

# Destination TUM

A Guide for Applicants and Doctoral Candidates



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## Dear Applicants and Doctoral Candidates,

The Technical University of Munich (TUM) is firmly grounded in the belief that talent is our asset when it comes to cultivating academic excellence in doctoral education. TUM boasts a long and proud tradition of fostering world-class doctoral candidates who are committed to finding solutions to diverse challenges of our time. Supported by prominent researchers in their fields, TUM invests substantial resources in helping early-stage scientists like you to work independently and kick-start your careers.

Following the innovative TUM model, our doctoral candidates are welcomed into an environment that perfectly intertwines academic knowledge and professional qualification. During your time at TUM, your training will be enhanced by top-grade facilities, exposure to cutting-edge research projects and an abundance of unique learning opportunities.

TUM doctoral graduates benefit from an outstanding reputation among employers in Germany and beyond. By the end of your time at TUM, you will leave the university with more than just a new title: You will enter the workforce with the ability to find new connections in a world increasingly dependent on the science and technology you have come to master.

We look forward to accompanying you on the exciting journey ahead!

Sincerely yours,

A handwritten signature in black ink, appearing to read 'H. Bungartz', with a stylized flourish at the end.

Hans-Joachim Bungartz  
TUM Graduate Dean



Hans-Joachim Bungartz  
TUM Graduate Dean

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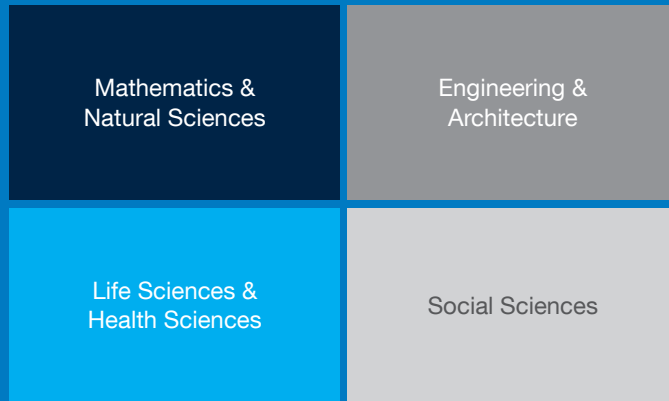


# **I. Why Technical University of Munich?**

# TUM – The Entrepreneurial University

Since its inception by King Ludwig II in 1868, the Technical University of Munich has made a profound and lasting contribution to the world of science and research. Based on the strength of its research, TUM was awarded the title University of Excellence for its overall conceptual and developmental strategy in 2006 and 2012. For more than a decade, TUM has consistently earned its place at the top of German and European universities in international rankings. TUM scholars are respected around the world for their advancements in specialized fields. Whether performing basic research or working on application interfaces: Their research findings help to expand our understanding of the world, develop sustainable technologies and improve our quality of life.

## Research at TUM Strongly Focuses on Four Areas:



TUM features 15 disciplinary departments as well as a wide array of interdisciplinary research centers.

## What Does a Doctorate at TUM Look Like?

In comparison to „PhD students” who are required to complete a set course load or collect ECTS credits, doctoral candidates at TUM are viewed as self-sufficient early stage researchers who work independently on furthering their own scientific ideas. Every doctoral candidate at TUM is integrated into a larger research and application context, which does not only support the growth of their personal networks, but also enhances their overall professional and career opportunities. The research groups, departments, institutes and graduate centers of TUM provide an ideal environment for supporting developing researchers under the guidance of their supervising professors and mentors. Doctoral candidates’ membership in the TUM Graduate School ensures that they enjoy all of the academic freedom and personal responsibility of an individual doctorate combined with the services and network offerings of a traditional graduate school.

Additionally, TUM’s Talent Management and Career System accompany doctoral candidates throughout and towards the end of their doctorate with the next steps of pursuing an academic career (post-doc and tenure-track positions), beginning their careers in the industry and utilizing the extensive benefits of the TUM Alumni community.

## TUM Graduate School (TUM-GS)

TUM Graduate School was founded in 2009 to support doctoral candidates in expanding both their networks and qualifications. TUM-GS helps to create a professional research environment in which doctoral candidates can exchange ideas with their peers in an interdisciplinary setting and enhance their academic profiles with transferable skills courses and training in their own fields of research. TUM-GS members benefit from an abundance of tools and services: whether it be the use of free proofreading services, funding assistance for international research initiatives or overall guidance for integrating into life at TUM and in Germany.

