



**Examination and Study Regulations
of the Ludwig-Maximilians-Universität in Munich
for the Master's Program
Evolution, Ecology and Systematics (2018)**

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This is an uncertified translation and therefore not legally binding. For legally binding regulations, please see the original „Prüfungs- und Studienordnung der LMU München für den Masterstudiengang Evolution, Ecology and Systematics vom 29. November 2019“.

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I. General Information

§ 1

The Program and the Purpose of the Master's Degree

(1) ¹The more research-oriented Master's program Evolution, Ecology and Systematics is linked - through the participating scientists - to many research institutes outside the University such as the Max-Planck Institute for Ornithology in Seewiesen, the Zoological and Botanical State Collections Munich, the Botanical Garden München-Nymphenburg, the Anthropological and Paleo-anatomical State Collections Munich and the Bavarian Paleontological and Geological State Collections. ²The study program is based on the three basic pillars of Evolutionary Research: Microevolution and Population Genetics (Evolution), the study of the factors that determine the distribution and appearance of organisms (Ecology) and the development of life and its diversities (Systematics). ³Last but not least, biological processes are examined on a large scale, e.g. the dynamics of ecosystems or the development of whole genomes over evolutionary time scales. ⁴These three main areas are supplemented by courses in adjacent fields such as Anthropology, Archaeo-Biology, Biomathematics, Bioinformatics, Genetics, Microbiology, Plant Sciences, Behavioural Biology and Zoology. ⁵Through interdisciplinary modules an integrative approach is envisioned. ⁶In this study program students can acquaint themselves with a very broad spectrum of scientific methods and learn to use them in practice. ⁷This comprises among other things modern molecular biological laboratory techniques, static-bioinformatical methods to analyze genomic data, classical work methods such as microscopical techniques and systematic and ecological field work. ⁸Furthermore, students can choose if they want to deepen their knowledge in mathematic modelling and quantitative methods of statistics or bioinformatics or by the modern work at biological collections. ⁹Students are encouraged in independent scientific research in intensive and individually supervised practical research courses.

(2) ¹The Master's examination (§ 9 paragraph 1) that accompanies the study period forms the professional qualification of the Master's program in Evolution, Ecology and Systematics. ²This examination determines whether the student has obtained an adequate overview and critical understanding of the field, is capable of applying its scientific methods and knowledge, and has obtained the basic qualifications necessary for the transition into professional life.

(3) ¹During the course of this Master's program key skills will also be conveyed. ²Key skills particularly include:

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

(4) All courses of instruction and associated module and sub-module exams are held in English.

§ 2 Academic Degree

Upon successful completion of this Master's program, the faculty of Biology awards the academic degree "Master of Science" (abbr. "M.Sc.").

§ 3 Admission Requirements

(1) ¹Requirement for matriculation in this Master's program is proof of a qualifying college or university degree consisting of no less than 180 ECTS points or its equivalent from a domestic or foreign institution in the field of Biology or a related subject. ²Further requirements may be found in separate regulations of the Ludwig-Maximilians-Universität in Munich.

(2) Assessment and decisions pertaining to admission accordance with paragraph 1 are performed in consultation with the Master's Examination Board.

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

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

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

(2) ¹Subject-related counselling is provided by an appointed counsellor in the faculty. ²The counselling covers content-related or schedule-related inquiries about the degree program. ³Information about exams and the recognition of competences is provided by members of the Examination Board and/or the Examination Office.

II. Duration, Structure and Course of Studies

§ 5

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

(1) The Master's program begins exclusively in the winter semester.

(2) ¹The prescribed period of study is four semesters, including time to prepare the Master's thesis. ²A maximum total of 89 SWS (hours per week per semester) are required.

§ 6

ECTS Points

(1) ¹This Master's degree program requires a total of 120 European Credit Transfer System (ECTS) points. ²ECTS points are quantifiable units representing the student's total workload. ³They contain all forms of courses described in § 8 paragraph 1 sentence 2 including preparation and study time (presence and independent study modes), preparation for exams and the exam itself. ⁴One ECTS point corresponds to a workload of 30 hours, so that the total workload within the prescribed period of study (§ 5 paragraph 2 sentence 1) comes to a sum of 900 work hours per semester and corresponds to 30 ECTS points.

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

§ 7

Modularisation and Modules

(1) ¹The Master's program is based on a modular system, and compulsory module regulations are described in Attachment 2. ²Empty cells on the table in Attachment 2 are not defined by specific content.

