

# Information event for doctoral candidates of the Graduate Center of TUM School of Management

Graduate Center

TUM School of Management

Heilbronn, October 30, 2023

# Doctoral program and Graduate Center TUM SOM

Who is who - Graduate School and Graduate Center

Before, during and at the end of your doctorate

- Qualification Program of the doctoral program

- Internationalization and funding options

- Academic Training Program

- Completing your doctoral program

Counseling and contact information

Your questions

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# Graduate School and Graduate Center

## Graduate School: TUM

- Set the framework conditions for all TUM schools (13 different Graduate Center)
- Strengthens networking possibilities
- Offers interdisciplinary courses
- Supports international mobility of doctoral candidates

## TUM Graduate School

## Graduate Center: TUM School of Management

- Management and administration of the doctoral process and program
- Subject-specific qualification program
- Consultation (doctoral process, internationalization, etc.)
- Social networking
- Quality management

Graduate  
Center of  
Engineering  
and Design

Graduate  
Center of Social  
Sciences and  
Technology

Graduate Center of  
Management

Graduate  
Center of  
Computation,  
Information  
and  
Technology

Graduate  
Center of Life  
Sciences

IGSSE

Etc.

# Graduate Center of TUM School of Management

## Graduate Center of Management

Speakers of the Graduate Center	Doctoral representatives	Office of the Graduate Center	
Prof. Dr. Alwine Mohnen	Christina Liepold	Campus Munich	Campus Heilbronn
Prof. Dr. Martin Meißner	Michaela Lindenmayr	Charlotte Buhl (Program Manager)	Martin Semjank (Program Manager)
	Mohammed Bendaanane	Janine Rothenburger (Program Coordinator)	Annette Rank v. Bronk (Program Coordinator)

# Graduate Center of TUM School of Management



**Professor Dr. Alwine Mohnen**

*Speaker of the Graduate Center TUM School of Management  
Chair of Corporate Management*



**Professor Dr. Martin Meißner**

*Speaker of the Graduate Center TUM School of Management  
Professor for Digital Marketing*

# Your new doctoral representatives (since 13.10.2023)

**Doctoral representatives of the Graduate Center TUM School of Management**

*(elected by the doctoral students of the Graduate Center)*



**Christina Liepold**

*Professorship of Business Analytics and Intelligent Systems – Campus Munich*



**Michaela Lindenmayr**

*Professorship for Innovation and Digitalization – Campus Heilbronn*



**Mohammed Bendaanane**

*Chair of Corporate Sustainability - Campus Weihenstephan*

Email: [doktorandenvertretung@mgt.tum.de](mailto:doktorandenvertretung@mgt.tum.de)

Web: <https://www.mgt.tum.de/faculty-research/doctoral-program>

# Graduate Center of TUM School of Management

Web: <https://www.mgt.tum.de/faculty-research/doctoral-program> Email: [doctoralprogram@mgt.tum.de](mailto:doctoralprogram@mgt.tum.de)

## Campus Munich



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Program Manager Doctoral Program

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**Responsibilities:** counseling, program management, project management



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Program Coordinator Doctoral Program

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**Responsibilities:** registration to list of doctoral candidates, DocGS, submission of doctoral thesis, proofreading service, internationalization grants, certificates

## Campus Heilbronn



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Program Manager Doctoral Program

Tel.: +49 (7131) 264 18607

**Responsibilities:** counseling program management, project management



**Annette Rank von Bronk**  
Program Coordinator Doctoral Program

Tel.: +49 (7131) 264 18603

**Responsibilities:** registration to list of doctoral candidates, DocGS, submission of doctoral thesis, proofreading service, internationalization grants, certificates



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**Before, during and at the end of your doctorate**

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Internationalization and funding options