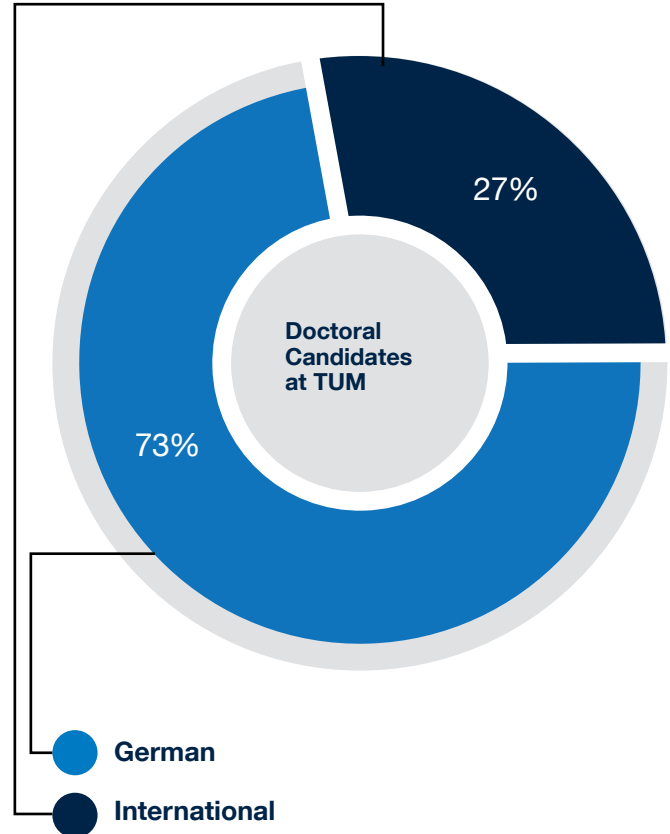


## Living in Munich

### An International Hub in the Heart of Bavaria

TUM is an international university that seeks the strongest applicants from around the globe. Almost one third of doctoral candidates at TUM come from outside of Germany, the majority from non-EU countries.

This diversity makes TUM an inspiring place: the university's extensive international community provides an invaluable jumping off point for connecting with elite science communities across the globe.



## Munich: Strong Economy, Great Quality of Life

The Technical University of Munich is deeply rooted in its Bavarian homeland, the metropolitan area of Munich with 5.9 Million inhabitants. Munich's reputation as one of Europe's economic powerhouses and a leading region for business and science, helps TUM to maintain strong connections to both the industry and non-university research institutions. Through its successful industry partnerships with global companies, such as Siemens, BMW and Allianz, as well as research initiatives with renowned institutions like the Max-Planck Society, Helmholtz Institutes and Fraunhofer Society, doctoral candidates have access to both an expansive network and potential employers.

In addition to its economic strength, the Bavarian capital on the river Isar regularly ranks at the top of the list for quality of life. The city's unique flair is complemented by a strong artistic and cultural identity and enviable leisure opportunities. TUM's main campus, located in the center of Munich, is surrounded by world-famous art galleries like the Pinakotheken, the Museum Brandhorst and the Deutsches Museum. Our campus in Freising, founded in 1040, is home to the Weißenstephaner Beer and the oldest brewery in the world!

## Tradition, Recreation & Cultural Offerings

While multiculturalism in Munich abounds, the city is also shaped by its proud Bavarian tradition. Each year, the city hosts numerous major festivals, such as the world-famous Oktoberfest, spring and summer festivals and Christmas markets. In addition, sports fans will feel right at home among one of the world's most famous soccer clubs, FC Bayern München.

Both within and outside of Munich, extensive recreational and cultural offerings reflect the region's attitude toward maintaining a healthy work-life-balance. Generous green space, pedestrian friendly design and impressive architecture along with the city's countless beer gardens and breweries offer a one-of-a-kind location for living and learning. Whether you prefer skiing in the snowy mountains of the Alps or relaxing in a beer garden in one of the largest inner-city parks in the world: Munich combines an industrious atmosphere with a relaxed attitude.

In addition to the benefits of the metropolitan area and surrounding region, Munich's central location in the heart of Europe makes TUM an excellent location for promoting and engaging in international collaboration and partnerships, both within Europe and beyond. Munich's international airport with its flights to almost every major city in the world is just an S-Bahn ride away!



## **II. Application – How to Become a Doctoral Candidate at TUM**

# Application – How to Become a Doctoral Candidate at TUM

There are various paths to pursue a doctorate at TUM, yet regardless of which path you choose, the application procedure generally fits into one of two formats:

## Self-Initiative Application

The majority of international doctoral applicants follow the self-initiative application format in which an interested doctoral candidate applies directly to a supervising professor with his/her own individually developed research proposal. In this scenario, upon acceptance, a doctoral position based on your own research topic is made available to you. In some cases, such as when there is already an existing relationship between applicant and professor, the research proposal/topic can be developed in collaboration with the supervisor.

## Open Position Application

In contrast to the self-initiative application, applicants that follow the open position application format apply directly for a doctoral position that is being advertised on TUM's Job Portal or directly on the website of the relevant department/partner institution. In this scenario, upon acceptance, a doctoral position based on the requirements detailed in the job description is made available to you. Generally your research topic is part of a broader research topic within the department.



