


How to submit your thesis?


Felix Hagemann ([TUM](#)), Anna Bertolini ([LMU](#))
Max Planck Institute for Physics

Disclaimer

This should not be a classical “talk” but rather a symposium (with discussions and questions) which we will use as basis to compose a handout that we can give to new students (or upload to IMPRS student portal?)

Based on personal experience and current information on websites
→ can be very well subject to change!!

Take this as a guideline, but if in doubt, ask responsible people at 

Talk given from the perspective of a MPP PhD student,
requirements might be different for people directly paid by 

How to submit your thesis at ?

Felix Hagemann ()
Max Planck Institute for Physics

Tracking your progress at TUM



You have
to sign



Your supervisor
has to sign



DSSNAT



DocGS

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My DocGS

Welcome **hagemann!**

[My Account](#)

[Apply for a doctoral
candidacy list](#)

My Progress

[Transferable Skills](#)

[Program & Kick-Off
Seminar](#)

[Overview Kick-Off Seminar](#)

[Dates](#)

[My courses](#)

[Update address](#)

[Form to request changes
to personal data](#)

[Logout](#)

+ Entry into Doctoral Candidacy List

Beginning of PhD program

- Provide all documents required to start a PhD program at TUM
- Optional: Allows for enrollment (“Immatrikulation”) at TUM

+ Qualification Program and Data Confirmation

During PhD program

- Successfully complete the qualification program (kick-off seminar, teaching, peer-reviewed publication, further training...)
- Confirm you are still pursuing a PhD on a yearly basis

+ Submission of Dissertation

End of PhD program

- Upload PhD thesis and other documents
- Find a PhD defense committee and schedule a defense

Entry into Doctoral Candidacy List



You have to sign



Your supervisor has to sign



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Fortschrittsbaum / Progress Tree

Sie können die einzelnen Abschnitte aufklappen, indem Sie auf + oder die Abschnittsnamen klicken. | You can expand the segments by clicking on + or the segment titles.

- Entry Into Doctoral Candidacy List 

Reference number: 513407

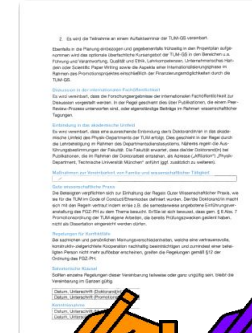
Expand all

	Documents	Actions
Application for the acceptance as doctoral candidate		
Application		
Application completed		
Bewerbung	<ul style="list-style-type: none"> Unterschiedene Betreuungsvereinbarung Zusage Promotionsliste Antrag auf Eintragung in die Promotionsliste 	
Application handed in and formally reviewed		
Verification of the qualifying degree		
Approval for a German degree		
Content assessment of application		
Addition to the doctoral list (Deanery)		

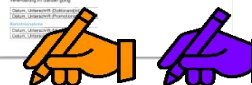
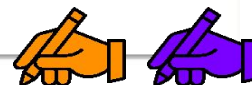
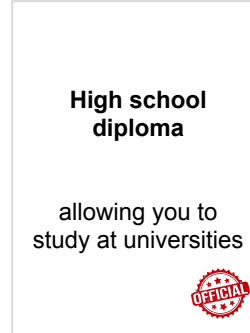
Application for the acceptance as doctoral candidate



Supervision agreement



High-school diploma



You need to be on the doctoral candidate list for **at least 2 years!!** to submit your thesis

Qualification program at TUM



You have
to sign



Your supervisor
has to sign



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Membership and Qualification program: Hagemann, Felix

This page reports your status as a member of the Graduate Center of Natural Sciences. You should report the elements of the qualification program here.

Membership of TUM-GS and Entry in the Ph.D. Candidacy List

You are either not on the Ph.D. candidacy list of the Graduate Center of Natural Sciences according to PromO as of 2021-08-23 or your TUM username is not known to DocGS.

