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**Examination and Study Regulations of the Ludwig-
Maximilians-University Munich
for the Doctoral Program Life Science Munich
(2013)**

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This is an uncertified translation and therefore not legally binding. For legally binding regulations, please see the original „Prüfungs- und Studienordnung der LMU München für den Promotionsstudiengang Life Science Munich (2013) vom 03. July 2014“.

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I. General Information

§ 1

The Program and the Purpose of the Doctoral Examination

(1) ¹The doctoral program focuses on current research in Biology, Molecular Biology and Biochemistry in the scientific fields of Botany, Zoology, Systematics, Anthropology, Genetics, Microbiology, Ecology, Evolutionary Biology, Cell Biology and other related subjects. ²An integrative approach is taken through representatives of different fields of study. ³Students deepen their knowledge about current scientific research in biology and the life sciences, get acquainted with a broad range of scientific methods and improve their skills in independently coping with different scientific tasks. Students gain competences in presenting their research results at scientific conferences as well as their publication in international journals. Most importantly they are enabled to independently carry out in-depth scientific work. ⁴Thus the degree program serves to develop junior scientists.

(2) The study-accompanying doctoral examination (§ 9 paragraph 1) determines whether the student is capable of independently carrying out profound scientific work and has obtained the qualifications for science and research.

(3) ¹In the course of this doctoral program also key skills will be conveyed, ²including

1. the ability to research, assess, summarise and structure knowledge and information,
2. general knowledge of the relevant topics in each subject,
3. interconnected thinking,
4. organisation skills and the ability to transfer knowledge,
5. competence in information resources and the media,
6. learning and presentation skills,
7. communication and mediation skills,
8. ability to perform in a team, pertaining to gender equality in particular,
9. language skills as well as
10. data processing skills.

(4) The study program is held in English.

§ 2 Academic Degree

Upon successful completion of this doctoral program, the faculty of Biology awards the academic degree „Doktorin der Naturwissenschaften“ or “Doktor der Naturwissenschaften“ (abbr. „Dr.rer.nat.“).

§ 3 Admission Requirements

(1) ¹Requirement for matriculation to this doctoral program is proof of a qualifying college or university degree or its equivalent from a domestic or foreign institution with at least 180 ECTS-points in the field of Biology or closely related subjects.

²Further requirements may be found in the admissions regulations of the Ludwig-Maximilians-University, Munich.

(2) Assessment and decisions pertaining to admission in the sense of paragraph 1 is performed in consultation with the doctoral examination board.

(3) If an applicant does not meet the requirements of paragraph 1, any grades from module or sub-module exams or prerequisites are invalid unless an explicit decision to this order is issued by the examination board and proof of qualifications is provided in due time.

§ 4 Student Guidance and Counselling Centre and Subject-related Counselling

(1) ¹The Student Guidance and Counselling Centre at the Ludwig-Maximilians-University, Munich, gives information and advice in cases of interdisciplinary problems in particular. ²Students should consult it particularly prior to the onset of studies, in the case of an intended transfer to different study programs and in questions related to admission regulations.

(2) ¹Subject-related counselling is provided by an appointed counsellor in the faculty. ²The counselling covers content-related or schedule-related inquiries about the degree program. ³Information about exams and the recognition of competences is provided by members of the doctoral examination board and the study coordinator.

II. Duration, Structure and Course of Studies

§ 5 Onset of Studies, Prescribed Period of Study, Hours per Week per Semester

(1) Students can begin the doctoral program in the winter or summer semester.

(2) ¹The prescribed period of study is six semesters, including time to prepare the dissertation. ²A total of 40 SWS (hours per week per semester) at the most is required in the curricularly prescribed program (§ 6 paragraph 1 sentence 1 no 1).

§ 6

Structure of Study Program, ECTS Points

(1) ¹This doctoral degree program requires a total of 180 European Credit Transfer System (ECTS) points, to obtain as follows:

1. 30 ECTS points in the sub-module exams for the mandatory modules P 1, P 3, P 4 and P 7 as specified in Attachment 2/Column 12 (curricularly prescribed doctoral program),
2. 140 ECTS points in the module and sub-module exams for the mandatory modules P 2, P 5, P 6 and P 8 as well as the mandatory course P 9.1 as specified in Attachment 2/Column 12 (scientifically guided doctoral program) and
3. 10 ECTS points in the sub-module exam for the mandatory course P 9.2 as specified in Attachment 2/Column 12 (disputation).

²ECTS points are quantifiable units representing the total workload of the student.

³They contain all forms of courses described in § 8 paragraph 1 sentence 2 including preparation and study time (presence and independent study modes), preparation for exams and the exam itself. ⁴One ECTS point corresponds to a workload of 30 hours, so that the total workload within the prescribed period of study (§ 5 paragraph 2 sentence 1) comes to a sum of 900 work hours per semester.

(2) ¹In each semester students shall acquire ECTS points according to Attachment 2/Column 18. ²ECTS points are only awarded upon completion of modules (§ 10 paragraph 4 sentence 2).

§ 7

Modularisation and Modules

(1) ¹This doctoral program is based on a modular system, and compulsory module regulations are described in Attachment 2. ²Empty cells on the table in Attachment 2 are not constrained to a particular content.

(2) ¹Studying for this doctor's degree entails exclusively mandatory modules. ²These are to be absolved without exception.

(3) A module describes a set of thematically related courses within a certain time period, including one module exam and one or several sub-module exams, by which the respective number of ECTS points (see § 6 paragraph 1)) are awarded providing successful completion of the module or sub-module exams within a given length of time.

4) ¹A module may extend over one or two semesters at the most (see Attachment 2).
²The extent of a module sums up to multiples of three ECTS points (according to Attachment 2/Column 18).

(5) Attachment 2 defines

1. the modules,
2. their assignment to one or several regular study semesters,
3. their admission requirements (Attachment 2/Column 2),
4. the module types (mandatory or elective – Attachment 2/Column 3); the selection modalities for elective modules,
5. the module numbers (Attachment 2/Column 4),
6. the module names (Attachment 2/Column 5),
7. the module rotation (by semester or yearly, Attachment 2/Column 6),
8. the attributed ECTS points upon completion of module (Attachment 2/Column 18).

§ 8 Courses of Instruction

(1) ¹The aims and contents of the program as well as key qualifications (§ 1 paragraph 3) are imparted in the scheduled courses and forms of instruction as specified in Attachment 2/Columns 8 and 9. ²In Attachment 2/Columns 8 and 9 the following courses and forms of instruction in particular are stipulated:

1. practical courses,
2. retreat,
3. exercises.

(2) ¹A retreat is a joint research trip to a place that deviates from familiar surroundings (in this case the university).²The objective of a retreat is to return to one's own research and give it new impetus. ³A retreat serves to foster the students own personal development and enables them to built networks for future scientific work.

(3) All courses of instruction are assigned to modules.

(4) ¹Studying for this doctor's degree entails mandatory courses exclusively. ²They are to be absolved without exception.

(5) Participation in courses of instruction depends upon admission prerequisites stipulated in Attachment 2/Column 7.

