



Student Orientation Handbook

Medical Life Science and Technology PhD Program

September 25, 2022

TUM Medical Life Science and Technology PhD Program

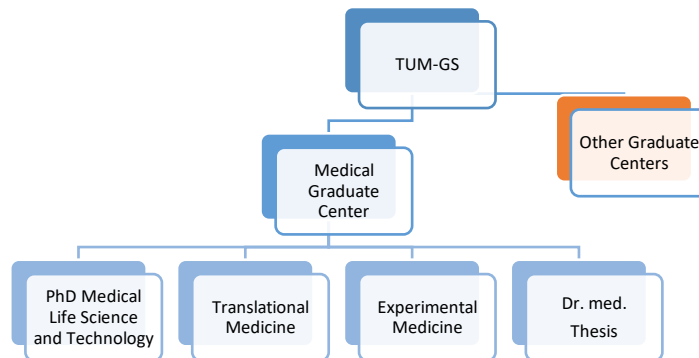
Student Orientation Handbook Version 2: October, 2021

I. Welcome to the Medical Life Science and Technology (MLST) Program of the TUM!.....	3
Structure of the TUM Graduate School and the MLST (Medical Life Science and Technology) Program	3
II. New student checklist	5
III. Program Life.....	6
A. Important program events students can participate in.....	6
B. Getting started at the TUM.....	6
IV. Program Requirements.....	7
A. Core elements of the program.....	7
B. Course Registration Procedures.....	11
C. Graduation Requirements by the MLST Rule Book	12
D. Graduation Requirements by TUM Medical Graduate Center	13
E. Submitting and Defending your Dissertation	13
F. Graduating on time: important considerations for planning your Ph.D.....	15
V. Special considerations for medical students	16
VI. Appendix:	17
A. Useful contacts.....	17
B. Important forms for your Ph.D.	18

Authors of Version, September 2022 : Zhe Xie, Laura Mateyka

I. Welcome to the Medical Life Science and Technology (MLST) Program of the TUM!

Structure of the TUM Graduate School and the MLST (Medical Life Science and Technology) Program



The TUM Graduate School (TUM-GS) is a university-wide umbrella organization for doctoral candidates across all disciplines at the TUM. As of 2014, all new doctoral candidates of TUM become members of the TUM Graduate School automatically. Therefore, you are also a member.

The TUM School of Medicine offers four degrees listed below and runs its own Graduate Center - the MGC, which is also a part of the TUM Graduate School (TUM-GS) and responsible for the doctoral education at the TUM School of Medicine. The MGC offers four different doctoral programs for medical students and/or natural scientists:

- Medical Life Science and Technology (Ph.D.): a three-year graduate program that provides high-level scientific training for students with a background in medicine as well as for those with a background in natural and life sciences or engineering.
- Translational Medicine (Dr. med. sci. or Dr. med. dent. sci.): a structured program including 1 year of full-time research for TUM medical students who are particularly interested in research.
- Experimental Medicine (Dr. rer. nat.): a program for doctoral candidates with a Diplom or Master's degree in a natural science who are performing their doctoral project in a lab of the School of Medicine.
- Traditional medical thesis (Dr. med. or Dr. med. dent.): Medical students may also conduct a thesis project leading to the classical Dr. med. (dent.) degree in the context of the TUM Graduate School.

The TUM-GS will offer you many services: some of those will be requirements for the completion of your Ph.D. (We'll come back to those exact requirements in [section IV](#)):

- Soft Skills courses to prepare doctoral candidates for a career in science and research
- Financial support for scientific stays abroad (A total of 1600 Euros is granted for you to move abroad for a student exchange (for a minimum of 2 weeks!) and/or conferences). All PhD students who started in 2014 and later can get up to 3000 Euros if the research stay abroad is longer than 4 weeks.
- A proof-reading service for English language manuscripts
- Networking opportunities
- Welcome services for new doctoral candidates

In summary, the structure of your Ph.D. program is based on three grades of hierarchy: the TUM-GS on top, the Medical Graduate Center of the School of Medicine and the Medical Life Sciences and Technology Program in which you are now enrolled.

