

**Doctoral Examination Rules and Regulations (Statutes) of the
Faculties of Computer Sciences / Engineering and Natural Sciences
of the University of Lübeck**

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Table of Contents:

**Part One:
Doctorate**

§ 1 Academic degree
§ 2 Honorary doctorate
§ 2a Joint award of a doctorate degree
§ 3 Acceptance and supervision of doctoral students

**Part Two:
Organization**

§ 4 Doctoral Board
§ 5 Examination Boards

**Part Three:
Requirements for admission to the doctoral examination process**

§ 6 General admission requirements
§ 7 Special admission requirements

**Part Four:
Doctoral Examination Process**

Section 1: Application and admission procedures
§ 8 Application for admission to the doctoral examination
§ 9 Decision on admission

Section 2: Assessment of the dissertation
§ 10 Dissertation
§ 11 Assessment by the examiners

- § 12 Inspection of the dissertation
- § 13 Improvement of the dissertation
- § 14 Decision of the Chairman of the Doctoral Board
- § 15 Decision of the Doctoral Board

Section 3: Oral examination

- § 16 Colloquium
- § 17 Execution of the oral examination
- § 18 Assessment of and passing the oral examination

Section 4: Awarding of degree

- § 19 Passing the doctoral examination and announcement of the result
- § 20 Duplication of the dissertation
- § 21 Awarding the degree

Section 5: Repeat of the examination

- § 22 Repeat of the oral examination

**Part Five:
Invalidity of the doctorate**

- § 23 Invalidation
- § 24 Revocation of the doctorate
- § 25 Entry into force

Supplement 1

Examination regulations for the Molecular Life Science Doctoral Degree Preparatory Program

**Part One:
Doctorate**

**§ 1
Academic Degree**

(1) The Faculties of Computer Science / Engineering and Natural Sciences of the University of Lübeck award the academic degrees of a *Doktor/in der Naturwissenschaften (Dr. rer. nat.)* [Doctor of Natural Sciences], a *Doktor/in der Ingenieurwissenschaften (Dr.-Ing.)* [Doctor of Engineering Sciences] and a Doctor of Philosophy (PhD).

(2) The academic degree is awarded on the basis of the special qualification for independent scientific work, which has been demonstrated by a scientific dissertation and an oral examination.

**§ 2
Honorary doctorate**

(1) The Faculties of Computer Science / Engineering and Natural Sciences can, as a rare honor, confer the degree and distinction of a Doctor of Natural Sciences (*Dr. rer. nat. h.c.*) and a Doctor of Engineering Sciences (*Dr.-Ing. h.c.*) for outstanding scientific achievements, including outstanding technical achievements or personal merits of the sciences represented by the Faculties of Computer Science / Engineering and Natural Sciences.

(2) The MINT Senate Committee deliberates on the award at the request of one third of the professors of the Faculties of Computer Science / Engineering and Natural Sciences. The application must be submitted in writing, with justification, to the chairman of the committee. Before the decision in the

MINT Senate Committee, the Senate is given the opportunity to comment. The decision of the Faculties of Computer Science / Engineering and Natural Sciences to confer the honorary doctorate requires a majority of 4/5 of the voting members of the MINT Senate Committee.

(3) The honorary doctorate is put into effect by the presentation of a certificate in which the merits of the doctoral candidate have been distinguished.

(4) The appropriate ministry is notified of each honorary doctorate by the submission of a duplicate of the certificate.

(5) A doctorate awarded on an honorary basis can be revoked if it subsequently transpires that the prerequisites of paragraph 1 have not been fulfilled or that the recipient of the award has not proven worthy. The MINT Senate Committee deliberates on the revocation at the request of one third of the professors of the Faculties of Computer Science / Engineering and Natural Sciences. Paragraphs 2 and 4 shall be applied accordingly. In the event of the revocation of the doctor's degree, the certificate presented in accordance with paragraph 3 is to be returned.

§ 2a

Joint award of a doctorate degree

Faculties of Computer Science / Engineering and Natural Sciences may also award the degrees mentioned under § 1 jointly with another, foreign faculty if a corresponding cooperation agreement exists between the institutions. The agreement shall, in particular, regulate the admission requirements, the scope of the examination, the invalidity and the revocation of the doctorate, so as to conform to the rules laid down in these examination regulations.

§ 3

Acceptance and supervision of doctoral students

(1) Doctoral candidates can usually only be accepted and supervised by

- a) professors,
 - b) associate professors,
 - c) junior professors,
- who are members of the Faculties of Computer Science / Engineering and Natural Sciences.

(2) Professors, associate professors or junior professors from other faculties/institutes of the University of Lübeck can only accept and supervise doctoral candidates if a simultaneous secondary supervision is provided by a professor in the Faculties of Computer Science / Engineering and Natural Sciences. This is to represent the work of the Faculties of Computer Science / Engineering and Natural Sciences and to advise the doctoral candidate on the qualitative requirements necessary for the acquisition of a degree from the Faculties of Computer Science / Engineering and Natural Sciences. A secondary supervisor must be recorded in the files.

(3) In exceptional cases, the MINT Senate Committee may, at the request of a professor, also allow other members of the Faculties of Computer Science / Engineering and Natural Sciences to accept and supervise a doctoral candidate.

(4) The Chairperson of the Senate Committee for the Faculties of Computer Science / Engineering and Natural Sciences advises the doctoral candidates as well as their supervisors in questions about the doctoral examination procedure.

(5) Admission as a doctoral candidate does not constitute a claim for a later admission to the doctoral examination.

Part Two: Organization

§ 4 Doctoral Board

(1) The Doctoral Board consists of the members of the MINT Senate Committee. The board and its transactions are under the direction of the Chairperson of the Senate Committee. He or she administers the Central Examination Office of the University of Lübeck.

