

Effective: 15.12.2015

Information for Doctoral Candidates

Info Sheet: Submission of dissertation from 4.1.2016

From 4 January 2016, the submission of your dissertation must be made via DocGS (www.docgs.tum.de).

[How does the submission of my dissertation work?](#)

1. Click on „Application on submission“ in your DocGS menu tree on the right side, or in your progress tree on the link „Submission of dissertation“ at the bottom.
2. Fill out your application completely. Please make sure that your personal details are correct (for example your name must be identical to official identification documents).
3. Upload the following documents (as PDF files). Please note that the original documents must be additionally submitted to the Doctoral Office.
 - Your Dissertation
 - A list of previous publications
 - A sworn statement – see *Appendix 5 TUM Regulations for the Award of Doctoral Degrees*
 - An abstract of your dissertation (max. 500 characters in German and English). By registering your topic at the TUM Doctoral Office, your dissertation is also automatically recorded for the TUM Yearbook. For more information, please visit: <https://www.ub.tum.de/en/university-bibliography>
 - A curriculum vitae in German (listing in particular your educational background)
 - A valid employment contract with TUM. If not applicable, please request as soon as possible a *certificate of good conduct for official purposes* from one public authority to another, to be sent by post to the Doctoral Office (cannot be more than three months old at the time of submission)
 - Written agreement form your supervisor (ONLY for publication-based doctorates) – see *Appendix 6 TUM Regulations for the Award of Doctoral Degrees*

Doctoral candidates that have registered on the doctoral list before 31 December 2013, must upload the following additional documents:

- Diploma or Master's certificate
 - Certificate of the final Diploma examination, Master's examination or certification from the state examination, etc.
 - For medical doctorates: certificate of the medical or dental examination
 - For foreign university degrees: recognition of equivalence
4. Please click on „Submit“ and forward your application for submission electronically. If mandatory information is missing, your information will be saved but not submitted. If you see the following notification and receive an e-mail confirmation too, your application has been successfully submitted.

5. **Your application is now examined by your Dean's Office/ Graduate Center.** As soon as this examination is successful, you will receive an e-mail and are asked to print your application for submission from your DocGS account („My Progress“ → „Submission of Dissertation“).
6. Please make an **appointment with the Doctoral Office** to personally submit your documents.
7. Please hand in your **signed application** together with the **following original documents at the Doctoral Office:**
 1. Five identical copies of the dissertation (DIN A4)
 - With the required title page (see *Regulations for the Award of Doctoral Degrees* - Appendix 4)
 - Hard cover (glue binding)
 2. Doctoral candidates, that have registered on the doctoral list before 31 December 2013, must hand in the following proof of required prior qualifications:
 - Diploma or Master's certificate, as a certified copy
 - Certificate for the final Diploma examination, Master's examination or certification from the state examination, etc., as a certified photocopy
 - For medical doctorates: certificate for the medical or dental examination, as a certified photocopy
 - For foreign university degrees: recognition of equivalence, both original and copy
 3. The signed sworn statement
 4. A list of previous publications
 5. A curriculum vitae in German (listing in particular the candidate's educational background)
 6. The signed confirmation of the registration of your dissertation for the TUM yearbook
 7. An official certificate of good conduct from one public authority to another, to be sent by post to the Doctoral Office (cannot be more than three months old at the time of submission)
or
A valid employment contract with TUM in the original (for presentation)
 8. Written agreement form from your supervisor (ONLY for publication-based doctorates)
 9. If necessary an authenticated document about additional academic degrees