



LUDWIG-
MAXIMILIANS-
UNIVERSITÄT
MÜNCHEN



**Examination and Study Regulations
of the Ludwig-Maximilians-Universität, Munich
for the Medical Research Doctoral Degree Program**

Dated 29 July 2011

On the basis of Article 13 Paragraph 1 Sentence 2 in conjunction with Article 58 Paragraph 1 Sentence 1, Article 61 Paragraph 2 Sentence 1 and Article 64 Paragraph 1 Sentence 5, Paragraph 2 of the *BayHschG* (Bavarian Higher Education Act), the Ludwig-Maximilians-Universität, Munich passes the following statutes:

Translated from the German. Please note that only the German version is legally binding.

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I. General Information

§ 1

Subject of the Degree Program and Purpose of the Doctoral Examination

(1) ¹The doctoral degree program is based at the Faculty of Medicine at the Ludwig-Maximilians-Universität, Munich. ²The subject of the doctoral degree program is a structured research training program which focuses on current content of medical research, in particular of biomedical experimental, clinical or translational research, or public health research, in particular the fields of epidemiology or public health. ³The overriding aim of the degree program is to give the students in-depth knowledge of current areas of research in medicine and public health, to enable them in particular to carry out profound independent academic work and thus to train up young academics. ⁴An integrative approach is to be pursued by means of a modularized and research-led training program, which is offered jointly by representatives of several fields of study. ⁵Within the framework of the doctoral degree program the students are to learn a broad spectrum of academic methods which they will employ independently to solve academic questions. ⁶In addition, supported by targeted training in academic key qualifications, the students are to present the results of their research at academic conferences and publish them in international journals.

(2) The doctoral examination accompanying the program (§ 9 paragraph 1) serves as proof of the student's ability to conduct in-depth and independent academic work as well as his/her qualification to engage in science and research.

(3) ¹Key qualifications are also imparted during this doctoral degree program. ²They include in particular the following:

1. the ability to do research on certain areas of knowledge and gather information, to evaluate, to consolidate, and to structure the findings,
2. a comprehensive overview and in-depth knowledge of the important areas of knowledge in the particular field,
3. lateral thinking,
4. the ability to organize and transfer information,
5. skill in dealing with information and media,
6. learning and presentation techniques,
7. the ability to convey information,
8. the ability to work in a team and to communicate; also including gender-specific aspects,
9. language skills, and
10. computer skills.

(4) The degree program is conducted in English.

§ 2 Academic Degree

¹The Faculty of Medicine awards those students who have successfully completed this doctoral degree program the academic degree “Doctor of Philosophy” (abbreviated: “Ph.D.”). ² Holders of the degree “Doctor of Philosophy (Ph.D.)” as per Sentence 1 are also entitled to use the abbreviated form “Dr.”.

§ 3 Prerequisites for Admission

(1) ¹The prerequisite for enrollment in this doctoral degree program is proof of completion of a first degree from a *Hochschule* (institute of higher education) that qualifies the holder for a profession, or an equivalent degree from Germany or abroad which is based on at least six semesters of study in medicine, veterinary medicine, natural sciences, pharmacy, public health or a related subject. ² Further prerequisites are stipulated, if applicable, in separate statutes of the Ludwig-Maximilians-Universität, Munich.

(2) A decision about whether the prerequisites for admission have been met is made within the scope of the enrollment procedure in consultation with the responsible Doctoral Committee.

(3) If the prerequisites in paragraph 1 are not met, any participation in examinations for modules or parts of modules is considered as not having taken place, unless later confirmation of the prerequisites in paragraph 1 was expressly allowed and was carried out within the time limit.

§ 4 Central Student Advisory Service and Academic Counseling

(1) ¹The Central Student Advisory Service at the Ludwig-Maximilians-Universität, Munich provides information and advice, especially on interdisciplinary questions. ² Students should take advantage of this service, especially before beginning their studies, when planning to change study programs, as well as in all questions related to admission restrictions.

(2) ¹The academic counseling lies within the responsibility of the Faculty of Medicine and is carried out by the responsible academic counselor. ²The counseling covers in particular questions of content and timing of the plan of studies. ³The members of the Doctoral Committee and the program coordinator in particular provide information on questions related to examinations or the recognition of study periods and results.

II. Duration, Structure and Course of the Degree

§ 5

Start of the Degree, Standard Degree Duration, Hours per Week per Semester

(1) Study in this doctoral program can be started in the winter semester and in the summer semester.

(2) ¹The standard degree duration, including the time for completion of the dissertation, is six semesters. ²The curriculum for the doctoral degree (§6 Paragraph 1 Sentence 1 No. 1) requires a maximum of a total of 54 hours per week per semester (SWS).

§ 6

Structure of the Degree, ECTS Points

(1) ¹A total of 180 points according to the European Credit Transfer System (ECTS points) are to be acquired in this doctoral degree program as follows:

1. 30 ECTS points in the examinations for the parts of modules assigned to the required modules P1, P3, P4 and P6 in Attachment 2/Column 12 (curricular requirements for doctoral studies),
2. 140 ECTS points in the examinations for the modules and parts of modules assigned to the required modules P2 and P5 as well as the required courses P7.1 and P7.2 in Attachment 2/Column 12 (academically guided doctoral studies), and
3. 10 ECTS points in the presentation assigned to the required course P7.3 in Attachment 2/Column 12 and the oral defense of the dissertation ("Disputation") assigned to the required course P7.3 in Attachment 2/Column 12.

²ECTS points are a quantitative measure of the total workload of the student. ³They include both direct teaching in all the courses and the forms of instruction indicated in §8 Paragraph 1 Sentence 2 and also the time for pre- and post-course preparation of the subject matter (contact hours, independent study), as well as the time spent preparing for and taking examinations and the examination results. ⁴One ECTS point corresponds to 30 hours of workload. Thus, the total workload within the standard degree duration (§ 5 Paragraph 2 Sentence 1) is 900 hours per semester.

(2) ¹The student shall acquire the ECTS points resulting from Attachment 2/Column 18 in each semester. ²ECTS points are only awarded for examinations of modules and parts of modules that are passed (§ 9).

§ 7

Modularization and Modules

(1) ¹Studies in this doctoral program are organized in modules; binding rules regulating them are given in Attachments 1 and 2. ²Empty cells in the tables in the Attachments have no regulatory content.

(2) ¹Studies in this doctoral program are comprised solely of compulsory modules.
²Compulsory modules must be completed without exception.

(3) A module describes a group of thematically and chronologically coordinated courses as well as a module examination or one or more examinations for parts of modules, which are allocated a certain number of ECTS points as per § 6 Paragraph 1 according to the amount of time necessary for successful participation.

(4) ¹In accordance with the stipulations of Attachment 2, a module generally spans one or, at most, two semesters. ²In accordance with the stipulations of Attachment 1/Column IV or Attachment 2 /Column 18, the scope of each module amounts to a multiple of three ECTS points.

(5) Attachments 1 and 2 provide the following information:

1. the modules,
2. their assignment to one or more semesters of study (Attachment 2/Column 1),
3. the prerequisites for admission to the modules (Attachment 2/Column 2),
4. the type of module (required or elective module – Attachment 1/Column I and Attachment 2/Column 3); selection criteria are also given for the elective modules,
5. the short designation of the modules (Attachment 2/Column 4),
6. the names of the modules in German (Attachment 1/Column I and Attachment 2/Column 5) and English (Attachment 1/Column I),
7. the descriptions (content and learning objectives) of the modules in German and English (Attachment 1/Column II),
8. the course rotation (by semester or yearly) of the modules (Attachment 2/Column 6),
9. the number of ECTS points allocated to the module (Attachment 2/Column 18).

