

**Framework study and examination regulations (statutes) of the University of Lübeck  
for students in the doctoral studies programmes of the STEM Section (PromRPO)**

Dated 22 July 2025 (NBI. HS MBWFK Schl.-H. p. 47)

**Section I – General provisions**

**Section 1**

**Scope**

(1) The PromRPO applies to all doctoral studies programmes and equivalent structured continuing education programmes of the STEM Section of the University of Lübeck (hereinafter referred to as “doctoral studies programmes”). It is supplemented by specific doctoral studies programme regulations (PromSPO), which may lay down additional provisions where appropriate.

(2) The doctorate itself and admission to both a doctoral project and the doctoral examination procedure are governed by the doctoral regulations for the STEM Section (PromO STEM) and are not covered by these statutes.

**Section 2**

**Aim of the doctoral studies programme**

The aim of a doctoral studies programme is to provide doctoral candidates with focused training in their subject area alongside their doctoral research.

**Section 3**

**Admission requirements**

(1) The admission requirements for a doctoral studies programme are based on the requirements laid down in the PromO STEM for applying to undertake a doctoral project and on the general requirements for admission to a doctoral project. The special and supplementary admission requirements set out in these statutes may apply in place of the general admission requirements for a doctoral project.

(2) Admission to a doctoral studies programme may also be granted to:

1. particularly well-qualified graduates of a medical degree programme in human or veterinary medicine corresponding to the level of the German Second State Examination who have already been awarded the academic degree of Dr med. or Dr med. vet., a master's degree in medicine, or a master's or bachelor's degree as part of a second degree programme

or

2. particularly well-qualified graduates of four-year bachelor's degree programmes comprising at least 240 ECTS credits,

provided that they can demonstrate the additional qualifications required by the relevant PromSPO. These additional qualifications must amount to at least 30 credit points (CP) in accordance with the ECTS standard. Section 3 (2) (1) does not apply to candidates seeking the degree of Dr phil.

(3) Where evidence of the additional qualifications referred to in subsection (2) cannot yet be provided, or where the academic degree referred to in subsection (2) (1) is required but has not yet been awarded, admission may only be granted provisionally, subject to the condition that the requisite knowledge is acquired and demonstrated within 12 months. On submission of a substantiated application to the examination board, the deadline for completing the additional qualifications may be extended once by a further 12 months.

(4) Enrolment shall be refused if the applicant has failed, with no further right of resit, an examination in a doctoral studies programme of the Graduate School Lübeck (GSL) or in a related degree programme at a university, equivalent higher education institution or university of applied sciences within the scope of the German Higher Education Framework Act, or is currently undergoing an examination procedure in such a programme.

(5) Doctoral candidates may also be admitted as associate members. The extent of the assessment requirements is set out in Section 17.

## **Section 4**

### **Procedure**

(1) Applications for admission to a doctoral studies programme are subject to the requirements governing admission to a doctoral project under the PromO STEM. In the cases referred to in Section 3 (2) (1) and (2), the certificates or other evidence required to demonstrate the additional qualifications specified in the relevant PromSPO must be submitted both in the original and as an uncertified photocopy. For certificates issued in a language other than German, an additional copy of the certificate and a German translation must also be submitted.

(2) The examination board referred to in Section 8 of these statutes is responsible for deciding on the application, including in particular the applicant's suitability under Section 3 (2).

(3) Where the additional qualifications required under Section 3 (2) involve participation in modules from master's degree programmes at the University of Lübeck, applicants must demonstrate sufficient knowledge of German for modules taught in German. This requirement applies only to applicants who neither hold a German higher education entrance qualification nor have obtained their bachelor's or master's degree in German at a German higher education institution. Evidence must be provided by passing the German Language University Entrance Examination for Foreign Applicants (DSH 2) or Test-DaF at level TDN 4. For modules taught in English, English language proficiency at CEFR level B2 is required. This may be demonstrated by a German Abitur certificate showing that English was studied for at least seven years or by an appropriate language test, such as TOEFL or IELTS.

## **Section 5**

### **Structure and duration of the doctoral studies programme**

(1) At the beginning of the doctorate, the doctoral candidate must prepare a project synopsis using the template provided by the Centre for Doctoral Studies Lübeck (CDSL), setting out the key content, preliminary work and objectives of the proposed doctoral research. The synopsis should be prepared no later than the first structured supervision meeting, approximately six months after the start of the doctorate. It must be agreed with the supervision team at the first supervision meeting and submitted to the CDSL, signed by all parties involved.

