

**Examination and Study Regulations  
for the Master's Program in  
Evolution, Ecology and Systematics  
at the Ludwigs-Maximilians-Universität München**

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## I. Overview

### Section 1: The Curriculum and the Goal of the Master's Program

- (1) The Master's program in Evolution, Ecology and Systematics is a two year course of study, composed of the faculty from the Department of Biology at the Ludwigs-Maximilians-Universität (LMU) in Munich. Some of the participating scientists are participating in the program in their roles as bridges between the LMU and their respective organizations: the Max-Planck Institute for Ornithology in Seewiesen, the Gesellschaft für Umwelt und Gesundheit (GSF) in Neuherberg and the various Bavarian State Collections. The main overarching goal of the program is to offer students a comprehensive view of the interdisciplinary research areas of biological evolution and to prepare them for a career within or outside of science. The course of study builds upon its three main focuses: microevolution and population genetics (evolution), the study of changing selection pressures (ecology) and the origin of life and its diversity (systematics). Information from these three main topics will be supplemented from related disciplines such as genetics, archaeobiology, mathematical biology and behavioral biology. Modules will be offered that are taught by faculty from more than one field of specialization, in order that a more integrative approach to the education of the students can be taken. Students will be able to develop and learn a wide spectrum of scientific methods as well as have the opportunity to practically apply them. These methods range from modern laboratory techniques in molecular biology, field work and scientific collecting to mathematical modeling, quantitative use of statistics and bioinformatics. Students will receive intensive and individualized instruction through lab rotations beginning in the first semester that last for at least the duration of a semester, enabling students from the very beginning of the program to become self-sufficient in their research. Students can also perform a lab rotation at a research institution outside of the university, even if it is located in another country. These individualized lab rotations will be accompanied by seminars designed to foster capabilities required in performing science, such as scientific writing, presentation of one's results in verbal form (oral presentations) and written form (creation of posters, writing manuscripts), in addition to competent statistical analysis of data. Moreover, each student will receive an academic advisor to act as a guide through the program. To top the program off, students will have the opportunity to partake in a summer school with guest lecturers.
- (2) The course-related exams that the students are required to take for the Master's degree (Sec. 9 Par. 1) constitute the qualifications for the Master's of Science in the degree program for Evolution, Ecology and Systematics. These final examinations throughout the duration of the Master's program assess the capabilities possessed by the students, especially their ability to apply scientific methods and knowledge, as well as translating necessary basic specialized concepts into one's research practices.

- (3) With regards to the curriculum of this Master's program, key scientific qualifications will be imparted to students. In particular, these key qualifications are:
1. The capability to search, evaluate, synthesize as well as properly structuring existing knowledge and information.
  2. General knowledge regarding the scientific fields of the subject
  3. Complex thinking
  4. Organizational capability as well as the ability to transfer learned skills
  5. Information and media competence
  6. Study methods and oral presentation skills
  7. Ability to communicate
  8. Team player and communication skills regardless of gender
  9. Knowledge of language as well as
  10. EDV knowledge and skills
- (4) The language of the courses is in English.

## **Section 2: Academic Level**

The Department of Biology will confer, on those who successfully complete the Master's program, the academic degree of "Master of Science" (abbreviated "M.Sc").

## **Section 3: Prerequisites for Qualifying for the Master's Program**

- (1) The prerequisite for acceptance into the Master's program is a proof of having completed a professional university degree (Bachelor's or Diplom) at an accredited university, or a comparable degree from within the country or abroad that has a minimum of 6 semesters of study in biology or a related subject. Further prerequisites shall be given in the rules governing the selection process for the Master's program in Evolution, Ecology and Systematics at the Ludwigs-Maximilians-Universität München. This course of study is not allowed to be failed in the end (Article 46 Nr. 3 of the Bayerischen Hochschulgesetzes in the respectively applicable parts – BayHSchG).
- (2) If any of the requirements of Paragraph 1 are not met, and if the final examinations for the respective modules are not successfully passed, then proof of the prerequisites in Par. 1 must be expressly submitted within a strict time limit.

## **Section 4: Central University Academic Guidance and Specific Subject Academic Guidance**

- (1) The Central University Academic Guidance at the Ludwigs-Maximilians-Universität München is responsible for information and advice, specifically regarding problems that pertain to more than one discipline. Students should seek help with this institution before the beginning of the program for questions pertaining to the planned change in their course of study, as well as to all questions regarding admittance restrictions of the university.
- (2) The director of the Master's program will be responsible for academic guidance in the course of study for students. This guidance includes such questions as regarding the content and schedule of the course of study. Information regarding questions that deal with exams or recognition of course and exam completion should be directed towards members of the Examination committee (*Prüfungsausschuss*) or the Registrar's Office (*Prüfungsamt*).

