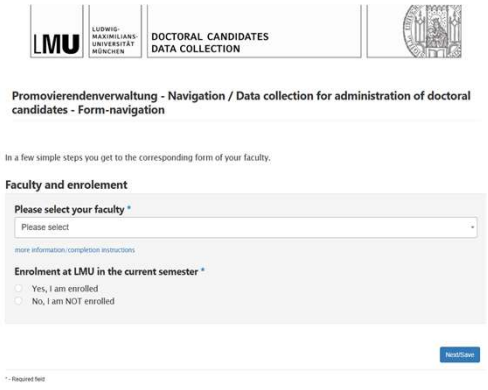
1.1 Faculty and enrolement

Please choose „Faculty of Veterinary Medicine“

If you are currently enrolled at LMU, choose „Yes, I am enrolled“

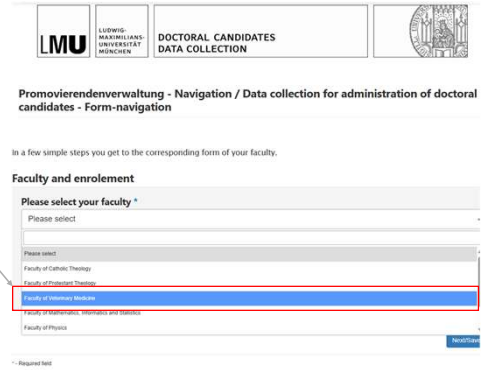
If you are not enrolled at LMU, choose „No, I am NOT enrolled“



1

1.2 Selection of faculty

Select the “Faculty of Veterinary Medicine” as marked here in red



2

1.3 Selection of enrollment status

If you are currently enrolled at LMU, choose „Yes, I am enrolled“ (green)

If you are not enrolled at LMU, choose „No, I am NOT enrolled“ (red)



3

2. View after setting faculty and enrollment status

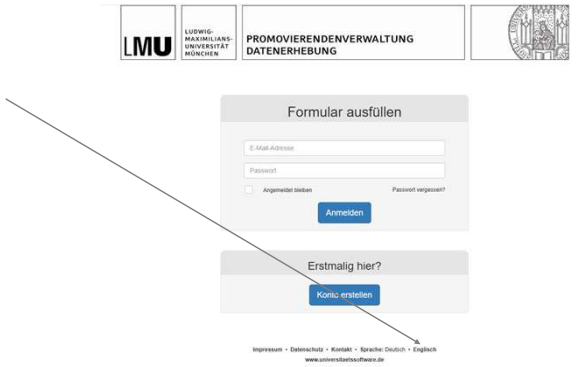
Follow this link to get to the Data Collection



4

3. Set Language

Set language to English before continuing

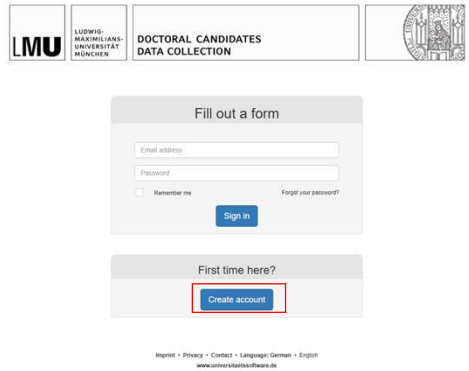


5

4. View create new account

Click on „Create account"

If you have already filled out the Data Collection form, please sign in with your existing account



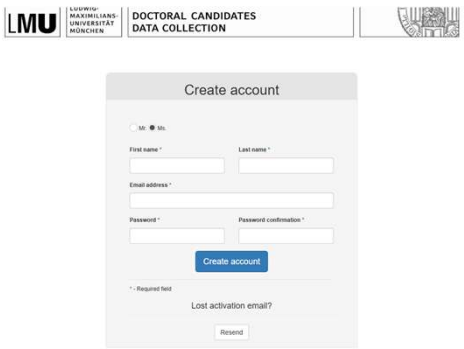
6

5. Create account

Enter your personal data (name and surname) correctly and completely

!!ATTENTION!! Please use a private e-mail address (e.g. @gmail.com, @web.de, @gmx.de or similar)

If you do not have a private e-mail address, the LMU e-mail address can be used, but it is not possible to edit the core data here



