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**Degree program and examination regulations  
for the doctoral program  
Medical Research**

**as of July 29, 2011**

**This is the consolidated version incorporating the amendment regulations of December 22, 2017.**

**Amendments to the regulations for doctoral degree programs of July 29, 2011:**

- Amendment regulations modifying the degree program and examination regulations of the Ludwig-Maximilians-Universität München for the doctoral program Medical Research (2011) as of December 22, 2017

Pursuant to Article 13 (1) s. 2 in conjunction with Article 58 (1) s. 1, Article 61 (2) s. 1 and Article 64 (1) s. 5 (2) of *Bayerisches Hochschulgesetz (BayHSchG)* [Bavarian Higher Education Act], the Ludwig-Maximilians-Universität München shall adopt the following regulations:

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## Part I. General provisions

### Article 1

#### Objective of the degree program and purpose of the doctoral examination

(1) <sup>1</sup>The doctoral program is based at the Medical Faculty of the Ludwig-Maximilians-Universität München. <sup>2</sup>The objective of the doctoral program is to provide a structured research and training program focused on current medical research, in particular experimental biomedical, clinical or translational research, and health science research, in particular epidemiology or public health. <sup>3</sup>The overall aim of the program is to provide students with an advanced knowledge of current medical and health science disciplines and to enable them to independently carry out in-depth scientific research, which will make them successful career researchers in the future. <sup>4</sup>An integrative approach is to be pursued through a modular and research-led qualification program comprising both discipline-specific and interdisciplinary units of study, which is offered in cooperation with researchers in different disciplines. <sup>5</sup>Students working within the framework of the doctoral program should familiarize themselves with a broad spectrum of scientific methods and independently apply them to a number of research questions. <sup>6</sup>Students should also present the results of their research at academic conferences and publish them in international journals; they will receive training in key research skills that will enable them to do so.

(2) The doctoral examination which is to be taken alongside the doctoral program (Article 9 (1)) shall serve as proof of the student's ability to independently carry out in-depth scientific research as well as of their qualification for a career in science and research.

(3) <sup>1</sup>This doctoral program will also impart some key qualifications through the relevant units of study. <sup>2</sup>Examples for such key qualifications are:

1. Researching, evaluating, condensing and structuring knowledge and information;
2. gaining an overview of the state of the art as well as advanced knowledge of specific issues in the relevant discipline;
3. network thinking;
4. organization skills and knowledge transfer capabilities;
5. information and media literacy;
6. techniques for learning and presentation;
7. teaching skills;
8. abilities for team work and (gender-aware) communication;
9. language skills; and
10. ITC knowledge and skills.

(4) The language of the degree program is English.

### Article 2

#### Academic degree

<sup>1</sup>The Medical Faculty will award the academic degree of "Doctor of Philosophy" (abbreviated: Ph.D.) to students who have successfully completed this doctoral program. <sup>2</sup> Holders of the degree of "Doctor of Philosophy (Ph.D.)" conferred as per s. 1 may alternatively use the abbreviated form of "Dr."

### Article 3

#### Requirements for admission

(1) <sup>1</sup>In order to be able to register for this doctoral program, students are required to hold a certificate of professional qualification issued by an institution of higher education worth the equivalent of at least 240 ECTS credits, or an equivalent degree in medicine, veterinary medicine, natural sciences, pharmacy, health sciences or a related subject from a German or international institution of higher education. <sup>2</sup>Additional requirements may be stipulated in a separate statute of the Ludwig-Maximilians-Universität München.

(2) Whether a candidate meets the requirements for admission as per (1) shall be established in the course of the registration procedures and in cooperation with the relevant doctoral committee.

(3) If the student should fail to fulfill the requirements as per (1), any results obtained in module examinations and partial module examinations shall be deemed void until proof of the qualifications demanded in (1) has been furnished and accepted in retrospect and under adherence to the appropriate deadlines.

#### Article 4

##### Central student services and discipline-specific student services

(1) <sup>1</sup>The central office of student services at Ludwig-Maximilians-Universität München shall provide general information and advice to students especially when they experience problems unrelated to their specific discipline. <sup>2</sup>Students should use it particularly before they start their degree program, if they plan to change degree programs, and in all matters relating to minimum program requirements.

(2) <sup>1</sup>Discipline-specific student services, by contrast, are offered by the designated study advisor on behalf of the Medical Faculty. <sup>2</sup>Advisory services support students particularly with regard to planning their studies in terms of time and content. <sup>3</sup>However, questions relating to examinations and the accreditation of coursework and examination results obtained prior to registration are best addressed to the members of the doctoral committee and/or the program coordinator.

## Part II. Duration, structure and conduct of the degree program

#### Article 5

##### Commencement of the program, standard duration, number of hours per semester per week

(1) Students may commence this doctoral program at the start of the winter semester or the summer semester, respectively.

(2) <sup>1</sup>The normal program length is six semesters; this includes the time required to complete the dissertation. <sup>2</sup>A total maximum of 54 hours per semester per week are required for the curriculum (as per Article 6 (1) s. 1 no. 1) comprising the doctoral program.

#### Article 6

##### Structure of the degree program, ECTS credits

(1) <sup>1</sup>Within the framework of this doctoral program, students must earn a total of 180 credits as defined by the European Credit Transfer System, which are distributed as follows:

1. 30 ECTS credits for the partial module examinations pertaining to the mandatory modules P1, P3, P4 and P6 as described in Appendix 2/column 12 (mandatory curriculum for the doctoral program);
2. 140 ECTS credits for the module examinations or partial module examinations pertaining to the mandatory modules P2 and P5 as described in Appendix 2/column 12 and the mandatory units of study P7.1 and P7.2, respectively (the doctoral program under academic supervision); and
3. 10 ECTS credits for the presentation assigned to the mandatory unit of study P7.3 as described in Appendix 2/column 12, and for the research-related oral examination assigned to the mandatory unit of study P7.3 as described in Appendix 2/column 12 (thesis defense).

<sup>2</sup>ECTS credits are a quantitative measure representing the overall workload of the student. <sup>3</sup>Their scope comprises any contact and teaching hours proper across all units of study specified in Article 8 (1) s. 2, any time spent preparing and following up on the study material provided (for contact hours and self-study), and any time spent preparing for examinations and the examinations themselves. <sup>4</sup>One ECTS credit represents a workload of 30 hours, which means that the total workload for the normal program length (as per Article 5 (2) s. 1) amounts to 900 hours per semester.

(2) <sup>1</sup>Students should earn the amount of ECTS credits stipulated in Appendix 2/column 18 for each semester. <sup>2</sup>ECTS credits shall only be awarded if the student has passed the respective module (as per Article 10 (4) s. 2).

#### Article 7

##### Modular structure and modules

(1) <sup>1</sup>This doctoral program has a modular structure which is prescribed in the Appendices 1 and 2. <sup>2</sup>Any empty rows in the tables shall have no meaning for the purpose of these regulations.

(2) <sup>1</sup>This doctoral program comprises only mandatory modules. <sup>2</sup>They must be completed without exception.

(3) A module shall be defined as a combination of thematically related and chronologically subsequent units of study followed either by one module examination or one or more partial module examinations; any module shall be assigned the amount of ECTS credits that corresponds to the time required for its successful completion as per Article 6 (1).

(4) <sup>1</sup>As a rule, a module may extend over one or (at a maximum) two semesters, as stipulated in the regulations in Appendix 2. <sup>2</sup>According to the provisions of Appendix 1/column IV and Appendix 2/column 18, the amount of ECTS credits for every module shall be a multiple of three ECTS credits.

(5) The regulations in the Appendices 1 and 2 shall define:

1. the modules themselves;
2. their allocation to one or more regular semesters;
3. their requirements for admission (Appendix 2/column 2);
4. the module type (mandatory or required elective modules — see Appendix 1/column I and Appendix 2/column 3) and, in the case of required elective modules, the mode of selection;
5. the short identifiers used to refer to the modules (Appendix 2/column 4);
6. the names of the modules in German (Appendix 1/column I and Appendix 2/column 5) and English (Appendix 1/column I);
7. the module descriptions (in terms of content and learning objectives) in German and English (Appendix 1/column II);
8. the module cycle (whether they are offered once per semester or once per academic year) (Appendix 2/column 6);
9. the ECTS credits awarded for successful completion of each module (Appendix 2/column 18).

### **Article 8** **Units of study**

(1) <sup>1</sup>The objectives and contents of the degree program and the key qualifications (as per Article 1 (3)) are broken down into the units of study and formats listed in Appendix 1/columns II and III. <sup>2</sup>The following units of study and their corresponding formats are prescribed in Appendix 1/column III and Appendix 2/column 9:

1. exercises;
2. seminars;
3. practical tutorials.

<sup>3</sup>Units of study intended to impart key qualifications exclusively or together with other skills are marked in Appendix 1/column II.

