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Examination and Study Regulations at Ludwig-Maximilians-Universität München for the PhD Learning Sciences (2013)

May 7, 2014

Based on article 13, paragraph 1, clause 2 in conjunction with article 58, paragraph 1, clause 1 and article 61, paragraph 2, clause 1 of the Bavarian Higher Education Act (*BayHSchG*), the Ludwig-Maximilians-Universität München issues the following charter:

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§ 1

Content of the study program and purpose of the doctoral examination

(1) ¹The Content of the Doctoral Program includes the processes of results of general and subject specific learning. ²Perspectives from the fields of humanities, social sciences, and natural sciences are all three adopted. ³The methodological focus is on empirical and quantitative analyses. ⁴The aim of the doctoral program is to train young academics for a career in research.

(2) The doctoral examination (§ 9 Abs. 1), which needs to be taken course-related, serves as proof for the competence to autonomously conduct scientific work and as a qualification in the sciences and research domain.

(3) ¹Within the courses of the doctoral program, key qualifications are conveyed.

²Key qualifications are especially

1. competence to research, evaluate, condense, and structure knowledge and information
2. overview of relevant domains of knowledge,
3. joined-up thinking,
4. organizational and transfer competence,
5. information competence and media literacy,
6. learning and presentation techniques,
7. ability to convey information,
8. team and communication skills, additionally from a gender-specific perspective,
9. linguistic proficiency and
10. software skills.

(4) The study program is conducted in English.

§ 2

Academic degree

1The faculty of Psychology and Pedagogy will confer upon anyone who successfully completed the present course, the academic title of „Doctor of Philosophy“ (abbreviated as „Ph.D.“). Anyone who holds the title of „Doctor of Philosophy“ („Ph.D.“) will also be entitled to use „Dr.“ as an alternative form of abbreviation.

§ 3

Admission requirements

(1) ¹The prerequisite for enrolling in this doctoral program is a proof of a university degree comprising a minimum of six semesters in research studies covering different aspects of teaching and learning from a spectrum of fields and perspectives.

²Additional admission requirements may be stipulated in a separate charter of Ludwig-Maximilians-Universität München.

(2) The fulfillment of admission requirements as defined by paragraph 1 shall be decided during the enrollment procedure in accordance with the responsible Doctoral Committee.

(3) Should the prerequisites in accordance with paragraph 1 not be fulfilled, completion of the module examinations and partial module examinations shall not be deemed fulfilled unless belated proof of the fulfillment of the prerequisites in accordance with paragraph 1 is expressly admitted and submitted in due time.

§ 4 **Central and academic counseling**

(1) ¹Central counseling at Ludwig-Maximilians-Universität München gives information and advice, in particular in case of interdisciplinary problems. ²It is particularly designed for doctoral candidates prior to the start of studies, before a planned change of study program and for all issues regarding admission requirements.

(2) ¹Academic program-specific counseling is offered by the faculty in the person of a competent academic advisor. ²The advice refers particularly to issues of content and scheduling of the studies. ³Information regarding issues pertaining to examinations or crediting of study and examination results is offered by the members of the Doctoral Committee and/or the Examination Office.

II. Duration, structure and sequence of the program

§ 5 **Start of studies, standard study period, semester hours**

(1) The studies in this Doctoral Program may only be taken up in the winter semester.

(2) ¹The regular study time is six semesters including the time to finish the doctoral thesis. ²In order to complete the doctoral curriculum (as described in section 6, paragraph 1, point 1), a total of no more than 20 weekly semester hours (SWS) is required.

§ 6 **Course of studies, ECTS-Points**

(1) ¹A total of 180 points based on the European Credit Transfer System (ECTS points) has to be acquired within the doctoral program. This includes:

1. 30 ECTS points in the module examinations of the compulsory modules P1, P3, P4 and P6 (Annex 2 column 12; curricular prescribed doctoral studies).
2. 140 ECTS points in the module and partial module examinations of the compulsory modules P2 and P5 as well as the compulsory course P7.1 (Annex 2 column 12; academically supervised doctoral studies) and
3. 10 ECTS points for the partial module examination of the compulsory course P 7.2 (defense; Annex 2 column 12)

²ECTS points are a quantitative measure for the doctoral candidate's total work load.

³They include both the direct instruction of all courses and teaching formats stipulated

in section 8, paragraph 1, clause 2 as well as the time for the preparation and review

of the curricular contents (attendance courses and self-study), the time and effort required for examination preparation and the examination.

⁴One ECTS point corresponds to a workload of 30 hours, so the total workload in the standard period of study (section 5, paragraph 2, clause 1) is 900 hours per semester.

(2) ¹ For each semester, doctoral candidates should acquire the ECTS points which are suggested by Annex 2, column 18.²ECTS points will only be allocated to successfully completed modules (paragraph 10, part 4, statement 2).

§ 7 Modularization and modules

(1) ¹The content of the present program is organized in modules, which are bindingly stated in Annex 2. ²Where there are no regulatory rules, cells in the table are left empty.

(2) ¹The doctoral studies include solely compulsory modules. ²These must be fully completed.

(3) A module comprises a combination of courses coordinated in terms of content and schedule as well as a module examination or one or several partial module examinations, to which a number of ECTS points is allocated, which is determined in accordance with section 6, paragraph 1, corresponding to the required time expanded for a successful attendance.

(4) ¹As a rule, in accordance with Annex 2, a module covers usually one but no more than two semesters. ²In accordance with Annex 2, column 18, the scope of each module amounts to a multiple of three ECTS points.

(4) Annex 2 contains:

1. the modules,
2. their allocation to one or more semesters,
3. their entry requirements (Annex 2/Column 2),
4. the type of module (compulsory or elective compulsory modules – Annex 2, column 3), in case of compulsory elective modules, the selection modalities are stated as well,
5. the abbreviated designation of the modules (Annex 2, column 4)
6. the designation of the modules (Annex 2, column 5),
7. the rotation (each semester or on a yearly basis) in which the modules are offered (Annex 2, column 6),
8. the ECTS points allocated to each module (Annex 2, column 18).

§ 8 Courses

(1) ¹The objectives and contents of the degree program as well as the key qualifications (section 1, paragraph 3) are delivered in the courses and teaching

formats stipulated in Annex 2, columns 8 and 9. Annex 2, columns 8 and 9 may include but are not limited to the following courses and teaching formats:

1. seminars,
2. retreat,
3. colloquia

(2) ¹A retreat is a joint research stay at a place that distinguishes itself from the usual university environment. ²The purpose of a retreat is the reflection on and the development of new ideas for one's own research. ³A retreat is an opportunity for personal development as well as for networking.

(3) All courses are allocated to modules.

(4) ¹The doctoral studies include solely compulsory modules. ²These modules must be fully completed.

(5) ¹The attendance of courses depends on the fulfilment of entry requirements; please see Annex 2, column 7 for details.

(6) Annex 2 contains

1. the courses
2. the type of module (compulsory or elective compulsory modules – Annex 2, column 3), in case of compulsory elective modules, the selection modalities are stated as well,
3. the rotation (each semester or on a yearly basis) in which the modules are offered (Annex 2, column 6),
4. their allocation to a module,
5. their allocation to one or more semesters,
6. their entry requirements (Annex 2, column 7)
7. the abbreviated designation of the modules (Annex 2, column 4)
8. the designation of the courses (Annex 2, column 8),
9. the teaching format of the courses (Annex 2, column 9),
10. the semester hours (Annex 2, column 10)
11. the ECTS points (calculational) allocated to each module (Annex 2, column 18).

