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

Technical University of Munich
TUM Graduate School
12.07.2023, 10 a.m.-12 p.m.
Agenda

• Timeline for thesis submission – what must be fulfilled before thesis submission
• Overview – how to submit my thesis (and what happens afterwards)
• How to publish: process, authors' rights, open access & affiliation
• Career planning – TUM-GS Transferable Skills Training
• International mobility – mobility and funding options by the TUM-GS
• Miscellaneous
• Q&A
Timeline for thesis submission

What must be fulfilled before thesis submission

Agnieszka Slota, M.A.
Welcome Office
slota@zv.tum.de
Framework & Mandatory Elements of your Doctorate at TUM

- **Getting started**
  - Supervision Agreement + Doctoral Candidacy List

- **In the first 6 months of your doctorate**
  - Participation Kick-Off Seminar

- **After 2 years at the latest**
  - Feedback Talk with your supervisor

- **Usually in the form of a peer-reviewed publication/conference contribution**
  - Publication/Discussion of your research

- **After completing the mandatory elements you can submit your dissertation**
  - Submission of your Dissertation

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- 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

Tim Klinge, M.Sc.
Quality Management and International Benchmarking
klinge@zv.tum.de
When can I submit my thesis?

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

- Kick-off seminar
- 6 SWS subject-related 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 scientific environment of TUM (‘external’ doctorates)

DocGS automatically activates the function, submission of dissertation‘ in your DocGS progress tree
When can I submit my thesis?

Fortschrittsbaum / Progress Tree
Sie können die einzelnen Abschnitte aufklappen, indem Sie auf +/- oder die Abschnittsnamen klicken |

- Entry into Doctoral Candidacy List
- Qualification Program and Data Confirmation
- Submission of Dissertation
- Request for changing personal data in account
- Request change of data regarding your doctoral project

Einreichung der Dissertation
Reference number: 

- Einreichung und Prüfung der Dissertation
  - Antrag auf Einreichung
  - Zuständigkeiten
  - Bestellung der Prüfungskommission
  - Umlaufverfahren
  - Mündliche Prüfung
  - Ankündigung der mündlichen Prüfung
  - Ergebnis der mündlichen Prüfung
  - Bewertung der Dissertation
  - Bearbeitung Promotionsamt
  - Urkunde
Overview thesis submission

Templates & information:

- Dissertation with title page
- Abstract of your dissertation for TUM University Bibliography
- Publication list
- Sworn statement (in German)
- CV (in German)
- Master's diploma
- Note: specific agreement/declaration of contribution needed in case of a publication-based dissertation

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.

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

Print out your application for thesis submission

Upload required documents in DocGS and submit your application

Fill out application for thesis submission form in DocGS

1. Printed and signed application for thesis submission form
2. Copy of the dissertation title page
3. Signed registration of your dissertation for the TUM University Bibliography
4. Signed sworn statement (in German)
5. CV (in German)
6. List of previous publications
7. (if applicable) publication-based dissertation: declaration of your own contribution and co-authors

After approval by Graduate Center and School Office

1. Printed and signed application for thesis submission form
2. Copy of the dissertation title page
3. Signed registration of your dissertation for the TUM University Bibliography
4. Signed sworn statement (in German)
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TUM Center for Study and Teaching Promotionen
(Office of Doctoral Affairs)
Arcisstraße 21, 80333 München

TUM Graduate School
Technical University of Munich

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Overview doctoral examination process

Doctoral supervisor suggests examination committee members

Dissertation is assessed as 'pass' by all examiners

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

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

Within 12 months after date of oral examination

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

Dissertation is assessed as 'pass' by all examiners

As a general rule, no later than within 3 months

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

Dissertation is accepted if the required number of favorable decisions is reached

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

~ 6 months after thesis submission

Embossed Doctoral Certificate ('Schmuckurkunde') possible for a fee

Pick up your doctoral diploma and TUM-GS Transcript
How to publish

Process, author’s rights, open access & affiliation

Katharina Markgraf
Subject librarian Sports- & Health Sciences, team Library Legal Matters, Coordinator TUM.University Press

Hedwig Bäcker
Information Services – Course Programme & First Level Hotline, Library Management – Communication & Public Relations
Publication support

- Choosing the right journal
- Predatory Publishers
- Peer Review
- Creative Commons
- Publication guidelines
- Academic identity management
- Open Access
- Publishing fund
- Publishing your work
Exemplary publication process

- Choice of the right journal
- Adhere to the conditions the publisher sets (author guidelines / instruction, etc.)
- First editorial review
- Paper needs to be forwarded to peer-reviewers
- Information on the decision
- After acceptance for publication: Signing copyright / author agreement
Choosing the “right” journal

