

## Checklist for online registration at DocGS – Experimental Medicine

Directly after starting your promotion project (at least within three months after starting your project) you have to register at

<https://www.docgs.tum.de/>

<input type="checkbox"/>	<p>Creating a new user account: Under User login „Create new account“ → enter your Username and E-mail address, place a tick at „Accept the terms and conditions“ and fill in the Captcha → click on „Create new account“ You will receive an E-mail with the login link to your specified E-mail address → click on the link → change your password</p>
<input type="checkbox"/>	<p>Apply: under Home click on „Apply“ → then choose „<b>Medical Faculty</b>“. <b>Only the application for the Medical Faculty is relevant for you!</b> → Choose the type of the doctoral degree: “Experimental Medicine” (Dr.rer.nat.) → Now you can fill out the form and upload your documents. You have to fill in information about your planned dissertation project.</p> <ul style="list-style-type: none"> <li>• Project Plan: dissertation title, starting date and ending date, state of the research field, scientific question and hypothesis, working program and reasons that qualify this project for a Dr.rer.nat. degree.</li> <li>• Supervision: information about your first-and second supervisor and your mentor.</li> <li>• State of research field: information about your institute, clinic, lab and a date for your first thesis committee meeting.</li> <li>• Studies: your highschool degree and master degree</li> <li>• Funding of your promotion project</li> <li>• Personal details like address, phone number, family status</li> </ul> <p>And you have to upload your cv.</p>
<input type="checkbox"/>	<p>If you are not yet able to complete the form, you can as well buffer it and edit it on another day. → click on „My Progress“ for editing</p>
<input type="checkbox"/>	<p>To see a preview of your supervision agreement and your application, you can open the pdf in a <b>preview version</b>. Choose one of the documents under „Select a PDF template to preview“. You can print these documents to show to your supervisor for correction. After correction you can change your application as described above. <b>Attention:</b> The preview only works if you have not already submitted the application. You can't submit the preview draft (you see a watermark in the background) as your final version. After correction and submitting the documents choose the pdf files under document overview as described below.</p>
<input type="checkbox"/>	<p>After filling out every required field and uploading every required document, click on „Save and Submit“. → If you get an error that the application can't be submitted, check if all required fields are filled out. → Attention: You can't change your data after submitting the application. <b>Please check all details carefully in advance!</b> If you change your supervisor or mentor after submitting, the complete application must be deleted and you have to register again!</p>

<input type="checkbox"/>	<p>Now you can find three documents at „My Progress“:</p> <ul style="list-style-type: none"> <li>• Supervision Agreement</li> <li>• Project Plan</li> <li>• Application for the acceptance as doctoral candidate</li> </ul> <p>Print all the documents and bring them with all signatures and required documents to the Medical Graduate Center, Ismaninger Str. 22, Building 551, Room 0.43. Your contact is Ms Barden.</p>
	<p>Required documents for candidates with a German degree:</p> <ul style="list-style-type: none"> <li>• Supervision Agreement</li> <li>• Project Plan</li> <li>• Application for the acceptance as doctoral candidate</li> <li>• Certified copy of your diploma and certificate</li> <li>• A copy of your passport</li> </ul>
	<p>Required documents for candidates with a foreign degree:</p> <ul style="list-style-type: none"> <li>• Supervision Agreement</li> <li>• Project Plan</li> <li>• Application for the acceptance as doctoral candidate</li> <li>• Certified copy of your diploma and certificate</li> <li>• If not already apparent from your certificate: certified copy of a confirmation from your university which shows the exams needed for the degree and the results as well as the minimum grade to pass</li> <li>• If the certificates are not in German or English please submit a translation of your documents from a certified interpreter</li> <li>• Summary of your thesis in German or English</li> <li>• CV with details of previous education (schools, university, etc.)</li> <li>• A copy of your passport</li> </ul>
<input type="checkbox"/>	<p>If you want to change your contact like address or telephone, click on „Profile“ → „Edit“ → „Profil: Bewerber“. You will find two tabs there (“basic data” und “contact details”). After change click on „Save“.</p> <p>You can't change your data after submitting the application. Because of this please use the preview version and the possibilities for correction (see above) before submitting the application. If there are necessary changes after submitting the application the complete application has to be deleted and you have to register again.</p>