(2) All units of study are part of a module.

(3) <sup>1</sup>All units of study that are part of this degree program are mandatory. <sup>2</sup>They must be completed without exception.

(4) A student's participation in a unit of study is conditional on their fulfilling the requirements for admission; details are given in Appendix 2/column 7.

(5) The regulations in the Appendices 1 and 2 shall define:

1. the units of study;
2. the type of the units of study (mandatory or required elective unit — see Appendix 1/column I and Appendix 2/column 3);
3. the cycle of the units of study (whether they are offered once per semester or once per academic year) (Appendix 2/column 6);
4. the module of which they are part;
5. their allocation to one or more regular semesters;
6. their requirements for admission (Appendix 2/column 7);
7. the short identifiers used to refer to the units of study (Appendix 2/column 4);
8. the names of the units of study in German (Appendix 1/column I and Appendix 2/column 8) and in English (Appendix 1/column I);
9. the descriptions of the units of study (in terms of content and learning objectives) in German (Appendix 1/column II) and English (Appendix 1/column II);
10. the format of the units of study (Appendix 1/column III and Appendix 2/column 9);
11. the hours per semester per week (Appendix 2/column 10);
12. the amount of ECTS credits to be awarded for completing the unit of study (Appendix 2/column 18).

## **Part III. Doctoral examination**

### **1. Module examinations and partial module examinations**

#### **Article 9** **Module examinations and partial module examinations** **as components of the doctoral examination**

(1) The doctoral examination consists of both module examinations and partial module examinations.

(2) <sup>1</sup>Each module concludes with a module examination or a specific number of partial module examinations as stipulated in Appendix 2. <sup>2</sup>As soon as a student has passed a module examination or partial module examination, the corresponding amount of ECTS credits is credited to their personal account (as per Article 12).

(3) <sup>1</sup>Whether a student can take a module examination or a partial module examination depends on their fulfilling the requirements for admission. <sup>2</sup>For further details, see Appendix 2/column 11.

(4) By taking the module examination, the individual partial module examination or all partial module examinations, the student shall demonstrate that they have acquired the knowledge and skills to be imparted by the module in accordance with Appendix 1/column I and II and Appendix 2/columns 7 to 10.

(5) <sup>1</sup>The regulations in Appendix 2 shall define:

1. the module examinations and partial module examinations;
2. the module and (if applicable) the unit of study of which they are part;
3. their allocation to one or more regular semesters (regular date — Appendix 2/column 1);
4. their requirements for admission (Appendix 2/column 11);
5. the type of the exam (Appendix 2/column 12);
6. the format of the exam (Appendix 2/column 13);
7. the duration or volume of the exam (Appendix 2/column 14);
8. the system of assessment (graded assessment or assessment as “passed” or “failed” — Appendix 2/column 15);
9. the weighting of the grade (Appendix 2/column 16);
10. whether a repetition of the examination is possible (Appendix 2/column 17).

<sup>2</sup>If several types of examination with their corresponding durations are specified under Appendix 2/columns 13 and 14, the person responsible for the unit of study shall select the relevant examination type and announce their decision when they begin teaching this unit of study.

### **Article 10** **Assessment of module examinations and partial module examinations**

(1) Module examinations and partial module examinations may either be assessed as “passed”/“not passed” or graded.

(2) <sup>1</sup>The examiner determines the grade for a module examination or partial module examination. <sup>2</sup>Module examinations and partial module examinations shall be graded using the following scheme:

grade 1 = “very good”	= excellent performance;
grade 2 = “good”	= a performance significantly exceeding the requirements;
grade 3 = “satisfactory”	= a performance on an average level;
grade 4 = “sufficient”	= a performance with some flaws, but still fulfilling the requirements;
grade 5 = “insufficient”	= a performance not satisfactory in terms of the requirements due to major flaws.

<sup>3</sup>The grades for module examinations and partial module examinations may be increased or decreased in increments of 0.3 to allow for a more nuanced assessment; however, the award of the grades 0.7, 4.3, 4.7 and 5.3 is precluded. <sup>4</sup>If a module examination or partial module examination is graded by several examiners, or if a module examination or partial module examination is broken up into several sub-exams (as per Article 11 (1) s. 3), the overall grade of the module examination or partial module examination shall be calculated from the arithmetic mean of the partial grades. <sup>5</sup>Only the first two digits after the decimal point shall be taken into account. <sup>6</sup>The grade levels for averages calculated as per s. 4 are the following:

Up to a grade average of 1.50	= “very good”;
grade average ranging from 1.51 to 2.5	= “good”;
grade average ranging from 2.51 to 3.50	= “satisfactory”;
grade average ranging from 3.51 to 4.00	= “sufficient”.

(3) <sup>1</sup>The grade for a module:

1. shall be awarded as per (2) and be based on the module examination or the partial module examination where a module examination comprises only a single graded partial module examination (as per Article 9 (2)); and
2. shall be calculated from the arithmetic mean of the individual grades for each partial module examination graded in accordance with Appendix 2/column 15 and weighted in accordance with Appendix 2/column 16 where one module examination comprises multiple partial module examinations as per Article 9 (2).

<sup>2</sup>Unless otherwise stated in Appendix 2/column 16, the partial module examinations shall contribute the amount of ECTS credits stated in Appendix 2/column 18 to the arithmetic mean to be calculated in accordance with s. 1 no. 2. <sup>3</sup>(2) s. 5 and 6 shall apply *mutatis mutandis*.

(4) <sup>1</sup>If a student takes more partial module examinations for any given module than would have been necessary for the successful completion of the module, only the amount of ECTS credits required for passing the module shall be considered for calculating the

overall module grade. <sup>2</sup>In order to pass a module, the student must pass the single partial module examination or all partial module examinations comprising the module examination belonging to a mandatory unit of study in the manner stipulated in Appendices 1 and 2.

**Article 11**  
**Passing, failing and retaking**  
**module examinations and partial module examinations**

(1) <sup>1</sup>A module examination or partial module examination shall be deemed passed if:

1. the student has received the “pass” mark; or
2. the grade “sufficient” (4.0) or better.

<sup>2</sup>Unless exceptions in accordance with Article 36 are applicable, module examinations and partial module examinations must be completed at the end of the semester stated in Appendix 2/column 1 (the regular date) at the latest; any dates stated in brackets in Appendix 2/column 1 are only meant as recommendations. <sup>3</sup>Unless exceptions in accordance with Article 36 are applicable, module examinations and partial module examinations shall be deemed passed if all required sub-exams have been passed no later than by the end of the fourth regular semester from the regular date.

(2) <sup>1</sup>If any dates for a module examination or partial module examinations are given in brackets in Appendix 2/column 1, the end of the sixth semester shall be deemed the regular date. <sup>2</sup>Unless exceptions in accordance with Article 36 are applicable, any such module examination or partial module examination shall be deemed passed if the student has passed it no later than by the end of the tenth regular semester.

(3) If a student should have failed to fulfill the requirements under (1) and (2) within the original time-frame, but has passed resit examinations as provided for within the framework of these degree program and examination regulations instead, the respective module examinations and partial module examinations shall be deemed passed.

(4) <sup>1</sup>Module examinations and partial module examination shall be deemed failed if they have been taken in whole or in part, but have not been passed. <sup>2</sup>Module examinations or partial module examinations shall be deemed ultimately failed if they have been taken in whole or in part, but have not been passed, and there are no more options to repeat the examination in question.

(5) <sup>1</sup>Unless exceptions in accordance with Article 36 are applicable, module examinations or partial module examinations shall be deemed

1. taken and failed if they have not been successfully completed by the end of the fourth regular semester from the regular date, due to reasons attributable to the student themselves;
2. ultimately failed if they have not been successfully completed by the end of the fifth regular semester from the regular date, due to reasons attributable to the student themselves.

<sup>1</sup>If any dates for a module examination or partial module examination are given in brackets in Appendix 2/column 1, this module examination or partial module examination shall (unless exceptions in accordance with Article 36 are applicable) be deemed

1. taken and failed if it has not been successfully completed by the end of the tenth regular semester due to reasons attributable to the student themselves; and
2. ultimately failed if it has not been successfully completed by the end of the eleventh regular semester due to reasons attributable to the student themselves.

<sup>3</sup>If any grounds for missing the deadlines stipulated in s. 1 and s. 2 are to be justified, the hindering circumstances must be communicated in writing and proved to the doctoral committee without delay. <sup>4</sup>Students must present a medical certificate in the event of illness; the presentation of a certificate of incapacity for work is not sufficient. <sup>5</sup>In specific cases or as a general rule, the doctoral committee may require the submission of an official certificate by a medical officer or a medical examiner designated by the doctoral committee. <sup>6</sup>If the circumstances cited are recognized, a new date shall be set. <sup>7</sup>In cases where affected module examinations and partial module examinations comprise multiple sub-examinations, existing examination results shall be credited.