(6) Attachment 2 includes

1. the courses of instruction,
2. the course type (mandatory or elective – Attachment 2/Column 3) and the selection modalities for elective courses,
3. the rotation of offered courses (by semester or yearly; Attachment 2/Column 6),
4. their assignment to one or several modules,
5. their assignment to one or several regular study semesters,

6. their admission prerequisites (Attachment 2/Column 7),
7. the course numbers (Attachment 2/Column 4),
8. the course names (Attachment 2/Column 8),
9. the forms of instruction (Attachment 2/Column 9),
10. the hours per week per semester (Attachment 2/Column 10)
11. the ECTS points granted for each passed course (Attachment 2/Column 18).

III. Doctoral Examination

1. Module and Sub-module Exams

§ 9

Module and Sub-module Exams as Components of the Doctoral Examination

(1) The examination for the doctor's degree consists of module and sub-module exams.

(2) ¹In compliance with Attachment 2, each module is concluded with a module exam or a certain number of sub-module exams. ²If a module or sub-module exam is passed, the attributed ECTS points are credited to the student's personal account (§ 12). ³If a module exam is held by several instructors and there are no sub-module exams, the regulations for sub-module exams will apply.

(3) ¹Participation in module exams and/or sub-module exams depends on the completion of prerequisites. ²The full particulars are given in Attachment 2/Column 11.

(4) In module or sub-module exams or in the sum of the sub-module exams of the corresponding module students shall prove the acquisition of knowledge and skills conveyed by the courses of instruction according to Attachment 2/Columns 7 to 10.

(5) ¹Attachment 2 provides information about

1. module and sub-module exams,
2. their assignment to a module or a course of instruction,
3. their assignment to a regular study semester (prescribed semester of completion of a course of instruction – Attachment 2/Column 1),
4. their admission prerequisites (Attachment 2/Column 11),
5. the types of module or sub-module exams (Attachment 2/Column 12),
6. the forms of exams (Attachment 2 /Column 13),
7. the duration of exams (Attachment 2/Column 14),
8. the type of assessment (grades or "passed" or "failed" – Attachment 2/Column 15),
9. the weighting of the grades (Attachment 2/Column 16),
10. the repeatability (Attachment 2/Column 17),

²If several forms of examinations with their assigned duration are given in Attachment 2/Columns 13 and 14, the responsible course instructor determines which of the indicated variants are chosen and makes this known at the beginning of the course.

§ 10

Grading and Assessment of Module and Sub-module Exams

(1) Module or sub-module exams are assessed as either „passed“ or „failed“, or they are graded.

(2) ¹The grades for module or sub-module exams are given by the individual examiner. ²The following grades are to be used for the assessment of module or sub-module exams:

Grade 0,5	= "summa cum laude" ("excellent")	= exceptional performance;
grade 1	= "magna cum laude" ("very good")	= performance deserving considerable recognition
grade 2	= "cum laude" ("good")	= performance exceeding the average demand;
grade 3	= "rite" ("sufficient")	= performance satisfying the average demand;
grade 4	= "insufficenter" ("not sufficient")	= performance no longer satisfying the demands, on the whole no longer sufficient

³The grade "summa cum laude" ("excellent") is reserved for outstanding performances and can only be given for the dissertation and for the final grade. ⁴If a module or sub-module exam is graded by several examiners or if it comprises several partial tests (§ 11 paragraph 1 sentence 3), the total grade is calculated as a mean average of the individual grades. ⁵Only the first two decimal places are considered. ⁶In accordance with sentence 4, the grades are specified as follows:

With an average of up to and including 0.70	= "summa cum laude" ("excellent")	= exceptional performance;
with an average of 0.71 up to and including 1.49	= "magna cum laude" ("very good")	= performance deserving considerable recognition;
with an average of 1.50 up to and including 2.49	= "cum laude" ("good")	= performance exceeding the average demand;
with an average of 2.50 up to and including 3.49	= "rite" ("sufficient")	= performance satisfying the average demand;
from an average of 3.50	= "insufficenter" ("not sufficient")	= performance no longer satisfying the demands, on the whole no longer sufficient.

(3) ¹The module grade

1. for a module exam or when there is only one graded sub-module exam (§ 9 paragraph 2) follows from paragraph 2 and,

2. in the case of sub-module exams (§ 9 paragraph 2) is calculated as a mean average of the individual grades given according to Attachment 2/Column 15 and weighted according to Attachment 2/Column 16.

²If not otherwise specified in Attachment 2/Column 16, a mean average is calculated from all sub-module exams according to sentence 1 no. 2 in respect to their individual ECTS points as specified in Attachment 2/Column 18. ³Paragraph 2 sentences 5 and 6 apply accordingly.

(4) ¹If a student successfully passes more sub-module exams than necessary for the completion of the module, only the ECTS points required to pass the module are considered to assess the grade. ²To pass a module, it is necessary to pass the module or all sub-module exams assigned to the mandatory courses of instruction in the manner stipulated in Attachment 2.

§ 11

Passes, Fails and Repetition of Module and Sub-module Exams

(1) ¹A module or sub-module exam is passed, if it is assessed as

1. "passed" or
2. at least "rite" ("sufficient").

²Module and sub-module exams must, subject to § 37, be passed at the end of the semester stipulated in Attachment 2/Column 1 at the latest (prescribed semester of completion); details given in brackets in Attachment 2/Column 1 are only recommendations. ³Module and sub-module exams are passed if, subject to § 37, all required partial tests are completed at the end of the fourth semester following the prescribed semester of completion at the latest.

(2) ¹If Attachment 2/Column 1 has a number in brackets for a module or sub-module exam, the end of the sixth regular study semester is considered the prescribed semester of completion. ²This module or sub-module exam is passed, if it is completed, subject to § 37, at the end of the tenth regular study semester at the latest.

(3) Module and sub-module exams are also passed, if the prerequisites of paragraphs 1 and 2 are not fulfilled in the stipulated time period, but are met by a repetition according to paragraph 6 or otherwise allowed in these examination and study regulations.

(4) ¹Module and sub-module exams are failed, if are completely or partially taken, but not passed. ²Module or sub-module exams are finally failed, if they are completely or partially taken but not passed and there is no possibility of repetition.

(5) ¹Module or sub-module exams are considered, subject to § 37,

1. taken and failed, if they are not successfully passed at the end of the fourth regular study semester following the prescribed semester of completion, for reasons within the student's control, and

2. finally failed, if they are not successfully passed at the end of the fifth regular study semester following the prescribed semester of completion, for reasons within the student's control.

²If Attachment 2/Column 1 contains a number for a module or sub-module exam in brackets, this exam is considered, subject to § 37,

1. taken and failed, if it is not successfully taken at the end of the tenth regular study semester for reasons within the student's control, and
2. finally failed, if it is not successfully taken at the end of the eleventh regular study semester for reasons within the student's control.

³Reasons that are to justify the excess of one of the deadlines of sentence 1 and/or 2 must be made plausible and submitted to the examination office in written form immediately after their appearance. ⁴In cases of illness a medical certificate must be presented; a certificate of disability is not sufficient. ⁵In exceptional cases or in general, the examination office can demand a certificate from a public medical officer or a doctor determined by the examination office. ⁶If the reasons are accepted, a new date for the exam is appointed. ⁷In the case of module or sub-module exams that can be taken in parts, the already obtained results are credited.

