



LUDWIG-
MAXIMILIANS-
UNIVERSITÄT
MÜNCHEN



**Examination and Study Regulations
of the Ludwig-Maximilians-University Munich
for the Master's Program
Evolution, Ecology and Systematics**

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This is an uncertified translation and therefore not legally binding. For legally binding regulations, please see the original „Prüfungs- und Studienordnung der LMU München für den Masterstudiengang Evolution, Ecology and Systematics vom 28. März 2012“.

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I. General Information

§ 1

The Program and the Purpose of the Master's Degree

(1) ¹The Master's program Evolution, Ecology and Systematics is a two-year study program of the faculty of Biology at the Ludwig-Maximilians-University, Munich.

²Some of the participating scientists also hold offices at the Max-Planck Institute for Ornithology in Seewiesen, at the Society for Environment and Health (GSF) in Neuherberg and at Bavarian state research institutes and natural science museums. ³The general objective of the program is to offer students broad insight into the interdisciplinary research area of biological evolution and to prepare them for an academic or non-academic career. ⁴The study program is based on the three basic pillars of evolutionary research: Microevolution and Population Genetics (Evolution), the study of changing selection pressures (Ecology) and the development of life and its diversities (Systematics). ⁵These three main areas are complemented by courses in related areas like Genetics, Archaeobiology, Biomathematics and Behavioural Biology. ⁶An integrative approach is taken through modules offered by representatives of different fields of study. ⁷In this study program, students can acquaint themselves with a very broad spectrum of scientific methods and learn to use them in practice, from modern laboratory techniques of molecular biology and field work or work at museums to mathematic modelling and quantitative methods of statistics or bioinformatics.

⁸Already from the first semester students are encouraged in independent scientific research in intensive and individually supervised practical research courses. ⁹ This is accompanied by specific training of scientific key qualifications like scientific writing, the presentation of results in oral (lecture) or written (poster, manuscript) form or statistical data analysis. ¹⁰A mentoring program and a program to foster international exchange with the possibility of external practical research courses and a summer camp are also offered.

(2) ¹The study-accompanying Master's examination (§ 9 paragraph 1) completes the qualification of the Master's program Evolution, Ecology and Systematics. ²This examination determines whether the student has obtained a good overview and critical understanding of the field, is capable of applying its scientific methods and knowledge and has obtained the basic qualifications necessary for the transition into professional life.

(3) ¹In the course of this Master's program also key skills will be conveyed, ²including

1. the ability to research, assess, summarise and structure knowledge and information,
2. general knowledge of the relevant topics in each subject,
3. interconnected thinking,
4. organisation skills and the ability to transfer knowledge,
5. competence in information resources and the media,
6. learning and presentation skills,
7. communication and mediation skills,
8. ability to perform in a team, pertaining to gender equality in particular,
9. language skills as well as
10. data processing skills.

(4) All courses of instruction are held in English.

§ 2 Academic Degree

Upon successful completion of this Master's program, the faculty of Biology awards the academic degree „Master of Science“ (abbr. „M.Sc.“).

§ 3 Admission Requirements

(1) ¹Requirement for matriculation to this Master's program is proof of a qualifying college or university degree or its equivalent from a domestic or foreign institution, the minimum requirement being a six-semester degree in the field of biology or closely related subjects. ²Further requirements may be found in the admissions regulations of the Ludwig-Maximilians-University, Munich.

(2) Assessment and decisions pertaining to admission in the sense of paragraph 1 is performed in consultation with the Master's Examination Board.

(3) If an applicant does not meet the requirements of paragraph 1, any grades from module or sub-module exams are invalid unless an explicit decision to this order is issued by the Examination Board and proof of qualifications is provided in due time.

§ 4 Student Guidance and Counselling Centre and Subject-related Counselling

(1) ¹The Student Guidance and Counselling Centre at the Ludwig-Maximilians-University, Munich gives information and advice in cases of interdisciplinary problems in particular. ²Students should consult it particularly prior to the onset of studies, in the case of an intended transfer to different study programs and in questions related to admission regulations.

(2) ¹Subject-related counselling is provided by an appointed counsellor in the faculty. ²The counselling covers content-related or schedule-related inquiries about the degree program. ³Information about exams and the recognition of competences is provided by members of the Examination Board and/or the Examination Office.

II. Duration, Structure and Course of Studies

§ 5 Onset of Studies, Prescribed Period of Study, Hours per Week per Semester

(1) The Master's program begins exclusively in the winter semester.

(2) ¹The prescribed period of study is four semesters, including time to prepare the Master's thesis. ²A total of 75 SWS (hours per week per semester) at the most are required.

§ 6 ECTS Points

(1) ¹This Master's degree program requires a total of 120 European Credit Transfer System (ECTS) points. ²ECTS points are quantifiable units representing the total workload of the student. ³They contain all forms of courses described in § 8 paragraph 1 sentence 2 including preparation and study time (presence and independent study modes), preparation for exams and the exam itself. ⁴One ECTS point corresponds to a workload of 30 hours, so that the total workload within the prescribed period of study (§ 5 paragraph 2 sentence 1) comes to a sum of 900 work hours per semester.

(2) ¹In each semester students shall acquire ECTS points according to Attachment 2/Column 18. ²ECTS points are only awarded upon successful completion of module and sub-module exams (§ 9).

§ 7 Modularisation and Modules

(1) ¹The Master's program is based on a modular system, and compulsory module regulations are described in Attachment 2. ²Empty cells on the table in Attachment 2 are not constrained to a particular content.

(2) ¹This Master's program is composed of mandatory modules only. ²They are to be absolved without exception.

(3) A module describes a set of thematically related courses within a certain time period, including one module exam and one or several sub-module exams, by which the respective number of ECTS points (see § 6 paragraph 1)) are awarded providing successful completion of the module or sub-module exams within a given length of time.

(4) ¹A module may extend over one or two semesters at the most (see Attachment 2). ²The extent of a module sums up to multiples of three ECTS points (according to Attachment 2/Column 18).