§ 8 Courses

(1) ¹The aims and content of the studies, as well as key qualifications (§1 Paragraph 3) are conveyed in the courses and forms of instruction stipulated in Attachment 1/Columns II and III. ²The following courses and forms of instruction in particular are stipulated in Attachment 1/Column III and Attachment 2/Column 9:

1. tutorials,
2. seminars,
3. practical courses.

³Courses, in which key qualifications are also conveyed or in which only key qualifications are conveyed, are indicated in Attachment 1/Column II.

(2) All courses are assigned to modules.

(3) ¹Studies in this doctoral degree program consist solely of required courses.
²Required courses must be completed without exception.

(4) Participation in the courses depends on fulfillment of the prerequisites for admission; more details can be found in Attachment 2/Column 7.

(5) Attachments 1 and 2 give information on the following:

1. the courses,
2. the type of course (required or elective course – Attachment 1/Column I and Attachment 2/Column 3),
3. the course rotation (by semester or yearly) (Attachment 2/Column 6),
4. their assignment to one or more modules,
5. their assignment to one or more semesters of study (Attachment 2/Column 1),
6. the prerequisites for admission to the courses (Attachment 2/Column 7),
7. the short designation of the courses (Attachment 2/Column 4),
8. the names of the courses in German (Attachment 1/Column I and Attachment 2/Column 8) and in English (Attachment 1/Column I),
9. the descriptions (content and learning objectives) of the courses in German (Attachment 1/Column II) and English (Attachment 1/Column II),
10. the forms of instruction of the courses (Attachment 1/Column III) and Attachment 2/Column 9),
11. the hours per week per semester (Attachment 2/Column 10).

III. Doctoral Examination

1. Examinations for Modules and Parts of Modules

§ 9

Examinations for Modules and Parts of Modules as Part of the Doctoral Examination

(1) The doctoral examination consists of examinations for modules and parts of modules.

(2) ¹In accordance with Attachment 2, each module concludes with a module examination or a specific number of examinations for parts of modules. ²If an examination for a module or part of a module is passed, the ECTS points assigned to these modules or parts of modules are credited to the personal account (§12) of the student.

(3) ¹Participation in the examinations for modules and parts of modules depends on the fulfillment of the prerequisites for admission to the examinations. ²More details can be found in Attachment 2/Column 11.

(4) In the module examination, the examinations for parts of modules, or in the sum of the examinations for parts of modules of a particular module the students must demonstrate that they have acquired the knowledge and skills that were conveyed in the course or courses assigned to the module according to Attachment 1/Columns I and II and Attachment 2/Columns 7 to 10.

(5) ¹Attachment 2 gives information about

1. the examinations for modules and parts of modules,
2. their assignment to a module and, if applicable, a course,
3. their assignment to a semester of study (standard time – Attachment 2/Column 1),
4. the admission prerequisites for the examinations for modules or parts of modules (Attachment 2/Column 11)
5. the type of examination for modules or parts of modules (Attachment 2/Column 12),
6. the form of the examination (Attachment 2/Column 13),
7. the length of the examination (Attachment 2/Column 14),
8. the type of evaluation (grades or “passed” or “failed” – Attachment 2/Column 15),
9. the grade weighting (Attachment 2/Column 17),
10. the possibility of repeating the examinations (Attachment 2/Column 17),
11. the ECTS points that are awarded on successfully passing the examinations for modules or parts of modules (Attachment 2/Column 18).

²If several forms of examination with an allocated length of examination are specified in Attachment 2/Columns 13 and 14, the head of the course determines which of the specified types is selected and announces this at the beginning of the course.

§ 10

Evaluation of the Examinations for Modules and Parts of Modules

(1) Examinations for modules or parts of modules are evaluated with “passed” or “failed” or they are graded.

(2) ¹The grade for the examination for a module or module part is determined by the individual examiner. ²The following grades are to be used for the evaluation of the examinations for modules and parts of modules:

Grade 1	= “very good”	= outstanding performance;
Grade 2	= “good”	= performance that considerably exceeds the requirements;
Grade 3	= “satisfactory”	= performance that satisfies the average requirements;

Grade 4 = "sufficient" = performance which, despite shortcomings, still satisfies the requirements;

Grade 5 = "insufficient" = performance which, due to considerable shortcomings, no longer satisfies the requirements.

³For a differentiated evaluation of the examinations for modules and parts of modules, the grades can be increased or decreased by 0.3 to an intermediate grade; the grades 0.7, 4.3, 4.7 and 5.3 are not permitted. ⁴If an examination for a module or module part is graded by several examiners or if an examination for a module or module part consists of several "Teilleistungen" (partial requirements) (§11 Paragraph 1 Sentence 3), the overall grade of the examination for a module or module part is calculated from the arithmetic mean of the individual grades. ⁵In the process, only the first two decimal places are taken into consideration. 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) ¹The module grade

1. for an examination for a module or for only one graded examination for a module part (§ 9 Paragraph 2) results from Paragraph 2 and
2. for examinations for parts of modules (§ 9 Paragraph 2) is calculated from the arithmetic mean of the individual evaluations, which are graded according to Attachment 2/Column 15 and weighted according to Attachment 2/Column 16, in the examinations for parts of modules belonging to the particular module.

²Unless otherwise specified in Attachment 2/Column 16, the examinations for parts of modules with the ECTS points assigned to them in Attachment 2/Column 18 are included in the arithmetic mean that is to be calculated according to Sentence 1 No. 2. ³Paragraph 2 Sentences 5 and 6 apply accordingly.

(4) ¹If a student successfully completes examinations for parts of modules for more courses than are required to pass the module, only the ECTS points required to pass the module are taken into consideration in the calculation of the module grade. ²In order to pass a module, it is necessary to pass the examination for the module or all examinations for parts of modules assigned to the compulsory courses in the way specified in Attachments 1 and 2.

§ 11

Passing, Failing and Resitting the Examinations for Modules and Parts of Modules

(1) ¹An examination for a module or module part is passed, if it is evaluated as

1. "passed" or

2. at least "sufficient" (4.0).

²Examinations for modules and parts of modules must, subject to § 36, be passed at the end of the semester stipulated in Attachment 2/Column 1 at the latest (normal deadline); details given in parentheses in Attachment 2/Column 1 are only recommendations. ³Examinations for modules and parts of modules are passed, if, subject to § 36, all of the "Teilleistungen" (partial requirements) are successfully completed at the latest by the end of the fourth semester of study following the normal deadline.

(2) ¹If Attachment 2/Column 1 contains a number in parentheses for an examination for a module or module part, the end of the sixth semester is considered the normal deadline. ²This examination for a module or module part is passed, if, subject to § 36, it is successfully completed at the end of the tenth semester of study at the latest.

(3) Examinations for modules and parts of modules are also considered as passed, if the requirements of paragraphs 1 and 2 are not fulfilled in the period stipulated there, but are fulfilled within the scope of a resit allowed in accordance with these Examination and Study Regulations.

(4) ¹Examinations for modules and parts of modules are failed, if they are taken in whole or in part, but are not passed. ²Examinations for modules or parts of modules are irrevocably failed, if they were taken in whole or in part but were not passed, and there is no longer the possibility of resitting them.

(5) ¹Subject to § 36, examinations for modules or parts of modules are considered

1. as taken and failed, if they were not successfully taken by the end of the fourth semester of study following the expiration of the normal deadline for reasons within the student's control, and
2. as irrevocably failed, if, for reasons within the student's control, they have not been successfully taken at the end of the fifth semester of study following the normal deadline.

