

Submission of Your Dissertation

Technical University Munich

School of Engineering and Design

Graduate Center

2023



Agenda

1. Introducing the GC-ED team
2. Electronic Submission of your Dissertation in DocGS
3. Visualization of the Application
4. Tips and Tricks

1. Introducing the GC-ED team

Graduate Center Engineering and Design (GC-ED)

contact:

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team:

team entries, qualification program

Edgars Balevics, - 15618

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Stefanija Stiebre, -15616

team submission

Edgars Balevics, - 15618

Nina Santner, -15013

Eleonora Weiss, -15617 (parental leave)

management

Dr.-Ing. Annette Spengler, -27102

2. Electronic Submission of Dissertation in DocGS

Fortschrittsbaum / Progress Tree

Sie können die einzelnen Abschnitte aufklappen, indem Sie auf + oder die Abschnittsnamen klicken. | *You can expand the segments by clicking on + or the segment titles.*

+ Entry into Doctoral Candidacy List ✓

+ Qualification Program and Data Confirmation ✓

+ Submission of Dissertation ⌚

+ Request change of data regarding your doctoral project



2.1 Documents for Electronic Submission

(Entering the Doctoral Candidacy List after 01.01.2014)

List of required documents:

- Dissertation (with **template title page*** in German or English; dissertation leading institution = School of Engineering and Design)
- **Registration of your dissertation*** for the TUM University Bibliography with the signature of your supervisor (summary of your dissertation, max. 500 characters / German and English Version). <https://www.ub.tum.de/en/ediss>
- **Sworn statement / Eidesstattliche Erklärung*** (in German)
- CV
- **List of prior/previous publications***
- Paper-based dissertation:
 - PromO 2021: **declaration of your own contribution and co-authors*** with signatures of all co-authors
 - PromO 2012: **declaration statement*** with the signature of your supervisor (attachment 6)

* Here you can find templates, further information and a FAQ-section:

<https://www.gs.tum.de/en/gS/doctoral-candidates/administrative-matters/submitting-your-dissertation/>

<https://collab.dvb.bayern/display/TUMedschooloffice/Downloads+and+Links>

<https://collab.dvb.bayern/display/TUMedschooloffice/Paper-based+Dissertations>

2.2 Info sheet for Examination Committee at TUM SoED

Chair	1 st Examiner	2 nd Examiner	3 rd Examiner	Further criteria	Conclusion: EC is...	
ED	ED	external	<ul style="list-style-type: none"> • ---, • ED, • ED-AM, • external 		compliant with the rules.	✓
ED	ED	ED	<ul style="list-style-type: none"> • ---, • EDOP*, • ED- AM*, • external 	and if 1 st and 2 nd examiner resp. 3 rd examiner are from different professorships *in case of "summa cum laude" an external examiner is necessary	compliant with the rules.	✓
ED	ED SP as 2 nd examiner	ED SP as 1 st examiner	<ul style="list-style-type: none"> • --- 		not compliant with the rules, please check the next row.	✗
ED	ED SP as 2 nd examiner	ED SP as 1 st examiner	<ul style="list-style-type: none"> • EDOP*, • ED- AM*, • external 	*in case of "summa cum laude" an external examiner is necessary	compliant with the rules.	✓
ED	ED	HAW-Prof.	<ul style="list-style-type: none"> • ---, • ED, • ED- AM, • external 	and HAW-professor is mentioned as 2nd supervisor in SA (cooperative dissertation/cooperation agreement)	compliant with the rules.	✓
ED	ED- AM	<ul style="list-style-type: none"> • ED, • ED- AM, • external 	<ul style="list-style-type: none"> • ---, • ED*, • ED- AM*, • external 	*in case of "summa cum laude" an external examiner is necessary	compliant with the rules. -> in case of several AMs, please pay attention to "Dr." title.	✓
ED- AM	<ul style="list-style-type: none"> • ED, • ED- AM 	<ul style="list-style-type: none"> • ED, • ED- AM, • external 	<ul style="list-style-type: none"> • ---, • ED*, • ED- AM*, • external 	and if 1 st and 2 nd examiner resp. 3 rd examiner are from different professorships *in case of "summa cum laude" an external examiner is necessary	possible, but not recommended! Chair should be from ED!	✗
other TUM School	ED	ED	<ul style="list-style-type: none"> • ---, • ED*, • ED- AM*, • external 	*in case of "summa cum laude" an external examiner is necessary	not recommended! For certain justified exceptional cases still possible.	✗
ED	other TUM School	ED	<ul style="list-style-type: none"> • ---, • ED*, • ED- AM*, • external 	*in case of "summa cum laude" an external examiner is necessary	not recommended! For certain justified exceptional cases still possible.	✗