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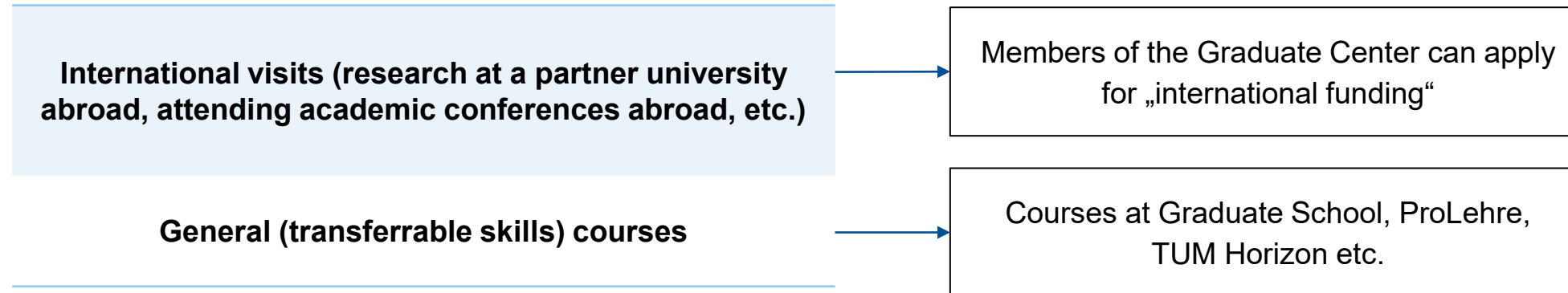
# Qualification program – Overview

## Compulsory elements (as per Graduate Center Regulations)

Internal doctoral candidates (with working contract at TUM)	External doctoral candidates (with scholarships/grants, employees of other institutions or companies, self-financing doctoral candidates etc.)
Minimum 2 years of membership (Starting date: entry into the preliminary list of doctorates   Annual confirmation of status of doctoral candidate in DocGS)	
Kick-off seminar in the first 6 months	
Participation in doctoral courses organized by the Graduate Center of TUM SOM, five subject-related courses	
Regular participation in doctoral candidate seminars/ colloquium organized by the chair, professorship or relevant academic departments	
Feedback meeting	
Accepted, peer-reviewed publication or conference proceeding	
University-public presentation or presentation at an academic conference	
	Integration into TUM academic environment

# Qualification program – Overview

## Recommended elements (as per Graduate Center Regulations)

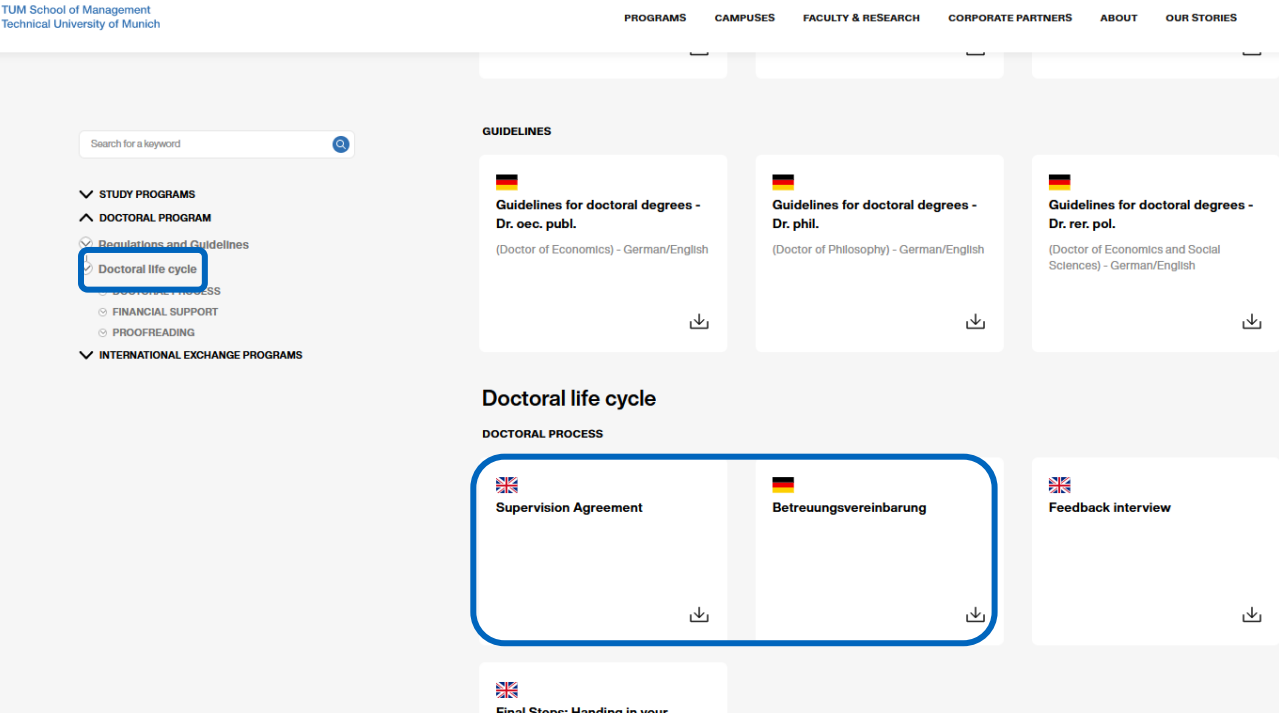


The Graduate Center **strongly recommends** an international research phase and the **participation in transferrable skills courses**.