## Formal Requirements

- A master's degree from a German university with a final grade of 2.5 (good) or better
- Applicants from foreign universities must have a master's degree that is valued as equivalent to its German counterpart in terms of both coursework and masters' thesis\*
- NO application or tuition fees
- NO language proficiency test, although English is required
- NO standardized tests

\*Please note that the process of degree recognition takes place after you have found a supervising professor at TUM who is willing to take you on as a doctoral candidate.



### APPLICATION TIP

FOR MORE INFORMATION VISIT  
[WWW.GS.TUM.DE/APPLICATION](http://WWW.GS.TUM.DE/APPLICATION)

## Determining Your Research Topic

A well-crafted research proposal is a key component to a successful application and forms the foundation for justifying your research to the academic community. The research proposal should therefore convey why your research represents an important scientific contribution to the field and should detail your plan for conducting your research project within a given financial and temporal framework. Depending on whether or not you already have an existing relationship with your supervisor, you may develop your proposal independently, in collaboration with your supervisor or (in the case of an open application) the main elements may already be specified in your job description.

A well-structured research proposal is generally between 3 and 10 pages long and could address amongst others the following questions:

- What is your research project about?
- Why is the project relevant for your field of research?
- How should the research be conducted?
- What is the schedule for the project?

# Finding and Contacting a Supervisor

## How to Search for a Supervisor:

Every doctoral candidate at TUM has a supervisor who supports him/her throughout the subsequent phases of pursuing their doctorate. Therefore, finding a supervisor to guide you in your doctoral research is the most important step of applying for a doctorate at TUM.

Ideally you should begin your search for a supervisor by reaching out to existing contacts at TUM who you may have met during your master's studies, at a conference, symposia or in any other academic context. If you do not have any existing contacts with TUM professors, you may wish to follow the guidance and tips provided here:

- Start on the website of the respective TUM department in your field of research
- Here you will find an overview of all chairs, research groups and professors as well as their respective publications and areas of expertise
- Search for professors with a compatible research focus to your own education, work experience and research interests

It is important to remember that your choice of supervisor should not only be based on professional requirements, but

also on personal compatibility. Your supervisor will not merely be your formal examiner, but also a close work colleague and/or boss over the next 3-5 years. Therefore, it is important to get to know him or her in a professional context (such as a conference). Additionally, you should view the interview with your supervisor as an opportunity to ask questions and to get a sense of his/her work style, attitude as well as the work environment at the respective chair/research group.

Once you have identified one or more potential supervisors, you can establish contact with them while you are still developing your topic. You should contact the professor directly with your application materials (CV, cover letter, etc.) and a research proposal for your project.

## Tips for Contacting a Supervisor:

- Choose a clear and meaningful subject line ("Request for doctoral Supervision: Protein X-Ray Structure Analysis")
- Communicate concisely who you are and what you would like to do
- If you have already secured funding for your doctorate, make sure to note this in your communication with the professor as bringing your own funding makes you a more desirable candidate

## Funding

TUM does not charge tuition fees for a doctorate as the costs for doctoral education are covered by the Bavarian state or third-party funding. However, you will need adequate funding to cover your daily living expenses while pursuing your doctorate.

**There are three possibilities for funding your doctorate at TUM, each with different implications for your doctorate:**

1

### Employment at TUM:

Research associates are employed at a chair or institute. Available positions can be found on the TUM website <http://portal.mytum.de/jobs/wissenschaftler> or directly on the websites of the chairs.

2

### Scholarship:

As a scholarship holder, you finance your doctorate with funding from an external organization.

3

### External Doctorate:

You work for a company or an external research institution while being supervised by a TUM professor.

TUM Graduate School does not grant any full scholarships, however, doctoral candidates can apply for a wide range of scholarships from external providers, such as the German Academic Exchange Service (DAAD) or other foundations. Please note that many of these scholarships may require a certain level of German language skills and are often bound to a specific condition such as citizenship, religious denomination or field of study.



### FUNDING TIP

FOR MORE INFORMATION ON FUNDING OPTIONS VISIT  
[WWW.GS.TUM.DE/FUNDING](http://WWW.GS.TUM.DE/FUNDING)

## TUM Employment Contract

As a research associate, you are employed by TUM and receive a monthly salary. In this capacity, you will not only work on your dissertation, but will be mainly engaged with project work, a wide range of research and teaching tasks. This position gives you the opportunity to gain professional experience in academia and with industry partners as you are closely involved in the inner workings of the department or institute. Salaries for academic assistants are normally based on the pay scale for public employees in Bavaria. Depending on the department and the available funds, jobs are generally listed as full-time or part-time positions.

## Doctorate with a Scholarship

As a scholarship holder, you finance your doctorate with funding from an external organization (e.g. a foundation, state research institution or funding agency) in Germany or abroad. Grant holders often have more freedom in shaping their work processes, but enjoy the same level of academic support from their supervisor at TUM.

## Work Contract with an External Research Institution or Company

Employment with a company or a non-university institution is another option for completing a doctoral program while working. If you choose this funding model, it is important to clarify ahead of time with your TUM supervisor and graduate center how you will be integrated into the academic environment at TUM.