(2) ¹Studies in this Master's program include compulsory as well as elective modules. ²Compulsory modules must be successfully completed without exception; students may choose which elective modules they wish to study. ³The number of elective modules may not exceed the required amount. ⁴Choice of an elective module is determined at the latest by participation in the corresponding module or sub-module exam; the choice is irrevocable.

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

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

(5) Attachment 2 defines:

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

§ 8 Courses of Instruction

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

1. lectures,
2. tutorials,
3. seminars,
4. colloquia,
5. practical courses,
6. excursions.

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

(3) ¹This study program comprises solely mandatory courses. ²They are to be successfully completed without exception.

(4) ¹Participation in courses of instruction depends on meeting the necessary prerequisites as specified in Attachment 2/Column 7.

(5) Attachment 2 includes:

1. the courses of instruction,
2. the course type (Attachment 2/Column 3),
3. the rotation of offered courses (by semester or yearly; Attachment 2/Column 6),
4. their assignment to a module,
5. their assignment to one or several regular study semesters,
6. their admission prerequisites (Attachment 2/Column 7),
7. the course numbers (Attachment 2/Column 4),
8. the course names (Attachment 2/Column 8),
9. the forms of instruction (Attachment 2/Column 9),

10. the hours per week per semester (Attachment 2/Column 10).
11. the mathematically allocated ECTS points for the courses (Attachment 2/Column 18).

III. Master's Examination

1. Module and Sub-module Exams

§ 9

Module and Sub-module Exams as Components of the Master's Examination

- (1) The examination for the Master's degree consists of module and sub-module exams.
- (2) ¹In accordance with Attachment 2, each module is concluded with a module exam or a certain number of sub-module exams. ²If a module or sub-module exam is passed, the attributed ECTS points are credited to the student's personal account (§ 12). ³If a module exam is held by several instructors and there are no sub-module exams, the regulations for sub-module exams will apply.
- (3) ¹Participation in module exams and/or sub-module exams depends on the completion of prerequisites. ²The full particulars are given in Attachment 2/Column 11. ³Regular participation, as defined in Attachment 2, is not acknowledged if the student doesn't participate in more than one compulsory course date. ⁴§ 11 paragraph 5 sentences 3 to 7 apply accordingly. ⁵The responsible course instructor monitors attendance with signature lists which will later be archived.
- (4) In module or sub-module exams, or in the sum of the sub-module exams of the corresponding module, students shall prove the acquisition of knowledge and skills conveyed by the courses of instruction according to Attachment 2/Columns 7 to 10.
- (5) ¹Attachment 2 provides information about:
 1. the module and sub-module exams,
 2. their assignment to a module or a course of instruction,
 3. their assignment to a regular study semester (prescribed semester of completion of a course of instruction – Attachment 2/Column 1),
 4. their admission prerequisites (Attachment 2/Column 11),
 5. the types of exams (Attachment 2/Column 12),
 6. the forms of exams (Attachment 2 /Column 13),
 7. the duration of exams or rather the scope of exams (Attachment 2/Column 14),
 8. the type of assessment (grades or "passed" or "failed" – Attachment 2/Column 15),
 9. the weighting of the grades (Attachment 2/Column 16),
 10. the repeatability (Attachment 2/Column 17).

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

§ 10

Grading and Assessment of Module and Sub-module Exams

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

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

Grade 1	= “very good”	= exceptional performance;
grade 2	= “good”	= performance considerably exceeding the demands;
grade 3	= “satisfactory”	= performance satisfying the average demands;
grade 4	= “sufficient”	= performance that despite deficiencies satisfies the demands;
grade 5	= “not sufficient”	= performance that due to considerable deficiencies no longer satisfies the demands.

³For a higher degree of differentiation of module or sub-module exams, grades may be increased or decreased by 0.3 to intermediary grades; the grades 0.7; 4.3; 4.7 and 5.3 are not possible. ⁴If a module or sub-module exam is graded by several examiners or if it comprises several partial tests (§ 11 paragraph 1 sentence 3), the total grade is calculated as a mean average of the individual grades. ⁵Only the first two decimal places are considered. ⁶In accordance with sentence 4 the grades are specified as follows:

With an average of up to and including 1.50	= “very good”;
with an average of 1.51 up to and including 2.50	= “good”;
with an average of 2.51 up to and including 3.50	= “satisfactory”;
with an average of 3.51 up to and including 4.00	= “sufficient”.