# Qualification program – In detail

## Supervision agreement

<https://www.mgt.tum.de/download-center>



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### 2. Parties involved

This supervision agreement is arranged between:

\_\_\_\_\_ [doctoral candidate]  
 and \_\_\_\_\_ [supervisor]<sup>1</sup>  
 and if necessary<sup>2</sup> \_\_\_\_\_ [second supervisor]

Mentor<sup>3</sup> of the doctoral project is: \_\_\_\_\_

Additional mentors, if applicable: \_\_\_\_\_

Do not forget to add your mentor and make him/her sign the document

### 3. Membership application and intended doctoral degree

With this supervision agreement, the doctoral candidate applies for membership in the Graduate Center of Management and thus in the TUM Graduate School (TUM-GS).

The aim of the doctorate is the award of the doctoral degree \_\_\_\_\_ <doctoral degree> at the degree-awarding institution \_\_\_\_\_

### 4. Content and schedule of the doctorate

The doctoral candidate prepares a thesis on the following doctoral topic:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

The working basis for the doctoral project is an exposé (research proposal) including work plan and time schedule.

An exposé from \_\_\_\_\_ (date) is to be uploaded in DocGS.

An exposé is not yet available at the time of registration on the doctoral list but will be prepared within 6 months after the supervision agreement comes into force and will be uploaded in DocGS after consultation with the supervisor. For the preparation of an exposé see [Information Sheet Research Proposal](#).

Discuss the details with your supervisor and fill in as much as possible (on all pages)

# Qualification program – In detail

## Kick-Off Seminar

- Should be attended in the first 6 months of the doctorate
- Offered by the TUM Graduate School: [kick-off seminar](#)

TUM Graduate School  
Technical University of Munich

Doctorate at TUM

+

Applicants

+

Doctoral Candidates

—

Administrative Matters

+

Qualification

—

Kick-Off Seminar

Transferable Skills Training

+

Subject-specific Qualification

Career Goal UAS

Professorship

Language Courses

Additional offers

Good Scientific Practice

+

Internationalization

+

Publishing

Graduate Council

Financial Support

Advising and Services

+

Family & Diversity

+

Supervisors

+

TUM Graduate School

+

Contact TUM-GS

+

Doctorate at TUM

Doctoral Candidates

Qualification

Kick-Off Seminar

**Kick-Off Seminar**

During the initial phase of your doctorate, the TUM-GS Kick-Off Seminar provides you with information about academic work and the diverse offerings at your university. You will meet colleagues from other disciplines, which gives you the opportunity to gain new perspectives and to expand your personal network. Experienced trainers offer targeted support for developing personal skills.

Kick-Off Seminars in Raitenhaslach	+
Procedure of the Online Kick-Off Seminar	+
Technical requirements	+
Registration	+

**Upcoming kick-off seminars**

Kick-Off Seminar No. 11&12/2022, October - Registration closed	+
Kick-Off Seminar No. 13&14/2022, November - Registration opens September 19	+
Kick-Off Seminar No. 15&16/2022, December - Registration opens October 10	+
Kick-Off Seminars in 2023	+

# Qualification program – In detail

## Subject-specific courses

- All doctoral candidates have to successfully complete 10 SWS (weekly semester hours) of doctoral courses in methods and/or theory of their field.
- Courses offered by the Graduate Center of TUM School of Management are on doctoral level, comprise at least 2 SWS (21 hours class time) and minimum 3 ECTS workload per course.
- As a result, all doctoral candidates have to complete at least 5 courses.
- The recognition of external courses that do not differ significantly from those of the Graduate Center of Management with regard to the level of competence and workload is possible upon application to the Graduate Center. If you plan to take an external course, please make sure to contact us well in advance.
- You can find the current course program online: [current course program](#)

## DOCTORAL COURSE PROGRAM

Find all doctoral courses of the Graduate Center of TUM School of Management as well as further information on doctoral course requirements in general and the process of recognizing courses from other institutions here.

