Doctoral Degree in Human or Dental Medicine - Dr. med. (dent.)

For whom?
The Dr. med. (dent.) ist for students who have completed their degree in human or dental medicine.

Supervision
Supervision of the doctoral project can be carried out by habilitated supervisor. Acceptance as a doctoral candidate occurs upon mutual signing of the Doctoral Supervision Agreement, which must be kept until the thesis is handed in. If the work is co-supervised by an assistant with a doctoral degree.

Doctoral Examination Procedure

I. Application for admission as a candidate
Once you have completed your thesis, you must apply for admission as a candidate for the doctoral degree "Dr. med. (dent.)". Complete applications can be submitted to the Doctoral Office (Promotionsbüro) either

- personally during office hours (tuesdays from 9 - 12, wednesdays from 13 - 16) or
- by an authorised person during office hours or
- via mail.

I.1. Application Form
This must be filled out completely and signed personally.

I.2. Thesis (2 copies)
The submitted thesis (DIN A4) must be ready for press, typewritten, paginated and bound (not in a spring binder or spiral bind). The title page and its reverse side must adhere to the sample given (see §8 Paragraph 1 Sentence 2, Examination Regulations).

As a rule, the thesis is to be written in German. If it is written in English, the thesis is to be provided with a summary in both English and German.

Instead of a typewritten thesis, you can also submit published work, which you have signed as sole author. Before readying the work for press, the Doctoral Committee must approve and the approval must be submitted with this application.

A cumulative thesis may also be submitted (§4a, Examination Regulations). Only original work (no reviews or case work) which has been published or accepted for publication in a peer-reviewed journal will be accepted. Only original work published in journals with a subject-related impact factor (listed in the Journal Citation Report as belonging to the best 80%) will be accepted. A print-out of the electronic acceptance confirmation is sufficient proof for acceptance of the article. If the article is already published (including online), the complete literature reference must be enclosed (i.e. a copy from PubMed).
I.3. Electronic version of the thesis (1 copy, PDF format)
An electronic version of the thesis in PDF-format (max. 5MB!) must be handed in with the bound copies.

I.4. Affidavit
The affidavit (Eidesstattliche Versicherung) must be included in the bound version of the thesis and signed personally by the doctoral candidate.

I.5. Confirmation of congruency
A signed confirmation that the bound version is in accordance with the electronic version (PDF) of the thesis.

I.6. Confirmation of co-authors
This is only applicable when handing in a cumulative dissertation. All co-authors must describe their contribution (content and volume) to the submitted publications. Further, by signing the confirmation, the co-authors approve the submission and confirm that the submitted scientific article is not part of a current or completed dissertation.

I.7. Expert evaluation (Votum informativum)
Your supervisor's expert evaluation is to be submitted in a sealed envelope.

I.8. Qualifying degree
A certified copy of the successfully completed degree in human or dental medicine at a university within the area of application of the German Constitution. Copies which have not been certified will not be accepted. An official verification is not possible at the Doctoral Office. Upon application, those candidates who did not complete their degree in human or dental medicine within the area of application of the German Constitution must provide proof that their degree is equivalent to the German degree.

I.9. Proof of enrolment
Proof of having been enrolled in human or dental medicine for 2 semesters at the LMU Munich (certificate of exmatriculation) or a justified request for exemption from this requirement, with evidence of having studied human or dental medicine at a different university.

I.10. Certificate of good conduct (Führungszeugnis)
This cannot be older than 8 weeks when submitted the application. It is not required, if:

• 3 months or less have passed since exmatriculation (certificate of exmatriculation), or
• you are employed in public or civil service (confirmation by employer).

I.11. German proficiency
Confirmation that you are proficient in the German language (written and spoken), if German is not your mother tongue. A confirmation by your supervisor is sufficient.

I.12. Doctoral Supervision Agreement
You must submit your original copy of the doctoral supervision agreement (Betreuungsvereinbarung), as your acceptance as a doctoral candidate is validated by a habilitated member of the Medical Faculty in this written agreement on the topic of your thesis.

I.13. External thesis (approval of external institution)
If your work was conducted at an institution not belonging to the Medical Faculty, you must submit the written approval of this institution’s head that the thesis may be submitted. Furthermore, the written acceptance of you as a doctoral candidate upon determination of the thesis’ subject area must be countersigned by a faculty member (professor or teaching staff eligible as authorised examiners by the Hochschulprüferverordnung). In this case, the submitted thesis is represented by this faculty member toward the faculty.
I.14. Münchner Universitätsgesellschaft
Please submit this form with your application.

I.15. External studies (own confirmation)
If applicable, please submit a statement of having carried out external studies.

I.16. Ethical clearance
Before carrying out studies on human subjects, the question of ethical and legal innocuousness needs to be clarified, potentially including the Ethical Committee. In case of unclarity, always contact the Ethical Committee.

Please note: The Ethical Committee does not issue clearances retrospectively! This may mean that in certain circumstances, the dissertation will not be accepted for submission.

II. Further procedure

II.1. Assessment of the submitted thesis
Once you have submitted the application for admission to the final doctoral examination with all required documents, the Doctoral Committee will appoint the required experts and pass the thesis onto them.

II.2. Oral defence
Upon completion of the thesis assessment, the doctoral procedure is continued with an oral defence. Time and place of the oral defence are determined by the Doctoral Committee and you will be notified at least 7 days prior to the date by the chairperson of the Doctoral Committee.

The oral defence consists of an unassisted talk (no powerpoint presentations, hand-outs, etc.) on the subject area of the thesis, which is followed by a question period (§12 Paragraph 2, Examination Regulations). You may be grouped together (§6 and §12, Examination Regulations).

III. Completion of the procedure

Upon completion of your oral defence, you will receive a copy of your thesis as well as an information sheet regarding the further procedure. Doctoral theses which are no longer needed by the Doctoral Office will be destroyed, unless an objection is filed.

Within a period of 6 months after the oral defence, you must hand in the following:
25 bound copies of the thesis - statutory copies (format DIN A5), of which one copy has been signed by your supervisor - must be handed in to the University Library (“Publikationsdienste Dissertationen”). Title of the thesis and your name must be on the cover of the statutory copies.

Electronic versions of theses can also be submitted. The number of statutory copies is then reduced to six bound copies. File format and data medium are determined by the University Library. Your curriculum vitae does not need to be included in the bound or electronic versions of the statutory copies.

Of work that has been published in a scientific journal or in a scientific series, with a minimum circulation of 150 copies - insofar as they have been accepted as your thesis - you must hand in 6 statutory copies to the University Library. In this case, the acceptance of the thesis must be endorsed on the back of the reprints’ title page.

All information regarding the submission of statutory copies to the University Library can be found under http://www.en.ub.uni-muenchen.de/writing/thesis-submission/index.html
Doctor's certificate
Your doctor’s certificate is only issued upon submission of the statutory copies (including the copy signed by the supervisor) and be received at the Doctoral Office the earliest 4 weeks upon delivery of the statutory copies. Upon request, the certificate can be handed out by your supervisor. You will also receive a leaflet with the certificate, giving information on how to go about governmental administrative procedures.

Doctor's degree
The use of the title "Dr. med." or "Dr. med. dent." is only authorised upon receiving your doctor's certificate.

Please note: Regulations and individual circumstances dictate the course and length of your doctoral procedure. Please refrain from making inquiries about the course of your procedure. We cannot give out information on the expected date of the oral defence.

Downloads
• Promotionsordnung Human- und Zahnmedizin (78 KByte)