## **II. Length, Structure and the Course of Study**

### **Section 5:**

#### **Beginning of Study, regular length of Study and Semesterwochenstunden (SWS, semester hours per week)**

- (1) Students can only be accepted into the Master's program during the winter semester.
- (2) The length of the course of study, including time to complete the Master's thesis, is four semesters. In total, 75 SWS are required.

### **Section 6:**

#### **ECTS-Points**

- (1) With regard to this Master's program, a total of 120 points from the European Credit Transfer System (ECTS-Points) must be obtained. ECTS-Points are a quantitative measurement for the total workload of the students. These points include not only the actual time spent in class, but also the time the student spends for pre- and post preparations required for the class, as well as the time spent for the preparation of examinations and the actual time of examinations. One ECTS-Point corresponds to a workload of 30 hours, which yields a total workload of 900 hours per semester within the regular length of the course of study.
- (2) In every semester, students should obtain ECTS points listed in Attachment 2 / column 18. ECTS points shall only be awarded to those who successfully complete the module examinations.

### **Section 7:**

#### **Modularization and Modules**

- (1) The Master's program is divided up into modules, and are regulated in a binding fashion in Attachment 1 and Attachment 2. Empty cells in the tables of the attachments indicate that there is no regulation-based content.
- (2) The course of study in this Master's program comprises compulsory and elective modules. Compulsory modules must be completed, without exception; from elective modules the student can choose among different options. The choice of elective modules is at the latest taken when the student participate the module's examination. The choice is irrevocable.
- (3) A module illustrates a connection between thematic and timely classes that are complimentary, as well as one examination, or one or multiple components of examinations, which are required for the successful completion of the module according to Sec. 6 Par. 1, measured by the number of ECTS points.
- (4) A module usually spans over one, and at the maximum, two semesters, in accordance with the requirements provided in Attachment 2. A module carries of a worth in multiples of ECTS-points, in accordance with Attachment 1/Column IV and Attachment 2/Column 18.
- (5) The following can be found in Attachment 1 and 2:
  1. the Modules
  2. their assignment in one or multiple semesters (Attachment 2/Column I),
  3. their prerequisites for admittance (Attachment 2/Column II),
  4. the type of Module (required or choice-based – Attachment 1/Column I and Attachment 2/Column III), and with the elective modules, additional information about how students choose them,
  5. the short descriptions of the Modules (Attachment 2/Column IV),
  6. The descriptions of the modules in German (Attachment 1/Column I and Attachment 2/Column V) and English (Attachment 1/Column I),
  7. The descriptions (contents and goals) of the modules in German and English (Attachment 1/Column II),
  8. the schedule of course offerings (semester-wise or yearly) for the modules (Attachment 2/Column VI),
  9. the amount of ECTS-points assigned to each module (Attachment 2/Column 18).

### **Section 8: Courses**

- (1) The goals and contents of the course of study as well as the key qualifications are mediated through courses and classes described in Attachment 1/Column II and III. In Attachment 1/Column III and Attachment 2/Column 9 respectively, courses and types of classes can be prescribed:
  1. Lectures
  2. Tutorials
  3. Seminars
  4. Practicals

5. Excursions
  6. Summer school
- (2) All courses are organized into modules.
  - (3) The course of study in this Master's program comprises compulsory and elective classes. Compulsory classes must be completed, without exception; elective classes are chosen by the student. The choice of elective classes is at the latest taken when the student participate the respective module's examination.
  - (4) The participation in a course is dependent on the fulfillment of admittance prerequisites, which are more exactly described in Attachment 2/Column 7.
  - (5) The following can be found in Attachment 1 and 2:
    1. the courses,
    2. the type of course (compulsory or elective; Attachment 1/Column I and Attachment 2/Column III), in addition to information about how students choose courses.
    3. the schedule of course offerings (semester-wise or yearly) for the modules (Attachment 2/Column VI),
    4. the assignment of courses into one or more modules.
    5. the assignment of the courses into one or more semesters (Attachment 2/Column I).
    6. the prerequisites for admittance into courses (Attachment 2/Column 7).
    7. the short descriptions of the courses (Attachment 2/Column 4),
    8. The descriptions of the courses in German (Attachment 1/Column 1 und Attachment 2/Column 8) and in English (Attachment 1/Column 1),
    9. the descriptions (content and goals) of the courses in German (Attachment 1/Column II) and English (Attachment 1/Column II),
    10. the type of instruction (Attachment 1/Column III and Attachment 2/Column 9),
    11. the *Semesterwochenstunden* (SWS, semester hours per week; Attachment 2/Column 10).

