

**This translation is provided for convenience only; the German version shall prevail in case of discrepancy.**

# **Order**

## **Graduate Center of Medicine and Health**

### **Preamble**

Based on § 3 Para. 2 of the Statute of the TUM Graduate School (Statute TUM-GS) of 23.08.2021, the following regulations for the Graduate Center of Medicine and Health are adopted.

It also regulates the doctoral programs for which the TUM School of Medicine and Health is responsible, taking into account the specialist breadth and special features of the participating disciplines of medicine, dentistry, biomedicine, sports sciences and health sciences.

The requirements and special features for the Medical Life Science and Technology program (Ph. D.) are regulated in separate study and examination regulations.

### **§ 1**

#### **Name and position within the TUM Graduate School**

The Graduate Center of Medicine and Health (GCMH) is part of the TUM School of Medicine and Health and the TUM Graduate School, which is a central scientific institution of TUM. The name and appearance of the Graduate Center of Medicine and Health are based on the corporate design of TUM and the TUM Graduate School.

### **§ 2**

#### **Tasks and Aims**

- (1) The regulations pursuant to § 2 and § 14 of the TUM-GS Statute of 23.08.2021 on the goals and tasks of the TUM-GS and the Graduate Centers apply. The Graduate Center of Medicine and Health fulfils the objectives and tasks set out in the TUM-GS Statute in particular in the following form:
  - a) Supervision of doctoral studies at the TUM School of Medicine and Health and support for doctoral students,
  - b) Integrating doctoral researchers into the TUM School of Medicine and Health and increasing their visibility at TUM level and beyond as a driver of scientific progress,
  - c) Representation of the specific needs of the School and the interests of doctoral students at TUM level,
  - d) Quality assurance of doctoral procedures based on uniform standards for all doctoral programs,
  - e) Promotion of subject-specific qualification elements and good scientific practice (§14), which help to develop doctoral researchers into independent scientists with integrity,
  - f) Organisation and implementation of events that go beyond the departmental level, in particular summer/winter schools, retreats and a science day for doctoral students,
  - g) Promoting interzationalisation,

- h) Promotion of interdisciplinary networking,
  - i) Creating transparency and maintaining equal opportunities for all doctoral researchers.
- (2) The tasks mentioned in para. 1 shall be carried out in coordination with the TUM-GS office.

## **§ 2**

### **Structure**

- (1) The regulations pursuant to § 3 and § 14 of the TUM-GS Statute of 23.08.2021 on the structure of the TUM-GS and the Graduate Centers apply.
- (2) The Graduate Center of Medicine and Health is subdivided as follows:
- a) PhD program "Medical Life Science and Technology",
  - b) Doctoral program "Experimental Medicine and Health Sciences" (Dr. rer. nat.),
  - c) PhD program "Translational Medicine" (Dr. med. sci.),
  - d) Doctoral program "Behavioral and Social Sciences" (Dr. phil.),
  - e) Doctorates in human medicine and dentistry (Dr. med. and Dr. med. dent.).

## **§ 3**

### **Governing bodies**

- (1) The governing bodies of the Graduate Center are:
- a) the Executive Board (§ 8),
  - b) the spokesperson of the Graduate Center (§ 9),
  - c) the representation of doctoral candidates (§ 11).
- (2) The Executive Board may appoint advisory bodies (e.g. a Scientific Advisory Board) as required.
- (3) In addition, the following other committees exist for the doctoral programs run in the Graduate Center of Medicine and Health:
- a) the study committee established in accordance with § 7 of the study and examination regulations for the PhD program Medical Life Science and Technology,
  - b) the steering committee "Experimental Medicine and Health Sciences" for doctorates to the Dr. rer. nat. degree (§10),
  - c) the steering committee "Translational Medicine" for the doctorates Dr. med. sci. (§10),
  - d) the steering committee "Behavioral and Social Sciences" for the doctoral degrees (§10),
  - e) the steering committee for doctorates in human medicine and dentistry to the degree of Dr. med. and Dr. med. dent. (§10).

## § 4

### Membership

The regulations according to § 5 Statute TUM-GS in the currently valid version apply to membership. Accordingly, the doctoral candidates are provisional members of the Graduate Center of Medicine and Health after a successful formal examination by the doctoral supervising institution, to which they have applied for admission according to § 5 Para. 2 of the Statute TUM-GS. Upon entry in the doctoral list, the doctoral candidates are members of the Graduate Center. Termination of membership is governed by § 5 Para. 5 and Para. 6 of the TUM-GS Statute.

## § 5

### Associate members

Under the conditions of § 6 Statute TUM-GS, further persons may be admitted as associate members of the Graduate Center of Medicine and Health.