(5) Attachment 2 defines

1. the modules,
2. their assignment to one or several regular study semesters (Attachment 2/Column 1),
3. their admission requirements (Attachment 2/Column 2),
4. the module types (mandatory or elective – Attachment 2/Column 3); the selection modalities for elective modules,
5. the module numbers (Attachment 2/Column 4),
6. the module names (Attachment 2/Column 5),

7. their rotation (by semester or yearly, Attachment 2/Column 6),
8. the attributed ECTS points (Attachment 2/Column 18).

§ 8 Courses of Instruction

(1) ¹The aims and contents of the program as well as key qualifications (§ 1 paragraph 3) are imparted in the scheduled courses and forms of instruction as specified in Attachment 2/Columns 8 and 9. ²In Attachment 2/Columns 8 and 9 the following courses and forms of instruction in particular are stipulated:

1. lectures,
2. tutorials,
3. seminars,
4. practical courses,
5. field courses (excursions),
6. summer camp,
7. workshops,
8. colloquia.

(2) All courses of instruction are assigned to modules.

(3) ¹This study program comprises mandatory and elective courses. ²Mandatory courses of instruction are to be absolved without exception; students may choose the contents of elective courses. ³The number of elective courses must not exceed the required amount. ⁴Choice of an elective course is determined at the latest by participation in the corresponding module or sub-module exam; the choice is irrevocable.

(4) ¹Participation in courses of instruction depends on meeting the necessary prerequisites as specified in Attachment 2/Column 7.

(5) Attachment 2 includes

1. the courses of instruction,
2. the course type (mandatory or elective – Attachment 2/Column 3) and the selection modalities for elective courses,
3. the rotation of offered courses (by semester or yearly; Attachment 2/Column 6),
4. their assignment to one or several modules,
5. their assignment to one or several regular study semesters (Attachment 2/Column 1),
6. their admission prerequisites (Attachment 2/Column 7),
7. the course numbers (Attachment 2/Column 4),
8. the course names (Attachment 2/Column 8),
9. the forms of instruction (Attachment 2/Column 9),
10. the hours per week per semester (Attachment 2/Column 10).

III. Master's Examination

1. Module and Sub-module Exams

§ 9

Module and Sub-module Exams as Components of the Master's Examination

(1) The examination for the Master's degree consists of sub-module exams only.

(2) ¹In compliance with Attachment 2, each module is concluded with a certain number of sub-module exams. ²If a module or sub-module exam is passed, the attributed ECTS points are credited to the student's personal account (§ 12). ³If a module exam is held by several instructors and there are no sub-module exams, the regulations for sub-module exams will apply.

(3) ¹Participation in module exams and/or sub-module exams depends on the completion of prerequisites. ²The full particulars are given in Attachment 2/Column 11.

(4) In module or sub-module exams, or in the sum of the sub-module exams of the corresponding module, students shall prove the acquisition of knowledge and skills conveyed by the courses of instruction according to Attachment 2/Columns 7 to 10.

(5) ¹Attachment 2 provides information about

1. the module and sub-module exams,
2. their assignment to a module or a course of instruction,
3. their assignment to a regular study semester (prescribed semester of completion of a course of instruction – Attachment 2/Column 1),
4. their admission prerequisites (Attachment 2/Column 11),
5. the types of module or sub-module exams (Attachment 2/Column 12),
6. the forms of exams (Attachment 2 /Column 13),
7. the duration of exams (Attachment 2/Column 14),
8. the type of assessment (grades or "passed" or "failed" – Attachment 2/Column 15),
9. the weighting of the grades (Attachment 2/Column 16),
10. the repeatability (Attachment 2/Column 17),
11. the ECTS points granted upon successful completion of the module or sub-module exams (Attachment 2/Column 18).

²If several forms of examinations with their assigned duration are given in Attachment 2/Columns 13 and 14, the responsible course instructor determines which of the indicated variants are chosen and makes this known at the beginning of the course.

§ 10

Grading and Assessment of Module and Sub-module Exams

(1) Module or sub-module exams are assessed as either "passed" or "failed", or they are graded.

(2) ¹The grades for module or sub-module exams are given by the individual examiner. ²The following grades are to be used for the assessment of module or sub-module exams:

Grade 1	= "very good"	= exceptional performance;
grade 2	= "good"	= performance considerably exceeding the demands;
grade 3	= "satisfactory"	= performance satisfying the average demand;
grade 4	= "sufficient"	= performance that despite deficiencies satisfies the demand;
grade 5	= "not sufficient"	= performance that due to considerable deficiencies no longer satisfies the demands.

³For a higher degree of differentiation of module or sub-module exams, grades may be increased or decreased by 0.3 to intermediary grades; the grades 0.7; 4.3; 4.7 and 5.3 are not possible. ⁴If a module or sub-module exam is graded by several examiners or if it comprises several partial tests (§ 11 paragraph 1 sentence 3), the total grade is calculated as a mean average of the individual grades. ⁵Only the first two decimal places are considered. ⁶In accordance with sentence 4 the grades are specified as follows:

With an average of up to and including 1.50	= "very good";
with an average of 1.51 up to and including 2.50	= "good";
with an average of 2.51 up to and including 3.50	= "satisfactory";
with an average of 3.51 up to and including 4.00	= "sufficient".

(3) The module grade

1. for a module exam or in case of only one graded sub-module exam (§ 9 paragraph 2) follows from paragraph 2 and,
2. in the case of sub-module exams (§ 9 paragraph 2), is calculated as a mean average of the individual grades given according to Attachment 2/Column 15 and weighted according to Attachment 2/Column 16.

²If not otherwise specified in Attachment 2/Column 16, a mean average is calculated from all sub-module exams according to sentence 1 no. 2 in respect to their individual ECTS points as specified in Attachment 2/Column 18. ³Paragraph 2 sentences 5 and 6 apply accordingly.

