How to make changes in your doc-gs account

Changes of personal data:

Please write an email to docgs-at-zv.tum.de with the data you want changed.

Change of subject of your dissertation:

It is not necessary to communicate this information. As soon as you start with your (electronic) application for a doctoral degree just insert the final title into the electronic form.

Change of department where you are enrolled on the doctoral candidacy list:

Please send a hardcopy letter to the Dekanat of the department you want to leave, stating that you wish to change from one doctoral candidacy list to another. This letter needs to be signed by yourself and your supervisor. Please state if there will be a major change of the subject of your dissertation. Only if your subject remains roughly the same, there is a chance that the department you join will take over the enrollment. Otherwise there is the danger that you have to make a new enrollment, including all disadvantages, e.g. the two year membership starts from the beginning. The department you want to leave will take care of the change.

Change of supervisor:

1. Please write a letter stating which supervisor will take over your dissertation project. All persons concerned (first supervisor, second supervisor, you as the doctoral student) have to agree to the change by signing the letter.
2. Please make the necessary changes in your supervision agreement. Even if there are no changes in the content of the SV, it needs to be signed by the second supervisor in any case. The new SV has to be signed again by your graduate center.
3. The documents from 1 und 2 need to be uploaded by the doc-gs support. So please send or bring your documents to the Dekanat. There they will be forwarded to doc-gs.

You want to delete your entry in the doctoral candidacy list?

Please write an informal email to docgs@zv.tum.de, stating your wish.

Please note:

If you change your supervisor, department, graduate center and subject of your dissertation at the same time, you need to newly enroll onto the doctoral candidacy list of the department you want to join.