(3) The module grade

1. for a module exam or in case of only one graded sub-module exam (§ 9 paragraph 2) follows from paragraph 2 and,
2. in the case of sub-module exams (§ 9 paragraph 2), is calculated as a mean average of the individual grades given according to Attachment 2/Column 15 and weighted according to Attachment 2/Column 16.

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

(4) ¹If a student successfully passes more sub-module exams than necessary for the

completion of the module, only the ECTS points required to pass the module are considered in the grade assessment. ²To pass a module, it is necessary to pass the module or all sub-module exams assigned to the mandatory courses of instruction in the manner stipulated in Attachment 2.

§ 11

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

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

1. “passed” or
2. at least “sufficient” (4.0).

²In accordance with § 31, module and sub-module exams must be passed no later than the end of the semester stipulated in Attachment 2/Column 1 (prescribed semester of completion); details given in brackets in Attachment 2/Column 1 are only recommendations. ³In accordance with § 31, module and sub-module exams are passed if all requirements are fulfilled and completed no later than the end of the semester following the prescribed semester of completion.

(2) ¹If Attachment 2/Column 1 has a number in brackets for a module or sub-module exam, the end of the fourth regular study semester is considered the prescribed semester of completion. ²In accordance with § 31, this module or sub-module exam is passed, if it is completed no later than the end of the fifth regular study semester.

(3) Module and sub-module exams are also passed, even if the prerequisites of paragraphs 1 and 2 are not fulfilled in the stipulated time period, but are met by successfully retaking the exam, as outlined in paragraph 6, or any other exam retake allowed in these examination and study regulations.

(4) ¹Module and sub-module exams are failed if they have been completely or partially taken, but not passed. ²Module or sub-module exams are irrevocably failed if they are completely or partially taken but not passed and there is no possibility of retaking the exam.

(5) ¹In accordance with § 31, module or sub-module exams are considered

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

²In accordance with § 31, if Attachment 2/Column 1 contains a number for a module or sub-module exam in brackets, this exam is considered

1. as taken and failed, if it is not successfully taken at the end of the fifth regular study semester for reasons within the student’s control, and
2. as finally failed, if it is not successfully taken at the end of the seventh regular study semester for reasons within the student’s control.

³Reasons that are to justify missing one of the deadlines of sentence 1 and/or 2 must be plausible and must be submitted to the Examination Office in written form immediately after the missed deadline. ⁴In cases of illness a medical certificate must be presented; a certificate of disability is not sufficient. ⁵In exceptional cases or in general, the Examination Office can demand a certificate from a public medical officer or a doctor, to be determined by the Examination Office. ⁶If the justification is accepted, a new date for the exam will be appointed. ⁷In the case of module or sub-module exams that can be taken in parts, the already achieved results will receive credit.

(6) ¹A module examination or sub-module examination that has been failed for the first time is considered not taken if, after uninterrupted special studies, it has been taken in full no later than the end of the semester specified as the regular semester in paragraph 1 sentence 2, or the semester specified as the regular semester according to paragraph 2 sentence 1 (first retake exam attempt). ²Periods of study recognized in accordance with these examination and study regulations from other universities or study programs are recognized. ³Semesters in which students were on leave (Art. 48, paragraph 2, sentence 1 BayHSchG) are not taken into account, as are times that meet the requirements of § 31 or in which the students could not take part in a module or sub-module exam for reasons beyond their control. ⁴Par. 5 sentences 3 to 5 apply accordingly. ⁵Partial achievements that have been passed in the course of the first retake exam attempt are taken into account. ⁶Sentences 1 to 5 do not apply to the Master's thesis (§ 14) nor the disputation (§ 15).

(7) A failed module or sub-module exam, with the exception of the Master's thesis (§ 14), can, subject to a divergent regulation in Attachment 2/Column 17, be repeated as often as desired.

(8) Students who have not successfully completed a module or sub-module exam must have the opportunity to repeat the corresponding course(s) of instruction before their final attempt to pass this module or sub-module exam.

(9) A retake of an already passed module or sub-module exam, with the exception of the Master's thesis (§ 14), in order to improve a grade, is only possible once at the next possible scheduled date; the best result will receive credit.

(10) The result of a module or sub-module exam and its corresponding ECTS points can only be counted once in this Master's program in accordance with § 6 paragraph 1 sentence 1.

