

# Regulations of the Graduate Center of Engineering and Design (GC-ED)

**Preamble:** Based on § 3 para. 2 of the Statute of the TUM Graduate School (Statute TUM-GS) of 23.8.2021, the following regulations are adopted.

**Mission statement:** The Graduate Center of Engineering and Design (GC-ED for short) is an institution of the School of Engineering and Design (SoED) and is responsible for doctoral candidates at the School of Engineering and Design. It is also part of the TUM Graduate School (in short: TUM-GS), which is a central scientific institution of the Technical University Munich. The TUM-GS serves the structured promotion and scientific further education of graduates with a doctoral goal and measures itself against the best international standards.

The Graduate Center of Engineering and Design enables the structuring of doctoral programs adapted to the needs of the School of Engineering and Design and its departments. The central tasks of the GC-ED are the promotion of cross-departmental and cross-disciplinary networking and communication between the doctoral candidates of the SoED as well as the design and coordination of the qualification program. The subject specific events of the qualification program are offered by the chairs and professorships of the SoED, among others, and serve in particular to deepen scientific methods and subject specific working methods. The Graduate Center takes care to offer a balanced range of courses from all departments. In accordance with the mission statement and the Guiding Principles of TUM, the course program of the GC-ED is intended to promote and inspire doctoral candidates with their diverse subject disciplines.

The doctoral project is an independent academic activity. The GC-ED designs a common framework for the different formats of internal and external doctoral programs. The independence and personal responsibility of the doctoral candidates has high priority in the implementation of the goals and the design of the qualification program.

## § 1

### Name and position within TUM

The Graduate Center of Engineering and Design is an institution of the School of Engineering and Design and, in terms of TUM's matrix structure, also part of the TUM Graduate School, which is a central academic institution of TUM.

The name and appearance are based on the corporate design of TUM and the TUM Graduate School.

## § 2

### Goals and tasks

The regulations according to § 2 as well as § 13 Statute TUM-GS of 23.08.21 concerning the aims and tasks of the TUM-GS apply.

Within the framework of these regulations, the GC-ED shall in particular perform the following tasks:

- a. Promotion of doctoral candidates in accordance with the subject culture
  - Promotion of networking among doctoral candidates
  - Survey of the need for subject-specific events in exchange with the doctoral candidates and supervisors
  - Offer and coordinate the subject-specific events within the framework of the Qualification program
  - Support in organising events that go beyond chair/professorship level (e.g. interdisciplinary summer/winter school, interdisciplinary workshops, personal development and professional training, etc.).
- b. Coordination of international exchange
  - Advice on stays abroad
  - Support in the organisation of stays abroad for doctoral candidates
  - Support with the organisation of visiting scholar stays
- c. Support with interdisciplinary qualification
  - Promotion of events specifically tailored to the needs of the School's doctoral candidates
  - Coordination and organisation of seminars on diversity issues tailored to the subject culture as well as training specifically for female doctoral candidates
- d. Quality assurance of the doctoral examination process and administration
  - Advising doctoral candidates on the doctoral process and on membership of the TUM-GS
  - Announcement of the school and subject specific qualification program
  - Budget planning and use of TUM-GS funding and, if applicable, GC-ED funding.
  - Basic administration of doctoral candidates: Supervision agreement, exposé, feedback interview, annual update of membership, documentation of the completed qualification program, certificates, etc.
  - Announcement of the public academic research institutions recognised by the School of Engineering and Design in accordance with the subject culture pursuant to § 15 Para. 6 a TUM-GS Statute as amended 23.08.2021, updated on 26.09.2024
  - Reporting, interface to the TUM-GS office, participation in working meetings and kick-off seminars as well as in special working groups
  - Press and public relations
  - Coordination of the elections of the members of the Board of Directors

- e. Consulting
  - First point of contact for doctoral candidates in conflict situations
  - Referral to supporting central institutions of the TUM
  
- f. Networking
  - Organisation and promotion of events specifically tailored to doctoral candidates (e.g. retreats, seminars, colloquia, etc.)
  - Promoting exchange between doctoral candidates beyond TUM borders, in particular with doctoral candidates from TUM partner institutions, such as within the framework of the Munich Aerospace Network, collaborative doctorates (BayWiss) or with the Fraunhofer Gesellschaft (FhG), the Helmholtz or Leibniz Association, etc.
  - Alumni/Career/Industry Interface
  
- g. Gender and diversity mainstreaming with the aim of equal opportunities for young researchers:
  - Providing information on the support available within the framework of TUM and TUM-GS for this purpose (Family Service, Inclusion, Gender Equality, Diversity)
  - Regular review and adaptation of all internal processes and structures of the GC-ED with regard to the goal of equal opportunities

The tasks are carried out in cooperation with the School of Engineering and Design, central institutions of TUM and the TUM-GS office.