Code	SUBMIT
Base data	▼
Good scientific practice	▼
Feedback Discussion	▼
Subject Related Training	▼
Publication/Discussion in the Scientific Community	▼
International experience (optional)	▼
Scientific Presentation (optional)	▼
Transferable Skills Training (optional)	▼
Teaching Activity	▼
Confirmation	▼

TUM School of Natural Science Website

Mandatory elements of the qualification program

The following elements of the qualification program in their minimal form are a requirement to submit your thesis, if you entered the doctoral candidacy list after 1st of January 2014. The actual courses and elements taken have to be discussed with your supervisor and should be included in the [Supervision Agreement](#) and the project plan.

[Kick-Off Seminar of the TUM Graduate School](#)

[Subject-Related Training](#)

- [Additional Courses not yet included in the catalog](#)
- [External courses](#)

[Active participation in the academic environment of TUM](#)

[Feedback discussion of your PhD project](#)

- [Evaluation basis \(settled in advance\)](#)
- [Confirmation](#)

[Discussion in the international scientific community](#)

- [Minimum membership of 2 years in the TUM-GS](#)
- [Annual data confirmation in DocGS](#)

➔ **Apply via DocGS:**
https://www.docgs.tum.de/en/oc_event_teaser

➔ **Summer schools, university lectures, block courses, IMPRS colloquia, ...**

➔ **Teaching duties, find an overview on DSSNAT:**
<https://app.srv.nat.tum.de/lufv/>

➔ **Advisory Panel Meetings – your supervisor needs to send a mail to TUM to confirm**

➔ **One scientific publication subject to peer review**

➔ **See last slide, apply early enough!**

➔ **Don't ignore emails sent by DocGS!!**

<https://academics.nat.tum.de/phd/qualification-program.html>

All information has to be uploaded to **DSSNAT**, not **DocGS**!!

Teaching duties at TUM



You have to sign



Your supervisor has to sign



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Code

SUBMIT

Base data

Good scientific practice

Feedback Discussion

Subject Related Training

Publication/Discussion in the Scientific Community

International experience (optional)

Scientific Presentation (optional)

Transferable Skills Training (optional)

Teaching Activity

Confirmation

DSSNAT

Personal informations

Titlename	Felix Hagemann
Username	
Email	felix.hagemann@tum.de

Account informations

Semester	Organisation	Teaching	Teaching duty	Service account	Duties	Report fixed
SS 2024	TUEMPP (Max-Planck-Institut für Physik / Werner-Heisenberg-Institut (MPP))	0 LVS	0 LVS	0 credits	0 credits	× ×
WS 2023/4	TUEMPP (Max-Planck-Institut für Physik / Werner-Heisenberg-Institut (MPP))	0 LVS	0 LVS	0 credits	0 credits	× ×
SS 2023	TUEMPP (Max-Planck-Institut für Physik / Werner-Heisenberg-Institut (MPP))	0 LVS	0 LVS	0 credits	0 credits	× ×
WS 2022/3	TUEMPP (Max-Planck-Institut für Physik / Werner-Heisenberg-Institut (MPP))	0 LVS	0 LVS	0 credits	0 credits	× ×
SS 2022	TUEMPP (Max-Planck-Institut für Physik / Werner-Heisenberg-Institut (MPP))	0 LVS	0 LVS	0 credits	0 credits	✓ ✓
WS 2021/2	TUEMPP (Max-Planck-Institut für Physik / Werner-Heisenberg-Institut (MPP))	0 LVS	0 LVS	2000 credits	0 credits	✓ ✓
SS 2021	TUEMPP (Max-Planck-Institut für Physik / Werner-Heisenberg-Institut (MPP))	0.6 LVS	0 LVS	500 credits	0 credits	✓ ✓
WS 2020/1	TUEMPP (Max-Planck-Institut für Physik / Werner-Heisenberg-Institut (MPP))	0 LVS	0 LVS	0 credits	2000 credits	✓ ✓
Summary		0.6 LVS	0 LVS	2500 Credits including 2000 in regular courses	2000 credits	

External PhD students
(contract at MPP):
2000 credits required in total

Internal PhD students
(work contract, stipend or other funding at TUM):
teaching load related to funding
100%: 2000 credits/semester
67%: 1340 credits/semester
50%: 1000 credits/semester

Find a list of teaching duties and credits here:
<https://academics.nat.tum.de/phd/teaching-duty-system-person.html#teaching-jobs>