### SCHOLARSHIP DATABASE

THE EASIEST WAY TO FIND AN APPROPRIATE SCHOLARSHIP IS THROUGH A SCHOLARSHIP DATABASE OR SEARCH ENGINE (FOR EXAMPLE BY DAAD). GO TO OUR WEBSITE FOR RECOMMENDATIONS: [WWW.GS.TUM.DE/SCHOLARSHIPS](http://WWW.GS.TUM.DE/SCHOLARSHIPS)



### **III. Before You Travel to Germany**

## Before You Travel to Germany

Congratulations! You have been accepted for and will soon begin your doctorate at TUM. There are several important administrative tasks to be completed before coming to Germany and TUM. These include: acquiring your visa, securing health insurance and preparing relevant documents for your entry into the doctoral candidacy list.



### Checklist



**Inform yourself on health insurance requirements for your visa**



**Apply for travel or long-term health insurance based on your funding terms**



**Apply for a visa at the German embassy in your home country**



**Prepare certified and translated copies of your degree certificate and transcript**



**Contact the TUM-GS Welcome Office for all-around support**

## Health Insurance

Regardless of the type and length of your doctoral program, every doctoral candidate must have valid health insurance for the duration of their stay in Germany. To receive a visa, you will need to provide proof of valid health insurance when traveling to and upon reaching Germany. Generally, this initial health insurance comes in the form of travel health insurance. However, if you are receiving health insurance through your employment or as part of your contract or scholarship, it may be possible to sign up for your long-term health insurance right away. It is important to look into the extent of your coverage ahead of time and to make sure that any pre-existing conditions or pregnancy are sufficiently covered.

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#### ADMINISTRATIVE MATTERS

FOR MORE INFORMATION ON ADMINISTRATIVE MATTERS FOR INTERNATIONAL APPLICANTS, VISIT OUR WEBSITE AT [WWW.GS.TUM.DE/INTERNATIONALS](http://WWW.GS.TUM.DE/INTERNATIONALS)

## Visa

In general, international doctoral candidates require a visa for their stay in Germany. EU member states as well as citizens of countries that have special agreements with Germany are the exception.

Check with the **Federal Foreign Office of Germany** for the status of your home country.

#### Be aware of the following when applying for a visa:

- Visa approval is generally contingent on your ability to show sufficient funds to support your life in Munich (i.e. financing for the term of your doctorate).
- Since visas (and residence permits) are always bound to a specific purpose, it is important to provide the German diplomatic mission with information on your specific activity in Germany.
- The type of visa you receive impacts several aspects of your stay (i.e. the amount of time you are given to search for a job after graduation or the level of state support for your family).
- The majority of international doctoral candidates receives a study visa or a work visa.

## Preparing Your Documents for Degree Recognition

As part of the formal application process, you are required to prepare a few documents to be submitted upon arrival at TUM. Specifically, you will need certified copies of your degree and transcript. If the copies are not in English or German, they will have to be translated by a certified translator into one of the two languages.

Since notary procedures can be complicated in Germany, we strongly recommend that you prepare certified copies in your home country.

More information on the recognition process can be found on the TUM-GS website [www.gs.tum.de/foreign-degrees](http://www.gs.tum.de/foreign-degrees)

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#### COMING ON A TOURIST VISA

YOU SHOULD NEVER COME TO TUM ON A TOURIST VISA ("SCHENGEN-VISUM"). TOURIST VISAS CANNOT BE TRANSFORMED INTO ANOTHER VISA TYPE, WHICH MEANS YOU WOULD NEED TO LEAVE THE COUNTRY AFTER THREE MONTHS.



## Finding Accommodation

Munich is a great place to live with strong industry and numerous research and academic institutions as well as an abundance of beautiful natural resources. These factors contribute to the strong competition for affordable housing in the metropolitan region. We therefore recommend that applicants start with their housing search before beginning with their doctorate and, even better, before coming to Germany.

Unfortunately, TUM and the TUM-GS do not offer own student housing options. However, the TUM-GS Welcome Office provides extensive information on how to find accommodation for international doctoral candidates. Please contact the Welcome Office as early as possible in order to receive the best support in your search.

### Housing Tips:

- Your research location at TUM and enrollment status are important factors for your housing search.
- TUM has three major campuses, two of which are located outside of Munich's city center.
- If working at TUM School of Life Sciences Weihenstephan, consider looking for an apartment in the City of Freising (approx. 30 km north of Munich).
- If working at Garching campus, consider searching in the north of Munich.

- Most apartments can be found online, through internet platforms such as [www.wg-gesucht.de](http://www.wg-gesucht.de) or [www.immobilienscout24.de](http://www.immobilienscout24.de).
- Doctoral candidates who are enrolled as students (and are younger than 30) can apply for student housing provided by the Munich Student Union. However, since you must be registered on the doctoral candidacy list to enroll as a student, it is highly unlikely that you will get a student apartment at the beginning of your doctorate.

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#### BEWARE OF FRAUD!