§ 12 Transcripts of Records

¹A personal account is set up at the Examination Office for the students enrolled in this Master's program in which

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

²At the beginning of each subsequent semester students obtain a personal Transcript of Records in accordance with sentence 1, as official notification with instructions on their right to appeal.

2. Extraordinary Module and Sub-module Exams

§ 13 (not covered)

§ 14 Master's Thesis

(1) The Master's thesis is a sub-module exam.

(2) With the Master's thesis students should demonstrate their ability to independently work on a task from their field of specialization with scientific methods within a predetermined period of time (paragraph 7).

(3) ¹The Master's thesis is supervised by a person assigned to be first or second examiner (§ 24 paragraph 3 no. 3; supervisor). ²If the student desires to write his/her Master's thesis at an institution outside the Ludwig-Maximilians-Universität in Munich, permission from the Chairperson of the Examination Board is required.

(4) ¹The procedure of the assignment of topics and the verification of the admission prerequisites is customarily announced by the Examination Office in the first two weeks after the start of the students' next to last regular study semester; an announcement by the Examination Office exclusively on the internet is sufficient. ²The topic and the beginning of every student's Master's thesis are documented at the Examination Office. ³The student can express his/her wishes for certain topics; however, the supervisor is not bound to consider them. ⁴The topic can be returned only once and within two weeks of assignment. ⁵The order of § 28 paragraph 2 sentence 3 is considered carried out; § 28 paragraph 3 applies accordingly.

(5) ¹The supervisor is obligated to

1. assign the topic of the Master's thesis, and
2. assess the Master's thesis in time

for the Examination Office to receive the assessment no later than two weeks before the end of the students' last regular study semester. ²For a second examiner sentence 1 no. 2 applies accordingly.

(6) ¹Students that have not been assigned a topic for a Master's thesis in due time according to paragraph 4 sentence 1 must immediately contact the Chairperson of the Examination Board. ²The Chairperson of the Examination Board is committed to ensure that each student is assigned a topic for the Master's thesis.

(7) ¹The Master's thesis must be completed within 24 weeks. ²The Master's thesis is accredited with 26 ECTS points.

(8) ¹Two copies of the Master's thesis are to be submitted to the Examination Office on the due date; the submission date must be documented. ²The examinee must assure in writing that he/she has composed the thesis independently and has used no other sources or aids than indicated. ³In general or in individual cases the Examination Board can demand that the Master's thesis be submitted additionally in electronic form; in this case the Examination Board specifies the necessary technical requirements.

(9) ¹The Master's thesis is to be assessed by the supervisor of the thesis (paragraph 3 sentence 1). ²Master's theses assessed as "failed" must also be evaluated by a second examiner (§ 24 paragraph 3 no. 3).

(10) ¹If a Master's thesis is assessed with a grade worse than "sufficient" (4.0), it may be repeated once at the next possible date. ²Returning the Master's thesis topic within the time specified in paragraph 4 sentence 4 is however only possible if the student has not made use of this possibility when preparing his/her first thesis.

§ 15 Disputation

¹The disputation is a module part examination which is marked as such in Attachment 2 / Column 12. ²The subject of the disputation is the Master's thesis. ³A failed disputation can be repeated once at the next possible date. ⁴The order according to § 28 paragraph 2 sentence 3 is considered to have been made. ⁵One ECTS point is awarded for the disputation.

3. Examination Forms

§ 16 Oral Module and Sub-module Exams

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

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

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

§ 17 Written Tests and Other Supervised Written Examinations

(1) ¹In written tests or other supervised written examinations the student shall prove that he/she can solve problems and work on subjects on the basis of the necessary

basic knowledge using current methods in his/her subject in a limited amount of time and with limited aids. ²The student can be given different topics to choose from; however, he/she has no claim to such choice.

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

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

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

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

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

1. "very good", if he/she has correctly answered at least 75 percent,
2. "good", if he/she has correctly answered at least 50, but less than 75 percent,
3. "satisfactory", if he/she has answered at least 25, but less than 50 percent,
4. "sufficient", if he/she has answered none or less than 25 percent

of all examination questions above the minimum.