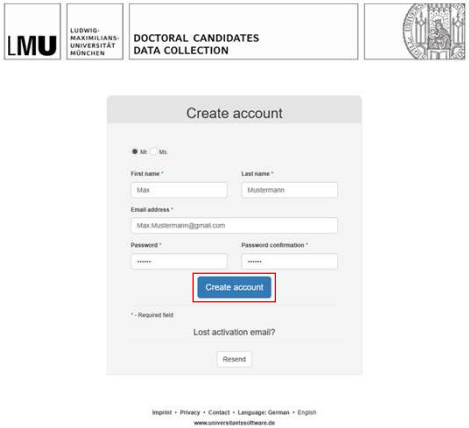
7

5.1 Create Account

Check your data

Please use a private E-Mail address (e.g. @gmail.com, @web.de, @gmx.de or similar) and NOT your LMU-address

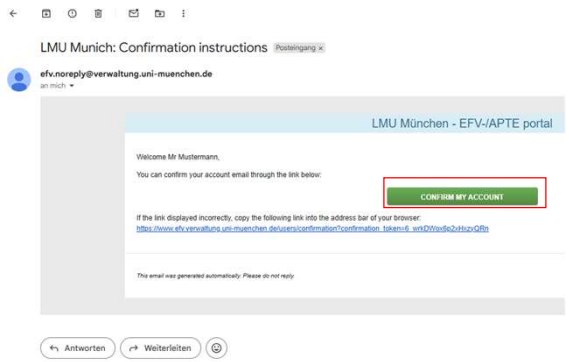
Then click on "Create account"



8

6. Receipt of the confirmation email

Click on „Confirm my account“

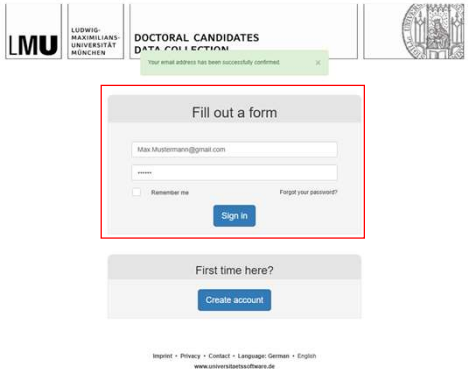


9

7. Log in after user account has been confirmed

This page should open automatically when you confirm your user account

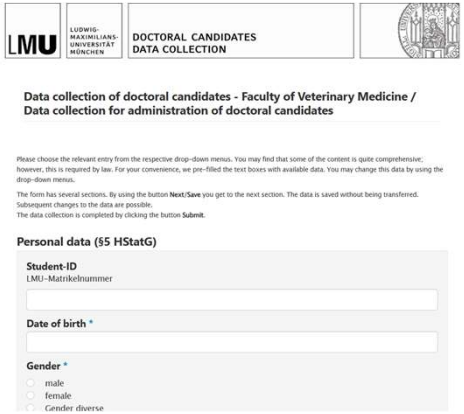
You can now log in here under “Fill out a form” with your specified user data



10

8. Begin of Data Collection

If your registration is successful, you should see this page



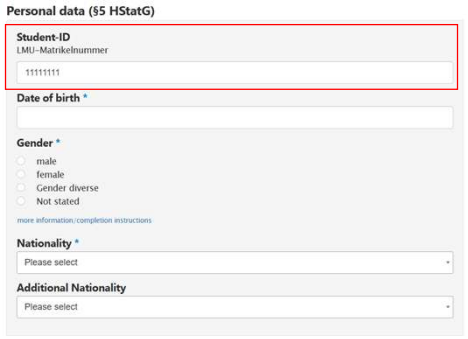
11

9. Personal data

1. Specification of Student-ID

→ You can find these on past LMU enrollment certificates

→ Leave the matriculation number field blank if you do not yet have an LMU Student-ID

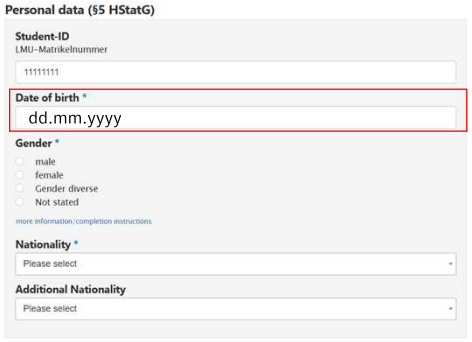


12

10. Personal data

2. Date of Birth

→ Please use the format dd.mm.yyyy (e.g. 01.01.1999)



