DocGS (https://www.docgs.tum.de/) is TUM’s central platform for all doctoral candidates.

In DocGS the whole process of your doctorate is reflected:
1) Application for the entry in TUM’s doctoral candidacy list
2) Tracking of the Qualification Program
3) Application for submission of dissertation

Furthermore, the registrations for the
4) TUM-GS Kickoff Seminar, and
5) The TUM-GS transferable skills course program are managed in DocGS.

Also, the
6) Annual Data Confirmation
is conducted in DocGS.
1) Application for the entry into the doctoral candidacy list

Once you have filled out the supervision agreement with your supervisor and you are accepted as member at the GCB, the next step is to officially apply for entry into the doctoral candidacy list at TUM. You must meet the necessary requirements as per the doctoral regulations. Successful registration means you become a member of the TUM Graduate School and are given the status of "doctoral candidate."

First, create a new DocGS user account and complete your profile at www.docgs.tum.de

Please, always, make sure your contact data and personal information are up to date.

Then, choose “Application Doctoral Candidacy List” and enter the necessary information regarding your dissertation project and your qualification. Candidates with foreign university degrees automatically apply for recognition of their degrees.

More Information on the entry to the Doctoral Candidacy List with German degree

foreign university degree

Submit the request electronically, print it out and bring it to the Dean’s Office of your department, together with all the other necessary documents.

If your request has been recognized, you will be added to the (preliminary) doctoral candidacy list and with this, you become a member of the TUM Graduate School.
2) Tracking Qualification Program

In order to hand in your thesis at the end of your doctorate, you must fulfill the GCB and TUM-GS qualification program. This is tracked and managed in DocGS in the section “my progress” / “Mein Fortschritt”.

In your “progress tree” / “Fortschrittsbaum” the mandatory qualification program are displayed. Here you add your deliverables and proofs to collect all the checkmarks.

**Progress Tree / Fortschrittsbaum:**

- Qualification program
- Basic information
- TUM-GS training program
  - Kick-off seminar
  - Subject-specific courses
  - Active participation in the scientific environment of the TUM
- Publication seminar / discussion of the research project in the international scientific community
- Project plan / exposé
- Transferable skills courses
- International experience
- Additional training program
- Reimbursement / Services
- Membership
  - Individual Anforderung
- Abschluss Qualifizierungsprogramm: Zertifikat und ToR

**Mein DocGS**

- Willkommen
- Mein Konto
- Anträge/Antrag
- Promotionsliste
- Mein Fortschritt
- Arbeiten anzeigen
- Überfachliches Qualifizierungsprogramm
- TUM Box 2019
- Meine Kurse
- Adressen aktualisieren
- Antrag auf Änderung personenbezogener Daten
- TUM-Kennung
- Verifizierung
- Logout

**Verifizierung der TUM-Kennung**

- TUM-Kennung
- Verifizierung

Whenever you add a new element you have the option to either save or submit your entry (you can find the buttons at the bottom of the page):

- **Save** Choose “save”, in case you will update your entry later
- **Submit** Choose “submit” to hand it in and get it confirmed by GCB

Please check your DocGS account regularly if your submissions have been accepted or need some reviewing or update from your side.

GCB does not get informed automatically through the system about new submissions. **We check for new submission regularly, in general in the beginning of each month. In cases of urgency, write us an email (gcbioengineering@tum.de)**
2) Tracking Qualification Program

TUM-GS and GCB Kick-off Events

Progress Tree / Fortschrittsbaum:

- Qualification program
  - Basic information
  - TUM-GS training program
    - Kick-off seminar
  - Subject-specific courses
  - Active participation in the scientific environment of the TUM
- Feedback session
  - Publications / discussion of the research project in the international scientific community
  - Project plan / exposé
  - Transferable skills courses
  - International experience
- Additional training program
- Reimbursement / Services
- Membership
  - Individuelle Anforderung
  - Abschluss Qualifizierungsprogramm: Zertifikat und ToR

Added automatically once you took part in a TUM-GS Kick-off
For registration to the TUM-GS Kick-off see 4)

Add proof for GCB Kick-off here

For all events conducted by the GCB you receive certificates via email, which you can upload as sufficient proofs.
2) Tracking Qualification Program

GCB Kick-off Events

Progress Tree / Fortschrittsbaum:

You will receive a certificate you can upload here, once you participated in a GCB Kick-off event.
2) Tracking Qualification Program

Subject-specific courses

During your doctorate you need to fulfill at least 6 weekly semester hours, which is about 63 real time hours, of subject specific qualification (1 weekly semester hour $\approx 10.5$ real time hours).

