

## Checklist for online registration at DocGS

Directly after starting your promotion project you have to register at <https://www.docgs.tum.de/en>.

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| <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 Captcha; in the second tab fill out your personal data, <b>Your name has to be the same as on your passport!</b>; in the third tab fill out your address → click on „Create new account“</p> <p>You will receive an E-mail with the login link to your specified E-mail address; (Please note: The link is only valid for 24 hours and can only be used once!) → click on the link → click on “Anmelden” on the opening page → change your password and confirm → Save</p>  |
| <input type="checkbox"/> | <p>Apply: under Home click on the right menu on „Application doctoral candidacy list“ → then choose <b>„School of Medicine“</b>. <b>Only the application for the School of Medicine is relevant for you!</b> → Choose the type of the doctoral degree (Medical thesis (Dr. med.))</p> <p>→ Now you can fill out the form and upload your documents.</p> <p>You need, among others, information about the project, about your supervisors, about your qualifying degree, etc., as well as some documents which have to be uploaded (for example a project plan).</p>   |
| <input type="checkbox"/> | <p>If you are not yet able to complete the form, you may also save it and return to edit it on another day.</p> <p>→ For this click on „My Progress“, open the progress tree by clicking on + Entry into Doctoral Candidacy List – Medicine (Dr. med.) and then click on the blue word „Anmeldung“.</p>   |
| <input type="checkbox"/> | <p>To see a preview of your supervision agreement and your application, you can and should open the pdf in a preview version. Both you can find over the application. You can print these documents to show to your supervisor for correction.</p> <p>After correction you can change your application as described above.</p> <p><b>Attention:</b> You can only see what you have already filled out in the application and only 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><b>You cannot change your data after submitting the application (“Save and Submit”). Therefore, if you need to change any entries or your supervisor or mentor have to be changed after submitting the application, the complete application has to be deleted and you have to register again!</b> Because of this please use the preview version (see above) before submitting to correct your application and to coordinate with your supervisor.</p> <p>After filling out every required field correctly and uploading every required document, click on „Save and Submit“.</p> <p>→ If you get an error that the application can't be submitted, check if all required fields are filled out.</p> <p><b>Please check all details carefully in advance!</b></p> |
| <input type="checkbox"/> | <p>Now you can find two documents under „My Progress“, one „Betreuungsvereinbarung“ and one „Antrag auf Eintragung in die Promotionsliste“. Print both documents and bring them with all signatures and the following documents to the Medical Graduate Center, Trogerstr. 26, Bau 542, 1. OG. Your contact person are Ms. Simon (A – K) and Ms. Scheck (L – Z). Postal address: TUM Medical Graduate Center, z. Hd. Frau Simon/Frau Scheck, Ismaninger Str. 22, 81675 München.</p>   |

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|                          | <p>- Candidates, who will get a German degree, but have not yet completed their studies, only submit the following documents:</p> <ul style="list-style-type: none"> <li>• <b>Application for the acceptance as a doctoral candidate</b></li> <li>• <b>Supervision Agreement</b></li> <li>• <b>a proof of enrollment and</b></li> <li>• <b>a copy of your passport</b> (with blackened number)</li> </ul> <p>Then your membership can start provisionally.</p> <p>Please submit a certified copy of your diploma and certificate (if available) after passing the medical examination, so that you can be registered as a doctoral candidate finally.</p>   |
|                          | <p>- Candidates with a German degree please submit the following documents (except proof of enrollment):</p> <ul style="list-style-type: none"> <li>• <b>Application for the acceptance as a doctoral candidate</b></li> <li>• <b>Supervision Agreement</b></li> <li>• <b>Certified copy of your diploma</b></li> <li>• <b>Certified copy of your certificate</b> (if available) <b>and</b></li> <li>• <b>a copy of your passport</b> (with blackened number)</li> </ul>  |
|                          | <p>- Candidates with a foreign degree, please submit the following documents:</p> <ul style="list-style-type: none"> <li>• <b>Application for the acceptance as a doctoral candidate</b></li> <li>• <b>Supervision Agreement</b></li> <li>• <b>Certified copy of your foreign diploma</b> (no originals!)</li> <li>• If not already apparent from your certificate: <b>certified copy of a confirmation from your university</b> which shows the <b>exams needed for the degree</b> and the results as well as the <b>minimum grade to pass</b>.</li> <li>• If the certificates are not in German or English please submit a <b>translation</b> of your documents from a certified translator.</li> <li>• <b>Summary of your thesis</b> in German or English</li> <li>• <b>CV</b> with details of previous education (schools, university, etc.)</li> <li>• <b>Copy of your passport</b> (with blackened number)</li> </ul> |
| <input type="checkbox"/> | <p>If you want to change your contact like address or telephone, click on your blue username on the right menu → You can change your password and address in the different tabs.</p>  |
| <input type="checkbox"/> | <p>If you have any questions please send an email with an indication of the program to <a href="mailto:mgc.med@tum.de">mgc.med@tum.de</a>.</p>  |