Legend:

„---“ = no appointment;

SP = same professorship;

OP = other professorship;

HAW = Hochschule für angewandte Wissenschaften;

SA = supervision agreement;

AM = affiliate membership;

external = domestic/foreign University or other TUM School

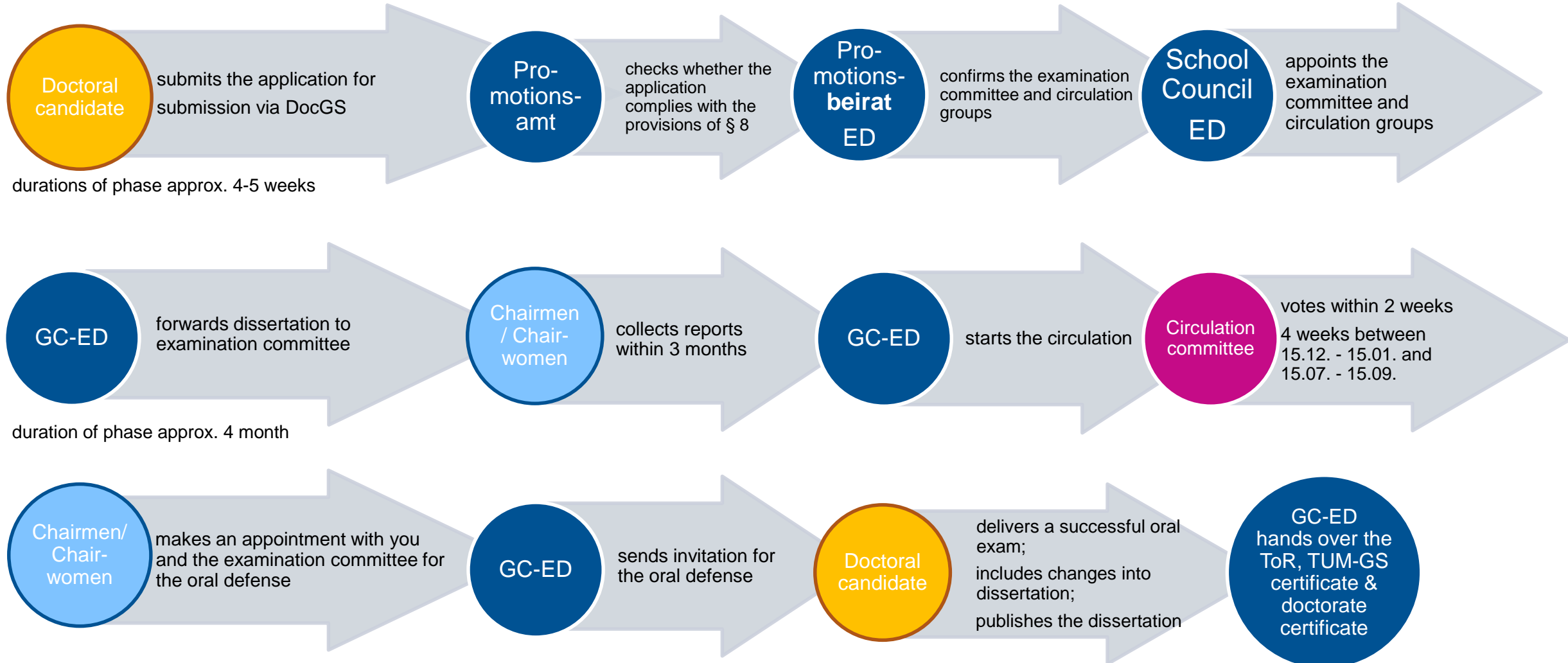
You can find the info sheet [here](#):