(5) ¹In accordance with paragraph 3 sentence 1, for examinations where any number of answers can be correct (an unknown number x between zero and n of a total of n answer suggestions is correct – "x out of n"), paragraph 4 will apply with the provision that instead of the ratio between all correctly answered questions and the total number of questions, the ratio between the rough points reached by the examinee and the maximum possible performance is applicable. ²A score is determined for each question with multiple choice possibilities, corresponding to the number of answer suggestions (n) that can be multiplied by a weighting factor for the individual multiple choice question. ³For multiple choice questions, the examinee receives points only if all answers are correct. ⁴In each instance of an answer suggestion chosen/not chosen by the examinee with an answer considered correct/incorrect one

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

(6) Written module or sub-module exams in which only sections thereof are Multiple Choice, paragraphs 3 to 6 are valid only for these particular sections.

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

§ 18

Other Forms of Module and Sub-module Exams

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

(2) A record of proceedings consists of a written systematic analysis of one or more academically qualified courses of instruction including a critical discussion of its contents.

(3) For full particulars see Attachment 2.

4. Result of the Master's Examination

§ 19

Passes and Fails of the Master's Examination

(1) The Master's examination is to be passed before the end of the fourth regular study semester.

(2) ¹The Master's examination is passed if, no later than the end of the fifth regular study semester,

1. all module or sub-module exams of the mandatory as well as elective modules are passed according to Attachment 2, and
2. the required number of 120 ECTS points is reached.

²The Master's examination is also passed, even if the prerequisites of paragraph 1 are not fulfilled in the stipulated time period, but are met by a retake in accordance with § 11 paragraph 6 or any other allowable retake in these examination and study regulations.

(3) The Master's examination is irrevocably failed, if a module or sub-module exam of one of the mandatory or elective modules as specified in Attachment 2 is taken but not passed, § 11 paragraph 6 allows no further attempt, and there is no possibility of a retake.

(4) ¹In accordance with § 11 paragraphs 6, 8 and 9, together with § 31, the Master's examination is,

1. firstly taken and failed, if the deadline given in paragraph 1 is exceeded by more than one semester for reasons within the student's control, and
2. irrevocably failed, if the deadline given in paragraph 1 is exceeded by more than three semesters for reasons within the student's control.

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

§ 20

Official Notification and Certification of Failure

(1) If the Master's examination

1. is irrevocably failed, in accordance with § 19 paragraph 3, or
2. considered irrevocably failed, in accordance with § 19 paragraph 4 sentence 1 no. 2,

the Chairperson of the Examination Board issues an official written notification with instructions on right to appeal.

(2) If the Master's examination is failed or is considered failed, a written exmatriculation confirmation containing the successfully taken module and sub-module exams, the corresponding ECTS points and grades, as well as a statement that the Master's examination was failed can be provided upon request.

§ 21

Determination of Final Grade

¹If the Master's examination is passed according to § 19 paragraph 2, the final grade is calculated as a mean average from the module grades weighted according to Attachment 2/Column 16; § 10 paragraph 3 sentences 2 to 3 are applied accordingly for the calculation of the final grade from the module grades. ²If a student acquires more than 120 ECTS points in the Master's examination, the final grade is calculated from only the 120 ECTS points necessary for passing the Master's examination. ³A requirement for passing the Master's examination is the successful completion of

1. all module and sub-module exams of the mandatory modules in accordance with Attachment 2, and
2. all module and sub-module exams of the elective modules in accordance with Attachment 2.

⁴In accordance with § 7 paragraph 2 sentences 3 and 4, if module and/or sub-module exams for more elective modules are passed than are required according to sentence 3 no. 2, the first successfully taken shall be included, in accordance with

sentence 2. ⁵If module or sub-module exams for elective courses are

1. passed in different semesters, the earlier ones,
2. in the same semester, the better ones

are included. ⁶The module or sub-module exam for an elective course for which the required 120 ECTS points are initially exceeded is included only with the amount of ECTS points not in excess of 120 ECTS points.

§ 22

Master-Urkunde, Master Diploma, Master-Zeugnis, Master Certificate, Transcript of Records and Diploma Supplement

(1) ¹On successful completion of the Master's examination, the student receives a Master-Urkunde in German and a Master Diploma in English stating the date of the last module or sub-module exam. ²Therein the academic degree award is documented, in accordance with § 2.

(2) ¹The student receives a Master-Urkunde and a Master Zeugnis in German as well as a Master Diploma and a Master Certificate in English, stating the award date. ²The Master's thesis topic and grade must be stated on the Master-Zeugnis and the Master Certificate.