²If Attachment 2/Column 1 contains a number in parentheses for an examination for a module or module part, this examination for a module or module part is considered, subject to § 36,

1. as taken and failed, if it has not been successfully taken at the end of the tenth semester of study for reasons within the student's control, and
2. as irrevocably failed, if it has not been successfully taken at the end of the eleventh semester for reasons within the student's control.

³Reasons that justify exceeding one of the deadlines in sentences 1 and/or 2 must be presented in writing without delay to the Doctoral Committee and be substantiated. ⁴In cases of illness, an official medical certificate must be submitted; a certificate of incapacity for work is not sufficient. ⁵In individual cases or generally, the Doctoral Committee can demand an official medical certificate or a medical certificate from a doctor specified by the Doctoral Committee. ⁶If the reason is accepted, a new date will be arranged. ⁷In the cases of examinations for modules or

parts of modules that can be taken in parts, the results that are already available are to be taken into account.

(6) A failed examination for a module or a module part can, insofar as “any number of times” is specified as the possibility of resitting in Attachment 2/Column 17, be resat any number of times.

(7) A failed examination for a module or a module part can, insofar as “once, at next date” is specified as the possibility of resitting in Attachment 2/Column 17, be resat only once at the next possible scheduled date

(8) It is not possible to resit an examination for a module or module part in order to improve a grade.

(9) The evaluation acquired in an examination for a module or module part and the ECTS points earned may only be counted once.

§ 12 Account Statements

¹A personal account is set up with the program coordinator for students enrolled in this PhD program. In this account the following is recorded:

1. all examinations passed for modules and parts of modules (§ 11 Paragraphs 1 to 3) with the indication of either “passed” or the grade given and with the ECTS points acquired, as well as
2. all examinations failed for modules and parts of modules (§ 11 Paragraphs 4 and 5), each with the indication of either “failed” or the grade given.

²At the beginning of each subsequent semester the students receive a personal account statement for their information, as defined in Sentence 1, with information about their legal rights.

2. Academically Guided Doctoral Studies

§ 13 Supervision of the Academically Guided Doctoral Studies

(1) ¹Each student participating in academically guided doctoral studies is supervised by a person authorized to guide doctoral students (supervisor) in accordance with Art. 62 Paragraph 1 Sentence 2 of the *BayHSchG* (Bavarian Higher Education Act) in conjunction with the ordinance on higher education examiners (*HSchPrüferV*) in their currently and hereafter valid versions. ²The supervisor can belong to the Faculty of Medicine, another faculty at the Ludwig-Maximilians-Universität, Munich, or an institution outside the Ludwig-Maximilians-Universität, Munich; the supervisor can also be a professor from a university of applied sciences (“Fachhochschule”) if there is a corresponding cooperation agreement. ³The supervisor is appointed by the chairperson of the Doctoral Committee.

(2) If the supervisor is no longer able to supervise the work, the Doctoral Committee arranges suitable further supervision.

§ 14 Supervisory Committee

(1) ¹The Doctoral Committee appoints a Supervisory Committee for each student in the first semester of graduate study. ²The Supervisory Committee consists of the supervisor (§ 13 Paragraph 1), a second expert in the field of study, and one other person. ³The chairperson of the Doctoral Committee ensures that the subject areas touched on within the scope of the academically guided doctoral studies are adequately taken into account. ⁴At least two of the members of the Supervisory Committee must belong to the Faculty of Medicine. ⁵The chairperson of the Doctoral Committee appoints a member of the Supervisory Committee to act as its chairperson.

(2) ¹If a member of the Supervisory Committee resigns from the committee, the Doctoral Committee appoints a new member. ²Paragraph 1 applies accordingly.

(3) ¹The Supervisory Committee carries out an interim evaluation in the third and fifth semester of study at the latest. ²After the agreed work and results have been achieved, the Supervisory Committee recommends to the Doctoral Committee that the student be admitted to the oral defense of the dissertation.

(4) § 28 Paragraph 4 applies accordingly to the Supervisory Committee.

§ 15 Target Agreement

(1) ¹On the basis of a sketch of the doctoral project, the Supervisory Committee agrees with the student the type and scope of the work and results to be achieved in the context of the academically guided doctoral studies (target agreement) and supports the student in the implementation of the agreement. ²The target agreement must contain the criteria for the interim evaluations and for the admission to the oral examination ("Disputation"), in particular the writing of a dissertation (§ 17 Paragraph 2 Sentence 1). ³It can also stipulate in particular the following as the basis for a decision:

1. a written report to the Supervisory Committee and a discussion of the report,
2. publications and works accepted for publication,
3. regular and/or successful participation in certain courses, modules, and examinations beyond the curricular requirements for the doctoral studies stipulated in Attachment 2 (§ 6 Paragraph 1 Sentence 1 No. 1).

⁴The target agreement must be formulated in writing and only comes into effect after it has been countersigned by the chairperson of the Doctoral Committee.

(2) If a Supervisory Committee cannot be formed or if no target agreement is reached, the student exmatriculates, subject to § 36, at the end of the second semester of study.

§ 16 Interim Evaluations

(1) ¹The Supervisory Committee carries out an interim evaluation in the third and fifth semester of study at the latest. ²The chairperson of the Doctoral Committee is to be notified of the result of the interim evaluation.

(2) ¹If the results correspond to the target agreement, the academically guided doctoral studies are continued without a special resolution by the Doctoral Committee being required. ²If corrections to the original target agreement are indicated by the interim evaluation, these can be stipulated in a revised agreement; § 15 Paragraph 1 Sentence 4 applies accordingly.

(3) ¹If the Supervisory Committee determines that the results agreed upon for the interim evaluation have not been achieved, it stipulates which results have to be achieved by repeating the module. ²If the Supervisory Committee establishes that the results agreed upon for the interim evaluation have also not been achieved within the scope of the repetition and it is to be assumed that targets agreed upon for the admission to the oral defense (“Disputation”) will probably also not be achieved, the Doctoral Committee rescinds the appointment of the Supervisory Committee and thereby terminates the doctoral studies. ³The termination of the doctoral studies is communicated by the chairperson of the Doctoral Committee in an official notification justifying the measure and providing information on the student’s right to appeal against the decision

§ 17 Tasks of the Student within the Scope of the Academically Guided Doctoral Studies; the Dissertation

(1) ¹The students have the task of qualifying for academia and research by proving their ability to engage in advanced academic work. ²140 ECTS points are to be acquired within the framework of the academically guided doctoral studies.

(2) ¹The students must produce an independent piece of written academic work (dissertation). ²The topic of the dissertation is to be drawn from the research areas of the Faculty of Medicine or neighboring areas of research. ³The dissertation consists of a dissertation manuscript or of several specialist publications or works accepted for publication with an academic weight that corresponds to a dissertation (cumulative dissertation). ⁴“Qualifikationsarbeiten” (qualification works) may not be used as a dissertation.

(3) ¹The cumulative dissertation consists of at least two specialist articles that have been published or accepted for publication in an international peer-reviewed journal. ²Pieces of work that have only been submitted for publication can be taken into consideration for cumulative dissertations as an exception within the scope of

Paragraph 2 Sentence 3.³The doctoral student must be the first author of at least one of these academic articles.⁴A cumulative dissertation must be preceded by an introductory summary, in which the importance of the pieces of work for the specific subject area is explained and, in the case of articles with several authors, the contribution of the student with regards to the content and scope is illustrated.

(4)¹The dissertation must be submitted in the form of a manuscript which is ready for printing, namely as an original in A4 size or a copy in A4 or A5 size.²It must be bound, the pages must be numbered, and it must contain a table of contents and a list of references as well as a detailed summary.³It is permitted to attach appendices to the dissertation which are not meant for printing and are identified as such.

