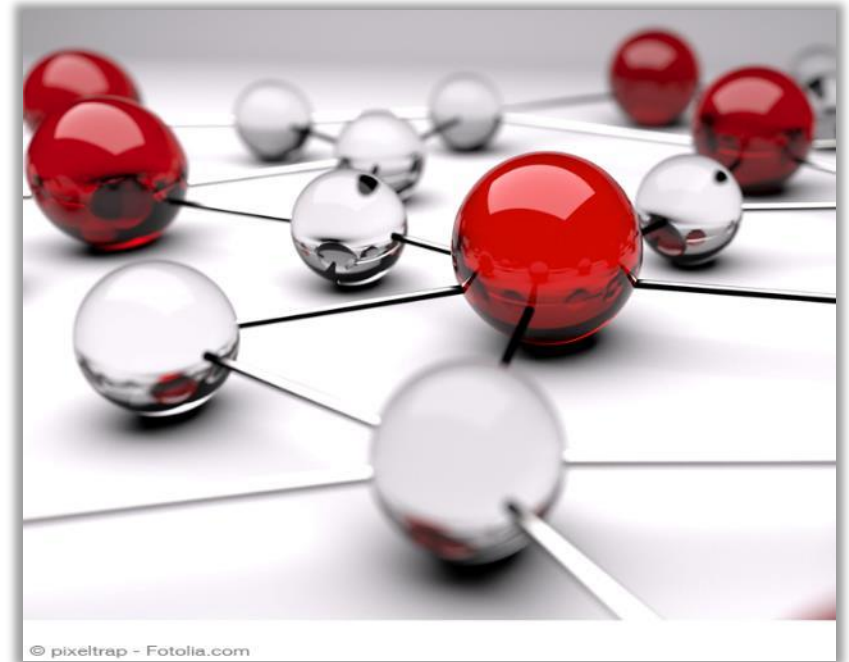
Further Library Support by Courses and Consultations

Library courses and consultations about

Literature Research
Citing
Reference Management

https://www.ub.tum.de/en/courses

First Level Hotline – Get in contact

Telephone   089 189 659 220
Chat   www.ub.tum.de
E-Mail   information@ub.tum.de

Monday to Thursday 8.00 a.m. – 6 p.m.
Friday 8.00 a.m. – 3 p.m.

Career planning

TUM-GS Transferable Skills Training
Supporting you in your doctorate

Karla Urquía
Qualification Program
urquia@zv.tum.de

Photo: pexels

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Transferable Skills Training

Icons: Freepik, Designing Hub via Flaticon

Elevate your potential with the TUM-GS Transferable Skills Training

- 70 + courses per semester
- 43 % courses in English
- 45 % online courses
  - ➤ 1.000 participants each year
  - ➤ 95% of all participants recommend our courses

Transferable Skills Training

Category	Courses such as…
	• Mindfulness for Stress Relief • Impostor Phenomenon in Science • Durchsetzungsstark und souverän auftreten
	• Conflict Management – From Confrontation to Collaboration • Storytelling und Wissenschaft: Forschung spannend vermitteln • Scientific Writing and Yoga Retreat
	• Agile Project Management with SCRUM • Basics in Business Administration • Eyecatching Poster erstellen
	• Lateral Leadership • Fit for Leadership?! • Be a strong and authentic female leader
	• How to play the German research and innovation system: hands-on career guidance for Early Career Researchers • Training for your Career Planning • Essential Skills for a Career in Industry - How to be more Employable in the Private Sector!

Photo: pexels

Miscellaneous

What we would like you to know

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TUM-GS Wiki

You can find additional information on our TUM-GS Wiki Page
https://collab.dvb.bayern/display/tumgs21/TUM+Graduate+School

We want your opinion!

Please fill out our evaluation and tell us what you think about our info event!

https://go.tum.de/443076

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