III. Doctoral Examination

1. Module examinations and partial module examinations

§ 9

Module examinations and partial module examinations as integral parts of the doctoral examination

(1) The Doctoral Examination is comprised of module examinations and partial module examinations

(2) ¹ Each module is completed with a module examination or a certain number of partial module examinations in accordance with Annex 2. ²Once a doctoral candidate passes a module examination or partial module examination, the ECTS points

allocated to this examination are credited to the doctoral candidate's transcript of records (section 12).³ Should a module examination, which is not a partial module examination, be organized by several instructors, the provisions for partial module examinations shall apply.

(3) Participation in module examinations and/or partial module examinations is conditional upon the fulfilment of the entry requirements. Please see Annex 2, column 11 for details.

(4) By passing the module examination, the partial module examination or all the partial module examinations of the relevant module, the doctoral candidate shall prove that he or she acquired knowledge and skills that are taught in the courses allocated to the module in accordance with Annex 2, columns 7 to 10.

(5)¹ Annex 2 contains:

- 1.the module examinations and partial module examinations,
- 2.their allocation to a module and a course, if applicable,
- 3.their allocation to a semester (regular time - Annex 2, column 1),
- 4.their entry requirements (Annex 2, column 11),
- 5.the type of examination (Annex 2, column 12),
- 6.the examination form (Annex 2, column 13).
- 7.the duration and scope of the examination (Annex 2, column 14).
- 8.the grading scheme (grades or pass-fail policy - Annex 2, column 15),
- 9.the weighting of the grades (Annex 2, column 16),
- 10.repeatability (Annex 2, column 17).

² Should several examination forms with an allotted duration be stipulated in Annex 2, columns 13 and 14, the instructor decides which of the possible variants is chosen and announces it at the beginning of the course.

§ 10

Grading the module examinations and partial module examinations

(1) Module examinations and partial module examinations are either graded as a pass or as a fail.

(2)¹The grade for a module examination or a partial module examination is determined by the relevant examiner.²The following grades must be used for the evaluation of module examinations and partial module examinations:

Note 1	= „very good“	= Excellent results;
Note 2	= „good“	= Results that materially exceed requirements;
Note 3	= „satisfactory“	= Results that fulfill average requirements;
Note 4	= „pass“	= Results that fulfill basic requirements despite deficits;
Note 5	= „fail“	= Results that do not fulfill requirements due to material deficits.

(3) In order to differentiate the evaluation of module examinations and partial module examinations, grades may be increased or decreased to interim values by 0.3.

The grades 0.7, 4.3, 4.7 and 5.3 shall not be admissible.⁴In case a module examination or partial module examination is graded by several examiners or in case a module examination or partial module examination is comprised of several components (section 11, paragraph 1, clause 3), the overall grade of the module examination or partial module examination is calculated from the arithmetic mean of the individual evaluations.⁵Only the first two decimals are taken into account.⁶The grade designation in accordance with clause 4 is as follows:

For an average of up to and including 1.5	=	„very good“;
For an average from 1.51 to and including 2.50	=	„good“;
For an average from 2.51 to and including 3.50	=	„satisfactory“;
For an average from 3.51 to and including 4.00	=	„pass“.

(3) ¹ The module grade is calculated:

1. In a module examination or only one graded partial module examination (section 9, paragraph 2) in accordance with paragraph 2, and
2. From the arithmetic mean of the individual results in the relevant partial module examinations pertaining to the module graded in accordance with Annex 2, column 15 and weighted in accordance with Annex 2, column 16 for partial module examinations (section 9, paragraph 2).

²Unless otherwise stipulated in Annex 2, column 16, the partial module examinations with the ECTS points allocated to them in Annex 2, column 18, shall be weighed and taken into account accordingly in the arithmetic mean to be formed in accordance with clause 1, no. 2. ³Paragraph 2, clauses 5 and 6 shall apply accordingly.

(4) ¹ In case that within a module, more partial module examinations than required in order to pass the module are successfully completed, only the ECTS points required to pass the module will be taken into account in the calculation of the module grade.

²For passing a module, the doctoral candidate must pass the module examination or all partial module examinations allocated to the compulsory courses in a manner as stipulated in Annex 2.

§ 11 Passing, failing and repeating module examinations and partial module examinations

(1) ¹A module examination or partial module examination shall be deemed passed if it is

1. evaluated with a “pass” or
2. graded with at least “pass” (4.0). ²Subject to section 37, module examinations and partial module examinations need to be passed no later than by the end of the semester stipulated in Annex 2, column 1 (regular term).

The parentheses in Annex 2, column 1 merely contain recommendations. ³Module examinations and partial module examinations are deemed passed if, subject to section 37, all required components are completed successfully no later than by the end of the fourth semester following the expiry of the regular term.

(2) ¹Should Annex 2, column 1 contain information in parenthesis for a module examination or partial module examination, the end of the sixth semester in the subject shall be deemed to be the regular term.²This module examination or partial module examination shall be deemed passed if, subject to section 37, it is completed

no later than by the end of the tenth semester.

(3) Module examinations and partial module examinations are deemed passed if the requirements in accordance with paragraphs 1 and 2 are not fulfilled within the stipulated timeframe but are fulfilled within the timeframe stipulated in paragraph 6 or are fulfilled following a repeat examination admissible in accordance with the present study and examination regulations.

(4) ¹Module examinations or partial module examinations shall be considered failed if the doctoral candidate completed them in part or in full but did not reach the minimum requirement for a pass.²Module examinations or partial module examinations shall be considered irrevocably failed if the doctoral candidate completed them in part or in full but did not reach the minimum requirement for a pass and that there is no possibility of resitting the examination.

(5) ¹Subject to paragraph 37, module examinations and partial module examinations will be deemed:

1. completed but failed if they are not completed by the deadline of the end of the fourth semester following the regular term and this due to reasons attributable to the doctoral candidate him/herself, and
2. irrevocably failed if they are not completed by the deadline of the end of the sixth semester following the regular term and this due to reasons attributable to the doctoral candidate itself.

²Should Annex 2, column 1 contain information in parenthesis for a module examination or partial module examination, subject to section 37, this module examination or partial module examination shall be deemed:

1. completed but failed if they are not completed by the deadline of the end of the tenth semester and this due to reasons attributable to the doctoral candidate, and
2. irrevocably failed if they are not completed by the end of the twelfth semester and this due to reasons attributable to the doctoral candidate.

³Reasons provided as a justification for exceeding one of the periods stipulated in clause 1 and/or in clause 2 must be reported in writing and substantiated to the examination office immediately after their occurrence.

⁴In case of illness, the doctoral candidate must provide a medical certificate; the submission of a certificate of incapacity for work shall not prove sufficient.

⁵The examination office may request in the individual case or as a general rule that a medical certificate be issued by a public health officer or a medical doctor assigned by the examination office. ⁶A new date will be set for the examination on condition the justification provided is accepted. ⁷In the case where a module examination or partial module examination is divided into several components, existing examination results for the taken components must be credited.