(5) The dissertation is to be written in English.

§ 18

Evaluation of the Doctoral Performance

(1) As soon as the agreed or required results for the admission to the oral defense have all been submitted, the Supervisory Committee immediately commences a concluding academic evaluation.

(2) The students submit the following documents to the Doctoral Committee for the concluding academic evaluation by the Doctoral Committee; insofar as these documents are not publications, they remain in the files of the Doctoral Committee:

1. a curriculum vitae in English or German,
2. a list of scientific publications in English or German,
3. five copies of the dissertation,
4. an affidavit in English or German that the academic work was done independently.

(3)¹The chairperson of the Doctoral Committee assigns the supervisor (§ 13 Paragraph 1) the first expert evaluation and the second expert the second expert evaluation (§ 14 Paragraph 1 Sentence 2).²The expert evaluations are to be submitted within two months of the assignment.³In addition, the Doctoral Committee also appoints an Examination Committee, which consists of a total of four people.⁴The supervisor, the second expert, and another member of the professors and lecturers of the Faculty of Medicine who is not a member of the Supervisory Committee are members of this Examination Committee.⁵The fourth member can either be appointed from the university professors and lecturers of the cooperating institutions of the Faculty of Medicine or can belong to another foreign university.⁶When appointing the Examination Committee it must be ensured that the subject areas touched on in the dissertation are adequately represented.⁷The number of members of the Examination Committee can, with the agreement of the student, be increased to six, but the additional members must also be appointed from among the university professors and lecturers of the cooperating institutions of the Faculty of Medicine.⁸Notwithstanding Sentences 4, 5 and 7, a professor from a university of applied sciences ("Fachhochschule") can also be a member of the Examination Committee if there is a corresponding cooperation agreement.

(4) Each expert evaluation contains a grading of the dissertation as per § 10 and a recommendation to accept the dissertation, to accept the dissertation with requirements for corrections before publication, to return the dissertation for revision, or to reject it.

(5) ¹After the expert evaluations have been received, the chairperson of the Doctoral Committee immediately circulates the dissertation and the expert evaluations among the members of the Doctoral Committee and the members of the Examination Committee. ²They can comment on the dissertation and suggest a grade. ³Comments should be made at the latest four weeks after receipt of the dissertation and evaluations during term time and at the latest six weeks after receipt during the vacations.

(6) ¹If not all the expert evaluations in accordance with Paragraph 4 and all comments in accordance with Paragraph 5 recommend unqualified acceptance of the dissertation, the Doctoral Committee decides on the acceptance, the conditional acceptance, return for revision, or the rejection of the dissertation. ²The Doctoral Committee can make the acceptance of the dissertation conditional on corrections or amendments being made before publication, if the shortcomings of the dissertation neither justify a rejection nor a return for revision.

(7) ¹If the dissertation is returned for revision, the circulation copy remains in the files. ²The revised version must be resubmitted within one year. ³If the deadline is not observed, the doctoral program is irrevocably failed. ⁴The other paragraphs of this section apply accordingly to the revised version. ⁵Another return for revision is not possible. ⁶If another return for revision is required, the doctoral program is considered to be irrevocably failed.

(8) ¹The dissertation is passed if the expert evaluations and the comments of the members of the Doctoral Committee and the Examination Committee as per Paragraphs 4 and 5 recommend a grade of “sufficient” (4.0) or better. ²If the recommended grades of the expert evaluations and the comments are in agreement, this grade is considered to be the grade of the dissertation. ³In cases in which different grades are suggested, the Doctoral Committee decides on the grade. ⁴The chairperson of the Doctoral Committee makes the decision in accordance with Sentences 1 and 2.

□ (9) ¹The student is informed by the chairperson of the Doctoral Committee about the acceptance, conditional acceptance, return for revision, or rejection of the dissertation and about the grading of the dissertation. ²The irrevocable failure of the doctoral program, a rejection of the dissertation, its return for revision, or a conditional acceptance is to be justified in writing and information about the student’s right to appeal against the decision must be attached.

§ 19 Oral Defense (“Disputation”)

(1) ¹If the dissertation is accepted, the student is admitted to the oral defense. ²The student receives a written invitation to the oral defense from the chairperson of the Doctoral Committee at least two weeks beforehand.

(2) ¹The oral defense is held and evaluated by the Examination Committee (§ 18 Paragraph 3 Sentences 3 to 8). ²The students must prove in the oral defense that they have sufficient command of the subject area of the dissertation and related areas. ³The oral defense consists of a public presentation and a subsequent oral examination by the Examination Committee; the length of the examination for each examinee is set out in Attachment 2/Column 14. ⁴The grading and the announcement of the examination result are not open to the public. ⁵The oral defense is held in English.

(3) ¹§ 10 applies accordingly to the evaluation of the oral defense. ²The grade is to be communicated to the student at the end of the oral defense. ³The chairperson of the Doctoral Committee authorizes one of its members to produce a record of the proceedings and the result of the oral defense, which is signed by the chairperson.

§ 20 Publication of the Dissertation

(1) ¹After the oral defense has been passed, the student must make the dissertation available to the public. ²If the Doctoral Committee has made the acceptance of the dissertation conditional upon certain additional requirements according to § 18 Paragraph 6, the altered version must be submitted to the supervisor before publication and a written confirmation that the conditions were met must be obtained from the supervisor.

(2) ¹The title page must contain the designation “Dissertation for the attainment of the degree of Doctor of Philosophy (Ph.D.) at the Faculty of Medicine of the Ludwig-Maximilians-Universität, Munich” as well as the name of the institution at which the work was produced; in addition, the date on which the dissertation was completed must be specified. ²The supervisor and the second expert assessor and the date of the oral defense are to be listed on the inside of the dissertation.

§ 21 Delivery of the Statutory Copies

(1) The student must, subject to § 36, submit six bound copies of the dissertation, one digital version, and two forms for the delivery of electronic dissertations, to the *Hochschulschriftenstelle* (Documents Department) of the University Library within one year after the oral defense, unless the ruling of Paragraph 3 is to be applied.

(2) ¹The file format and the data medium must conform to the specifications of the University Library. ²The right to publish the electronic version in data networks is to be transferred to the University Library, the DDB (“Die Deutsche Bibliothek”, The German Library) and the Special Collections libraries of the DFG (“Deutsche Forschungsgemeinschaft”, German Research Foundation). ³The University Library checks the delivered version for legibility and to ensure that it conforms to the specifications. ⁴A digital format that does not correspond to the specifications concerning the file format and the data medium does not fulfill the obligation to deliver.

(3) ¹The delivery of the statutory copies of the dissertation mentioned in Paragraph 1 does not apply if the dissertation was submitted as a cumulative dissertation (§ 17 Paragraph 2 Sentence 3, Paragraph 3) or is to be published as a book. ²In these cases, the student can deliver six copies of the publications or the book. ³In the event of distribution by the book trade, a print run of a minimum of 150 copies must be

demonstrated. ⁴The delivery of a digital version to the University Library is then not required.

(4) If the student submits a well-founded application, the chairperson of the Doctoral Committee can extend the deadline for the delivery of the statutory copies by up to two years; § 36 applies accordingly.

(5) ¹If the delivery follows in accordance with Paragraph 1, the chairperson of the Doctoral Committee can consider the delivery obligation as also then fulfilled, if the dissertation is made accessible to the public with a delay because of a non-disclosure note due to the application for a patent. ²The prerequisite for this is that the particular delivery requirements were fully met, that the point in time at which the publication will, at the latest, take place, is clear from the non-disclosure note, and that the publication can be carried out independently by the University Library; the University Library issues a corresponding written confirmation of this. ³A non-disclosure note can be applied for, using the form specified by the University Library, for a maximum duration of two years and can be extended twice.