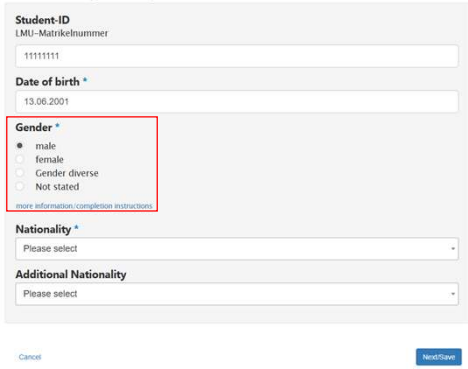
13

11. Personal data

3. Gender

→ Select the gender according to the entry in the birth register

→ "Not stated" must be selected if the gender entry in the birth register is empty



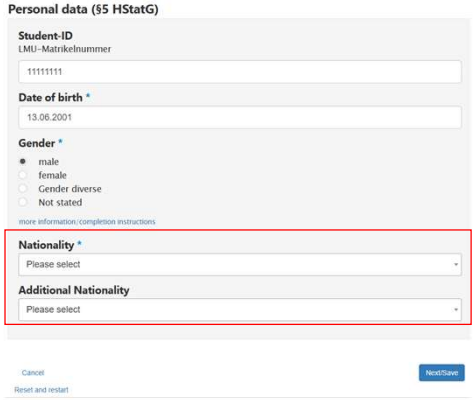
14

12. Personal data

4. Selection of nationality

→ Select the country of your nationality here

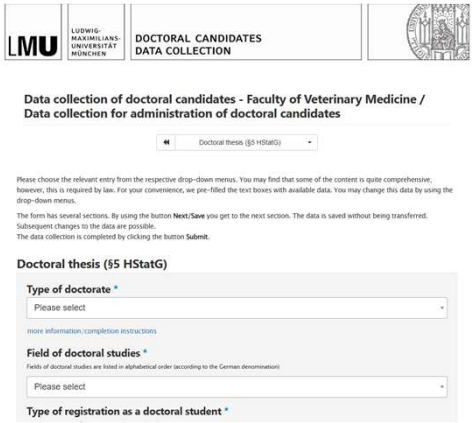
→ For dual nationals (German and other), enter German (Germany) under "Nationality" and the following nationality you hold under "Additional Nationality"



15

13. Doctoral thesis

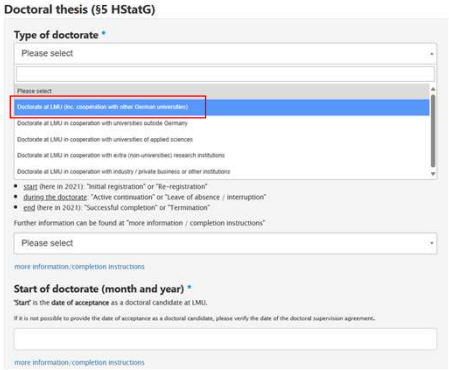
After you have clicked on continue, you will be taken to the following page "Doctoral thesis"



16

14. Type of doctorate

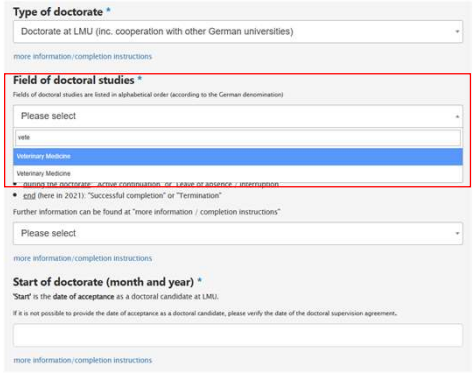
- → Most common is “LMU (incl. cooperation with other German universities)”
- → A cooperation must only be reported if it is an institutional cooperation, in which case a contract or agreement exists
- → If there are several cooperations, only the first applicable characteristic should be specified



17

15. Field of doctoral studies

Possible doctorates at the Faculty of Veterinary Medicine are Veterinary Medicine (Dr. med. vet.) or Veterinary Biology (Dr. rer. biol. vet.)