(6) ¹A module examination or partial module examination failed for the first time shall be considered not taken if it is completed during continuous studies (free examination attempt) within the deadline stipulated in paragraph 1, clause 2 or by the end of the semester as stated in paragraph 2, clause 1. ²Periods of study recognized in accordance with these study and examination regulations in case of a change in

university, in the course of studies or the major subject shall be credited to professional studies.³ Semesters during which the doctoral candidate was on leave (in accordance with paragraph 2, clause 1 of article 48 of the Bavarian Higher Education Act. (BayHSchG)) and periods which fulfill the requirements in accordance with section 37 or periods in which the doctoral candidate is unable to participate in a module examination or partial module examination for unforeseeable reasons not attributable to the doctoral candidate, shall not be taken into account.

⁴Paragraph 5, clauses 3 to 5 shall apply accordingly. ⁵Components passed in the free examination attempt shall be credited.⁶Module examinations, partial module examinations or components completed in the free examination attempt may be repeated in the following term and, in this case, the best grade will be retained. ⁷The clauses 1 to 6 shall not apply to the doctoral thesis (section 17) or to the oral defense (section 19).

(7) A failed module examination or partial module examination, with the exceptions of the doctoral thesis (section 17) and of the defense (section 19) may, as stipulated by Annex 2, column 17, and without prejudice to paragraph 6, arbitrarily be repeated.

(8) The doctoral thesis (§ 17) and the defense (§ 19) and any failed module examinations or partial module examinations may, in accordance with Annex 2, column 17 (once, next possible date), be repeated once within the next possible semester, without causing prejudice to paragraph 6.

(9) ¹Doctoral candidates who failed a module examination or a partial module examination must be given the opportunity to repeat the course and/or the courses allocated to this module examination or partial module examination before their last attempt. ²Within two semesters, doctoral candidates are granted at least two examination attempts for each module examination and partial module examination.

(10) The repetition of a passed module examination or partial module examination in order to improve the grade is not possible without prejudice to paragraph 6.

(11) The grading and the ECTS points acquired in a module examination or partial module examination may only be counted once in this doctoral program as defined in section 6, paragraph 1, clause 1.

§ 12 Transcript of Records

¹A personal account will be set up at the examination office for the doctoral candidates registered in the doctoral program. This account contains

1. all passed module examinations and partial module examinations (§ 11, paragraphs 1 to 3), each with the comment „passed“ and/or the grade given and the acquired ECTS points, and
2. all failed module examinations and partial module examinations (§ 11, paragraph 4 and 5), each with the comment „failed“ and/or the attributed grade.

²At the beginning of the next semester, the doctoral candidates receive a personal statement of account as defined in clause 1 in the form of a notification including an instruction on right to appeal.

2. Academically supervised doctoral studies

§ 13

Supervision of academically supervised doctoral studies

(1) ¹The scientific work of each doctoral candidate will be monitored by a supervisor selected on the basis of the eligibility criteria stated in paragraph 1 statement 2 of article 62 BaHSchG and in conjunction with the current version of the university examiner regulation (HschPrüferV). ²The supervisor may be a member of the faculty of Psychology and Pedagogy, a member of another faculty belonging to the Ludwig-Maximilians-Universität München or may be a member of an institution external to the Ludwig-Maximilians-Universität; the supervisor may, in the case of an existing agreement with the university, also be a Professor from a university of applied sciences. ³The supervisor is appointed by the head of the Doctoral Committee.

(2) In the case that the supervisor can no longer fulfill their role, the Doctoral Committee is responsible for ensuring further supervision.

§ 14

Supervisory team

(1) ¹ The Doctoral Committee decides on a supervisory team for each doctoral candidate within the first study semester.²The supervisory committee is constituted of the primary supervisor (§ 13 Abs. 1), and a secondary supervisor. ³The head of the Doctoral Committee is responsible for ensuring that the touched subject matters during the academically supervised doctoral studies are being adequately covered. ⁴At least two members of the supervisory team must belong to the Munich Center of the Learning Sciences . ⁵The head of the Doctoral Committee shall appoint one member of the supervisory team as head of the supervisory team.

(2) ¹Should a member of the supervisory team retire, the Doctoral Committee shall be responsible for appointing a new member to the commission. ²Paragraph 1 applies accordingly.

(3) ¹The supervisory team will conduct an interim evaluation at the latest at the end of both the second and the fourth semester. ²After fulfilling the agreed upon achievements according to § 15 para 1 the supervisory team recommends the doctoral candidate for the oral defense to the doctoral committee.

(4) § 29 para . 4 applies to the supervisory team accordingly.

§ 15

Target agreements

(1) ¹The supervisory team agrees with the doctoral candidate on an outline for the doctoral project and the related type and scope of achievements to be fulfilled during the academically supervised doctoral studies (target agreement) and supports the doctoral candidate in the implementation process. ²The target agreements reached must state the criteria and required achievements for both partial evaluations and for the oral defense, including in particular requirements for completion of the doctoral thesis (§ 17 Abs. 2 Satz 1). ³Furthermore it may include the following decision criteria:

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1. a written report to the supervisory team followed by an oral discussion
 2. publications and works accepted for publication
 3. regular attendance to and successful participation to certain courses , modules and examinations on top of the curriculum prescribed by the doctoral program as stipulated in Annex 2 (§ 6 para . 1 statement 1 no . 1) .

⁴The target agreements has to be in written form and shall take effect only after countersignature by the head of the Doctoral Committee.

(2) If a supervisory team cannot be formed or if target agreements cannot be reached, the doctoral candidate will have to be exmatriculated by the end of the second semester, subject to § 37.

§ 16 Interim evaluations

(1) ¹The supervisory team will conduct interim evaluations at the latest by the end of the second and the fourth study semester. ²The result of the interim evaluation should be communicated to the head of the Doctoral Committee.

(2) ¹If the results of the interim evaluation meet the target agreements, the academically supervised doctoral studies may be prolonged without any additional decision by the Doctoral Committee. ² If corrections to the original target agreement are necessary based on the interim evaluation, they can be specified in an amendment agreement; § 15 paragraph 1 statement 4 applies accordingly.

(3) ¹ If the agreed achievements were not fulfilled upon the interim evaluation, the supervisory team will decide on achievements, which are to be completed to successfully repeat the module. ² If the supervisory team comes to the conclusion that the for the interim evaluation required achievements are not fulfilled within the repetition of the module and it is to be assumed, that additionally the agreed achievements for admission to the defense will not be met, the Doctoral Committee dissolves the supervisory team and thereby terminates the doctoral studies. ³The termination of the doctoral studies will be announced by the head of the Doctoral Committee in a justified notification including an instruction on right to appeal.

§ 17 Doctoral candidate tasks within the scope of academically supervised doctoral studies; doctoral thesis

¹Doctoral students have to qualify for the sciences and research by proving the competencies for advanced academic work. ²Therefore they need to complete 140 ECTS points during the course of the academically supervised doctoral studies.

(2) ¹Students need to submit a written, independently completed academic thesis (dissertation). ²The dissertation topic should be related to the research domains of the Munich Center of the Learning Center or adjacent research fields. ³The dissertation comprises either a dissertation thesis or multiple publications (or accepted articles), which add up to the academic weight of a dissertation thesis (cumulative dissertation). ⁴You may not use qualifying work as dissertation.

(3) ¹The cumulative dissertation comprises at least two articles, which were accepted for publication or published by a peer-reviewed journal of international standards.

²Solely submitted articles can only be taken into consideration according to Abs. 2 Satz 3. ³The doctoral student has to be the first author of at least one of the articles.