(3) ¹The Examination Office also issues a Transcript of Records in German or English, containing all passed modules and the corresponding module and sub-module exams including their respective ECTS points and grades. ² In accordance with §§ 19 and 21, module and sub-module exams not counted towards the completion of the Master's degree are included as supplemental information at the conclusion of the transcript.

(4) In addition, the Examination Office issues a Diploma Supplement in English, comprising information on the type and level of the Master's degree, the status of the Ludwig-Maximilians-Universität in Munich, as well as detailed information on the study program of the Master's program.

(5) ¹The Master-Urkunde and the Master Diploma are signed by the Dean and the Chairperson of the Examination Board, the Master-Zeugnis and the Master Certificate are signed by the Chairperson of the Examination Board, the Transcript of Records and the Diploma Supplement are signed by the head of the Examination Office. ²The Master-Urkunde, the Master Diploma, the Master-Zeugnis, the Master Certificate, the Transcript of Records und the Diploma Supplement are provided with the Ludwig-Maximilians-Universität München's seal.

(6) ¹If, after the delivery of a Master-Urkunde, a Master Diploma, a Master-Zeugnis, a Master Certificate, a Transcript of Records, a Diploma Supplement or any other certificate, diploma or transcript, it is revealed that unauthorized aids were used or that deception was involved, the Examination Board can subsequently correct the grades in question and declare the examination to be failed, either partially or completely. ²The incorrect Master-Urkunde, the incorrect Master Diploma, the incorrect Master-Zeugnis, the incorrect Master Certificate, the incorrect Transcript of Records, the incorrect Diploma Supplement, any other incorrect certificate, diploma or transcript are to be retracted. ³If the prerequisites are fulfilled, a correct Master-

Urkunde, a correct Master Diploma, a correct Master-Zeugnis, a correct Master Certificate, a correct Transcript of Records, a correct Diploma Supplement, a correct certificate, diploma or transcript is to be issued. ⁴After a deadline of five years after the date of the Master-Zeugnis and the Master Certificate, such a decision is no longer allowed. ⁵In accordance with sentence 1 and/or 2, before a decision is made the opportunity to make a statement must be made available. ⁶Incriminating decisions are to be immediately communicated to the student in writing; they must be justified and include instructions on right to appeal.

IV. Examination Body and Examination Administration Authorities

§ 23

Examination Board and Examination Office

(1) ¹In accordance with art. 62 paragraph 1 sentence 2 BayHSchG in connection with HSchPrüferV in its currently valid versions, the Examination Board is made up of five members that must be authorized examiners. ²The members of the Examination Board are appointed by the faculty council. ³The members of the Examination Board are appointed for three years in office. ⁴Reappointment is allowed.

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

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

(4) ¹The Examination Board is responsible for the organisation of examinations, the appointment of examiners and observers (§ 24 paragraph 3), as well as decisions in examination matters. ²In the fulfilment of its tasks, the Examination Board is supported by the Examination Office. ³The Examination Board pays heed to the observance of the stipulations of these examination and study regulations. ⁴It reports to the Dean of Studies about the development of examinations and study periods in regular intervals and makes suggestions on the reform and updating of these examination and study regulations.

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

(6) The Examination Board shall set up its own rules of procedure.

(7) The members of the Examination Board have the right to be present at examinations.

§ 24 Examiners and Observers

(1) ¹In accordance with paragraph 4 sentence 1, the responsible course instructor is the examiner for module and sub-module exams on a single course of instruction with the exception of the Master's thesis. ²For module and sub-module exams on several courses with different responsible course instructors, the Examination Board appoints, in general or in individual cases, one responsible course instructor as examiner. ³Sentence 2 applies accordingly, if the responsible course instructor is not authorized to examine (paragraph 4 sentence 1).

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

(3) The Examination Board appoints, in general or in individual cases,

1. the observers at oral module and sub-module exams,
2. a second examiner in the case of module and sub-module exams that are assessed as "failed",
3. one (§ 14 paragraph 3) or several (§ 14 paragraph 9) examiners for the Master's thesis.
4. one or more examiners for the disputation (§15).

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

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

§ 25 Study Coordinator, Duties of Examiners

(1) ¹The study coordinator for this Master's program is appointed by the faculty. ²As long as there is no such appointment the Dean of Studies exercises these tasks.