(2) The Doctoral Board conducts the doctoral examination procedures and fulfills the tasks assigned to it according to these statutes. In particular, it shall ensure that the provisions of this statute are complied with and that the procedure is carried out within a reasonable period. The chairperson reports to the Doctoral Board about the development of the doctoral examination procedures.

(3) The right to vote in the Doctoral Board is an entitlement, in the case of professional decisions regarding the doctoral dissertation and in other matters of this doctoral examination regulation, for members of the member group of university lecturers and those in the member group of scientific staff who have already earned their doctorate.

§ 5 Examination Board

(1) The Doctoral Board will appoint an Examination Board, consisting of a chairperson and two examiners, for each doctoral examination procedure to be carried out. The examiners shall not be members of the same institute. A supervisor or mentor according to § 3 can be only one of the examiners. The chairperson and an examiner must be scheduled professors (W2, W3 or equivalent) and belong to the Faculties of Computer Science / Engineering and Natural Sciences, whereas the chairperson must belong to an institute of the Faculties of Computer Science / Engineering and Natural Sciences. An examiner may also be a person in one of the categories referred to in § 3 (1) lit. b or c; he or she may be a member of the Medical Faculty of the University of Lübeck or another scientific institution.

(2) In order to assess the dissertation, the Doctoral Board may appoint additional examiners, who may also be appointed to be members of the doctoral examination board. In the case of doctoral examination processes for graduates of universities of applied sciences, this can also be the case for professors of universities of applied sciences who have a doctorate degree in the relevant subject.

(3) The supervisor shall be appointed to be the first examiner.

Part Three: Requirements for admission to the doctoral examination procedure

§ 6 General admission requirements

(1) Admission to the doctoral examination process requires:

- a) The successful completion of a *Diplomstudiengang* (a program of study previous to the present bachelor / master) at the university or an equivalent institution within the scope of the Framework Act for Higher Education, or the successful completion of a research-oriented master program (Master of Science), accredited according to the German accreditation directives. Ap-

plicants for *Dr. rer. nat.* should have completed academic studies in the natural sciences, computer science or engineering sciences, while applicants for *Dr.-Ing.* should have completed academic studies in computer science or engineering,

- b) instead of the degrees referred to in a), the successful completion of the course-related examinations and achievements of a doctoral degree preparatory program or doctoral degree program at the University of Lübeck required for the admission to the doctoral degree program can be used. Details of the doctoral degree preparatory program are regulated in Supplement 1,
- c) in the case of applicants for the PhD, the successful completion of a doctoral degree program or a comparable structured training program offered by the University of Lübeck, which is regulated by the PromRPO,
- d) a dissertation prepared by the applicant.

(2) Admission to the doctoral examination process requires further that the applicant

- a) has not been sentenced to a term of imprisonment of more than one year for a deliberate criminal offense,
- b) is able to hold a public office,
- c) does not fulfill the prerequisites for assistance according to §§ 1896 ff BGB,
- d) has not failed a doctoral examination process at another German higher education institution for the desired doctoral degree, and
- e) does not already have the right to pursue the desired doctoral degree.

(3) A completed course of studies at a university outside of the scope of the Framework Act for Higher Education will be recognized if equivalence has been established. Equivalency shall be established if the duration (years) of study, credits and examinations of the course of studies are essentially the same as those of an institution of higher education within the scope of the Framework Act for Higher Education. This does not require a schematic comparison but considering it as a whole and making an overall assessment. The equivalency agreements approved by The Standing Conference of the Ministers of Education and Cultural Affairs of the Länder (States) in the Federal Republic of Germany and the German Rectors' Conference (aka Conference of University Presidents [CPU]) as well as agreements within the framework of higher education partnerships must be observed. The applicant must provide the Chairperson of the Doctoral Board with the documents required to establish the equivalency.

§ 7

Special admission requirements

(1) Graduates of a program other than the diploma or master degree program of a university or an equivalent institution of higher education within the scope of the Framework Act for Higher Education (*Hochschulrahmengesetz*) referred to in § 6 will be accepted into the doctoral degree program when they, instead of the prerequisites set out in § 6 (1) lit. (a) or (b), provide proof of their scientific qualifications required for the doctorate.

(2) Evidence of scientific competence must be provided in an examination procedure before an Examination Board consisting of three university professors. The Examination Board is set up by the Doctoral Board.

(3) The Examination Board first assesses his or her scientific qualification on the basis of the academic transcripts submitted by the applicant. The Examination Board may impose on the applicant the attendance of courses in the the Faculties of Computer Science / Engineering and Natural Sciences with the provision of earning performance certificates. These requirements are designed so that they can be achieved within the following two semesters. They must be completed within 18 months.

(4) The Examination Board will conduct an oral assessment with the applicant. This shall take place no later than three months after the application has been submitted or in the case of special requirements, no later than three months after the fulfillment of said requirements.

(5) The oral assessment can cover all areas of the successfully-completed course of studies. It should not exceed an hour. The subjects of the oral assessment should be suitable for demonstrating the scientific qualifications of the applicant.

(6) Proof of scientific competence is provided if at least two members of the Examination Board designate the oral assessment as "passed" by secret ballot. The result of the oral assessment is to be communicated to the Chairperson of the Doctoral Board by the Examination Board. An oral assessment which is not successfully passed cannot be repeated. § 9 (3) shall apply accordingly.

(7) For the admission of graduates of a *Diplomstudiengang* (a program of study previous to the present bachelor/master) of a university of applied sciences, an additional requirement is that the applicant belongs to the best 10% of his or her graduation year, or alternatively, has a final grade of 1.5 or better, and a diploma thesis marked with the grade "Very good". In addition, a detailed report by a university lecturer of the institute in which the applicant has earned his / her degree is to be submitted, in which the special qualification of the applicant is presented.