4For a cumulative dissertation there is the need to preface the dissertation with an introductory summary, which discusses the relevance of the work for the specific research domain. Additionally, for articles with more than one author, the contribution of the doctoral student with regard to the content and extent should be clarified.

(4) ¹The dissertation has to be submitted as printed manuscript, with the original sized DIN A4 or a copied form sized DIN A4 or DIN A 5. ²It has to be in hard binding and paginated, needs to contain a table of content and a reference list as well as a detailed summary. ³It is allowed to add appendices, which are not intended for printing and marked as such. ⁴The promotion committee can generally or in single cases request the additional submission of an electronic version with specific technical requirements.

(5) The dissertation must be written in English.

§ 18 Examination commission; doctoral thesis review

(1) As soon as the agreed and/or required achievements for being admitted to the defense are completely presented, the supervisory team instantly initiates a final academic evaluation.

(2) The following documents, which aside from publications, shall remain in the archives of the Doctoral Committee, will be required from the doctoral candidate for the final evaluation by the Doctoral Committee:

1. CV
2. a list of the scientific publications
3. a minimum of three copies of the thesis
4. an affidavit stating the doctoral candidate's independence in completing their scientific achievements

(3) ¹The head of the Doctoral Committee will entrust the first supervisor (as stated in section 13, paragraph 1) with the first report concerning the thesis and the second marker (as stated in section 14, paragraph 1, statement 2) with a second report.

²The reports must be returned to the Doctoral Committee within the two months following their assignment. ³The Doctoral Committee will then form an examination committee consisting of four members in total. ⁴It will include the supervisor, the second marker as well as another member of the group of professors and teachers of institutions in collaboration with the Munich Center of the Learning Sciences, who is not also a member of the supervisory team. ⁵The fourth member may either belong to the community of professors of institutions in collaboration with the Munich Center of the Learning Sciences or belong to another (international) university. ⁶When nominating the examination committee it has to be ensured that the domains touched within the course of the doctoral studies are covered adequately. ⁷The number of members of the examination committee can be extended to six with the consent of the doctoral candidate, under the condition that the additional members also belong to the community of professors and university teachers from institutions in cooperation with the Munich Center of the Learning Sciences. ⁸In addition to (but without violating) statements 4, 5 and 7, a professor of a university of applied sciences can become member of the examination committee, if a corresponding cooperation contract exists.

⁹The members of the examination committee will themselves appoint one of them as head and another as a deputy.

(4) Each report contains grading of the doctoral thesis according to §10 and a recommendation to either accept, accept with stipulations requiring changes before publication, return it for revision or to reject.

(5) ¹After receiving the reports, the head of the Doctoral Committee will instantly provide copies of the doctoral thesis and the corresponding reports for circulation among the members of the Doctoral Committee and the members of the Examination Committee.

²These members can then give their opinion and suggest grades. ³These statements shall be returned at the latest four weeks after reception, if this is during the semester period or at the latest six weeks after reception if this is during the semester break.

(6) ¹ Shall not all reports according to Paragraph 4 and all statements according to Paragraph 5 recommend an unreserved acceptance, the Doctoral Committee decides about acceptance, acceptance with stipulations, returning for revision or rejection of the doctoral thesis. ²The Doctoral Committee may decide to accept the thesis with the requirement to implement changes and extensions before publishing, if the deficit in the doctoral thesis does not justify either rejection or returning for revision. ³In case of a rejection of the doctoral thesis, the doctoral candidate will be given the possibility to repeat the academically supervised doctoral studies once at the next possible date (§ 6 para . 1 statement 1 no . 2).

(7) ¹Should the doctoral thesis be returned to the doctoral candidate for revision, the circulation copy of the unrevised version will remain in the archives. ²The revised version must be submitted again within one year following the initial submission. ³If the set deadline is not met, the doctoral studies will be deemed failed. ⁴The paragraphs of this section apply to the resubmission process accordingly. ⁵Another returning for revision is not possible. ⁶Should another returning for revision of the thesis be required, the doctoral examination will be deemed finally failed.

(8) ¹The thesis is deemed passed if the reports and statements by the members of the Doctoral Committee and the Examination Committee, pursuant to paragraph 4 and 5, are rated as „satisfactory“ (4.0) or above. ² If the suggested grades by the reports and statements are identical, this grade will be awarded. ³If however the suggested grades differ, the doctoral committee will make the final decision about the grade and – if applicable- passing or failing the doctoral thesis. ⁴The head of the Doctoral Committee reaches the decision on the basis of statements 1 and 2.

(9) ¹Doctoral candidates will be notified by the head of the Doctoral Committee about the decision for acceptance, acceptance with stipulations, returning for revision or rejection of their thesis and about the grading of their thesis. ²In the cases of finally failing the doctoral examination, a rejection of the doctoral thesis, its returning for revision or an acceptance with stipulations requires a written justification and has to provide instruction on right to appeal.

§ 19 Defense

(1) ¹Once the doctoral thesis has been passed, the doctoral candidate will be admitted to the oral defense. ²The doctoral candidate will receive a written invitation from the head of the Doctoral Committee at least two weeks prior to the date set for the oral defense.

(2) ¹The oral defense is a partial module examination as stated in Section 2 Paragraph 12. ² It will be conducted and evaluated by the examination committee (§ 18 Paragraph 3 Statements 3 through 8). ³As part of the defense, it is required from the doctoral candidates that they demonstrate their expertise in the field and in the related fields where appropriate. ⁴The oral defense shall be held in the English language.

(3) ¹One of the members of the Examination Committee, appointed by the head of the examination committee, will be responsible for writing the minutes of the defense proceeding and results, which will be signed by the head of examination committee.

²The result will be communicated to the doctoral candidate after the oral defense has taken place.

§ 20 Publication of the doctoral thesis

(1) ¹Following the passing of the oral defense, the doctoral candidate must publish their thesis. ²If the Doctoral Committee has accepted the thesis with stipulations according to § 18 paragraph 6, the doctoral candidate must submit the amended version to the supervisor and await written confirmation that the requirements have been fulfilled, before proceeding to the publication.

(2) ¹The title page must include the words „Doctoral Thesis for the Promotion to Doctor of Philosophy (Ph.D.) at the Munich Center of the Learning Sciences of the Ludwig-Maximilians-Universität München“; it must also state the date at which the doctoral thesis was completed. ²The first inner page must contain the names of the supervisor, of the second marker as well as the date of the oral defense.

§ 21 Submission of Copies

(1) Subject to §37, it is the doctoral candidate's duty to provide six printed and bound copies of their theses, one digital version along with two official forms for submitting electronic doctoral theses to the university theses department of the university library to maintain access to the digital version, as long as rules from paragraph 3 do not have to be applied.

2) ¹File format and data medium are governed by the provisions of the University Library. ²The University Library, the DDB (The German Library) and the special collections libraries of the DFG shall obtain the right to publish the electronic version in other networks. ³The university library will ensure the readability of the delivered version as well as its compliance with the requirements. ⁴A digital version, which does not meet the requirements regarding file format and data medium, does not satisfy the obligation of media sharing the doctoral candidate must comply with.