(4) ¹If a student successfully passes more sub-module exams than necessary for the completion of the module, only the ECTS points required to pass the module are considered to assess the grade. ²To pass a module, it is necessary to pass

1. the module or all sub-module exams assigned to the mandatory courses of in-

- struction in the manner stipulated in Attachment 2 and
2. the module or all sub-module exams assigned to the required elective courses in the manner stipulated in Attachment 2.

³If a student passes sub-module exams for more elective courses than are required according to sentence 2 no. 2, subject to § 8 paragraph 3 the first successfully passed exam is considered required in the sense of sentence 2. ⁴If sub-module exams for elective courses are

1. passed in different semesters, the earlier ones, and
2. in the same semester, the better ones

are considered. ⁵The module exam for an elective course by which the required ECTS points are initially exceeded is considered only with the amount of ECTS points that do not exceed the required amount.

§ 11

Passes, Fails and Repetition of Module and Sub-module Exams

(1) ¹A module or sub-module exam is passed, if it is assessed as

1. "passed" or
2. at least "sufficient" (4.0).

²Module and sub-module exams must, subject to § 31, be passed at the end of the semester stipulated in Attachment 2/Column 1 at the latest (prescribed semester of completion); details given in brackets in Attachment 2/Column 1 are only recommendations. ³Module and sub-module exams are passed if, subject to § 31, all required partial tests are completed at the end of the semester following the prescribed semester of completion at the latest.

(2) ¹If Attachment 2/Column 1 has a number in brackets for a module or sub-module exam, the end of the fourth regular study semester is considered the prescribed semester of completion. ²This module or sub-module exam is passed, if it is completed, subject to § 31, at the end of the fifth regular study semester at the latest.

(3) Module and sub-module exams are also passed, if the prerequisites of paragraphs 1 and 2 are not fulfilled in the stipulated time period, but are met by a repetition in the sense of paragraph 6 or any other repetition allowed in these examination and study regulations.

(4) ¹Module and sub-module exams are failed, if they have been completely or partially taken, but not passed. ²Module or sub-module exams are finally failed, if they are completely or partially taken but not passed and there is no possibility of repetition.

(5) ¹Module or sub-module exams are considered, subject to § 31,

1. as taken and failed, if they are not successfully passed at the end of the regular study semester following the prescribed semester of completion, for reasons within the student's control, and

2. finally failed, if they are not successfully passed at the end of the third regular study semester following the prescribed semester of completion, for reasons within the student's control.

²If Attachment 2/Column 1 contains a number for a module or sub-module exam in brackets, this exam is considered, subject to § 31,

1. as taken and failed, if it is not successfully taken at the end of the fifth regular study semester for reasons within the student's control, and
2. as finally failed, if it is not successfully taken at the end of the seventh regular study semester for reasons within the student's control.

³Reasons that are to justify the excess of one of the deadlines of sentence 1 and/or 2 must be made plausible and submitted to the Examination Office in written form immediately after their appearance. ⁴In cases of illness a medical certificate must be presented; a certificate of disability is not sufficient. ⁵In exceptional cases or in general, the Examination Office can demand a certificate from a public medical officer or a doctor determined by the Examination Office. ⁶If the reasons are accepted, a new date for the exam is appointed. ⁷In the case of module or sub-module exams that can be taken in parts, the already obtained results are credited.

(6) A failed module or sub-module exam, with the exception of the Master's thesis (§ 14), can, subject to a divergent regulation in Attachment 2/Column 17, be repeated as often as desired.

(7) Students that have failed a module or sub-module exam must have the opportunity to repeat the corresponding course of instruction before their last possibility to pass this module or sub-module exam.

(8) The repetition of an already passed module or sub-module exam, with the exception of the Master's thesis (§ 14), in order to improve a grade is only possible once at the next regular date; the best result is credited.

(9) The result of a module or sub-module exam and its corresponding ECTS points can only be counted once in this Master's program in the sense of § 6 paragraph 1 sentence 1.

§ 12 Transcripts of Records

¹A personal account is set up at the Examination Office for the students enrolled in this Master's program where

1. all passed module and sub-module exams (§ 11 paragraphs 1 to 3), each with the indication „passed“ or the given grade and the achieved ECTS points as well as
2. all failed module and sub-module exams (§ 11 paragraphs 4 and 5) with the indication "failed“ or the grades are listed.

²At the beginning of each following semester students obtain a personal Transcript of Records in the sense of sentence 1 as an official notification with an instruction on right to appeal.

2. Extraordinary Module and Sub-module Exams

§ 13 (not covered)

§ 14 Master's Thesis

(1) The Master's thesis is a sub-module exam.

(2) With the Master's thesis students should demonstrate their ability to independently work on a task from their field of specialisation with scientific methods within a pre-determined period of time (paragraph 7).

(3) ¹The Master's thesis is supervised by a person assigned to be first or second examiner (§ 24 paragraph 3 no. 3; supervisor). ²If the student desires to write his/her Master's thesis at an institution outside the Ludwig-Maximilians-University, Munich, permission from the Chairperson of the Examination Board is required. The permission can only be granted if the candidate applies to the Chairperson of the Examination Board in writing, stating the reasons for his decision to write the Master's thesis outside the Ludwig-Maximilians-University, Munich; together with the application the following papers have to be submitted:

1. a written confirmation of an authorized examiner of the faculty that he or she agrees with the writing of the Master's thesis at an institution outside the Ludwig-Maximilians-University and is willing to undertake the evaluation,
2. a project outline with a timetable signed by the external supervisor.

(4) ¹The procedure of thesis topic assignment and the verification of the admission prerequisites is customarily announced by the Examination Office in the first two weeks after the start of the students' next to last regular study semester; an announcement by the Examination Office exclusively on the internet is sufficient. ²The topic and the beginning of every student's Master's thesis are documented at the Examination Office. ³The student can express his/her wishes for certain topics; however the supervisor is not bound to consider them. ⁴The topic can be returned only once and within two weeks of assignment. ⁵The order of § 28 paragraph 2 sentence 3 is considered carried out; § 28 paragraph 3 applies accordingly.