### **III. Master's Examinations**

#### **1. Module Examinations and Partial Module Examinations**

##### **Section 9:**

#### **Module Examinations and Partial Module Examinations as a Component of the Master's Course of Study**

- (1) The Master's examinations consist of module examinations and partial module examinations.
- (2) Every module concludes with a specific number of partial module examinations. Whenever a module examination or partial module examination has been passed, the corresponding ECTS-points will be noted in the account

of the student (Sec. 12). If a module examination is created in a course taught by more than one instructor, without containing partial examinations, these rules for these examinations take effect.

- (3) The participation in a module mid-term or final examination is dependent on fulfilling the course prerequisites. These prerequisites can be found in Attachment 2/Column 11. Regular participation in a course, as defined in Attachment 2/Column 11, is no longer possible whenever a student misses a day of class for personal reasons, or whenever the student misses more than two days of courses for any reason at all
- (4) In the examination or the sum of the partial examinations of the respective modules, the student should be able to prove that she or he has obtained the proper knowledge and skills which is prescribed for that given module, in accordance with Attachment 1/Column I and II and Attachment 2/Column 7-10.
- (5) The following information can be found in Attachment 2:
  1. the module examination and partial module examinations,
  2. their assignment in a module and course,
  3. their assignment into a semester (regulated period; Attachment 2/Column 1)
  4. their admittance prerequisites
  5. the type of Module examination or partial Module examination (Attachment 2/ Column 12),
  6. the method of examination (Attachment 2/Column 13),
  7. the length of examination (Attachment 2/Column 14)
  8. the method of grading (assignment of grades or “passed” / “failed” respectively; Attachment 2/Column 15),
  9. the weighting of grades (Attachment 2/Column 16),
  10. the chance to retake the examination (Attachment 2/Column 17),
  11. the ECTS-points, which will be given for the successful completion of the module examination or partial module examination (Attachment 2/Column 18).

If there are multiple methods of examination, with the respective length of examinations denoted in column 13 and 14 of the attachment 2, the instructor of the course determines the variant of examination and announces this at the beginning of the class.

### **Section 10: Grading of the Module Examinations and Partial Module Examinations**

- (1) Module examinations and partial module examinations shall be graded with a “passed” or “not passed.”
- (2) The grade for a module examination or partial module examination shall be given by the respective instructors. For the evaluation of the module examination or partial module examination, the following grades will be used:

Note 1	= “very good” / “sehr gut”	=excellent achievement
Note 2	= “good” / “gut”	=achievement above expectations
Note 3	= “satisfactory” / “befriedigend”	=average achievement
Note 4	= “fair” / “ausreichend”	=Achievement, which despite some insufficiencies, still meets the expectations
Note 5	= “fail” / “mangelhaft”	=achievement which does not suffice because of massive deficiencies.

In order to differentiate among the grades for the module examinations and partial module examinations, the grades can possess in-between values that have been raised or lowered by 0.3. However, the grades, 0.7, 4.3, 4.7, and 5.3 are excluded from this. If a module examination or partial module examination is graded by multiple persons or is composed of multiple tests or graded projects, then the total grade for the module examination or partial module examination is to be calculated by taking the arithmetic mean of the individual grades. With this method, only the first two digits behind the decimal are to be considered. The grading process from sentence 4 follows this:

With an average of 1.50 inclusive	= “very good” / “sehr gut”
With an average of 1.51 to 2.50 inclusive	= “good” / “gut”
With an average of 2.51 to 3.50 inclusive	= “satisfactory” / “befriedigend”
With an average of 3.51 to 4.00 inclusive	= “fair” / “ausreichend”

(3) The grade for a module:

1. is given with a Module examination or partial module examination (Sec. 9 Par. 2) from Par. 2 and,
2. is calculated from the arithmetic mean from each partial module examinations (Sec. 9 Par. 2), which are graded according to Attachment 2/Column 15 and weighted according to Attachment 2/Column 16 of the individual partial module examinations of the respective module.