³The study coordinator performs, together with the Examination Board, the Examination Office and the Central University Administration, the following tasks:

1. during the establishment of and in case of changes of this Master's program:
 - a) verification of the modularization of these examination and study regulations from an expert view,
 - b) composition of the required information on this Master's program for the students and examiners.
2. coordination and organization of all courses of instruction, module and sub-module exams, namely:

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

(2) ¹The examiners (§ 24) are obliged to immediately inform the Examination Office about the results of the students that have participated in their courses of instruction in the standard format prescribed by the Examination Office. ²The information must be submitted to the Examination Office in due time and form; at the beginning of each semester at the latest, the Examination Office announces the submission deadlines. ³If the requirements of sentence 2 are not fulfilled, the courses concerned will not be included in the actual transcripts (§ 12). ⁴The examiner is obliged to submit the information to the Examination Office as soon as possible, and to send individual certifications by mail to the affected students, in the form of official notification including information on right to appeal.

§ 26

Participatory Obligations of Students, Receipt of Notifications

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

V. Examination Procedures

§ 27

Recognition of Competences

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

(2) ¹Competences gained in a relevant successfully completed professional or school training, other advanced studies pertaining to art. 56 paragraph 6 no. 3 BayHSchG or in professional activities can be recognised if they are equivalent. ²Competences gained outside universities can replace at the most only half of the competences required.

(3) ¹If study or examination results are recognised, the grades – as far as the grading systems are equivalent – are to be adopted and included in the calculation of the module and final grade according to these examination and study regulations. ²The adopted grades are indicated and the fact of adoption is pointed out in the certificate. ³If the grading systems are not equivalent, the Chairperson of the Examination Board fixes grades for the recognised study and examination results on the basis of the evaluation steps according to § 10 paragraph 2, following sentences 1 and 2.

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

(4) ¹In order for periods of study, study, or examination achievements that were completed before matriculation at the Ludwig-Maximilians-Universität in Munich to be recognized for this Master's program at the Ludwig-Maximilians-Universität in Munich, the student must submit the necessary documents for recognition to the Examination Board no later than by the end of the first semester after matriculation at Ludwig-Maximilians-Universität in Munich. ²For the recognition of study periods, study, and examination results that are obtained after matriculation to this Master's program at the Ludwig-Maximilians-Universität in Munich, the documents must be submitted during the semester following the semester in which they are accomplished. ³In general, proof of study periods to be recognized is supplied by the presentation of the transcript of the university at which the study results were achieved. ⁴For the recognition of study periods, study, and examination results, a certification of the university at which the study and examination results were accomplished is to be presented; this certification has to include information on

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

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

⁵Appropriate evidence (references, certificates, documentations, etc.) must be submitted for the crediting of competences acquired outside of universities.

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

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

§ 28

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

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

(2) ¹Registration in the form and time frame as prescribed by the Examination Board is necessary for all module and sub-module exams. ²Students who do not register for a module or sub-module exam in due form and within the time deadline have no right to participation in this module or sub-module exam. ³Additionally, if the student does not attend or withdraws from the module or sub-module exam for reasons within the student's control, the Examination Board can mandate that module or sub-module exam as failed. ⁴Paragraph 1 sentence 3 applies accordingly for the form and time frame of the registration.

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

(4) Study management guidelines are specified in a separate statute of the Ludwig-Maximilians-Universität in Munich.

§ 29

Non-attendance, Withdrawal

(1) A module or sub-module exam is considered “failed” or “not sufficient” (5.0), if a student

1. does not attend a module or sub-module exam for which he/she has registered and for which the Examination Board has made arrangements according to § 28 paragraph 2 sentence 3 for reasons within his/her control, or
2. withdraws from a module or sub-module exam he/she has already begun for reasons within his/her control, or
3. has not completed a written module or sub-module exam within the prescribed time frame for reasons within his/her control.

(2) ¹The reasons for non-attendance or withdrawal must be plausible and must be immediately submitted to the Examination Office in writing. ²§ 11 paragraph 5 sentences 4 to 7 apply accordingly.

§ 30

Deception, Breach of Rules

(1) If a student attempts to influence the result of a module or sub-module exam to his/her own or another person’s benefit through deception or the use of prohibited aids, the module or sub-module exam in question is assessed as “failed” or “not sufficient” (5.0); in the case of written module and sub-module exams, the possession of prohibited aids during or after the distribution of the examination papers is considered an attempt.