DOCTORAL COURSE PROGRAM →

Winter term 2022 / 2023

Academic Writing



Econometrics I: Research Design and Estimation Methods



Econometrics II: Advanced Econometrics (ask PhD)



# Qualification program – In detail

## Course program Bavarian Graduate Program in Economics, vhb Pro Dok and EuroTech courses

- Can usually be attended free of charge by TUM School of Management doctoral candidates
- Can be recognized as subject-specific course if they fulfill the requirements of the Graduate Center

**Bavarian Graduate Program in Economics**

The BGPE course program provides doctoral students with a sound knowledge of advanced economic methods and supports them in their own research.

It offers at least five block courses per year. Three core courses take place every year. These core courses are as follows:

- Advanced Econometrics (i.e. Dynamic Panel Models, VAR-Models, Copulas in Financial-Markets-models)
- Advanced Macroeconomics (i.e. New Growth Theory, Dynamic Models in Macroeconomics)
- Advanced Microeconomics (i.e. Contract Theory, Information Economics, Game Theory)

They are complemented by courses on varying selected topics from the field of economics such as Labor Economics, Industrial Organization, Health Economics, or International Trade.

The courses are taught by leading international researchers. Each course lasts one week, with lectures in the morning and the afternoon, and is completed by an exam. Including preparation time courses are equivalent to 5 ECTS.

In the following you find information about upcoming courses as well as an overview of previous courses.

Please check the categories on the left for information on participation conditions, and the application process, as well as for detailed information on the single courses.

**Courses 2022**

Date	Topic	Lecturer	(Probable) application period	(Probable) exam date
05.09. - 09.09.2022	Advanced Macroeconomics	Alexandre N. Kohlhas, Oxford University and IIES	12.07. - 01.08.2022	30.09.2022
29.08. - 02.09.2022	Machine Learning	Martin Huber, University of Fribourg	27.06. - 24.07.2022	23.09.2022
22.08. - 26.08.2022	Advanced Econometrics	Jeffrey M. Wooldridge, Michigan State University	23.06. - 17.07.2022	16.09.2022
15.08. - 19.08.2022	Advanced Microeconomics	Nick Netzer, University of Zurich	13.06. - 11.07.2022	12.09.2022
01.08. - 05.08.2022	Monetary Economics and Finance	David Andolfatto, Miami Herbert Business School, University of Miami	30.05. - 26.06.2022	12.08.2022
19.04. - 23.04.2022	Causal Effects in Applied Economics	Sascha O. Becker, University of Warwick	28.02. - 20.03.2022	06.05.2022
30.03. - 01.04.2022	Academic Writing	Theo Best, Köln	24.01. - 20.02.2022	No Exam
03.03. - 04.03.2022	Advanced Econometrics	Jeffrey M. Wooldridge, Michigan State University	03.01. - 30.01.2022	25.03.2022
07.03. - 11.03.2022				

**Courses 2021**

**EuroTech Universities**  
Excellence in Science and Technology

**PhD courses at EuroTech**

Type search word, to look up matching courses

Show advanced search options

EuroTech is an exclusive, strategic alliance of six leading technical universities in Europe.  
DTU (Danmarks Tekniske Universitet), Denmark  
EPFL (École polytechnique fédérale de Lausanne), Switzerland  
TU/e (Technische Universiteit Eindhoven), the Netherlands  
TUM (Technische Universität München), Germany

You can find a link to EuroTech courses and BGPE courses on the website of the Graduate Center: [EuroTech Courses and BGPE courses](#)



# Qualification program – In detail

## Feedback meeting

- **Automatic e-mail** from the Graduate Center to all doctoral candidates at the beginning of the second year of their dissertation project with the feedback meeting form (documents are available for download in the Download Center: [doctoral program downloads](#))
- **Supervisor and doctoral candidate** fill out the **feedback form** together during their feedback meeting. Ideally the meeting should be based on a university-public presentation and a written progress report by the doctoral candidate. In the feedback session, the supervisor and the candidate should discuss the progress of the doctoral project and how to proceed.
- **Doctoral candidate uploads the feedback form in DocGS** („Feedback session“)

Interview guidelines: Feedback interview (according to attachment 4 supervision agreement)

Doctoral candidate: \_\_\_\_\_  
 Supervisor: \_\_\_\_\_  
 If applicable, second supervisor: \_\_\_\_\_  
 Date: \_\_\_\_\_

Since the start of the doctorate, the following progress has been made:

### 1. Participation in subject-specific courses

Completion of the following course program is recommended during the first two years.