(3) ¹Delivery of the copies as stated thereabove in paragraph 1 is not required if the thesis was instead submitted in the form of a cumulative doctoral thesis (§ 17 paragraph 2 statement 3, paragraph 3) or published as a book. ²However, the doctoral candidate is expected to deliver six copies of the publications from the cumulative doctoral thesis or the book. ³In case of distribution through bookstores, a minimum of 150 copies must be proven. ⁴The submission of the digital version to the University Library is omitted.

(4) With sufficient justification from the doctoral candidate and given this is approved by the head of the Doctoral Committee, the deadline for submitting the copies may be extended for up to two years; § 37 shall apply accordingly.

(5) ¹When submitting in accordance with Paragraph 1, the head of the doctoral committee can judge the submission obligation as fulfilled, if the doctoral thesis is made available to the public delayed, due to a lock flag caused by a patent law registration process. ²It is hereby required that the respective submission requirements were met and that the date of the latest date of publication is stated in the lock flag and that the publication can be conducted by the university library independently; the university issues a corresponding confirmation about this. ³A lock flag may be requested for a maximum duration of two years by means of the form prescribed by the university library and may be renewed twice thereafter.

(6) Should the copies not be delivered in due time, all rights obtained by the successful completion of the doctoral defense and the doctoral studies will be lost.

3. Examination formats

§ 22 Oral module examination and partial module examinations

(1) ¹By means of oral module examinations and partial module examinations, the doctoral candidate should demonstrate good familiarity with the content of the topic and ability to adequately integrate specific questions into the research field.

²Furthermore, the examinations should enable examiners to determine whether the doctoral candidate has got sufficient basic knowledge corresponding to the doctoral studies status.

(2) The duration of the oral module examinations or partial module examinations is established by Section 2, paragraph 14.

(3) ¹The essential topics raised during and results issuing from the oral module examinations and partial module examinations shall be kept in record. ²The result is to be announced to the doctoral candidate following the oral module examination or partial module examination.

§ 23 Exams and other written examinations

(1) ¹In the exams and other supervised written work, the doctoral candidate should demonstrate the ability to address questions and to solve problems related to their

discipline using adequate methods, with limited external resources and within a time limit.² The doctoral candidate can be provided with a set of topics to choose from; however, it is not obligatory.

(2) The duration of exams and other supervised written works are regulated in Section 2 Paragraph 14.

(3) ¹Written module examinations and partial module examinations may be entirely held in the form that the doctoral candidate has to indicate which of the provided answers to a question he or she considers correct (choose-answer-procedure). ²The examination questions must enable reliable evaluation. ³Each doctoral candidate should therefore be presented with the same examination paper. ⁴The preparation of examination tasks must include information about which responses will be accepted as correct. ⁵The examination tasks need to be developed by at least two examiners; they must check if the tasks are defective according to the requirements of statement 2, before the evaluation of the examination ⁶ Should this verification lead to the finding of a fault in one or more tasks, these tasks must not be considered for the examination result. ⁷The number of tasks for each module examination and partial module examinations is reduced accordingly. ⁸ In the case of the evaluation of the written module examination or partial module examination as stated in paragraph 4 statement 1, the number of examination tasks to be marked will also be reduced accordingly. ⁹The reduction in the number of examination tasks must not be to the detriment of the doctoral candidate.

(4) ¹Written module examinations and partial module examinations consisting of single choice questions (where exactly one of a total of n possibilities is correct – “1 out of n”) are considered passed if according to paragraph 3 statement 1:

1. the candidate has answered at least 60 percent of the examination questions or
2. the candidate has answered at least 50 percent of the examination questions and the number of correctly answered questions is not more than 15 percent below the average examination results of examinees who took part in the corresponding examination in a first attempt.

²If statement 1 no. 2 applied, the dean shall be informed. ³If the candidate reaches the requirement for passing the examination according to statement 1 regarding the minimum number of correct answers, the following grades shall apply:

1. „very good“, for a minimum of 75%,
2. „good“, for a minimum of 50 but below 75%,
3. „satisfactory“, for a minimum of 25 but below 50%,
4. „pass“, for a grade below 25%

above the minimally required correctly answered questions.

(5) ¹ For examinations with multiple-choice questions (an unknown number of x, which is between 0 and n, out of n possible answers in total is correct – “x out of n”) the grade is calculated according to Para. 3 Statement 1, Paragraph 4, with the difference that the ratio of sum of raw points over the maximally possible achievement is considered for the final grade instead of the ratio between the number of correctly answered questions over the total number of questions.² For

each multiple-choice examination an evaluation number is assigned which equals the number of options (s) given and this number can be attributed a weight which will determine the weight of the multiple-choice question.³ Each candidate will receive a basic assessment for their performance in the multiple-choice question in accordance with the responses previously determined as correct.⁴ For each correct answer (defined as a match between the answer the doctoral candidate selected or did not select and the previously determined correct or wrong answer, respectively), the doctoral candidate will receive one point in the basic assessment of the question.⁵ Should the doctoral candidate select an incorrect answer or an answer other than the one predetermined as correct, they will receive minus points for the corresponding basic assessment of the question.⁶ A question can however not be awarded negative points.⁷ The raw score is calculated from the basic assessment of a question multiplied by the weighting factor of same question.⁸ The highest achievable grade is calculated from the sum of the highest achievable basic assessments of the questions multiplied with the respective weighting factor.

(6) In any module examinations or partial module examinations, which are only partially in multiple-choice format, paragraphs 3 to 5 apply to the MC part only.

(7) ¹A written module examination or partial module examination may also be taken electronically.²The method of assessment for the electronic examination will then be announced at the beginning of the course by the course.³The doctoral candidates will be given sufficient opportunities during the course to familiarize themselves with the electronic examination system.⁴Data protection regulations apply.

§ 24 **Other forms of module examination and partial module examination**

(1) ¹An oral presentation is an independently prepared presentation, which should be supplemented with appropriate visual materials.² Such a presentation may be followed by a discussion on the topic.

(2) ¹The management of a session involves the facilitation, instruction and organization of topics specific to the Learning Sciences for the audience.²The session may be followed by a discussion on the topic.

(3) ¹The presentation must be prepared independently and should be supplemented with appropriate visual materials. Such a presentation may be followed by a discussion on the topic.

(4) Details for individual cases are described in Annex 2.

4. Results of Examinations

§ 25 Passing and failing the doctoral examination

(1) The doctoral examination should be successfully passed by the end of the sixth semester.

(2) ¹The doctoral examination is passed when the doctoral thesis has been accepted and when all of the following conditions are fulfilled by the end of the tenth semester:

1. all module examinations and partial module examinations from compulsory modules as well as from elective modules listed in Annex 2 are successfully passed.
2. the requirement of a total of 180 ECTS points is met.

²The doctoral examination is also deemed passed, if the requirements of statement 1 are not met in the set period, but are met in accordance with § 11 paragraph 6 or met after repeating the examination in accordance to these regulations.

(3) The doctoral examination will be deemed irrevocably failed if

1. the Doctoral Committee dissolves the supervisory team pursuant to § 16 paragraph 3 statement 2,
2. the doctoral thesis is rejected and there is no more possibility of a retake or
3. a module examination or partial module examination for a compulsory module or required elective compulsory module as stated in Annex 2 is failed and cannot be repeated anymore.

(4) ¹The doctoral examination is, subject to § 11 paragraph 6 and 9 and § 37:

1. deemed as taken and failed on first attempt if the deadline mentioned in paragraph 1 is exceeded by more than four semesters due to reasons attributable to the doctoral candidate
2. deemed as definitively failed if the deadline mentioned in paragraph 1 is exceeded by more than six semesters due to reasons attributable to the doctoral candidate or falls under one of the situations described in § 18 paragraph 7 statement 6.