**Progress Tree / Fortschrittsbaum:**

- Qualification program
  - Basic information
  - TUM-GS training program
    - Kick-off seminar
  - Subject-specific courses
    - Active participation in the scientific environment of the TUM
  - Feedback session
  - Publications / discussion of the research project in the international scientific community
  - Project plan / exposé
    - Transferable skills courses
    - International experience
  - Additional training program
  - Reimbursement / Services
  - Membership
  - Individuelle Anforderung
  - Abschluss Qualifizierungsprogramm: Zertifikat und ToR

Mandatory participation in one GCB Summer School belongs in this category

Subject-specific courses can be seminars for doctoral candidates, summer and winter schools, research retreats, reading and writing circles or specialized courses at expert level.

Subject specific qualification is not restricted to TUM-offers only.

You can add as many elements to this category as you like.
2) Tracking Qualification Program

Subject-specific courses

Subject specific qualification in counted in weekly semester hours (minimum of 6 SWS) or real time hours (1 SWS \(\approx\) 10.5 real time hours \(\rightarrow\) minimum of 63 hours required)

According to TUM-GS, one day equals 7 real time hours.

Hours must be stated in addition to days for sufficient proof.

Any proof you upload must state the duration hours clearly!

If you do not have sufficient proof, use the GCB achievement form additionally (requires signature from supervisor)

You can use this form for several proofs at once, so you may collect several elements first and get it signed only once.

But please upload it for each of the elements when you add them to DocGS.

All proofs, which are not sufficient, will be rejected by the GCB. We will let you know the reasons for rejection in the comments.

Please check your progress tree regularly, if your submissions have been approved or rejected, you will not be informed automatically through the system!
2) Tracking Qualification Program

Active participation in the scientific environment of the TUM

Progress Tree / Fortschrittsbaum:

- Qualification program
  - Basic information
  - TUM-GS training program
    - Kick-off seminar
    - Subject-specific courses
    - Active participation in the scientific environment of the TUM (Ticked off automatically if you are employed at TUM)
  - Feedback session
  - Publications / discussion of the research project in the international scientific community
    - Project plan / exposé
      - Transferable skills courses
      - International experience
  - Additional training program
  - Reimbursement / Services
  - Membership
  - Individuelle Anforderung
  - Abschluss Qualifizierungsprogramm: Zertifikat und ToR

External doctoral candidates must prove their active participation in the TUM environment.

The measures for this are agreed upon in the supervision agreement which can be used for the upload in DocGS.

As proof, you may upload a personal report on your integration measures in the TUM environment or your report on the feedback session containing information on your active participation at TUM.
2) Tracking Qualification Program

Feedback Session

At the latest, two years after your entry in the (preliminary) list of doctoral candidates, a feedback session on the research project takes place. At GCB, a written report on the feedback session and prerequisites for the feedback session is required.

**Progress Tree / Fortschrittsbaum:**

- Qualification program
  - Basic information
- TUM-GS training program
  - Kick-off seminar
  - Subject-specific courses
    - Active participation in the scientific environment of the TUM
  - Feedback session
    - Publications / discussion of the research project in the international scientific community
  - Project plan / exposé
    - Transferable skills courses
    - International experience
- Additional training program
- Reimbursement / Services
- Membership
- Individuelle Anforderung
- Abschluss Qualifizierungsprogramm: Zertifikat und ToR

Find the GCB form for the feedback session on the GCB webpage in the section “during your doctorate”
2) Tracking Qualification Program

Feedback Session

Make sure, that your uploaded proofs contain information on all relevant elements and prerequisites of the feedback session, which in addition to the meeting with your supervisor are:

- Public presentation within the University OR presentation at an academic conference
- A written interim report on the scientific work OR an academic paper for publication
- Updated supervision agreement if needed
- Counselling session with your mentor

Use the GCB feedback session form to cover all elements
2) Tracking Qualification Program

Publications / discussion of the research project in the international scientific community

Progress Tree / Fortschrittsbaum:

- Qualification program
  - Basic information
  - TUM-GS training program
    - Kick-off seminar
    - Subject-specific courses
      - Active participation in the scientific environment of the TUM
    - Feedback session
  - Publications / discussion of the research project in the international scientific community
    - Project plan / exposé
    - Transferable skills courses
      - International experience
    - Additional training program
    - Reimbursement / Services
    - Membership
    - Individuelle Anforderung
    - Abschluss Qualifizierungsprogramm: Zertifikat und ToR

During your doctorate publication or discussion of your research project in the international scientific community is mandatory.

Specified GCB requirement is a peer-reviewed main-authorship publication.

Please consider, that your supervisor and/or your degree awarding department might specify the requirements as well!
2) Tracking Qualification Program

Publications / discussion of the research project in the international scientific community

According to TUM-GS regulations, your supervisor must confirm that the publication meets the requirements.

**Sufficient proof for publications:** (summarized in one pdf)

- **Original Article** (if applicable) or Abstract
- **Confirmation of your supervisor** that this publication meets the requirements according to TUM Promotionsordnung and the Statutory Regulations §15 (5) from TUM-GS
- **Proof on peer-review process** if needed

For publications which are not published yet, additional proof that the publications is accepted for publishing including date of publication is needed.

All proofs, which are not sufficient, will be rejected by the GCB. We will let you the reasons for rejection in the comments. Check your progress tree to see if your submissions have been approved or need some reviewing from your side!
2) Tracking Qualification Program

Workshop Good Scientific Practice

Progress Tree / Fortschrittsbaum:

- Qualification program
  - Basic information
  - TUM-GS training program
    - Kick-off seminar
    - Subject-specific courses
    - Active participation in the scientific environment of the TUM
    - Feedback session
    - Publications / discussion of the research project in the international scientific context
    - Project plan / exposé
  - Transferable skills courses
    - International experience
  - Additional training program
    - Teaching experience
    - Scientific presentation
  - Reimbursement / Services
  - Membership
    - Individuelle Anforderung
  - Abschluss Qualifizierungsprogramm: Zertifikat und ToR

Add proof on participation in a Good Scientific Practice Workshop here

Make sure that the proof you add states the hours clearly. The workshop should have a duration of at least 4 hours.

If you participate in a course organized from GCB, you will receive a certificate via email.
2) Tracking Qualification Program

MSB Seminar Talk

Progress Tree / Fortschrittsbaum:

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<tbody>
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<td>Qualification program</td>
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<tr>
<td>Basic information</td>
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<tr>
<td>TUM-GS training program</td>
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<td>Kick-off seminar</td>
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<td>Subject-specific courses</td>
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<td>Active participation in the scientific environment of the TUM</td>
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<td>Feedback session</td>
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<td>Publications / discussion of the research project in the international scientific community</td>
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<td>Project plan / exposé</td>
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<td>Transferable skills courses</td>
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<td>International experience</td>
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<td>Additional training program</td>
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<td>Teaching experience</td>
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<td>Scientific presentation</td>
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<td>Individuelle Anforderung</td>
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<tr>
<td>Abschluss Qualifizierungsprogramm: Zertifikat und ToR</td>
<td></td>
</tr>
</tbody>
</table>

Add proof, that you gave a MSB Seminar Talk here

You will receive a document from GCB once you gave a MSB Seminar talk, which you can upload as proof.
2) Tracking Qualification Program

MSB Seminar Talk

Progress Tree / Fortschrittsbaum:

You will receive a document from GCB once you gave a MSB Seminar talk, which you can upload as proof.
2) Tracking Qualification Program

Additional deliverables

Once you finish your doctorate, you will receive a Transcript of Records (ToR) on all deliverables you completed during your doctorate, which is created using the entries added in DocGS. So, make sure to update DocGS with all elements of your doctorate and not only the mandatory requirements. There are several more categories, such as for transferable skills courses or international experience.