Qualification program at TUM



You have to sign



Your supervisor has to sign



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Code

SUBMIT

Base data

Good scientific practice

Feedback Discussion

Subject Related Training

Publication/Discussion in the Scientific Community

International experience (optional)

Scientific Presentation (optional)

Transferable Skills Training (optional)

Teaching Activity

Confirmation

PDF

Print



Bring to the Dean's office



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Fortschrittsbaum / Progress Tree

Sie können die einzelnen Abschnitte aufklappen, indem Sie auf + oder die Abschnittsnamen klicken. | You can expand the segments by clicking on + or the segment titles.

+ Entry into Doctoral Candidacy List

- Qualification Program and Data Confirmation

Reference number: 540502

Expand all

	Documents	Actions
Qualification program		
Basic information		
TUM-GS training program		
Kick-off seminar		
Subject-specific courses		
Active participation in the scientific environment of the TUM		
Feedback session		
Publications / discussion of the research project in the international scientific community		
Project plan / expose		
Transferable skills courses		
International experience		
GZ-spezifische Qualifizierung		
Additional training program		
Teaching experience		
Scientific presentation		
Reimbursement / Services		
Reimbursement: transferable skills courses	0	Tage
Application/Reimbursement: International activities	0	EUR
Proofreading Service		

All information has to be uploaded to DSSNAT



The Dean's office will transfer it to DocGS

PhD defense committee at



You have
to sign




Your supervisor
has to sign



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Reach out to professors/lecturers at 
and compose a PhD defense committee



1st referee (“Erstgutachter”):
Official supervisor



2nd referee (“Zweitgutachter”):
Someone willing to write the final report



Chairperson (“Vorsitz”):
Typically experimentalist if you are a theorist
or a theorist if you are an experimentalist

Reach out in person/by mail,
ideally ask for availability for the PhD defense date
and fix a PhD defense date as early as possible.

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+ Entry into Doctoral Candidacy List ✓

+ Qualification Program and Data Confirmation ✓

- Submission of Dissertation ✓

Reference number: 873940

Expand all

	Documents	Actions
Submission and examination of dissertation		
Application submission dissertation		
Antrag auf Einreichung	Einreichung - GP	
Responsibility of the degree awarding institution		
Appointment examining committee		
Circulation procedure		
Oral examination		
Announcement oral examination		
Result oral examination		
Result dissertation		
Processing examining office		
Certificate		

Thesis submission at TUM



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Your supervisor
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<https://www.docgs.tum.de/en/node/875940>

Persönliche Daten	Dissertation	Promotionsqualifizierender Abschluss	
Graduiertenzentrum	Dekanat	TUM-GS	Promotionsamt

Identity card:
 [549767_184121037.pdf](#)


Dissertation:
 [551952_1470625380.pdf](#)

Registering your dissertation for the TUM University Bibliography:
 [549766_2114410189.pdf](#)

Affidavit:
 [549773_1992831579.pdf](#)

Curriculum vitae in tabular form (In German):
 [549775_765338898.pdf](#)

List of prior publications:
 [549768_1088075895.pdf](#)



DocGS

Fortschrittsbaum / Progress Tree

Sie können die einzelnen Abschnitte aufklappen, indem Sie auf + oder die Abschnittsnamen klicken. | You can expand the segments by clicking on + or the segment titles.

	Documents	Actions
+ Entry into Doctoral Candidacy List ✓		
+ Qualification Program and Data Confirmation ✓		
- Submission of Dissertation ✓		
Reference number: 875940		
<input type="button" value="Expand all"/>		
Submission and examination of dissertation		
Application submission dissertation		
Antrag auf Einreichung	Einreichung - GP	
Responsibility of the degree awarding institution		
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Circulation procedure		
Oral examination		
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Result oral examination		
Result dissertation		
Processing examining office		
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Thesis submission at TUM



You have to sign

Your supervisor has to sign



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<https://www.docgs.tum.de/en/node/875940>

Persönliche Daten	Dissertation	Promotionsqualifizierender Abschluss
Graduiertenzentrum	Dekanat	TUM-GS
		Promotionsamt