(2) Section 5 and the appendix set out the framework governing the nature and scope of this curriculum. The activities specified in the curriculum that constitute requirements for the assessments referred to in Section 7 (1) (b), (c) and (d) must be completed at the University of Lübeck. Additional requirements may be imposed and are governed by the relevant PromSPO and the regulations of the associated doctoral programmes. Other achievements, including those completed externally, may be recognised by the examination board.

(3) The required continuing education entails a total workload of at least 24 credit points (CP). One CP corresponds to an average workload of 30 hours of contact and/or self-study time. The continuing education programme is divided into the following areas:

- a. subject-specific skills and competencies (5 CP required)
- b. academic standards, science communication, supervision and teaching skills (7 CP required)
- c. interdisciplinary skills and competencies (2 CP required)

In addition to the specified minimum number of CP, specific individual achievements or continuing education modules may be compulsory. These count towards the minimum number of CP. Further details are set out in the appendix to these regulations and in the relevant PromSPO.

(4) For applicants admitted under Section 3 (2), the curriculum must be approved by the examination board. In particular, the examination board must confirm that the conditions imposed will provide the applicant with a level of knowledge equivalent to that of a graduate of a research-oriented master's degree programme that is accredited in accordance with the German accreditation guidelines and has the subject profile required for the doctoral degree sought. For this purpose, the examination board appoints three professors holding C3, C4, W2 or W3 posts, who should normally be members of the examination board, to review the applicant's certificates and supporting evidence. They may invite the applicant to an interview to assess their level of knowledge. A written record of the outcome of the assessment must be produced.

(5) For applicants admitted under Section 3 (2), the curriculum must include, in addition to the requirements arising from Section 5 (3) and (4), further requirements amounting to at least 30 and no more than 60 CP in accordance with the ECTS standard. Further details are set out in the relevant PromSPO. The curriculum should be structured so that all assessment requirements can be completed within three years.

(6) Activities are conducted in German or English. Activities must be selected in accordance with the applicant's demonstrated language proficiency.

## **Section 6**

### **Academic guidance**

If a doctoral candidate has taken a module examination as part of the doctoral studies programme but has not passed it by the second examination opportunity, they should promptly arrange an appointment with the examination board for guidance on their doctoral studies. Any recommendations made during this meeting concerning the possible repetition of the course and preparation for the resit examination must be documented in writing by the examination board.

## **Section II – Provisions governing examination procedures**

### **Section 7**

#### **Structure and scope of examinations; examination deadlines**

(1) The assessment for the doctoral studies programme may comprise one or more of the following components:

- a. evidence of specific individual achievements, such as a publication, active participation in a conference or the successful acquisition of third-party funding
- b. evidence of regular and active participation in continuing education courses
- c. successful participation in continuing education courses
- d. successful completion of teaching modules from bachelor's or master's degree programmes at the University of Lübeck by passing the relevant course-related subject examinations

Further details are set out in the relevant PromSPO. Where courses from degree programmes leading to a State Examination at the University of Lübeck or from degree programmes at Lübeck University of Applied Sciences (THL) are to be counted towards the programme, they must be incorporated into an elective module within a master's degree programme at the University of Lübeck. The corresponding module must be specified in the project synopsis. A course-related subject examination assesses the content of a teaching module. The relevant provisions of the examination regulations (PVO) governing course-related subject examinations apply.

(2) The requirements for demonstrating successful participation in continuing education courses pursuant to Section 7 (1) (c) are determined at the reasonable discretion of the relevant instructor and announced at the beginning of the course. The same applies to the form of examination permitted under

the PVO. In both cases, the rules governing course-related subject examinations for teaching modules should generally apply.

## **Section 8**

### **Examination board**

(1) For the organisation of examinations and the performance of the duties assigned under these examination regulations, the doctoral studies programmes shall establish a joint examination board covering all programmes.

(2) The examination board comprises:

- a. the chair, who is the academic director of the CDSL
- b. three additional professors, at least two of whom must hold W3 professorships, each representing one branch of the GSL. One of these professors must be from the Medicine Section. When appointing members under Section 8 (2) (b), experience of serving on examination boards for master's degree programmes is desirable
- c. one private lecturer (*Privatdozent*) or research associate from the academic staff group
- d. two members from among the doctoral candidates

The head of the CDSL office, or their deputy, attends meetings as a non-voting guest but has the right to table motions.