Course participation 1st year:	Course participation 2nd year:

### 2. Review of the relevant literature

The review of relevant literature has been done (please elaborate):


### 3. Integration into the academic environment of the TUM

Inclusion is ensured by the following measures:


### 4. Participation in doctoral colloquium of the professorship, the chair or the competence field

Participation in the following doctoral colloquia has been made or discussed and recommended:


# Qualification program – In detail

## Discussion of research project in international scientific community

During the research phase, each doctoral candidate needs to present and discuss his/her research project in the international scientific community

This can either be done in form of

1. An accepted **paper** that is subject to a **peer-review-process** (please include a certificate/proof stating that your publication was peer-reviewed alongside the abstract or full paper when uploading in DocGS (merged into 1 PDF))
2. An accepted **conference proceeding** that is subject to a **peer-review-process**. In this case, the presentation at the conference will also **count towards the mandatory element „University-public presentation“** (so please provide a certificate of participation/presentation together with the above when uploading in DocGS)

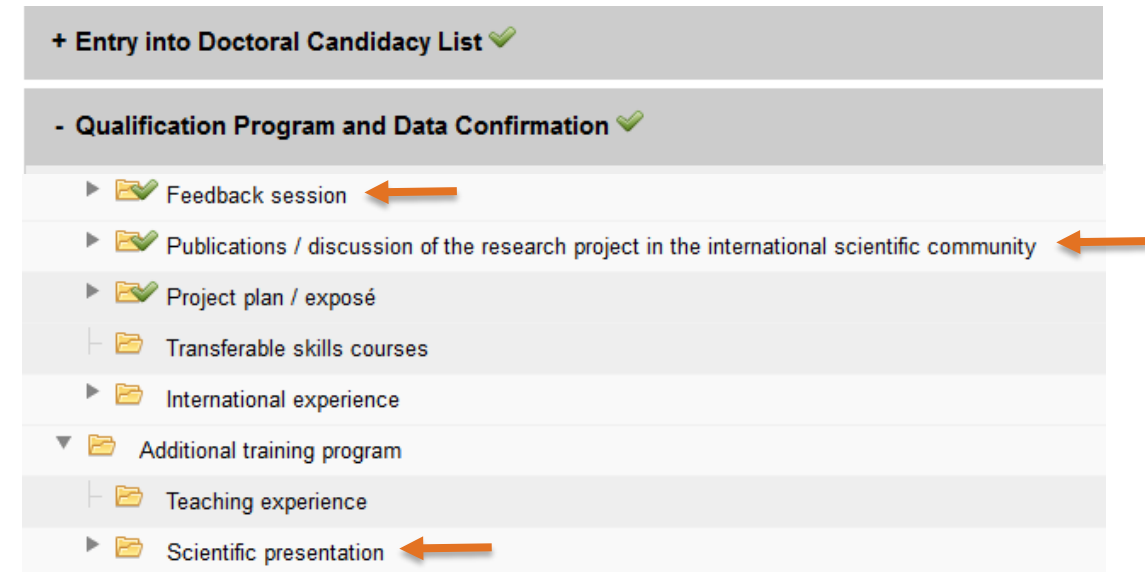
# Qualification program – In detail

## University-public presentation

During the research phase, each doctoral candidate needs to present their research project at least once at a university-public presentation or at an academic conference

Proof of this can either be uploaded in DocGS

1. As part of the **feedback session** section
2. As part of the section „**Discussion of research project in the international scientific community**”
3. As part of the ”**Additional training program – Scientific presentation**”



# Qualification program – In detail

## Documentation of active participation in the scientific environment of the TUM

- For **external doctoral candidates** only
- **Proof of active participation in academic environment** of the Chair
- Self-evaluation: **Informal letter signed by the supervisor** stating
  - Presence at TUM or at a scientific partner organization of TUM
  - Teaching activities and/or
  - Supervision of project studies//master/bachelor theses'/exams and/or
  - Participation in a research group at TUM and/or
  - Conference/workshop organization and/or
  - Publications
- **Upload document in DocGS** („Active participation in the scientific environment of the TUM“)

# Qualification program – In detail

## Voluntary elements

**Transferable Skills** trainings are **voluntary** but **highly recommend** in order to expand your interdisciplinary experience

Offered by

- **Graduate School:** [Graduate School](#)
- **ProLehre:** [ProLehre](#)
- **TUM horizons** (internal candidates only: [TUM horizons](#))
- **Other institutions**

# Qualification program - Upload of program elements in DocGS

1. Open your progress overview  
(„My Progress“)

**My DocGS**

Welcome [REDACTED]!