Identity card:
 549767_184121037.pdf


Dissertation:
 551952_1470625380.pdf

Registering your dissertation for the TUM University Bibliography:
 549766_2114410189.pdf

Affidavit:
 549773_1992831579.pdf

Curriculum vitae in tabular form (In German):
 549775_765338898.pdf

List of prior publications:
 549768_1088075895.pdf




Finished thesis

CV (in german)

Affidavit

List of publications

Registration at TUM library

Will ask you for defense committee members



Confirmation document




Thesis grading at TUM



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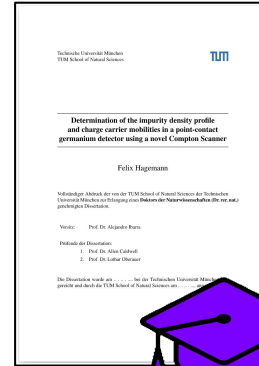
Fortschrittsbaum / Progress Tree
 Sie können die einzelnen Abschnitte aufklappen, indem Sie auf + oder die Abschnittsnamen klicken. | You can expand the segments by clicking on + or the segment titles.

- + Entry into Doctoral Candidacy List ✓
- + Qualification Program and Data Confirmation ✓
- Submission of Dissertation ✓

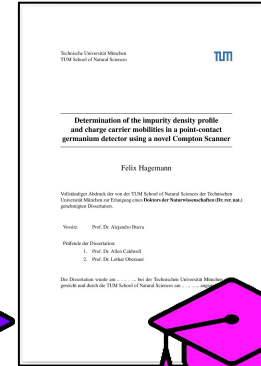
Reference number: 873940
 Expand all

	Documents	Actions
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Processing examining office		
Certificate		

https://www.ph.tum.de/academics/phd/summa_procedere.pdf



Referee 1



Referee 2



Ext. Referee

Passed with distinction ("summa")

Passed

Failed

Passed with distinction ("summa")

Passed

Failed

Passed with distinction ("summa")

Passed

Failed

Acceptance procedure at TUM

("Rundlauf")



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Your supervisor has to sign



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- + Entry into Doctoral Candidacy List ✓
- + Qualification Program and Data Confirmation ✓
- Submission of Dissertation ○

Reference number: 875940
 Expand all

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Appointment examining committee		
Circulation procedure		
Oral examination		
Announcement oral examination		
Result oral examination		
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Certificate		



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acceptance procedure

<p>Determination of the impurity density profile and charge carrier mobilities in a point-contact germanium detector using a novel Compton Scanner</p> (Completed)

Candidate: Hagemann, Felix

Thesis title: <p>Determination of the impurity density profile and charge carrier mobilities in a point-contact germanium detector using a novel Compton Scanner</p>

Id of acceptance procedure:

Acceptance Committee: Acceptance Committee on Physics

Begin of acceptance procedure: 25/06/2024

End of acceptance procedure: 02/07/2024

Completion of acceptance procedure: 03/07/2024

Supervisor:

First reviewer:

Second reviewer:

Presidency:

Decisions by §12 Sentence 6 PromO: 20 already voted

<https://app.srv.nat.tum.de/phd/umlauf-candidate>

TUM School of Natural Science Website

Acceptance committee Physics

Umlaufgremium Physik (Dr. rer. nat.)

