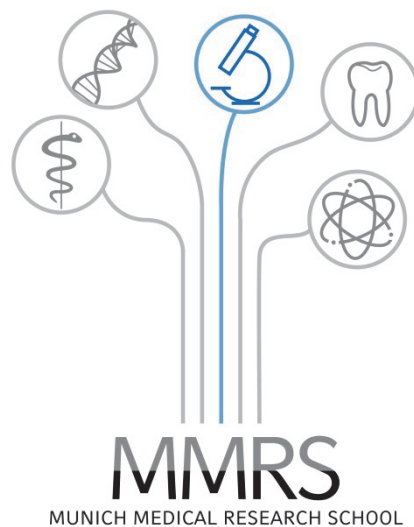


**Ludwig-Maximilians-Universität
München**

Faculty of Medicine

Munich Medical Research School (MMRS)

**Log Book for Doctoral Candidates
Aiming for a
Doctoral Degree in Human Biology (Dr. rer. biol. hum.)**



*Once you have completed your doctoral research project, you must submit the complete log book together with your thesis and all other required documents.
If your log book is incomplete, your thesis will not be accepted.*

Foreword

Dear doctoral candidates of the LMU's Faculty of Medicine,

The Munich Medical Research School (MMRS) and the LMU's Faculty of Medicine would like to support you and your doctoral research project in any possible way, thereby enabling you to successfully complete your doctoral degree.

With the help of this log book, we want to facilitate the documentation of your structured doctoral progress. You are able to document all completed activities and can submit the log book with your thesis.

All required forms and agreements (target agreement, target amendments, protocols) can be found in the final chapter.

Please register your doctoral research project in the usual way under <https://www.mmrs.med.uni-muenchen.de/en>

As soon as our technical infrastructure is ready, you will also be able to document your structured doctoral progress (full-time research periods, training program) there. This will then replace the current paper version of the log book.

The Doctoral Office and the MMRS will be available for all questions and concerns and we wish you the best of luck for your doctoral project!

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1. Personal Information

Name: _____

Maiden name: _____

First name(s): _____

Date of birth: _____

E-Mail Address: _____

Matriculation number: _____

I hereby declare, that all given information in this log book is correct.

Signature doctoral candidate

2. Information on your Doctoral Research Project

2.1. Registration of your Doctoral Research Project

Have you registered your doctoral research project via the online platform (<https://www.mmrs.med.uni-muenchen.de/en>)?

yes

no

*If you have not yet done so, please complete the online registration form as soon as possible. According to § 4 of the Examination Regulations, you are required to register your doctoral project **within the first three months of beginning work** on this.*

*Once you have completed the online registration form, you **must***

- 1) submit a copy of the signed supervision agreement via the online tool **and***
- 2) submit the original signed supervision agreement along with all other required documents to the Doctoral Office. Only once you have completed these steps is your project officially registered.*

2.2. Thesis Advisory Committee (TAC)

Information on your main supervisor (1st TAC member):

Name	
Institution	

Start of the doctoral research project: _____

Information on the 2nd TAC member:

Name	
Institution	

Information on the 3rd TAC member:

Name	
Institution	

Together with your TAC, you must

- sign a **target agreement within two months of successfully registering** your doctoral project,
- carry out an **interim evaluation within twelve months of successfully registering** your doctoral project, and
- carry out a **final evaluation, before submitting your thesis** to the Doctoral Office.

All agreements and protocols must be filed in the log book!

2.3. Completed Training Program

During your time as a doctoral candidate, you must complete a training program of at least 60 hours. The required program is split into **interdisciplinary** and **research project-related** activities.

Interdisciplinary activities include topics such as „Good Scientific Practice“, Ethics, and scientific thinking models. **Taking part in the MMRS lecture series on these topics is mandatory!** Information on the lecture series (time, location, topics) can be found under <https://www.med.uni-muenchen.de/promotion/veranstaltungen/gsp/index.html>.