²§ 11 paragraph 5 statements 3 to 7 shall apply accordingly.

§ 26 Notification and certification in case of failure

(1) If the doctoral examination

1. is deemed irrevocably failed in accordance with § 25 Abs. 3 or
2. is deemed irrevocably failed in accordance with § 25 Abs. 4 Satz 1 Nr. 2

the head of the Doctoral Committee will report this in writing including an instruction on right to appeal

(2) In the case where the doctoral examination is failed, the doctoral candidate will be provided upon request and provision of an exmatriculation confirmation with a transcript of records reporting the successfully completed module examinations and partial module examinations with corresponding ECTS credits and grades along with an explanation about the doctoral examination not being passed.

§ 27 **Final examination results**

¹If the final examination is passed in accordance with section 25 paragraph 2, the final grade will be calculated as the arithmetic mean from the results of the module examination displayed in Table 2 column 16. Statement 3 of section 10 paragraph 3 specify the calculation of the final examination results. ²If more than 180 ECTS credits are acquired as part of the doctoral examination, the calculation of the final grade will only be based on the maximum requirement of 180 ECTS credits for the calculation of the final grade. ³Completion of all compulsory modules associated with module examinations and partial module examinations, as described in Annex 2, is required in order to pass the doctoral examination.

§ 28 **Doctor's degree, Doctor's Certificate, Transcript of Records and Diploma Supplement**

(1) ¹Upon successful completion of the doctoral examination and submission of the required copies of the doctoral thesis (§ 21), the doctoral candidate will be awarded with a Doctor's Degree in German and in English, bearing the date of the day on which the last module examination or partial module examination was taken. ²The awarding of an academic degree as described in § 2 statement 1 above will thereby be certified.

(2) ¹Along with the doctor's degree, the doctoral candidate will receive a Doctor's Certificate in German and in English bearing the date of the Doctor's Degree. ²The Doctor's Certificate will include the topic of the doctoral studies, the grade of the academically supervised doctoral studies, calculated as stated in § 27, as well as the final examination grade.

(3) ¹The examination office additionally provides a transcript of records in the German language, which includes all completed modules and their associated module examinations and partial module examinations as well as the corresponding ECTS credits and grades. ²Module examinations and partial module examinations that are not included in the doctoral examination according to §§ 25 and 27 may be additionally included for informational purposes.

(4) The Examination Office will additionally issue a Diploma Supplement in the English language containing information regarding the type and level of the doctoral graduation, the status of the Ludwig-Maximilians-Universität München as well as detailed information regarding the study program of the doctoral studies.

(5) ¹The Doctor's Degree will be signed by the head of the Doctoral Committee and the Dean of the Faculty of Psychology and Pedagogy, the Doctor's Certificate will be

signed by the head of the Doctoral Committee, the Transcript of Records and the Diploma Supplement will be signed by the Head of the Examination Office.²The Doctor's Degree, Doctor's Certificate, Transcript of Records and Diploma Supplement are stamped with the seal of the Ludwig-Maximilians-Universität München.

(6) ¹If, after issuing and handing over a Doctor's Degree, a Doctor's Certificate, a transcript of records, a Diploma Supplement, any other certificate or transcript, it is discovered that cheating or fraud was committed by the doctoral candidate, the Doctoral Committee may subsequently correct the grades concerned and declare the examination totally or partially failed. ²The incorrect Doctor's Degree, the incorrect Doctor's Certificate, the incorrect transcript of records, the incorrect diploma supplement, any other incorrect certificate or transcript shall be confiscated. ³If the conditions are met, a correct Doctor's Degree, correct Doctor's Certificate, a correct Transcript of Records, a correct Diploma Supplement, a correct other certificate or transcript is granted. ⁴Such a decision is not possible after five years following the date of the Doctor's Certificate. ⁵Before reaching a decision regarding statement 1 and 2, an opportunity to be heard is given to the doctoral candidate. ⁶Incriminating decisions are to be communicated instantly in written form, to be justified and have to include an instruction on right to appeal.

IV. Examination body and administration

§ 29 Doctoral Committee and Examination Office

(1) ¹The Doctoral Committee consists of eight university professors and or university teachers as stipulated by Art. 2 paragraph 3 statement 1 of the Bavarian Higher Education Personnel Act (BayHSchPG) and a research assistant or other member of staff, who according to Art. 62 paragraph 1 statement 2 BayHSchG regarding the university examination Regulations in its current version (HSchPrüferV) must be an authorized examiner and appointed by the faculty councils of the faculties involved. ²This comprises four university professors and or university teachers and one researcher or other academic member of the Faculty of Psychology and Education, two university professors of the faculty of mathematics, computer science and statistics and one university teacher appointed by the Faculty of Medicine and by the Faculty of Biology each.

(2) ¹The members will appoint a head and his/her deputy from among their existing members. ²The head and the deputy are appointed for a duration of two years.
³Reappointment beyond that period is permitted.

(3) ¹The Doctoral Committee constitutes a quorum on condition all members were invited in written or electronic form at the latest one week before the meeting, and on condition the majority of the members, who are entitled to hold a voice, attend.
²Decisions will be held based on the majority of votes; Abstention, secret votes and vote abuse are not permitted. ³In the case of an equal number of votes, the head will have the last call in reaching the final decision. ⁴If applicable in accordance with Art. 41 Abs. 2 BayHSchG, a member from the Doctoral Committee may have his or her rights to deliberate, audit and vote as part of the committee withdrawn.

(4) ¹The organization of examinations, the appointment of examiners and co-examiners (§ 30 paragraph 3) as well as any deliberation regarding examinations is the responsibility of the Doctoral Committee. ²The Doctoral Committee will be supported by the Examination Office in fulfilling its duties. ³The Doctoral Committee is accountable for ensuring that all the provisions of the present examination regulations are adhered to.

(5) ¹The Doctoral Committee may revocably assign specific tasks to the head of the Doctoral Committee, his or her deputy and the examination office. ²Under exceptional circumstances, the head of the Doctoral Committee is given the power to take urgent decisions without the rest of the committee; the head must however immediately inform the members of the committee about the situation.

(6) The Doctoral Committee shall give itself rules of internal procedure.

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

§ 30 Examiners and Co-examiners

(1) ¹For module examinations and partial module examinations that affect only one course, and with the exception of the thesis, subject to paragraph 4 statement 1, the instructor is also the examiner. ²In the case of module examinations and partial module examinations which include multiple courses with multiple course instructors, the Doctoral Committee will appoint one instructor as the examiner (Clause 1 paragraph 4). ³ Statement 2 shall further apply if the course instructor is not an authorized examiner.

(2) Written module examinations and partial module examinations for which the doctoral candidate is attributed a „fail“ are to be assessed by two examiners, oral module examinations and partial module examinations are to be conducted by at least one examiner and one knowledgeable co-examiner (Paragraph 3 no. 1).

(3) The Doctoral Committee may generally or in individual cases assign

1. the co-examiner to oral module examinations and partial module examinations,
2. a second examiner for module examinations or partial examinations which were marked as „failed“.

(4) ¹Examiners must, according to Art. 62 paragraph 1 statement 2 and in conjunction with the BasHSchG HSchPrüferV only include authorized examiners. ²Co-examiners must be qualified persons with at least a PhD or an equivalent qualification.