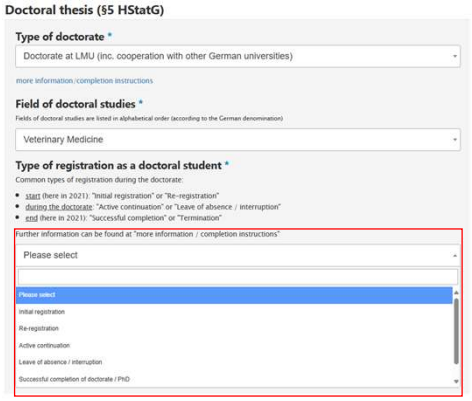


18

16. Type of registration as a doctoral student

Please choose

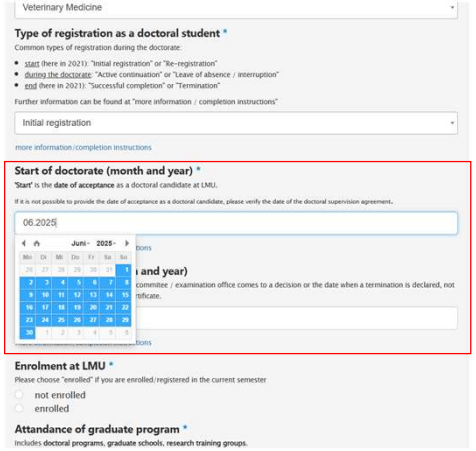
- **Initial registration,** if you are starting a doctorate at a German university for the first time
- **Re-registration**, if a doctorate was started at a German university in the past and was discontinued or successfully completed
- **Active continuation**, if you have already completed your first or new registration in the previous reporting year and are continuing your doctoral project
- **Leave of absence**, if the doctoral project is interrupted must be updated every year
- **Successful completion of the doctorate** is entered by the Dean's Office after completion of the doctorate
- **Termination of the doctorate**, If you discontinue your doctorate, in this case you must inform the Dean's Office at promotion08@dekanat.vetmed.uni-muenchen.de Termination is entered by the Dean's Office.



19

17. Start of doctorate

- → The date of the LMU confirmation of acceptance as a doctoral candidate applies here

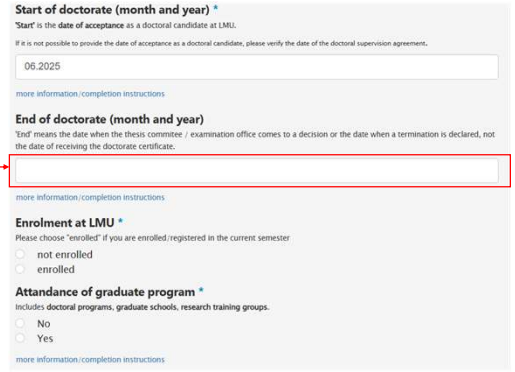


20

18. End of doctorate

!!Leave this field blank!!

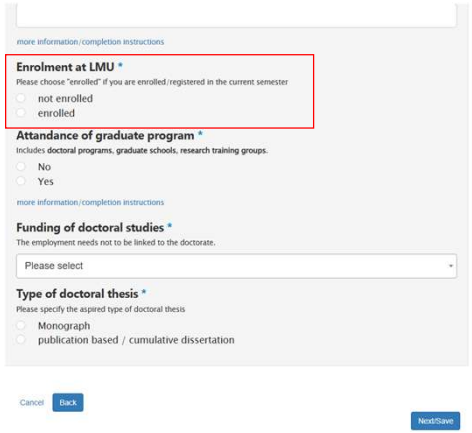
The end date of your doctorate will be entered by the Dean's Office after successful completion



21

19. Enrolment

You select "not enrolled" or "enrolled"

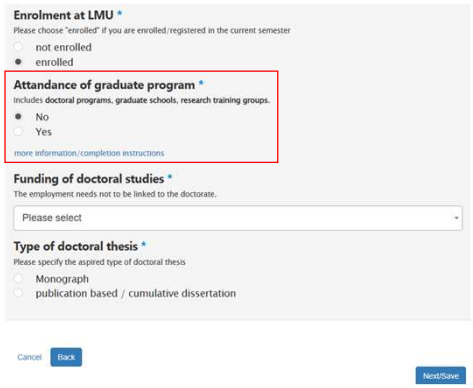


22

20. Attandance of graduate program

This case **rarely** appears

If you are not sure, select "No" to be on the safe side



23

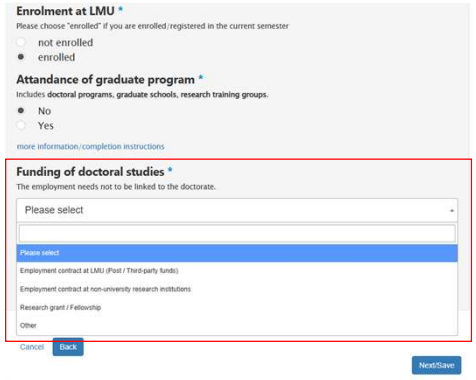
21. Funding of doctoral studies

If you are employed at LMU (e.g. doctoral student assistant), then select **"Employment contract at LMU (incl. Post/third-party funding)"**