If, in Attachment 2/Column 16, no other statements are made, partial module examinations correspond to the arithmetic mean (calculated according to sentence 1 Nr. 2) with the corresponding ECTS-points assigned in Attachment 2/Column 18. Section 2 sentences 5 and 6 apply respectively.

- (4) Within a module, if a student successfully completes partial module examinations for more courses than are demanded for the module, only those ECTS points that are required for passing the module will be considered for the calculation of the final grade of the module. In order to pass a module, one must pass:

1. the module examination or all partial module examinations assigned to the compulsory courses in one of the designated manner as prescribed by Attachment 1 and 2.
2. the module examination or all partial module examinations assigned to the required elective courses in one of the designated manner as prescribed by Attachment 1 and 2.

If partial module examinations are passed for more elective courses than are required according to Sentence 2 No.2, then according to Section 8, Part 3, the first successfully completed examination counts as the required elective course in the sense of Sentence 2. From partial module examinations assigned to elective courses only those are included,

1. which were passed the first time, if they have been successfully passed in multiple semesters.
2. with the better grades, if they have been successfully passed in the same semester.

If an elective course is worth more ECTS-points than is required for a given module, only those credits are counted that are necessary for the successful completion of the module.

### **Section 11:**

#### **Passing, Failing and Repeating Module Examinations and Partial Module Examinations**

- (1) A module examination or partial module examination is considered to be passed, if
  1. it is graded with a “*bestanden*” (pass) or
  2. with at least an “*ausreichend*” (fair; 4,0)

Module examinations and partial module examinations should be passed, according to Section 30, no later than at the end of the semester which is stated in Attachment 2/Column 1 (deadline, “*Regeltermin*”); statements in the brackets of Attachment 2/Column 1 are only recommendations. Module examinations and partial module examinations are fully passed, if according to Section 30 all requisites that are necessary for the course are successfully completed by the end of the semester following the expiration of the deadline.

- (2) Whenever Attachment 2/Column 1 contains an entry in brackets for module examinations or partial module examinations, the end of the fourth subject semester of the program is to be considered the final deadline.
- (3) Module examinations or partial module examinations are also passed, if the prerequisites stated in Part 1 and 2 are not fulfilled within the prescribed period, but are fulfilled under the regulations regarding the acceptable repeating of an examination.
- (4) Module examinations or partial module examinations are not passed, when they are fully or partly finished, but do not achieve a sufficient grade. Module examinations or partial module examinations, in the end, are not passed when a sufficient grade is not achieved and there is no possibility left to repeat the exam.

- (5) Module examinations or partial module examinations are to be considered, according to the prescriptions in Sec. 30
1. as finished and not passed, if they are not successfully completed at the end of the subject semester for personal reasons following the regulated deadline, and
  2. as finally not passed, if they are not successfully completed for personal reasons by the end of the third subject semester following the regulated deadline.

Whenever Attachment 2/Column 1 contains an entry in brackets for module examinations or partial module examinations, in accordance with Section 30, this module examination or partial module examination is considered as

1. finished and not passed, if at the end of the fifth subject semester the examination is not successfully completed for personal reasons, and
2. as finally not passed, if at the end of the seventh subject semester the examination is not successfully completed for personal reasons.

Reasons that should justify the transgression of any of the deadlines listed in sentences 1 and/or 2 have to be communicated and substantiated in a written form to the Registrar's office immediately. In the case of illness, a medical certificate has to be supplied; the supply of a certificate of disability ("*Arbeitsunfähigkeitsbescheinigung*") is not sufficient. In single cases or generally, the Registrar's office has the ability to ask for a medical certificate from the medical officer ("*Amtsarzt*") or from a doctor of medicine designated by the Registrar's office. If the reason of transgression is validated, a new appointment for the examination will be arranged. If module examinations or partial module examinations can be split in parts, the existing results of examinations have to be accredited.

- (6) Every module examination or partial module examination that is not passed can, in accordance with deviating from regulations in Attachment 2/Column 17, be only repeated once at the next possible regular deadline.
- (7) The repeating of an already passed module examination or partial module examination, in order to improve one's grade, is not possible.
- (8) Grades and ECTS-Points obtained in a module examination or partial module examination can only be accounted for once.