Akad. Grad	Name	Raum	Telefon	E-Mail
Prof. Dr.	Alim, Karen	5415.EG.036	+49 89 289-12192	k.alim@tum.de
PD Dr.	Allegretti, Francesco	4215.EG.051	+49 89 289 12618 08161 71-3557	francesco.allegretti@tum.de
Prof. Dr.	Auwärter, Wilhelm	5107.EG.208	+49 89 289-12399	wau@tum.de
Prof. Dr.	Back, Christian	5101.EG.021	+49 89 289-12401	christian.back@tum.de
Prof. Dr.	Bandarenka, Aliaksandr	5101.01.093	+49 89 289-12531	bandarenka@ph.tum.de
Prof. Dr.	Barth, Johannes	5107.EG.211	+49 89 289-12609	jvb@tum.de
Prof. Dr.	Bausch, Andreas	5415.03.010	+49 89 289-12480	abausch@mytum.de
Prof. Dr.	Beneke, Martin	5101.01.251	+49 89 289-12371	mbeneke@ph.tum.de
Ph.D.	Bilandzic, Ante			ante.bilandzic@tum.de
PD Dr.	Birkenmeier, Gregor		+49 89 3299 2216	gregor.birkenmeier@tum.de
Prof. Dr.	Brambilla, Nora	5101.01.217	+49 89 289-12353	nora.brambilla@ph.tum.de
Prof. Dr.	Brandt, Martin	5112.02.301S	+49 89 289-12758	mbrandt@tum.de
Prof. Ph.D.	Caldwell, Allen C.		+49 89 32354207	gi53gak@mytum.de
Prof. Ph.D.	Cirac, Ignacio			gi53rom@mytum.de
Prof. Dr.	Classen, Laura		+49 711 689 1636	l.classen@tum.de
PD Dr.	Diener, Joachim		+49 89 289-12345	jdiener@tum.de
Prof. Dr.	Dietz, Hendrik	5115.02.018	+49 89 289-11615	dietz@tum.de

https://academics.nat.tum.de/phd/umlauf_physik.html



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to sign



Your supervisor
has to sign



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- + Entry into Doctoral Candidacy List ✓
- + Qualification Program and Data Confirmation ✓
- Submission of Dissertation ○

Reference number: 875940
Expand all

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Oral examination		
Announcement oral examination		
Result oral examination		
Result dissertation		
Processing examining office		
Certificate		

After successfully completing the acceptance procedure, you will receive an email from the Graduate Center (promotion@nat.tum.de) asking for **date, time and room** in which the defense will take place.



These need to be announced at least one week before the PhD defense!

The defense consists of a presentation of your PhD work, questions about your work and general physics questions.



You have
to sign



Your supervisor
has to sign



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How to submit your thesis at ?

Anna Bertolini ()

Max Planck Institute for Physics

Acceptance Procedure at **LMU**



You have
to sign



Your supervisor
has to sign

→ “Promotionszulassung”

Letter of admission

It is mandatory to apply for admission at the dean's office.

For this, please hand in all necessary documents:
(certified copies can be made in the dean's office)

- [Confirmation of Supervision \(PDF, 96 KB\)](#)
- [Application for Admission to Doctoral Studies \(PDF, 146 KB\)](#)
- [Statement criminal investigation \(PDF, 183 KB\)](#)
- Signed curriculum vitae
- Identity card or passport as a certified copy

and

- with a German master degree in physics: certified copy of Master's certificate and diploma
- with a foreign/non-specialized university degree : certified copy of Bachelor's and Master's certificate, diploma and final transcript of records



Once your admission request has been checked and confirmed, you will receive an admission letter via post mail. With this you can apply for enrollment at the [Office of the University Registrar](#) or the [International Office](#).

<https://www.physik.lmu.de/en/research/doctoral-study-and-habilitation/doctoral-study/>

	LUDWIG- MAXIMILIANS- UNIVERSITÄT MÜNCHEN	FAKULTÄT FÜR PHYSIK DEKANAT	
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An das
Dekanat der Fakultät für Physik
Ludwig-Maximilians-Universität
Schellingstr. 4
80799 München

Available for consultation:
Dekanat
Telefon +49 089 2180-3340
Telefax +49 089 2180-3378
Dekanat12@lmu.de
www.physik.lmu.de


Confirmation of supervision of PhD student
in accordance with the regulation for awarding a doctoral degree at the faculty of physics

I, Prof./PD. Dr. _____ will be supervising
Ms./Mr. _____ during her work on a
doctoral thesis on the subject

starting from _____.

Date

Supervisor



Please notify the dean's office if an additional supervisor should be named and if further requirements should be recorded.

Enrollment at **LMU**



You have
to sign



Your supervisor
has to sign

→ “Immatrikulation”

Enrollment is not necessary

Maximum enrollment is of 8 semesters

Enrollment gives you
access to discounts for
students

Depending on where you are from and depending on where you obtained your Master degree, the [International Office](#) or the [Office of the University Registrar](#) is responsible for enrollment as a doctoral student. Please follow their instructions on the information page.