If you are employed at a non-university research institution (e.g. Max Planck Society or Helmholtz Association), select **"Employment contract at non-university research institution"**

If your doctoral project is funded by a scholarship, enter **"Research grant/Fellowship"** here

In all other cases, select **"Other"**

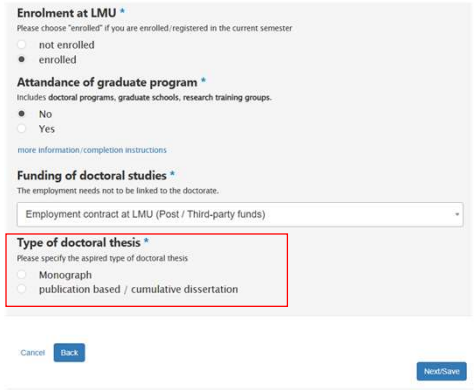


24

22. Type of doctoral thesis

Here you always enter the current status of the intended dissertation

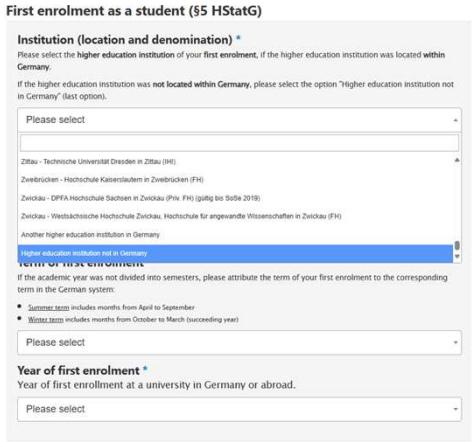
If the nature of the intended dissertation changes over time, please update this in your data collection



25

23. First enrolment as a student

After you have clicked on Next, the following page will appear, as shown here on the right

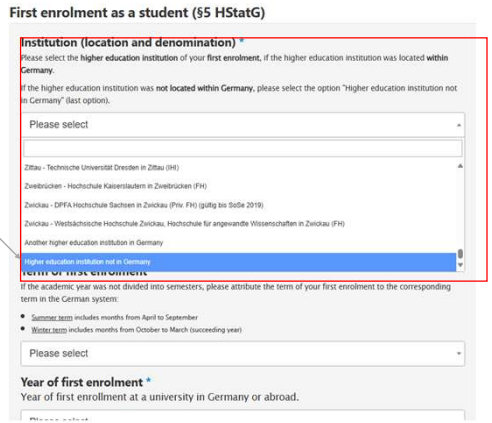


26

24. Institution (location and denomination)

Enter the university where you enrolled for the very first time

→ If this university is located abroad, select the last option "Higher education institution not in Germany"

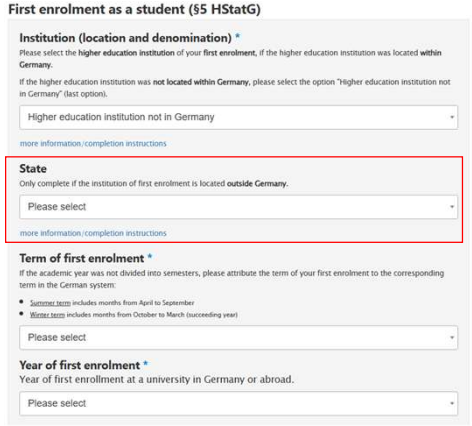


27

25. State

If you selected "University abroad" under point 24, enter the country in which the university of your first enrollment is located here

Leave this field blank if the university of your first enrollment is located in Germany

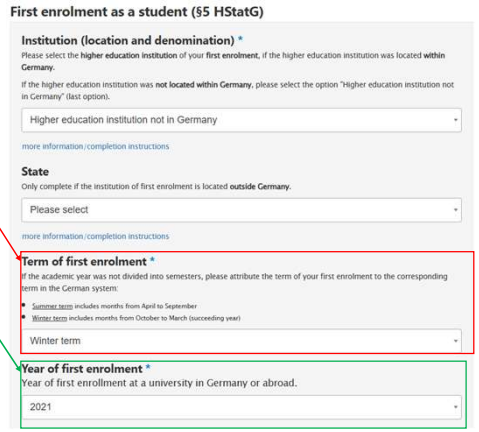


28

26. Term and year of first enrolment

Indicate here whether you enrolled at a university for the first time in a summer semester (April) or winter semester (October)