(6) If the statutory copies are not delivered within the period prescribed, all rights acquired by the successful completion of the oral defense and the doctoral program expire.

3. Forms of Examination

§ 22

Oral Examinations for Modules and Parts of Modules

(1) ¹The student must prove by oral examinations for modules and parts of modules that he/she is aware of the background and interconnections of the area under examination and is able to place special questions in context against this background. ²It is also to be determined whether the student possesses basic knowledge corresponding to the stage of the doctoral studies.

(2) The length of the oral examinations for modules or parts of modules for each examinee is set out in Attachment 2/Column 14.

(3) ¹The fundamental subjects and results of the oral examinations for modules and parts of modules are to be recorded in minutes of the examination. ²The result is to be announced to the student at the end of the examination for a module or module part.

§ 23

Multiple-Choice System; Other Forms of Examinations for Modules and Parts of Modules

(1) ¹Written examinations for modules and parts of modules can, in part or in whole, take the form that the examinee must state which of the answers given for the questions he/she considers to be correct (multiple-choice system). ²The examination questions must permit reliable examination results. ³All examinees must be set the

same questions. ⁴When compiling the examination questions, it must be determined which answers are accepted as being correct. ⁵The examination questions must be inspected by the examiner before the result of the examination is determined in order to check that they meet the requirements of Sentence 2. ⁶If this inspection reveals that individual questions are flawed, these should not be taken into account when determining the result of the examination. ⁷The number of questions for the individual examinations for modules and parts of modules is reduced accordingly. ⁸In the evaluation of the written examination for a module or a module part as per Paragraph 2 Sentence 1, the reduced number of questions should be assumed. ⁹The reduction of the number of examination questions may not work to the disadvantage of an examinee.

(2) ¹Written examinations for modules and parts of modules as per Paragraph 1 Sentence 1, which consist of simple selection questions (precisely one of a total of “n” suggested answers is correct – “1 of n”), are considered to be passed, if

1. the examinee has correctly answered a total of at least 60 percent of the questions posed or
2. the examinee has correctly answered a total of at least 50 percent of the questions posed and the number of questions answered correctly by the examinee is not more than 15 percent lower than the average examination performance of the examinees who have taken the particular examination for the first time.

²If Sentence 1 No. 2 is applied, the responsible Dean of Students must be informed.

³If the examinee has achieved the minimum number of correctly answered questions required to pass the examination in accordance with Sentence 1, the grade is

1. “very good”, if he/she answered at least 75 percent of the additional examination questions correctly,
2. “good”, if he/she answered at least 50 percent, but less than 75 percent of the additional examination questions correctly,
3. “satisfactory”, if he/she answered at least 25 percent, but less than 50 percent of the additional examination questions correctly,
4. “sufficient”, if he/she answered none or less than 25 percent of the additional examination questions correctly.

(3) ¹For examinations as per Paragraph 1 Sentence 1, which consist of multiple-choice questions (an unknown number x , which is between zero and n , of a total of n suggested answers is correct – “ x of n ”), Paragraph 2 applies with the proviso that, instead of the proportion of the correctly answered examination questions to the total number of examination questions, the proportion of the total “Rohpunkte” (“crude score”) achieved by the examinee to the maximum possible performance is decisive.

²For each multiple-choice question a rating number is defined, which corresponds to the number of suggested answers (n) and can be multiplied by a weighting factor for the individual multiple-choice question. ³The examinee receives a base rating, which, if the suggested answers selected by the examinee completely match the answers accepted as being correct, corresponds to the rating number. ⁴For each agreement between a suggested answer selected or not selected by the examinee and an answer which is or is not accepted as correct a point is allocated for the base rating.

⁵If a suggested answer that is accepted as being correct is not selected by the examinee or if a suggested answer that is not accepted as being correct is selected

by the examinee, a minus point is allocated to the base rating in each case. ⁶The base rating of a question may not be lower than zero points. ⁷The “Rohpunkte” (“crude score”) are calculated from the base rating multiplied by the individual rating factor of the multiple-choice question. ⁸The highest possible total rating is calculated from the total of the products of the multiplication of all rating numbers by the individual weighting factor of all multiple-choice questions.

(4) In the cases of written examinations for modules or parts of modules which consist only partly of multiple choice questions, Paragraphs 1 to 3 only apply to the part concerned.

(5) ¹A presentation is an independently prepared talk which should be supported by suitable visual aids. ²A specialist discussion can follow the presentation.

(6) A portfolio documents either the fundamental steps and/or the results of a course and/or the student’s own learning process by means of selected samples of work and reflections.

(7) More details are found in each case in Attachment 2.

4. Result of the Doctoral Examination

§ 24

Passing and Failing the Doctoral Examination

(1) The doctoral examination is to be passed by the end of the sixth semester of study.

(2) ¹The doctoral examination is passed if the dissertation is accepted, and, by the end of the tenth semester of study at the latest,

1. all examinations for modules or parts of modules of the required modules are passed in the way stipulated in Attachments 1 and 2 and
2. the required number of 180 ECTS points have been acquired.

²The doctoral examination is also passed, if the prerequisites of Sentence 1 have not been fulfilled in the time stipulated therein, but are fulfilled within the scope of a repetition that is allowed by these Examination and Study Regulations.

(3) The doctoral examination is irrevocably failed if

1. the Doctoral Committee rescinds the appointment of the Supervisory Committee in accordance with § 16 Paragraph 3 Sentence 2,
2. the dissertation is rejected or
3. an examination for a module or module part of one of the required modules stipulated in Attachments 1 and 2 was taken, but was not passed and it is no longer possible to repeat the examination.

(4) ¹Subject to § 36, the doctoral examination is considered

1. as taken for the first time and not passed, if the deadline given in Paragraph 1 is exceeded by more than four semesters for reasons within the student's control and
2. as irrevocably failed, if the deadline given in Paragraph 1 is exceeded by more than five semesters for reasons within the student's control.

²§ 11 Paragraph 5 Sentences 3 to 7 apply accordingly.

§ 25

Notification and Certification of Failure

(1) If the doctoral examination

1. was irrevocably failed as per § 24 Paragraph 3 or
2. is considered irrevocably failed as per § 24 Paragraph 4 Sentence 1 No. 2,

the chairperson of the Doctoral Committee issues a notification of this in writing with information about the student's right to appeal; §28 Paragraph 4 applies accordingly.

(2) If the doctoral examination was failed or is considered failed, a certificate will be issued upon request and presentation of the exmatriculation certificate, listing the successfully passed examinations for modules and parts of modules, the assigned ECTS points and grades, as well as a statement that the doctoral examination was failed.

§ 26

Composition of the Final Grade

¹If the doctoral examination is passed in accordance with §24 Paragraph 2, the final grade is calculated from the arithmetic mean of the module grades weighted according to Attachment 2/Column 16; §10 Paragraph 3 Sentences 2 and 3 apply accordingly to the calculation of the final grade from the module grades. ²If more than 180 ECTS points are earned in the doctoral examination, only the 180 ECTS points required to pass the doctoral examination will be considered in the calculation of the final grade. ³All the examinations of the modules and parts of modules assigned to the required modules must be passed as stipulated in Attachments 1 and 2 in order to pass the doctoral examination.