Further interdisciplinary activities at the LMU can also be found under

- Graduate Center (<https://www.graduatecenter.uni-muenchen.de/veranstaltungen/workshops/index.html>)
- Center for Leadership and People Management (<https://www.peoplemanagement.uni-muenchen.de/angebot/vaprog2018/doktoranden/index.html>)
- Student und Arbeitsmarkt (<https://www.s-a.uni-muenchen.de/studierende/kurse-sozialkompetenzen/index.html>)

At least 25 hours must be completed in **interdisciplinary activities**. You can list these and confirm your participation in the table under 2.3.1.

Research project-related activities are methodology courses (lectures, seminars, practicals), as well as institute seminars, journal clubs and conference attendance.

At least 35 hours must be completed in **research project-related activities**. You can list these and confirm your participation in the table under 2.3.2.

You have the possibility of completing the required training program in different ways. Please note if you have taken part in a lecture or a seminar, in a methodology course, a conference or similar. Further – in order to be able to reconstruct whether you have completed all required elements of the curriculum – please indicate the number of hours each activity encompassed. Each activity must be validated by the respective instructor.

2.4. Research period

Once you are ready to submit your thesis to the Doctoral Office, you will need a confirmation from your supervisor stating that you have completed the required two-year minimum research period. This confirmation must be uploaded via the online tool, along with all other required documents.

2.5. Publication requirements

During the course of your doctoral research project, you should publish at least one paper as co-author in a peer-reviewed journal. Please indicate the required information below.

Table 1: successfully accepted or published papers during your doctoral research project, where you are at least co-author.

	Title of the publication		Journal
1	Year	Pages	Type of authorship?
			<input type="checkbox"/> First author <input type="checkbox"/> Co-author
	Link to the publication:		
	Title of the publication		Journal
2	Year	Pages	Type of authorship?
			<input type="checkbox"/> First author <input type="checkbox"/> Co-author
	Link to the publication:		

If you have further publications, please indicate these on a separate page.

3. Agreements and protocol templates

Please file all required agreements and protocols in the given order –

- Target Agreement
- Interim Evaluation Protocol
- Target Amendment
- Final Evaluation Protocol



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Target Agreement

between

Name and institution of the supervisor (1st TAC member)

Name and institution of the 2nd TAC member

Name and institution of the 3rd TAC member

and

Name of the doctoral candidate

The topic of the doctoral research project is:

In accordance with § 9 of the Examination Regulations, a target agreement must be signed between the Thesis Advisory Committee and the doctoral candidate. The target agreement is a mandatory part of the structured doctoral degree and must be signed the very latest **two months after the successful registration of the doctoral research project**. The agreement is based on the abstract submitted for registration of the project and contains the activities which are to be completed during the doctoral process (project goal, milestones, additional required qualifications), as well as the required training program (at least 60 hours, of which at least 25 hours are to be completed in interdisciplinary courses and at least 35 hours are to be completed in research project-related courses).

As research projects are naturally subject to change over the course of time, potentially occurring changes can be documented in a target amendment.

The target agreement – as well as potential target amendments – must be signed by all members of the Thesis Advisory Committee, as well as by the doctoral candidate.

The required training program and the full-time research periods are documented in the log book.

Timeframe of the planned 2 - y e a r minimum research period (Dr. rer. biol. hum.):

Expected begin (dd.mm.yyyy):

Estimated end (dd.mm.yyyy):

Short description of the doctoral research project:

Please use an additional page if required.

Goal of the doctoral research project: What is the goal of the project (hypothesis), what results are you expecting, where do you plan on publishing results?

Please use an additional page if required.

Milestones:

Please use an additional page if required.

Additional qualifications (outside of the required 60 hour training program) that the doctoral candidate requires in order to successfully complete the doctoral degree:

Please use an additional page if required.

Place	Date	Signature supervisor
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Place	Date	Signature 2 nd TAC member
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Place	Date	Signature 3 rd TAC member
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Place	Date	Signature doctoral candidate
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Protocol of the Interim Evaluation

According to § 10 (1-3) of the doctoral regulations, you must conduct an interim evaluation with your supervisory committee no later than 12 months after registering your doctoral project. The evaluation must take place as a **meeting with all members of the supervisory committee**, in which the status of the project is outlined in the form of a **presentation**. The evaluation must be documented, signed and uploaded to the Campus Portal. Please add this protocol to your logbook and hand them in together with your dissertation to the PhD office.