Indicate here in which year you enrolled at a university for the first time



29

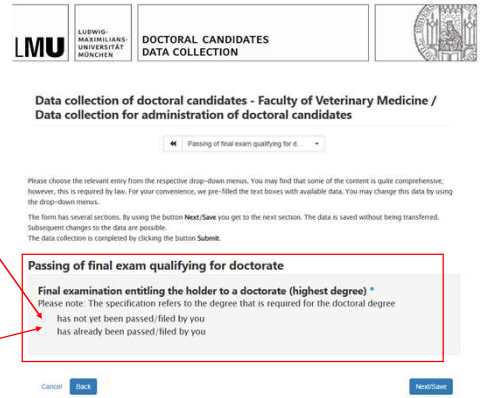
27. Passing of final exam qualifying for doctorate

Final examination entitling you to a doctorate = The final examination entitling you to a doctorate (e.g. veterinary medicine (state examination))

Select **"has not yet been passed/filed by you"** if you have not yet taken the final examination entitling you to a doctorate haben → You have already started a doctorate before you have taken your final examination

→ As soon as you have taken the final examination, update your data entry and enter all details of the final examination

Select **"has already been passed/filed by you"** if you have successfully passed the examination entitling you to a doctorate (e.g. state examination in veterinary medicine)

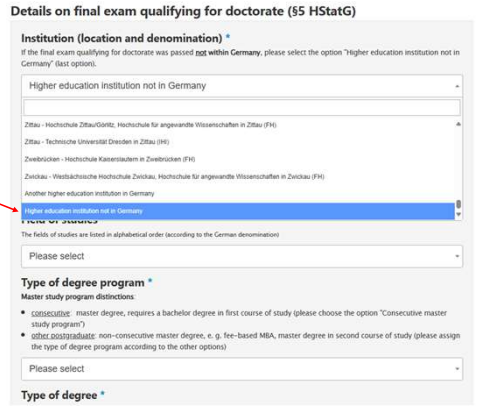


30

29. Institution (location and denomination)

Enter the university at which you obtained the degree entitling you to a doctorate here

Select "Higher Education Institution not in Germany" if you obtained your degree entitling you to a doctorate abroad → Please contact your supervisor and find out about the so-called foreign examination (= Auslandsprüfung)!

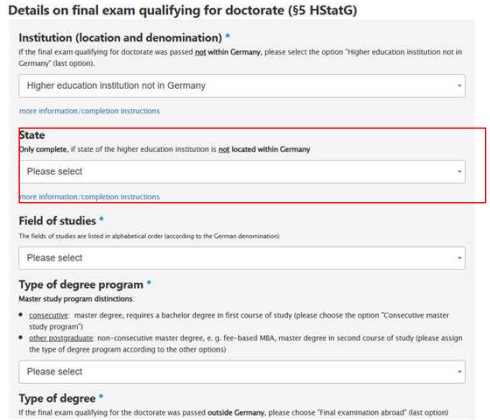


31

30. State of Institution

Here you enter the country in which the university abroad is located at which you obtained your degree entitling you to a doctorate → Find out about the so-called foreign examination (= Auslandsprüfung)

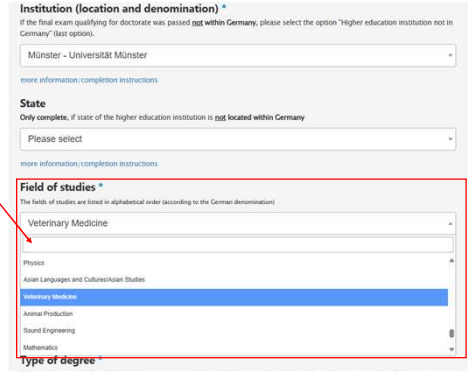
Leave this field blank if the university is located in Germany



32

31. Field of studies to obtain qualification for a doctorate

Here you enter the subject that corresponds to the degree entitling you to a doctorate (e.g. veterinary medicine)