§ 27

Promotionsurkunde, Doctor's Degree, Promotionszeugnis, Doctor's Certificate, Transcript of Records and Diploma Supplement

- (1) ¹After passing the doctoral examination and delivering the statutory copies of the dissertation (§ 21), the student receives a *Promotionsurkunde* in German and a Doctor's degree in English, both of which bear the date on which the last examination for a module or module part was taken. ²The conferment of the academic degree is certified in these documents in accordance with § 2 Sentence 1.
- (2) ¹At the same time as the student receives the *Promotionsurkunde* and the Doctor's degree, he/she receives the *Promotionszeugnis* in German and the Doctor's certificate in English with the date of the *Promotionsurkunde* and the Doctor's degree. ²The topic of the dissertation, the grade of the academically guided doctoral study, and the final grade are to be entered into the *Promotionszeugnis* and the Doctor's certificate.
- (3) ¹The program coordinator also issues a Transcript of Records in German, which contains all the completed modules and the associated examinations for modules and parts of modules, including the ECTS points and grades awarded. ²Examinations for modules and parts of modules which, in accordance with §§ 24 and 26, are not included in the doctoral examination are recorded for information purposes.
- (4) The program coordinator also issues a diploma supplement in English with information on the type and level of the doctoral degree (*Promotionsabschluss*), the status of the Ludwig-Maximilians-Universität, Munich, and detailed information on the program of studies of the doctoral program.
- (5) ¹The *Promotionsurkunde* and the Doctor's degree are signed by the chairperson of the Doctoral Committee and the Dean of the Faculty of Medicine, the *Promotionszeugnis* and the Doctor's certificate are signed by the chairperson of the Doctoral Committee, and the transcript of records and the diploma supplement are signed by the program coordinator. ²The *Promotionsurkunde*, Doctor's degree, the *Promotionszeugnis*, the Doctor's certificate, the transcript of records, and the diploma supplement are stamped with the seal of the Ludwig-Maximilians-Universität, Munich.
- (6) ¹If, after the issue and conferment of a *Promotionsurkunde*, a Doctor's degree, a *Promotionszeugnis*, a Doctor's certificate, a Transcript of Records, a diploma supplement, and any other certificate, degree, or a account statement, it is discovered that unauthorized aids were used or that a deception was committed, the Doctoral Committee can retrospectively correct the grades in question and declare the examination to be failed in part or entirely. ²The incorrect *Promotionsurkunde*, the incorrect Doctor's degree, the incorrect *Promotionszeugnis*, the incorrect Doctor's certificate, the incorrect transcript of records, the incorrect diploma supplement, and any other incorrect certificate, incorrect degree, or incorrect account statement are to be retracted. ³If the prerequisites are fulfilled, a correct *Promotionsurkunde*, a correct Doctor's degree, a correct *Promotionszeugnis*, a correct Doctor's certificate, a correct transcript of records, a correct diploma supplement, and any other correct certificate, correct degree, or a correct final account statement are to be issued.

⁴Such a decision is excluded after a period of five years from the date of the Promotionszeugnis and Doctor's certificate. ⁵Before a decision is made in accordance with Sentence 1 and/or Sentence 2, the student is to be given the opportunity to make a statement. ⁶Incriminating decisions are to be communicated to the student immediately in writing, are to be justified, and to be accompanied by information on his/her right to appeal against the decision.

IV. Examination Bodies and Examination Administration

§ 28

Doctoral Committee

(1) ¹The Faculty Council of the Faculty of Medicine appoints a Doctoral Committee for the degree of "Doctor of Philosophy" (abbreviation: "Ph.D.") for a period of two years at a time. ²The Doctoral Committee is responsible for the implementation of the doctoral procedure

(2) ¹The Doctoral Committee consists of a chairperson, a deputy chairperson and five committee members who are appointed by the Faculty Council of the Faculty of Medicine from the professors and lecturers of the Faculty of Medicine and the cooperating institutions as well as those authorized to examine in accordance with Article 62 Paragraph 1 Sentence 2 of the *BayHschG* (Bavarian Higher Education Act) in conjunction with the ordinance on higher education examiners (*HSchPrüferV*) in their currently and hereafter valid versions. ²The breadth of the areas of focus that are dealt with in the doctoral program should be taken into account when selecting the members.

(3) ¹The Doctoral Committee is responsible for the organization of the examinations, the appointment of the examiners and observers (§ 29 Paragraph 3), and for decisions on matters related to examinations. ²The Doctoral Committee is supported in the fulfillment of its duties and responsibilities by the program coordinator. ³The Doctoral Committee is responsible for ensuring that the provisions of these examination and study regulations are observed.

(4) ¹The Doctoral Committee can revocably delegate certain tasks to the chairperson of the Doctoral Committee or his/her deputy, or the program coordinator. ²The chairperson of the Doctoral Committee is also authorized to make decisions alone in lieu of the Doctoral Committee on issues that cannot be postponed; the chairperson must inform the Doctoral Committee about this without delay.

(5) The Doctoral Committee shall adopt its own rules of procedure.

(6) The members of the Doctoral Committee are entitled to attend the examinations.

§ 29 Examiners and Observers

(1) ¹Subject to Paragraph 4 Sentence 1, the head of the course is the examiner for examinations for modules and parts of modules which only pertain to one course, with the exception of the academically guided doctoral studies. ²For those examinations for modules and parts of modules that pertain to several courses with different heads of the courses, the Doctoral Committee, generally or in individual cases, appoints one head as the examiner. ³Sentence 2 applies accordingly if the head of the course is not authorized to examine (Paragraph 4 Sentence 1).

(2) ¹Oral examinations for modules or parts of modules must be held by at least one examiner in the presence of an observer who is knowledgeable in the field (Paragraph 3 No. 1). ²Examinations for modules and parts of modules that are failed must be evaluated by two examiners (Paragraph 3 No. 2).

(3) The Doctoral Committee appoints generally or in individual cases

1. the observers for oral examinations for modules and parts of modules,
2. a second examiner for examinations for modules and parts of modules that were failed.

(4) ¹Only those persons who are authorized to examine according to Article 62 Paragraph 1 Sentence 2 of the *BayHSchG* (Bavarian Higher Education Act) in conjunction with the ordinance on higher education examiners (*HSchPrüferV*) may be examiners. ²Observers must be persons who are knowledgeable in the field who have at least successfully completed a doctoral degree or have comparable qualifications.

(5) The execution of the examination procedure is incumbent upon the individual examiners and invigilators.

§ 30 Program Coordinator, Duties of the Examiners

(1) ¹The program coordinator for this doctoral degree program is appointed by the Faculty of Medicine. ²For as long as no appointment has been made, the chairperson of the Doctoral Committee performs the duties. ³The program coordinator, in collaboration with the Doctoral Committee, the Dean of the Faculty of Medicine, and the Central Administration of the University, performs the following tasks

1. during the establishment of and possible changes to this doctoral degree program:
 - a) checking the shaping of these examination and study regulations from a specialist point of view,
 - b) preparing the required information about this doctoral degree program for students and examiners.

2. afterwards: the coordination and organization of the courses and the examinations for modules and parts of modules, in particular
 - a) convening an annual meeting to discuss the curriculum,
 - b) the assignment of the courses actually taking place to the abstract courses stipulated in these examinations and study regulations,
 - c) the announcement of the courses in the course catalog,
 - d) entering the courses in the electronic database system,
 - e) scheduling and assigning rooms for the courses and the examinations for modules and parts of modules and
 - f) entering the grades and/or evaluations in the electronic database system.

(2) ¹The examiners (§ 29) are obligated to inform the program coordinator promptly, in the standardized mode stipulated by the program coordinator, which students took part in their course and what results they obtained. ²The notifications must be submitted in due time in the correct form to the program coordinator; the program coordinator announces at the beginning of each semester at the latest by what date the notifications must be submitted to the program coordinator. ³If the requirements of Sentence 2 are not fulfilled, the courses in question will not be taken into account in the latest account statements (§ 12). ⁴The program coordinator is obliged to send by mail to all affected students individual certificates in the form of an official notification with information on the student's right to appeal.