According to § 10 (4), you must complete a final evaluation of the structured doctoral project before submitting your dissertation. On page 2 of this protocol you can indicate if this final evaluation is already in sight. There is a separate form for the final evaluation.

Date: _____

Name doctoral candidate: _____

Institute / Clinic: _____

Start date of the doctoral project: _____

Matriculation number (if applicable): _____

Name of supervisor: _____

Name of 2nd TAC member: _____

Name of 3rd TAC member: _____

Comments and recommendations by the Thesis Advisory Committee:

Please indicate the progress of the structured doctoral process (research project, training program, milestones, etc.). Should you require changes to the original target agreement, please record these in a respective target amendment.

Please use an additional page if required.

Does the doctoral candidate require a further interim evaluation?

yes

no

If yes, when will it be taking place? _____

Does the doctoral candidate plan on submitting the thesis soon?

yes

no

If yes, when will the final evaluation be taking place? _____

By signing this protocol, all involved parties signal their agreement with the results of the interim evaluation within the framework of the structured doctoral degree.

Place Date Signature supervisor

Place Date Signature 2nd TAC member

Place Date Signature 3rd TAC member

Place Date Signature doctoral candidate



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Protocol of the Final Evaluation

According to § 10 section 4 of the doctoral regulations, you must carry out a final evaluation of the structured doctoral project before submitting your dissertation. The evaluation must take place as a **meeting with all members of the supervisory committee**, in which the status of the project is outlined in the form of a **presentation**. The evaluation must be documented, signed and then uploaded to the Campus Portal. Please add this protocol to your logbook and hand them in together with your dissertation to the PhD office.

Date of the meeting: _____

Name doctoral candidate: _____

Institute / Clinic: _____

Start date of the doctoral project: _____

Matriculation number (if applicable): _____

Name of supervisor: _____

Name of 2nd TAC member: _____

Name of 3rd TAC member: _____

Opinion of the Thesis Advisory Committee within the frame of the final evaluation for the structured doctoral degree:

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Please use an additional page if required.

Has the doctoral candidate fulfilled all requirements given in the target agreement and is he/she now able to submit the thesis for evaluation?

yes

no

Has the doctoral candidate completed all the courses in the compulsory curriculum (25 hours of interdisciplinary courses including the MMRS lecture series on good scientific practice and 35 hours of subject-specific courses)? Please check whether all courses have been recorded in the logbook.

yes

no

If no, which points/events were not achieved as planned or are still missing?:

--

Please use an additional page if required.

By signing this protocol, all involved parties agree that the doctoral candidate has fulfilled all requirements for the completion of a structured doctoral degree and can now submit his/her thesis.

Place	Date	Signature supervisor

Place	Date	Signature 2nd TAC member

Place	Date	Signature 3rd TAC member

Place	Date	Signature doctoral candidate



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Target Amendment of the Target Agreement

between

Name of the supervisor (1st TAC member)

Name of the 2nd TAC member

Name of the 3rd TAC member

and

Name of the doctoral candidate

Date of the original target agreement: _____

The topic of the doctoral research project is:

The original target agreement between the doctoral candidate and the respective Thesis Advisory Committee (TAC) can be adjusted repeatedly to the current research situation within the framework of a target amendment (see § 10 Paragraph 2 – 3 Examination Regulations). The target amendment must be recorded during an interim evaluation and must be signed by all parties involved.

Should the Thesis Advisory Committee determine that agreed upon requirements have not been fulfilled, then the requirements that need to be repeated within a given timeframe of 6 months must also be recorded in the target amendment.

Amendments to the original target agreement:

Please use an additional page if required.

Place Date Signature supervisor

Place Date Signature 2nd TAC member

Place Date Signature 3rd TAC member

Place Date Signature doctoral candidate