For more information regarding the TUM-GS:

<https://www.gs.tum.de/en/doctorate-at-the-technical-university-of-munich/>

For more information regarding the Medical Graduate Center:

<http://www.mgc.med.tum.de/>

For more information regarding the MLST Ph.D. program:

<https://www.mgc.med.tum.de/en/site/phd-program-medical-life-science-and-technology>

II. New student checklist

Below you will find an overview of the first steps you will need to take in order to get started in the MLST program. Please note that these are only procedures applying to the MLST program and the TUM in general, and that there will likely be more requirements by your individual labs/PIs.

1). Enrolment in the MLST Program*		
	What	When/Where
1	Fill in all fields in the “Contact Details” tab of your profile on the MLST web area.	https://www.docgs.tum.de/
2	Enrolment online: please fill in all forms online. Print out the application, sign it and send it to the Matriculation Office with all documents listed. After all required documents were sent there, you will get an admission letter with your matriculation number.	A week specified by the Matriculation Office in the month before the start of the program. We inform the students in time by e-mail or at the Welcome Meeting. https://campus.tum.de
3	Pay your student fees	Details under: http://www.tum.de/en/studies/fees-and-financial-aid/payment-of-fees/
2). Get your student ID card		
Find information on the functions of your student ID card here: http://www.tum.de/en/studies/application-and-acceptance/student-card/		
4	Pick up your card (bring a valid photo ID!) as soon as you get an email from the registrar’s office confirming that it is ready. (In Covid-19 pandemic period the card will be delivered by mail to your German address when you have one.)	After your final enrolment (i.e., paying your student fees).
3). Register for Coursework		
5	See details in <u>section IV B</u> of this handbook.	April (Summer Semester)/October (Winter Semester) online under: https://www.docgs.tum.de/

* The time limit for starting the PhD program after admission has been shortened from one year to 6 months since WS2022/23.

III. Program Life

Here you can find an overview of important information regarding different aspects of your life as a doctoral student outside of the lab, including how you can get involved in the MLST program as well as important resources that the TUM has to offer you.

A. Important program events students can participate in

Stammtisch

About once a month a “Stammtisch” for all program members is organized by the student representative team. We will go to a pub together, have a movie night, go to the Christmas market, go bowling, etc. This Stammtisch is a great opportunity, especially for new students, to get to know more Ph.D. students from the program. A lot of friendships have developed from the Stammtisch and people get together outside the organized events. The date and time of the Stammtisch is announced by email.

In Covid-19 pandemic period, we had to cancel the Stammtisch, we hope to restart the events soon.

Interview days

You might remember from your own interview day that the help from Ph.D. students is very much appreciated and needed for the smooth flow of the interview days. For instance, the newbies need to be guided to their interview locations so the strict timetable can be met. Also, they are always very interested to get information about the program from the Ph.D. students directly. You can help them make the right decision regarding the program and lab by sharing your experience! The interviews usually take place mid-February and at the end of July. The details will be announced by email.

In Covid-19 pandemic period, most of the interviews will be taken virtually.

B. Getting started at the TUM

Libraries

The TUM has several libraries located all over Munich. The most relevant to you might be the Branch Library Medicine at Niggerstraße 3 (where the interview day usually takes place). Naturally, you can borrow books there, but it is also a nice quiet place to study. In order to be allowed to borrow books, you first need to accept the Library regulations at <https://campus.tum.de/> then go to one of the branch libraries with your StudentCard and they will activate your library account. For further information also see <http://www.ub.tum.de/en>

TUM ID

With your registration as a student, you will receive a personal TUM account ID which will allow you to access the internet, your TUM Email account and server. The ID is in the format “gu27cat”.

Internet access on campus

The easiest way to access the internet with your laptop or any other mobile device is by logging into the eduroam network. It is available at more than 1,350 access point at Munich university locations. A detailed description how to log in can be found under: https://www.it.tum.de/fileadmin/w00bgh/www/donner/TUMonline/Dokumentationen/Studierende/IT-Guide/IT_Guide_Engl_Web.pdf . Or just google “TUM internet access”.

Email access

You can access your emails by logging into <https://mail.tum.de/> . You can also configure your desktop email client to access your emails.