### **§ 3 Structure and governing bodies**

The regulations pursuant to § 3 and § 13 of the TUM-GS Statute of 23.08.21 on the structure of the TUM-GS and the Graduate Centers apply.

The governing bodies of the GC-ED are:

- (1) the Executive Board (§ 7)
- (2) the speaker of the GC-ED (§ 8)
- (3) the representative of the doctoral candidates (§ 10)

### **§ 4 Membership**

The regulations according to § 5 Statute TUM-GS of 23.08.21 regarding membership apply.

### **§ 5 Associated members**

Under the conditions of § 6 of the TUM-GS Statute, further persons may be admitted as associate members of the GC-ED upon application.

### **§ 6 Rights and duties of members**

With regard to the rights and duties of members of the GC-ED, the regulations according to § 7 Statute TUM-GS shall apply accordingly.

## § 7

### Board of Directors

(1) The Board of Directors of the GC-ED consists of:

- a. the spokesperson (§ 8) with one vote,
- b. the Deputy Speaker (§ 8) with one vote,
- c. two representatives of the departments (§ 9) with two votes,
- d. four representatives of the doctoral candidates (§ 10) with four votes,
- e. the Executive Board of the GC-ED (without voting rights),
- f. if desired, six deputy representatives of the departments (without voting rights),
- g. four deputy representatives of the doctoral candidates (without voting rights).

In the event of a tie, the Speaker shall have the casting vote.

(2) The Executive Committee may co-opt further advisory members.

(3) The Board of Directors decides on the strategic orientation of the GC-ED, reviews the implementation of the objectives according to § 2 and gives initiatives for further development. Furthermore, it accompanies the following tasks:

- a. Development of the subject-specific and science-supporting program and the qualification concept as well as its coordination, quality control and alignment within the SoED and the TUM-GS,
- b. Advising on budgetary matters, implementation and quality assurance of the procedures for the internal distribution of funds,
- c. Preparation of the Graduate Center's work report to the Board of Directors of the TUM-GS,
- d. Coordinating cooperation with other graduate centres at TUM, other universities and/or non-university partners,
- e. Implementation of the TUM Diversity Code of Conduct within the framework of doctoral candidate qualification.

(4) The Board of Directors may adopt rules of procedure.

(5) The Board of Directors shall meet at least twice a year. The meetings shall be chaired by the spokesperson or his/her deputy.

## § 8

### Speaker

(1) The Speaker shall head the Graduate Center GC-ED. He or she shall be responsible for the tasks defined in § 10 Statute TUM-GS.

(2) The School Council appoints the spokesperson and his/her deputy. As a rule, the Vice Dean "Research and Innovation" shall assume the function of the spokesperson and the Vice Dean "Academic and Study Affairs" or "Talent Management and Diversity" the function of the deputy spokesperson.

(3) The terms of office of the Speaker and Deputy Speaker of the Executive Committee shall correspond to the terms of office of the Vice Deans.

## § 9

### Representatives of the Departments

- (1) Each department shall nominate at least one representative from its ranks for election to the School Council. Department representatives can be full-time university teachers according to Art. 2 Para. 3 Sentence 1 of the Bavarian University Personnel Act (BayHSchPG), TUM Distinguished Affiliated Professors, TUM Junior Fellows or members (Fellows) of the TUM Institute for Advanced Study (IAS). As members of the GC-ED Board of Directors, the elected departmental representatives help decide on the strategic orientation of the GC-ED, review the implementation of the goals according to § 2 and give initiatives for further development (according to § 7 (3)).
- (2) Elections to the School Council shall be by list of persons. This means that the names of all representatives are on the electoral list and all persons can be elected individually.
- (3) The two first-placed candidates shall be the representatives of the departments, all others shall be their deputies. The department representatives have two votes in the GC-ED Board of Directors.
- (4) The term of office of the department representatives is 3 years. Re-election is possible.

## §10

### Doctoral candidates' representation

- (1) The regulations according to § 11 Statute TUM-GS of 23.08.21 on the Graduate Council apply.
- (2) The doctoral candidates' representatives of the GC-ED shall be elected by secret ballot, using ballot boxes, suitable software or by postal vote for a term of office of one year. Re-election is possible. All doctoral candidates who are members of the GC-ED at the time of the announcement of the candidates are eligible to vote and to be elected.
- (3) Election shall be by list of persons. This means that the names of all candidates are on the electoral list and all persons can be elected individually. Eight candidates are elected. The elected candidate(s) decide among themselves which four candidates will be doctoral candidates' representatives or deputy doctoral candidates' representatives and which three candidates will represent the doctoral candidates in the Graduate Council of the TUM-GS.
- (4) The election of the doctoral candidates' representatives is organised by the GC-ED office.