Part Four: Doctoral Examination Process

Section 1: Application and admission procedures

§ 8 Application for admission

(1) The application for admission to the doctoral examination process must be submitted to the Chairperson of the Doctoral Board, stating the academic degree pursued. The application shall be accompanied by:

1. Four copies of the dissertation, written in German, in the form of DIN A 4, ready for printing, and a passport photograph of the applicant is provided on the inside of the cover,
2. a summary of the work,
3. a curriculum vitae, which, in particular, provides information on the applicant's education and degree program,
4. a certificate of matriculation or ex-matriculation of the university according to § 6 (1) lit. a,
5. a certificate of good conduct of the applicant,
6. the certificate of the successful completion of the university course of studies according to § 6 (1) lit. a or the proof of qualification according to § 7,
6. a) for applicants to the PhD, the certificate according to § 6 (1) lit. c,
7. the names of the supervisor and the institution in which the dissertation was prepared,

8. the affirmation of the applicant that he or she has prepared the dissertation without external help and has not used any other means other than the resources named in the work,
9. the affirmation of the applicant that he or she has not submitted an application for authorization before or at the same time elsewhere, or has submitted the dissertation,
10. a statement as to whether and with what success the applicant has already submitted to another doctoral procedure,
11. an address in the Federal Republic of Germany, where the applicant can be contacted until the conclusion of the doctoral procedure,
12. a letter of recommendation from a university professor in the Faculties of Computer Science / Engineering and Natural Sciences to commence the doctoral procedure.

(2) In duly justified cases, dissertations may also be admitted in English, in deviation from paragraph 1 no. 1. In this case, an accompanying detailed summary of the work in German is also required each copy submitted.

(3) The applicant must notify the Chairperson of the Doctoral Board in writing if the address given in paragraph 1 no. 11 changes.

§ 9

Decision on admission

(1) The Chairman of the Doctoral Board decides on admission.

(2) The admission shall be refused if the applicant does not fulfill the requirements for admission. The admission may be refused if the application is incomplete and the applicant fails to comply within an appropriate period set for the purpose of completing the application.

(3) A written notification of the rejection of the application for admission must be issued to the applicant.

(4) The applicant can withdraw the application for admission as long as the dissertation has not been rejected or the oral examination has not yet begun. If the application for admission is withdrawn after the assessment of the dissertation has begun, a copy remains with the respective faculty (institute).

(5) If the application for admission is accepted, the Doctoral Board will be appointed on the proposal of the Chairperson of the Examination Board. At this time, the first examiner must be named. The applicant shall be notified of the decision on admission.

Section 2:

Assessment of the dissertation

§ 10

Dissertation

(1) The dissertation must individually demonstrate the ability of the applicant to conduct scientific work independently and to clearly present their results and to provide their own new scientific contribution. Collaborative dissertations are excluded. If a dissertation is produced within a working group, the scientifically independent, clearly defined performance of the applicant must be recognizable; the members of the working group must be named.

(2) The dissertation must address a topic from one of the following subjects:

- a) For the *Dr. rer. nat.*
 - Biochemistry
 - Biology
 - Chemistry
 - Computer science
 - Mathematics
 - Medical engineering
 - Molecular biology
 - Physics

- b) for the *Dr.-Ing.*
 - Computer science
 - Medical engineering

in the case of predominantly engineering-scientific content of the dissertation.

§ 11

Assessment by the Examiners

(1) The examiners render an expert opinion of the dissertation and recommend the acceptance or rejection of same to the Chairperson of the Doctoral Board.

(2) The following grades shall be used for the assessment of a dissertation recommended for acceptance:

- 1 = very good = an excellent performance;
- 2 = good = a performance well above the average requirements;
- 3 = satisfactory = a performance that meets average requirements;
- 4 = sufficient = a performance that meets the requirements despite its deficiencies.

For a differentiated assessment of the performance, the grade can be reduced or increased by 0.3, excluding grades 0.7 and 4.3.

(3) The Chairperson of the Examination Board shall forward the recommendations of the examiners to the Chairperson of the Doctoral Board.

§ 12

Inspection of the dissertation

(1) The Chairperson of the Doctoral Board gives the members of the Doctoral Board having a doctorate, as well as the professors of the Faculties of Computer Science / Engineering and Natural Sciences, the opportunity to inspect the dissertation and the reports of the examiners. The inspection period is three weeks; written notification of the inspection period shall be given by the Chairperson of the Doctoral Board.

(2) The persons entitled to do an inspection pursuant to paragraph 1 may lodge a written objection to the acceptance of the dissertation or may request its improvement within the inspection period to the Chairperson of the Doctoral Board.

§ 13

Improvement of the dissertation

(1) The Chairperson of the Doctoral Board shall return the dissertation with the directive to make certain amendments or changes if at least one of the examiners has identified it as acceptable but still in need of improvement. It is also necessary to proceed when, according to § 12, another member of the Faculties of Computer Science / Engineering and Natural Sciences who is entitled to do an inspection, requires the improvement of the dissertation and at least one examiner joins in with the request.

(2) A dissertation presented after improvement shall be examined according to §§ 11 and 12. The improvement may only be requested twice.

(3) The dissertation must be resubmitted within one year after it has been returned. In justified cases, the Chairperson of the Doctoral Board may extend the deadline on request.

§ 14

Decision of the Chairperson of the Doctoral Board

(1) The Chairperson of the Doctoral Board accepts the dissertation, when

1. the examiners have recommended the dissertation be accepted and
2. no written objection has been lodged within the inspection period against said acceptance.