Server access

With your TUM ID you also get access to a server where you can save your data. This data can be accessed on campus via your installed desktop computers, but also from home. To do so you can either go to <https://webdisk.ads.mwn.de/> or install the VPN client and access the data via your explorer directly. For installation details, see https://www.lrz.de/services/netz/mobil/vpn_en/anyconnect_en/

IV. Program Requirements

In order to graduate from the MLST program, you have to fulfil all of requirements as they are stated in the official rule book that applies to you (i.e., the semester you enrolled in the program). This handbook is intended to help you get started, however the rule book is the official, legally relevant source. To graduate you must collect 180 credits in total. There are different categories in which you need to collect credits. Depending on when you started the program and which Ph.D. rule book applies to you, there are different regulations (see details in section IV C). But let’s first have a look at the various core elements and what can be recognized as such as these are consistent across all rule books.

A. Core elements of the program

Lectures:

Lectures offered by the program are 1-3 hours per week and take place during the semester. They usually take place 10-15 times per semester and are awarded with 2-3 credits. Lectures are offered on topics including molecular medicine, oncology, cardiovascular research, immunology, neurosciences and imaging technologies. In order to get credit for attending the lecture, you may not miss more than 10% of the lectures held and need to pass an exam (written or oral—this is decided by the instructor) at the end of the semester. You can also obtain credit for external lectures but they will only be recognized if they are in line with the context of the PhD program. Before attending a lecture, you may contact the program administration to confirm the validity of the lecture you wish to take. In order to do so, they need to comprise at least 22 hours of lecture time. Summer schools that included at

least 22 hours of lectures can also be recognized as one lecture for the MLST program. You will be required to show written proof of at least 22 hours of lecture time in order to receive this credit.

Lab Courses:

A lab course comprises both theoretical and practical work. They are usually offered as one-week (Monday-Friday) full-time courses (9am-5pm) and focus on topics such as molecular medicine, oncology, cardiovascular research, immunology, neurosciences and imaging technologies. For each 5-day course, you will obtain 2 credits. We recommend taking these courses in the first few semesters in order to take advantage of the newly developed skills in your current research. **Do not wait for courses that will fit your interest to 100%, these will not come.** You can also obtain credit for external lab courses at the discretion of the program, however, there has to be enough practical-experimental content. **We strongly advise to search for external courses or work with collaborators, in case the offered program does not suit your needs.** For a total of 5 days of lab courses you will get 2 credits.

Scientific Seminars:

Participation in scientific seminars promotes continuing exposure and discussion on scientific topics relevant to your field of research. As most labs have weekly lab meetings/progress reports or journal clubs, which can be recognized as scientific seminars. Each seminar should be at least one hour per week and take place at least 15 times per semester in order to get 1.5 credit points. At the end of the semester, you should have your supervisor confirm that you attended these seminars on a regular basis. **You can find a template for this written confirmation in the appendix of this handbook.** In addition, if wanted/needed a few seminars are also offered by the program and will be advertised at the time of course registration at the beginning of each semester.

Keynote Lectures:

Every semester around 5-10 keynote lectures are announced online (MLST webpage) and by Email. Each one is a talk of 1-2 hours held by an invited high-impact scientist. You need to visit 6 (1 credit) or 15 (2 credits) during your studies in total depending on which regulations apply to you (see section IV C).

Poster Symposium

The poster symposium takes place at the PhD Interview days. Or present your poster at the MGC science day, which takes place annually in October. The intention is to better integrate the program into the department and to give the faculty members a more in-depth impression of the research done in the program. It is also a great chance for you to practice presenting your project and get feedback from fellow program members. For those who have/want to attend only 6 special lectures, this poster symposium is a mandatory component of the graduation requirements (see section IV C).

Seminar on Good Scientific Practice

Participation in a seminar on good scientific practice is obligatory for every doctoral student enrolled since SS 2017 or later. Subject of the seminar is e.g., the knowledge of the DFG guidelines for ensuring good scientific practice and the corresponding TUM regulations as well as the TUM guideline on citations.

The event, in the scope of about two hours, is offered by the MGC. Alternatively, you can visit an equivalent event with comparable content. Equivalence is decided by the MGC.

Currently recognized as equivalent are so called “Präsenzkurse” at the TUM Library.

1. Recherchieren, Zitieren und Publizieren – 3 hours, in German
2. Zitieren statt Plagiiere – 2 hours in German
3. Search, cite, publish – 3 hours, in English

Course 1 and 2 are offered with a focus on PubMed and Web of Science, they can be found under MediTUM as well as under the Library homepage. Course 3 is not tailored to researchers in the medical field and can only be found on the library homepage.