Write your thesis at 



You have
to sign



Your supervisor
has to sign

You can find a LaTeX template at

https://edoc.ub.uni-muenchen.de/help/index.html#template_latex

8.2. Templates

8.2.1. Template for Word

If you choose to write your thesis in Microsoft Word, we strongly recommend that you use templates for headlines, text, footnotes, etc. This will help you to structure and format your text.

8.2.2. Templates for LaTeX

You can download templates for LaTeX here. Please use the appropriate template for your faculty or graduate school. If no template is available for your faculty/graduate school, please use the general template.

[General LaTeX Template](#)

[LaTeX Template for Biology](#)

[LaTeX Template for Chemistry](#)

[LaTeX Template for the Graduate School of Systemic Neurosciences](#)

[LaTeX Template for Medicine](#)

[LaTeX Template for Physics](#) ←

[LaTeX Template for Veterinary Medicine](#)

Leave date of the
exam free

<https://www.physik.lmu.de/en/research/doctoral-study-and-habilitation/doctoral-study/>

Submission at **LMU**



You have
to sign



Your supervisor
has to sign

You have to submit your thesis at the dean's office (Schellingstraße)
→ Take an appointment with Frau Voigt

You need the following documents



- A list of documents you need to sign (find them on the webpage)
- Certified copy of your master degree + passport (→ you can get them at the KVR)
- Official **certificate of good conduct** (“Führungszeugnis”)
→ You need to ask for this document at the KVR (take an appointment) and they have to send it directly to the dean's office (but it is not an “erweitertes Führungszeugnis”) - the cost is around 13 euros → **plan time in advance**
- 7 hard copies of your doctoral thesis (count with a cost of ~ 200 euros)
- Give a proposal of examination committee (discuss with your supervisor, no need to sign)

<https://www.physik.lmu.de/en/research/doctoral-study-and-habilitation/doctoral-study/>

<https://www.overleaf.com/latex/templates/ludwig-maximilian-university-of-munich-the-ses-template/fqdnvfhzryhg>

Choose your committee at **LMU**



You have
to sign



Your supervisor
has to sign

- You have to propose a committee to the dean
→ Ask professors for willingness to participate → Ask also when they are roughly available
- Your committee should be composed of
 - 1) 1st referee (Erstgutachter) → Official supervisor
 - 2) 2nd referee (Zweitgutachter) → Someone willing to write the final report
 - 3) chairperson → Typically it is an experimentalist if you are a theorist and vice versa
 - 4) additional examiner
 - 5) substitute
- You should have variance in the fields of research of the 5 members

Your exam at **LMU**



You have
to sign



Your supervisor
has to sign

- Once the dean approves your choice you can **set up a date**
→ communicate the date to the dean's secretary
- Find a room for your exam (officially the chairperson has to do it but you can make a proposal) → **There has to be a black/white board**
- Communicate place and time to dean's secretary
- Oral presentation ~ 20 minutes + questions about thesis + questions about physics → Typically around 75 min in total

GRADE

- After your exam you receive two grade: written + oral (german grading system 1 best 4 worst)
- Final grade is $(\text{written} \times 1.5 + \text{oral})/2.5$

bis 0,99	„summa cum laude“	= ausgezeichnet
von 1,0 bis 1,49	„magna cum laude“	= sehr gut
von 1,50 bis 2,39	„cum laude“	= gut
von 2,4 bis 3,29	„rite“	= genügend

Publish your thesis at **LMU**



You have
to sign



Your supervisor
has to sign

- To get your degree you need to publish your thesis on the LMU archiv
- Upload your thesis on the website
<https://edoc.ub.uni-muenchen.de/>
- Choose a license (I chose [Creative Commons: Namensnennung 4.0 \(CC-BY\)](#))
- You should get an e-mail of confirmation
→ you might need to change some formatting
- **Once the upload is accepted** print 6 copies
- Bring the copies to the LMU library at Leopoldstraße 13
- The library will communicate the publication to the dean
- The dean will send you an e-mail telling you to pick up your certificate



You have
to sign



Your supervisor
has to sign