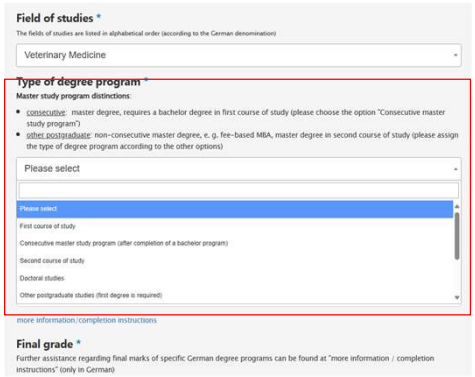
33

32. Type of degree program

It is important to distinguish between:

Consecutive Master's degree program: Master's degree after Bachelor's degree in the first degree program

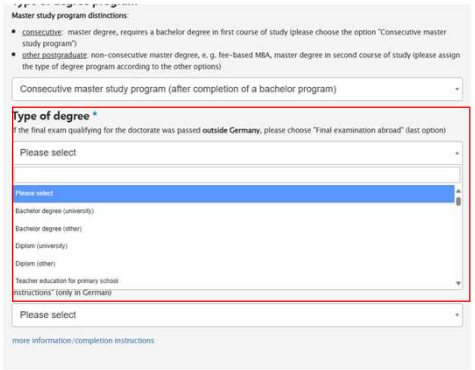
Continuing Master's degree program: Master's degree after conventional degree or Master's degree or Bachelor's degree in the second degree program



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33. Type of degree

Enter the type of degree here (corresponds to the state examination (single-phase training) for veterinary medicine in Germany)

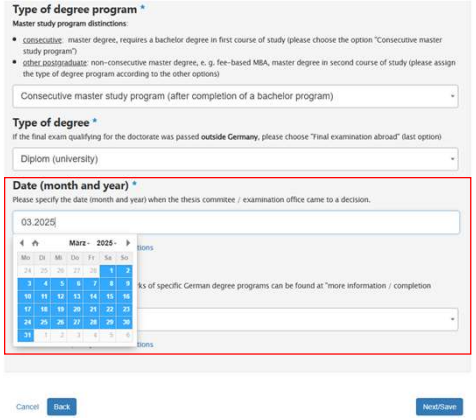


35

34. Date of completion of the examination entitling the holder to a doctorate

Enter the official date of completion of the examination entitling you to a doctorate

Month and year in the format dd.mm.yyyy

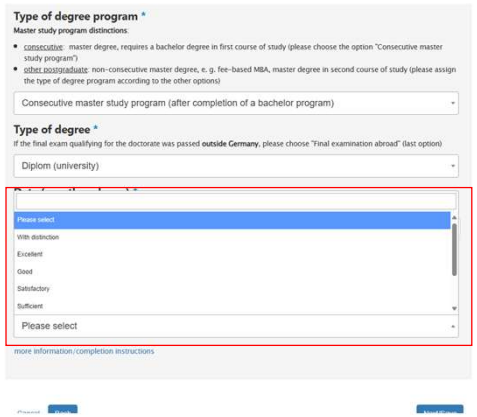


36

35. Overall grade of the final examination leading to the doctorate

Enter your overall grade for the final examination here (Excellent, Good, Satisfactory, Sufficient)

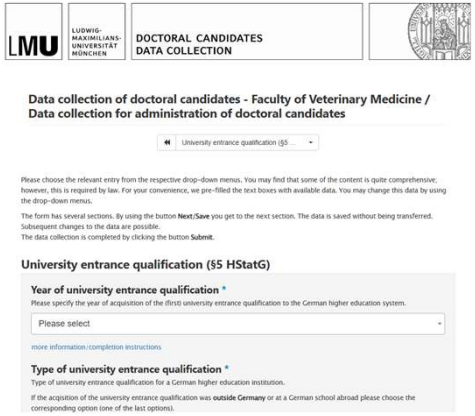
Enter "Passed, overall grade not known" here if the overall grade (e.g. in %) does not correspond to the grade scale 1-5



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36. University entrance qualification

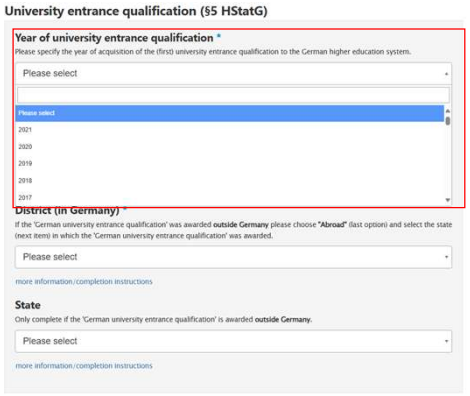
Once you have clicked on Continue, you will be taken to the following page, as shown on the right