### **Section 12: Transcript of Records ("*Kontoauszüge*")**

For the students that are accepted into the program, a personal account will be created at the Registrar's Office, in which:

1. all the passed module examinations and partial module examinations (Sec. 11 Par. 1-3) with the indication "passed" or with numerical grades respectively as well as the gained ECTS-points, as well as

2. all module examinations and partial module examinations that have not been passed, with the indication “failed” or with the numerical grades respectively, will be recorded.

At the beginning of each successive semester, the students will receive a personal transcript update from the courses they previously took in the sense of Sen. 1 with an instruction for the right to appeal.

## **2. Special Module Examinations**

### **Section 13: Examination of Basic Skill Level and Orientation**

- (1) The examination of basics and orientation serves students as an early way to assess whether they will be able to manage the demands of the Master’s program.
- (2) The examination of basic skill level and orientation is passed, if the examination (as indicated in Attachment 2/Column 12) is passed with at least and “ausreichend” (4.0) in the first subject semester.
- (3) The examination of basic skill level and orientation has to be successfully completed before the end of the first semester. If the examination of basic skill level and orientation is not passed, it can be repeated at the next available deadline. It must be possible for the student to repeat the course or courses, which are considered to be part of the examination of basic skill level and orientation. In this way, the mandate from Sec. 27 Par. 2 Sen. 3 can be considered successfully fulfilled.
- (4) The examination of basic skill level and orientation is to be considered, in accordance with Sec. 30
  1. as finished and not passed, if for personal reasons, the examination is not successfully finished at the end of the first semester, and
  2. as finally not passed, if for personal reasons, it is not successfully completed at the next available deadline after No.1.

Section 11, Paragraph 5, Sentence 3 and 7 apply accordingly.

### **Section 14: Master’s Thesis**

- (1) The Master’s thesis is a partial module examination.
- (2) The Master’s thesis should show that the student is in the position, within a designated amount of time, to work on a problem from their specialization in an independent and scientific way.
- (3) A student pursuing their Master’s thesis will be assigned an advisor in accordance with Sec 23 Par. 3 Sen. 3. If the Master’s thesis is to be pursued outside of the Ludwig-Maximilian Universität, it requires the approval of the chairperson of the

- Prüfungsausschuss* (Examination Committee). The approval can only be given when the candidate submits a written request to the chairperson of the Examination Committee. The request should give the reasons for the completion of the Master's thesis outside an institution of the Ludwigs-Maximilians Universität. The request should be appended to include:
1. The written declaration of approval from a legitimate member of the faculty that the faculty member agrees with the completion of the Master's thesis outside of the Ludwig-Maximilians-Universität, and that she or he will take responsibility for the grading of the Master's thesis.
  2. An outline for the project with a schedule, which is signed by an advisor at the institution outside of the LMU.
- (4) The process of choosing a topic and the checking of the prerequisites for the Master's thesis will take place in the first two weeks after the beginning of the second to last semester by the Registrar's office ("*Prüfungsamt*"). It suffices for the announcement to be exclusively on the internet. The topic and the beginning of the Master's period will be recorded by the Registrar's office. The student can express preferences for their topics; this is not binding for the advisor. The Master's topic can only be changed once and only within two weeks after declaring the topic. In this way, the mandate according to Sec. 27 Par. 2 Sen. 3 as well as Sec. 27 Par. 3 can be considered successfully fulfilled.
- (5) The advisor is obligated to:
1. to communicate the topic of the Master's thesis in a timely manner, and
  2. to grade the Master's thesis in a timely manner in order that the Registrar's office, at the latest, two weeks before the end of the last semester can record the student's grade. Sentence 1 No. 2 also applies for a second advisor.
- (6) Students that still do not have a Master's thesis topic by the beginning of the lecture period of their last semester, must contact the chairperson of the Examination Committee immediately. The chairperson of the Examination Committee is responsible for the issuance of a topic for the Master's thesis of those applicable students.
- (7) The time frame for the Master's thesis is 24 weeks. 29 ECTS-points will be given for the Master's thesis.
- (8) The written report from the Master's thesis is to be submitted in quadruplicate to the Registrar's office on due date; the time of delivery will be recorded. When given to the Registrar's office, the student must declare that he or she did their work independently except for the sources and help cited in the Master's thesis. The Examination Committee can generally, or in specific cases, ask that the Master's thesis be additionally turned in electronically.
- (9) The Master's thesis shall be graded by the advisor (Par. 3 Sen. 1) and one further member of the Examination Committee (Sec. 24 Par. 3 No. 3).
- (10) The Master's thesis can be repeated once at the next available deadline if it receives a grade of less than "ausreichend" (fair, 4,0). Changing the topic of the Master's thesis apart from the deadline described in Par. 4 Sen. 4 is nevertheless permitted, if the student did not use this possibility in finishing his or her first thesis.