(6) ¹A module or sub-module exam that has been failed for the first time is considered not taken if it is completely passed, subject to a continuous course of studies, at the end of the prescribed semester of completion according to paragraph 1 sentence 2 or at the end of the semester considered the prescribed semester of completion according to paragraph 2 sentence 1 at the latest (free attempt). ²Recognised study periods according to these examination and study regulations concerning a change of universities, study programs or subjects are counted within this study program. ³Semesters where students were on leave (Art. 48 paragraph 2 sentence 1 BayHSchG) are not considered, as well as periods where § 37 is applied or where students were not able, out of other reasons out of the students' control, to take part in module or sub-module exams. ⁴Paragraph 5 sentences 3 to 5 apply accordingly. ⁵Partial tests passed under the regulation of the free attempt are recognised. ⁶Passed module or sub-module exams and partial tests taken as free attempts can be repeated to improve the grade once at the next regular date; the best result is counted. ⁷Sentences 1 to 6 do not apply for the dissertation (§ 17) and the disputation (§ 19).

(7) A failed module or sub-module exam, with the exception of the dissertation (§ 17) and the disputation (§ 19), can, if Attachment 2/Column 17 does not confine repeatability, be repeated as often as desired, unaffected by paragraph 6.

(8) The dissertation (§ 17), the disputation (§ 19) and any failed module or sub-module exam can, provided that Attachment 2/Column 17 specifies "once, next regular date" for repeatability, only be repeated once at the next regular date, unaffected by paragraph 6.

(9) ¹Students that have failed a module or sub-module exam must have the opportunity to repeat the corresponding course of instruction before their last possibility to pass this module or sub-module exam. ²Within two semesters students are offered at least two attempts to pass a module or sub-module exam.

(10) The repetition of an already passed module or sub-module exam in order to improve a grade is not possible, unaffected by paragraph 6.

(11) The result of a module or sub-module exam and its corresponding ECTS points can only be counted once in this doctoral program in the sense of § 6 paragraph 1 sentence 1.

§ 12 Transcripts of Records

¹A personal account is set up at the examination office for the students enrolled in this doctoral program, where

1. all passed module and sub-module exams (§ 11 paragraphs 1 to 3), each with the indication "passed" or the given grade and the achieved ECTS points as well as
2. all failed module and sub-module exams (§ 11 paragraphs 4 and 5) with the indication "failed" or the grades are listed.

²At the beginning of each following semester students obtain a personal Transcript of Records in the sense of sentence 1 as an official notification with an instruction on right to appeal.

2. Scientifically Guided Doctoral Study Program

§ 13 Supervision of the Scientifically Guided Doctoral Study Program

(1) ¹In the scientifically guided doctoral study program, each student is supervised by a person with the authority to supervise (supervisor), in compliance with Art. 62 paragraph 1 sentence 2 BayHSchG in connection with the Hochschulprüferverordnung in its currently valid version (HSchPrüferV). ²The supervisor can be a member of the faculty of Biology, any other faculty of the Ludwig-Maximilians-University Munich or an institution outside the Ludwig-Maximilians-University; the supervisor can also be a professor of a college of higher education (Fachhochschule), if a corresponding cooperation contract exists. ³The supervisor is appointed by the chairperson of the doctoral examination board.

(2) If a supervisor has to give up supporting a student, the doctoral examination board has to find a substitute.

§ 14 Supervision Committee

(1) ¹For each student, a supervision committee is determined by the doctoral examination board during the first semester. ²The supervision committee consists of the supervisor (§ 13 paragraph 1), a second evaluator as well as one other person. ³The chairperson of the doctoral examination board takes head that all the subject areas of the scientifically guided doctoral program are considered. ⁴At least two members of the supervision committee must belong to the faculty of biology. ⁵The chairperson of the doctoral examination board appoints one member of the supervision committee as its chairperson.

(2) ¹If a member of the supervision committee resigns, the doctoral examination board appoints a new member. ²Paragraph 1 applies accordingly.

(3) ¹The supervision committee exercises an intermediate evaluation at the end of the third and fifth regular study semester at the latest. ²If a student has achieved the agreed results as stipulated in § 15 paragraph 1, the supervision committee makes a proposal to the doctoral examination board to admit the student to the disputation.

(4) § 29 paragraph 4 applies accordingly for the supervision committee.

§ 15 Objective Agreement

(1) ¹The supervision committee agrees, together with the student, on the type and scope of the planned achievements within the scientifically guided doctoral study program (objective agreement) on the basis of an outline of the doctoral project and supports the student in the realisation of the agreement. ²The objective agreement must contain the criteria for the intermediate evaluations and the agreed achievements for the admission to the oral examination (disputation), and most importantly, for the dissertation (§ 17 paragraph 2 sentence 1). ³Furthermore it can contain the basis for decisions, with special emphasis on:

1. a written report to the supervision committee including its discussion,
2. publications and papers excepted for publication,
3. regular and/or successful participation in certain courses of instruction, modules and examinations exceeding the curricularly prescribed doctoral program as specified in Attachment 2 (§ 6 paragraph 1 sentence 1 no. 1).

⁴The objective agreement has to be written and is only effective with the signature of the chairperson of the doctoral examination board.

(2) If a supervision committee can not be formed or if no objective agreement can be found, the student is obliged to exmatriculate, subject to § 37, at the end of the second regular study semester.

§ 16 **Intermediate Evaluations**

(1) ¹At the end of the third and the fifth regular study semester, the supervision committee performs an intermediate evaluation. ²The result of the intermediate evaluation has to be reported to the chairperson of the doctoral examination board.

(2) ¹If the results correspond to the objective agreement, the scientifically guided doctoral program is continued without the need of any further decision of the doctoral examination board. ²If, as a result of the intermediate evaluation, the primary objective agreement has to be revised, these alterations can be fixed in a modification agreement; § 15 paragraph 1 sentence 4 applies accordingly.

(3) ¹If the supervision committee decides that a student has not provided the agreed results according to the intermediate evaluation, the supervision committee determines the necessary results of the repetition of the module. ²If the supervision committee decides that also the repetition of the module did not bring the agreed results according to the intermediate evaluation and if it is assumed that also the agreed objectives for the admission to the disputation will probably not be met, the doctoral examination board dissolves the supervision committee whereby the doctoral study program is finished. ³The chairperson of the doctoral examination board sends an official notification with right to appeal to the student to inform her/him of the termination of her/his doctoral study program.

§ 17 **Tasks of Students within the Scientifically Guided Doctoral Study Program; Dissertation**

(1) ¹The students' task is to qualify for science and research while proving their abilities for in-depth scientific work. ²In this scientifically guided doctoral study program, 140 ECTS points are to be acquired.

(2) ¹The Students have to provide an independently written scientific paper (dissertation). ²The subject of the dissertation has to be chosen from the research areas of the faculty of biology or adjacent fields of research. ³The dissertation consists of a dissertation paper or several professional publications or papers accepted for publication in the volume corresponding to a dissertation paper (cumulative dissertation). ⁴Qualification papers must not be used as a dissertation.