(6) Any failed module examination or partial module examination designated as “indefinitely repeatable” in Appendix 2/column 17 may be repeated as often as desired. This however does not apply to the dissertation (Article 17) and the thesis defense (Article 19).

(7) The dissertation (Article 17), the thesis defense (Article 19) and any failed module examination or partial module examination designated as “repeatable once, on the next date” in Appendix 2/column 17 may only be repeated once and on the next possible regular date.

(8) It is not possible to repeat a module examination or partial module examination that has already been passed in order to improve grades.



(9) Any grades or corresponding ECTS credits awarded for a module examination or partial module examination only count toward the overall result once.

## Article 12 Student account statements

<sup>1</sup>The program coordinator shall set up a personal account for every student enrolled in this doctoral program. In this account shall be registered:

1. all passed module examinations and partial module examinations (Article 11 (1) to (3)), with each record bearing the remark “passed” or the grade with the corresponding amount of ECTS credits; and
2. all failed module examinations and partial module examinations (Article 11 (4) and (5)), with each record bearing the remark “not passed” or the grade awarded.

<sup>2</sup>Students shall receive an official letter containing an account statement as per s. 1 and including a statutory remedy notice at the beginning of each semester.

## 2. The doctoral program under academic supervision

### Article 13 Supervision of the doctoral program under academic supervision

(1) <sup>1</sup>Each student enrolled in the doctoral program under academic supervision shall be supervised by a person qualified to supervise the doctoral process in accordance with Article 62 (1) s. 2 of *Bayerisches Hochschulgesetz (BayHSchG)* [Bavarian Higher Education Act] in conjunction with *Hochschulprüferverordnung (HSchPrüferV)* [University Examiners' Ordinance] (the supervisor). <sup>2</sup>The supervisor may be a member of the Medical Faculty, a different school within the Ludwig-Maximilians-Universität München, or an institution other than the Ludwig-Maximilians-Universität München; providing an appropriate cooperation agreement is in place, they may also be a professor at a university of applied sciences. <sup>3</sup>Subject to the approval of the doctoral committee, a student's dissertation may also be supervised by an outstandingly qualified junior researcher who has a doctoral degree, but not yet obtained their habilitation, providing the requirements of *HSchPrüferV* [Bavarian law governing university staff] are fulfilled. This applies in particular in the context of the Emmy Noether Program of the German Research Foundation which supplies external funding to such outstanding junior researchers. <sup>4</sup>The supervisor shall be appointed by the chairperson of the doctoral committee.

(2) If the supervisor should no longer be able to supervise the doctoral project, the doctoral committee shall take steps to ensure that supervision will continue as appropriate.

### Article 14 Supervisory committee

(1) <sup>1</sup>The doctoral committee shall appoint a supervisory committee for each student at the beginning of the first regular semester. <sup>2</sup>The supervisory committee shall consist of the supervisor (as per Article 13 (1)), a second assessor, and an additional person. <sup>3</sup>The chairperson of the doctoral committee has the duty to ensure that all areas of expertise relevant to the conduct of the doctoral program under academic supervision are duly represented. <sup>4</sup>At least two of the members of the supervisory committee must be faculty of the Medical Faculty. <sup>5</sup>The chairperson of the doctoral committee shall appoint a member of the supervisory committee as its chairperson.

(2) <sup>1</sup>If a member has to leave the supervisory committee, the doctoral committee shall appoint a new member in their stead. <sup>2</sup>(1) shall apply mutatis mutandis.

(3) <sup>1</sup>The supervisory committee shall hold interim examinations no later than in the third and fifth regular semester, respectively. <sup>2</sup>If the results agreed upon with the student have been delivered, the supervisory committee shall make a recommendation to the doctoral committee that the student be admitted for the thesis defense.

(4) Article 28 (5) shall apply mutatis mutandis for the supervisory committee.

### Article 15 Target agreement

(1) <sup>1</sup>The supervisory committee shall negotiate a target agreement with the student, which shall be based on an outline of the doctoral project and contain the desired results to be achieved by the student in the course of the doctoral program under academic supervision; the supervisory committee shall also support the student in delivering the agreed results. <sup>2</sup>The target agreement shall stipulate the criteria for the interim examinations and the requirements for admission to the thesis defense, above all the requirement of completing a dissertation as per Article 17 (2) s. 1. <sup>3</sup>In addition, it may also stipulate requirements such as:

1. a written report to be submitted to the supervisory committee and a discussion thereof;
2. work that should be published or accepted for publication;
3. the regular attendance and successful completion of units of study, modules and examinations above and beyond those comprising the mandatory curriculum of the doctoral program as stipulated in Appendix 2 in accordance with Article 6 (1) s. 1 no. 1.

<sup>4</sup>The target agreement shall be set down in writing and only enter into force after having been countersigned by the chairperson of the doctoral committee.

(2) If it should not be possible to convene a supervisory committee or if no target agreement can be reached, and unless exceptions in accordance with Article 36 are applicable, the student shall deregister at the end of the second regular semester.

#### **Article 16 Interim examinations**

(1) <sup>1</sup>The supervisory committee shall conduct interim examinations no later than in the third and fifth regular semester, respectively. <sup>2</sup>The results of the interim examination shall be reported to the chairperson of the doctoral committee.

(2) <sup>1</sup>If the student has fulfilled the criteria and requirements stipulated in the target agreement, the doctoral program under academic supervision shall continue without the need for any special decision on the part of the doctoral committee. <sup>2</sup>If corrections to the original target agreement should be on order after the interim evaluation, these may be specified in an amendment to the target agreement; Article 15 (1) s. 4 shall apply *mutatis mutandis*.

(3) <sup>1</sup>If the supervisory committee should find that the criteria and requirements agreed for the interim evaluation have not been fulfilled, the supervisory committee shall determine the expected results that the student will need to deliver when repeating the module. <sup>2</sup>If the supervisory committee should find that the student has again failed to fulfill the criteria and requirements after a repeated attempt at the interim examination and that the student is likely to fail to perform at the level required for their admission to the thesis defense, the doctoral committee shall disband the supervisory committee and thus terminate the student's pursuit of the doctoral program. <sup>3</sup>The chairperson of the doctoral committee shall notify the student of the termination of their pursuit of the doctoral program by official letter, which shall include a justification and statutory remedy notice.

#### **Article 17 Duties of the student within the framework of the doctoral program under academic supervision; dissertation**

(1) <sup>1</sup>Students have the duty to qualify as scientific researchers by seeking accreditation for their ability to carry out advanced scientific work. <sup>2</sup>They demonstrate this ability by obtaining 140 ECTS credits within the framework of the doctoral program under academic supervision.

(2) <sup>1</sup>Students shall submit an independently researched and written treatise that fulfills academic standards (the dissertation). <sup>2</sup>The topic of the dissertation should be consistent with the areas of research pursued at the Medical Faculty or in the context of related disciplines. <sup>3</sup>The dissertation either comprises a monolithic doctoral thesis or a thesis by publication, which entails the cumulative publication of several papers either published or accepted for publication, together representing a scientific contribution equal to a monolithic doctoral thesis. <sup>4</sup>Theses already submitted for other academic degrees or purposes cannot be submitted as dissertation.

(3) <sup>1</sup>A thesis by publication shall comprise at least two scientific articles, both of which must either already have been published or accepted for publication in a peer-reviewed journal of international standing. <sup>2</sup>Papers merely submitted for publication may only be considered as elements of a cumulative dissertation in extraordinary cases where exceptions as per (2) s. 3 apply. <sup>3</sup>The doctoral candidate must be the lead author of at least one of these articles. <sup>4</sup>In the case of a thesis by publication, an introduction to the dissertation shall be prepended which summarizes the articles and states the significance of the articles for the specific subject area, or, in cases where the articles have been written by several authors, how and what the student has contributed to the articles in terms of the quantity and quality of their research.

(4) <sup>1</sup>The dissertation shall be submitted in the form of a print-ready manuscript either in the original DIN A 4 format, or, if copied from the publication, in the formats DIN A 4 or DIN A 5. <sup>2</sup>The dissertation shall be hard-bound and paginated and shall contain a table of contents and a bibliography in addition to a comprehensive summary. <sup>3</sup>Addenda not intended for printing may be appended to the dissertation, providing that they are annotated accordingly.

(5) The dissertation shall be written in English.

#### **Article 18 Assessment of the results of the doctoral degree program**

(1) As soon as the student has submitted the agreed upon and/or required work for admission to the thesis defense in full, the supervisory committee shall initiate the final academic assessment.

(2) In order to undergo the final academic assessment, students will need to submit the documents listed below to the doctoral committee. These documents shall remain with the records of the doctoral committee unless they are meant for publication:

1. a curriculum vitae in English or German;
2. a bibliography of their publications in English or German,
3. five hard copies of the dissertation,
4. a statement in lieu of an oath in English or German to the effect that the student's research is in fact their own and original work.

