



**Registration at the LMU, LSM,
for doctoral students from abroad**
(* indicates the forms to be downloaded)

Step 1

For students with a supervisor, who is a direct member of the faculty of Biology:

- First download the file “confirmation-1*”, which needs to be filled in and signed by your supervisor.
- Go to the dean’s office, Großhaderner Str. 2, 82152 Planegg-Martinsried, room no. B01.030 (1st floor, office hours: Monday to Thursday, 9:00 to 12:00 a.m.) and bring with you the following documents:
 1. Originals and copies of your university qualifying documents (bachelor and master degree, certificate and transcript of records).
 2. German or English translation of your documents.
 3. Confirmation-1*
 4. Proof of pursuing a Master thesis (or 4-year bachelors/ bachelors with honors)
 5. Proof of the duration of your studies.

For students with a supervisor, who is not a direct member of the faculty of Biology:

- First download the file „*Externe Promotion Anmeldung**“, which has to be filled in and signed by your external supervisor (who is not a direct member of the faculty of Biology) and your “Doktor-vater/mutter” from the faculty of Biology.
- Go to the dean’s office, Großhaderner Str. 2, 82152 Planegg-Martinsried, room no. B01.030 (1st floor, office hours: Monday to Thursday, 9:00 to 12:00 a.m.) and bring with you the following documents:
 1. Originals of your university qualifying documents (bachelor and master degree, certificate and transcript of records).
 2. German or English translation of your documents.
 3. „*Externe Promotion Anmeldung**“.



4. Proof of pursuing a Master thesis (or 4-year bachelors/ bachelors with honors)

5. Proof of the duration of your studies.

After reviewing your documents, the dean signs an authorization enabling you to pursue your doctoral studies (*Promotionsberechtigung*), which must be collected from his office.

With this authorization you should make an appointment at the office of international affairs (aka International office) (*Referat für Internationale Angelegenheiten, Referat II A 3*) Ludwigstr. 27, 80539 München, Tel. 089/2180-3743 and bring with you the following documents:

1. Doctoral studies authorization, which have been approved by the dean of the faculty of Biology.
2. Diploma documents or bachelor and master degree, certificate and transcript of records
3. Visa if necessary
4. For further information: <http://www.uni-muenchen.de/studium/kontakt/international/index.html>

Step II

You will need to be matriculate for six semesters at LSM before being allowed to finish your doctoral studies. These six semesters must be completed before you graduate, however you do not need to be matriculate at the time of your disputation, e.g. you can have more time for your thesis.

For more information about matriculation, please check the following link:

http://www.uni-muenchen.de/studium/hochschulzugang/bewerb_einschreib/index.html

The office of international affairs offers support for matriculation issues.

Step III-After the completion of your thesis:

After completing your doctoral thesis, you need to make an appointment at the dean's office (Tel. 089/2180-74120 or dekanat19@lmu.de) to hand in your thesis. You need to bring with you the following documents:



1. Filled in form for dissertation submission (*Antrag zur Abgabe der Dissertation**)
2. CV (single sheet and integrated)
3. Originals of your university qualifying documents
4. Two copies of your thesis
5. Filled in supervisor agreement with his/her suggestion for the examination board (*Doktorvater Brief Abgabe**)
6. Filled in "*Eidesstattliche Erklärung*/Erklärung über frühere Promotionsversuche*" form (single sheet and integrated)
7. Certificate of good conduct or contract of employment
8. Confirmation of enrollment at the LSM
9. Only for students who have done a cumulative doctoral studies: a confirmation of your own contribution as a co-author, signed by both, you and your supervisor (single sheet and integrated) needs to be handed in; please do also check "*Cumulative thesis, information**".

Step IV

After every member of the examination board has evaluated your dissertation, you will receive an email so that you can arrange your oral examination (Disputation), normally with the first four members of your examination board.

Once you send an e-mail that includes the date and place of the exam, we will write an official invitation and send it to you and to the members of the examination committee.

The Rigorosum is an oral examination, which consists normally of an oral presentation of your doctoral thesis (20 minutes), questions specific to your thesis from the committee (20 minutes) and questions from thesis related biological fields (20 minutes).

The Disputation consists of a public defense of your doctoral thesis (30 minutes), an adjacent public discussion (10 minutes) and an oral examination, in which only the committee members ask questions specific to your thesis and from related biological fields.

Step V

You will only be eligible to receive the certificates with the academic title "*Doctor rerum naturalium*" after submitting six copies of your dissertation to the "*Schriftenstelle der Universität*" and after publishing your dissertation electronically, <https://edoc.ub.uni-muenchen.de/>.

Only once you have been issued the certificates, you are granted the right to the title of "*Dr.rer.nat.*"