The members referred to in points (b) to (d) are appointed by the relevant senate committee. A substitute member must be appointed for each member. No person may serve on the examination board in more than one capacity.

(3) Members of the examination board who hold a doctoral degree are appointed for a term of three years; members who do not hold a doctoral degree are appointed for one year. Members may be reappointed. If a member leaves the board before the end of their term, a replacement may be appointed for the remainder of that term.

(4) The examination board is quorate if, in addition to the chair or their deputy, at least two other university professors or private lecturers and one further voting member are present. Decisions are made by simple majority. In the event of a tie, a motion is deemed rejected. The day-to-day business of the examination board is conducted by the chair or, if the chair is unavailable, by their deputy.

(5) The examination board ensures compliance with the provisions of the PromRPO, PromO STEM and the relevant PromSPO. It regularly submits a report to the STEM senate committee and the advisory board of the Centre for Doctoral Studies on developments in examinations and the duration of participation, as well as on the distribution of graded certificates of achievement. Members of the University may inspect the report by contacting the chair of the examination board.

(6) Members of the examination board are entitled to attend examinations.

(7) Members and substitute members of the examination board are bound by a duty of confidentiality. Those who are not employed in the public service must be formally required by the chair to maintain confidentiality.

## **Section 9**

### **Examiners and assessors**

(1) The examination board appoints the examiners and assessors for continuing education courses that must be successfully completed in accordance with Section 7 (1) (c). It may delegate responsibility for these appointments to the chair. Only university professors and private lecturers may be appointed as examiners. Unless compelling reasons require otherwise, they must be or have been independently responsible for teaching in the subject area covered by the examination. As a rule, the instructor responsible for a teaching module should be appointed as the examiner for that module. Only research associates who hold at least a master's or Diplom degree, or who are licensed medical practitioners, may be appointed as assessors.

(2) The examiner's name should be communicated to the candidate in good time.

(3) Section 8 (7) applies accordingly to examiners and assessors.

(4) Examiners for teaching modules pursuant to Section 7 (1) (d) are appointed by the examination boards responsible for the relevant bachelor's or master's degree programmes in accordance with the PVO.

## **Section 10**

### **Admission to and registration for examinations**

(1) As a general rule, admission to the course-related subject examinations for teaching modules from bachelor's and master's degree programmes within a doctoral studies programme is granted upon enrolment in the doctoral studies programme. In addition, doctoral candidates must:

- a. be enrolled in the relevant doctoral studies programme at the University of Lübeck;
- b. meet the subject-specific admission requirements for the relevant teaching module; and
- c. have completed the coursework required for the teaching module, as specified by the instructor and communicated to students at the beginning of each course.

(2) For course-related subject examinations concluding a teaching module that forms part of the curriculum of a bachelor's or master's degree programme at the University of Lübeck, registration for and withdrawal from the examination are governed by the PVO.

(3) Subsection (1) applies accordingly to examinations for continuing education courses pursuant to Section 7 (1) (c). The instructor responsible for the course decides whether registration for and withdrawal from the examination are required and informs students accordingly at the beginning of the course.

## **Section 11**

### **Conduct and assessment of examinations; passing and failing**

(1) For assessments forming part of course-related subject examinations pursuant to Section 7 (1) (d), which lead to the award of certificates of achievement for teaching modules from bachelor's and master's degree programmes, the current version of the PVO applies with regard to the assessment itself, the conduct of the examination, any reasonable adjustments, the grading of the examination, the handling of cheating, withdrawal or illness, and the passing or failing of the examination.

(2) Section 7 (2) applies to examinations held as part of continuing education courses pursuant to Section 7 (1) (c).

(3) If a doctoral candidate fails an examination within a doctoral studies programme with no further right of resit, the chair of the examination board must notify the doctoral candidate of this in writing. The notification must include information on available legal remedies.

## **Section 12**

### **Completion of the doctoral studies programme, certificates and academic records**

(1) Once a doctoral candidate has completed all curricular requirements, they may apply for an academic record in the form of a transcript of records listing the continuing education activities completed and the corresponding workload in credit points.

(2) If the doctoral candidate has also successfully completed the doctorate in accordance with the applicable doctoral regulations, they shall receive, in addition to the doctoral certificate, a certificate confirming successful completion of the relevant doctoral studies programme of the Graduate School Lübeck. The certificates and the transcript of records are issued bilingually in German and English. On request, a certificate may be issued confirming both successful completion of the doctorate and successful completion of the GSL doctoral studies programme.