### **3. Types of Examinations**

#### **Section 15: Oral Examinations**

- (1) Through verbal module examinations and partial module examinations, the student should be able to prove that he or she understands the connections of the examination topics and that he or she is able to answer questions in this context. Moreover, the student should be able to establish whether he or she has the basic knowledge for the corresponding Master's courses.
- (2) The length of a verbal module examination or partial module examination consists of at least 20 minutes and at maximum 30 minutes. Particular issues are regulated in Attachment 2/Column 14.
- (3) The questions shall be asked in English. The answers can be given in German or English.
- (4) The basic method and results of the verbal module examinations or partial module examinations are to adhere to a protocol. The result of the verbal module examinations or partial module examinations is to subsequently be communicated to the student.

#### **Section 16: Written Examinations and Other Supervisory Work**

- (1) In written examinations and other written supervisory work, students should be able to prove that with a necessary minimum knowledge that they are able to deal with and work with problems in their subject with limited resources, using well-established methods for their field. The student is to be given subjects to choose from; there is no claim beyond that.
- (2) The length of the written examinations and other written supervisory work should be at least 30 minutes, but not more than 120 minutes. Particular issues are regulated in Attachment 2/Column 14.
- (3) Sec. 15 Par. 3 is valid in this area.
- (4) Written module examinations and partial module examinations can be constructed wholly or partly in such a way that the student must choose the answer that she or he thinks is correct (multiple-choice questions). The answers in the examination must yield credible indicators of performance. Moreover, all students taking a given examination must all have to answer the same questions. In the creation of the questions for an examination, the correct answers must be fixed. The test questions must be corrected by the person who created the test, in order to check whether the demands of Sen. 2 are fulfilled. If errors are found during the checking of the individual structure of the questions, then these questions should not be counted towards the final grade of the examination. The number of questions for the individual module and partial module examinations will thereby be reduced. In the subsequent grading of the written examination, this reduced number of questions is to be taken into account, according to Par. 5 Sen. 1. The reduction of the number of questions on

an exam is not allowed to take effect if it is towards the disadvantage of the student being tested.

- (5) Written module and partial module examinations, according to Par. 4 Sen. 1, which consist of multiple-choice questions (exactly one correct response from a total number of possible answers “n”), are considered successfully passed, if:
1. the tested student answers at least 60% of the possible questions correctly, or
  2. the tested student answers at least 50% of the possible questions correctly, and the student is not located below 15% of the average score for the students in the course that participated in the examination for the first time.

If Sentence 1 No. 2 is applied, the Dean is to be notified. If the student answered the minimum number of questions required to pass the exam according to Sentence 1 then the grade is calculated as follows:

1. “very good” (“sehr gut”) if the student answers 75% or more
2. “good” (“gut”) if the student answers at least 50 but less than 75%
3. “satisfactory” (“befriedigend”) if the student answers at least 25 but less than 50%
4. “fair” (“ausreichend”) if the student answers no or less than 25%

of the questions above the minimum needed to pass.

- (6) For examinations in the sense of Par. 4 Sen. 1, which consist of multiple choice questions with multiple answers (an indeterminate number,  $x$ , which is located between zero and “n”, from a total of  $n$  correct answers – “ $x$  out of  $n$ ”), must conform to Par. 5 with an additional requirement. This additional requirements states that instead of the relationship between the number of questions answered correctly to the total number of test questions determining the grade, the relationship described by the sum of the raw points to the highest attainable score is the requirement. For each multiple-answer question, the highest number of points that can be claimed is fixed, and conforms to the number of possible correct answers. This number can be multiplied with a weighting factor defined for each individual multiple-answer question. For each multiple-answer question, the student receives a subtotal, which corresponds to the highest attainable fixed number of points, if the student answers all questions correctly. For every agreement between the student’s chosen answer and a correct answer, a point for the basic grade will be rewarded. If a correct answer is not chosen by the student, or if an incorrect answer is chosen by the student, a point will be deducted from the basic grade. The subtotal for each question cannot descend below zero points. The raw points can be calculated from the basic grade by multiplying it by the weighting of each question. The total achievable grade is calculated by taking the sum of the products of all points with their respective weightings for each question.
- (7) Written module or partial module examinations, which are only partly constructed in the question-answer format are regulated by Par. 4 to 6 for the affected parts.