In addition, within the framework of the Graduate Center of Medicine and Health, it is determined:

Doctoral students who are temporarily involved as guests at the School of Medicine and Health for research and science can be associated at their request and participate in the qualification program of the Graduate Center of Medicine and Health.

## § 6

### Member Rights and O

With regard to the rights and duties of members of the Graduate Center of Medicine and Health, the regulations according to § 7 Statute TUM-GS apply accordingly.

## § 7

### Management Board

(1) The board of the Graduate Center consists of:

- a) the speaker,
- b) the Deputy Speaker,
- c) the head of the study committee of the PhD program "Medical Life Science and Technology",
- d) the heads of the respective steering committees of the doctoral programs "Experimental Medicine and Health Sciences", "Translational Medicine", "Behavioral and Social Sciences" and the doctorates in human medicine and dentistry,
- e) the 3 representatives of the doctoral candidates elected in accordance with §11 (1),
- f) one elected representative of the group of TUM Junior Fellows and Tenure Track Professors, ex officio,
- g) of the Executive Board of the Graduate Center of Medicine and Health (without voting rights),
- h) the Deputy Executive Board of the Graduate Center of Medicine and Health (without voting rights),
- i) the Vice Dean Research and Innovation as representative of the School Executive Board (without voting rights),

- j) the Vice Dean Academic and Student Affairs as representative of the School Executive Board (without voting rights).
- (2) The Board of the Graduate Center of Medicine and Health may co-opt other advisory Board members.
  - (3) The Executive Board decides on the strategic orientation of the Graduate Center, reviews the implementation of the objectives according to § 2 and gives initiatives for the further development of the Graduate Center. Furthermore, it is responsible for the following tasks:
    - a. Development and assurance of the subject-specific qualification concept as well as its quality control and coordination within the TUM-GS,
    - b. Preparation of the Graduate Center of Medicine and Health's work report to the TUM-GS Board,
    - c. Advising on budgetary matters, implementation and quality assurance of the internal resource allocation procedure,
    - d. Implementation of the TUM Diversity Code of Conduct within the framework of doctoral training,
    - e. Coordinating cooperation with other graduate centers at TUM, other universities and non-university partners,
    - f. Drafting of proposed amendments to the regulations of the Graduate Center of Medicine and Health.
  - (4) The Board meets at least twice a year. The meetings are initiated by the Executive Director of the Graduate Center of Medicine and Health and chaired by the spokesperson or his/her deputy.
  - (5) The Executive Board may adopt rules of procedure.

## **§ 8**

### **Spokesperson of the Graduate Center**

- (1) The spokesperson heads the Graduate Center. He or she is responsible for the tasks set out in § 11 Para. 2 of the TUM-GS Statute.
- (2) The spokesperson of the Graduate Center and his/her deputy must be full-time, tenured professors of TUM. The spokesperson is elected by the School Council on the recommendation of the Dean of the TUM School of Medicine and Health. The term of office is 3 years. Re-election is possible. The deputy is elected by the Board of the Graduate Center of Medicine and Health from its members. The offices of spokesperson and deputy spokesperson are to be filled equally between the medical departments and the sports and health science department.

## **§ 9**

### **Committees of the doctoral programs**

- (1) Each doctoral program has a steering committee. The steering committee supports the Dean of the TUM School of Medicine and Health in quality assurance and implementation of the decisions of the doctoral supervising institution in the respective doctoral program. It reviews the submitted projects according to the guidelines for the award of doctoral degrees
- (2) The respective program director and the members of the steering committees mentioned under (3)-(6) shall be elected by the School Council on the proposal of the School Executive Board after consultation with the spokesperson of the Graduate Center of Medicine and Health. Excluded from this

are the doctoral representatives, who are elected according to §11 (3) and (4), and the deputy program directors, who are elected by the respective steering committees from their ranks in a secret ballot. The term of office is 3 years. Re-election is possible.