The dissertation is graded with a rating, which results from the arithmetic mean of the assessment recommendations. The mean value is rounded to one place after the decimal point. It corresponds to a mean value (average)

up to 1.5	magna cum laude	(passed with very good)
over 1.5 to 2.5	cum laude	(passed with good)
over 2.5	rite	(passed)

If the mean value is better than 1.0, the Doctoral Board, with the addition of one or two other examiners, may award the title summa cum laude (with distinction) if they recommend the honor "summa cum laude". These examiners may not be members of the University of Lübeck's faculties.

(2) The Chairperson of the Doctoral Board shall reject the dissertation if both examiners have recommended the rejection.

(3) The content and date of the decision must be communicated to the applicant.

§ 15

Decision of the Doctoral Board

(1) The Doctoral Board decides in accordance with § 4 (3) on the acceptance or rejection of the dissertation, when

1. the examiners do not agree with regard to the acceptance or rejection of the dissertation or
2. an objection has been filed against the acceptance of the dissertation.

(2) Instead of accepting or rejecting the dissertation, the Doctoral Board may return it for improvement. The second sentence of § 13 paragraph 2 shall apply.

(3) Should the dissertation be rejected, the examination has been failed. A copy of the dissertation shall remain, together with the expert opinions, on file at the Doctoral Board.

(4) The content and date of the decision must be communicated to the applicant.

Section 3: Oral Examination

§ 16 Colloquium

The oral examination shall be conducted as a colloquium. The applicant is to prove that he or she can independently argue scientific points. The scientific oral examination emanates from the dissertation and extends over the broader subject area to which the dissertation belongs.

§ 17 Conduct of the oral examination

(1) The oral examination takes place within three months after the date of the acceptance of the dissertation at an appointment, which is determined by the Chairperson of the Doctoral Board. The appointed day and time will be publicly posted in the Faculties of Computer Science / Engineering and Natural Sciences.

(2) The applicant will be sent the notification of the oral examination at least three weeks before the appointment at the last address given in § 8 (1) No. 10, Paragraph 3. A shorter notice period is possible if the applicant agrees to this.

(3) The oral examination shall take place before the Examination Board, chaired by its Chairperson. The members of the Faculties of Computer Science / Engineering and Natural Sciences who are professors may be present during the examination.

(4) The exam lasts approximately 80 minutes for each applicant. It consists of a lecture with a discussion of about 40 minutes and a subsequent non-public period of questioning by the members of the Examination Board of about 40 minutes.

(5) The presentation and discussion are open to the university public. At the beginning, the applicant must present the most important results of the dissertation, which shall not exceed the 20 minutes allotted to it. During the ensuing discussion with the members of the Examination Board, the Chairperson of the Examination Board may allow questions of the attendees for a total of 10 minutes.

(6) The beginning, completion, progress and subject matter of the oral examination shall be recorded in a protocol.

§ 18 Assessment of and passing the oral examination

(1) The Examination Board deliberates on the assessment of the oral performance following the examination. The public is not allowed.

(2) Each member of the Examination Board shall give an individual assessment of the oral examination, which shall be recorded in a protocol. § 11 (2) shall apply.

(3) The oral examination has been passed if none of the individual assessments is lower than 4.0. The overall assessment of the oral examination corresponds to the arithmetic mean of the individual assessments.

(4) The oral examination has not been passed if the applicant does not appear without a sufficient excuse, despite having been sent a proper notification.

Section 4: Awarding of the degree

§ 19

Passing the doctoral examination and announcement of the result

(1) The doctorate is passed when the oral examination has been passed. As soon as the overall assessment of the oral examination has been established, the Examination Board shall determine the overall or final grade for the doctorate.

(2) The final grade for the doctorate is the arithmetic mean of the assessments for the dissertation and the oral examination. The grade for the dissertation shall be weighted with $\frac{2}{3}$ and the grade for the oral examination with $\frac{1}{3}$. The mean value is rounded down to one place after the decimal point. Based on the final grade of the doctorate, the following honors shall be awarded:

summa cum laude (passed with distinction)

if the dissertation has been assessed summa cum laude and the final grade is not less than 1.2;

magna cum laude (passed with very good)

alternately, if the final grade is not less than 1.5;

cum laude (passed with good)

alternately, if the final grade is not less than 2.5;

rite (passed)

otherwise.

(3) The Examination Board may combine passing the doctorate with the requirement to make formal changes to the dissertation for printing.

(4) The Chairperson of the Examination Board shall notify the applicant and the Chairperson of the Doctoral Board of the results obtained after the oral examination. In the event of failing the doctorate, the applicant shall receive a written notification, including justification and instructions on the applicant's right to appeal, which also provides information on the possibilities for repeating the examination.

(5) The applicant can inspect the examination documents at the earliest one week after the announcement of the results.

§ 20

Duplication of the dissertation

(1) Within one year of passing the doctorate, the applicant must deliver 25 bound copies of his or her dissertation, printed or photomechanically reproduced, to the University of Lübeck. The copies are to be produced in the DIN A5 format and are to be provided with a title page and a CV on the last page.

(2) Three copies may also be delivered in copyable typescript, together with the original and three further copies on CD-ROM; in this case, the doctoral candidate yields the university the right to make further copies to use and to publish the dissertation on the Internet. The format of the electronic files must conform to the library's specifications.

(3) If the work submitted as a dissertation appears completely or in its essential parts in a recognized scientific journal, under the name of the doctoral candidate, the delivery of six reprints is sufficient. The same applies if a commercial publisher assumes the distribution of the dissertation through bookstores and a minimum circulation of 150 copies can be substantiated. The reprints are to be provided with a title page and a CV on the last page. The consistency of the content of the dissertation and publication must be confirmed in writing by the supervisor (§ 3).