(3) <sup>1</sup>The chairperson of the doctoral committee shall request the supervisor (Article 14 (1) s. 1) to conduct the first assessment, and the second assessor to conduct the second assessment (Article 14 (1) s. 2). <sup>2</sup>Their assessment reports shall be submitted no later than two months from the request for assessment. <sup>3</sup>The doctoral committee shall also appoint an examining committee comprising four members in total. <sup>4</sup>These members shall be the supervisor, the second assessor and another faculty member of the Medical Faculty who is not a member of the supervisory committee. <sup>5</sup>The fourth member may be appointed from among the faculty members of a cooperating institution associated with the Medical Faculty or a different domestic or foreign university. <sup>6</sup>When selecting the members of the examining committee, special consideration should be given to an adequate representation of the areas of expertise relevant to the dissertation. <sup>7</sup>With the student's consent the number of members of the examining committee may be increased to a total of six, with the additional members to be appointed from among the faculty members of a cooperating institution associated with the Medical Faculty. <sup>8</sup>The requirements stipulated in s. 4, 5 and 7 notwithstanding, a professor at a university of applied sciences may also be appointed member of the examining committee, providing an appropriate cooperation agreement is in place.

(4) Each assessment report shall state a grade for the thesis as per Article 10 as well as a recommendation to either accept the thesis for publication with corrections, to accept it without corrections, to return the thesis for revision, or to reject it.

(5) <sup>1</sup>The chairperson of the doctoral committee shall circulate copies of the thesis and the assessment reports to the members of the examining committee as soon as they have received the assessment reports. <sup>2</sup>The members may then comment on the dissertation and suggest a grade. <sup>3</sup>Their comments shall be submitted no later than four weeks from the receipt of the dissertation document and assessment reports during regular term time, and no later than six weeks from the receipt of the dissertation document and assessment reports during semester breaks.

(6) <sup>1</sup>In case not all the assessment reports as per (4) and all of the comments as per (5) should unanimously recommend that the dissertation be accepted without corrections, the doctoral committee shall decide on whether to accept the dissertation with corrections, accept it without corrections, return it to the student for revision, or reject it. <sup>2</sup>If the dissertation has minor flaws which neither justify an outright rejection nor a return for revision, the doctoral committee may make the acceptance of the dissertation subject to the condition that corrections or additions be made prior to its publication.

(7) <sup>1</sup>If the dissertation is returned for revision, the copies circulated to the committee members shall be retained for the records. <sup>2</sup>The revised version of the dissertation must be submitted within one year. <sup>3</sup>If this deadline is not met, the student will be deemed to have ultimately failed the doctoral program. <sup>4</sup>All provisions stated in the remaining paragraphs of this article shall apply to the revised version of the dissertation *mutatis mutandis*. <sup>5</sup>The dissertation may only be returned for revision once. <sup>6</sup>If the dissertation were in need of a second revision, the student would be deemed to have ultimately failed the doctoral program.

(8) <sup>1</sup>If the assessment reports as per (4) and the statements of the members of the examining committee as per (5) each recommend a grade of "sufficient" (4.0) or better, the student shall be deemed to have passed the requirements for the dissertation. <sup>2</sup>If all assessment reports and comments should unanimously propose the same grade, this proposed grade shall be the overall grade for the dissertation. <sup>3</sup>In case different grades should have been proposed, the grade for the dissertation shall be determined as per Article 10 (2) s. 4 to 6, providing the difference between the best and worst grade proposed is no greater than 0.7. <sup>4</sup>In any other case the doctoral committee shall decide whether the requirements for the dissertation have or have not been fulfilled and grade the work accordingly.

(9) <sup>1</sup>The chairperson of the doctoral committee shall notify the student of whether their dissertation has been accepted with corrections, has been accepted without corrections, will be returned for revision, or has been rejected. <sup>2</sup>The student must be notified in writing if they have ultimately failed the doctoral program or if their dissertation is returned for revision or rejected. The notification must state a justification for the decision and contain a statutory remedy notice.

### **Article 19** **Thesis defense**

(1) <sup>1</sup>The student shall be admitted to the thesis defense once they have passed the requirements for the dissertation. <sup>2</sup>The chairperson of the doctoral committee shall send a written invitation to the student at least two weeks prior to the date of the thesis defense.

(2) <sup>1</sup>The thesis defense shall be conducted and assessed by the examining committee (as per Article 18 (3) s. 3 to 8). <sup>2</sup>Students shall demonstrate that they have an adequate command of the discipline of their dissertation topic and any related disciplines by defending their dissertation in the thesis defense. <sup>3</sup>The thesis defense consists of a public presentation followed by an oral examination by the examining committee; the duration for each part and for each candidate is stipulated in Appendix 2/column 14. <sup>4</sup>The grading and announcement of the examination results take place in camera. <sup>5</sup>The language of the thesis defense is English.

(3) <sup>1</sup>Article 10 shall apply mutatis mutandis to the grading of the thesis defense. <sup>2</sup>After the thesis defense, the student shall be notified of their grade. <sup>3</sup>The supervisor shall take minutes of the proceedings and the results of the thesis defense, which must be signed by the chairperson of the examining committee.

### **Article 20** **Publication of the dissertation**

(1) <sup>1</sup>The student must publish their dissertation and make it available to the academic community no later than one year from their successful completion of the thesis defense. <sup>2</sup>If warranted under special circumstances, the chairperson of the doctoral committee may extend this deadline beyond the requirement as per s. 1, providing that the student has made a request for extension before the deadline has expired. <sup>3</sup>When considering such requests, a balance between the public interest in the accessibility of dissertations on the one hand and the needs of the student on the other hand shall be struck, and these considerations as well as the decision made shall be documented. <sup>4</sup>The deadline stipulated in s. 1 may not be extended beyond a total duration of three years. <sup>5</sup>Should the student fail to publish their dissertation within the regular or extended deadline as per s. 2 to 4, any entitlements they have earned by successfully completing the doctoral program shall be void.

(2) <sup>1</sup>If the doctoral committee has made the acceptance of the dissertation subject to conditions as stipulated in Article 18 (6), the amended version of the dissertation document must be submitted to the supervisor and their written confirmation that all conditions have been met must be obtained prior to publication. <sup>2</sup>Any other changes to the dissertation prior to its printing also require the supervisor's approval.

(3) <sup>1</sup>The title page of the dissertation must bear the inscription "Dissertation submitted in fulfillment of the requirements of the Degree of Doctor of Philosophy (Ph.D.) at the Medical Faculty at the Ludwig-Maximilians-Universität München" as well as the name of the institution at which the work was completed and the completion date of the dissertation. <sup>2</sup>The names of the supervisor and the second assessor and the date of the thesis defense must be listed on the inside cover page of the dissertation.

### **Article 21** **Deposit of the mandatory copies**

(1) <sup>1</sup>A dissertation shall be deemed available to the academic community in an appropriate manner if it is both readily available from within the Ludwig-Maximilians-Universität München and accessible to the academic community at large. <sup>2</sup>In order to make their dissertation readily available within the Ludwig-Maximilians-Universität München and/or to prove that their dissertation is accessible to the academic community at large, the student shall give two printed and bound copies of the dissertation to the library of the Ludwig-Maximilians-Universität München free of charge. <sup>3</sup>In addition, the dissertation must be published either

1. in a periodical;
2. as part of a monographic series;
3. as a monograph by a commercial publisher with a guaranteed minimum print run of 150 printed copies; or
4. as an electronic publication on the publication server for electronic dissertations at the Ludwig-Maximilians-Universität München.

<sup>4</sup>For electronic publications as per s. 3 no. 4, the student shall grant the university library the right to create and circulate additional copies of the dissertation within the purview of its statutory duties and to make the dissertation publicly accessible over electronic networks. <sup>5</sup>Any documents published as per s. 2 and s. 3 must be identical in content. <sup>6</sup>The university library may have further requirements (in particular of a technical nature) regarding the form of printed and electronic documents as per s. 2 and s. 3. <sup>7</sup>If warranted under special circumstances, the doctoral committee may permit forms of publication other than those mentioned in s. 3. <sup>8</sup>The university library shall confirm any actions taken by the student in fulfillment of their duties as per s. 1 to 7.

(2) <sup>1</sup>The chair of the doctoral committee may deem the duty to make the dissertation available to the academic community in an appropriate manner fulfilled even if the requirements stated in (1) have not yet been fulfilled. This is the case whenever there is a blocking notice in place due to either:

1. a pending patent application; or
2. pending publication in a periodical;

which can cause a delay in publication. <sup>2</sup>This is only applicable on the condition that the requirements specified in (1) have been completely satisfied, that the latest possible date of publication is indicated in the blocking notice, and that the university library is able to publish the dissertation independently. <sup>3</sup>(1) s. 8 and Article 20 (1) s. 2 to 5 shall apply mutatis mutandis.