(5) ¹The supervisor is obligated to

1. assign the topic of the Master's thesis and
2. assess the Master's thesis in time

for the Examination Office to receive the assessment two weeks before the end of the students' last regular study semester at the latest. ²For a second examiner sentence 1 no. 2 applies accordingly.

(6) ¹Students that have not been assigned a topic for a Master's thesis in the middle of the lecture period of their next to last regular study semester must immediately contact the Chairperson of the Examination Board. ²The Chairperson of the Examination Board is committed to ensure that each student is assigned a topic for the Master's thesis.

(7) ¹The Master's thesis has to be completed within 24 weeks. ²The Master's thesis is accredited with 28 ECTS points.

(8) ¹Four copies of the Master's thesis are to be submitted to the Examination Office on the due date; the submission date has to be documented. ²The examinee must assure in writing that he/she has composed the thesis independently and has used no other sources and aids than indicated. ³In general or in individual cases the Examination Board can demand that the Master's thesis is submitted in electronic form as well and specifies the necessary technical requirements.

(9) ¹The Master's thesis is to be assessed by the supervisor of the thesis (paragraph 3 sentence 1). ²Master's theses that are to be assessed "failed" must also be evaluated by a second examiner (§ 24 paragraph 3 no. 3).

(10) ¹If a Master's thesis is assessed with a grade worse than "sufficient" (4.0), it may be repeated once at the next possible date. ²A return of the topic of the Master's thesis within the time specified in paragraph 4 sentence 4 however is only possible if the student has not made use of this possibility when preparing his/her first thesis.

§ 15 (not covered)

3. Examination Forms

§ 16 Oral Module and Sub-module Exams

(1) ¹Through oral module and sub-module exams the student shall prove that he/she comprehends the interrelations of the examination field and is able to integrate special questions into these contexts. ²Furthermore it is to be determined if the student possesses the fundamental knowledge required in the Master's program.

(2) The duration of the oral module or sub-module exams for each examinee is regulated in Attachment 2/Column 14.

(3) The questions are asked in English. They may be answered in German or English.

(4) ¹The essential subjects and results of the oral module and sub-module exams must be documented in a protocol. ²The result is to be announced to the student subsequently to the oral module or sub-module exam.

§ 17

Written Tests and Other Proctored Written Examinations

(1) ¹In written tests or other proctored written examinations the student shall prove that he/she can solve problems and work on subjects on the basis of the necessary basic knowledge using current methods in his/her subject in a limited amount of time and with limited aids. ²The student can be given different topics to choose from; however, he/she has no claim to such choice.

(2) The duration of written tests and other proctored written examinations is regulated in Attachment 2/Column 14.

(3) § 16 paragraph 3 applies accordingly.

(4) ¹Written module and sub-module exams or parts of it can also be carried out in such a manner that the examinee has to indicate which answer out of several proposals for each question he considers right (Multiple Choice System). ²The examination questions have to allow for reliable examination results. ³Thereby each examinee has to be presented with the same examination questions. ⁴At the time the examination questions are composed, it is to be stipulated which answers are recognized correct. ⁵The examination questions have to be verified according to sentence 2 by the examiner before the determination of the examination results. ⁶If this verification results in the finding of incorrect questions, they are not to be considered in the examination results. ⁷The number of questions for the individual module and sub-module exams is diminished accordingly. ⁸When assessing the written module or sub-module exam according to paragraph 4 sentence 1 this diminished number of examination questions has to be taken into account. ⁹The reduction of examination questions must not be disadvantageous to the examinee.

(5) ¹Written module and sub-module exams according to paragraph 3 sentence 1 that consist of questions where there is only one correct answer out of a number of suggestions are considered passed, if

1. the examinee has correctly answered at least 60 percent of all questions or
2. the examinee has at least answered 50 percent of all questions correctly and the number of correctly answered questions is not below 15 percent of the average student's performance that first took the respective examination.

²If sentence 1 no. 2 is applied, the Dean of Studies must be informed. ³If the examinee has reached the minimum number of correctly answered examination questions according to sentence 1, the grade is

1. "very good", if he/she has correctly answered at least 75 percent,
2. "good", if he/she has correctly answered at least 50, but less than 75 percent,
3. "satisfactory", if he/she has answered at least 25, but less than 50 percent,
4. "sufficient", if he/she has answered none or less than 25 percent

of all examination questions above the minimum.

(6) ¹For examinations according to paragraph 3 sentence 1, where any number of answers can be correct (an unknown number x between zero and n of a total of n answer suggestions is correct – „ x out of n “), paragraph 4 will apply with the proviso that instead of the ratio between all correctly answered questions and the total number of questions, the ratio between the rough points reached by the examinee and the maximum possible performance is applicable. ²For each question with multiple choice possibilities a score is determined, corresponding to the number of answer suggestions (n) that can be multiplied by a weighting factor for the individual multiple choice question. ³The examinee obtains a basic rating for a multiple answer question that in the case of complete accordance of the answer suggestions chosen by the examinee with the answers considered correct corresponds to the score. ⁴For each accord of an answer suggestion chosen/not chosen by the examinee with an answer considered correct/incorrect one basic point is given. ⁵If an answer suggestion considered right is not chosen by the examinee or if an answer suggestion considered incorrect is chosen by the examinee, a minus point is given for the basic rating. ⁶The basic rating of a question cannot be below zero points. ⁷The rough points are calculated from the basic rating multiplied by the individual weighting factor of the multiple choice question. ⁸The total maximum performance corresponds to the sum of the products of all scores and their corresponding weighting factors of all multiple choice questions.

(7) In the case of written module or sub-module exams that are only partially held in the Multiple Choice mode, paragraphs 3 to 6 are valid only for this particular part.

(8) ¹A written module or sub-module exam can also be held in electronic form. ²The type and scope of the electronic exam is to be announced by the responsible course instructor at the beginning of the course. ³The students are given sufficient opportunity to acquaint themselves with the electronic examination system in the course of instruction before the exam. ⁴The provisions on data privacy are to be observed.

§ 18

Other Forms of Module and Sub-module Exams

(1) The module and sub-module exams as regulated in this paragraph have to be taken in English.