NEVER WIRE SECURITY DEPOSITS OR FIRST MONTH'S RENT IN ADVANCE FROM ANOTHER COUNTRY UNLESS YOU ARE COMPLETELY SURE THAT THE ROOM YOU ARE RENTING EXISTS AND HAS BEEN RENTED TO YOU! IN CASE OF DOUBT, PLEASE CONTACT THE TUM-GS WELCOME OFFICE.

## Coming with Family

If your spouse and children under the age of 18 are planning to accompany you to Germany, be aware that German visa and entry regulations will also apply to them. Please ask the German foreign representative in your home country for more information.

At TUM, we strive to help you balance family, career and research. The provision of family-friendly structures is a central concern of our Family Service. Here doctoral candidates can receive an array of support that focuses on the needs of academics with family.

For more information, please contact:

TUM.Family – Kids, Family and Elder Care Center

[www.chancengleichheit.tum.de/en/family](http://www.chancengleichheit.tum.de/en/family)

Tel.: +49 89 289 22319





#### **IV. After Your Arrival in Germany**

## After Your Arrival in Germany

Welcome to Munich! Before you can enjoy life in this world class city, please turn your attention to the following administrative matters.



### Checklist



Find an apartment



Register your address



Choose a German Health Insurance provider (if you haven't done so already)



Apply for a Residence Permit



Apply for a Work Permit if you are employed at TUM, a company or at another research institution

## Registering Your Address

Everyone who stays in Germany for more than 3 months is required to register their address with the local administration (Bürgerbüro/Citizen's Office) within the first two weeks of arrival.

The local administration generally requires the following:

- A valid passport
- Your rental contract or other proof of housing
- A form from your landlord called "Wohnungsgeberbestätigung zur Vorlage bei der Meldebehörde"
- A filled-out registration form (found at the citizens' office)

Please inform yourself in a timely manner if you have to book an appointment online to register your address.

**The most important Citizens' Offices for TUM doctoral candidates are:**

### **For addresses in Munich:**

Kreisverwaltungsreferat München  
(Regional Administrative Office)  
Citizens' Office [www.kvr-muenchen.de](http://www.kvr-muenchen.de)  
Ruppertstr. 19, 80337 München

### **For addresses in Freising:**

Stadtverwaltung Freising (City Administration)  
Citizens' Office [www.freising.de/rathaus/buergerbuero](http://www.freising.de/rathaus/buergerbuero)  
Obere Hauptstr. 2, 25354 Freising

### **For addresses in Garching:**

Stadtverwaltung Garching (City Administration)  
Registration Office [www.garching.de](http://www.garching.de)  
Rathausplatz 3, 85748 Garching

Please note that many smaller towns have their own registration offices.



### WELCOME OFFICE

FOR MORE INFORMATION VISIT  
[WWW.GS.TUM.DE/WELCOMEOFFICE](http://WWW.GS.TUM.DE/WELCOMEOFFICE)

## Opening a Bank Account

To receive payment from a German employer, a bank account in Germany is required. If you do not speak German, you should schedule an appointment with an English-speaking bank representative to ensure that you understand the terms of your account.

**Generally, the following documents are required to open a bank account:**

- Copy of your residence registration (Anmeldebestätigung)
- Your passport
- Confirmation of your monthly income (your employment or scholarship contract)

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#### PRE-EXISTING CONDITION COVERAGE

IF YOU OR YOUR PARTNER HAS A PRE-EXISTING CONDITION OR IS PREGNANT, MAKE SURE TO CLARIFY AHEAD OF TIME THAT YOUR HEALTH INSURANCE IN GERMANY WILL PROVIDE SUFFICIENT COVERAGE.

## Long-Term Health Insurance

If you have health insurance in your home country, please check before your arrival whether this insurance is also recognized in Germany. Remember, not only does German law require all residents to have health insurance, but without health insurance, you cannot acquire a residence permit.

Employees in Germany are generally automatic members of a statutory health insurance. Just like taxes, their insurance fees are deducted directly from their salaries. If you do not specify a preferred insurance company, your employer will choose a default option for you.

If you are being financed through a scholarship, you must acquire health insurance on your own. This means deciding on a health insurance provider and paying a monthly fee. There are companies that specifically specialize in providing health insurance to international doctoral researchers. Additional information on health insurance options can be found on the website of TUM-GS: [www.gs.tum.de/health-insurance](http://www.gs.tum.de/health-insurance)

## Personal Liability Insurance

In terms of liability on campus, a distinction is drawn between doctoral candidates who are employed at TUM and those who are not. In the case of gross negligence, TUM generally assumes liability for TUM employees. However, no liability is assumed for doctoral candidates who are not employed at TUM. Consequently, such doctoral candidates are strongly encouraged to take out private liability insurance. We also advise you to clarify with the insurance provider ahead of time if there is a guarantee of assumption of liability in the event of damages or losses occurred during lab activities. If not, we recommend that you take out a supplementary lab liability insurance.