(4) If the Examination Board has combined passing the doctorate with requirements pursuant to § 19 (3), duplication requires approval. The Chairperson of the Doctoral Board shall grant approval after consulting with the Chairperson of the Examination Board.

(5) If the doctoral candidate misses the deadline set out in paragraph 1, all rights acquired by the examination are forfeited. The Chairperson of the Doctoral Board may extend the deadline on written grounds in exceptional cases by up to two years. The application must be submitted no later than one month before the deadline.

§ 21

Completion of the doctorate

(1) After the fulfillment of all the obligations by the candidate, the doctorate shall be completed by issuing a certificate awarding the academic degree of doctor. In the certificate, the title of the dissertation, the final grade and the corresponding honor are to be listed. The date of the doctorate is the date the oral examination was passed.

(2) The certificate shall be issued by the Chairperson of the Doctoral Board and signed by him or her and the president of the University of Lübeck. Upon request, the certificate may be issued in English. The certificate can be ceremoniously presented.

(3) The right of using the doctorate degree is acquired only upon reception of the certificate, either in person or by postal delivery.

Section 5:

Repeat of the examination

§ 22

Retaking the oral examination

(1) With the rejection of the dissertation, the doctoral examination process has been failed. A repeated submission of the dissertation is also not allowed after a revision.

(2) A failed oral examination may be retaken once, but not before three months have lapsed and not later than one year after failing the oral examination. If the end of that year is exceeded, the doctoral examination process has been failed.

Part Five:
Invalidity of the of the doctorate

§ 23
Invalidation

The Doctoral Board may declare the doctorate invalid if, prior to the issuance of the certificate, the applicant has been found guilty of a deception or, for reasons for which the applicant is responsible, the essential prerequisites for admission to the doctoral examination process have been erroneously accepted. This requires the decision of 4/5 of the members of the Doctoral Board.

§ 24
Revocation of the doctorate

(1) The Doctoral Board may revoke the awarding of the degree of doctor, if, after the certificate has been issued, it has been discovered that the doctoral degree has been acquired by deception. The revocation requires a decision of 4/5 of the members of the Doctoral Board.

(2) If the award of the doctoral degree is revoked, all issued certificates must be returned.

Supplement 1

Molecular Life Science Doctoral Degree Preparatory Program at the University of Lübeck

Table of contents

Section I – General

- § 1 Purpose of the doctoral degree preparatory program and the examination
- § 2 Admission requirements for the doctoral degree preparatory program
- § 3 Duration and structure of the doctoral degree preparatory program, range of courses offered
- § 4 Structure and scope of the examinations, scheduling of examinations
- § 5 Examination Board
- § 6 Examiners and observers
- § 7 Admission and registration for subject examinations
- § 8 Types of examinations
- § 9 Oral examinations
- § 10 Written examinations and other written works
- § 11 Doctoral examination process
- § 12 Assessment of the examination results
- § 13 Failure, withdrawal, deception, breach of regulations
- § 14 Passing, failure, certification of examination results
- § 15 Repeating subject examinations
- § 16 Mentoring

Section II - Examination of the doctoral degree preparatory program

- § 17 Conduct of the examination for the doctoral degree preparatory program
- § 18 Generation of the final grade, certificates and diploma supplement

Section III - Final provisions

- § 19 Invalidity of the examination for the doctoral degree preparatory program
- § 20 Access to the examination files
- § 21 Procedures in the case of objections, instructions on the right to appeal

Appendix A

Appendix B

Section I – General

§ 1

Purpose of the doctoral degree preparatory program and the examination

(1) The doctoral degree preparatory program is designed to provide topic-centered training to doctoral students, who wish to produce a doctoral dissertation in the field of medical structural and cell biology to pursue the academic degree of *Dr. rer. nat.* [Doctor of Natural Sciences].

(2) The examination for the doctoral degree preparatory program is the conclusion of the Molecular Life Science Doctoral Degree Preparatory Program. Its aim is to determine whether the candidate has the qualification for independent scientific work and has acquired special knowledge in the field of molecular cell or structural biology and its application in clinical research.

§ 2

Admission requirements for the doctoral degree preparatory program

(1) The requirements for admission to the Molecular Life Science Doctoral Degree Preparatory Program is the successful completion of a “diploma” degree program (*Diplomstudiengang*) in natural sciences at a university or equivalent institute of higher learning within the scope of the Higher Education Framework Act or the awarding of the title "Master of Science"-related degree of a research-oriented scientific master degree program accredited according to German accreditation guidelines.

(2) Graduates of other natural science “diploma” or master degree programs may be admitted if an equivalence of the degree has been established with those referred to in paragraph 1.

(3) Graduates of a human-medical degree program as well as graduates of four-year bachelor degree programs of 240 ECTS may also be admitted if they have successfully completed the modules of the Molecular Life Science Bachelor / Master program required in Appendix B or exhibit equivalent knowledge earned in other degree programs. Graduates of a human medicine course must furthermore have acquired the academic degree of a *Dr. med.* (MD). If this additional knowledge or the academic degree cannot be demonstrated, admission may only be issued under the obligation to acquire the relevant knowledge within 12 months or the academic degree within 6 months.

(4) Additional requirements for prerequisites for admission are:

- a) proof of special qualifications for participation in the doctoral degree preparatory program,
- b) proof of the assignment of a subject for a doctoral dissertation from the field of Molecular Life Sciences, issued by a member of the Faculties of Computer Science / Engineering and Natural Sciences, who is entitled to supervise a doctoral candidate pursuant to § 3 (1) lit a-c of the Doctoral Regulations of the Faculties of Computer Science / Engineering and Natural Sciences.