(2) ¹A report or presentation is an independently composed speech that shall be supported by suitable visual aids. ²The report or presentation can be followed by an expert talk.

(3) Scientific protocols consist of a written systematic analysis of an academically qualified event including a critical discussion of its contents.

(4) Written exercises are regularly solved throughout the semester.

(5) On a poster, scientific issues shall be presented in text form, supplemented by illustrations.

(6) A field report is a written summary of one or more field days.

(7) A manuscript is the written presentation of a research project in traditional scientific form like a laboratory report, a scientific article or a research proposal. ²The duration of the underlying research project shall not exceed one semester.

(8) Discussion facilitation comprises the organisation and moderation of a scientific talk on a predefined subject.

(9) ¹Scientific drawings of biological objects depict outer and inner structures in suitable magnification in general and in detail as lifelike as possible. ²Abstractions are reduced to a minimum.

(10) For full particulars see Attachment 2.

4. Result of the Master's Examination

§ 19

Passes and Fails of the Master's Examination

(1) The Master's examination is to be passed before the end of the fourth regular study semester.

(2) ¹The Master's examination is passed if, at the end of the fifth regular study semester at the latest,

1. all module or sub-module exams of the mandatory as well as elective modules are passed according to Attachment 2 and
2. the required number of 120 ECTS points is reached.

²The Master's examination is also passed, if the prerequisites of paragraph 1 are not fulfilled in the stipulated time period, but are met by a repetition in the sense of § 11 paragraph 6 or any other repetition allowed in these examination and study regulations.

(3) The Master's examination is finally failed, if a module or sub-module exam of one of the mandatory or elective modules as specified in Attachment 2 is taken but not passed, § 11 paragraph 6 allows no further attempt and there is no possibility of repetition.

(4) ¹The Master's examination is, subject to § 11 paragraphs 6, 8 and 9 together with § 31,

1. firstly taken and failed, if the deadline given in paragraph 1 is exceeded by more than one semester for reasons within the student's control, and
2. finally failed, if the deadline given in paragraph 1 is exceeded by more than three semesters for reasons within the student's control.

²§ 11 paragraph 5 sentences 3 to 7 apply accordingly.

§ 20

Official Notification and Certification of Failure

(1) If the Master's examination

1. is, according to § 19 paragraph 3, finally failed or,
2. according to § 19 paragraph 4 sentence 1 no. 2 is considered finally failed,

the Chairperson of the Examination Board issues a written official notification with an instruction on right to appeal.

(2) If the Master's examination is failed or is considered failed, a certification is written on demand and presentation of an exmatriculation confirmation, containing the successfully taken module and sub-module exams, the corresponding ECTS points and grades as well as a statement that the Master's examination is failed.

§ 21

Determination of Final Grade

¹If the Master's examination is passed according to § 19 paragraph 2, the final grade is calculated as a mean average from the module grades weighted according to Attachment 2/Column 16; § 10 paragraph 3 sentences 2 to 3 are applied accordingly for the calculation of the final grade from the module grades. ²If a student acquires more than 120 ECTS points in the Master's examination, the final grade is calculated from the 120 ECTS points necessary for the passing of the Master's examination only. ³Necessary for the passing of the Master's examination is the passing of

1. all module and sub-module exams of the mandatory modules as regulated in Attachment 2 and
2. all module and sub-module exams of the elective modules as regulated in Attachment 2.

⁴If module and/or sub-module exams for more elective modules are passed than are necessary according to sentence 3 no. 2, subject to § 7 paragraph 2 sentences 3 and 4 the first successfully taken is considered necessary in the sense of sentence 2. ⁵If module or sub-module exams for elective courses are

1. passed in different semesters, the earlier ones,
2. in the same semester the better ones

are considered. ⁶The module or sub-module exam for an elective course by which the required 120 ECTS points are initially exceeded is considered only with the amount of ECTS points that do not exceed 120 ECTS points.

§ 22

Master-Urkunde, Master Diploma, Master-Zeugnis, Master Certificate, Transcript of Records and Diploma Supplement

- (1) ¹On successful completion of the Master's examination, the student gets a Master-Urkunde in German and a Master Diploma in English that carry the date of the last module or sub-module exam. ²Therein the award of the academic degree according to § 2 is documented.
- (2) ¹Together with the Master-Urkunde and the Master Diploma the student gets the Master-Zeugnis in German and the Master Certificate in English, carrying the date of the Master-Urkunde and the Master Diploma. ²The topic and the grade of the Master's thesis have to be included in the Master-Zeugnis and the Master Certificate together with the final grade.
- (3) ¹The Examination Office also issues a Transcript of Records in German or English, containing all passed modules and the corresponding module and sub-module exams including their respective ECTS points and grades. ²Module and sub-module exams not counted in the Master's examination according to §§ 19 and 21 are added for information.
- (4) In addition the Examination Office issues a Diploma Supplement in English, comprising information on the type and level of the Master's degree, the status of the Ludwig-Maximilians-University, Munich, as well as detailed information on the study program of the Master's program Evolution, Ecology and Systematics.
- (5) ¹The Master-Urkunde and the Master Diploma are signed by the Dean and the Chairperson of the Examination Board, the Master-Zeugnis and the Master Certificate are signed by the Chairperson of the Examination Board, the Transcript of Records and the Diploma Supplement are signed by the head of the Examination Office. ²The Master-Urkunde, the Master Diploma, the Master-Zeugnis, the Master Certificate, the Transcript of Records und the Diploma Supplement are provided with the seal of the Ludwig-Maximilians-University, Munich.
- (6) ¹If, after the issuing and handing over of a Master-Urkunde, a Master Diploma, a Master-Zeugnis, a Master Certificate, a Transcript of Records, a Diploma Supplement or any other certificate, diploma or transcript it is revealed that unauthorized aids were used or that a deception was involved, the Examination Board can correct the grades in question afterwards and declare the examination to be failed, in part or completely. ²The incorrect Master-Urkunde, the incorrect Master Diploma, the incorrect Master-Zeugnis, the incorrect Master Certificate, the incorrect Transcript of Records, the incorrect Diploma Supplement, any other incorrect certificate, diploma or transcript are to be retracted. ³If the prerequisites are fulfilled, a correct Master-Urkunde, a correct Master Diploma, a correct Master-Zeugnis, a correct Master Certificate, a correct Transcript of Records, a correct Diploma Supplement, a correct certificate, diploma or transcript is to be issued. ⁴Such a decision is excluded after a deadline of five years after the date of the Master-Zeugnis and the Master Certificate. ⁵Before a decision is made according to sentence 1 and/or 2, the opportunity to make a statement has to be given. ⁶Incriminating decisions are to be immediately communicated to the student in writing; they have to be justified and provided with an instruction on right to appeal.