<https://www.ub.tum.de/kurse-elearning>

Soft Skill (complementary skills) Courses

In addition to your scientific development, you are also encouraged to learn and improve further soft skills during your Ph.D. studies. At least two 2-day courses are required. You can attend courses offered by [TUM-GS](#) (you may find them in DocGS) as well as courses from “Carl von Linde-Akademie” or “WIMES zentral”.

External soft skill courses can also be recognized as such, however, please confirm with the administrators in advance. **To count as 1.5 credit points, the course you attend must last at least 11 hours.**

Kick-off Seminar

During your first 6 months in the program, you need to attend a 3-day kick-off seminar offered by TUM Graduate School. It will provide you with information about academic work and the diverse opportunities at the TUM. You will meet colleagues from other disciplines, which gives you the opportunity to gain new perspectives and to expand your personal network. Experienced trainers offer targeted support for developing personal skills. To find out when the next seminars are taking place check in the DocGS system. Please check regularly online if registration has started because the seminars tend to fill up quickly. After you completed the seminar, you will receive a certificate of participation. The confirmation will be uploaded by the TUM Graduate School automatically on DocGS.

Doctoral Mentor Committee:

No later than three months after commencement of the course of study, the Study Committee shall appoint a doctoral mentor committee. The thesis committee is a valuable resource for

you as a doctoral student. The committee is not only there to give you constructive feedback on your research, but also to give you advice in difficult situations, which may arise over the course of your studies. The thesis committee must consist of **one supervisor** (usually your PI) as well as at least **2 mentors**. When looking for potential committee members, please consider the following requirements they must meet:

- All members must be at least a Privatdozent (PD). In certain cases, the member may also be a TUM Junior Fellow. In this case, please contact Bettina or Raphaela to clarify how to proceed if the committee member you have chosen has this status.
- At least 2 members of the committee must be members of the TUM School of Medicine.
- At least one mentor must be a member of a different clinic, department, institute or university than the supervisor of the student.

No later than three months after commencement of the course of study, the student(s) must have developed a **project plan** for the practical-scientific work together with the doctoral mentor and have concluded a supervision agreement.

In order to monitor your scientific and educational progress, you and your thesis committee members need to meet once a year. You need to have at least 3 thesis committee meetings before submitting your dissertation (2 credits each).

Your first thesis committee meeting must be held within 6 months of starting the MLST program. At this meeting, you will be required to fill out a supervision agreement with your committee in which you will outline your project goals and set up a flexible timeline for completion of project milestones. **After your first meeting, you should upload this supervision agreement and the first meeting report on DocGS.** The following committee meetings should be held at least once per year, and **at each meeting you will have a committee meeting report to fill out and send to the administrators** in order to receive credit for the meetings. You can find the forms for the supervision agreement and committee meeting reports on the MLST website.

Publication

Depending on whether you are a member of TUM-GS and when you became a member, different regulations apply to you regarding the publication requirements. The members from WS2022/23 need an **accepted** first author original paper in an internationally recognized peer-reviewed journal **OR** a conference contribution at an international peer-reviewed symposium peer-reviewed **in conjunction with a submitted** first author original paper or an **accepted** co-authored original paper in a peer-reviewed journal. The members from SS 2014 to SS2022 need a first-authorship original publication **submitted (review will not count)**. Also possible, but only if approved by the Executive committee, a second authorship publication is sufficient. In order to get this approved, your supervisor needs to explain in detail, why they should make an exception to the rule for you and what your exact contribution to the 2nd author publication was. Please be aware that there is no guarantee that this request will be approved (in fact, most applications are not approved for this option), in which case you will have to have the first-authorship paper.

For all doctoral candidates who began their doctoral studies before the new study and examination regulations (WS2022/23), the previous regulations apply. However, you may apply to switch to the new study and examination regulations before submitting your dissertation. In case of uncertainty, talk to Gunther, Raphaela or Bettina for details.

Dissertation

Your dissertation is the heart of your work as a doctoral student! In order to submit your dissertation, you must have completed at least 6 semesters of full-time research in the lab in addition to ALL coursework and ALL committee meetings. You will certify your full-time research when you register for classes at the beginning of each semester. Sign up for this only if you are working in the lab FULL TIME in that semester (i.e., NOT working in the clinic, studying medicine etc., Ph.D. courses specifically are included in full time work), your advisor will have to confirm this at the end of the semester. A template for this is available in the appendix. We will be getting back to the specifics of what to do when you are preparing your dissertation for submission and defence in section IV E.