- Application doctoral candidacy list
- My Progress**
- Kick Off Seminar
- Transferable Skills
- Program
- My courses
- Profile
- Logout

- Subject-specific courses
  - PhD Seminar Funding
  - PhD Seminar Introduction to Management Research
  - PhD Seminar Economics of Aging
  - Methodenseminar Grounded Theory Methodology
  - Fundamentals of Entrepreneurship Research
- Active participation in the scientific environment of the TUM
  - Feedback session
    - Leistung: Feedbackgespräch
- Publications / discussion of the research project in the international scientific community
  - Presentation at EBEN Annual Conference Nottingham 2016
- Project plan / exposé
- Transferable skills courses
- International experience
- Additional training program
  - Teaching experience
  - Scientific presentation

2. Create a new element (e.g. „Subject-specific courses“)

3. Fill in all necessary information and upload your certificate of attendance/proof in each element

# Qualification program - Approval of program elements in DocGS

- ✓ Approved courses are checkmarked in green
- ✗ Courses which have not been accepted are marked with a red cross

	Subject-specific courses
	PhD Seminar Funding
	PhD Seminar Introduction to Management Research
	PhD Seminar Economics of Aging
	Methodenseminar Grounded Theory Methodology
	Fundamentals of Entrepreneurship Research
	Active participation in the scientific environment of the TUM
	Feedback session
	Leistung: Feedbackgespräch
	Publications / discussion of the research project in the international scientific community
	Presentation at EBEN Annual Conference Nottingham 2016
	Project plan / exposé
	Transferable skills courses
	International experience
	Additional training program
	Teaching experience
	Scientific presentation

Doctoral candidates who entered the list of doctoral candidates before January 1, 2014 please contact the Graduate Center for the approval of your doctoral courses.

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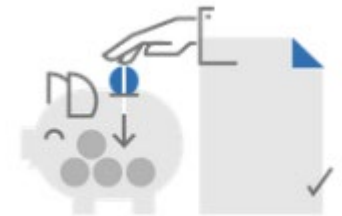
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# Funding: TUM Graduate School Internationalization Support

- Doctoral candidates who **have a TUM contract** and are **members of the Graduate Center** can apply
- Max. € 1,600 funding for international research phase (or international conference or international summer/winter school for doctoral candidates) plus an additional max. € 1,400 for research visits lasting more than four weeks
- **Before the international research phase:**
  - Apply for permit of the business trip (Dienstreiseantrag)
  - Submit application form for internationalization funding at the Graduate Center (doctoral candidates who entered the list after January 1, 2014: via DocGS)
- **International research phase/conference**
- **After international research phase/conference:**
  - Submit complete documents for refunding of travel cost at travel cost center (Reisekostenabrechnung)
  - Submit approved application for refunding of travel costs with all documents to GC (tickets, invoices etc., signed form for internationalization funding and feedback talk form)



**IMPORTANT NOTE: Funding is granted on a case-by-case basis and after prior consultation with the Graduate Center only. Please contact Janine Rothenburger (Munich) and Annette Rank von Bronk (Heilbronn)!**

# Funding: Further sources

## Graduate Center TUM School of Management

- **Mobility fund:** max. two applications/€ 2,000 p.a. for attending conferences, etc.
- **Funding for female scientists (Diversity Promotion Fund):** [www.mgt.tum.de/about/diversity](http://www.mgt.tum.de/about/diversity)

## TUM Graduate School

- **TUM-GS Partnership Mobility Grant - one-time supplement to the travel expenses** to attend subject-specific courses, summer school, workshops and similar events and/or for longer stays for research purposes (at least four weeks) **at a partner university of the EuroTech Alliance** (€ 500)
- **The TUM-GS Family Mobility Allowance** is a monthly allowance for immediate family members who accompany the doctoral candidate during his\*her international research stay of at least 3 months.
- **The Diversity Supplement Travel Grant** is a supplement to the travel expenses incurred for family members (e.g. child(ren)) of doctoral candidates who absolutely must travel with the candidates due to special circumstances.
- **Internationalization Grant** for external doctoral candidates; application in May and November; max. € 1,600/candidate

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# Academic Training Program

## Concept

The Academic Training Program is a four-year doctoral education program of TUM School of Management, including a two-year scholarship. Our goal is to prepare particularly talented and motivated doctoral students with top grades for their international academic careers in the best possible way.