For more information please contact [sicherheit.hr6@tum.de](mailto:sicherheit.hr6@tum.de).

## Work Permit

If you are employed at TUM, an external research institution, or a company, you will also need a work permit. You can apply for your work permit along with your residence permit at the Foreigner's Office (Ausländerbehörde).

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#### EXTENDING YOUR RESIDENCE PERMIT

BE SURE TO APPLY FOR AN EXTENSION TO YOUR RESIDENCE PERMIT IN A TIMELY MANNER (BEFORE IT EXPIRES). THE RESIDENCE PERMIT CAN ONLY BE GRANTED OR EXTENDED FOR TWO YEARS AT A TIME.

## Residence Permit

If you are a citizen of an EU member state, a residence permit is not required for your stay. All other foreigners staying in Germany for more than 3 months must obtain a residence permit. Even if you entered Germany without a visa, you will still need to apply for a residence permit. The permit is always bound to the specific purpose of your stay, such as study, employment, or research.

**For the application, you generally need the following documents (original and copy):**

- Completed form “Application for a Residence Permit”
- Your residence registration (Anmeldebestätigung)
- A valid passport
- Proof of financing for the length of your stay at TUM
- Proof of health insurance
- Invitation letter from your TUM supervisor describing the reason for and length of your stay (doctoral studies/employment)
- One current biometric picture
- Charges vary between 60-100€ depending on the type of residence permit you apply for





## **V. Starting Your Doctorate at TUM**

# The Doctoral Candidacy List & DocGS

Applying for entry into the doctoral candidacy list is your final step in your official registration as a doctoral candidate. DocGS is the online platform where you apply for entry into the doctoral candidacy list. However, the submission of your DocGS application alone does not make you a member of TUM Graduate School. Rather, you become an official member once your materials have been reviewed and approved by your degree-awarding institution, normally the dean of your respective TUM department or school.

DocGS maps the entire doctoral process and supports you throughout the length of your doctorate. This is where you register for the Kick-Off Seminar and apply for qualification courses as well as internationalization funding.



## Checklist



**Complete your supervision agreement together with your supervisor**



**Identify the right graduate center with the help of your supervisor**



**Register with DocGS at [www.docgs.tum.de](http://www.docgs.tum.de)**



**Fill in the required forms**



**Print out the pdf document**



**Submit all documents listed on the printout to your degree-awarding institution (the dean's office of your department)**



**Applicants with a foreign master's degree must submit all required documents for degree recognition to the dean's office of their department**

## Supervision Agreement

To apply for entry into the doctoral candidacy list and to become a member of the TUM-GS, the completed supervision agreement must be signed by you, your graduate center and your supervisor. Once fully executed, you must submit the agreement, along with all the other required materials, to the institution responsible for granting your doctorate (the dean of your department). The requirements for qualification elements may vary for each individual graduate center.

### Why a supervision agreement?

- The supervision agreement assists you and your supervisor in creating a structure for the completion of your doctorate.
- It makes rights and obligations transparent and defines the focus for qualification and traceable milestones.
- It should be adjusted over time as your dissertation project develops.
- Your research design and the name of your chosen mentor can be submitted up to six months after your entry into the doctoral candidacy list.

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YOU CAN FIND THE SUPERVISION AGREEMENT ON THE WEBSITE OF YOUR RESPECTIVE GRADUATE CENTER.

## Your Graduate Center Membership

The TUM Graduate School is organized into Departmental Graduate Centers (FGZ) for degree-awarding institutions (academic departments) and interdisciplinary, interdepartmental Thematic Graduate Centers (TGZ). Each graduate center has its own webpage where you can find extensive information on its services, program offerings, information sheets and guidelines as well as contact information for the respective contact person. While finalizing your supervision agreement, discuss with your supervisor which graduate center is most suitable for your research focus.

### The graduate centers are your first point of contact for questions relating to:

- Administrative steps related to your doctorate (e.g. a supervision agreement, feedback meeting)
- Specialized and discipline-related qualification program
- Internationalization support
- Proofreading services
- Any specific requirements of the graduate center (e.g. required training, coursework, good scientific practice seminars, etc.)
- Help in special situations

## Additional Requirements for Foreign Applicants

If you received your master's degree from a foreign university, your foreign degree must be recognized as equivalent to a comparable German degree. For this process, you must submit the following documents to the Dean's office of your department:

- An officially certified copy of your university diploma (no originals)\*
- An officially certified copy of your final university transcript (no originals)\*
- An abstract of your master's thesis in German or English
- Your CV with information on your education and work experience (schools, university studies, etc.)

\*For university transcripts in a language other than German or English a corresponding translation by a sworn translator must be submitted.

Once you have submitted all required documents for review, the TUM Examination Office will provide the department with an assessment. The dean will then decide on your official admission. If your application was complete and correct, you will be admitted to the TUM doctoral candidacy list.