- (3) The steering committee of the doctoral program "Experimental Medicine and Health Sciences" consists of the program director and 6 university teachers according to Art. 19 Para. 1 Bavarian University Innovation Act (BayHIG) or TUM Junior Fellows. At least three members must hold the title of Dr. rer. nat. or an internationally recognised equivalent (PhD in a natural science subject). Each department of the School of Medicine and Health must be represented by at least one person, and one member should come from one of the natural science schools of TUM. Furthermore, two representatives of doctoral students participate in the steering committee.
- (4) The steering committee of the doctoral program "Translational Medicine" consists of the program director and 6 university teachers according to Art. 19 Para. 1 BayHIG or TUM Junior Fellows. At least three members must hold the title of Dr. med. or an internationally recognised equivalent (PhD in a medical subject). Each department of the School of Medicine and Health should be represented by at least one person. In addition, two representatives of doctoral students participate in the steering committee.
- (5) The steering committee of the doctoral program "Behavioral and Social Sciences" consists of the program director and 6 university lecturers according to Art. 19 Para. 1 BayHIG or TUM Junior Fellows. At least three members should hold the title of Dr. phil. or a recognised equivalent in a social science or humanities subject. Each department of the School of Medicine and Health should be represented by at least one person. In addition, two representatives of doctoral students participate in the steering committee.
- (6) The steering committee for the doctorate in human medicine and dentistry consists of the program director and 6 university lecturers according to Art. 19 Para. 1 BayHIG or TUM Junior Fellows. At least three members must hold the title Dr. med. (dent.) or an internationally recognised equivalent (PhD in a medical subject). In addition, two representatives of doctoral students participate in the steering committee.

## § 10

### Doctoral candidate representation

- (1) The following internal doctoral representatives are elected:
  - 3 doctoral representatives on the Board of the Graduate Center of Medicine and Health, who are also delegated representatives on the Graduate Council in accordance with §12 of the TUM-GS Statute.
  - 2 doctoral representatives each in the doctoral program "Experimental Medicine and Health Sciences", in the doctoral program "Translational Medicine", in the PhD program "Medical Life Science and Technology" according to §7 (2) of the respective valid study and examination regulations, in the doctoral program "Behavioral and Social Sciences" and for medical and dental doctorates.
  - The elections for all doctoral representatives shall be conducted in accordance with §11 (2)-(5).
- (2) The doctoral representatives are elected by the doctoral candidates of the Graduate Center of Medicine and Health in a secret ballot using ballot boxes, suitable software or by postal vote. All doctoral candidates who are members of the Graduate Center at the time of the announcement of the candidates are eligible to vote and to be elected.

- (3) The doctoral representatives for the steering committees are elected by the respective program participants via a list of persons. This means that the names of all candidates for the respective committee appear on the ballot paper and all persons can be elected individually. The candidates who receive the most or second most votes with a simple majority are elected. If several candidates receive the same number of votes in the first ballot, a second ballot shall be held. In the second ballot, the candidates who received the same number of votes in the first ballot shall be elected. If in the second ballot none of the candidates receives the required majority according to sentence 1, a third ballot shall take place, which shall be conducted in the same way as the second ballot. In the event of another tie, the decision shall be made by drawing lots.
- (4) The ten elected doctoral representatives of the doctoral programs elect three persons from among their number for the board of the Graduate Center of Medicine and Health. The candidates who receive the most votes with a simple majority are elected. If several candidates receive the same number of votes in the first ballot, a second ballot shall be held. In the second ballot, the candidates who received the same number of votes in the first ballot shall be elected. If in the second ballot none of the candidates receives the required majority according to sentence 1, a third ballot shall take place, which shall be conducted in the same way as the second ballot. In the event of another tie, the decision shall be made by drawing lots.
- (5) The election is organised annually by the office of the Graduate Center of Medicine and Health.

## **§ 12**

### **Management Office**

- (1) The office of the Graduate Center is headed by an Executive Director. The Executive Director is appointed by the Dean of the School of Medicine and Health in consultation with the Speaker of the Graduate Center of Medicine and Health and the Graduate Dean.
- (2) The office is responsible in particular for:
  - a) Organisation and handling of the tasks of the Graduate Center (§ 2),
  - b) Cooperation with the TUM-GS office,
  - c) Human resources, reporting and finance,
  - d) Organisation of the elections according to § 9, § 10 and § 11.

## **§ 13**

### **Adoption of Resolutions, Elections, Minutes**

The regulations according to § 15 Statute TUM-GS of 23.08.2021 regarding the passing of resolutions, elections, taking of minutes shall apply.

In addition, within the framework of the Graduate Center of Medicine and Health, it is determined:

The bodies, committees and boards of the Graduate Center of Medicine and Health mentioned in § 4 may also pass resolutions by circulation if no other regulation exists. This is also possible by electronic means.