38

37. Year of university entrance qualification

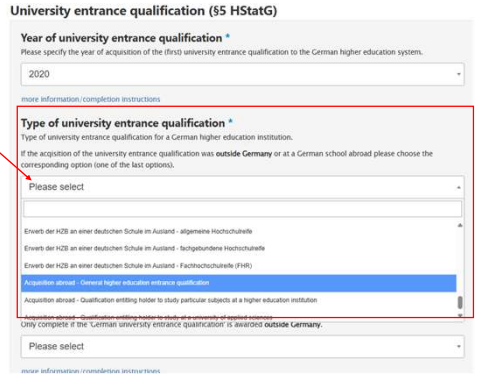
Select the year in which you obtained your Abitur or comparable school-leaving certificate here



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38. Type of university entrance qualification

Here you enter the type of school leaving certificate that entitles you to enroll in a course of study (e.g. Gymnasium - general higher education entrance qualification)

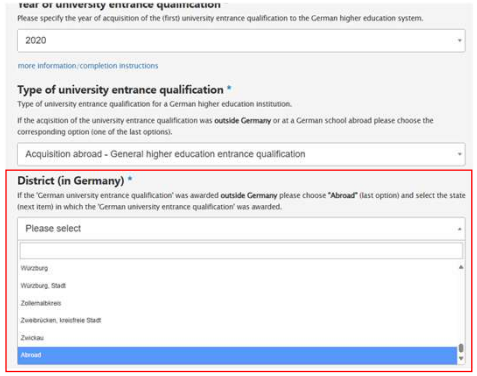


40

39. District in Germany

Enter the district in which the school where you graduated is located

Enter "Abroad" if the school is located abroad

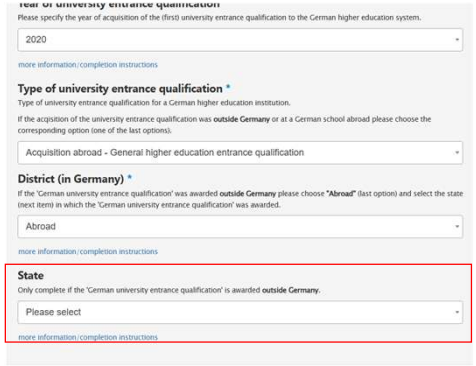


41

40. State of the institution

Enter the country in which the school of the degree is located abroad

Leave this field blank if the school is located in Germany



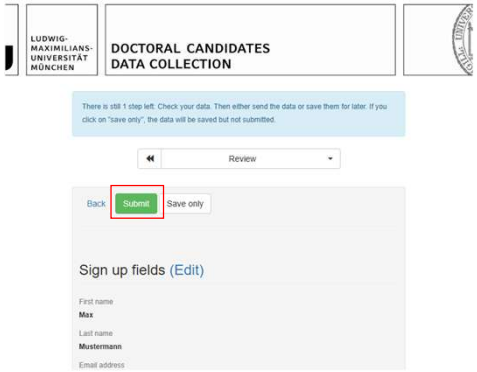
42

41. Check your data

Now check all details thoroughly

Please correct any errors directly

If all details are correct, select the green "Submit" button at the bottom of the page

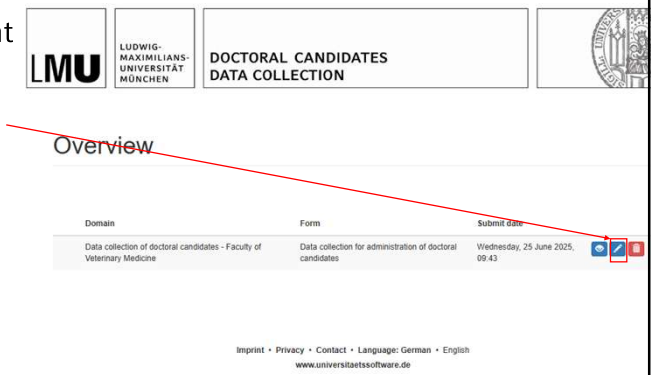


43

42. Subsequent editing

For subsequent editing and regular checking of all details, log in again and select the pencil symbol for editing in the view on the right

Please do NOT delete your data entry under any circumstances, not even if you terminate your doctorate. You were part of our faculty for a period of time and must therefore be included in the data collection.



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