IV. Examination Body and Examination Administration Authorities

§ 23

Examination Board and Examination Office

(1) ¹The Examination Board is made up of three members that have to be authorized examiners according to art. 62 paragraph 1 sentence 2 BayHSchG in connection with HSchPrüferV in its currently valid versions. ²The members of the Examination Board are appointed by the faculty council. ³The members of the Examination Board are appointed for two years in office. ⁴Reappointment is allowed.

(2) ¹The members appoint a Chairperson and his/her substitute from among them. ²The Chairperson and his/her substitute are in office for two years. ³Reappointment is allowed.

(3) ¹The Examination Board is quorate if all members have been sent an invitation and an agenda in written or electronic form at least one week before the meeting and the majority of members are present and entitled to vote. ² It passes its resolutions in sessions on the basis of the majority of votes; abstention from voting, secret voting and vote assignment are not allowed. ³In cases of a tie the vote of the Chairperson decides. ⁴The exclusion of a member of the Examination Board from counselling and voting in the Examination Board and from the authority to examine are regulated according to art. 41 paragraph 2 BayHSchG.

(4) ¹The Examination Board is responsible for the organisation of examinations, the appointment of examiners and observers (§ 24 paragraph 3) as well as decisions in examination matters. ²In the fulfilment of its tasks the Examination Board is supported by the Examination Office. ³The Examination Board pays heed to the observance of the stipulations of these examination and study regulations. ⁴It reports to the Dean of Studies about the development of examinations and study periods in regular intervals and makes suggestions on the reform and updating of these examination and study regulations.

(5) ¹The Examination Board can revocably delegate tasks to the Chairperson of the Examination Board, his/her substitute or the Examination Office. ²Apart from that the Chairperson of the Examination Board is authorized to make urgent decisions alone in lieu of the Examination Board; he/she must inform the Examination Board immediately.

(6) The Examination Board shall set up its own rules of procedure.

(7) The members of the Examination Board have the right to be present at examinations.

§ 24

Examiners and Observers

(1) ¹Subject to paragraph 4 sentence 1, the responsible course instructor is the examiner for module and sub-module exams on a single course of instruction with the

exception of the Master's thesis. ² For module and sub-module exams on several courses with different responsible course instructors, the Examination Board in general or in individual cases appoints one responsible course instructor as examiner. ³ Sentence 2 applies accordingly, if the responsible course instructor is not authorized to examine (paragraph 4 sentence 1).

(2) Written module and sub-module exams that are to be assessed „failed“ have to be evaluated by two examiners, oral module and sub-module exams are to be held by at least one examiner and an expert observer (paragraph 3 no. 1).

(3) The Examination Board appoints in general or in individual cases

1. the observer at oral module and sub-module exams,
2. a second examiner in the case of module and sub-module exams that are to be assessed "failed",
3. one (§ 14 paragraph 3) or several (§ 14 paragraph 9) examiners for the Master's thesis.

(4) ¹Examiners have to be authorized to examine according to art. 62 paragraph 1 sentence 2 BayHSchG in connection with HSchPrüferV. ²They must have at least secure knowledge of the German and English language. ³Observers have to be experts with at least one Master's degree or a comparable qualification.

(5) The examination procedure is incumbent on the individual examiners and observers.

§ 25 **Study Coordinator, Duties of Examiners**

(1) ¹The study coordinator for this Master's program is appointed by the faculty. ²As long as there is no such appointment the Dean of Studies exercises these tasks. ³The study coordinator performs, together with the Examination Board, the Examination Office and the Central University Administration, the following tasks

1. during the institution and at possible changes of this Master's program
 - a) the verification of the modularisation of these examination and study regulations from an expert view,
 - b) the composition of the required information on this Master's program for the students and examiners.
2. in the following: the coordination and organisation of all courses of instruction, module and sub-module exams, namely
 - a) the convening of an annual conference on the curriculum,
 - b) the assignment of the courses of instruction actually taking place to the abstract courses of instruction prescribed in these examination and study regulations,
 - c) the announcement of the courses of instruction in the university calendar,
 - d) the entry of the courses of instruction into the electronic data processing tools

- e) the scheduling and room assignment of the courses of instruction, module and sub-module exams and
- f) the entry of grades or assessments in the electronic database.

(2) ¹The examiners (§ 24) are obliged to immediately inform the study coordinator about the results of the students that have participated in their courses of instruction in the standard format prescribed by the Examination Office. ²The study coordinator is obliged to immediately inspect this information and forward it without delay to the Examination Office in the standard prescribed format. ³The information has to be present in the Examination Office in due time and form; at the beginning of each semester at the latest, the Examination Office announces when these notifications have to be presented to the study coordinator and/or the Examination Office. ⁴If the requirements of sentence 3 are not fulfilled, the courses concerned will not be considered in the actual transcripts (§ 12). ⁵The examiner is obliged to submit the information to the Examination Office later as soon as possible and to send individual certifications in form of official notifications with information on right to appeal to the affected students by mail.