## § 14

### Thesis Advisory Committee

- i. The Thesis Advisory Committee consists of three persons: the first supervisor, the second supervisor and a mentor. A maximum of two persons may belong to the same institution (clinic/institute/chair). Also professionally competent persons from outside the TUM can be included in the Thesis Advisory Committee. The composition is reviewed by the respective steering committee.
- ii. The Thesis Advisory Committee accompanies a dissertation project and the development of the doctoral student.
- iii. At the beginning of a doctorate, the Thesis Advisory Committee is determined by mutual agreement between the participants and the doctoral candidate. It can be changed in the course of the doctoral project for important subject-related or non-subject-related reasons after hearing the participants in agreement with the spokesperson of the Graduate Center.
- iv. The first supervisor bears the main responsibility for the professional supervision and must be a member of the TUM. The other supervisors/mentors assume a professional and interdisciplinary advisory function and support both the first supervisor and the successful and rapid progress of the doctorate and the development of the doctoral student.
- v. In the doctoral program "Experimental Medicine and Health Sciences", all three members of the Thesis Advisory Committee must be university teachers according to Art. 19 Para. 1 BayHIG. A TUM Junior Fellow can be a member of the Thesis Advisory Committee either as first supervisor or first mentor. Both a member of the Thesis Advisory Committee and a member of the Examination Committee should hold a Dr. rer. nat. degree or an internationally recognised equivalent (PhD in a natural science subject).
- vi. In the doctoral program "Translational Medicine", all three members of the Thesis Advisory Committee must be university teachers according to Art. 19 Para. 1 BayHIG. A TUM Junior Fellow can be a member of the Thesis Advisory Committee either as first supervisor or first mentor. Both a member of the Thesis Advisory Committee and a member of the Examination Committee should themselves hold a Dr. med. (dent.) title or an internationally recognised equivalent (PhD in a medical subject).
- vii. In the doctoral program "Behavioral and Social Sciences", two members of the Thesis Advisory Committee (first supervisor and second supervisor) must be university teachers according to Art. 19 Para. 1 BayHIG. A TUM Junior Fellow can be a member of the Thesis Advisory Committee either as first supervisor or first mentor.
- viii. The supervisors must be authorised to conduct examinations according to §10 (1) Doctoral Regulations of the TUM. Both a member of the Thesis Advisory Committee and a member of the Examination Committee should themselves hold a Dr. med. (dent.) title or an internationally recognised equivalent (PhD in a medical subject).
- ix. In addition to the Thesis Advisory Committee, one person can be appointed as a further mentor. Additional mentors can be all persons who have proven their ability to conduct independent scientific work, usually through a doctorate.



## § 15

### Training Program

- (1) The regulations according to § 16 Statute TUM-GS of 23.08.2021 on the qualification program as well as the regulations according to § 8 No. 1 of the TUM Doctoral Regulations of 23.08.2021 apply. The following elements are obligatory within the framework of the qualification program and must be proven before submitting the dissertation:
  - a) a membership in the TUM Graduate School of at least two years,
  - b) participation in the kick-off seminar,
  - c) participation in subject-specific courses amounting to at least 6 semester hours, which may be spread over the entire doctoral period,
  - d) the active integration of the doctoral student in the academic environment of TUM, which is appropriate for the academic qualification,
  - e) documented feedback discussions with the first supervisor with the participation of the other members of the Thesis Advisory Committee about the doctoral project,
  - f) a discussion of the research project in the international professional community.
- (2) The following compulsory elements are designed within the framework of the Graduate Center as follows:
  - a) The integration of doctoral students into the academic environment of TUM is given in the following cases:
    - i. Collaboration in a research group at TUM, MRI or a public, academic research institution recognised by the Graduate Center of Medicine and Health.
    - ii. Proof of attendance time, the taking of courses or the supervision of theses or comparable at the institutions mentioned under i. in the amount of at least one hour per week on average in a structured self-report. As a rule, the institution of the doctoral candidate's first supervisor is to be chosen as the institution, otherwise, especially if this person does not work or no longer works at one of the institutions mentioned under i., at the institution of an appointed professor of the School of Medicine and Health of TUM, who is involved in the doctoral project as a TAC member. The Graduate Center may define specific requirements for special cases.
  - b) Feedback sessions:
    - i. A first feedback meeting between the doctoral candidate and the Thesis Advisory Committee takes place no later than twelve months after joining the TUM-GS.
    - ii. At least one further feedback meeting will take place in the course of the further doctoral period.
    - iii. Feedback meetings require an official meeting of the doctoral candidate with his/her Thesis Advisory Committee. In accordance with TUM-GS Statute § 16 (8), the status and results of the project to date must be presented by the doctoral candidate and discussed in the group. On the other hand, it must be evaluated whether the doctoral candidate has achieved the qualification program regulated in these regulations as well as the goals and tasks regulated in the supervision agreement according to the respective status.