2.2 Info sheet for Examination Committee at TUM SoED

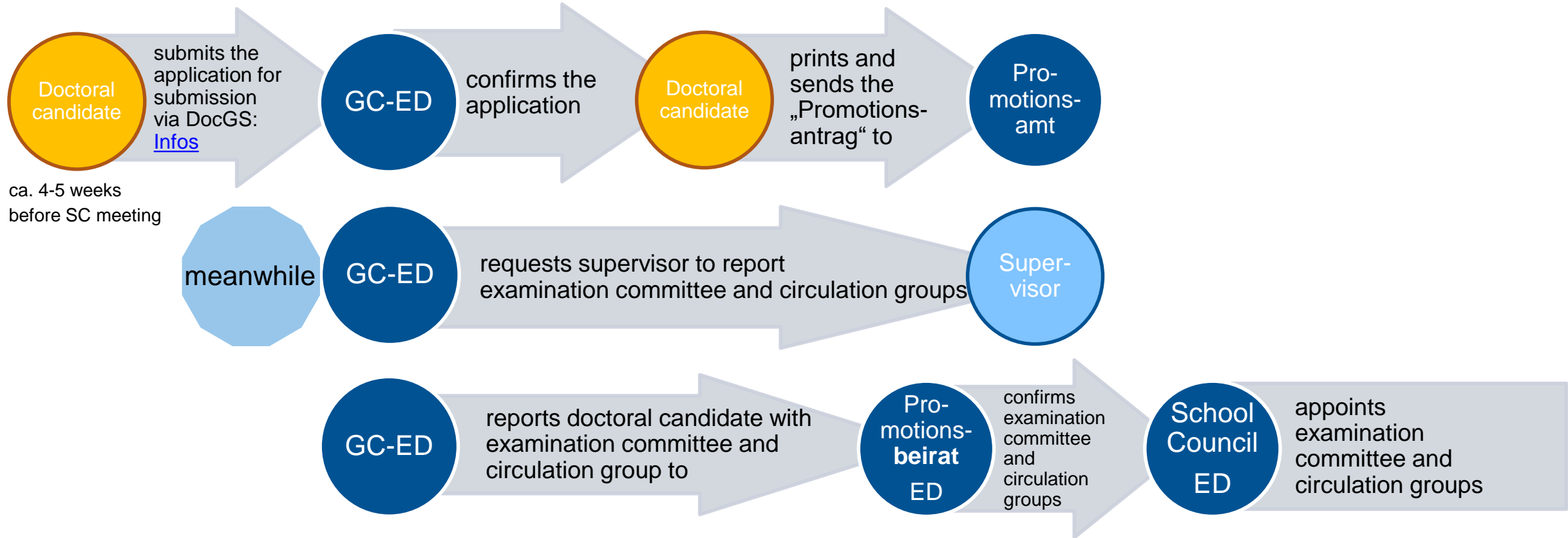
Criteria	Further criteria	Conclusion	Example
ED-Prof. retired (1st examiner)	< 3 years retired	Professor will be treated as <u>active</u> „university educator/Hochschullehrer*in“ till 3 years after his retirement (=ED professor). It requires two members in the examination committee who are active “university educators/Hochschullehrer*innen” of the degree-awarding institution.	Chair ED Prof. 1 st examiner ED Prof. r. (< 3 years retired) 2 nd examiner external / ED Prof. / ED AM / HAW-Prof. / Prof. r.
	> 3 years retired	Professor is no longer an active „university educator/Hochschullehrer*in“. It requires two members in the examination committee who are active “university educators/Hochschullehrer*innen” of the degree-awarding institution.	Chair ED Prof. 1 st examiner ED Prof. r. (> 3 years retired) 2 nd examiner external / HAW-Prof. / Prof. r. 3 rd examiner ED Prof.