(3) ¹The cumulative dissertation consists of at least two professional articles published or accepted for publication by a peer-reviewed professional journal of international standard. ²Papers only submitted for publication can be considered for a cumulative dissertation only in exceptional cases according to paragraph 2 sentence 3. ³The doctoral candidate has to be the first author of at least one of these professional articles. ⁴A cumulative dissertation has to be preceded by an introducing summary explaining the importance of the papers for the specific subject area; concerning papers with several authors, the summary has to point out the contribution of the student to content and scope. ⁵Furthermore, the cumulative dissertation has to contain a comprehensive discussion.

(4) ¹The original dissertation has to be presented as a printable manuscript in DIN A 4 or as a copied version in DIN A 4 or DIN A 5. ²It has to be bound in hardback and paginated, containing a table of contents and of literature together with an extensive summary. ³It is allowed to add not to be printed appendices to the dissertation, as long as they are indicated as such. ⁴The doctoral examination board can demand in general or in individual cases that the dissertation is additionally submitted in electronic form and determine the technical requirements.

(5) The dissertation has to be written in English or German.

(6) ¹The dissertation has to be prepared without unauthorized help. ²The utilised literature or other aids have to be completely specified. ³Parts that are taken literally or almost literally from literature have to be indicated.

§ 18

Examination Committee; Evaluation of Dissertation

(1) As soon as the agreed and/or necessary achievements for the admission to the dissertation are completely presented, the supervision committee immediately initiates a final scientific evaluation.

(2) For the final scientific evaluation by the doctoral examination board, students have to submit the following documents which, with the exception of publications, rest in the files of the doctoral examination board:

1. a curriculum vitae,
2. a table of scientific publications,
3. at least three copies of the dissertation,
4. an affirmation in lieu of an oath on the originality of the scientific achievements.

(3) ¹The chairperson of the doctoral examination board assigns the first assessment to the supervisor (§ 13 paragraph 1) and the second assessment to the second evaluator (§ 14 paragraph 1 sentence 2). ²The assessments are to be presented within two month of assignment. ³Furthermore, the doctoral examination board determines an examination committee of four persons. ⁴It consists of the supervisor, the second evaluator together with an additional university lecturer of the faculty of biology, who must not be a member of the supervision committee. ⁵The fourth member can be a university lecturer of an institution cooperating with the faculty of Biology or another, also foreign, university. ⁶It is imperative that all fields of study touched by the dissertation are represented in the examination committee. ⁷The number of members of the examination committee can, with the acceptance of the student, be extended to six; the additional members are also appointed from the circle of university lecturers of institutions cooperating with the faculty of Biology. ⁸Regardless of sentences 4, 5 and 7 also a professor from a college of higher education (Fachhochschule) can be a member of the examination committee, provided a corresponding cooperation contract exists. ⁹The members of the examination committee elect a chairperson from among them together with her/his substitute.

(4) Each assessment contains a grading of the dissertation according to § 10 and a recommendation to accept the dissertation, to accept it subject to corrections before publication, to return the dissertation for revision or to refuse it.

(5) ¹Upon receipt of the assessments the chairperson of the doctoral examination board immediately circulates the dissertation and the assessments among the members of the doctoral examination board and the members of the examination committee. ²They can comment on the dissertation and suggest grades. ³Within the lecture period, the reports are to be given within four, during the semester break within six weeks at the latest after receipt.

(6) ¹If not all assessments according to paragraph 4 and all reports according to paragraph 5 recommend to accept the dissertation without restrictions, the doctoral examination board decides on acceptance, acceptance with restrictions, return for revision or refusal of the dissertation. ²The doctoral examination board can accept the dissertation provided that corrections or amendments before publication will be made, if the faults of the dissertation are not such that a rejection or return for revision is appropriate. ³In case of a refusal of the dissertation, the scientifically guided doctoral program (§ 6 paragraph 1 sentence 1 no. 2) can be repeated once at the next regular date.

(7) ¹If the dissertation is returned for revision, the copy in circulation remains with the student's file. ²The revised copy is to be submitted within one year. ³If the deadline is not met, the doctoral examination is finally failed. ⁴For the revised copy, the paragraphs of this section apply accordingly. ⁵A second return for revision is not possible. ⁶If a second return for revision was necessary, the doctoral examination would be considered finally failed.

(8) ¹The dissertation is considered passed, if the assessments and the reports of the members of the doctoral examination board and the examination committee propose the grade "rite" ("sufficient") or better according to paragraphs 4 and 5. ²If the proposed grades of the assessments and the reports are equal, this grade is considered the grade of the dissertation. ³When the proposals of the grades differ, the doctoral examination board decides upon the grade and, as the case may be, the passing or the failing of the dissertation. ⁴The chairperson of the doctoral examination board makes the decision according to sentences 1 and 2.

(9) ¹The student is notified by the chairperson of the doctoral examination board about acceptance, acceptance with restrictions, return for revision or refusal of the dissertation as well as its grading. ²The final failure of the doctoral examination, a refusal of the dissertation, its return for revision or an acceptance with restrictions has to be justified in the written and has to be accompanied by a notification on right to appeal.

& 19 Disputation

(1) ¹If the curricularly prescribed doctoral study program (§ 6 paragraph 1 no. 1) and the dissertation are passed, the student is admitted to the disputation. ²The student is invited in the written by the chairperson of the examination board at least two weeks before the disputation.

(2) ¹The disputation is a sub-module exam, specified as such in Attachment 2/Column 12. ²It is conducted and evaluated by the examination committee (§ 18 paragraph 3 sentences 3 to 8). ³With the disputation students are expected to show the adequate mastering of the subject and related areas. ⁴The disputation is held in English or German. ⁵The public is excluded concerning the evaluation and the announcement of the examination result.

(3) ¹A member of the examination committee assigned by the chairperson of the examination committee prepares a protocol on the course and result of the disputation, signed by the chairperson of the examination committee. ²The result is conveyed to the student at the end of the disputation.

§ 20 Publication of Dissertation

(1) ¹When the disputation is passed, students have to open the dissertation to the public. ²If the doctoral examination board has placed restrictions on the acceptance of the dissertation according to § 18 paragraph 6, the changed version is to be presented to the supervisor; the student has to request a written confirmation from the supervisor that the requirements were fulfilled.

(2) ¹The title page must contain the term “Dissertation for the acquisition of the title “Doctor of natural science” (abbr.: “Dr.rer.nat”) of the faculty of biology of the Ludwig-Maximilians-University Munich”; in addition the day on which the dissertation was finished has to be indicated. ²Inside the dissertation the supervisor as well as the second evaluator and the date of the disputation have to be indicated.

§ 21 Submission of Obligatory Copies

(1) Students must submit, subject to § 37, six bound copies of the dissertation, one digital version and two forms for the submission of electronic dissertations at the thesis department of the university library within one year after the disputation, insofar as paragraph 3 does not apply.

