

# 'Call' for study records

Authors can be placed here





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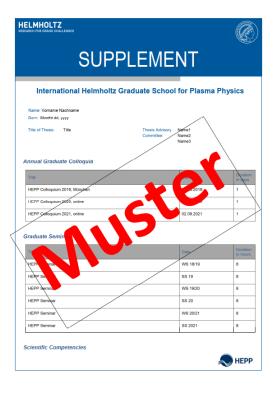
### Why?



- Study record forms serve as proof of your study achievements and the successful completion of the HEPP curriculum
- based on the information therein, your HEPP certificate will be issued after your successful PhD defense







#### Who?



HEPP members, enrolled at TUM do not need to submit study records (TUM DOC-GS is used instead to prove their achievements)

HEPP members, enrolled elsewhere:

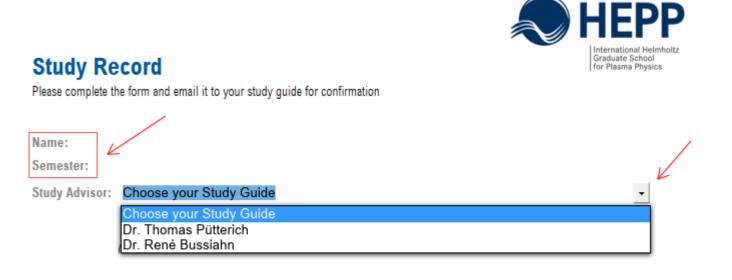
#### mandatory

HEPP fellows: if you're interested in the certificate, you need to complete the curriculum, which requires submission of study records as prove

### How?



- prepare one document per semester
- best practice: fill in the study records electronically
- enter Name and Semester, chose your study guide

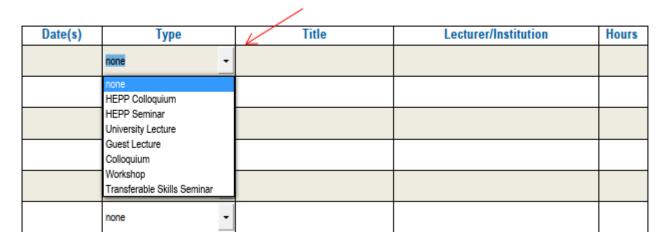


#### How?



#### Course Attendance (e.g. University Lectures, Guest Lectures, Workshops, Transferable Skills Seminars, Colloquia)

- use the available drop down lists to select the category and fill in the other columns
- 'University Lecture': please enter the time invested, i.e. SWS not ECTS
- 'HEPP colloquium': indicate under 'title' if you 'attended', 'presented a poster/contributed talk at DPG' or gave your 'final HEPP talk
- 'HFPP seminar': indicate whether you gave a talk (intro/progress) and/or attended



# **Publications / Conference Contributions Full Citation** Type Paper Article Poster

#### How?



 save the filled-in form according to this file name template: SR\_familyname\_firstname\_semester.pdf

where semester should be given in the form ssYY (summer semester) or wsYY/YY (winter semester), example: SR\_lustich\_petra\_ws21/22.pdf

 send the pdf to your local study guide by email, with "HEPP study records" as subject

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