

Final Steps of the dissertation process

Appointment of the examination committee

The examination committee gets appointed by the School Council. For this, your supervisor needs to send the following information

- *Name of doctoral candidate*
- *Title of dissertation*
- *Doctoral degree*
- *Name of Chair of the examining commission (incl. doctoral degree)*
- *Name of 1st examiner (incl. doctoral degree)*
- *Name of 2nd examiner (incl. doctoral degree)*

to Janine Rothenburger (doctoralprogram@mgt.tum.de) at least two weeks before the next meeting of the School Council (please contact [Graduate Center](#) for upcoming dates).



Examination committee gets appointed by the School Council



Qualification program of Doctoral Program of TUM School of Management

The Graduate Center needs to verify if you have fulfilled all compulsory elements of the qualification program of the doctoral program.

Candidates who registered at the doctoral candidacy list before January 1, 2014: Please contact the [Graduate Center](#) for the recognition form. Please send the completed and signed form together with your course certificates, proof of publications, talks and international experience (if applicable) – in one pdf file – to the [Graduate Center](#) at least three months before you would like to hand in your dissertation.

Candidates who registered at doctoral candidacy list after January 1, 2014: Please upload the course certificates and proofs of publication, talks and international experience (if applicable) in DocGS continually during your doctoral studies or at least three month before you would like to hand in your dissertation. The courses are recognized in DocGS (please contact the [Graduate Center](#) beforehand in case you want to participate in any courses that are not offered by the Graduate Center of TUM School of Management).



Preparations for handing in your dissertation

All doctoral candidates need to apply in DocGS for handing in their dissertation. For questions on the application process, please have a look at the [Graduate School wiki](#) or contact the [Graduate Center](#). The application form only appears in DocGS once you have fulfilled all compulsory elements from the qualification program.

Once you have filled out the application form and have uploaded all documents (including dissertation) the Graduate Center has to confirm that you have completed all requirements of the doctoral program and submit information on your membership status.

Please mind that this process may take a few days!



Handing in your dissertation

Please print out the application form for handing in your dissertation (DocGS) and make an appointment at the Doctoral Office (Promotionsamt, contact: Ms Reisenauer, reisenauer@tum.de, +49 89 289 25139) to hand in the printed application form (DocGS) and various additional documents.



Assessment of dissertation

Your dissertation is sent to your examiners in order for them to write their reviews. The examiners reviews should be submitted no later than within three months.



Circulation procedure (“Umlaufverfahren”)

Once your examiners reviews have been submitted and were evaluated at least as “passed”, your dissertation will be sent automatically to the circulation committee for decision (circulation procedure). The circulation procedure takes place from the 1st-15th calendar day of each month.



Oral examination

Once your dissertation has been accepted by the circulation committee, the members of your examination committee will arrange a date for the oral examination. The head of the examination committee informs the members of the examination committee, the school and the doctoral candidate about date, time and location.



Graduate School Certificate or Transcript of Records

All members of the Graduate Center (voluntary membership for candidates who registered at doctoral candidacy list before January 1, 2014) receive a GS Certificate and Transcript of Records from the Graduate Center. The certificate will be issued once the date of the rigorosum / oral defense is set.



Publication of the dissertation

Once you have passed the oral examination you need to publish your dissertation. The University Library offers several options: <https://www.ub.tum.de/en/publishing-dissertation>



Doctoral Diploma

Once you have published your dissertation your doctoral diploma will be issued. You will be informed by the Graduate Center when you can pick it up.

Congratulations!