(2) ¹The format and the data medium are subject to the guidelines of the university library. ²The university library, the DDB (The German Library) and the special interest collection library of the DFG have to be granted the right to publish the electronic version in data networks. ³The university library examines the submitted version on legibility and accordance with the guidelines. ⁴A digital version that does not comply with the guidelines concerning format and data medium does not fulfil the duty of delivery.

(3) ¹The submission of the obligatory copies as stated in paragraph 1 is not applicable if the dissertation was submitted as a cumulative dissertation (§ 17 paragraph 2 sentence 3, paragraph 3) or the dissertation is published as a book. ²In these cases students can submit six copies of the publications or the book. ³If the dissertation is published in book form via the book trade, a minimum circulation of 150 copies must

be proven. ⁴The submission of the digital version at the university library is dispensed with.

(4) The chairperson of the doctoral examination board can prolong the deadline for the submission of the obligatory copies by two years upon reasonable application of a student; § 37 applies accordingly.

(5) ¹In the case of paragraph 1, the chairperson of the doctoral examination board can consider the submission duty fulfilled if the dissertation is published later on grounds of a non-disclosure note when the dissertation is being registered at a patent office. ² Therefore it is required that the necessary submission prerequisites are fulfilled, the non-disclosure note states a deadline on which the dissertation is published at the latest and the publication can be made by the university library independently; a corresponding confirmation is issued by the university library. ³A non-disclosure note can be applied for with the form of the university library for a duration of two years at most and be prolonged two times.

(6) If the obligatory copies are not submitted on the due date, all rights acquired by the successful completion of the disputation and the doctoral study program expire.

3. Examination Forms

§22

Oral Module and Sub-module Exams

(1) ¹Through oral module and sub-module exams the student shall prove that she/he comprehends the interrelations of the examination field and is able to integrate special questions into these contexts. ²Furthermore it is to be determined if the student possesses the fundamental knowledge required in the doctoral study program.

(2) The duration of the oral module or sub-module exams for each examinee is regulated in Attachment 2/Column 14.

(3) ¹The essential subjects and results of the oral module and sub-module exams must be documented in a protocol. ²The result is to be announced to the student subsequently to the oral module or sub-module exam.

§ 17

Written Tests and Other Proctored Written Examinations

(1) ¹In written tests or other proctored written examinations the student shall prove that she/he can solve problems and work on subjects on the basis of the necessary basic knowledge using current methods in her/his subject in a limited amount of time and with limited aids. ²The student can be given different themes to choose from; however, she/he has no claim to such choice.

(2) The duration of written tests and other proctored written examinations is regulated in Attachment 2/Column 14.

(3) ¹Written module and sub-module exams or parts of it can also be carried out in such a manner that the examinee has to indicate which answer out of several proposals for each question she/he considers right (Answer Choice System). ²The examination questions have to allow for reliable examination results. ³Thereby each examinee has to be presented with the same examination questions. ⁴At the time the examination questions are composed, it is to be stipulated which answers are recognised correct. ⁵The examination questions have to be worked out by at least two examiners; they have to be verified according to sentence 2 by the examiners before the determination of the examination results. ⁶If this verification results in the finding of incorrect questions, they are not to be considered in the examination results. ⁷The number of questions for the individual module and sub-module exams is diminished accordingly. ⁸When assessing the written module or sub-module exam according to paragraph 4 sentence 1, this diminished number of examination questions has to be taken into account. ⁹The reduction of examination questions must not be disadvantageous to the examinee.

(4) ¹Written module and sub-module exams according to paragraph 3 sentence 1 that consist of questions where there is only one correct answer out of a number of suggestions are considered passed, if

1. the examinee has correctly answered at least 60 percent of all questions or
2. the examinee has at least answered 50 percent of all questions correctly and the number of correctly answered questions is not below 15 percent of the average student's performance that first took the respective examination.

²If sentence 1 no. 2 is applied, the dean of studies must be informed. ³If the examinee has reached the minimum number of correctly answered examination questions according to sentence 1, the grade is

1. "magna cum laude" ("very good"), if she/he has correctly answered at least 50 percent,
2. "cum laude" ("good"), if she/he has correctly answered at least 25, but less than 50 percent,
3. "rite" (satisfactory), if she/he has answered none or less than 25 percent

of all examination questions above the minimum.

(5) ¹For examinations according to paragraph 3 sentence 1, where any number of answers can be correct (an unknown number x between zero and n of a total of n answer suggestions is correct – „ x out of n “), paragraph 4 will apply with the proviso that instead of the ratio between all correctly answered questions and the total number of questions, the ratio between the rough points reached by the examinee and the maximum possible performance is applicable. ²For each question with multiple choice possibilities a score is determined, corresponding to the number of answer suggestions (n) that can be multiplied by a weighting factor for the individual multiple choice question. ³The examinee obtains a basic rating for a multiple choice question that, in the case of complete accord of the answer suggestions chosen by the examinee with the answers considered correct, corresponds to the score. ⁴For each accord of an answer suggestion chosen/not chosen by the examinee with an

answer considered correct/incorrect, one basic point is given. ⁵If an answer suggestion considered correct is not chosen by the examinee or if an answer suggestion considered incorrect is chosen by the examinee, a minus point is given for the basic rating. ⁶The basic rating of a question cannot be below zero points. ⁷The rough points are calculated from the basic rating multiplied by the individual weighting factor of the multiple choice question. ⁸The total maximum performance corresponds to the sum of the products of all scores and their corresponding weighting factors of all multiple choice questions.

(6) In the case of written module or sub-module exams that are only partially held in the multiple choice mode, paragraphs 3 to 5 are only valid for this particular part.

(7) ¹A written module or sub-module exam can also be held in electronic form. ²The type and scope of the electronic exam is to be announced by the responsible course instructor at the beginning of the course. ³Before the exam, the students are given sufficient opportunity to acquaint themselves with the electronic examination system in the course of instruction. ⁴The provisions on data privacy are to be observed.

§ 24

Other Forms of Module and Sub-module Exams

(1) ¹A report is an independently composed oral presentation that shall be supported by suitable visual aids. ²The oral report can be followed by an expert talk.

(2) Protocols consist of a written systematic analysis of an academically qualified event including or a practical course.

(3) ¹On a poster, scientific issues shall be presented in text form, supplemented by illustrations. ²It can be followed by an expert talk.

(4) For full particulars see Attachment 2.

4. Result of the Doctoral Examination

§ 25

Passes and Fails of the Doctoral Examination

(1) The doctoral examination is to be passed before the end of the sixth regular study semester.

(2) ¹The doctoral examination is passed if the dissertation is accepted and, at the end of the tenth regular study semester at the latest,

1. all module or sub-module exams of the mandatory as well as the elective modules are passed according to Attachment 2 and
2. the required number of 180 ECTS points is reached.

²The doctoral examination is also passed, if the prerequisites of paragraph 1 are not fulfilled in the stipulated time period, but are met according to § 11 paragraph 6 or a repetition allowed in these examination and study regulations.

(3) The doctoral examination is finally failed, if

1. the doctoral examination board dissolves the supervision committee according to § 16 paragraph 3 sentence 2,
2. the dissertation is refused and there is no possibility of repetition or
3. a module or sub-module exam of one of the mandatory modules as specified in Attachment 2 is taken but not passed, and there is no possibility of repetition.