(2) Any student who disturbs the orderly procedure of an examination can be excluded from the continuation of the module or sub-module exam by the examiner or the proctor; in this case the module or sub-module exam is assessed as “failed” or “not sufficient” (5.0).

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

(4) § 22 paragraph 6 sentences 5 and 6 apply accordingly.

§ 31

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

(1) Claims are allowed for protection provisions under the Maternity Protection Act in its currently valid version in accordance with the terms of the law on Federal Parental Allowance and the Parental Leave Act in their currently valid versions, as well as concerning the nursing care of a close relative in accordance with § 7 paragraph 3 of

the law on nursing care time in its currently valid version concerning who is in need of care, in accordance with §§ 14, 15 SGB XI in its currently valid version.

(2) ¹The Faculty defines which courses of instruction, whose place, time and schedule are predefined by the Ludwig-Maximilians-Universität in Munich, are not mandatory for pregnant or breast-feeding students; the same applies to the internships that are mandatory as part of university training. ²Students who are pregnant or breast-feeding must notify the Examination Office about their condition as soon as possible. ³In coordination with the course administrators, the examination board immediately determines the specific protective measures required in accordance with the event-independent risk assessment according to sentence 1 and informs the pregnant or breastfeeding student respectively. ⁴At the same time, the course administrator offers her a discussion about further adjustments to the study and examination conditions that meet the needs of the student during pregnancy or breast-feeding. ⁵Disadvantages due to pregnancy, childbirth or breast-feeding should be avoided or compensated. ⁶The general regulations on compensation for disadvantages remain unaffected. ⁷An examination registration does not constitute an explicit declaration of the relinquishment of the protection periods, even if it has been made after prior formal notification of pregnancy or breast-feeding in accordance with sentence 2.

§ 32

Disadvantage Compensation

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

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

(3) ¹Applications for disadvantage compensation must be filed at the time of registration for a module or sub-module exam or no later than one month before the module or sub-module exam. ²The disability must be made credible. ³The Examination Board can demand that credibility be proven by a medical certificate. ⁴§ 11 paragraph 5 sentences 4 and 5 apply accordingly.

§ 33

Flaws in the Examination Procedure

(1) If it is proven that an examination procedure had essential flaws that could have influenced the examination results, it can be mandated, either officially or upon

application of a participant, that the entire module or sub-module exam or a single part of it be repeated by certain or by all participants.

(2) ¹Alleged flaws in the examination procedure or the incapability to take an examination occurring before or during a module or sub-module exam must immediately, at the latest before the announcement of the examination results, be claimed and made credible by the supervisor, the examiner, the Examination Office, or the Chairperson of the Examination Board. ²Verbal and credible claims in accordance with sentence 1 are to be immediately submitted in writing to the Examination Office or the Chairperson of the Examination Board. ³The claim and its substantiation are excluded in any case if one month has passed since the date of the module or sub-module exam. ⁴§ 11 paragraph 5 sentences 3 to 7 apply accordingly.

§ 34

Inspection of Examination Documents, Record Retention Periods

¹Upon request to the Examination Office, the student has a right to inspect the examination papers, surveys, and protocols within a reasonable period of time after a completed module or sub-module exam, as customarily announced by the Examination Office; an announcement of the period of time by the Examination Office exclusively on the internet is sufficient. ²The Examination Office can announce that the inspection according to sentence 1 is, to the contrary of sentence 1, carried out in a different place at the Ludwig-Maximilians-Universität in Munich; an announcement of this different place by the Examination Office exclusively on the internet is sufficient. ³The complete examination files are retained for no less than five years. ⁴The basic record, consisting of copies of the Master-Urkunde, the Master Diploma, the Master-Zeugnis, the Master Certificate, and the Transcript of Records, is retained for an unlimited period of time. ⁵The retention can be in electronic form.

VI. Final Provisions

§ 35

Legal Validity and Transitional Provisions

- (1) These regulations are valid as of October 1, 2018.
- (2) Students matriculated in the Master's program Evolution, Ecology and Systematics in the winter semester 2018/19 or later are studying according to the Examination and Study Regulations of the Ludwig-Maximilians-Universität in Munich for the Master's program Evolution, Ecology and Systematics (2018) of November 29, 2019.
- (3) Students who are already enrolled in the Master's program Evolution, Ecology and Systematics in the summer semester 2018 are continuing their studies on the basis of the study regulations with which they have been studying until now.