Checklist for Supervisors of International Doctoral Candidates

The Welcome Office of the TUM Graduate School (TUM-GS) is an advice and service point for (international) doctoral candidates, guest doctoral candidates and their host chairs/ research groups at TUM. With this checklist we would like to support you in creating optimum conditions for your international doctoral candidate at TUM.

For supervision of guest doctoral candidates please consult the „Checklist for supervisors of international guest doctoral candidates“.

Please note that international postdocs and international (visiting) professors are supported by the Welcome Services of the TUM Global & Alumni Office.

Support offer of the TUM Graduate School Welcome Office for doctoral candidates:

- Information on the possibilities of a doctorate at TUM including funding, application, admission and information on recognition of foreign degrees.
- Information on visa, residence permits, insurance, advice on looking for accommodation (no accommodation service!).
- Information on registration process for the doctoral candidacy list, on the TUM-GS membership and on enrollment.
- Information on further relevant TUM-GS services (Kick-Off Seminars, Transferable Skills Training, Internationalization Support, cultural events) as well as TUM-services (German language courses, university sports, mentoring).

Contact:
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Technical University of Munich

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Homepage: www.gs.tum.de
Checklist – before arrival
- Welcome Office of the TUM-GS
- Graduate Center
- Applying for a visa
- Invitation Letter
- Hosting Agreement
- Letter of Intent
- Work contract/ Employment
- Supervision Agreement/ Doctoral Candidacy List
- Recognition of foreign degrees
- Insurance
- Looking for accommodation
- Work place/ TUMonline Account/ TUM ID
- IT Support
- Phone and phone book entry
- Key/ tranponder
- TUM Family Service

Checklist – after arrival
- Introduction and instruction
- Enrollment
- TUMCard/ TUM MediCard
- University Library

Further information – before arrival
- Information from the Welcome Office: Refer your doctoral candidate to the “Checklist for international doctoral candidates”.
- Graduate Center: Determine the future Graduate Center with your doctoral candidate and recommend them to get in touch with the Graduate Center in due time. Future doctoral candidates who need a visa must contact and arrange an appointment at the relevant German embassy/consulate as soon as possible. Usually 3 types of visa are applicable for doctoral candidates:
  - study (§16b Residence Act): scholarship/ self-financed, with limited employment possibility
  - qualified employment/ Blue Card EU (§18b Residence Act): with a concrete job offer
  - researcher (§18d Residence Act): Hosting Agreement, different funding possibilities

- Applying for a visa
As future host you will usually provide your doctoral candidate with an Invitation Letter and possibly a Hosting Agreement or a Letter of Intent.

**Invitation Letter**

The Invitation Letter is usually needed for all types of visa and typically includes the title of the doctoral project, the expected duration of the doctorate, the language for interaction as well as the type of secured funding.

**Hosting Agreement**

A Hosting Agreement is necessary for a visa for researchers (§18d Residence Act) and needs to be signed by you as well as by your doctoral candidate.

**Letter of Intent**

The Letter of Intent is necessary for doctoral candidates with a work contract (§18b Residence Act).

**Work contract/ Employment**

Please contact the relevant HR department as soon as possible, because the drafting of the contract usually takes at least 6 weeks after all the paperwork has been submitted. You will find detailed relevant information in the service compass.

**Supervision Agreement/ Doctoral Candidacy List**

Conclude the Supervision Agreement with your doctoral candidate so that they can apply for the entry into the Doctoral Candidacy List as soon as possible. The process can take a long time, especially in case of doctoral candidates with foreign degrees.

**Recognition of foreign degrees**

Please advise your doctoral candidate to take care of the documents and certified copies necessary for the recognition of foreign degrees already before their arrival in Munich, as some documents need to be prepared in their home country. The TUM-GS Welcome Office will gladly provide additional information, e.g. country-specific information for applicants with a Chinese degree.

**Insurance**

Please advise the doctoral candidate to take care of a valid health insurance and if necessary other insurances. A valid health insurance is usually already required for the visa application. Please clarify whether your doctoral candidate has a suitable (lab) liability insurance. Further information on the status of insurance for TUM employees/ non-TUM employees can be found in the TUM service compass at liability insurance, accident insurance (in German only).

**Looking for accommodation**

Please inform your doctoral candidate that accommodation in Munich is scarce and expensive. Therefore they’ll need to start their search as soon as possible. The TUM-GS Welcome Office can support your doctoral candidate with helpful information and advice.

**Work place/ TUMonline account/ TUM ID**

Before the arrival of your doctoral candidate, please arrange for a suitable work place and materials (including a pc/laptop, software licences, office materials). Clarify the provision of a suitable TUMonline account with a TUM ID for:

- enrolled doctoral candidates (students)
- employers with a work contract
- external doctoral candidates with a guest account. You can find detailed instructions for TUMonline guest management in the TUM Wiki.
The central TUM IT support is your first point of contact for questions and problems relating to central IT services and applications. For faculty-specific questions you can also contact the local IT support of your faculty. Among others, TUM IT support takes care of the provision of workstation computers.

Phone and phone book entry

In case you need a new phone connection or authorization for your doctoral candidate, please contact the phone service of your TUM location.

Key/ transponder

Request a key/ transponder for your doctoral candidate at the key management of your TUM location.

TUM Family Service

TUM Family Service offers a comprehensive range of information, advice and services relating to the compatibility of work and family.

Further information – after arrival

Introduction and instruction

If your doctoral candidate has a work place at your chair/ research institute, instruct him/her in the relevant administrative processes (e.g. the premises, contact persons, insurance status, how to proceed in the event of illness, useful TUM websites such as service compass, CAMPUSonline etc.).

Enrollment

With the successful entry into the doctoral candidacy list the doctoral candidate may enroll for up to 6 semesters. An enrollment gives access to student discounts.

Your doctoral candidate will need a TUMcard, which will identify them as a member of TUM and also work as a library card and a card to the university cafeteria. In addition to the TUMCard for enrolled doctoral candidates (students), employees or external guests, members of the TUM School of Medicine receive the TUM MediCard.

University library

All doctoral candidates are also entitled to use the university library. In addition to an extensive range of (e-)resources, it also offers library tours as well as various training courses.