



## **Doctoral study (Dr. rer. nat.) at the faculty of biology, LMU Munich**

(the marked \* documents can be found on the webpage of the dean's office)

### **Step I**

The authorization for the doctoral study (Promotionsberechtigung) must have been awarded at least 2 years before you hand in the thesis (for doctoral students who finish their doctoral studies at the Faculty of Biology in accordance to the 4th amendment of 29.09.2016 of the Doctoral Regulations of the Ludwig Maximilians University Munich).

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

- Together with your supervisor, determine the thesis advisory committee (=TAC). The TAC consists of three members. At least two of them must be habilitated and at least one member must be a full-time professor at the Faculty of Biology at the Ludwig Maximilians University Munich.
- Then download the file "Bestätigung Doktorvater"\*, which has to be filled in and signed by your supervisor.
- Go to the office of doctoral affairs, Großhaderner Str. 2, 82152 Planegg-Martinsried, Room no. B01.030 (1st floor, office hours: Monday, Wednesday, 9:00 to 12:00 a.m.) and bring the following documents with you:
  - originals of your university qualifying documents (Bachelor and Master Degree, Certificate and Transcript of Records)
  - German or English translation of your documents
  - the 'Bestätigung Doktorvater'\*
  - Proof of having written a Master thesis
  - Proof of the duration of your studies

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

- Together with your supervisor, determine the thesis advisory committee (=TAC). The TAC consists of three members. At least two of the members must be habilitated and at least one member must be a full-time professor at the Faculty of Biology at the Ludwig Maximilians University Munich. Three meetings (minimum) are to be proven by submission your doctoral thesis.
- Then download the file "Externe Promotion Anmeldung"\*, which has to be completed and signed by your supervisor (who is not a direct member of the faculty of biology) and the direct member of the faculty of biology, who represents your Doctoral thesis at the faculty of Biology.

- Go to the office of doctoral affairs, Großhaderner Str. 2, 82152 Planegg-Martinsried, Room no. B01.030 (1<sup>st</sup> floor, office hours: Monday, Wednesday, 9:00 to 12:00 a.m.) and bring with you the following documents:
  - originals of your university qualifying documents (Bachelor and Master Degree, Certificate and Transcript of Records)
  - German or English translation of your documents
  - the „Externe Promotion Anmeldung“\*
  - Proof of having written a Master thesis
  - Proof of the duration of your studies

After checking all documents and when the dean has signed your authorization for the doctoral study (Promotionsberechtigung), you may collect it from the dean's office.

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

1. Authorization of doctoral study (Promotionsberechtigung), which you have picked up at the dean's office
2. Diploma documents or Bachelor and Master Degree, Certificate and Transcript of Records
3. Visum if necessary

For further information:

<http://www.uni-muenchen.de/studium/kontakt/international/index.html>

## **Step II**

To complete your doctoral study, you have to be enrolled at the LMU for at least two semesters as a doctoral student of biology.

How to matriculate, see the following site:

[http://www.uni-muenchen.de/studium/hochschulzugang/bewerb\\_einschreib/index.html](http://www.uni-muenchen.de/studium/hochschulzugang/bewerb_einschreib/index.html)

- For people who are from the EU  
You can find further information at  
[http://www.uni-muenchen.de/studium/hochschulzugang/bewerb\\_einschreib/nicht\\_zulas\\_beschr/eu/zulassung/index.html](http://www.uni-muenchen.de/studium/hochschulzugang/bewerb_einschreib/nicht_zulas_beschr/eu/zulassung/index.html)
- For people who are **not from the EU**  
You can find further information at  
[http://www.en.uni-muenchen.de/intstud/applying/norm\\_degree/noneu/index.html](http://www.en.uni-muenchen.de/intstud/applying/norm_degree/noneu/index.html)

You can also get help how to matriculate from the office of international affairs.

## **Step III**

When you have finished your doctoral thesis you have to make an appointment at the office of doctoral affairs (Phone: 089/2180-74120 or E-Mail: [promotion@bio.lmu.de](mailto:promotion@bio.lmu.de)) to hand in your thesis.

When you come to the office you have to bring the following documents with you:

1. the form to release your doctoral thesis (Abgabebblatt)\*
2. your CV (single sheet and integrated)
3. originals of your university qualifying documents

4. two copies of your thesis
5. the agreement of your supervisor with his suggestion for the examination board (Abgabebestätigung/Umlaufvorschlag/Betreuer\*)
6. Eidesstattliche Erklärung/Erklärung über frühere Promotionsversuche\* (single sheet and integrated)
7. certification of good conduct or contract of employment
8. confirmation of enrollment at the LMU
9. proofs of TAC-meetings (e. g. protocols, see also information on <https://www.bio.lmu.de/en/about-the-faculty/organization-of-the-faculty/> please scroll down to "Promotion and Habilitation")
10. Only for students who write a cumulative thesis: Constitution of your own contribution as a Co-author, signed by your supervisor and by yourself (single sheet and integrated); please do also check "regulations of cumulative thesis"\*

We can only accept the submission of your doctoral thesis if you bring **all** of the documents with you.

#### **Step IV**

After Evaluation of your dissertation by every member of the examination you will get an email, after that you can arrange your oral examination (Rigorosum or Disputation), normally with the first four members of your examination board.

If you send an e-mail including date and place of the exam we will write the official invitation and send it to you and the members of the commission.

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

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

#### **Step V**

For getting your certificates of the academic title "Doctor rerum naturalium" after the oral defence you have to hand in the copies of the thesis and publish your dissertation electronically (for details: <http://edoc.ub.uni-muenchen.de/> ).

About four weeks later you will be informed automatically that your documents of the degree are ready to be picked up.

**Only** after you received the certificates it is lawfully allowed to take the title "Dr. rer. nat".