§ 26

Participatory Obligations of Students, Receipt of Notifications

¹Students are obliged to confirm the receipt of postal, individually handed or electronic mail containing information, notifications or administrative decisions from the Examination Board or Office in the required form at his/her own expenses (acknowledgement of receipt). ²On the premises of the Ludwig-Maximilians-University, Munich, the acknowledgement of receipt is free of charge. ³In the first two weeks of the lecture period the Examination Office customarily announces from when on information, notifications and administrative decisions are displayed or mailed or can be accessed electronically or personally. ⁴For the delivery of this information, these notifications and administrative decisions the general legal requirements apply. ⁵Students who do not take notice of displayed information, notifications and administrative decisions, do not electronically access or otherwise collect them or do not accept or pick up mail from a postal delivery company, this information and these notifications and administrative decisions are considered received and announced one month after display, preparation for electronic download or personal collection or dispatch. ⁶If the Examination Office resends information, notifications and administrative decisions because the student does not deliver an acknowledgement of receipt as required in sentence 1 and/or does not take notice of displayed information, notifications and administrative decisions, does not electronically download or personally collect them or does not accept or pick them up when delivered or made available by a postal delivery company, the student has to bear the costs for the renewed delivery. ⁷The Examination Office is not obliged to any further delivery attempt.

V. Examination Procedures

§ 27

Recognition of Competences

(1) ¹Study periods, study and examination results that have been performed in another study program at the Ludwig-Maximilians-University, Munich, or in study programs at other state or state-recognised universities in the Federal Republic of Germany, by successful participation in a correspondence course unit of a study program at a state or state-recognised university in the Federal Republic of Germany or in study programs at foreign universities are to be recognised unless there are significant differences in the attained competences (study results). ²The same applies for study periods, study or examination results performed at a state or state-recognised university in Bavaria in other areas of study as defined in art. 56 paragraph 6 numbers 1 and 2 BayHSchG, in special study offers as defined in art. 47 paragraph 3 sentence 1 BayHSchG or at the Virtual University of Bavaria.

(2) ¹Competences gained in a relevant successfully completed professional or school training, other advanced studies pertaining to art. 56 paragraph 6 no. 3 BayHSchG or in professional activities can be recognised if they are equal. ²Competences gained outside universities can only replace half of the competences required at the most.

(3) ¹In cases of recognition of study periods, study or examination results obtained outside the Federal Republic of Germany, the equivalence agreements approved by the conference of the ministers of education and the conference of university rectors as well as agreements between university partnerships are to be heeded. ²In case of doubts the Central Office of Foreign Education can be heard.

(4) ¹If study or examination results are recognised, the grades – as far as the grading systems are equivalent – are to be adopted and included in the calculation of the module and final grade according to these examination and study regulations. ²The adopted grades are indicated and the fact of adoption is pointed out in the certificate. ³If the grading systems are not equivalent, the Chairperson of the Examination Board fixes grades for the recognised study and examination results on the basis of the evaluation steps according to § 10 paragraph 2, following sentences 1 and 2. ⁴Sentences 1 to 3 apply accordingly for the assignment of ECTS points.

(5) ¹The students have to submit the necessary documents for recognition to the Examination Board until the end of the first semester after matriculation to this Master's program at the Ludwig-Maximilians-University, Munich, at the latest, as far as study periods and study or examination results are to be recognised that have been accomplished already before matriculation to this Master's program at the Ludwig-Maximilians-University, Munich. ²For the recognition of study periods and study and examination results that are obtained after matriculation to this Master's program at the Ludwig-Maximilians-University, Munich, the documents have to be submitted during the semester following the semester in which they are accomplished. ³In general, proof of study periods to be recognised is supplied by the presentation of the transcript of the university at which the study results were achieved. ⁴For the recognition of study and examination results a certification of the university at which the exami-

nation results were accomplished is to be presented; this certification has to include information on

1. which examinations (oral and/or written) had to be taken in which examination subjects in the context of the general examination,
2. which examinations have actually been passed,
3. the assessment of the examination results with the necessary grades,
4. the underlying grading system,
5. for study programs with credit point systems the credit points granted for the individual courses of instruction where the study and examination results to be recognised were achieved together with the amount of credit points necessary for a successful completion of that particular study program,
6. the scope of the individual courses of instruction where the examination results to be recognized were achieved, in hours per week per semester and
7. if a general examination is failed on the basis of the presented results or is considered failed on the basis of other circumstances.

(6) In the case of certificates and documents not issued in German the presentation of a certified German translation can be demanded.

(7) The Examination Board decides on the recognition of study periods, study and examination results; in cases of doubt the responsible faculty representative is to be heard.

§ 28

Registration for Courses of Instruction and Module and Sub-module Exams; Organisational Measures

(1) ¹The Examination Board can demand a registration for the participation in certain or all courses of instruction and determine its form and period. ²Students who have not registered for a course of instruction with prescribed registration according to sentence 1 or did not do so in due form and/or time do not have a claim of attending this course of instruction. ³The courses of instruction for which a registration is necessary as well as its form and period are customarily announced by the Examination Office within the first two weeks after the beginning of each semester; an announcement exclusively on the internet is sufficient.

(2) ¹For all module and sub-module exams a registration in the form and period prescribed by the Examination Board is necessary. ²Students who do not register for a module or sub-module exam in due form and time have no claim of participation in this module or sub-module exam. ³In addition the Examination Board can generally order that a module or sub-module exam for which a student has registered is considered failed, if the student does not attend or draws back from the module or sub-module exam for reasons within the student's control. ⁴Paragraph 1 sentence 3 applies accordingly for the form and deadline of the registration.

(3) ¹A protocol is written on the announcements according to paragraph 1 sentence 3 and paragraph 2 sentence 4 containing details on the regulations as well as the date, form and place of their announcement. ²The protocol is signed by the Chairperson of the Examination Board and archived at the Examination Office for at least five years.

(4) For study organisational measures the regulations on criteria for the admission of students to courses with limited capacity within Bachelor's and Master's programs of the Ludwig-Maximilians-University, Munich, are applied in their currently valid versions.