## § 11

### Office

- (1) The GC-ED is managed by one or alternatively two managing directors. The Managing Director(s) shall be appointed by the Dean in consultation with the Speaker of the GC-ED and the Graduate Dean of the TUM Graduate School.
- (2) The office is responsible in particular for:
  - a. Advising the doctoral candidates
  - b. Promotion of networking and scientific exchange between the doctoral candidates
  - c. Offer and coordination of the subject-specific events of the qualification program
  - d. Organisational and administrative tasks of the GC-ED
  - e. Supporting the cooperation with the TUM-GS office
  - f. Human resources, reporting and finance
  - g. Correspondence
  - h. Organisation of the elections of the doctoral candidates' representatives
  - i. Support for elections of departmental representatives

- j. External representation of the GC-ED

## § 12

### Passing of resolutions, elections, taking of minutes

The regulations in accordance with § 15 of the TUM-GS Statutes, as amended from time to time, apply to the passing of resolutions, elections and the taking of minutes. Resolutions may also be passed by circulation and electronically.

## § 13

### Qualification program

The regulations according to § 16 Statute TUM-GS of 23.08.21 on the qualification program as well as the regulations according to § 8 No. 1 of the TUM regulations for the award of doctoral degrees of xx.xx.2021 shall apply.

These are designed within the framework of the GC-ED as follows:

- (1) The doctoral candidate shall prepare an **exposé** on the doctoral project, which should normally be available at the time of application for entry in the doctoral candidates' list. In exceptional cases, the exposé may be submitted within 6 months after the application for entry in the doctoral candidates' list.
- (2) During the doctoral phase, each doctoral candidate attends **subject-specific events** (seminars, colloquia, special lectures, summer/winter schools, etc.) which are oriented towards the best international standards. Participation in events amounting to at least 6 SWS, which can be spread over the entire doctoral period, is obligatory.
- (3) Each doctoral candidate shall present his/her research results for discussion in the international scientific community in the course of the doctoral program. As a rule, this is done by means of at least one **English-language publication**, e.g. an accepted journal article, a conference contribution ("full paper" conference contribution), a scientific presentation at an international conference or a scientific paper in connection with a permanently documented creative achievement.

The work must have been produced under the leadership of the doctoral candidate(s) and must have undergone a peer review process or a comparable procedure.

- (4) The **active involvement** of the doctoral candidate in **the academic environment of TUM** can be demonstrated as follows:
  - a. through attendance time at TUM or a public, academic research institution recognised by the GC-ED, or
  - b. through teaching at TUM (e.g. involvement in lectures, exercises, supervision of internships and theses, involvement in examinations, etc.), or
  - c. by working in a research group of the TUM (e.g. collaboration on proposals for research projects, publications, conference contributions, public relations work of the chair/professorship).

Internal doctoral candidates are automatically integrated into the academic environment of TUM. External doctoral candidates prove this by submitting a self-report to their supervisor, who confirms it to the GC-ED.

- (5) At the latest four semesters after joining the TUM-GS (from provisional membership), a feedback discussion on the doctoral project takes place. The bases for this are:
- a seminar presentation open to the public at the university or a written interim report by the doctoral candidate on the progress of the academic work,
  - a counselling interview with the mentor and
  - an updated supervision agreement.

The feedback meeting is mandatory between the doctoral candidate and the supervisor. The supervision agreement is updated on the basis of the discussion. Other persons can participate on a voluntary basis.

- (6) Beyond subject-specific supervision, the TUM-GS offers **interdisciplinary qualification measures**. These include:
- a compulsory kick-off seminar, which is usually attended at the beginning of the doctorate program, and
  - a range of seminars and workshops, participation in which is recommended.

In addition, the following qualification elements are specified by the GC-ED:

- (7) Every doctoral candidate is obliged to take part in a one-day **seminar on good scientific practice** offered by the School of Engineering and Design, for example. Ideally, doctoral candidates attend it at the beginning of their doctoral program.
- (8) Networking courses offered by the GC-ED as well as an international research stay are recommended for all doctoral candidates.

## § 14 Conflict situations

The regulations according to § 18 Statute TUM-GS of 23.08.21 apply.

## § 15 Transitional and final provisions

- (1) Additions or amendments to these regulations are to be coordinated with the statute of the TUM-GS and require a resolution of the School Council of the School of Engineering and Design, approval by the TUM-GS and the acknowledgement of the Extended Presidential Board of the TUM. They are to be brought to the attention of the management of the participating institutions immediately. Additions or changes in the regulations of § 13 require the approval of the management of all participating institutions.
- (2) These regulations shall enter into force on 01.10.2021. At the same time, the regulations of the graduate centres Civil Engineering-Geo-Environment, Mechanical Engineering, Munich School of Engineering and Munich Aerospace and Geodesy shall expire. For doctoral students who are already members of one of the above-mentioned graduate centres before the entry into force of these regulations in accordance with PromO of 1.1. 2014 § 7, § 13 (7) shall not apply.

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Speaker of the GC-ED