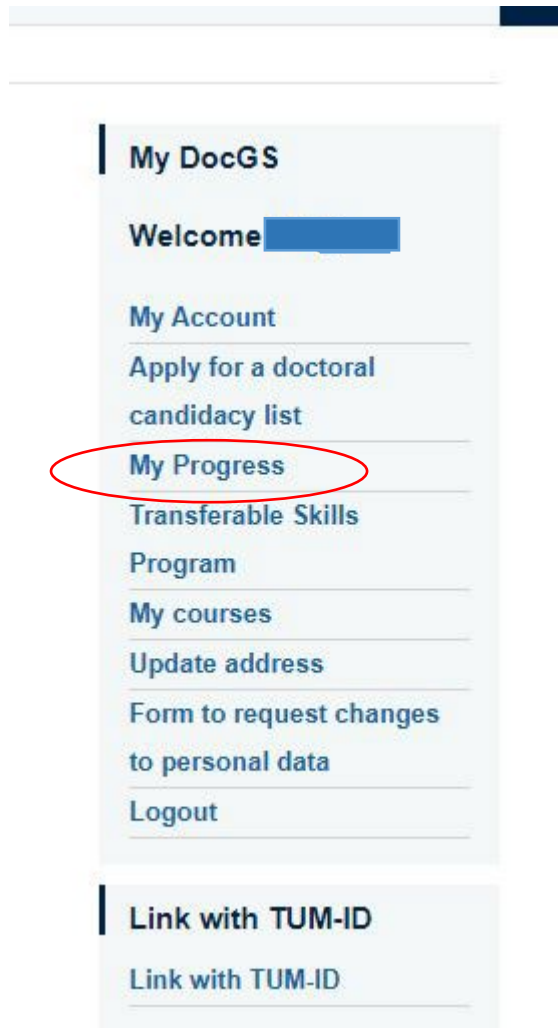
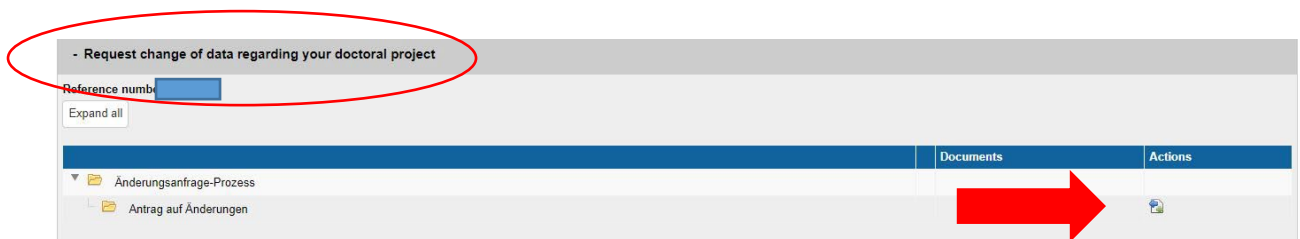


## Guide: Request change of data regarding your doctoral programm

Step 1: Log in DocGS and open progress tree



Step 2: Request change → expand everything until the blue icon "New entry" appears on the right



### Step 3: Select the desired application (drop-down list)

#### Add information

##### Request to change data regarding your doctoral project

Here, you can request to change some data regarding your doctoral project.

At the moment a change of the following can be requested:

- Mentor
- Supervision Agreement
- Regulations for the award of doctoral degrees and the Statutory Regulations of the TUM Graduate School
- Pursued doctoral degree (This change is only possible if your qualification program is not yet fulfilled!)

Please select the option and fill out the form.

After submitting, your request will be processed by the party responsible, e.g. your graduate center.

In case you are asked to upload documents for these change requests, e.g. the supervision agreement, please upload the complete document, not just single pages. You can download your current supervision agreement in the form.

If you want to change personal data please click on Request to change personal data in the menu on the right, you can change your address in your user account yourself.

Attention: Please be sure to report the change of supervisor by mail to your Graduate Center. The change of the supervision agreement is not sufficient.

If you already have a submission tree and wish to change your intended doctoral degree, please write to us at: [docgs@gs.tum.de](mailto:docgs@gs.tum.de)

If you have questions about the process, please contact [docgs@gs.tum.de](mailto:docgs@gs.tum.de) or your respective Graduate Center.

Select the information to add  
Antrag auf Wechsel der Betreuungsvereinbarung ▾

Add

### Step 4: Fill out and submit request

Gender \*  
- None - ▾

Academic Title \*

First Name \*

Family/Last Name \*

Email \*

Updated supervision agreement \*  
You can download the current supervision agreement above. Please upload an updated version of the supervision agreement with the name and signature of the mentor here. Please upload the complete supervision agreement, not just single pages. Caution: You can only change the mentor here. All other updates in the supervision agreement are not changed automatically in DocGS. If you want to change other data like supervisor, doctoral degree, Graduate Center, Degree Awarding Institution...etc, please contact your respective Graduate Center.  
Files must be less than 256 MB.  
Allowed file types: pdf.  
 Keine Datei ausgewählt

▼ Date of change \*  
Date  
E.g., 10.06.2023  
  
Bitte geben Sie das Datum an, zu dem der Wechsel des/der Mentor\*in vollzogen wurde. Daten in der Zukunft sind nicht zulässig.

Reason for changing the mentor  
Bitte geben Sie hier eine Begründung für den Wechsel Ihres/Ihrer Mentor\*in an. Falls Sie lediglich den/die Mentor\*in nachmelden möchten, können Sie diese Begründung angeben.