B. Course Registration Procedures

Registration takes place at the beginning of each semester or a bit earlier, usually around the end of March (summer semester) and September (winter semester). All the course registration process now is in DocGS system. Detailed information will be offered by Bettina or Raphaela by email in advance. The registration takes place online (<https://www.docgs.tum.de>). After enrolment, please do not forget the payment of tuition fee **each semester** and the detailed information will be presented in your TUMonline account.

The following should be considered when registering for courses:

- After logging in your account, you can change it to English version. You will see Transferrable Skills Program on the right side. Click it then you will see the Course Booking webpage followed by a list of classes and more information presented for each after clicking it. To sign up for a class, click the green button on the left upside and then you can “book” it. You can find descriptions for most courses; please make sure you read them carefully as there may be pre-requisites for certain classes.
- Most classes are with limited quantity of participates. You can sign up immediately for classes with an unlimited number of participants or with free slots, i.e., lectures, seminars and speaker series. For these classes, you will not get any further notification, so you just show up for class.
- For these classes, i.e. lectures, lab courses and soft skill courses, signing up sometimes will get you on the waiting list firstly. This list will be used to send emails and information about the class and the selection process in case too many people signed up. Therefore, if you want to participate, you need to put yourself on the waiting list by signing up to stay in the loop. After the course registrations are finalized, please

check your DocGS-account to see in which courses you are firmly booked and in which not.

- Bettina or Raphaela will send you email when some classes are still with slots left, please respond her emails as soon as possible when you are still interested in these classes.
- You can check which classes you signed up in right side of the webpage “My Courses”. You will also be able to tell for which courses you are on the waiting list (Yellow, Exclamation Mark, ON WAITING LIST) and for which you are immediately enrolled (Green, BOOKED).
- There are prerequisites and requirements for some classes so make sure you read the description and meet the criteria before signing up. There are a few courses for which you also have to sign up via TUMonline, i.e. for those you have to sign up twice. Wherever this is necessary, it is listed in the description.
- Scientific Seminars: If you are planning to attend one of those, please sign up for them. If you are not part of them, you will have to submit documentation that you participated in your own lab’s seminar series at the end of the semester.

If you sign up for a course and get in, it is your responsibility to stay on top of that and show up. Courses that you do not attend although you are registered for them will count as failed if you do not cancel your registration at least 2 weeks before the course starts!

C. Graduation Requirements by the MLST Rule Book

Depending on when you started the program, different regulations will apply to you. This section will give you a summary of the various requirements according to the version of the rule book that was in effect when you started the program. The different versions are:

- Version 1: if you enrolled before WS 2012/13
- Version 2: if you enrolled between WS 2012/13 and SS 2015
- Version 3: if you enrolled during the WS 2015/16 or later, ***or everyone who started earlier, but prefers to switch to this version*** (if you would like to use this version as your rule book, please contact Gunther to confirm this).
- Version 4: if you enrolled between the SS 2017 and SS 2020.
- Version 5: If you enrolled during the WS 2020 or later, (p.s. by the end of the second semester, at least **40** credits must have been earned if the study is continued regularly.)

	Version 1	Version 2	Version 3	Version 4	Version 5
--	-----------	-----------	-----------	-----------	-----------

Lectures	6 credits = 2 lectures	4 credits = 2 lectures	4 credits = 2 lectures	4 credits = 2 lectures	4 credits = 2 lectures
Lab courses	14 credits = 7 lab courses				8 credits = 4 lab courses
Seminars	9 credits = 6 seminars				
Soft Skill courses	3 credits = 2 courses (11 hours each)				
Keynote lectures	no	15 (2 credits)	6 (1 credit)	6 (1 credit)	6 (1 credit)
Poster presentation	no	no	yes (1 credit)	yes (1 credit)	yes (1 credit)
Good scientific practice course	No	No	no	yes	yes
Thesis committee meetings	3 meetings, no credit	6 credits = 3 meetings	6 credits = 3 meetings	6 credits = 3 meetings	6 credits = 3 meetings

D. Graduation Requirements by TUM Medical Graduate Center

In addition to the requirements listed above, some regulations differ depending on whether and when you became member of the TUM Medical Graduate Center (TUM-MGC).