AN OVERVIEW OF ALL OUR GRADUATE CENTERS CAN  
BE FOUND AT [WWW.GS.TUM.DE/GRADUATE\\_CENTER](http://WWW.GS.TUM.DE/GRADUATE_CENTER)



## Mentoring

In addition to having a supervisor, you are required to choose a mentor, who will support you throughout the entirety of your doctorate. To maximize the benefits of mentoring, it is recommended that doctoral candidates choose a mentor who is not based at their own department. This ensures both independence and diversity in the supervision process. Your mentor could be a former supervisor or a collaborating partner from the industry, an employee or a professor from another department.

Depending on individual and subject-specific requirements, mentoring can enrich the doctoral process in various ways by providing you with subject-specific and professional advice, personal coaching, networking and support for career planning or in handling problematic situations that might arise during your research phase.

### Tips for choosing a mentor:

- Think about where you might need additional support and who would be best suited to serve in this role.
- Your graduate center, other doctoral candidates in your department or your supervisor may be able to provide you with advice on how to select a mentor.
- You generally have up to six months after entry into the doctoral candidacy list to name your mentor.
- In order to make sure that they understand your situation as a doctoral candidate, your mentor should also have a doctorate.

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### MENTORING AT TUM

FOR MORE ASSISTANCE IN CHOOSING A MENTOR, YOU CAN ALSO REACH OUT TO ADVISORS FROM TUM MENTORING: [WWW.MENTORING.TUM.DE](http://WWW.MENTORING.TUM.DE)

## Enrollment as a Student (Immatrikulation)

While registration to the doctoral candidacy list is mandatory, enrollment as a doctoral student is optional. Doctoral candidates can enroll as students for up to 6 semesters for a small fee. The main benefit of enrollment is that it provides you with the opportunity to use the Semesterticket, a public transportation card, for a fraction of the normal price. In addition, enrolled doctoral candidates who are younger than 30 years old can also apply for student housing with the Munich Student Union (although only a small fraction of student housing is reserved for doctoral candidates).

Once you are registered to the doctoral candidacy list, you can enroll as a student through the TUM Online system.

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### STEP-BY-STEP GUIDE TO ENROLLMENT

FOR MORE INFORMATION ON HOW TO ENROLL, VISIT  
[WWW.GS.TUM.DE/ENROLLMENT](http://WWW.GS.TUM.DE/ENROLLMENT)





## **VI. The Roadmap to Your Doctorate: Making the Most of Your Doctorate with TUM Graduate School**

# An Introduction to TUM Graduate School

TUM Graduate School (TUM-GS) is a central institution of TUM and provides doctoral candidates with services to help structuring and efficiently design their doctoral projects. On top of their research, TUM-GS offers doctoral candidates supplemental training and collaborates with the degree-awarding institutions in providing the best possible networking and exchange opportunities. Upon registration to the doctoral candidacy list, all doctoral candidates are automatically members of TUM-GS.

The TUM doctoral regulations specify the required qualification elements (i.e. publishing an article in an academic journal) that must be completed throughout the course of your doctorate. Please note that in order to submit your dissertation and ultimately receive your doctorate from TUM, you must have been a member of the TUM Graduate School for a minimum of 2 years.



## The Kick-Off Seminar

At the beginning of your doctorate (i.e. within the first 6 months of beginning at TUM), the TUM-GS Kick-Off Seminar provides you with information on academic work and the diverse offerings at the university. At the TUM-GS Kick-Off Seminar, experienced trainers offer targeted support in developing your personal and soft skills. In addition, you have the opportunity to meet colleagues from other disciplines, gain new perspectives and expand your personal and professional networks.

## Transferable Skills Training

TUM Graduate School offers a wide range of courses that support you in further developing your transferable skills and expanding upon your interdisciplinary experience. The courses are designed as an additional qualification element during your doctorate and offer valuable orientation for your next career steps.

All courses currently offered are divided into one of six competence areas listed below. On the right, you will find the doctorate-oriented program and on the left, the career-oriented program. In our [course brochure](#) detailed information on current course content and registration procedures are provided.

Or visit our website at [www.gs.tum.de/course-program](http://www.gs.tum.de/course-program)



**Business /  
Industry**



**Leadership &  
Responsibility**

**L&R**

**Entrepreneurship /  
Startups**



**Communication &  
Methodological  
Competence**

**C&M**

**Science /  
Research**



**Personality &  
Self-Management**

**P&S**

## Subject Related Courses / Graduate Center Requirements

The graduate centers offer a diverse range of courses for subject-specific and subject-related qualification – the ideal way to supplement and deepen your academic experience. Among other things, the courses include internal departmental and inter-departmental doctoral colloquia, statistics and software seminars, summer/winter schools and a variety of thematic workshops from external lecturers. Many graduate centers also offer courses on good scientific practice and scientific paper writing in the context of your specific field of research.

Throughout the course of your doctorate, each candidate is required to complete a minimum of 6 semester hours (credits) in subject-specific and subject-related courses. Some graduate centers have additional requirements.



