How to submit your thesis?

Felix Hagemann (**III**), Anna Bertolini (**IIII**) 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 \rightarrow can be very well subject to change!! Take this as a guideline, but if in doubt, ask responsible people at **TIM**/**LMU**

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

How to submit your thesis at 117?

Felix Hagemann (TITT) Max Planck Institute for Physics

Tracking your progress at T



DocGS

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 T -
- Optional: Allows for enrollment ("Immatrikulation") at TIT
- + 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 **III** Doctoral Candidacy List





High-school diploma

High school diploma

allowing you to study at universities



Application for the acceptance as doctoral candidate

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for at least 2 years!! to submit your thesis

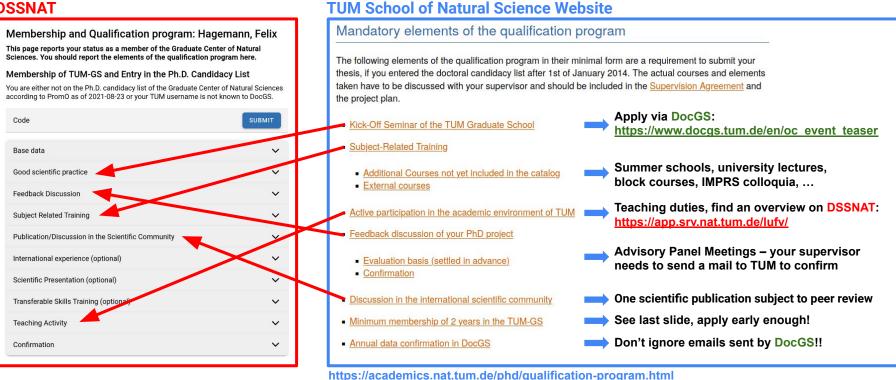
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Verification of the qualifying degree		
Approval for a German degree		
Content assessment of application		
Addition to the doctoral list (Deanery)		

Qualification program at T



DSSNAT



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

Teaching duties at T



You have to sign Your supervisor

has to sign





DSSNAT

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.

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Publication/Discussion in the Scientific Community	~
International experience (optional)	~
Scientific Presentation (optional)	~
Transferable Skills Training (optional)	~
Teaching Activity	~
Confirmation	~

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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

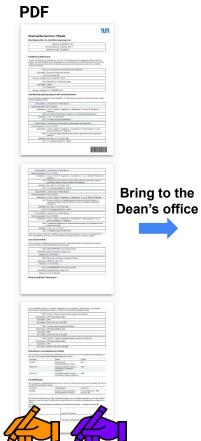
Find a list of teaching duties and credits here: https://academics.nat.tum.de/phd/teaching-d uty-system-person.html#teaching-jobs

Qualification program at TIT

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All information has to be uploaded to **DSSNAT**



Print



DocGS

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The Dean's office will transfer it to DocGS

PhD defense committee at TIT

Reach out to professors/lecturers at **111** and compose a PhD defense committee



1st referee ("Erstgutachter"): Official supervisor



²2nd 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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Thesis submission at T

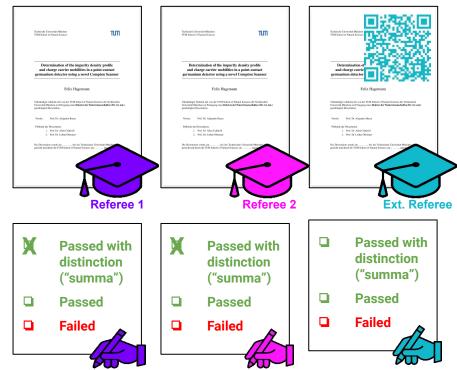


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Thesis grading at TI



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Acceptance procedure at T ("Rundlauf")

DocGS

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DSSNAT

acceptance procedure

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

Candidate: Hagemann, Felix

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

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



You have to sign





TUM School of Natural Science Website

Acceptance committee Physics

Your supervisor

has to sign

Umlaufgremium Physik (Dr. rer. nat.)

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Akad. Grad	Name	Raum	Telefon	E-Mail
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https://app.srv.nat.tum.de/phd/umlauf-candidate https://academics.nat.tum.de/phd/umlauf_physik.html

Defense at T



DocGS



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.







How to submit your thesis at **LMU**?

Anna Bertolini (**IMU**) Max Planck Institute for Physics

Acceptance Procedure at IMU



You have to sign Your supervisor has to sign

\rightarrow	"Promotionszu	lassung"
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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)

- <u><u>v</u> Confirmation of Supervision (PDF, 96 KB)
 </u>
- 🛓 Application for Admission to Doctoral Studies (PDF, 146 KB)
- <u><u><u>v</u></u> Statement criminal investigation (PDF, 183 KB)
 </u>
- 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 L³ Office of the University Registrar or the L³ International Office.

LMU	LUDWIG- MAXIMILIANS- UNIVERSITÄT MÜNCHEN	FAKULTÄT FÜR PHYSIK DEKANAT		
An das Dekanat der Ludwig-Maxi Schellingstr. 80799 Müncl	imilians-Univ 4	Physik ersität		Available for consultation: Dekanut Teirfon +49 (0)89 2180-3340 Teirfax +49 (0)89 2180-3978 Dekanat17 <i>gelmu</i> .de www.physik.lmu.de
	ce with the reg	gulation for awarding a	sion of PhD stude a doctoral degree at the	faculty of physics
			w	
doctoral thesis				
starting from _				12_
Date		-	Supervisor	

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

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



 \rightarrow "Immatrikulation"

Enrollment is not necessary

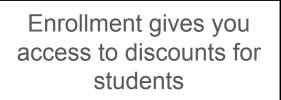
Maximum enrollment is of 8 semesters

Depending on where you are from and depending on where you obtained your Master degree, the **1** International Office or the **1** Office of the University Registrar is responsible for enrollment as a doctoral student. Please follow their instructions on the information page.

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



You have to sign Your supervisor has to sign



Write your thesis at **LMU**



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

Submission at LMU



You have to sign Your supervisor has to sign

You have to submit your thesis at the dean's office (Schellingstraße)

 \rightarrow 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 you master degree + passport (\rightarrow 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/



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) \rightarrow Official supervisor
 - 2) 2nd referee (Zweitgutachter) \rightarrow Someone willing to write the final report
 - 3) chairperson \rightarrow 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
- \rightarrow 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 (written x 1.5 + 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**



/ou 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 <u>https://edoc.ub.uni-muenchen.de/</u>
- Choose a license (I chose <u>Creative Commons: Namensnennung 4.0 (CC-BY</u>))
- 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 Yo to sign



Your supervisor has to sign