(3) <sup>1</sup>(1) and (2) and Article 20 shall also apply to dissertations in the form of thesis by publication. <sup>2</sup>To avoid republishing parts that have already been published or accepted for publication elsewhere, it is permissible to merely reference the relevant publications in a thesis by publication.

### 3. Types of examination

#### Article 22

##### Oral module examinations and partial module examinations

(1) <sup>1</sup>Oral module examinations and partial module examinations are intended to ascertain that the student is able to recognize the larger conceptual relations within the subject field of the examination and that they are capable of situating specific research problems within the appropriate frameworks. <sup>2</sup>The examinations are also intended to determine whether the student has the prerequisite level of basic knowledge for a doctoral program.

(2) The duration of oral module examinations or partial module examinations for each student is stipulated in Appendix 2/column 14.

(3) <sup>1</sup>The essential exam topics and the results of the oral module examinations and partial module examinations must be recorded in a transcript. <sup>2</sup>The student shall be notified of the result at the end of the oral module examination or partial module examination.

#### Article 23

##### Multiple-choice exams; other types of module examinations and partial module examinations

(1) <sup>1</sup>Written module examinations and partial module examinations may, in whole or in part, also take the form of a multiple choice test, that is, the student will need to indicate the correct answer among a set of choices given in the exam questions of the assignment. <sup>2</sup>The exam questions for the assignment shall be designed so that the exam can be marked univocally. <sup>3</sup>All students shall be assigned the same exam questions. <sup>4</sup>Which answers shall be considered correct is to be determined when the exam questions for the assignments are devised. <sup>5</sup>Examiners shall make sure that the exam questions in their assignment papers are free of any flaws rendering them unfit for the purpose as per s. 2 before they grade any assignment papers. <sup>6</sup>If any exam questions should prove defective on inspection, these questions shall be excluded from the calculation of the examination result. <sup>7</sup>The number of exam questions comprising the affected module examination or partial module examination shall be reduced accordingly. <sup>8</sup>This reduced number of exam question shall form the basis for grading the respective module examination or partial module examination as per (2) s. 1. <sup>9</sup>Students must not be negatively affected by the newly reduced number of exam questions.

(2) <sup>1</sup>Written module examinations and partial module examinations that consist of multiple choice exam questions with a single correct answer each (i.e. "one out of n") as per (1) s. 1 shall be deemed passed if:

1. the student has answered at least 60 percent of the exam questions correctly; or
2. the student has answered at least 50 percent of the exam questions correctly, and their number of correctly answered exam questions does not fall short of the average result obtained by other students who have taken the same examination for the first time by more than 15 percent.

<sup>2</sup>If s. 1 no. 2 becomes applicable, the welfare dean of students shall be informed. <sup>3</sup>Once a student has achieved the minimum number of correct answers required as per s. 1, the following grades shall be awarded if they have correctly answered the following percentage of exam questions above the minimum:

1. "very good" for 75 percent of the additional correct answers;
2. "good" for less than 75 percent, but more than 50 percent of the additional correct answers;
3. "satisfactory" for less than 50 percent, but more than 25 percent of the additional correct answers;
4. "sufficient" for less than 25 percent or no additional correct answers.

(3) <sup>1</sup>For examinations which feature multiple-choice exam questions with zero or more correct answers (i.e. an unknown number of answers  $x$  between 0 and  $n$ , whereby  $x$  out of  $n$  answers are correct) as per (1) s. 1, (2) shall apply with the provision that the ratio of the sum of unadjusted points achieved by the student to the maximum achievable number of points rather than the ratio of correctly answered exam questions to the total number of exam questions shall count towards the overall result. <sup>2</sup>For each multiple-choice exam question there is a given benchmark number corresponding to the number of possible answers ( $n$ ) which may be multiplied by a weighting factor for each multiple choice question. <sup>3</sup>The student receives a base score for each multiple-choice exam question; this score will match the benchmark number if the number of the student's choices equals the number of correct answers. <sup>4</sup>A point will be awarded for each correct answer selected or wrong answer not selected, whichever the case may be. This point will count towards the base assessment for the exam question. <sup>5</sup>If a student fails to select a correct answer, one point per answer will be subtracted from their base score. <sup>6</sup>The base score for a multiple-choice exam question cannot be negative. <sup>7</sup>The unadjusted number of points is calculated by multiplying the base score by the respective weighting factor for the multiple-choice exam question. <sup>8</sup>The overall maximum score is calculated as the sum of every benchmark number for every multiple-choice exam question multiplied by its respective weighting factor.

(4) In the case of written module examinations or partial module examinations which only partly consist of multiple-choice exam questions, paragraphs (1) to (3) shall only apply to the relevant parts of the exam paper.

(5) <sup>1</sup>A presentation is a talk supported by the appropriate visual aids; either is to be independently prepared by the student. <sup>2</sup>The presentation may be followed by a discussion.

(6) A portfolio shall document either the essential steps taken towards given learning outcomes for a unit of study or the learning outcomes themselves; alternatively, it may document the individual learning journey using work samples and reflexive writing.

(7) Further details are described in Appendix 2.

#### 4. Result of the doctoral examination

##### Article 24

##### Successful completion and failure of the doctoral examination

(1) Students should successfully complete the doctoral examination by the end of the sixth regular semester.

(2) <sup>1</sup>The doctoral examination is deemed passed if the dissertation has been accepted and:

1. the student has passed every module examination and partial module examination for the mandatory modules as per Appendices 1 and 2 by the end of the tenth regular semester; and
2. the student has earned the required amount of 180 ECTS credits, again by the end of the tenth regular semester.

<sup>2</sup>If a student should have failed to fulfill the requirements as per s. 1 within the original time-frame, but has passed a resit examination as provided for within the framework of these degree program and examination regulations instead, the doctoral examination shall be deemed passed.

(3) The doctoral examination shall be deemed ultimately failed if:

1. the doctoral committee should disband the supervisory committee as per Article 16 (3) s. 2;
2. the dissertation is rejected in the ultimate attempt;
3. a module examination or partial module examination for one of the mandatory modules outlined in Appendices 1 and 2 has been failed in the ultimate attempt.

(4) <sup>1</sup>Unless exceptions in accordance with Article 36 are applicable, the doctoral examination shall be deemed

1. failed in the first attempt if the deadline stipulated in (1) is exceeded by more than four semesters due to reasons attributable to the student themselves; and
2. ultimately failed if the deadline stipulated in (1) is exceeded by more than five semesters due to reasons attributable to the student themselves.

<sup>2</sup>Article 11 (5) s. 3 to 7 shall apply mutatis mutandis.

##### Article 25

##### Official letter of notification and certification in the event of failure

(1) If the doctoral examination

1. has ultimately been failed as per Article 24 (3); or
2. is deemed ultimately failed as per Article 24 (4) s. 1 no. 2;

the chairperson of the doctoral committee shall inform the student of this by official letter containing a justification and statutory remedy notice. Article 28 (5) shall apply mutatis mutandis.

(2) If the doctoral examination has been failed or is deemed failed, a certificate shall be issued upon request and upon presentation of the certificate of deregistration. This certificate shall contain a record of any successfully completed module examinations and partial module examinations and the ECTS credits and grades awarded, accompanied by a statement that the doctoral examination has been failed.

#### **Article 26** **Calculation of the overall grade**

<sup>1</sup>If the doctoral examination has been passed as per Article 24 (2), the overall grade shall be calculated as the arithmetic mean of the module grades weighted as per Appendix 2/column 16; Article 10 (3) s. 2 and 3 shall apply mutatis mutandis for the calculation of the overall grade based on the module grades. <sup>2</sup>Even if the student should earn more than 180 ECTS credits in the doctoral examination, only the 180 ECTS credits required to pass the doctoral examination shall count towards the overall grade. <sup>3</sup>In order to pass the doctoral examination, the student must pass all module examinations and partial module examinations comprising the mandatory modules in the manner stipulated in Appendices 1 and 2.

#### **Article 27** **Doctoral degree certificate, Doctor's Degree, degree certificate, Transcript of Records and Diploma Supplement**

(1) <sup>1</sup>After passing the doctoral examination and depositing the mandatory copies of the dissertation (Article 21), the student shall receive a doctoral degree certificate in German and a Doctor's Degree in English, each bearing the date of the day on which the last module examination or partial module examination has been taken. <sup>2</sup>These certificates certify the award of the academic degree as per Article 2.

(2) <sup>1</sup>The student shall receive a degree certificate in German and a Doctor's Certificate in English bearing the date of the doctoral degree certificate and the Doctor's degree together with the doctoral degree certificate in German and the Doctor's Degree in English. <sup>2</sup>The doctoral degree certificate and the Doctor's Certificate shall each state the topic of the dissertation, the grade for the doctoral program under academic supervision (calculated as per Article 26), and the overall grade.