Criteria	Conclusion
summa cum laude	For the assessment "summa cum laude" (PromO 2021) / "passed with high distinction (summa cum laude)" (PromO 2012), "1,0" (PromO 2001), three reports with the assessment "summa cum laude" are necessary. If only two examiners have been appointed, a third examiner must be appointed during the current procedure. One examiner must be external.
co-authorship	At least one examiner is not allowed to be a co-author of the paper-based dissertation.

3. Visualization of the Promotion Process



3.1 Submission Phase

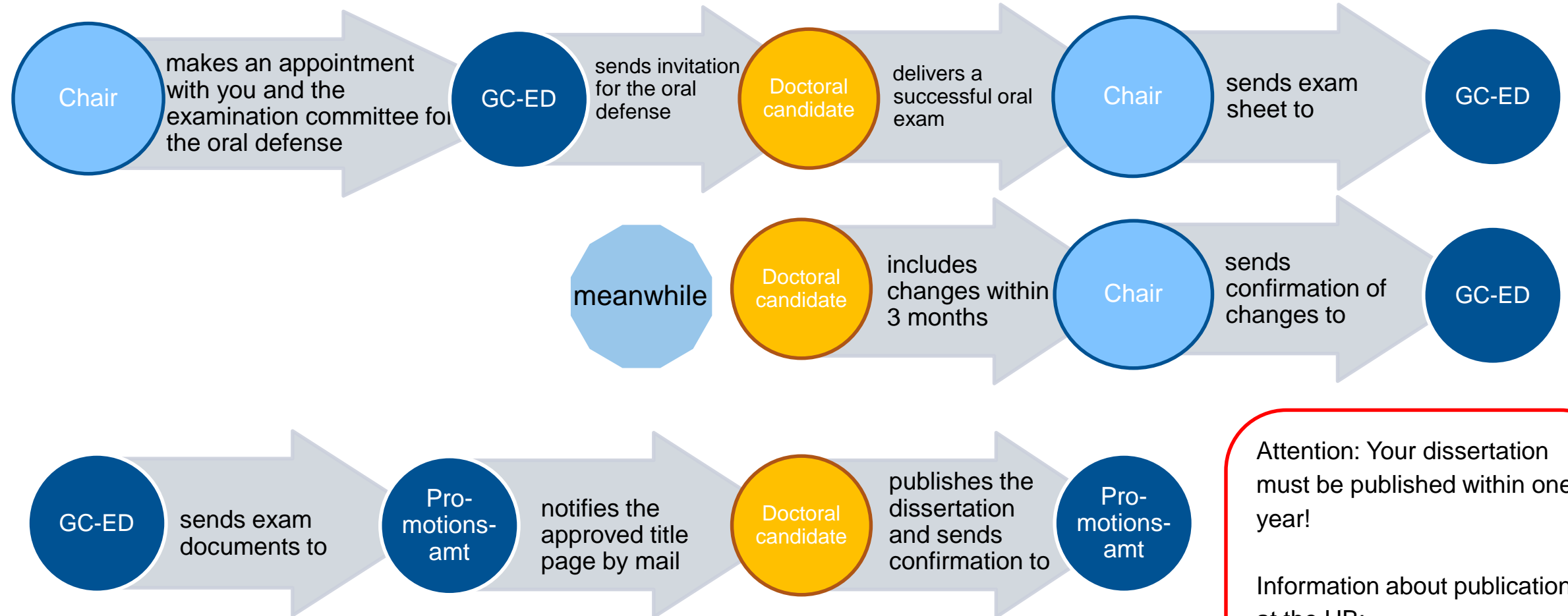


3.2 Report Phase



duration of phase approx. 4 month

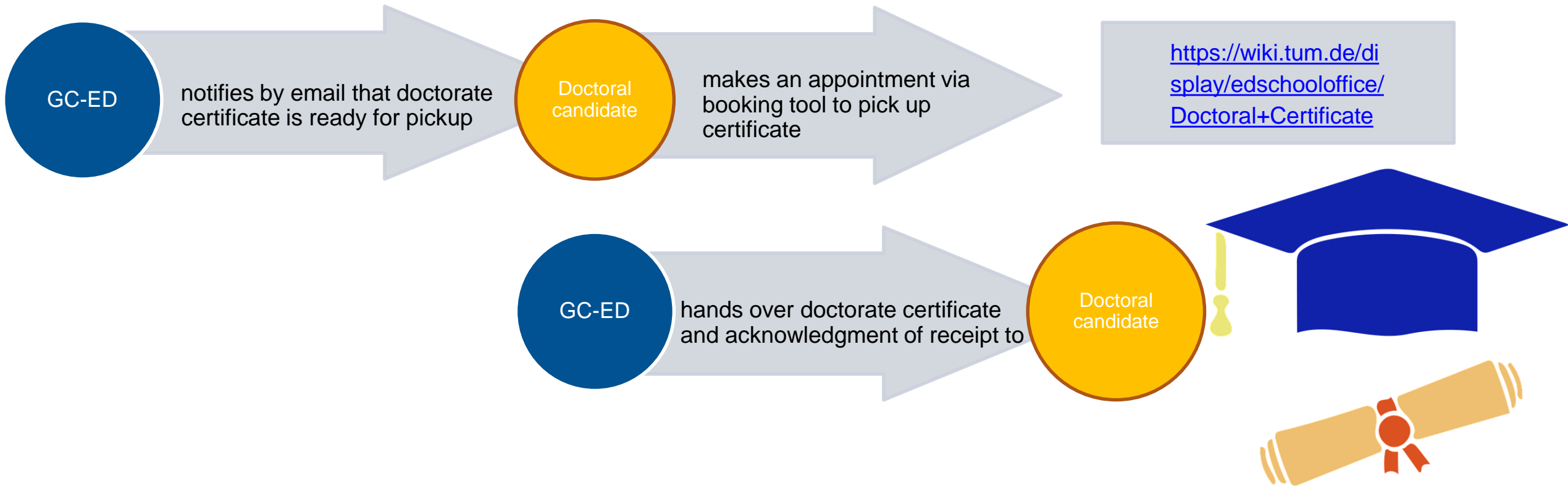
3.3 Oral Defense and Publishing



Attention: Your dissertation must be published within one year!

Information about publication at the UB:
<https://www.ub.tum.de/ediss>

3.4 Doctoral Certificate



According to PromO 2021 §16 (3), doctoral candidates have access to their examination documents within one year after the completion of the doctoral process.

3.5 Submission Deadlines

Electronic submission (via DocGS)	Deadline Promotionsamt	School Council Meeting
until 27.09.23	<u>until 04.10.23</u>	25.10.23
until 01.11.23	<u>until 08.11.23</u>	29.11.23
until 15.11.23	<u>until 20.11.23</u>	18.12.23
until 17.12.23	<u>until 22.12.23</u>	24.01.24