(4) ¹The doctoral examination is considered, subject to § 11 paragraph 6 and 9 and § 37,

1. firstly taken and failed, if the deadline given in paragraph 1 is exceeded by more than four semesters for reasons within the student's control, and
2. finally failed, if the deadline given in paragraph 1 is exceeded by more than five semesters for reasons within the student's control or § 18 paragraph 7 sentence 6 is applied.

²§ 11 paragraph 5 sentences 3 to 7 apply accordingly.

§ 20

Official Notification and Certification of Failure

(1) If the doctoral examination

1. is, according to § 25 paragraph 3, finally failed or,
2. according to § 25 paragraph 4 sentence 1 no. 2 is considered finally failed,

the chairperson of the doctoral examination board issues a written official notification with an instruction on right to appeal.

(2) If the doctoral examination is failed or is considered failed, a certification is written on demand and presentation of an exmatriculation confirmation, containing the successfully taken module and sub-module exams, the corresponding ECTS points and grades as well as a statement that the doctoral examination is failed.

§ 27

Determination of Final Grade

¹If the doctoral examination is passed according to § 25 paragraph 2, the final grade is calculated as a mean average from the module grades weighted according to Attachment 2/Column 16; § 10 paragraph 3 sentences 2 to 3 are applied accordingly for the calculation of the final grade from the module grades. ²If a student acquires more than 180 ECTS points in the doctoral examination, the final grade is calculated from the 180 ECTS points necessary for the passing of the doctoral examination on-

ly. ³Necessary for the passing of the doctoral examination is the passing of all module and sub-module exams of the mandatory modules as regulated in Attachment 2.

§ 28

Promotionsurkunde, Doctor's Degree, Promotionszeugnis, Doctor's Certificate, Transcript of Records and Diploma Supplement

(1) ¹On successful completion of the doctoral examination and submission of the obligatory copies (§ 21), the student gets a Promotionsurkunde in German and a Doctor's Degree in English that carry the date of the last module or sub-module exam.

²Therein the award of the academic degree according to § 2 is documented.

(2) ¹Together with the Promotionsurkunde and the Doctor's Degree the student gets the Promotionszeugnis in German and the Doctor's Certificate in English, carrying the date of the Promotionsurkunde and the Doctor's Degree. ²The topic of the dissertation and the grade from the scientifically guided doctoral study program, calculated according to § 21, have to be included in the Promotionszeugnis and the Doctor's Certificate, together with the final grade.

(3) ¹The examination office also issues a Transcript of Records in German, containing all passed modules and the corresponding module and sub-module exams including their respective ECTS points and assessments. ²Module and sub-module exams not counted in the doctoral examination according to §§ 25 and 27 are added for information.

(4) In addition, the examination office issues a Diploma Supplement in English, comprising information on the type and level of the Doctor's Degree, the status of the Ludwig-Maximilians-University, Munich, as well as detailed information on the study program of the doctoral program Live Sciences.

(5) ¹The Promotionsurkunde and the Doctor's Degree are signed by the chairperson of the doctoral examination board and the dean of the faculty of Biology, the Promotionszeugnis and the Doctor's Certificate are signed by the chairperson of the doctoral examination board, the Transcript of Records and the Diploma Supplement are signed by the head of the examination office. ²The Promotionsurkunde, the Doctor's Degree, the Promotionszeugnis, the Doctor's Certificate, the Transcript of Records and the Diploma Supplement are provided with the seal of the Ludwig-Maximilians-University, Munich.

(6) ¹If, after the issuing and handing over of a Promotionsurkunde, a Doctor's Degree, a Promotionszeugnis, a Doctor's Certificate, a Transcript of Records, a Diploma Supplement or any other certificate, diploma or transcript it is revealed that unauthorized aids were used or that a deception was involved, the doctoral examination board can correct the grades in question afterwards and declare the examination to be failed, in part or completely. ²The incorrect Promotionsurkunde, the incorrect Doctor's Degree, the incorrect Promotionszeugnis, the incorrect Doctor's Certificate, the incorrect Transcript of Records, the incorrect Diploma Supplement, any other incorrect certificate, diploma or transcript are to be retracted. ³If the prerequisites are fulfilled, a correct Promotionsurkunde, a correct Doctor's Degree, a correct Promotionszeugnis, a correct Doctor's Certificate, a correct Transcript of Records, a correct Diploma

Supplement, a correct certificate, diploma or transcript of completion is to be issued. ⁴Before a decision is made according to sentence 1 and/or 2, the opportunity to make a statement has to be given. ⁵Incriminating decisions are to be immediately communicated to the student in writing; they have to be justified and provided with an instruction on right to appeal.

IV. Examination Body and Examination Administration Authorities

§ 29

Doctoral Examination Board and Examination Office

(1) ¹The doctoral examination board is made up of at least seven members appointed by the council of the faculty of Biology. ²The members of the doctoral examination board have to be members of the faculty of Biology. ³ They have to be university lecturers in the sense of art. 2 paragraph 3 sentence 1 BayHSchPg or authorized examiners according to art. 62 paragraph 1 sentence 2 BayHSchG in connection with HSchPrüferV in its currently valid version. ³The composition of the members of the examination board has to represent the wide range of main subjects in the doctoral study program.

(2) ¹The members appoint a chairperson and her/his substitute from among them. ²The chairperson and her/his substitute are in office for two years. ³Reappointment is allowed.

(3) ¹The doctoral examination board is quorate if all members have been sent an invitation and an agenda in written or electronic form at least one week before the meeting and the majority of members are present and entitled to vote. ² It passes its resolutions in sessions on the basis of the majority of votes; abstention from voting, secret voting and vote assignment are not allowed. ³In cases of a tie the vote of the chairperson decides. ⁴The exclusion of a member of the doctoral examination board from counselling and voting in the examination board and from the authority to examine are regulated according to art. 41 paragraph 2 BayHSchG.

(4) ¹The doctoral examination board is responsible for the organisation of examinations, the appointment of examiners and observers (§ 30 paragraph 3) as well as decisions in examination matters. ²In the fulfilment of its tasks the doctoral examination board is supported by the examination office. ³The doctoral examination board pays heed to the observance of the stipulations of these examination and study regulations.

(5) ¹The doctoral Examination Board can revocably delegate tasks to the chairperson of the examination board, her/his substitute or the examination office. ²Apart from that the chairperson of the doctoral examination board is authorized to make urgent decisions alone in lieu of the examination board; she/he must inform the examination board immediately.

(6) The doctoral examination board shall set up its own rules of procedure.

(7) The members of the doctoral examination board have the right to be present at examinations.

§ 30 Examiners and Observers

(1) ¹Subject to paragraph 4 sentence 1 the responsible course instructor is the examiner for module and sub-module exams on a single course of instruction with the exception of the dissertation. ² For module and sub-module exams on several courses with different responsible course instructors, the doctoral examination board in general or in individual cases appoints one responsible course instructor as examiner. ³Sentence 2 applies accordingly, if the responsible course instructor is not authorized to examine (paragraph 4 sentence 1).