- iv. The members of the Thesis Advisory Committee must write a report on the feedback discussions according to the templates of the GZ and recommend to the GZ either the continuation of the doctoral project or its termination.
- c) Discussion of the research project in the international professional community:
- i. <sup>1</sup>At least one paper (proceedings, poster or oral presentation) with an accepted, substantial and peer-reviewed abstract including data, methodology and results with the doctoral candidate as first author must have been accepted at an international, peer-reviewed scientific conference. <sup>2</sup>If an original paper with the doctoral candidate as first author has been accepted in an international peer-reviewed journal, the conference contribution should normally be omitted.
  - ii. <sup>1</sup>In the programs "Experimental Medicine and Health Sciences", "Translational Medicine" and "Behavioral and Social Sciences", proof of publication activity is required in addition to §15 Para. 2 c i. Sentence 1. <sup>2</sup>For this purpose, in the biomedically oriented programs "Experimental Medicine and Health Sciences" and "Translational Medicine", either an original thesis with the doctoral candidate as first author must have been submitted to an international peer-reviewed journal, or published on an open access or pre-print platform that is subject to quality control, or an original thesis with the doctoral candidate as co-author must have been accepted for publication. <sup>3</sup>In the program "Behavioral and Social Sciences", which leads to the doctorate, a contribution to the discussion of the doctoral topic with the doctoral candidate as first author must have been submitted in a publication form recognised for the respective discipline (e.g. journal, book chapter in an edited work) or published (e.g. open access or pre-print platform with quality control). <sup>4</sup>This must be subject to the peer review process and be internationally visible.
- (3) In addition, the following prerequisites and obligatory qualification elements are specified for the doctoral programs assigned to the Graduate Center:
- a. Participation in a seminar on good scientific practice is obligatory for all doctoral students of the Graduate Center of Medicine and Health. In addition to subject-specific, in particular ethical aspects (e.g. in clinical studies, in the handling of human materials), the subject of the seminar is the teaching of the DFG guidelines for ensuring good scientific practice and the corresponding TUM regulations as well as the TUM guidelines on citations. The course of approximately three hours is offered regularly by the Graduate Center of Medicine and Health. Alternatively, an equivalent course with comparable content can be attended. The Graduate Center of Medicine and Health decides on the equivalence. Participation should take place within the first six months of the doctoral project.
  - b. Compulsory participation with active contribution in at least one event organised by the Graduate Center (e.g. Science Day, Retreat, Winter/Summer School, Editor Series etc.) amounting to at least 6 hours (8x45 minutes). For doctoral degrees (Dr. med. and Dr. med. dent.), participation and active contribution to institute-specific events is sufficient.

## § 16

### Internationalization

Every doctoral student can complete an international research phase according to §16 (10) Statute TUM-GS. Doctoral candidates who are employees of TUM or the Klinikum rechts der Isar (MRI), scholarship holders with a job at these institutions or provisional members of TUM-GS enrolled in a domestic degree program qualifying for the intended doctorate may apply for financial support from TUM-GS for the international research phase in accordance with the applicable TUM regulations. This support requires participation in the TUM-GS kick-off seminar and a completed positive feedback interview. In exceptional cases, the Graduate Center may decide, upon justified application, that doctoral candidates receive financial support even before the feedback interview. Doctoral candidates who are employees or scholarship holders at institutions other than TUM or MRI can only be funded in exceptional cases following a justified application to the TUM Graduate School. A written report on each stay abroad must be submitted to the Graduate Center of Medicine and Health and the TUM-GS.

## § 17

### Validity of other regulations

The study and examination regulations of the PhD program "Medical Life Science and Technology" and the doctoral regulations of TUM remain unaffected by these regulations. In case of doubt, these regulations take precedence over the regulations made within these regulations.

## § 18

### Conflict cases

The regulations on conflict cases according to § 18 Statute TUM-GS of 23.08.2021 apply.

## § 119

### Final provisions and entry into force

- (1) Pursuant to § 3 Para. 2 of the TUM-GS Statute, additions or amendments to these regulations require the consent of the Board of the TUM Graduate School and the Presidential Board of the TUM.
- (2) <sup>1</sup>These regulations shall enter into force on 01.10.2023. <sup>2</sup>At the same time, the MGC regulations of ... in the version of 24.03.2021 as well as the FGZSG regulations of ... in the version of ... shall expire subject to p. 3. <sup>3</sup>Those who were already members of the MGC or the FGZSG on 30.09.2023 shall fulfil the respective qualification program and the requirements for the TAC under the previously applicable conditions. <sup>4</sup>If this is no longer possible, the Graduate Center will make appropriate arrangements, taking into account the protection of the doctoral researchers' legitimate expectations. Upon application to the Graduate Center of Medicine and Health, these members may change to the new regulations without the deviating regulation mentioned in sentence 3. <sup>5</sup>The declaration is binding.