(5) The Examination Board, in accordance with § 5, is responsible for admission, in particular the examination of the equivalency of the graduation (paragraph 2) and the existence of special qualifications (paragraph 4, sentence 1, first half sentence). The existence of special qualifications is verified by means of an individual case examination on the basis of presented performance certificates, the “diploma” or master thesis and other research-oriented practical experiences. The commission may, in accordance with Article 2 (2), require applicants to complete further courses beyond Appendix A of Supplement 1.

(6) With the admission, the details of the modules that are to be completed shall be determined by the Examination Board (Appendix A).

(7) Admission shall be refused if the candidate has failed the examination in the Molecular Life Science Doctoral Degree Preparatory Program or a related degree program at a university or equivalent institution of higher education within the scope of the Framework Act for Higher Education or if he or she is involved in a review process in this degree program.

§ 3

Duration and structure of the doctoral degree preparatory program, range of courses offered

(1) The range of courses spans two academic years, it should normally be completed in three years. The language of instruction is English.

(2) The program includes compulsory and elective courses for a total of 60 ECTS.

§ 4

Structure and scope of the examinations, scheduling of examinations

(1) The examination for the doctoral degree preparatory program consists of the subject examinations as per § 8 and Appendix A, as well as the successful completion of the doctoral examination process in accordance with § 11. As a rule, they should be completed by the end of the fourth year of participation in the program.

(2) The material of a teaching module is tested in a subject examination. A teaching module includes one or more courses. A graded performance certificate is issued for each subject examination passed.

(3) For certain modules, ungraded performance certificates will be issued. In the following, a performance certificate of category A shall include a performance certificate whose grade is taken into account in the generation of the final grade, and a performance certificate of category B, an ungraded performance certificate required for passing the examination of the doctoral degree preparatory program.

(4) Subject examinations must be completed immediately after acquiring the prerequisites. The examination date is determined by the respective lecturer and announced, at the latest, four weeks in advance. The notification of the examination is posted at the central information point for the doctoral degree preparatory program, at the latest, one week before the respective testing date.

(5) The regulations for the doctoral examination process, including the examinations, are specified in the main section of the Doctoral Examination Rules and Regulations of the Faculties of Computer Science / Engineering and Natural Sciences. They are not included in this supplement.

§ 5

Examination Board

(1) An Examination Board is to be established for the organization of the examinations and the duties assigned by these examination regulations. It has seven members. The term of office for non-student members shall be three years, for student members one year. A re-election of the members of the Examination Board is permitted. If a member leaves prematurely, a new election for the remaining term is possible.

(2) The chairperson, the deputy chairperson and three other members of the board shall be elected by the MINT Senate Committee from the members' group of university professors, a member from the group of scientific staff and a member from the students' group. The member from the students' group must be a matriculated doctoral candidate at the University of Lübeck. A substitute member must be elected for each member.

(3) The Examination Board is a quorum if, in addition to the chairperson or his/her deputy, at least two other professors and one further voting member are present. It decides by a simple majority. In the event of a tie, a motion shall be deemed rejected. The day-to-day business of the board shall be administrated by the Chairperson of the Examination Board, or if he or she is hindered, by the deputy.

(4) The Examination Board shall ensure that the provisions of the examination regulations are complied with. It regularly submits a report on the development of the examinations and the participation times, as well as the distribution of the graded performance certificates, to the Faculties of Computer Science / Engineering and Natural Sciences. The report can be viewed by members of the university in the Dean's Office of the Faculties of Computer Science / Engineering and Natural Sciences.

(5) The members of the Examination Board have the right to be present when examinations are being held.

(6) The members of the Examination Board and their substitute members are subject to official secrecy. Unless they are in the civil service, the Chairperson is required to ensure confidentiality.

§ 6

Examiners or observers

(1) The Examination Board appoints the examiners and the observers for the examinations. It may transfer the appointment of the chairperson. The appointment as an examiner may only be conferred to professors, university lecturers or associate professors who, unless there are compelling reasons for a deviation, have exercised a self-reliant independent teaching activity in the subject to which the examination relates. As a general rule, the lecturer of this teaching module is to be appointed as an examiner. Only scientific staff having a doctorate may be appointed as an observer.

(2) The names of the examiners are to be announced to the examinee in a timely manner.

(3) § 5 (6) applies to the examiners and observers.

§ 7

Admission and registration for subject examinations

(1) To a subject examination, only those can be admitted, who

1. are enrolled at the University of Lübeck in the Faculties of Computer Science / Engineering and Natural Sciences and are registered in the doctoral degree preparatory program,
2. have met the conditions of admission to the doctoral degree preparatory program,
3. have fulfilled the prerequisites for admission to the respective subject examination.

(2) Admission to the subject examinations is generally done by enrolling in the Faculties of Computer Science / Engineering and Natural Sciences and being accepted in the doctoral degree preparatory program. The prerequisites remain unaffected. For each module, the lecturer regulates these to his/her best judgement and informs the participants in the doctoral degree preparatory program about them in a timely manner, preferably at the beginning of the preceding teaching module.

§ 8

Types of examinations

(1) Examinations for the acquisition of performance certificates are

1. oral examinations (§ 9)
2. written examinations and other written works (§ 10)
3. term papers
4. presentations
5. protocols and work reports
6. seminars and colloquia
7. class exercises
8. subject-oriented experimental training

The types of examinations, if not already specified in Appendix A of the supplement to the examination regulations, as well as their duration, the registration process and any permitted aids [e. g. dictionaries or calculators], will be communicated to the candidate in good time, preferably at the beginning of the semester.

(2) Should a candidate present a medical certificate attesting that he or she is unable to complete the examination in whole or in part as a result of prolonged or permanent physical disability, the Chairperson of the Examination Board will provide the candidate equivalent examinations in an alternative form.