(3) <sup>1</sup>The program coordinator shall also issue a Transcript of Records in German stating all modules the student has completed and the associated module examinations and partial module examinations with their corresponding ECTS credits and grades or assessments. <sup>2</sup>The transcript shall also include a record of any module examinations and partial module examinations which do not count towards the doctoral examination as per Articles 24 and 26.

(4) The program coordinator shall furthermore issue a Diploma Supplement in English containing information on the type and level of the doctoral degree, the status of the Ludwig-Maximilians-Universität München and detailed information on the contents of the doctoral degree program.

(5) <sup>1</sup>The doctoral degree certificate and the Doctor's Degree shall be signed by the chairperson of the doctoral committee and the dean of the Medical Faculty. The degree certificate and the Doctor's Certificate shall be signed by the chairperson of the doctoral committee. The Transcript of Records and the Diploma Supplement shall be signed by the program coordinator. <sup>2</sup>The Doctoral degree certificate, Doctor's Degree, degree certificate, Doctor's Certificate, Transcript of Records and Diploma Supplement shall each bear the seal of the Ludwig-Maximilians-Universität München.

(6) <sup>1</sup>Should it become known that the student has used unauthorized aids or committed academic fraud after the doctoral degree certificate, the Doctor's Degree, the degree certificate, the Doctor's Certificate, the Diploma Supplement or any other certificate, credential or account statement have already been issued and handed over, the doctoral committee may correct any assessments/grades in retrospect or declare the doctoral examination failed in whole or in part. <sup>2</sup>Any invalid doctoral degree certificate, invalid Doctor's Degree, invalid degree certificate, invalid Doctor's Certificate, invalid Transcript of Records, invalid Diploma Supplement or any other invalid certificate, credential or account statement shall be impounded. <sup>3</sup>If the requirements have been fulfilled, a valid doctoral degree certificate, a valid Doctor's Degree, a valid degree certificate, a valid Doctor's Certificate, a valid Transcript of Records, a valid Diploma Supplement or the respective valid miscellaneous certificates, credentials or final account statements shall be issued and handed over instead. <sup>4</sup>Any such decision shall be precluded once a period of five years from the date of the issue of the degree certificate and Doctor's Certificate has expired. <sup>5</sup>The student shall be given the right to make a statement before any decision as per s. 1 and 2 is made. <sup>6</sup>The student affected is to be immediately notified of any such decision in writing. The notification must state the justification for the decision and contain a statutory remedy notice.

#### Part IV. Examining bodies and administration of examinations

##### Article 28 Doctoral committee

(1) <sup>1</sup>The doctoral committee shall be comprised of at least seven members who are appointed by the faculty committee of the Medical Faculty. <sup>2</sup>The members of the doctoral committee must be faculty of the Medical Faculty or a cooperating institution. <sup>3</sup>The doctoral committee may include members who are faculty members of an institution of higher education pursuant to Article 2 (3) s. 1 of *Bayerisches Hochschulpersonalgesetz BayHSchPG* [Bavarian law governing university staff] and other personnel qualified to act as examiners as defined in accordance with Article 62 (1) s. 2 of *BayHSchG* [Bavarian Higher Education Act] in conjunction with *Hochschulprüferverordnung (HSchPrüferV)* [University Examiners' Ordinance] as amended. <sup>4</sup>The nominations for the committee should reflect the full spectrum of disciplines relevant to the doctoral program. <sup>5</sup>The term of office for the members of the doctoral committee is two years. <sup>6</sup>Reappointments shall be permissible.

(2) <sup>1</sup>The committee members shall appoint a chairperson and a deputy chairperson from among their number. <sup>2</sup>The term of office for the chairperson and their deputy is two years. <sup>3</sup>Reappointments shall be permissible.

(3) <sup>1</sup>The doctoral committee shall constitute a quorum if all members have been given notice of the meeting and its agenda via letter or electronic means at least one week prior to the meeting, and if the majority of members are then present and entitled to vote. <sup>2</sup>Decisions shall be made by majority vote of the members in session; abstention, voting by secret ballot and the transfer of voting rights are not permitted. <sup>3</sup>In the event of a tie, the chairperson shall cast the decisive vote. <sup>4</sup>The procedures for divesting any member of the doctoral committee of the right to participate or cast votes in the committee or examine candidates are governed by Article 41 (2) of *Bayerisches Hochschulgesetz (BayHSchG)* [Bavarian Higher Education Act].

(4) <sup>1</sup>The doctoral committee shall be responsible for organizing examinations, appointing examiners and competent observers (as per Article 29 (3)) and making decisions in all matters pertaining to examinations. <sup>2</sup>The program coordinator shall assist the doctoral committee in the fulfillment of its duties. <sup>3</sup>The doctoral committee shall ensure that the provisions of these degree program and examination regulations are observed.

(5) The doctoral committee may delegate the execution of specific tasks to the chairperson and their deputy or the program coordinator. This transfer of responsibility may be revoked anytime. <sup>2</sup>Furthermore, the chairperson of the doctoral committee is authorized to take any decisions that cannot be postponed on their own without convening the doctoral committee. However, the doctoral committee will have to be informed immediately if this right is exercised.

(6) The doctoral committee should adopt appropriate rules of procedure.

(7) The members of the doctoral committee have the right to attend examinations.

##### Article 29 Examiners and competent observers

(1) <sup>1</sup>The examiner for module examinations and partial module examinations pertaining to a single unit of study other than the doctoral program under academic supervision shall be the person in charge of the respective unit of study, unless (4) s. 1 is applicable. <sup>2</sup>In case module examinations and partial module examinations pertain to a number of different units of study offered by different faculty members, the doctoral committee shall appoint one of the instructors as examiner. This procedure may be applied as a general rule or at the doctoral committee's discretion. <sup>3</sup>If the instructor in charge of the unit of study is not qualified to act as an examiner (as per (4) s. 1), s. 2 shall apply *mutatis mutandis*.

(2) <sup>1</sup>Oral module examinations and partial module examinations shall be conducted by at least one examiner and with a competent observer present (as per (3) no. 1). <sup>2</sup>Two examiners are required to assess the results of module examinations or partial module examinations (as per (3) no. 2) which the student has failed.

(3) The doctoral committee shall appoint, as a general rule or at their discretion:

1. competent observers for module examinations and partial module examinations;
2. a second examiner for module examinations or partial module examinations which the student has not passed and which accordingly should incur an assessment as "failed".

(4) <sup>1</sup>Every examiner must be qualified to act as examiner as stipulated in Article 62 (1) s. 2 of *BayHSchG* [Bavarian Higher Education Act] in conjunction with *Hochschulprüferverordnung (HSchPrüferV)* [University Examiners' Ordinance] as amended. <sup>2</sup>Every competent observer must be a person versed in the relevant discipline who at a minimum holds one doctoral degree or a comparable qualification.

(5) The respective examiners and competent observers shall be responsible for the conduct of the examination procedures.



**Article 30**  
**Program coordinator,**  
**duties of the examiners**

(1) <sup>1</sup>The Medical Faculty shall appoint the program coordinator for this doctoral program. <sup>2</sup>Until the position has been filled, the chairperson of the doctoral committee shall perform their respective duties. <sup>3</sup> The program coordinator shall cooperate with the doctoral committee, the dean's office of the Medical Faculty and the central university administration in performing the following duties:

1. on the initial establishment and later adaptation of this doctoral program:
  - a. the discipline-specific review of the design of these degree program and examination regulations;
  - b. the preparation of the necessary information materials for students and examiners concerning this doctoral program;
2. from then on, they shall be responsible for the coordination and organization of the units of study, module examinations and partial module examinations, in particular for:
  - a. convening the annual curriculum meeting;
  - b. devising specific seminars, lectures etc. corresponding to the abstract units of study prescribed in these degree program and examination regulations;
  - c. announcing these specific events in the university schedule;
  - d. inputting event data into computer systems;
  - e. scheduling and allocating venues to the events, module examinations and partial module examinations;
  - f. inputting grades and assessments into computer systems.

(2) <sup>1</sup>Examiners (as per Article 29) shall inform the program coordinator immediately of any results attained by particular students taking part in the relevant events; for this purpose, the standard means devised by the program coordinator must be used. <sup>2</sup>The program coordinator shall be notified of any results in due time and in the correct format; for this purpose, the program coordinator shall announce the deadlines for notification at the beginning of each semester. <sup>3</sup>If the requirements stipulated in s. 2 are not fulfilled, the respective events shall not be reflected in the current student account statements (as per Article 12). <sup>4</sup>The program coordinator has the duty to notify all students concerned in writing, i.e. to mail them their individual certificates in the form of an official letter accompanied by a statutory remedy notice.