If your TUM-MGC membership started:

- between SS2011 and WS2011/12
- between SS2012 and WS2013/14
- between SS2014 and SS2022
- from WS 2022/23

	Between SS2011 and WS2011/12	Between SS2012 and WS2013/14	Between SS2014 and SS2022	WS 2022/23 or later
Publication	As 1 st or co-author, submitted and not rejected unanimously		1 st authorship submitted, exception: co-authorship in high-ranked journal (talk to Bettina or Raphaela)	Accepted 1 st author original paper in an internationally recognized peer-reviewed journal OR a conference contribution at an international peer-reviewed symposium peer-reviewed in conjunction with a submitted first author original paper or an accepted co-authored original paper in a peer-reviewed journal. (talk to Bettina or Raphaela)

Kick-off Seminar	Yes
-------------------------	-----

E. Submitting and Defending your Dissertation

All forms listed (except for the report of Completion of Requirements) are available to print from the appendix of this document and also for download on the MLST website.

Your dissertation could be a monographed dissertation **OR** a publication-based dissertation.

A publication-based dissertation is possible upon request (decision of study committee) if the following is fulfilled:

- At least 2 publications (original research papers) in internationally recognized high-ranking English-language journals with peer-review in first or last authorship (at least accepted)
- The publications must be lead-authored by the applicant doctoral student. In case of shared first authorship, the individual contribution of the applicant must be clearly recognizable
- The supervisor must agree to the proposal in writing and must include a statement of reasons.

While you are getting ready to submit your dissertation, please keep the following in mind:

- It typically takes 3.5 months from submission until defense. So please plan accordingly, especially if you are in your 8th semester. There is no possibility to extend beyond 8 semesters and you have to defend within that time! According to the Ph.D. rule book from 2020, all new students (and all students who chose this rule book!) have to submit their thesis no later than 3 years and 11 months after their official Ph.D. enrolment.
- You can only submit your thesis after meeting all program requirements and thus completing all credits. So please check your Academic Record to make sure it is complete including all course credits, dissertation research credits and thesis committee meetings. Let Bettina or Raphaela know when everything is complete, and you are getting ready to submit so they can prepare the forms (e.g., the report of completion of requirements).
- If you want to submit a publication-based dissertation, you have to apply for permission to submit this form of dissertation (the decision has to be by the study committee, which doesn't always meet regularly) so please contact Bettina or Raphaela in advance with the publications you have chosen to submit so they can pass them on to the committee for approval (before you write your thesis).

Once you are ready, submit the following documents:

- **Proof of regular and successful participation in the required courses** (at least 32 credits) and practical scientific work (at least 144 credits).
- **Submission of the dissertation is also possible electronically since October 2022 (no paper version needed anymore).** Formatted according to program guidelines, i.e. using the official TUM cover page, leaving blank the reviewers and the dates in the last paragraph. Please only use glue binding, spiral binding is not accepted. There are no specific requirements on font size, line spacing, margins etc., but please choose reasonable settings, so your reviewers can easily read your dissertation and write notes in the margins. For monograph theses, use the common general format of Introduction, Materials and Methods, Results (including subchapters if applicable) and Discussion, References etc. You may add Abstract, Acknowledgements, a specific Aims section, Conclusions/Outlook. It is important that the overarching question and hypothesis become clear so do not split the dissertation in distinct parts with their own introductions and conclusions. Behind the References section, please include a page where you list your own publications resulting from your Ph.D. work.
- **Affidavit that the work was written independently, Statutory declaration of authorship**, without use of commercial doctoral mediation and only using the specified tools.
- **Application for Degree:** Complete this form (in the appendix of this handbook) including your matriculation number, and attach all documents listed on the form.
- **Report of Completion of Requirements:** This is a form Bettina or Raphaela will provide for you, but you will have to let them know in advance (at least 1-2 weeks) that you want to submit.
- **Proof of qualifying degree:** certified copy of your qualifying degree, e.g. MSc, Diplom etc. If you have a foreign degree, you also need a copy of the equivalency letter you received after admission. If your degree is in a language other than English or German, you need a certified translation. You have submitted similar documents for admission, but you need them again as they will go to a different office at TUM. Depending on your status, here are the places you can turn to for certifying your documents:
 - For documents in German: Kreisverwaltungsreferat (KVR)
 - For non-German translations: certified translator
 - For non-German originals: Institution from which the documents come, an Embassy
 - Notary public
- **Curriculum vitae:** including educational background; separately, not as part of your thesis.