Progress Tree / Fortschrittsbaum:

- Qualification program
  - Basic information
- TUM-GS training program
  - Kick-off seminar
  - Subject-specific courses
    - Active participation in the scientific environment of the TUM
  - Feedback session
  - Publications / discussion of the research project in the international scientific community
- Project plan / exposé
  - Transferable skills courses
  - International experience
  - Additional training program
    - Reimbursment / Services
    - Membership
    - Individuelle Anforderung
    - Abschluss Qualifizierungsprogramm: Zertifikat und ToR

Make sure you add all elements and deliverables you fulfilled during your doctorate – there is no limit to elements you can add!
3) Application for submission of dissertation

Submitting your thesis is also initiated in DocGS.

The process provided in this guide applies to all doctoral candidates who entered the doctoral candidacy list after January 1st, 2014 (according to “new PromO”).

If you started your doctorate at TUM before 2014, older versions of the Doctoral Regulations (“old Promo”) apply and the process of application for submission of your thesis might differ. Please check the information on how to submit your thesis provided by the TUM-GS.

**When you collected all checkmarks, your Progress Tree / Fortschrittsbaum should look like this:**

**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.
3) Application for submission of dissertation

Once in the “application submission dissertation” section, fill in every individual tab.

Some tabs require you to upload additional pdf documents, including:

- Your thesis
- List of publications
- The registration of your thesis at the TUM University Library
- A signed declaration of facts
- A CV in German
- A photo for the yearbook
- Confirmation from your supervisor
- Master’s diploma and certificates
- Employment contract

DocGS also guides you through this with additional information.
3) Application for submission of dissertation

The most involved tab, the documents tab, should look like this, once you uploaded all documents:

**Antrag auf Einreichung**

To submit your dissertation, fill in the required fields on the different tabs. Please be prepared to upload the relevant documents as scans/pdf, they have to be uploaded for the successful submission. Also keep in mind that you have to hand in the original documents during your appointment at the TUM doctoral office (Promotionsamt). You can submit your application online only if all the required fields are filled in. Before that, by clicking ‘save’ your data will be saved and you can continue your application via “my progress”, line “submission of dissertation”. Once your application is submitted online you will receive emails with further instructions.

**ATTENTION:** Please carefully check your data before “submitting” the application. After having submitted the application electronically, you can no longer make any changes.

Don't forget to click submit in the end!

If your electronic application is correct and everything is in place, you will get find your “Promotionsantrag” pdf document here:

Once you have this document (and only once you have it!) send an email to TUM’s Prüfungsamt (Ms. Ute Stinzel stinzel@tum.de) and arrange an appointment to hand in everything the document specifies.
TUM-GS offers several Kick-off Seminars each year for which you can register. In the section „Auftaktseminar“ (= Kick-off Seminar)

Please remember, that participation is mandatory for every doctoral candidate and should be fulfilled within the first 6 month of your doctorate.
5) Registration TUM-GS
Transferable Skills Course Program

TUM-GS offers an extensive transferable skills course program each semester. For those courses you can register in DocGS.
6) Annual Data Confirmation

Each year, you will have to confirm your data and the status of your doctoral project in DocGS (period from July 1st – September 30th).

If you joined the TUM-GS after June 30th, no data confirmation is necessary within this year.

You will be asked to confirm your data in DocGS automatically via email through the system.

Within the annual data confirmation you have to confirm the status of your doctoral project as well. For this you have three options:

- Yes, I am still working on my doctoral project and my supervisor relationship is active
- I am still pursuing my doctoral project, however it is on hold for more than 6 month
- I am not continuing my doctoral project at TUM

After you confirmed your data and your project’s status your supervisor will be automatically requested to verify.

After completing the annual data confirmation twice with an active status of your project, this will automatically tick off the minimum required membership at TUM-GS. If your project status is „on hold“ the year will not be counted towards your membership duration.

If you miss the annual data confirmation, your DocGS account will be locked. To regain access to the portal, you must request it using the form provided on GCBs website.