### LEARN GERMAN!

WANT TO IMPROVE YOUR GERMAN LANGUAGE SKILLS? THE TUM LANGUAGE CENTER OFFERS FREE LANGUAGE COURSES. YOU CAN FIND AN OVERVIEW OF ALL AVAILABLE COURSES ON THE WEBSITE OF THE TUM LANGUAGE CENTER. [WWW.SPRACHENZENTRUM.TUM.DE/EN/HOMEPAGE](http://WWW.SPRACHENZENTRUM.TUM.DE/EN/HOMEPAGE)

## Internationalization

TUM supports international and intercultural collaboration in research and the creation of global networks. One specific way in which internationalization is promoted is through TUM-GS' internationalization funding, which provides reimbursements for various costs related to international exchange, such as travel, conference/symposium fees, accommodation, etc.

For more details, visit our website  
[www.gs.tum.de/internationalization](http://www.gs.tum.de/internationalization)

## Proofreading Service

To support you in the publication process, the TUM Graduate School offers professional discipline-related proofreading for academic peer-reviewed articles written in English. For more information, please contact your graduate center.



## VII. Work Hard, Play Hard

# Work Hard, Play Hard

As a doctoral candidate, your overall success is based on more than just academic endeavors and professional accomplishments. At TUM, we recognize the importance of helping you maintain a healthy work-life balance with time and energy for both work and play.

TUM is committed to offering a rich and varied campus life with everything from major festivals to a vast sports and cultural program. Whether you're kicking back on the parabolic-slide in Garching, performing in the TUM choir and academic orchestra, participating in a science slam, drinking a beer with friends at Weißenstephan's Brewery or simply taking in the tremendous view from TUM's Vorhoelzer Forum, there's a fun break for everyone right at home on campus. Enjoy!

## Cultural Program for Doctoral Candidates

TUM Graduate School's cultural program offers you the opportunity to network with fellow doctoral candidates, to get to know your new environment and learn something about the history and culture of Bavaria. With the program, you can participate in diverse cultural events each semester, such as city tours, hiking trips, city excursions and much more!

Visit our website for more details and how to register for events.  
[www.gs.tum.de/cultural-events](http://www.gs.tum.de/cultural-events)

Contact us at [cultural-events@gs.tum.de](mailto:cultural-events@gs.tum.de)



## Our Top 3 TUM Attractions

### Parabolic Slide at Campus Garching-Forschungszentrum

The two parabolic branches glide down from a height of 13 meters into the bustling student-filled atrium at the Mathematic and Informatics Departments in Garching. See if you can crack the formula for its unique construction while kicking your feet up for a ride!

### Panorama Roofdeck at Vorhoelzer Forum

At TUM's main campus, tourists and TUM affiliates alike can take in one of the best views of the city from the roofdeck of the architecture department's Vorhoelzer Forum. Meet up with colleagues and friends over a coffee or cocktail and enjoy the awesome Munich panorama complete with close-ups of the Frauenkirche, nearby Königsplatz and more. On a clear day, you can even see as far as the Alps!

### Campus Freising-Weihenstephan Brewery & Biergarten

For almost 1000 years, golden delicious beer has flowed from the taps of the Weihenstephaner Brewery and Biergarten. Here, students and faculty members from all walks of life enjoy meeting up under the relaxing shade of the chestnut trees to enjoy an award-winning wheat beer and other Bavarian specialties such as Obazda and Brezn or sliced radish!



## TUM-GS Welcome Office

At the Welcome Office of the TUM Graduate School, we make it our business to guide and support you from the beginning phase of your application through to your start at TUM. We offer interested parties and doctoral candidates comprehensive counseling on the following topics:

- Introduction to TUM doctoral training
- General application information: pre-requisites and financing options
- Guidance in preparing for your start
- Arrival formalities: visa, insurance, enrollment and registration to the doctoral candidacy list
- Accommodation support
- Integration at TUM and in Germany
- Cultural programs and networking within the TUM community

If you are an applicant or a new doctoral candidate, we encourage you to contact us today to take advantage of our support services.

Contact us!

**Welcome Office:**  
**TUM Graduate School**  
**Tel.: +49.89.289.10603**  
**welcomeoffice@gs.tum.de**

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#### INTERACTIVE WEBINAR SERIES OF THE TUM-GS

DURING THE WEBINARS, THE TUM-GS INFORMS (INTERNATIONAL) APPLICANTS AND DOCTORAL CANDIDATES, INTER ALIA, ABOUT THE CHARACTERISTICS AND REQUIREMENTS OF THE TUM MODEL OF DOCTORAL EDUCATION, APPLICATION PROCESS AND THE ENTRY INTO THE DOCTORAL CANDIDACY LIST AS WELL AS OTHER TOPICS RELATED TO THE DOCTORATE AT TUM AND THE SERVICES OF THE TUM-GS.

[WWW.GS.TUM.DE/WEBINAR-SERIES](http://WWW.GS.TUM.DE/WEBINAR-SERIES)



Technische Universität München

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Visit our website: [www.gs.tum.de](http://www.gs.tum.de)

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