(3) For each teaching module for which a performance certificate of category A can be earned, course-related subject examinations will be regularly offered once a year, following the teaching module.

(4) As a rule, the examinations are given in English.

§ 9

Oral examinations

(1) In the oral examinations, the candidate should demonstrate that he or she is able to recognize the interrelationships of the subject under examination and to integrate specific questions into these contexts. The oral examinations are also intended to determine whether the candidate has the necessary basic knowledge.

(2) Oral examinations are usually taken with an examiner in the presence of a qualified observer. Before the grade is determined, the examiner will confer with the observer.

(3) The duration of the oral examinations is at least 15 minutes and not more than 40 minutes per candidate and subject examination.

(4) The essential subjects and the results of the oral tests shall be recorded in a protocol. The candidate is informed of the assessment results following the oral examination.

(5) In the case of oral examinations for a teaching module, doctoral degree preparatory program participants who are not registered in an examination for this module may be admitted as listeners, subject to available space, with the consent of the examiner as well as the examinee. However, the admission does not cover the consultation and announcement of the examination results to the candidate.

§ 10

Written examination and other written works

(1) In the course of written examinations and other written works, the candidate is to prove that he or she can recognize a problem in a limited time and with limited resources by means of the usual methods of his or her subject and is able to find ways to reach a solution.

- (2) The total duration of the examinations per subject examination is 60 to 180 minutes.
- (3) The assessment procedure should not exceed four weeks.

§ 11

Doctoral examination process

- (1) In the doctoral examination process, the special competency for independent scientific work in the field of molecular biosciences is to be demonstrated. It consists of a scientific dissertation and an oral examination.
- (2) The details of the doctoral examination process, such as acceptance, supervision, admission, performance and assessment, are governed by the body of the Doctoral Examination Rules and Regulations of the Faculties of Computer Science / Engineering and Natural Sciences (see also § 4 (5)).

§ 12

Assessment of examinations

- (1) The grades for the individual examinations for earning graded performance certificates are determined by the respective examiners.
- (2) The grades 1 to 5, which can be increased or decreased by 0.3 for differentiation, are to be used for the assessment of examination results for earning graded performance certificates. The notes 0.7; 4.3; 4.7 and 5.3 are excluded. The grades shall be used in this form to calculate the final grade. The correspondences between grades and performances are shown in the following chart:

1.0	very good	excellent performance
2.0	good	a performance well above the average requirements
3.0	satisfactory	a performance that meets average requirements in all respects
4.0	sufficient	despite deficiencies, meets the minimum requirements
5.0	insufficient	due to considerable deficiencies the requirements are not sufficiently met

§ 13

Non-attendance, withdrawal, deception, breach of regulations

- (1) An examination performance is assessed as "insufficient" (5.0) if the candidate fails to attend an examination date without valid reasons or if he or she withdraws from/leaves the examination without reasonable cause after the examination has begun. The same applies if a written examination has not been completed within the specified time frame.
- (2) The reasons given for leaving or non-attendance shall be immediately submitted and substantiated in writing to the Examination Board. In the event of illness, the candidate may be required to submit a medical certificate from a qualified medical practitioner and, in cases of doubt, an official medical certificate from a health authority. If the rationale is accepted, a new date will be set. The results of the examination already available are to be taken into account in this case.
- (3) If a candidate attempts to influence the outcome of his or her examination through deception or the use of unauthorized aids, the examination will be graded "insufficient" (5.0). A candidate who interferes with the orderly process of the examination may be prohibited from continuing the examination by the respective examiner or the proctor; in this case the affected examination will be graded as "insufficient" (5.0). In serious cases, the Examination Board may prohibit the candidate from taking further examinations.

(4) The candidate may, within a period of one week, request that the decision be reviewed according to paragraph 3, sentence 1 by the Examination Board. The candidate must be immediately informed in writing of negative decisions, including the Board's justification and instructions on the candidate's right to appeal.

§ 14

Passing, failing, performance certificates

(1) Subject examinations have been passed if all the requirements have been met and graded with a minimum grade of "sufficient" (4.0).

(2) The examination for the doctoral degree preparatory program has been passed if the examination results show passing grades, and a dissertation submitted to the Faculties of Computer Science / Engineering and Natural Sciences, together with the colloquium, have been assessed at least "rite".

(3) If the candidate has failed the examination for the doctoral degree preparatory program, the Chairperson of the Examination Board will issue a written notification to the candidate. This will include instructions on the candidate's right to appeal.

(4) If the candidate has not passed the examination for the doctoral degree preparatory program, or if it is deemed as having been failed, upon request and on presentation of corresponding supporting documents, the candidate will be issued a written certification containing the examinations taken and their respective grades as well as the examination results still missing, showing that the examination for the doctoral degree preparatory program has been failed.

§ 15

Retaking subject examinations

(1) Subject examinations, which have not been passed or are deemed as having been failed, can be repeated at most twice. Retake attempts that have or had already been made at other universities in the Federal Republic of Germany or abroad will be counted against the remaining number of available retakes. The retake must take place at the next possible regularly offered examination date. Retaking a special examination is not permissible.

(2) A retake for subject examinations (§ 8) should be offered by the end of the first lecture month of the following semester. It must be offered by the end of the following semester.

(3) If a subject examination has not been passed at the second retake, the examination for the doctoral degree preparatory program has been failed. Any further claim to further examinations expires.

§ 16

Mentoring

(1) A group of mentors is assigned to each participant in the doctoral degree preparatory program by the Examination Board. It is comprised of at least two individuals and consists of the supervisor of the dissertation (§3 of the doctoral degree regulations) and other professors of the Faculties of Computer Science / Engineering and Natural Sciences.