until 19.01.24	<u>until 24.01.24</u>	21.02.24
until 09.02.24	<u>until 16.02.24</u>	15.03.24
until 22.03.24	<u>until 27.03.23</u>	24.04.24

4. Further tips for submission



Promotionsantrag

PROMOTIONSANTRAG

Technische Universität München

TUM Center for Study and Teaching
ZPA Promotionen
Arcisstraße 21
80333 München
Öffnungszeiten: Mo.-Do. 8:30 - 11:30 Uhr
(Zimmer 0184)

an die promotionsführende Einrichtung

TUM School of Engineering and Design

Erwerb des Doktorgrades:

Anlagen gemäß Promotionsordnung §8

- eine elektronische Version (pdf-Datei) der Dissertation gemäß §§ 7 Abs. 1 bis 4 der Promotionsordnung (in DocGS bereits hochgeladen)
- eine Erklärung der*des Bewerberin*Bewerbers (siehe Anlage 2 der Promotionsordnung)
- Auflistung der Vorveröffentlichungen (siehe §7 Abs. 7 der Promotionsordnung)
- ein Lebenslauf, der insbesondere über den Bildungsgang Aufschluss gibt
- Meldung Ihrer Dissertation für das Jahrbuch der TUM (siehe <http://www.ub.tum.de/ediss>)
- gem. Anlage 6, Einverständniserklärung zur Publikationsbasierten Promotion

Technische Universität München



München, den

Ich überreiche hiermit eine wissenschaftliche
Abhandlung über

und bitte, diese mit den neben aufgeführten
Anlagen der promotionsführenden Einrichtung
TUM School of Engineering and Design zur
Weiterbearbeitung im Sinne der
Promotionsordnung zuzuleiten.

