



LUDWIG-  
MAXIMILIANS-  
UNIVERSITÄT  
MÜNCHEN

DEAN'S OFFICE  
FACULTY OF MEDICINE



## Implementation of a Structured Doctoral Process for Obtaining a Doctoral Degree in Medicine (Dr. med.), Dental Medicine (Dr. med. dent.) or Human Biology (Dr. rer. biol. hum.)

Dear students and doctoral candidates of the Faculty of Medicine,

Beginning with the coming winter semester, on **October 1<sup>st</sup>, 2018**, the LMU Munich's Faculty of Medicine will be implementing a faculty-wide structured doctoral process for all doctoral research projects leading to a doctoral degree in medicine (Dr. med.), dental medicine (Dr. med. dent.) and human biology (Dr. rer. biol. hum.) – as of this point in time, it will only be possible to carry out a structured doctoral degree.

The structuring of the doctoral process aims to achieve an increase in quality especially for medical and dental dissertations and is based on demands by the Hochschulrektorenkonferenz (HRK), the Medizinischer Fakultätentag (MFT), German Research Foundation (DFG) and the German Council of Science and Humanities (Wissenschaftsrat). Simultaneously, we would like these degrees to be equivalent with other doctoral degrees, for example in terms of applying for third-party funding.

The implementation of these structured processes has a significant impact on you as (future) doctoral candidates and on the following pages, we would like to show what you need to be aware of in future.

### *(1) Registration as a doctoral candidate*

The **registration as a doctoral candidate within three months of beginning work on your doctoral project** has been mandatory since October 2016. In order to register, please submit the required information on the MMRS online platform (<https://www.mmrs.med.uni-muenchen.de/en>). Qualifying degrees of **international doctoral candidates** will also be checked for eligibility, once you have registered and before you can submit your supervision agreement.

If you are aiming for a **Dr. med. or Dr. med. dent.**, please note:

- German medical students are only able to register as doctoral candidates, once they have successfully completed their 1. Staatsexamen.
- International candidates are only able to register as doctoral candidates with a completed qualifying degree and can only be accepted as doctoral candidates, once this degree has been checked for eligibility.

If you are aiming for a **Dr. rer. biol. hum.**, you will need to have a successfully completed qualifying degree.

## *(2) Supervision*

Your doctoral project will be accompanied by a **Thesis Advisory Committee (TAC)** consisting of three members – your supervisor and two further members. All three TAC members must be habilitated at the very least and at least two members must be active members of an institution of the Faculty of Medicine. One of the members should be employed at a clinical institution of the Faculty.

You and your TAC will discuss and sign a **target agreement within two months of the successful registration of your doctoral project**. The target agreement contains all important points related to your doctoral project (goals, milestones, training program elements, etc.). Should you not be able to sign a target agreement within this period, your doctoral project will come to an end.

By signing the target agreement, all parties involved signal their mutual interest in the successful completion of the planned doctoral project, as well as agreeing that the planned project will be of a high standard and quality. All changes in to the doctoral project must be recorded in a **target amendment**, which must be signed by all parties involved.

Further, you and your TAC will meet in regular and need-based intervals (**interim evaluations**), in order to discuss the progress of your project. The **first and only mandatory interim evaluation must take place the latest 12 months upon the successful registration** of your doctoral project. All interim evaluations are protocolled and changes to the target agreement are recorded in respective target amendments.

Before you can submit your thesis, you need to carry out a **final evaluation**.

## *(3) Full-time research*

**Doctoral candidates aiming for a doctoral degree in medicine (Dr. med.) or dental medicine (Dr. med. dent.)** are required to complete at least **8 months of full-time research or carry out an equivalent performance**. This equivalent performance must be applied for and granted by the Doctoral Committee **before the target agreement is signed**. The respective research periods are recorded in the target agreement and in the log book.

**Doctoral candidates aiming for a doctoral degree in human biology (Dr. rer. biol. hum.)** are required to complete at least 2 years of research, as before.

## *(4) Training program*

The required training program now accompanying all doctoral degrees consists of at least 60 hours (lessons of 45 minutes each). Of these, **at least 25 hours must be completed in interdisciplinary courses**, which include Good Scientific Practice, ethics, statistics and similar topics. **All doctoral candidates are required to attend the MMRS Lecture Series on these topics**. The scientific curriculum offered by MeCuM also covers many of these topics and can be attended, as well as courses offered by the Graduate Center or other institutions. Furthermore, **at least 35 hours must be completed in research project-related courses** (journal clubs, conferences, methodology courses, etc.). The courses do not necessarily have to take place at the Faculty of Medicine or the LMU – doctoral candidates can also attend external courses, as long as respective certificates of attendance are presented.

In addition to the required 60 hours training program, the doctoral candidate's TAC may also determine the attendance of further courses. These must also be recorded in the target agreement or target amendment.

**As doctoral candidate, you are required to file and record all information on the TAC, the completed training program and completed research periods in your personal log book. The log book is vital part of your documentation when submitting your thesis, so please take very good care of it!**

#### *(5) Evaluation of the thesis*

The thesis is evaluated independently by three people (Examination Committee). The Examination Committee consists of:

- the supervisor
- a further member from the TAC
- a third independent reviewer, who is **not** a member of the TAC and has not been involved in the doctoral project in any way

The Examination Committee is expanded by an additional fourth (also independent) member, should the supervisor grade the thesis with a "summa cum laude".

#### *(6) Oral Defence (Disputation)*

All doctoral candidates aiming for a Dr. med., Dr. med. dent. or Dr. rer. biol. hum. must complete an individual examination with a **duration of 30 – 60 minutes** and which includes a **10 – 15 minute presentation of the thesis**. The oral defence is held before by the Examination Committee (see above).

The oral defence for candidates wanting to obtain a Dr. med. or Dr. med. dent. within the structured doctoral process is no longer a group examination.