(3) The transcript of records bears the date on which the final assessment was completed. The certificate bears the date on which the oral examination for the doctorate was passed. The certificate must be signed by the chair of the examination board and the President of the University of Lübeck. The second and third sentences of this subsection apply accordingly to the certificate referred to in the third sentence of subsection (2); it must additionally be signed by the chair of the STEM doctoral commission.

## **Section 13**

### **Dismissal**

(1) In addition to the grounds set out in Section 19 of the University of Lübeck enrolment regulations, a doctoral candidate must be dismissed from the doctoral studies programme if they have not completed the programme within five years, unless the supervision committee unanimously grants an appropriate extension within which completion can reasonably be expected.

(2) The same applies if the doctoral candidate does not complete the doctoral studies programme within one year of obtaining their doctorate.

## **Section 14**

### **Invalidation of completion of the doctoral studies programme**

- (1) If a doctoral candidate has cheated in an examination and this only becomes known after the transcript of records has been issued, the examination board may subsequently amend the grades awarded for the assessments affected by the cheating and declare the examination failed in whole or in part.
- (2) If the requirements for admission to an examination were not met, but the doctoral candidate did not intend to deceive in this regard, and this only becomes known after the transcript of records has been issued, the failure to meet those requirements is remedied by passing the examination. If the doctoral candidate wrongfully obtained admission to the examination, the examination board shall decide on the matter.
- (3) The doctoral candidate must be given an opportunity to comment before a decision is made.
- (4) The incorrect transcript of records and the certificate must be withdrawn and, where appropriate, reissued. A decision under subsection (1) or the second sentence of subsection (2) may no longer be made once five years have elapsed from the date of the transcript of records.
- (5) The certificate and transcript of records must also be withdrawn if the doctorate required for those documents to be issued has been revoked. The same applies to the certificate referred to in the third sentence of Section 12 (2).

## **Section 15**

### **Access to examination records**

- (1) On request, doctoral candidates shall be granted access, within a reasonable period and within one year of completing the examination procedure, to their written examination papers, the related examiners' reports and the examination records.
- (2) Requests for access must be submitted to the examination board. The examination board determines the place and time of access.

## **Section 16**

### **Objection procedure and information on legal remedies**

- (1) Decisions of the examination board must include information on available legal remedies.

(2) A written objection to decisions of the examination board or of anyone acting on its behalf may be lodged with the examination board within one month of notification of the decision. The examination board shall decide on the objection.

(3) An action against the decision on the objection may be brought before the Schleswig-Holstein Administrative Court, Brockdorff-Rantzau-Str. 13, 24837 Schleswig, within one month of service of that decision, either in writing or orally for the record before the clerk of the court registry.

### **Section III – Programme content**

#### **Section 17**

#### **General programme content for doctoral studies programmes at the University of Lübeck**

(1) A total workload of at least 24 credit points (CP) is required for the continuing education programme. For doctoral candidates admitted as associate members, the required workload may be reduced proportionately. The reduction is calculated at 4 CP for each six-month period of associate membership.

(2) The smallest unit that may be awarded is 0.25 CP, corresponding to a workload of 7.5 hours.

(3) For course-related subject examinations or activities awarded credits under the European Credit Transfer and Accumulation System (ECTS), one ECTS credit is equivalent to one CP under these statutes.

(4) The appendix to these statutes sets out the activities that are compulsory for all doctoral studies programmes and the minimum curriculum requirements for the GSL continuing education programme, assigning them to the areas specified in Section 5 (4).

(5) The current version of the Graduate School Lübeck guidance for doctoral candidates provides supplementary information on the application of the CP system.

(6) Recognition of external activities is governed by Section 5 (3).

(7) Achievements may only be counted once.

(8) Where the PromRPO appendix specifies a range of CP that may be awarded, the precise number is determined by the PromSPO for the relevant doctoral studies programme.

## **Section VI – Final provisions**

### **Section 18**

#### **Entry into force and repeal**

(1) These statutes enter into force on the day after their publication.

(2) At the same time, the framework study and examination regulations (PromRPO) of the University of Lübeck for students in doctoral studies programmes dated 16 August 2016 (NBl. HS MSGWG Schl.-H. p. 84), most recently amended by the statute dated 26 January 2021 (NBl. HS MBWK Schl.-H. p. 19), cease to have effect.