§ 31

Duty of Cooperation of the Students, Confirmation of Notifications

¹The student is obligated to confirm the receipt of information, notifications, and administrative acts of the Doctoral Committee or the program coordinator (acknowledgment of receipt) which are sent or handed out to him/her, or electronically downloaded by the student, in the required form at his/her own expense. ²The receipt confirmation can be sent free of charge on the premises of the Ludwig-Maximilians-Universität, Munich. ³The program coordinator customarily announces in the first two weeks of the term from which point in time onwards information, notifications, and administrative acts can be posted on notice boards or be sent or made electronically available to be downloaded or to be accessed. ⁴The general legal provisions apply to the delivery of such information, notifications, and administrative acts. ⁵For those students who do not take note of posted information, notifications, and administrative acts, do not electronically download or access information, notifications, and administrative acts that have been made available, or do not accept or pick up information, notifications, and administrative acts sent to them or held by a postal delivery firm, the information, notifications, and administrative acts are considered sent or made known one month after their posting, electronic preparation for downloading or access, or dispatch. ⁶If the program coordinator sends information, notifications and administrative acts again because the student has not returned the acknowledgment of receipt stipulated in Sentence 1 and/or has not taken note of the posted information, notifications and administrative acts, has not electronically downloaded or accessed the information, notifications and administrative acts that were made available, or has not accepted or collected from a delivery firm information, notifications and administrative acts that were sent, the student bears the costs for the renewed mailing. ⁷The program coordinator is not obliged to attempt to send this information again.

V. Implementation of the Examinations

§ 32

Crediting of Skills

(1) ¹Credits are to be given for periods of study, study achievements, and examination results that have been achieved in a different degree program at the Ludwig-Maximilians-Universität, Munich or in degree programs at other state or state-recognized universities (*Hochschulen*) in the Federal Republic of Germany, by successful participation in a distance learning unit within the scope of a degree program at other state or state-recognized universities in the Federal Republic of Germany, or in degree programs at foreign universities, unless there are considerable differences with regards to the skills acquired (learning outcome). ²The same applies for periods of study, study achievements, and examination results that were achieved at a state or state-recognized university in Bavaria within the scope of other studies as per Article 56 Paragraph 6 No. 1 and 2 of the *BayHSchG* (Bavarian Higher Education Act), in special courses of study as per Article 47 Paragraph 3

Sentence 1 of the *BayHSchG* (Bavarian Higher Education Act), or at the Virtual University of Bavaria (vhb).

(2) ¹Skills that were acquired within the scope of relevant, successfully completed vocational training or school education, or other further education studies as per Article 56 Paragraph 6 No. 3 of the *BayHSchG* (Bavarian Higher Education Act), or of practical vocational activities can be credited, if they are equivalent. ²Skills gained outside the university sphere may only replace a maximum of one half of the skills that are to be demonstrated.

(3) ¹When giving credit for periods of study, study achievements, and examination results that were achieved outside the Federal Republic of Germany, the equivalency agreements approved by the Conference of the Ministers for Education and the German Rectors' Conference as well as agreements within the scope of university partnerships must be observed. ²If there are any doubts, the Central Office for Foreign Education (ZAB) can be consulted.

(4) ¹If study achievements or examination results are credited, the grades are to be adopted – insofar as the systems of grading correspond – and included in the calculation of the module grade and the final grade in accordance with these examination and study regulations. ²The grades that are adopted are indicated as such and the fact that the grades were adopted is noted in the certificate. ³If the grading systems do not correspond, a grade is established by the chairperson of the Doctoral Committee for the recognized study achievements and examination results on the basis of the rating levels in accordance with § 10 Paragraph 2 and the procedure as per Sentences 1 and 2 is followed. ⁴Sentences 1 to 3 apply accordingly for the allocation of ECTS points.

(5) ¹The documents required for the recognition of study achievements and examination results must be submitted by the students to the Doctoral Committee at the latest at the end of the first semester spent at the Ludwig-Maximilians-Universität, Munich after enrollment in this doctoral degree program, if periods of study, study achievements, and examination results, which were achieved before enrollment at the Ludwig-Maximilians-Universität, Munich in this doctoral degree program, are to be recognized. ²For credits for periods of study, study achievements, and examination results that are achieved after enrollment in this doctoral degree program at the Ludwig-Maximilians-Universität, Munich, the documents are to be submitted in the semester following the achievement. ³Proof of the periods of study to be credited is generally provided by presenting the transcript (“Studienbuch”) from the university at which the study period was completed. ⁴In order to have study achievements and examination results credited, a certificate from the university at which the examination results were achieved is to be submitted. The certificate must indicate

1. which individual examinations (oral and/or written) were to be taken in which examination subjects within the scope of the overall examination,
2. which examinations were actually taken,
3. the evaluation of the examination results as well as the grade, if applicable,
4. the grading system on which the evaluation is based,
5. in the case of degree programs with credit systems, the credits awarded for the individual courses in which the study achievements and examination results to

be credited were attained, as well as the number of credits required for successful completion of the degree program.

6. the scope of the individual courses, in which the examination results to be credited were achieved, in hours per week per semester, and
7. whether an overall examination was failed on the basis of the existing results or is considered to be failed due to other circumstances.

(6) A certified German translation may be required for certificates and documents that were not issued in German.

(7) The Doctoral Committee decides on credits for periods of study, study achievements, and examination results – in cases of doubt after consulting the responsible representative of the subject.

§ 33

Reservation of Courses and Registration for Examinations for Modules and Parts of Modules; Study Organization Measures

(1) ¹The Doctoral Committee can stipulate, for individual courses or all courses, that a reservation is necessary for participation in the course and it can regulate the form and the deadline for this reservation. ²Students who have not reserved a course, for which a reservation was stipulated as per Sentence 1, in the correct form and by the deadline, are not entitled to participate in this course. ³The courses, for which a reservation is required, as well as the form and deadline for the particular reservation, are announced in the first two weeks after the beginning of the semester by the program coordinator in the customary way; it is sufficient for the program coordinator to make this announcement solely on the internet.

(2) ¹The Doctoral Committee can require registration for individual or all examinations for modules and parts of modules and can stipulate the form and deadline for this registration. ²Students who have not registered for an examination for a module or a module part, for which a reservation was stipulated as per Sentence 1, in the correct form and by the deadline, are not entitled to participate in this examination for a module or module part. ³The Doctoral Committee can moreover generally rule that an examination for a module or module part, for which a reservation was stipulated as per Sentence 1, is considered to be failed, if the student does not report for the examination for reasons within his/her control or withdraws from examination for a module or module part after reporting for it. ⁴Paragraph 1 Sentence 3 applies accordingly to the examinations for modules and parts of modules for which registration is required, as well as for the form and the deadline for the particular registration.

(3) ¹A written record is prepared about the announcements as per Paragraph 1 Sentence 3 and Paragraph 2 Sentence 4, which contains in particular information about the contents of the requirements as well as the time, type and place of their announcement. ²The record is signed by the chairperson of the Doctoral Committee and retained by the program coordinator for at least five years.

(4) The general study program statutes on the definition of the criteria for admission of students to courses with a limited number of places dated 9 May 2007 in the currently and hereafter valid version apply to the study organization measures.