- Recommendations from colleagues
- Own experience
- Access to the journal
- Journal Impact Factor
- Electronic Journal Library (EZB) / Directory of Open Access Journals (DOAJ)
- EndNote Manuscript Matcher
Peer Review: quality assurance

- Quality assurance for publications through variants of peer review (PR)
- Author submits manuscript to editor
- First it is checked whether the manuscript is generally suitable
- Selection of reviewers by the journal (ideally not from the author’s environment!)
- Reviewers provide a report
- Acceptance
- Revision („minor/major changes“): Resubmission
- Rejection
Predatory publishing and predatory conferences

- Information on predatory journals: [https://www.ub.tum.de/en/predatory-journals](https://www.ub.tum.de/en/predatory-journals)
- Checklist predatory journals
- [thinkchecksubmit.org](http://thinkchecksubmit.org) for journals
- [thinkcheckattend.org](http://thinkcheckattend.org) for conferences
- Negative lists exist (Cabell's or Beall's), but some of them are not up to date anymore
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 remain copyright holders

→ Copyright Information of the library: [www.ub.tum.de/en/copyright-law](http://www.ub.tum.de/en/copyright-law)
Author’s rights

- Right of first publication
- Right of exploitation
- Right of use → exclusive or non-exclusive
- Right of recognition of authorship
- Right of integrity
- Right of withdrawal
- Right of editing
- Secondary publication right

→ Federal Ministry of Education and Research: Copyright in Academic Work
Author agreements

- Is required for every publication
- If no rule is agreed upon, German Publishing Law applies

1. Check: Which usage rights are you granting?
2. Check: Are there any third party rights?
Creative Commons

BY = Attribution
NC = Non Commercial
ND = No Derivatives
SA = Share Alike
Open Access in academia and education

- Better **access** to the results of research
- Higher **visibility** of research results
- Faster discussion and citation
- Promotes knowledge transfer into the economy and society
- Promotes international cooperation
- Promotes research and interdisciplinary
- Long term archiving of information
The Golden Way to Open Access

Initial open-access publication

- in a genuine open-access journal
- in a “hybrid” journal
- in an embargoed journal
- usually financed by article publication charges (APCs)
Open Access at the TUM: The Golden Way

- TUM agreements with publishers on OA publishing: ub.tum.de/en/open-access-memberships-initiatives
- Affiliation to TUM has to be indicated
- OA fees will be covered automatically
- Covers article processing charges for open-access publications (depending on school/department)
- Funding application via web form
- Eligibility conditions will have to be met (special conditions for members of some departments/schools)
- Special conditions with some publishers
- Contact: open-access@ub.tum.de
Registering your doctoral thesis

You may register your doctoral thesis at the doctorate office already in an early stage.

By
- Title
- Abstract in German (about 500 characters)
- Abstract in English (about 500 characters)

Start at library website: www.ub.tum.de/en/ediss
Publishing after the oral exam

- Electronically at our institutional repository [mediaTUM](#)
- In print with a (commercial) publisher assigning an ISBN
Publishing your thesis electronically

On our institutional repository mediaTUM

Follow workflow on library’s website

- Approved title page
- Adapt Abstracts (German/English)
- Upload pdf of final version of your thesis
- Check meta data of the pdf
- If necessary, request an embargo
Publishing your thesis in print: TUM.University Press

- All-inclusive publishing services: production, marketing, distribution
- Author-friendly contract
- Costs: 500,- € plus printing

Requirements:
- Be a TUM-member
- Provide a print-ready PDF file
- Fill out the [web form](#)
TUM.University Press

- Easy publishing of books also in limited editions
- Broad visibility and citation of publications

NEW: TUM.UP-Journals
Publishing & Archiving Research Data

Library Website:
Publishing & Archiving Research Data

Library Course:
Research Data Management

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
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
Further Library Support by Courses and Consultations

Library courses and consultations about

- Literature Research
- Citing
- Reference Management

https://www.ub.tum.de/en/courses
Please contact us

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

TUM-GS Transferable Skills Training
Supporting you in your doctorate

Karla Urquía, M.A.
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TUM Graduate School: Transferable Skills Training

Kick-Off Seminar

Doctorate-oriented Program
- Personality & Self-Management
- Communication & Methodological Competence
- Leadership & Responsibility

Career-oriented Program
- Science & Research
- Entrepreneurship & Startups
- Business & Industry

Subject Specific Qualification Program (Graduate Centers)

Icons: www.flaticon.com, Freepik, SBTS2018, deemakdaksina
# Transferable Skills Training: Doctorate-oriented Program