- **Official certificate of good conduct (until SS 2022):** “Führungszeugnis“, type A for public authorities.

If you have an electronic residence permit with an online-ID function or a German electronic “Personalausweis” you can apply for your Führungszeugnis online under (webpage available only in German):

<https://www.fuehrungszeugnis.bund.de/ffw/form/display.do?%24context=59B9BFE539906ACBB67C>

Otherwise you will have to go to the Kreisverwaltungsreferat or Bürgerbüro and apply in person. Here you can find all the information regarding the application (webpage available only in German):

<http://www.muenchen.de/rathaus/Stadtverwaltung/Kreisverwaltungsreferat/Buergerbuero/Fuehrungszeugnis.html>

Please note that your criminal record must not be older than 3 months on the day of your submission!

For students **starting from WS 2022/23**, no certificate of good conduct is needed, this is replaced by an “eidesstattliche Erklärung” which can be found in appendix 2 of the study regulations (<https://www.tum.de/studium/im-studium/das-studium-organisieren/satzungen-ordnungen#statute;c:Medical%20Life%20Science%20and%20Technology>)

- **Official abstract for TUM yearbook in English and German:** see <https://mediatum.ub.tum.de/publish/diss/start>. Complete the required information including personal info, title, abstract, key words in English (first) and German (second). The abstract may not be longer than 500 characters. Once you are done, print out the form and submit the signed form. This form has to be signed by your advisor as well.
- **A pdf version of your dissertation by the email:** sent to mgc.med@tum.de

P.s. Special requirements for special programme.

- ***Proof of passing the second part of the medical examination for students of medicine, who are completing a double degree graduate.***
- ***Proof of passing the above-average Master’s examination at Bachelor’s graduates***

F. Regarding the defense

- The examining committee consists of 4 persons, any combination of mentors and members of the faculty who are independent of the dissertation project members of the lecturers' meeting is possible

- The evaluation of the thesis as well as the oral examination and the oral examination and the overall performance is "passed" or "not passed". In the case of the assessment "passed", this can be supplemented by "magna cum laude" (particularly commendable scientific achievements) or "summa cum laude" ("outstanding scientific achievements in international comparison").
- Electronic examinations are generally permitted and can be decided in consultation between the examination committee and the doctoral candidate.

G. Graduating on time: important considerations for planning your Ph.D.

It is **extremely** important to plan your research and coursework so that you can adhere to the specific time limits of the MLST program! Here is an overview of the most important regulations regarding graduation times, and how you can apply for extensions if necessary.

- According to the rule book, you must graduate within 6 semesters. Exceptions can be made to this rule (see below) which allow you to take up to (not beyond!) 8 semesters. This means you must have handed in **and** defended your dissertation by the end of the 8th semester!
- If you don't think you will finish within the 6 semesters allotted by the rule book, there are two options to extend your studies in order to defend by the end of your 8th semester:
 - 1) **Official Extension through the MLST program:** here you must write Bettina or Raphaela at least 2 months before the beginning of the semester you want to extend for. Please note that you can extend only 2 times (up to 8 semesters, not beyond)! Please note that you need to have all credits (except of the credits for PhD defense) done in order to get the extension granted by the MLST program.
 - 2) **Semester on leave (Urlaubssemester)** – You need an important reason for this option and must contact the registrar's office to apply. Please be aware that the registrar's office will only accept certain reasons, which you can see on their [website](#). You can take up to two semesters on leave, however please note that it has to happen before your 6th semester.

V. Special considerations for medical students

One of the great advantages of the MLST program is that medical students or physicians have the chance to gain an advanced academic degree in life sciences. While the program offers this opportunity, there are some important points to consider as a medical student/physicians:

- The dissertation research semesters, of which you need 6, must be spent FULL TIME in the lab. This means absolutely NO medical school-related coursework can be done during this time (including Famulaturen, PJ or Blockpraktika!). The administration CAN see your MediTUM schedule and will know if you are visiting courses or have taken exams. This can lead to a denial of accreditation for “Full Time” research semesters, which may put you over the limit of 8 semesters to graduation and lead to your exmatriculation without completion of your Ph.D. — so please take this seriously!
- If you have any concerns as to whether or not your schedule may cause problems in the lab, please contact Bettina or Raphaela BEFORE signing up for classes.
- There are essentially two basic options for integrating your medical studies with the Ph.D.:
 - 1) You complete your medical studies, including PJ and Staatsexamen, then enroll in the MLST program and work for 3 years full time in the lab.
 - 2) You complete your medical studies semester-wise and intersperse semesters of lab research until you complete both medical school and your Ph.D. Please consider that this option should be compatible with the type of research project you are doing. Please also note that you need to work at least 2 semesters (in one piece) full-time in your lab in order to be officially enrolled in the PhD program.
- You can only submit your dissertation for defense after you have completed your 2nd Staatsexamen.
- If you need to extend your studies, please review the options discussed in section IV E.

VI. Appendix:

3) Useful contacts

TUM-GS

<https://www.gs.tum.de/en/contact/officeansprechpartner/>

Medical Graduate Center

<http://www.mgc.med.tum.de/node/11744>

MLST Contacts

Administrators:

Raphaela Blum; Tel: 089.4140.4338, mgc.med@tum.de

Bettina Kratzer; Tel: 089.4140.4461, mgc.med@tum.de

Gunther Löfflmann; Tel: 089.4140.4019, mgc.med@tum.de

Student Representatives:

Zhe Xie

Tel: 01628758191, zhe.xie@tum.de

Laura Mateyka

Tel: 015205221619, laura.mateyka@tum.de

Library of Medicine

Nigerstraße 3, 81675 München

Tel: 089.4140-4025, information@ub.tum.de

Students Union „Studentenwerk“

Website: <http://www.studentenwerk-muenchen.de/en/>

For all contacts and directions of the Student Union please refer to the contact section of the Studentenwerk website:

<http://www.studentenwerk-muenchen.de/en/contact/>

Kreisverwaltungsreferat and Bürgerbüro in Munich

For certain official things you do not have to go to the main KVR building, but can go to a local Bürgerbüro which may be closer to where you live with less waiting time. Here is an overview of the different offices. Please check the internet link below for current information on opening hours, etc.:

<http://www.muenchen.de/rathaus/Stadtverwaltung/Kreisverwaltungsreferat/Buergerbuero.html>

What	Address	Telephone Number
Main Kreisverwaltungsreferat (KVR) http://www.muenchen.de/rathaus/Stadtverwaltung/Kreisverwaltungsreferat.html	Ruppertstraße 11 and 19 80337 München (U-Bahn: Poccistraße)	Bürgerbüro: 089.233-96000 Ausländerbehörde: 089.233-96010
Bürgerbüro Forstenrieder Allee	Forstenrieder Allee 61a 81476 München	089.233-96000
Bürgerbüro Leonrodstraße	Leonrodstraße 21 80634 München	089.233-96000
Bürgerbüro Orleansplatz	Orleansstraße 50 81667 München	089.233-96000
Bürgerbüro Riesenfeldstraße	Riesenfeldstraße 75 80809 München	089 233-96000
Bürgerbüro Pasing	Landsberger Straße 486 81241 München	089.233-96000

H. Important forms for your Ph.D.

The documents below are current to the version of this student handbook (April 2021). If you are unsure whether you need a different form, please check the program homepage (<https://www.mgc.med.tum.de/en/site/phd-program-medical-life-science-and-technology>)

- **Scientific seminar participation forms**
- **Confirmation of full-time dissertation research**
- **Supervision Agreement**
- **Thesis Committee Meeting Report**
- **Application for Degree**
- **Statutory declaration of authorship**
- **Application for Extension of Duration of Study**
- **Reimbursement forms for internationalization costs (with TUM contract)**
- **Reimbursement forms for internationalization costs (with non-TUM contract)**

Confirmation of participation in Scientific Seminars

I certify that _____ has participated regularly in the following scientific seminar:

Title of Seminar: _____

Total amount of hours: _____

Semester: Winter Semester 20____

Summer Semester 20____

Signature Supervisor

Date

Name of Supervisor (please print)

Confirmation of full-time dissertation research

I certify that _____ has conducted full-time dissertation research under my supervision.

Semester: Winter Semester 20_____

Summer Semester 20_____

In the case of medical students, I confirm that **no clinical work or coursework** was performed during this time.

Signature Supervisor

Date

Name of Supervisor (please print)