

Application for membership

for doctoral candidates who wish to join the TUM-GS but are unable to submit a supervision agreement for the time being

Section 1 Personal data and subject of doctoral thesis

(1) Title: _____ First name(n): _____ Surname: _____

born on _____ in _____ Nationality*: _____

Degree: _____

awarded by (name of university): _____ Date: _____

resident in _____

Tel./mobile*: _____ e-mail*: _____

I hereby apply for membership in the TUM Graduate School (TUM-GS) as a doctoral candidate.

(2) Membership in the TUM-GS will be on a provisional basis as long as the doctoral candidate has not been entered in the list of doctoral candidates and the supervision agreement has not been concluded.

(3) The <FGC/TGC> or TUM-GS decides on admissions to the TUM-GS.

(4) The title of my doctoral thesis (*or working title*) is _____

(5) The project starts/has started on _____ and should take _____ years to conclude.

Section 2 Supervision and membership

(1) The doctoral project is being conducted under the supervision of _____ (first academic supervisor)

Tel./mobile: _____ e-mail: _____

at the Department/Institute/ _____ Faculty _____

as part of the research project/funded research/doctorate program _____

(2) Besides finding a principal academic supervisor for his/her thesis, the doctoral candidate must also appoint a second supervisor/mentor¹ prior to signing the supervision agreement, at the latest, as a prerequisite for becoming a member of the TUM-GS. Both supervisors/mentors can take part in the mentoring programs organized by TUM.

A mentor

* This Information is optional. It helps us to enhance our services.

¹ The mentor is not necessarily the second academic assessor. He/she can work for a company. It is only required that she/he has a doctoral degree.

has already been involved in the doctoral project: _____
 Tel./mobile: _____ e-mail: _____
 at the Department/Institute/Faculty _____

is being sought by the doctoral candidate on his/her own initiative.

Some assistance on the part of the TUM-GS or the TUM mentoring programs would be appreciated. Preferred qualification level/experience of the mentor (*please tick all applicable boxes*):

PhD Industry Research Other: _____

(3) A supervision agreement has to be drawn up between the doctoral candidate and both supervisor and mentor within six months of joining the TUM-GS at the latest and the original submitted to the TUM-GS.

(4) The **TUM-GS Statute** and the **TUM Doctoral Degree Regulations** apply.

Section 3 Optional Information: Funding and duration²

(1) The research work for the doctoral thesis is being financed by

The research work for the doctoral thesis is financed by

a salaried position as a research assistant at TUM on a fixed-wage contract (TV-L-Vertrag) with at least 25% of usual working hours.

a doctoral scholarship³ _____ duration _____.
 (Funding body)

a salaried position at _____ cooperating with TUM via
 (Company/Research Organisation)
 the funded research project _____. The doctoral project is part of the funded
 (name of project)
 research project.

other funds (candidate's own savings, salaried work).

b. Should the funding period expire before the doctorate has been completed, it is planned to obtain ongoing financial support from _____, but not exceeding a total period of _____ years.⁴

Section 4 Rights and obligations of the doctoral candidate

Membership in the TUM-GS is coupled with the following rights and obligations:

² The information given here does not entail any legal rights or obligations either to continue employment with TUM at the end of a temporary contract or to continue employment (in case of a contractual relationship) or to extend/grant a scholarship. This agreement does not affect the statutory rules of dismissal/termination of the German civil law (BGB) and any obligations set by the employment contract.

³ The TUM guidelines on grants/scholarships apply, see www.bv.tum.de/files/TUM_Richtl_GradStip.pdf www.bv.tum.de/files/TUM_guidelines.Grad.grants.pdf

⁴ This sentence should be deleted if there is no likelihood of further funding.

(1) **Training program:** The doctoral candidate benefits from a wide range of services accorded to members of the TUM-GS, in return for which he/she undertakes to play an active part in the training program. According to the current interim arrangements announced by the TUM-GS, doctoral candidates are entitled to use funds available from the TUM-GS.

Candidates need to satisfy all the prescribed conditions and provide corresponding documentary evidence in order to qualify for the TUM-GS certificate. Provided they have not already been credited towards another academic qualification (such as a Master's degree) previous achievements can count towards requirements of the TUM-GS. In exceptional cases, or on application, the TUM-GS can decide whether certain modules of the training program may be partly or completely omitted or whether they can be substituted by other achievements.

(2) **Progress reports:** Doctoral candidates must be prepared to provide their advisor(s) and the TUM-GS with details of the progress they have made with their research work so far whenever they are asked to do so. They must tell the TUM-GS management office the deadline for handing in their thesis and the date of their final examination or viva voce (oral) examination. As soon as the doctoral candidate has received his/her certificate or PhD diploma, he/she must submit an electric copy of this certificate and a copy of the published thesis together with the academic advisors' appraisal.

Electronic data recording

a. Data collection and internal use of data

The TUM-GS collects personal data of its members. The data records are in electronic form and comprise the address, age, sex, nationality, academic qualifications to date, means of funding and information on the field of research.

The TUM Graduate School uses these personal particulars to coordinate the training program. TUM Graduate School promotes networks and dialogue not only within the TUM but also with current and future project partners. For these internal and external purposes members can individually release their personal data via a login.

The Bavarian code for data protection (Bayerisches Datenschutzgesetz) is applied when collecting and using data.

b. Use of data for controlling purposes and public relations

The TUM Graduate School makes the collection of personal data anonymous and uses it for internal and external¹⁴ controlling purposes. In addition, TUM-GS regularly publishes information on research projects after consultation with the parties concerned to draw collaboration partners' attention to the work of TUM-GS.

When using data for statistical purposes the rules of the Bavarian code for data protection (Bayerisches Datenschutzgesetz) and the Federal code for data protection are applied.

Consent

The TUM-GS may collect and use the personal data and project information of doctoral candidates for the aforementioned purposes:

_____, this _____

(signature doctoral candidate)

Each of the signatories will receive a copy of this application for membership.

_____, this _____

Doctoral candidate:

Read and approved:

Principal advisor/academic supervisor

Secondary advisor/mentor

Verification of acceptance in the TUM-GS:

Prof. Dr. rer.nat. Ernst Rank
TUM Graduate Dean, TUM-GS Director

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¹⁴ e.g. DFG, statistisches Bundesamt (Federal Bureau for Statistics), public authorities and institutions of higher ranking, which collect data.