§ 34
Absence, Withdrawal

(1) An examination for a module or module part is considered to be “failed” or is evaluated as “insufficient” (5.0), if the student

1. for reasons within his/her control, misses an examination date for an examination for a module or module part, for which he/she registered and for which the Doctoral Committee has made arrangements as per §33 Paragraph 2 Sentence 3 or
2. for reasons within his/her control, withdraws from an examination for a module or module part for which he/she has reported or
3. has not completed a written examination for a module or module part within the specified time.

(2) ¹The reason for the withdrawal or the absence must be explained in writing credibly and without delay to the Doctoral Committee. ²§ 11 Paragraph 5 Sentences 4 to 7 apply accordingly.

§ 35
Deception, Breach of Regulations, Missing Participation Requirements

(1) If the student attempts to influence, for his/her own benefit or for the benefit of a third party, the result of an examination for a module or module part by means of deception or unauthorized aids, the examination for a module or module part in question is graded with “failed” or “insufficient” (5.0); even possession of unauthorized aids during and after the distribution of the examination papers is considered an attempt to deceive.

(2) A student who disturbs the orderly procedure of the examination can be excluded from continuing the examination for a module or module part by the particular examiner or invigilator; in this case, the examination for the module or module part is rated as “failed” or “insufficient” (5.0).

(3) In serious or repeated cases of attempted deception or disturbance as described in Paragraph 1 and/or Paragraph 2, the Doctoral Committee can disqualify the student from taking individual or all other examinations for modules and parts of modules; in the latter case the student is exmatriculated in accordance with Article 49 Paragraph 2 No. 3 of the *BayHSchG*.

(4) If the requirements for participation in an examination for a module or module part were not fulfilled, it is considered as not taken.

(5) § 27 Paragraph 6 Sentence 5 and 6 apply accordingly.

§ 36

Protective Regulations in accordance with the Maternity Protection Law, Parental Benefit Law, Parental Leave Law, and the Leave for Caregivers Law

(1) Utilization of the protective regulations according to §§ 3, 4, 6 and 8 of the law for the protection of working mothers (Mutterschutzgesetz – MuSchG) in the version announced on 20 June 2002 (BGBl I p. 2318) in the currently and hereafter valid version, according to the deadlines of the law on parental benefits and parental leave (Bundeselterngeld- und Elternzeitgesetz – BEEG) dated 5 December 2006 (BGBl I p. 2748) in the currently and hereafter valid version, as well as for care of a close relative, who is in need of care as defined by §§ 14, 15 of the Eleventh Book of the Code of Social Law (SGB XI) dated 26 May 1994 (BGBl I p. 1014, 1015) in the currently and hereafter valid version, as defined by § 7 Paragraph 3 of the law on leave for caregivers (Pflegezeitgesetz – PflegeZG) dated 28 May 2008 (BGBl I p. 874, 896) in the currently and hereafter valid version, is facilitated.

(2) ¹The Doctoral Committee determines which courses are associated with above-average risks for pregnant or breast-feeding students and attaches a corresponding warning to them. ²The Doctoral Committee prohibits the participation of pregnant or breast-feeding students in courses that are associated with considerably above-average risks for mother and/or child. ³The Doctoral Committee determines whether and how pregnant and breast-feeding students can otherwise acquire the knowledge and skills that were conveyed in the courses in which they were not permitted to participate. ⁴Pregnant and breast-feeding students are not legally entitled to the provision of a special range of courses. ⁵The courses, warnings, and prohibitions in accordance with Sentences 1 and 2 as well as the possibility of otherwise attaining the knowledge and skills as defined in Sentence 3 are announced by the program coordinator in the customary manner; it is sufficient for the program coordinator to make this announcement solely on the internet.

§ 37

Compensation for Disadvantages

(1) ¹Severely disabled persons and those legally commensurate with them (§ 2 Paragraphs 2 and 3 of the Code of Social Law – Ninth Book – SGB IX, in the currently and hereafter valid version) shall, on application, be granted by the Doctoral Committee an extension of the examination length of up to one quarter of the normal length of the examination depending on the severity of the proven examination disability. ²In cases of particularly extensive examination disability, the length of the examination can, on application, be extended by up to half the normal examination length. ³Another appropriate type of compensation can be granted in addition to or instead of an extension of the length of the examination.

(2) ¹Other examinees, who are considerably impaired in the completion of examinations for modules and parts of modules due to an established, not only temporary physical disability or chronic illness, can be granted compensation for disadvantages in accordance with Paragraph 1. ²Other appropriate measures can be taken for temporary disabilities.

(3) ¹Applications for compensation for disadvantages must be made at the latest during registration for an examination for a module or module part or at the latest

one month before the particular examination for a module or module part. ²The disability must be substantiated. ³The Doctoral Committee can require that a medical certificate is provided as substantiation. ⁴§ 11 Paragraph 5 Sentences 4 and 5 apply accordingly.

§ 38

Flaws in the Examination Procedure

(1) If it proves that an examination procedure had fundamental flaws that could have influenced the result of the examination, then, upon petition by a participant or ex officio, it is to be ruled that the whole examination for a module or module part or a particular part of the examination be repeated by certain participants or all participants.

(2) ¹Alleged flaws in the examination procedure or an inability to take an examination which occurs before or during an examination for a module or module part must be substantiated and asserted without delay, and at the latest before the announcement of the results of the examination, to the invigilator, the examiner, the program coordinator or the chairperson of the Doctoral Committee. ²Orally asserted and substantiated reasons as defined by Sentence 1 must also be asserted and substantiated in writing and without delay to the program coordinator or the chairperson of the Doctoral Committee. ³The assertion and substantiation are in any case no longer possible if one month has passed since the day on which the examination for a module or module part was taken. ⁴§ 11 Paragraph 5 Sentences 3 to 7 apply accordingly.

§ 39

Inspection of the Examination Files, Periods of Retention

¹Within a period of time announced in the customary manner by the program coordinator and after the conclusion of an examination for a module or module part, the student may submit an application within an appropriate period in order to be allowed to inspect the examination, the related expert opinions and records; it is sufficient for the program coordinator to announce this period solely on the internet. ²The complete examination files are retained for at least five years. ³The master file, which consists of copies of the *Promotionsurkunde*, the Doctor's diploma, the *Promotionszeugnis*, the Doctor's certificate, and the transcript of records, is retained indefinitely. ⁴The documents can be retained in electronic form.

VI. Honorary Doctorate

§ 40

Honorary Doctorate

(1) ¹The academic degree of "Doctor of Philosophy honoris causa" (abbreviated: "Ph. D.h.c.") is conferred upon application by two thirds of the members of the Faculty Council of the Faculty of Medicine. ²The application must contain a detailed appreciation of the academic achievements of the person who is to be honored. ³The

Faculty Council makes a decision on the application. ⁴The invitation to the meeting must draw attention to the fact that a vote is to be taken on an honorary doctorate.

(2) The honorary doctorate is awarded in a public presentation of a *Promotionsurkunde* in German and a Doctor's degree in English, in which the achievements of the recipient are documented.

VII. Final Provisions

§ 41 Coming into Effect

These statutes come into effect as of 1 July 2011.

Issued on the basis of the resolution of the Senate of the Ludwig-Maximilians-Universität, Munich on 26 May 2011, the agreement of the Bavarian State Ministry of Sciences, Research and the Arts dated 13 July 2011, no. C1-H2434.1.LMU-9d/15 356 as well as the approval of the President of the Ludwig-Maximilians-Universität, Munich dated 29 July 2011, no. I.3-H/1025/10.

Munich, 29 July 2011

signed

Prof. Dr. Bernd Huber
President

The statutes were recorded on 29 July 2011 at the Ludwig-Maximilians-Universität, Munich, the record was posted in the Ludwig-Maximilians-Universität, Munich on 29 July 2011. The day of the announcement is thus 29 July 2011.