## Appendix: Curriculum for the GSL doctoral training programme

| No.      | Course title / activity                                                                                                              | Credit points<br>(CP)<br>– calculation* | [max. CP<br>where<br>applicable] |
|----------|--------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|----------------------------------|
| <b>1</b> | <b>SUBJECT-SPECIFIC SKILLS AND COMPETENCIES [min. 5 CP]</b>                                                                          |                                         |                                  |
| 1a)      | Seminar / advanced seminar with an individual presentation                                                                           | (a)                                     |                                  |
| 1b)      | Journal club with an individual presentation on another author's publication                                                         | (a)                                     |                                  |
| 1c)      | Colloquium with external speakers                                                                                                    | (a)                                     |                                  |
| 1d)      | Active participation in a specialist conference with international participation (i.e. presenting a poster or giving a presentation) | 2 <sup>(b)</sup>                        | [4]                              |
| 1e)      | Attendance at a lecture/module with examination                                                                                      | 1 ECTS = 1 KP                           |                                  |
| 1f)      | Participation in a subject-specific workshop                                                                                         | (a)                                     |                                  |
| 1g)      | Practical course                                                                                                                     | (a)                                     |                                  |
| 1h)      | Work placement, 1 CP per month                                                                                                       | 1–6                                     | [6]                              |
| <b>2</b> | <b>ACADEMIC STANDARDS   SCIENCE COMMUNICATION   SUPERVISION   TEACHING [min. 7 CP]</b>                                               |                                         |                                  |
| 2a)      | Project synopsis                                                                                                                     | 2 <sup>(b)</sup>                        | 2 <sup>(c)</sup>                 |
| 2b)      | Progress reports (at least annually, 0.5 CP each)                                                                                    | 0,5 <sup>(b)</sup>                      | 1 <sup>(c)</sup>                 |
| 2c)      | Good scientific practice                                                                                                             | (a)                                     | 0.75 <sup>(c)</sup>              |
| 2d)      | Research ethics or philosophy of science                                                                                             | (a)                                     | 0.5 <sup>(c)</sup>               |
| 2e)      | Publication with a substantial personal contribution                                                                                 | 2–4 <sup>(d)</sup>                      |                                  |
| 2f)      | Co-authored publication                                                                                                              | 1 <sup>(b)</sup>                        |                                  |
| 2g)      | Publication in conference proceedings                                                                                                | 0.5–4 <sup>(d)</sup>                    |                                  |
| 2h)      | Successful application for a research and travel grant                                                                               | 1 <sup>(b)</sup>                        |                                  |
| 2i)      | Successful application for third-party funding                                                                                       | 3 <sup>(b)</sup>                        |                                  |
| 2j)      | Science communication workshop                                                                                                       | (a)                                     |                                  |
| 2k)      | Organisation of a conference/symposium                                                                                               | 2 <sup>(b)</sup>                        |                                  |
| 2l)      | Supervision of a thesis or a visiting researcher placement                                                                           | 1 <sup>(b)</sup>                        | [8]                              |
| 2m)      | Teaching                                                                                                                             | (a)                                     | [8]                              |
| 2n)      | Summer school / winter school / research retreat                                                                                     | 0.5–1 <sup>(d)</sup>                    |                                  |
| 2o)      | Poster walk                                                                                                                          | 0.25 <sup>(b)</sup>                     |                                  |
| <b>3</b> | <b>INTERDISCIPLINARY SKILLS AND COMPETENCIES [min. 2 CP]</b>                                                                         |                                         |                                  |
| 3a)      | Participation in an interdisciplinary workshop                                                                                       | (a)                                     |                                  |
| 3b)      | Interdisciplinary lecture/module with examination                                                                                    | 1 ECTS = 1 CP                           |                                  |
| 3c)      | Participation in a language course                                                                                                   | (a)                                     |                                  |
|          |                                                                                                                                      |                                         | <b>Required</b>                  |
|          |                                                                                                                                      |                                         | <b>24,0</b>                      |

**\*Credit point calculation (for details, see the curriculum guidance):**

|     |                                                                                                    |
|-----|----------------------------------------------------------------------------------------------------|
| (a) | Credit points are calculated on the basis of equal proportions of contact time and self-study time |
| (b) | Fixed number of credit points                                                                      |
| (c) | Compulsory elements of the curriculum                                                              |
| (d) | Further details are set out in the relevant PromSPO                                                |
| [ ] | Maximum number of credit points that may be counted for this element                               |