- (8) A written module or partial module examination can also be created in an electronic format. The form and breadth of the electronic work is to be announced at the beginning of a course by the course instructor. The student is to be given satisfactory opportunity during the course to become familiar to the electronic examination system. All data will be protected in accordance with applicable regulations.

**Section 17:  
Additional Forms of Examinations**

- (1) The examinations that are regulated in these paragraphs are to be fulfilled in English.
- (2) An independently prepared oral presentation, complimented through visual aids is to be considered a form of examination. The length of the oral presentation should be between 5-30 minutes. After the oral presentation, there can be an ensuing scholarly discussion.
- (3) Scientific protocols contain the necessary written, systematic scholarly form needed to be counted as an examination. They should be completed in connection with a course, and include a critical discussion of the content of the protocol.
- (4) Written exercises are completed regularly over the length of an accompanying course.
- (5) A poster should describe scientific material using text and illustration.
- (6) A report from an excursion is a written summary of the excursion in length of between 10,000 to 20,000 characters.
- (7) A manuscript is the written description of a research project in the typical scientific format as a laboratory report, scientific article, or research grant. The length of the research project should not exceed one semester.
- (8) The leading of a discussion includes the organization and direction of a scholarly discussion about an assigned topic.
- (9) Scientific illustrations of biological organisms, which display external and internal structures in various enlargements, should be as true-to-nature as possible with a wealth of detail. Abstract illustrations should be reduced at all costs.

**4. Results of the Master's Course of Study**

**Section 18:  
Passing and Failing the Master's Course of Study**

- (1) All examinations in the Master's course of study should be passed before graduation at the end of the fourth semester.
- (2) The Master's course of study is considered successfully completed, if the examination of basic skill level and orientation, according to Sec. 13, is successfully passed, and by the end of the fifth semester:
  1. all the module examinations and partial module examinations for the compulsory and elective modules are successfully completed in the manner prescribed in Attachments 1 and 2 , and
  2. the required number of 120 ECTS-points is obtained.

The Master's course of study is also successfully completed, if the prerequisites in sentence "1" are completed, though not in the prescribed period of time, but rather within the acceptable framework given by the Regulations for the Course of Study pertaining to the allowance of repeating examinations or courses.

- (3) The Master's course of study is to be considered not successfully passed, whenever
  1. the examination of basics and orientation
  2. the Module examinations and partial Module examinations for the compulsory and elective modules from the attachments 1 and 2 have been completed, but not successfully passed, and there is no opportunity left for retaking the examinations
  
- (4) The Master's course of study is, in accordance with Sec. 30
  1. taken for the first time but not successfully completed, if the deadline from Part 1 has expired and one semester has also passed for personal reasons, and
  2. finally not completed, if, for personal reasons, 3 semesters have elapsed since the deadline in Part 1.

Section 11, Part 5, Sentence 3 and 7 apply in these cases.

### **Section 19: Notification and Certificates in Relation to Failing Courses**

- (1) If the Master's course of study
  1. according to Sec. 18 Par. 3 is considered to not be successfully passed or
  2. according to Sec. 18 Par. 4 Sen. 1 No. 2 is considered to finally not be successfully passedthe chairperson of the Examination Committee should issue a written notification of the student's failure with an instruction for the right to appeal; Sec. 22 Par. 5 applies in these cases.
  
- (2) Should the Master's course of study be considered to not be passed by a student, a transcript of records can be requested, provided that an exmatriculation certificate is shown. The transcript of records should contain the successfully completed module examinations and partial module examinations, their respective ECTS-points and grades, as well as a notification that the Master's course of study was not successfully completed.

### **Section 20: Issuance of the Final Grade**

If the Master's course of study is successfully passed according to Sec. 18 Par. 2, the final grade is calculated from the arithmetic mean from the weighted module grades according to the Attachment 2/Column 16. The calculation of the final grade from the module grades should conform to the regulations in Sec. 10 Par. 3 Sen. 2 and 3. Should more than 120 ECTS points be obtained by a student for the Master's course of study, only the 120 ECTS points required for the successful completion of the Master's course of study are incorporated into the calculation of the final grade. In order to successfully complete the Master's course of study, a student must pass:

1. all module examinations and partial module examinations assigned to the compulsory modules in a manner as prescribed in Attachment 1 and 2 and
2. all module examinations and partial module examinations assigned to the elective modules in a manner as prescribed in Attachment 1 and 2 and

Should module examinations and partial module examinations for more elective courses be completed than are required, according to Sen. 3 No. 2, then in accordance with Sec. 7 Par. 2 Sen. 3, the first successfully completed examination required in the sense of Sen. 2 should be counted. For module examinations and partial module examinations assigned to the elective modules, the following applies:

1. If completed in multiple semesters, the ones that are successfully completed first are included.
2. If completed in the same semester, the ones with the better grades are included.