(5) The implementation of the examination procedure is dependent upon the individual examiners and invigilators.

§ 31

Program Coordination, obligations of the examiners

(1) ¹The program coordinator for this doctoral program is appointed by the Doctoral Committee. ² Until someone has been appointed to the role, the head of the Doctoral Committee shall be responsible for fulfilling the responsibilities. ³The program coordinator shall work in collaboration with the Doctoral Committee, the Examination Office and the central university administration on following tasks:

1. while setting up and implementing changes to this doctoral program:
 - a) the verification of these study and examination regulations from a technical perspective,
 - b) the creation of the necessary information about this doctoral program for doctoral candidates and examiners.
2. afterwards: coordination and organization of courses, module examinations and partial module examinations, in particular:
 - a) arranging an annual curriculum conference,
 - b) assigning actual courses to abstract courses stated in the present Examination and Study Regulations,
 - c) listing the courses in the course catalog,
 - d) making the content of courses available on the online system,
 - e) scheduling and assigning rooms for the seminars, module examinations and partial module examinations and
 - f) entering marks or assessments into the electronic data system.

(2) ¹The examiners (§ 30) are responsible for informing the program as soon as the examination session is over, which doctoral candidates have taken part in their course, and what final result they have obtained. ²The program coordinator must validate the information promptly and forward the necessary information in the standardized form to the Examination Office. ³The information must be sent to the Examination Office in the correct format and in due date; The Examination Office communicates the deadlines to the program coordination the latest at the beginning of each semester. ⁴Should the requirements of clause 3 not be satisfied, the relevant examinations will not be taken into account for the latest transcript (§ 12). ⁵The program coordinator must respond to the Examination Office as soon as possible and send certificates along with a form for the right to appeal, by postal delivery, to all doctoral candidates concerned.

§ 32

Cooperation obligations of doctoral candidates, confirmation of notices

1The doctoral candidate is required to acknowledge receipt of a message, to read and if necessary retrieve the information provided to him or her and to correspond with the Doctoral Committee or the Examination Office in the appropriate format at his or her own cost (with confirmation of receipt). ²If a document is handed in person on the grounds of the Ludwig-Maximilians-Universität München, the acknowledgment of receipt will be free of charge. ³The Examination Office will give notice as to when information will be circulated and administrative documents will be made available or

sent electronically during the first two weeks of the semester.⁴ The general public terms also apply for the communication and delivery of information and documents.⁵ If the doctoral candidate, on the other hand, fails to acknowledge receipt of or submit information, written correspondence or documents electronically and fail to collect any paper documents as a result of this, these information etc. will be considered as confirmed after one month of non-reaction.⁶ If the Examination Office issues any correspondence (as stated in statement 1) again, because the doctoral candidate failed to confirm its reception the doctoral candidate will have to pay for any additionally incurring costs.⁷ The Examination Office is however not obliged to start a new attempt of correspondence.

V. Examination Procedure

§ 33 Acknowledgement of competencies

(1) ¹Study times, study and examination achievements, which were completed in another study program within the Ludwig-Maximilians-Universität München or in any other state university or higher education institution belonging to the Federal Republic of Germany or another country, are to be acknowledged, unless there are significant differences in the acquired competencies (learning outcomes).² The same applies to courses, coursework and examinations completed in other programs offered by a Bavarian state university and which meet the criteria described in Art. 56 paragraph 6 Nos. 1 and 2 BayHSchG, or in Art. 47 paragraph 3 statement 1 BayHSchG for online Bavarian higher education institutions.

(2) ¹Skills that have been acquired in the context of other further education studies according to Art. 56 paragraph 6 no. 3 BayHSchG or outside the higher education system can be acknowledged if they are considered equivalent.² The skills acquired outside of the higher education context may substitute up to half of the required competencies.

(3) ¹If study or examination results are acknowledged, the grades - as far as the grading systems correspond – are to be adopted in accordance with these examination regulations and to be included in the calculation of the module and final examination grade accordingly.² The acknowledged grades will be reported and noted as such in the transcript of records.³ Should the grading systems differ, the head of the Doctoral Committee shall be responsible for attributing the equivalent grades and credits in accordance with § 10 paragraph 2 and statements 1 and 2.⁴
⁴The statements 1 to 3 shall apply to the allocation of ECTS points accordingly.

(4) ¹The documents required for acknowledging grades must be submitted to the Doctoral Committee by the doctoral candidate at the latest at the end of the first semester after the enrollment for the doctoral program at the Ludwig-Maximilians-Universität München, provided that study periods and examinations were completed before the enrollment at the Ludwig-Maximilians-Universität München in this doctoral program.² For the recognition of study periods and examination results, which are performed during the enrollment at the Ludwig-Maximilians-Universität München in this doctoral program, the documents must be submitted within the subsequent

semester.³ The proof of creditable periods of study must obligatorily be provided by the study guide of the university where the study period was completed.⁴ A certificate from the university at which studies and examinations were passed must be provided for their recognition, including:

1. which individual tests (oral and / or written) about which topics were taken within the overall examination,
2. which examinations actually were taken,
3. the assessment of coursework and examination and, where applicable, the subject grade,
4. the grading scheme,
5. credits awarded for courses if a credit system is available as well as the number of credits required for a successful completion of the program
6. the scope of individual courses, in which the to be recognized study and examination achievements were obtained, in weekly semester hours and
7. whether an overall examination on the basis of the present results has been failed or is deemed as failed considering the circumstances at hand.

⁵For the acknowledgement of courses outside the scope of relevant higher education sufficient evidence (etc. Reports, certificates, documentation) needs to be provided.

(5) A certified German translation may be required for certificates and documents which have been issued in another language than German.

(6) In case of any doubts arising regarding the recognition of study periods or study and examination achievements, the Promotion Committee shall decide of the procedure to follow.

§ 34 **Registration for courses and module examinations and partial module examinations; administrative measures**

(1) ¹The Doctoral Committee may stipulate for single or all courses that a registration is necessary prior to participating in courses and regulate their form and deadline.

²Doctoral candidates who do not register in the due form or within due time will, as a result, not be entitled to participate in the corresponding course. ³ Information about required registration, its form and deadline will be communicated to the doctoral candidates within the first two weeks after the start of the semester by the examination office; it is sufficient to publish these notifications solely in the internet.

(2) ¹For all module examinations and partial module examinations, registration is required in the form and within the time frame prescribed by the Doctoral Committee.

²Doctoral candidates who have failed to register to a module examination or partial module examination in the required form or within the required timeframe will not be entitled to participate in the corresponding module examination or partial module examination. ³The Doctoral Committee may also generally order that a module examination or partial module examination for which the doctoral candidate has registered is being “failed” if the doctoral candidate did not complete or withdrew from

the module examination or partial module examination due to reasons attributable to the candidate.⁴ Paragraph 1 statement 3 shall apply accordingly to the form and time of the respective registration.

(3) ¹Regarding statements 3 from paragraph 1 and statement 4 from paragraph 2, a written record will be kept with specific information about the content, time, type and location of the disclosure. ²The protocol is signed by the head of the Doctoral Committee and retained by the Examinations Office for at least five years.

(4) The statute for study measures establishes the criteria for inclusion of doctoral candidates in courses of Bachelor and Master study programs with limited capacity at the Ludwig-Maximilians-Universität München on 24 July 2009, as amended.