**Article 31**  
**Students' obligation to cooperate, confirming the receipt of communications**

<sup>1</sup>Students are required to confirm the receipt of any physical or electronic communications sent or handed over to them in the required way and at their own expense. Communications that require a confirmation of receipt in this manner are: any information, notifications and administrative acts by the doctoral committee or the program coordinator. <sup>2</sup>Students may confirm the receipt of communications free of charge while they are on the campus of Ludwig-Maximilians-Universität München. <sup>3</sup>The program coordinator shall announce when any information, notifications and administrative acts will be handed over, mailed or electronically made available on campus during the first two weeks of regular term time. <sup>4</sup>The delivery of such information, notices and administrative acts is subject to the general provisions of German law. <sup>5</sup>Should a student fail to take notice of any communications by neglecting to read, pick up, receive or access any physical or electronic communications made available to them by public posting, mail, logistics providers or electronic means, the information, notices and administrative acts concerned shall be deemed received and acknowledged after one month from the date on which they have been served to the student by the relevant means. <sup>6</sup>Students shall be required to pay for any expenses incurred in case the program coordinator has to resend or retransmit any communications due to a student's failure to confirm their receipt of communications as per s. 1 or their neglect to read, pick up, receive or access any physical or electronic information, notices and administrative acts made available to them by public posting, mail, logistics providers or electronic means. <sup>7</sup>The program coordinator shall not be obliged to send or transmit any communications more than once.

**V. Conduct of examinations**

**Article 32**  
**Accreditation of competences**

(1) <sup>1</sup>Unless there are substantial differences in the acquired competences (the learning outcomes) they represent, any semesters studied and any coursework and examination results obtained in any other course of study taken at the Ludwig-Maximilians-Universität München or another state-run or officially recognized university in the Federal Republic of Germany shall be accredited; this shall also apply to any competences acquired through successful completion of a distance learning unit forming a part of a course of study at a state-run or officially recognized institution of higher education in the Federal Republic of Germany, or courses of study at foreign institutions of higher education. <sup>2</sup>By equal measure, this rule shall apply to any semesters studied at

any state-run or officially recognized institution of higher education in Bavaria in the pursuit of other studies pursuant to Article 56 (6) nos. 1 and 2 of the *Bayerisches Hochschulgesetz* (BayHSchG) [Bavarian Higher Education Act], special courses of study pursuant to Article 47 (3) s. 1 of *Bayerisches Hochschulgesetz* (BayHSchG) [Bavarian Higher Education Act], or credits for online courses taken at the *Virtuelle Hochschule Bayern* [Translator's note: an online education offering].

(2) <sup>1</sup>Competences acquired in the pursuit of other forms of continuing education pursuant to Article 56 (6) no. 3 of *Bayerisches Hochschulgesetz* (BayHSchG) [Bavarian Higher Education Act] or outside the higher education sector can be accredited, providing they represent an equivalent level of competence. <sup>2</sup>Competences acquired outside the higher education sector may not account for more than half of the required competences.

(3) <sup>1</sup>If learning outcomes for study times and examination results can be accredited, the grades shall be transferred to the extent that the grading systems are identical. Such grades shall be used for the calculation of any module grades as stipulated in these degree program and examination regulations. <sup>2</sup>Transferred grades shall be marked up and annotated as such in the transcript. <sup>3</sup>If a non-identical grading system has been used for the assessment of the learning outcomes in question, the chairperson of the doctoral committee shall determine a grade for the coursework or examination results to be accredited on the basis of the assessment levels as per Article 10 (2) and proceed as stipulated in s. 1 and s. 2. <sup>4</sup>S. 1 to 3 shall apply mutatis mutandis for the allocation of ECTS credits.

(5) <sup>1</sup>If any study times and examination or coursework results acquired for this doctoral program prior to the student's registration for this doctoral program at the Ludwig-Maximilians-Universität München are to be accredited, the student shall submit the requisite documentation to the doctoral committee no later than by the end of the first semester after they have registered for this doctoral program. <sup>2</sup>For the accreditation of study times and examination and coursework results completed after the student's registration for this doctoral program at the Ludwig-Maximilians-Universität München, the student must submit any relevant documentation in the semester following their completion. <sup>3</sup>Proof for the accreditation of study times is generally furnished by submitting the academic transcript of the university at which the studies were completed. <sup>4</sup>For coursework and examination results to be accredited, the student needs to submit a certificate from the issuing institution of higher education. Any such certificate must state:

1. the particular exams (oral and/or written) and subjects required for the overall examination;
2. which examinations were actually taken;
3. the grades for the coursework and examinations completed and the overall grade for the subject of study, if any;
4. the grading system on which these grades are based;
5. in the case of programs of study which use scoring systems for accreditation: the specific units of study for which the coursework was submitted and the examination results were obtained, alongside the actual score and the benchmark score required for successful completion of the program of study;
6. the volume in semester hours per week of the individual units of study for which coursework and examination results are to be accredited; and
7. whether any overall examination to which the submitted results were meant to contribute has been deemed failed on account of these results or for any other reason.

<sup>5</sup>The candidate shall submit appropriate evidence (diplomas, certificates, documentation, etc.) for the accreditation of competences acquired outside the higher education sector.

(5) Certificates and documents issued in languages other than German may need to be submitted together with a certified translation into German in order to be accepted.

(6) The doctoral committee shall decide if and to what extent any study times and coursework and examination results are accredited; when in doubt, the committee may consult an expert on the relevant subject.

**Article 33**  
**Registering for units of study,**  
**module examinations and partial module examinations;**  
**restricted access**

(1) <sup>1</sup>The doctoral committee may require students to register for some or all units of study, which means that the corresponding classes can only be attended by those registered; the committee shall also stipulate any deadlines for registration and the form of registration required. <sup>2</sup>Students who have failed to observe the registration requirements for a unit of study in terms of due time and form as per s. 1 shall not be entitled to participate in its classes. <sup>3</sup>The program coordinator shall announce for which units of study a registration is mandatory, as well as the required form and deadline for registration, during the first two weeks of any semester; an electronic announcement online shall suffice for this purpose.

(2) <sup>1</sup>The doctoral committee may require students to register for some or all module examinations and partial module examinations; the committee shall also stipulate any deadlines for registration and the form of registration required. <sup>2</sup>Students who have failed to observe the registration requirements for a module examination or partial module examination in terms of due time and form as per s. 1 shall not be entitled to take the respective module examination or partial module examination. <sup>3</sup>In addition to

this requirement, the doctoral committee may rule that every module examination or partial module examination subject to a requirement for registration as per s. 1 shall be deemed failed if the student fails to take it due to reasons attributable to themselves, or in the event that they withdraw from the respective module examination or partial module examination. <sup>4</sup>(1) s. 3 shall apply mutatis mutandis for any module examinations or partial module examinations subject to a requirement for registration; the deadline for registration and required form of registration shall apply.

(3) <sup>1</sup>Announcements of measures pursuant to (1) s. 3 and (2) s.4 shall be recorded in written minutes prior to their posting; these minutes shall state the specific content of the announcement alongside the time, manner and place of its posting. <sup>2</sup>The minutes shall be signed by the chairperson of the doctoral committee and be retained by the program coordinator for a minimum duration of five years.

(4) Restricted access to classes is governed by the Statutes of the Ludwig-Maximilians-Universität München establishing the criteria for the admission of students to classes of Bachelor's and Master's degree programs with restricted capacity of July 24, 2009, as amended.

#### **Article 34 Failure to appear, withdrawal**

(1) a module examination or partial module examination shall be assessed as "failed" or graded with "insufficient" (5.0) in case the student:

1. misses a module examination or partial module examination for which they have registered and which is subject to a doctoral committee ruling as per Article 33 (2) s. 3 due to reasons attributable to themselves; or
2. withdraws from a module examination or partial module examination that they have already begun due to reasons attributable to themselves; or
3. has not completed a written module examination or partial module examination within the specified time limit due to reasons attributable to themselves.

(2) <sup>1</sup>Any reasons for the withdrawal or failure to appear must without delay be communicated in writing and proved to the doctoral committee. <sup>2</sup>Article 11 (5) s. 4 to 7 shall apply mutatis mutandis.

#### **Article 35 Academic fraud, breach of regulations**

(1) Any module examination or partial module examination shall be assessed as "failed" or incur the grade "insufficient" (5.0) if the student makes an attempt at academic fraud, e.g. by using means not approved for the assessment themselves or on someone else's behalf. It shall be considered an attempt at academic fraud in this sense if a student is found in possession of unapproved aids after the exam papers have been handed out or while the examination is ongoing.

(2) Any student found disturbing the proper conduct of an examination may be excluded from the module examination or partial module examination by the examiner or person supervising the exam; in this case, their attempt at the module examination or partial module examination shall be assessed as "failed" or incur the grade "insufficient" (5.0).