<table>
<thead>
<tr>
<th>Category</th>
<th>Courses such as…</th>
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<tbody>
<tr>
<td></td>
<td>Find your Flow: zielgerichtet und motiviert promovieren</td>
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<td></td>
<td>Mental Health</td>
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<td>Project Management and Time Management - Get things done in an efficient and resilient way</td>
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<td>Presenting your Research in Conference Talks and Poster Sessions</td>
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<td>Promovieren mit Plan – Wissenschaftliches Arbeiten für Doktorand*innen</td>
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<td>Scientific Writing Workshop</td>
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<td></td>
<td>Lateral Leadership - Führen ohne Chef*in zu sein</td>
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<td></td>
<td>Fit for Leadership?!</td>
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<td>(Selbst)Führung - Führungsseminar in den Alpen</td>
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Transferable Skills Training: Career-oriented Program

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<tr>
<th>Category</th>
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<tr>
<td></td>
<td>Career Paths in Academia - (Funding) Opportunities for Postdocs (together with TUM Forte)</td>
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<td>Überzeugende Forschungsanträge schreiben</td>
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<td>Weg zur Professur an einer Hochschule für angewandte Wissenschaften: Informationen und Einblicke</td>
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<td>How to Activate Your Entrepreneurial Mindset</td>
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<td>Entrepreneurial Leadership and Self-Empowerment</td>
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<td></td>
<td>All Women - Drive your life!</td>
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<td></td>
<td>Essential Skills for a Career in Industry – How to Be More Employable in the Private Sector!</td>
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<td>How to get into the (non-academic) German job market</td>
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<td></td>
<td>Grundlagenseminar „Betriebswirtschaftslehre in Finanzen und Controlling“ für Promovierende</td>
</tr>
</tbody>
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International mobility

Mobility funding, programs and regulations

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Internationalization support

✓ Available after the Kick-off seminar and feedback talk

✓ Up to 1,600 EUR per ‘internal’ candidate for:
  • Research stays at scientific, academic, research institutions or at companies (R&D)
  • Presentation of the candidate’s own research findings at international conferences, symposia
  • Participation in international summer/winter schools
  • Invitation of international examiners for the candidate’s oral examination at TUM

+ Additional 1,400 EUR mobility budget for research stays of 4 weeks and longer
Internationalization support

Internationalization@home:

- Invitation of visiting researchers for joint research on the candidate’s own research project at TUM
- Participation in virtual international conferences, summer/winter schools & workshops
Internationalization support

? Can I apply for internationalization support after the end of my TUM employment contract/scholarship?

? I have already submitted my thesis, can I still apply?

? I already received 1,000 EUR for a Summer School, may I use the remaining 600 EUR to support my paper presentation at an international conference?

? I still have some 'internationalization budget' left but will not apply for it anymore. May I use it for other purposes or transfer it to another doctoral candidate?
TUM & TUM-GS
strategic partners

- EuroTech Alliance
- International locations and strategic initiatives
- Flagship partners
- TUM-GS International Exchange Partners

Map showing strategic partners' locations around the world, including universities in Brussels, DTU, Technion, EPFL, TUM, Beihang University, UNESP, Shenzhen, NTU, and others.

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Research Exchange Program

TUM - University of Queensland Research Exchange

- Research exchange as non-award doctoral candidates for stays of 3-6 months at UQ
- 5 placements per year
- Tuition fee waiver and full access to research facilities
- Open to doctoral candidates from all disciplines
- Have the approval from your TUM supervisor
- Have found a supervisor at the UQ
- Two application deadlines per year in September/March
- Excellent English language proficiency
- Additional travel support and research allowance
Research Exchange Program

TUM - UNESP Research Exchange

• Research exchange as non-award doctoral candidates for stays of 3-6 months at UNESP, São Paulo
• Up to 5 placements per year
• Tuition fee waiver and full access to research facilities
• Open to doctoral candidates from all disciplines
• Have the approval from your TUM supervisor
• Have found/support with supervisor at UNESP
• Application for August intake May 1st, for March intake December 1st
• No general language requirements
• Additional travel support and research allowance
Miscellaneous

What we would like you to know

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As time flies…

• What to do if your contract at TUM ends before you finish your degree? Possible implications for:
  - funding of your doctorate
  - foreign nationals
  - your status at TUM

• Networking and support offers by TUM ForTe, Alumni & Career Service, TUM Graduate Council
• Coaching offers by TUM

• Keep your eye out for our next „Before departure“ information event!
Your questions
Learn more and stay in touch!

Please do not hesitate to contact us via welcomeoffice@gs.tum.de

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www.gs.tum.de

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