(2) Written module and sub-module exams that are to be assessed „failed“ have to be evaluated by two examiners, oral module and sub-module exams are to be held by at least one examiner and an expert observer (paragraph 3 no. 1).

(3) The doctoral examination board appoints in general or in individual cases

1. the observer at oral module and sub-module exams,
2. a second examiner in the case of module and sub-module exams that are to be assessed "failed".

(4) ¹Examiners have to be authorized to examine according to art. 62 paragraph 1 sentence 2 BayHSchG in connection with HSchPrüferV. ²Observers have to be experts with at least one doctor's degree or a comparable qualification.

(5) The examination procedure is incumbent on the individual examiners and observers.

§ 31 Study Coordinator, Duties of Examiners

(1) ¹The study coordinator for this doctoral program is appointed by the doctoral examination board. ²As long as there is no such appointment, the chairperson of the examination board exercises these tasks. ³The study coordinator performs, together with the doctoral examination board, the examination office and the central university administration, the following tasks

1. during the institution and at possible changes of this doctoral program
 - a) the verification of the modularisation of these examination and study regulations from an expert view,
 - b) the composition of the required information on this doctoral program for the students and examiners.
2. in the following: the coordination and organisation of courses of instruction, module and sub-module exams, namely

- a) the convening of an annual conference on the curriculum,
- b) the assignment of the courses of instruction actually taking place to the abstract courses of instruction prescribed in these examination and study regulations,
- c) the announcement of the courses of instruction in the university calendar,
- d) the entry of the courses of instruction into the electronic data processing tools,
- e) the scheduling and room assignment of courses of instruction, module and sub-module exams and
- f) the entry of grades or assessments in the electronic database.

(2) ¹The examiners (§ 30) are obliged to immediately inform the examination office about the results of the students that have participated in their courses of instruction in the standard format prescribed by the examination office. ²The information has to be present in the examination office in due time and form; at the beginning of each semester at the latest, the examination office announces when these notifications have to be presented to the examination office. ³If the requirements of sentence 2 are not fulfilled, the courses concerned will not be considered in the actual transcripts (§ 12). ⁴The examiner is obliged to submit the information to the examination office as soon as possible and to send individual certifications in form of official notifications with information on right to appeal to the affected students by mail.

§ 32

Participatory Obligations of Students, Receipt of Notifications

¹Students are obliged to confirm the receipt of postal, individually handed or electronic mail containing information, notifications or administrative decisions from the doctoral examination board or the examination office in the required form at her/his own expenses (acknowledgement of receipt). ²On the premises of the Ludwig-Maximilians-University, Munich, the acknowledgement of receipt is free of charge. ³In the first two weeks of the lecture period, the examination office customarily announces from when on information, notifications and administrative decisions are displayed or mailed or can be accessed electronically or personally. ⁴For the delivery of this information, these notifications and administrative decisions the general legal requirements apply. ⁵Students who do not take notice of displayed information, notifications and administrative decisions, electronically access or otherwise collect them or do not accept or pick up mail from a postal delivery company, this information, these notifications and administrative decisions are considered received and announced one month after display, preparation for electronic download or personal collection or dispatch. ⁶If the examination office resends information, notifications and administrative decisions because the student does not deliver an acknowledgement of receipt as required in sentence 1 and/or does not take notice of displayed information, notifications and administrative decisions, does not electronically download or personally collect them or does not accept or pick them up when delivered or made available by a postal delivery company, the student has to bear the costs for the renewed delivery. ⁷The examination office is not obliged to any further delivery attempt.

V. Examination Procedures

§ 33

Recognition of Competences

(1) ¹Study periods, study and examination results that have been performed in another study program at the Ludwig-Maximilians-University, Munich, or in study programs at other state or state-recognized universities in the Federal Republic of Germany, by successful participation in a correspondence course unit of a study program at a state or state-recognized university in the Federal Republic of Germany or in study programs at foreign universities are to be recognised unless there are significant differences in the attained competences (study results). ²The same applies for study periods, study or examination results performed at a state or state-recognised university in Bavaria in other areas of study as defined in art. 56 paragraph 6 nos. 1 and 2 BayHSchG, in special study offers as defined in art. 47 paragraph 3 sentence 1 BayHSchG or at the Virtual University of Bavaria.

(2) ¹Competences gained in other advanced studies pertaining to art. 56 paragraph 6 no. 3 BayHSchG or outside a university can be recognized if they are equal.

²Competences gained outside universities can replace half of the required competences at the most.

(3) ¹If study or examination results are recognized, the grades – as far as the grading systems are equivalent – are to be adopted and included in the calculation of the module and final grade according to these examination and study regulations. ²The adopted grades are indicated and the fact of adoption is pointed out in the certificate.

³If the grading systems are not equivalent, the chairperson of the doctoral examination board fixes grades for the recognized study and examination results on the basis of the evaluation steps according to § 10 paragraph 2, following sentences 1 and 2.

⁴Sentences 1 to 3 apply accordingly for the assignment of ECTS points.

(4) ¹The students have to submit the necessary documents for recognition to the examination board until the end of the first semester after matriculation to this doctoral program at the Ludwig-Maximilians-University, Munich, at the latest, as far as study periods and study or examination results are to be recognised that have been accomplished already before matriculation to this doctoral program at the Ludwig-Maximilians-University, Munich. ²For the recognition of study periods and study and examination results that are obtained after matriculation to this doctoral program at the Ludwig-Maximilians-University, Munich, the documents have to be submitted during the semester following the semester in which they are accomplished. ³In general, proof of study periods to be recognized is supplied by the presentation of the transcript of the university at which the study results were achieved. ⁴For the recognition of study and examination results a certification of the university at which the examination results were accomplished is to be presented; this certification has to include information on

1. which examinations (oral and/or written) had to be taken in which examination subjects in the context of the general examination,
2. which examinations have actually been passed,
3. the assessment of the examination results with the necessary grades,
4. the underlying grading system,

5. for study programs with credit point systems the credit points granted for the individual courses of instruction where the study and examination results to be recognized were accomplished, together with the amount of credit points necessary for a successful completion of that study program,
6. the scope of the individual courses of instruction where the examination results to be recognized were achieved, in hours per week per semester and
7. if a general examination is failed on the basis of the presented results or is considered failed on the basis of other circumstances.

⁵For the recognition of competences acquired outside a university, suitable proof has to be presented (reports, certificates, documentations etc.).

(5) In the case of certificates and documents not issued in German, the presentation of a certified German translation can be demanded.

(6) The doctoral examination board decides on the recognition of study periods, study and examination results; in cases of doubt the responsible faculty representative is to be heard.

§ 34

Registration for Courses of Instruction and Module and Sub-module Exams; Organisational Measures

(1) ¹The doctoral examination board can demand a registration for the participation in certain or all courses of instruction and determine its form and period. ²Students who have not registered for a course of instruction with prescribed registration according to sentence 1 or did not do so in due form and/or time do not have a claim of attending this course of instruction. ³The courses of instruction for which a registration is necessary as well as its form and period are customarily announced by the examination office within the first two weeks after the beginning of the semester; an announcement exclusively on the internet is sufficient.