(2) The mentors meet with the participant at regular intervals, at least once a year, and advise on the progress of the doctoral degree preparatory program and the dissertation.

Section II - Examination of the doctoral degree preparatory program

§ 17

Conduct of the examination for the doctoral degree preparatory program

- (1) The examination for the doctoral degree preparatory program includes the subject examinations (§ 8) and the doctoral examination process (§ 11).
- (2) The examinations to be used for the acquisition of category A performance certificates are listed by number and type in Appendix A to the supplement. The Examination Board decides on exceptions at the request of the lecturer.

§ 18

Generation of the final grade, certificates and diploma supplement

- (1) If a candidate has obtained all the necessary performance certificates and passed with at least the grade "4.0" and the doctorate with at least the grade "rite", he or she receives a "Certificate of Graduation" with the results. The certificate contains the grades obtained in the examinations and the resulting overall grade of the examinations. In addition, each candidate will be awarded a "Diploma Supplement", which contains the successfully completed teaching modules with a short description of the content and the necessary effort in ECTS credits. The Certificate of Graduation and the Diploma Supplement are issued bilingually in German and English.
- (2) The overall grade of the examinations is calculated from the average of the graded examinations with performance certificates of category A. The grades are weighted with their respective ECTS points. From the calculated average or mean value, only the first decimal place after the comma is taken into account; all other places are deleted without rounding.

The overall or final grade is as follows:

with an average of up to 1.2	with distinction
with an average over 1.2 to 1.5	very good
with an average above 1.5 to 2.5	good
with an average above 2.5 to 3.5	satisfactory
with an average over 3.5 to 4.0	sufficient

The overall/final grade is also listed in the certificate.

- (3) The Certificate of Graduation and "Diploma Supplement" bear the date of the day on which the final examination was completed. They are signed by the Chairperson of the Examination Board.

Section III - Final provisions

§ 19

Invalidity of the examinations for the doctoral degree preparatory program

- (1) Should the candidate have cheated on an examination and this fact becomes known only after issuance of the Certificate of Graduation, the Examination Board can retroactively correct the grade for the examination on which the candidate cheated by declaring part or all of the examination as failed.
- (2) If the requirements for admission to an examination were not fulfilled without intended deception on the part of the candidate and, if this fact becomes known only after issuance of the certificate,

this deficiency is remedied if the exam was passed. If the candidate had intentionally and wrongfully obtained the admission, the Examination Board will decide.

(3) The candidate is given the opportunity to make a statement before a decision is reached.

(4) The incorrect examination certificate is retrieved and a new one is issued as appropriate. A decision according to paragraph 1 and paragraph 2, sentence 2 is excluded after a period of five years from the date of the examination certificate.

(5) The Certificate of Graduation is also to be returned if the doctorate issued to the candidate thereby has been revoked.

§ 20

Inspection of the examination records

(1) Within one year after the completion of the examination procedure, the candidate shall, upon request, have access to his or her written examinations, the expert opinions of the examiners and the examination records, within a reasonable time.

(2) The request for inspection must be submitted to the Examination Board. It determines the place and time of the inspection.

§ 21

Appeals procedure, instructions on the right of appeal

(1) Decisions of the Examination Board shall include instructions on the candidate's right to appeal.

(2) An objection to decisions made by the Examination Board, as well as all its agents, can be made in writing to the Examination Board within one month of notification of the decision. The Examination Board decides the outcome of the appeal.

(3) Action may be brought against the ruling on the objection within one month of notification of the decision with the Schleswig-Holstein Administrative Court, Brockdorff-Rantzau-Str. 13, 24837 Schleswig, Germany, in writing or by declaration to the clerk of the court.

**Appendix A to the
Molecular Life Science Doctoral Degree Preparatory Program
of the University of Lübeck**

The following chart shows the scope of the examinations in the doctoral degree preparatory program. The types of examinations that are usually given are listed. Each written examination and other written work is marked with a "K", each oral examination with an "M" and each internship certificate with a "T".

Molecular Life Science – Teaching Modules

Module		SWS	KP	Type of Certificate	Type of Assessment	Recommended Semester
Medical Structural and Cell Biology I 1)	Selected Chapters of Structural Biology	4V	10	A	M	1 + 2
	Infection and Inflammation	4V				
Fundamentals and Processes of Clinical Research		2V + 2S	10	A	M	3 or 4
Medical Structural and Cell Biology II		1V + 2S	30	B		1-6
Management of scientific working groups		1V + 1S	5	B	M	1 or 2
Research Report			5	B		1, 3, 5
Total			60			

1) When the admission is approved by the Examination Board, it is determined which of the two modules is to be taken by the respective student (§ 2 (5)).

**Appendix B to the
Molecular Life Science Doctoral Degree Preparatory Program
of the University of Lübeck**

The successful completion of the following teaching modules of the Molecular Life Science Bachelor / Master degree program must be substantiated:

Module	SWS	KP	Type of Certificate	Type of Assessment
Cellular Biology 1)	3V+ 4P	9	A	M, K
Molecular Biology 1)	2V +4P +2S	9,5	A	M, K
Infection Biology	2V + 2S	6	A	M, K
Medical Cell Biology I	2V + 2S	6	A	M, K
Medical Cell Biology II	6V	8	A	M, K
Basics of Cell- and Molecular Biology for Virology	4V	6	A	M, K
Molecular mechanisms of pathogenesis and therapy of cells	4V	6	A	M, K
Drug Research	4V	6	A	M, K
Basics of Membrane Biophysics	2V + 1Ü	4	A	M, K
Total		51		

1) The successful completion of one of the modules listed in the Molecular Life Science Bachelor degree program must be substantiated.