- Funding in the form of a doctoral scholarship (first two years)
- Targeted support for doctoral students who aspire to an international academic career
- Focus on research
- Promotion of scientific qualification by completing 48 ECTS worth of doctoral courses
- Excellent doctoral education with an individual course program which includes basic general research skills as well as advanced subject-specific knowledge
- Interim evaluation to get qualified feedback on research project • Use of TUM School of Managements broad academic network to include a qualified international experience in your doctoral training
- More information: <https://www.mgt.tum.de/faculty-research/academic-training-program>

## ACADEMIC TRAINING PROGRAM

**Application deadline:**

Spring 2024, exact dates will be published in Jan 2024

**Start of program:**

October, Winter Semester

**Location:**

all TUM School of Management campuses

**Duration:**

4 years, including a 2-year-scholarship

# Academic Training Program

## Who is eligible to apply?

The Academic Training Program is aimed at particularly talented applicants with high potential who are serious about pursuing an academic career. The most important prerequisite for application is the already assured supervision by a professor at TUM School of Management. Applicants should therefore either already be enrolled as doctoral students or have a letter of recommendation from a professor of TUM School of Management.

## Scholarship

During the two years of the scholarship, the participating doctoral students develop deep and broad knowledge – with the help of professors from TUM School of Management, but also through collaboration with internationally renowned universities and researchers.

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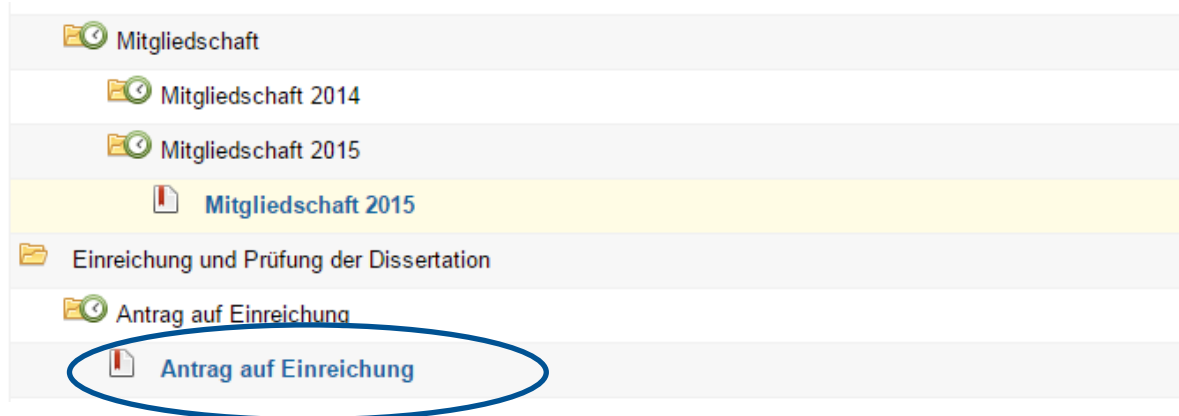
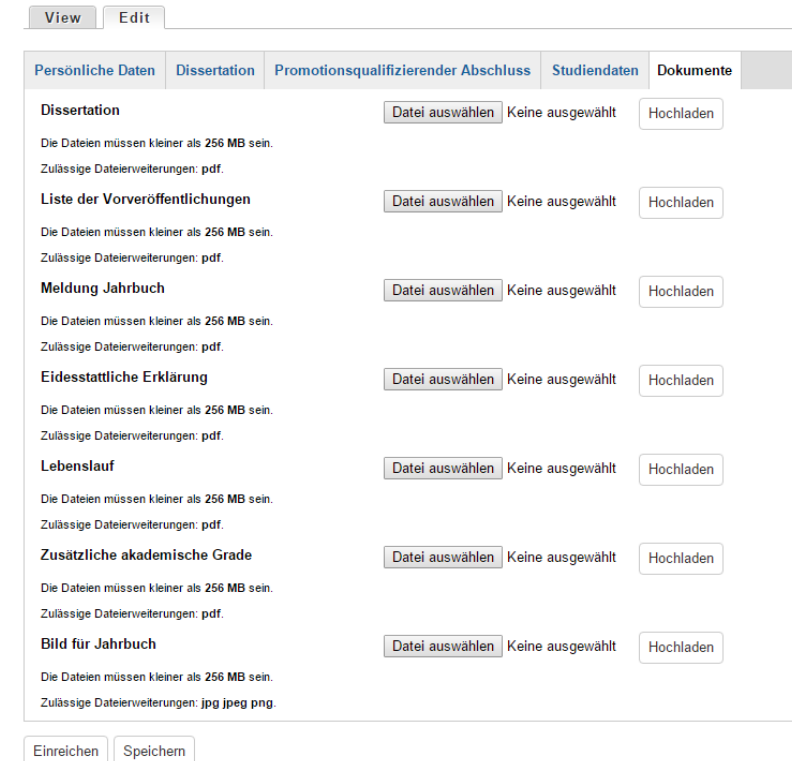
## Appointment of the examination committee