(2) ¹For all module and sub-module exams a registration in the form and period prescribed by the doctoral examination board is necessary. ²Students who do not register for a module or sub-module exam in due form and time have no claim of participation in this module or sub-module exam. ³In addition, the doctoral examination board can generally order that a module or sub-module exam for which a student has registered is considered failed if the student does not attend or withdraws from the module or sub-module exam for reasons within the student's control. ⁴Paragraph 1 sentence 3 applies accordingly for the form and deadline of the registration.

(3) ¹A protocol is written on the announcements according to paragraph 1 sentence 3 and paragraph 2 sentence 4, containing details on the regulations as well as the date, form and place of their announcement. ²The protocol is signed by the chairperson of the doctoral examination board and archived at the examination office for at least five years.

(4) For study organisational measures, the regulations on criteria for the admission of students to courses with limited capacity within Bachelor's and Master's programs of

the Ludwig-Maximilians-University, Munich of July 24, 2009, are applied in their currently valid versions.

§ 35 Non-attendance, Withdrawal

(1) A module or sub-module exam is considered "failed" or "insufficient" ("not sufficient") if a student

1. does not attend a module or sub-module exam for which she/he has registered and for which the doctoral examination board has made arrangements according to § 34 paragraph 2 sentence 3 for reasons within her/his control or
2. withdraws from a module or sub-module exam she/he has already taken up for reasons within her/his control or
3. has not completed a written module or sub-module exam within the prescribed time frame for reasons within her/his control.

(2) ¹The reasons for non-attendance or withdrawal must immediately be made plausible and submitted to the examination office in written form. ²§ 11 paragraph 5 sentences 4 to 7 apply accordingly.

§ 36 Deception, Breach of Rules

(1) If a student attempts to influence the result of a module or sub-module exam to her/his own or another person's benefit through deception or the use of disallowed aids, the module or sub-module exam in question is assessed "failed" or "insufficient" ("not sufficient"); in the case of written module and sub-module exams the possession of disallowed aids during or after the distribution of the examination papers is considered an attempt.

(2) Any student who disturbs the orderly procedure of an examination can be excluded from the continuation of the module or sub-module exam by the examiner or the proctor; in this case the module or sub-module exam is assessed "failed" or "insufficient" ("not sufficient").

(3) In serious or repeated cases of paragraph 1 and/or paragraph 2 the doctoral examination board can exclude the student from certain or all further module and sub-module exams; in the latter case the student is exmatriculated according to art. 49 paragraph 2 no. 3 BayHSchG.

(4) § 28 paragraph 6 sentences 4 and 5 apply accordingly.

§ 37

Protection Provisions in Accordance with the Maternity Protection Law, the Federal Laws on Parental Allowances and Leave and the Law on Nursing Care Time

(1) Claims for protection provisions according to §§ 3, 4, 6 and 8 of the law on the protection of working mothers (Maternity Protection Law – MuSchG) in the version of the announcement of June 20, 2002 (BGBl I page 2318) in its currently valid version as well as according to the terms of the law on parental allowances and leave (BEEG) of December 5, 2006 (BGBl I page 2748) in its currently valid version as well as according to the nursing care for a close relative in the sense of § 7 paragraph 3 of the law on nursing care time (PflegeZG) of Mai 28, 2008 (BGBl I pages 874, 896) in its currently valid version who is in need of care in the sense of §§ 14, 15 SGB XI of Mai 26, 1994 (BGBl I pages 1014, 1015) in its valid version are allowed.

(2) ¹The doctoral examination board defines which courses of instruction can pose an above-average danger to pregnant or breast-feeding students and warns them accordingly. ²The doctoral examination board forbids the participation of pregnant or breast-feeding students in courses of instruction that pose a considerably above-average danger for mother and/or child. ³The doctoral examination board determines how pregnant or breast-feeding students can otherwise acquire the knowledge and skills conveyed in courses of instruction they are not entitled to attend. ⁴There is no legal claim to special course offerings for pregnant or breast-feeding students. ⁵The courses of instruction, warnings and interdictions according to sentences 1 and 2 as well as the possibility of acquiring the knowledge and skills according to sentence 3 otherwise are customarily announced by the examination office; an announcement by the examination office exclusively on the internet is sufficient.

§ 38

Disadvantage Compensation

(1) ¹Seriously disabled persons and persons of equal status (§ 2 paragraph 2 and 3 of the SGB IX in its currently valid version) are granted an extension of up to one fourth of the normal examination duration by the doctoral examination board upon application, depending on the severity of the proven examination disability. ²In cases of extensive examination disability the duration of the examinations can be extended by a period of up to half of the usual duration upon application. ³In addition to or instead of an extension of the examination duration, another type of suitable compensation can be granted.

(2) ¹Other examinees, who are considerably impaired in completing module or sub-module exams due to a documented, not only temporary physical disability or chronic disease can be granted a disadvantage compensation in compliance with paragraph 1. ²In cases of temporary disabilities other appropriate measures can be taken.

(3) ¹Applications for disadvantage compensation must be filed at the time of registration for a module or sub-module exam or one month before the module or sub-module exam at the latest. ²The disability has to be made credible. ³The doctoral ex-

amination board can demand that the credibility has to be proven by a medical certificate. ⁴§ 11 paragraph 5 sentences 4 and 5 apply accordingly.

§ 39

Flaws in the Examination Procedure

(1) If it is proven that an examination procedure had essential flaws that could have influenced the examination results, it can be ordered officially or upon application of a participant that the entire module or sub-module exam or a single part of it is to be repeated by certain or all participants.

(2) ¹Alleged flaws in the examination procedure or the incapability to take an examination occurring before or during a module or sub-module exam must immediately, at the latest before the announcement of the examination results, be claimed and made credible at the proctor, the examiner, the examination office or the chairperson of the doctoral examination board. ²Reasons that are orally claimed and made credible in the sense of sentence 1 are to be immediately submitted in written to the examination office or the chairperson of the doctoral examination board. ³The claim and substantiation are excluded in any case if one month has passed since the date of the module or sub-module exam. ⁴§ 11 paragraph 5 sentences 3 to 7 apply accordingly.

§ 40

Inspection of Examination Documents, Record Retention Periods

¹Within a period customarily announced by the examination office after a completed module or sub-module exam the student has a right to inspect the examination papers, surveys and protocols upon application at the examination office within a reasonable period; an announcement of the period by the examination office exclusively on the internet is sufficient. ²The examination office can announce that the inspection according to sentence 1 is, to the contrary of sentence 1, carried out in a different place at the Ludwig-Maximilians-University, Munich; an announcement of this different place by the examination office exclusively on the internet is sufficient. ³The complete examination files are retained for at least five years. ⁴The basic record, consisting of copies of the Promotionsurkunde, the Doctor's Degree, the Promotionszeugnisse, the Doctor's Certificate and the Transcript of Records, is retained for an unlimited period of time. ⁵The retention can be made in electronic form.

VI. Final Provisions

§ 41

Legal Validity

These regulations are valid from October 1, 2013.