§ 29

Non-attendance, Withdrawal

(1) A module or sub-module exam is considered "failed" or "not sufficient" (5.0), if a student

1. does not attend a module or sub-module exam for which he/she has registered and for which the Examination Board has made arrangements according to § 28 paragraph 2 sentence 3 for reasons within his/her control or
2. withdraws from a module or sub-module exam he/she has already taken up for reasons within his/her control or
3. has not completed a written module or sub-module exam within the prescribed time frame for reasons within his/her control.

(2) ¹The reasons for non-attendance or withdrawal must immediately be made plausible and submitted to the Examination Office in written form. ²§ 11 paragraph 5 sentences 4 to 7 apply accordingly.

§ 30

Deception, Breach of Rules, Insufficient Participation Prerequisites

(1) If a student attempts to influence the result of a module or sub-module exam to his/her own or another person's benefit through deception or the use of disallowed aids, the module or sub-module exam in question is assessed "failed" or "not sufficient" (5.0); in the case of written module and sub-module exams the possession of disallowed aids during or after the distribution of the examination papers is considered an attempt.

(2) Any student who disturbs the orderly procedure of an examination can be excluded from the continuation of the module or sub-module exam by the examiner or the proctor; in this case the module or sub-module exam is assessed "failed" or "not sufficient" (5.0).

(3) In serious or repeated cases of paragraph 1 and/or paragraph 2 the Examination Board can exclude the student from certain or all further module and sub-module exams; in the latter case the student is exmatriculated according to art. 49 paragraph 2 no. 3 BayHSchG.

(4) If the participation prerequisites for a module or sub-module exam were not fulfilled, it is considered not taken.

(5) § 22 paragraph 6 sentences 5 and 6 apply accordingly.

§ 31

Protection Provisions in Accordance with the Maternity Protection Law, the Federal Laws on Parental Allowances and Leave and the Law on Nursing Care Time

(1) Claims for protection provisions according to §§ 3, 4, 6 and 8 of the law on the protection of working mothers (Maternity Protection Law – MuSchG) in the version of the announcement of June 20, 2002 (BGBl I page 2318) in its currently valid version as well as according to the terms of the law on parental allowances and leave (BEEG) of December 5, 2006 (BGBl I page 2748) in its currently valid version as well as according to the nursing care for a close relative in the sense of § 7 paragraph 3 of the law on nursing care time (PflegeZG) of Mai 28, 2008 (BGBl I pages 874, 896) in its currently valid version who is in need of care in the sense of §§ 14, 15 SGB XI of Mai 26, 1994 (BGBl I p. 1014, 1015) in its currently valid version are allowed.

(2) ¹The Examination Board defines which courses of instruction can pose an above-average danger to pregnant or breast-feeding students and warns them accordingly. ²The Examination Board forbids the participation of pregnant or breast-feeding student in courses of instruction that pose a considerably above-average danger for mother and/or child. ³The Examination Board determines how pregnant or breast-feeding students can otherwise acquire the knowledge and skills conveyed in courses of instruction they are not entitled to attend. ⁴There is no legal claim to special course offerings for pregnant or breast-feeding students. ⁵The courses of instruction, warnings and interdictions according to sentences 1 and 2 as well as the possibility of acquiring the knowledge and skills according to sentence 3 otherwise are customarily announced by the Examination Office; an announcement by the Examination Office exclusively on the internet is sufficient.

§ 32

Disadvantage Compensation

(1) ¹Seriously disabled persons and persons of equal status (§ 2 paragraph 2 and 3 of the SGB IX in its currently valid version) are granted an extension of up to one fourth of the normal examination duration by the Examination Board upon application, depending on the severity of the proven examination disability. ²In cases of extensive examination disability the duration of the examinations can be extended by a period of up to half of the usual duration upon application. ³In addition to or instead of an extension of the examination duration. another type of suitable compensation can be granted.

(2) ¹Other examinees, who are considerably impaired in completing module or sub-module exams due to a documented, not only temporary physical disability or chronic disease can be granted a disadvantage compensation in compliance with paragraph 1. ²In cases of temporary disabilities other appropriate measures can be taken.

(3) ¹Applications for disadvantage compensation must be filed at the time of registration for a module or sub-module exam or one month before the module or sub-module exam at the latest. ²The disability has to be made credible. ³The Examination Board can demand that the credibility has to be proven by a medical certificate. ⁴§ 11 paragraph 5 sentences 4 and 5 apply accordingly.

§ 33

Flaws in the Examination Procedure

(1) If it is proven that an examination procedure had essential flaws that could have influenced the examination results, it can be ordered officially or upon application of a participant that the entire module or sub-module exam or a single part of it is to be repeated by certain or all participants.

(2) ¹Alleged flaws in the examination procedure or the incapability to take an examination occurring before or during a module or sub-module exam must immediately, at the latest before the announcement of the examination results, be claimed and made credible at the proctor, the examiner, the Examination Office or the Chairperson of the Examination Board. ²Reasons that are orally claimed and made credible in the sense of sentence 1 are to be immediately submitted in written to the Examination Office or the Chairperson of the Examination Board. ³The claim and its substantiation are excluded in any case if one month has passed since the date of the module or sub-module exam. ⁴§ 11 paragraph 5 sentences 3 to 7 apply accordingly.

§ 34

Inspection of Examination Documents, Record Retention Periods

¹Within a period customarily announced by the Examination Office after a completed module or sub-module exam the student has a right to inspect the examination papers, surveys and protocols upon application at the Examination Office within a reasonable period; an announcement of the period by the Examination Office exclusively on the internet is sufficient. ²The Examination Office can announce that the inspection according to sentence 1 is, to the contrary of sentence 1, carried out in a different place at the Ludwig-Maximilians-University, Munich; an announcement of this different place by the Examination Office exclusively on the internet is sufficient. ³The complete examination files are retained for at least five years. ⁴The basic record, consisting of copies of the Master-Urkunde, the Master Diploma, the Master-Zeugnis, the Master Certificate and the Transcript of Records, is retained for an unlimited period of time. ⁵The retention can be made in electronic form.

VI. Final Provisions

§ 35

Legal Validity

These regulations are valid from April 1, 2012.