- Supervisor needs to write an email to **Janine Rothenburger** ([doctoralprogram@mgt.tum.de](mailto:doctoralprogram@mgt.tum.de)) containing:
  - Name of doctoral candidate
  - Intended doctoral degree
  - Dissertation title
  - Name and title of first supervisor
  - Name and title of second supervisor
  - Name and title of head of examination commission
- **Examination committee is appointed** in the next meeting of the **School Council meeting** (please write the email at least two weeks before respective meeting of the School Council)
- Please make sure that your **qualification program (= all compulsory elements)** has been approved before applying for submission of your dissertation

# Completing your Doctoral Program: Apply to submit doctoral thesis in DocGS

**Doctoral candidates who have entered the doctoral candidacy list after January 1, 2014 (automatic TUM Graduate School membership):**

- Apply for submission of your dissertation in your DocGS account
- Click on “Submission of Dissertation” in “My Progress”
- Please note, that this function is only activated when you fulfilled the mandatory qualification elements

The screenshot shows the 'Dissertation' submission form. It includes tabs for 'View' and 'Edit'. The form has several sections, each with a 'Datei auswählen' button, a 'Keine ausgewählt' status, and a 'Hochladen' button. The sections are: 'Dissertation', 'Liste der Vorveröffentlichungen', 'Meldung Jahrbuch', 'Eidesstattliche Erklärung', 'Lebenslauf', 'Zusätzliche akademische Grade', and 'Bild für Jahrbuch'. Each section also includes instructions on file size and format.

**Doctoral candidates who have entered the doctoral candidacy list before January 1, 2014:  
Please contact the Graduate Center at least three months before submitting your thesis.**



# Completing your Doctoral Program

## Final examination phase

- **Print out your application form for the submission** of your dissertation
- Make an **appointment with the Office of Doctoral Affairs - Promotionen** (contact Ms. Reisenauer), to hand in the application form and the dissertation
- **Supervisors issue the reports (Gutachten)**, which should be finalized until two months after handing in the dissertation at the latest
- **After positive evaluation: Start of the circulation procedure** (day 1-15 of every month; procedure takes place every month independent of School Council)
- **Once your dissertation has been accepted: Date for the oral doctoral examination can be arranged** (head of the examination committee informs all members of the examination committee and the doctoral candidate about the date, time and location)
- **Publication of the dissertation**
- **Issuing of the doctoral diploma**
- **More information:** <https://www.gs.tum.de/gs/promovierende/administratives/einreichung-der-dissertation/>

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# Counseling and contact information

Web: <https://www.mgt.tum.de/faculty-research/doctoral-program> Email: [doctoralprogram@mgt.tum.de](mailto:doctoralprogram@mgt.tum.de)

## Campus Munich



**Charlotte Buhl**  
Program Manager Doctoral Program

Tel.: +49 (89) 289 25073

**Responsibilities:** counseling, program management, project management



**Janine Rothenburger**  
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**Any further questions?**



**...the Graduate Center Team is happy to help you.**

**All the best for your doctoral project!**