(3) Should any serious or repeated misconduct as per (1) and/or (2) occur, the doctoral committee may exclude the student from taking a particular module examination or partial module examination or any module examinations and partial module examinations at all; in case the student is excluded from all examinations, they shall be deregistered pursuant to Article 49 (2) no. 3 of *Bayerisches Hochschulgesetz (BayHSchG)* [Bavarian Higher Education Act].

(4) Article 27 (6) s. 5 and 6 shall apply mutatis mutandis.

#### **Article 36 Protection under the *Mutterschutzgesetz* [German Maternity Leave Act], *Bundeselternzeitgesetz* [Federal Childcare Payment Act] and *Elternzeitgesetz* [Parental Leave Act], and the *Pflegezeitgesetz* [Home Care Leave Act]**

(1) Students shall be able to exercise protective rights for caregivers of children and other dependents in accordance with the respective legal basis: the right to maternity leave pursuant to Articles 3, 4, 6 and 8 of *Gesetz zum Schutz der erwerbstätigen Mutter (Mutterschutzgesetz – MuSchG)* [German Maternity Leave Act] as published on June 20, 2002 (German Federal Law Gazette I p. 2318) and as amended; the right to parental benefits and parental leave within the time-frames stipulated by *Gesetz zum Elternzeit und zur Elternzeit (Bundeselternzeit- und Elternzeitgesetz – BEEG)* [Federal Childcare Payment Act and Parental Leave Act] as published on January 27, 2015 (German Federal Law Gazette I p. 33) and as amended; and the right to caregiver leave (pursuant to Article 7 (3) of *Gesetz über die Pflegezeit (Pflegezeitgesetz – PflegeZG)* [Home Care Leave Act] as published on May 28, 2008 (German Federal Law Gazette I pp. 874, 896) in order to care for a close relative who is a dependent under the provisions of

Articles 14 and 15 of Vol. 11 of the *Sozialgesetzbuch (SGB XI)* [Social Security Code] as published on May 26, 1994 (German Federal Law Gazette I pp. 1014, 1015).

(2) <sup>1</sup>The doctoral committee shall establish which units of study pose an above-average risk to pregnant or nursing students and devise the appropriate warnings/disclaimers. <sup>2</sup>The doctoral committee shall prohibit the participation of pregnant or nursing students in units of study that pose significantly above-average risks to the mother and/or child. <sup>3</sup>The doctoral committee shall determine if and how pregnant or nursing students are to acquire the knowledge and competences taught in units of study in which they are not permitted to participate. <sup>4</sup>The university has no legal obligation to provide alternative course offerings for pregnant or nursing students. <sup>5</sup>The program coordinator shall inform students of any units of study concerned, any pertinent warnings and prohibitions as per s. 1 and 2 and any alternative methods for acquiring the relevant knowledge and competences offered in lieu of the hazardous units of study as per s. 3; an electronic announcement online shall suffice for this purpose.

#### **Article 37** **Disability compensation**

(1) <sup>1</sup>Pursuant to Article 2 (2) and (3) of the ninth Volume of the *Sozialgesetzbuch (SGB IX)* [Social Security Code] as amended, persons with severe disabilities and persons of equivalent status shall, per request made to the doctoral committee, be granted an extension of up to 25% of the time normally allowed for a given examination. This shall depend on the certified degree of the disability affecting an examinee's performance. <sup>2</sup>In cases where an examinee's performance may be severely impacted by their disability, the time allowed for an examination may, per request to the doctoral committee, be extended by 50%. <sup>3</sup>In addition to or instead of an extension of the time allowed for an examination, other appropriate measures for disability compensation may be taken.

(2) <sup>1</sup>Other examinees who are significantly impaired in their ability to complete the module examinations and partial module examinations due to a certified, non-transitory physical disability or chronic illness may also be granted disability compensation as per (1). <sup>2</sup>Miscellaneous appropriate measures may also be taken to alleviate student disadvantage due to transitory disabilities.

(3) <sup>1</sup>Requests for disability compensation must be submitted at the point of registering for a module examination or partial module examination at the latest, or otherwise at least one month before the module examination or partial module examination in question takes place. <sup>2</sup>Any disability claims need to be certified. <sup>3</sup>The doctoral committee may require the presentation of a medical certificate in support of the disability claim. <sup>4</sup>Article 11 (5) s. 4 and 5 shall apply mutatis mutandis.

#### **Article 38** **Flawed examination procedures**

(1) If it should become apparent that an examination procedure had any substantial flaws which may have affected the examination results, and if a request by an examinee or a relevant official to this effect is received, the module examination or partial module examination affected shall be repeated in whole or in part by all or specific examinees.

(2) <sup>1</sup>Any alleged flaws of the examination procedures or any unfitness to participate in the examination on the student's part which may have emerged during a module examination or partial module examination need to be communicated and proved to the person supervising the examination, the examiner and the program coordinator or the chairperson of the doctoral committee at once or at least before the examination results are announced. <sup>2</sup>Students shall also report in writing any reasons they have orally communicated and proved to the relevant persons as per s. 1 to the program coordinator or the chairperson of the doctoral committee. <sup>3</sup>These procedures for pleading and proving such matters are in any event no longer available once more than a month from the module examination or partial module examination in question has passed. <sup>4</sup>Article 11 (5) s. 3 to 7 shall apply mutatis mutandis.

#### **Article 39** **Inspection of examination records, retention periods**

<sup>1</sup>Students may request access to the records and assessments of any module examination or partial module examination; such requests have to be made to the program coordinator in due time and are possible only within a certain time-frame following the module examination or partial module examination. The program coordinator shall specify the relevant time-frame and announce it over the internet, which shall suffice for this purpose. <sup>2</sup>The minimum retention period for the complete examination records is five years. <sup>3</sup>The basic record which consists of copies of the doctoral degree certificate, the Doctor's Degree, the degree certificate, the Doctor's Certificate and the transcript of records is retained indefinitely. <sup>4</sup>Any records may be stored in electronic form.

### **Part VI. Honorary doctorate**

#### **Article 40** **Honorary doctorate**

(1) <sup>1</sup>The academic degree of “Doctor of Philosophy honoris causa”, (abbreviated “Ph.D. h.c.”) shall be awarded to a candidate if two thirds of the members of the faculty committee of the Medical Faculty request the award. <sup>2</sup>Any such request must contain an extensive accolade for the scientific achievements of the person to be so honored. <sup>3</sup>The faculty committee shall decide on the request. <sup>4</sup>The invitation to the committee session sent to the members must indicate that a vote regarding an honorary doctorate is to be taken.

(2) The honorary doctorate is awarded by the public presentation of a doctoral degree certificate in German and a Doctor’s Degree in English documenting the achievements of the doctoral candidate.

## Part VII. Final provisions

### Article 41 Entry into force

These statutes shall enter into force on July 1, 2011.

(1) *These [amendment regulations to the] statutes shall enter into force on December 1, 2017.*

(2) *The degree program and examination regulations of the Ludwig-Maximilians-Universität München for the degree program Medical Research (2011) of July 29, 2011, as amended by the first amendment regulations of December 22, 2017, shall be binding for all students initially registering for the doctoral program Medical Research at the Ludwig-Maximilians-Universität München in the winter semester 2017/2018 or at any later date.*

(3) *Students already registered for the doctoral program Medical Research at the Ludwig-Maximilians-Universität München during the summer semester 2017 shall remain subject to the degree program and examination regulations of the Ludwig-Maximilians-Universität München for the doctoral program Medical Research of July 29, 2011.*

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#### ***Original version of the degree program and examination regulations (of May 26, 2011):***

Issued on the basis of the resolution of the Senate of the Ludwig-Maximilians-Universität München of May 26, 2011, with the agreement of *Bayerisches Staatsministeriums für Wissenschaft, Forschung und Kunst* [Bavarian State Ministry of Science, Research and the Arts] of July 13, 2011, No. C1-H2434.1.LMU-9d/15 356, and the approval of the President of the Ludwig-Maximilians-Universität München of July 29, 2011, No. I.3-H/1025/10.

Munich, July 29, 2011

signed

Prof. Dr. Bernd Huber  
President

These statutes have been written down at the Ludwig-Maximilians-Universität München on July 29, 2011; the resulting version has been announced by posting of public notice at the Ludwig-Maximilians-Universität München on July 29, 2011. Therefore, the date of publication is July 29, 2011.

#### ***Amendment regulations to the degree program and examination regulations (of December 22, 2017)***

These regulations are issued on the grounds of the resolution of the senate of the Ludwig-Maximilians-Universität München of November 16, 2017, and with approval of the President of the Ludwig-Maximilians-Universität München of December 22, 2017, No. I.3-456.07:1.

Munich, Friday, December 22, 2017

signed

Prof. Dr. Bernd Huber  
President

These statutes have been written down at the Ludwig-Maximilians-Universität München on December 22, 2017; the resulting version has been announced by posting of public notice at the Ludwig-Maximilians-Universität München on December 22, 2017. Therefore, the date of publication is December 22, 2017.