§ 35 Failure; Withdrawal

(1) A module examination or partial module examination will be considered „failed“ or „insufficient“ (5.0) if

1. the doctoral candidate fails to attend an examination or partial examination set by the Doctoral Committee as stipulated by § 34 Abs. 2 Satz 3, and this for reasons attributable to the doctoral candidate alone, or
2. the doctoral candidate decides, for reasons of their own, to withdraw from the module examinations or partial module examinations, or
3. a written module examination or partial module examination is not completed within the timeframe allocated and this due to reasons attributable to the doctoral candidate.

(2) ¹The doctoral candidate must communicate their reason for absence or for withdrawal in writing to the Examination Office, providing a valid justification with evidence, if applicable. ²§ 11 Paragraph. 5 Statements 4 to 7 apply accordingly.

§ 36 Fraud, breach of regulations, non-compliance with participation requirements

(1) Should the doctoral candidate be found to attempt to modify through fraud or with the help of improper resources, to influence the grading of their work, the module examination or partial module examination will be considered „failed“ (5,0); possession of improper resources while and after handing out the examination counts as attempt to fraud.

(2) A doctoral candidate who disturbs the proper procedure of the examination session can be excluded from the whole module examination or partial module examination; in this case, the module examination or partial module examination will be considered and reported as „failed“ or „not sufficient“ (5,0).

(3) In difficult or repeated cases of actions listed in paragraph 1 or in paragraph 2, it will be possible for the Doctoral Committee to exclude the doctoral candidate from

single or all of the module examinations or partial module examinations; if the latter is the case the doctoral candidate will be exmatriculated, in accordance with article 49 paragraph 2, number 3 BayHSchG.

(4) § 22 Paragraph 6 Statements 5 und 6 apply accordingly.

§ 37

Protection provisions in accordance with the Maternity Protection Act, the Federal Parents Money Act and the Parental Leave Act as well as in accordance with the Nursing Care Time Act

(1) Safeguards are put into place for parent doctoral candidates in accordance with §§ 3, 4, 6 and 8 of the law on the protection of working mothers (Mutterschutzgesetz - MuSchG) in the amended version published on 20th June 2002 (Federal Law Gazette I p 2318) and in accordance with the terms of the law on parental allowance and parental leave (Bundeselterngeld- and Elternzeitgesetz – BEEG), in accordance with the law dated 5th December 2006 (BGBl I S. 2748) on parental leave and the maintenance of a close relative in the sense of § 7 Section 3 of the Act on nursing time (Pflegezeitgesetz – PflegeZG) and in accordance with the current version in application since 28th May 2008 (Federal law Gazette I P. 874, 896) on the need for care in the sense of §§ 14, 15 of the Eleventh book of the social Code (SGB XI) of 26th May 1994 (Federal Law Gazette I p 1014, 1015).

(2) ¹The Doctoral Committee shall determine which courses are deemed adequate for pregnant or nursing doctoral candidates and provide them with an appropriate warning informing them of the associated challenges they may face. ²The Doctoral Committee shall prohibit any pregnant or breastfeeding doctoral candidate from taking part in a program or course if its taking part is considered potentially harmful for the child or for the mother.³The Doctoral Committee determines whether and how pregnant or nursing doctoral candidates may be able to obtain the knowledge and skills that are taught in courses in which they are not able to take part. ⁴Making a legal claim to the provision of a special course for pregnant or nursing doctoral candidates is not possible. ⁵The Examination Office is responsible for providing the doctoral candidates with relevant information about lectures, warnings and prohibitions pursuant to statements 1 and 2 and the possibility of otherwise acquiring the knowledge and skills; the information will be made available by the Examination Office via the internet in the form of an online notice.

§ 38

Compensation

(1) ¹Severely disabled people and individuals who hold a similar status (Article 2 § 2 and 3 of the Social Code - . Ninth - SGB IX as amended) shall, upon application to the Doctoral Committee sent with valid proof of the disability, be granted an extension of the examination period of up to a quarter of the normal examination duration. ²In some specific cases, the extension may, upon request, be granted to up to half the normal examination duration. ³In addition to or instead of an extension for the

duration of the examination, doctoral candidates may receive some other form of compensation.

(2) ¹Individuals significantly impaired in the completion of module examinations or partial module examinations due to a permanent physical disability (thereby excluding any temporary physical injuries) or chronic illness, may in accordance with paragraph 1, be offered compensation. ²The disability it must be proven to exist. ³The Doctoral Committee may request a medical certificate as proof. ⁴§ 11 paragraph 5 statements 4 and 5 shall apply accordingly.

(3) ¹Applications for disability compensation must be provided when registering for a module examination or partial module examination or at the latest one month before the respective module examination or partial module examination. ²The disability it must be proven to exist. ³The Doctoral Committee may request a medical certificate as proof. ⁴§ 11 paragraph 5 statements 4 and 5 shall apply accordingly.

§ 39 Defects in the examination procedure

(1) Should it become apparent that an examination procedure was affected by material defects which may have influenced the test outcomes, the module examination or partial module examination may, upon request of one or of several doctoral candidates, be repeated in part or in full.

(2) ¹ Any supposed deficiencies in the examination process or any incapability to take the examination, which occurred before or during a module examination or partial module examination must be reported and justified to the invigilator immediately and to the examiner, head of the Doctoral Committee or the examination office and this no later than the time of release of results. ²Orally asserted and plausible reasons in accordance with statement 1 are to be made immediately and further reported in writing to the examination office or the head of the Doctoral Committee. ³Any plausible or justifiable reason will be disregarded if it is communicated later than one month after the module examination or partial module examination took place. ⁴§ 11 paragraph 5 statements 3 to 7 shall apply accordingly.

§ 40 Inspection of examination files, retention period

¹The doctoral candidate may claim access to reports and other form of written feedback, following the evaluation of a module examination or partial module examination, at the time announced by the Examination Office and within a reasonable timeframe following the given examination; in this case, a simple online notification from the Examination Office regarding the time period is not considered as sufficient communication of information. ²The Examination Office may announce that consultation of feedback according to Clause 1, may, notwithstanding statement 1, be made possible in a location other than the Ludwig-Maximilians-Universität München; the Examination Office will be considered to have effectively communicated the information if an online notification is made. ³The entire files shall be stored and kept for at least five years. ⁴The Original File, consisting of copies of

the doctoral certificate, the Doctor's Degree, the doctoral certificate, the Doctor's Certificate and the transcript of records shall be kept indefinitely.⁵ Storage may be done electronically.

VI. Honorary Doctorate

§ 41 Honorary Doctorate

(1) ¹The award of the degree title "Doctor of Philosophy honoris causa" (abbreviated: "Ph.D. H. C.") is carried out upon the request of two-thirds of the members of the Faculty Council of the Faculty of Psychology and Education. ² A detailed assessment of scientific performance of the person to be honored must be reported. ³Entitlement to the title of Doctor is decided by the Faculty. ⁴It must clearly be stated to the members of the committee that the purpose of the meeting held following an official invitation will be to proceed to the award of an honorary doctorate.

(2) The honorary doctorate will be awarded with a doctoral diploma in German and a Doctor's Degree in English and the PhD completion will be documented.

VII. Final Clause

§ 42 Taking of effect

This declaration shall take effect as of July, 15th 2013.