Persönliche Angaben:

Name

Geburtsort und -tag

Akademischer Grad

Staatsangehörigkeit

Anschrift der Wohnung

Telefonnummer (tagsüber erreichbar)

Email

Programm der TUM-GS erfüllt?

Ja

No mention of the chair or professorship!

4.1 Template title page (German)

<Dissertation title>

First name(s) last name

Your degree-awarding institution is =
TUM School of Engineering and Design

Complete reprint of the dissertation approved by the <degree-awarding institution> of the
Technical University of Munich for the award of the

<doctoral degree (Dr.)>

Chair:

Examiners:

1.
2.
3.

The dissertation was submitted to the Technical University of Munich on <date> and
accepted by the <degree-awarding institution> on <date>.*

eines Doktors/einer Doktorin
- der Ingenieurwissenschaften (Dr.-Ing.)
- der Naturwissenschaften (Dr. rer. nat.)
- der Philosophie (Dr. phil.)
(It has to be in German!)

* Please enter the item that applies to you and then omit <>.

4.2 DocGS – type of dissertation

Type of dissertation *

For publication-based dissertations and media dissertations, please refer to the current Doctoral Regulations as well as the regulations of your doctoral supervising institution.

drop down menu: monography/paper-based dissertation/media dissertation

Publication-based dissertations are only possible if you have been added to doctoral candidacy list after 12th March 2012.

To submit a publication-based dissertation, depending on the Doctoral Regulations that apply to you, you may need the written consent of your supervisor or you may have to comply with the regulations of your doctoral supervising institution. Please contact your dean's office for more information.

Confirmation of supervisor *

Please upload here the written confirmation of your supervisor.

Files must be less than 2 MB.

Allowed file types: pdf.

Durchsuchen... Keine Datei ausgewählt. Upload

Only for paper-based dissertations

Upload either:

PromO 2021: **declaration of your own contribution and co-authors*** with signatures of all co-authors

PromO 2012: **declaration statement*** with the signature of your supervisor (attachment 6)

4.2 DocGS – Art der Promotion

Kooperative Dissertation

Geben Sie hier "ja" an, falls Sie Ihre Forschungstätigkeit an einer Hochschule für angewandte Wissenschaften (HAW) / Fachhochschule mit Ihrem dort ansässigen Zweitbetreuer durchführen.

Nein

Yes, if second supervisor/second examiner is from a university of applied sciences and noted on supervision agreement.

Joint Degree

Geben Sie hier nur "ja" an, sofern ein gesonderter Kooperationsvertrag zwischen TUM und der ausländischen Universität/Institution abgeschlossen worden ist - vgl. dazu Promotionsordnung § 21 - 24.

Nein

Waren Sie bereits an einer anderen deutschen Hochschule als Promotionsstudent registriert? *

Nein

Art der Promotion *

drop down menu

Internal doctorate at TUM (incl. cooperation with other university in Germany)

Doctorate in cooperation with university abroad

Doctorate in cooperation with university of applied sciences

Doctorate in cooperation with research institution

Doctorate in cooperation with industry or other institution

Contact and Further Information

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email adress:

submission.gc@ed.tum.de

Alexander Seboka

seboka@zv.tum.de phone: 089 289 – 22247

Adresse: TUM Center for Study and Teaching, Office of Doctoral Affairs,

c/o Herr Seboka

Arcisstr. 21, 80333 München

website and links:

www.ed.tum.de

<https://www.ed.tum.de/ed/forschung-innovation/promotion/>

<https://collab.dvb.bayern/display/TUMedschooloffice/Checklist+for+ED%27s+Doctoral+Candidates>

Thank you for your attention!