The module examinations or partial module examinations of the elective module of which the 120 ECTS points are exceeded first, are only included with the amount of ECTS points that are required for the total amount of 120 ECTS points.

### **Section 21:**

#### **Master-Urkunde, Master's Degree, Master-Zeugnis, Master's Certificate, Transcript of Records and the Degree Supplement**

- (1) Once a student successfully completes the Master's course of study, he or she will receive a Master-Urkunde in German and a Master's degree in English, which will carry the date when the last module examination or partial module examination was completed. With this degree, the academic level of Master's will be bestowed upon the student, according to the authentication in Sec. 2.
- (2) Simultaneously with obtaining the Master-Urkunde or Master's degree, the student will receive the Master-Zeugnis in German and the Master's certificate in English, which will carry the date of the Master-Urkunde and the Master's degree. In the Master's certificate and Master-Zeugnis, the topic of the Master's thesis, the grade for that work, and the final grade for the course of studies is recorded.
- (3) In addition, the Registrar's Office will create a Transcript of Records in German, which contains the completed modules, the grades for their respective module examinations and partial module examinations and the awarded ECTS points. Module examinations and partial module examinations, which are not counted in the final

- grade for the Master's course of study according to Sec. 18 and Sec. 20, will be recorded for informational purposes only.
- (4) Moreover, the Registrar's office will create a Degree Supplement in English with information about the type and level of the Master's degree, the status of the Ludwigs-Maximilians Universität in München, as well as detailed information about the course of studies for the Master's program.
  - (5) The Master-Urkunde and the Master's degree shall be signed by the Dean and the chairperson of the Examination Committee, while the Master-Zeugnis and Master's Certificate shall be signed solely by the chairperson of the Examination Committee. The Transcript of Records and the Degree Supplement will be signed by the Director of the Registrar's Office. The Master-Urkunde, Master's Degree, Master-Zeugnis, Master's Certificate, Transcript of Records and Degree Supplement shall be imprinted with the seal of the Ludwigs-Maximilians-Universität in München.
  - (6) If it is found out that a student has used unapproved means of help or has cheated after the Master-Urkunde, Master's Degree, Master-Zeugnis, Master's Certificate, the Transcript of Records, the Degree Supplement, other Degrees or other Certificates have been handed out, the Examination Committee can change the affected grades and examinations wholly or in part after the fact, and change them to indicate that they were not passed. Any of the previously mentioned documents that have become inaccurate through this process are to be confiscated. In the case that the prerequisites for the course of study are still fulfilled, corrected documents will be issued. A decision of this sort has a deadline, which expires five years after the date located on the Master-Zeugnis and Master's Certificate. Before a decision is made according to Sen. 1 or Sen. 2, the opportunity will be given to defend one's actions. Students are to be given written notification of incriminating decisions, and be given an explanation and a notification of their legal options.

#### **IV. Examination Structure and Examination Administration**

##### **Section 22:**

##### **Examination Committee and the Registrar's Office**

- (1) The Examination Committee consists of three members and will be granted the authorization to investigate, in accordance with Art. 62 Par. 1 Sen. 2 of the BayHSchG in connection with the University Examination Regulation (*Hochschulprüferverordnung*) in the respective applicable version (HSchPrüferV). The members of the Examination Committee shall be appointed through the Board of Faculty. The time that a given individual can serve on the Examination Committee is two years. Reappointment is allowed.
- (2) The members of the Examination committee appoint a chairperson from their midst, as well as a representative. The time that a chairperson or representative can serve is two years. Reappointment is permissible.
- (3) The Examination Committee is charged with making decisions, whenever the whole membership receives a written or electronic notification at least a week ahead of the

- meeting time that contains the agenda. The majority of members must be present in order to reach quorum. Decisions are made with a majority of the votes in the meetings; abstaining from voting, secret voting, and proxy voting are not allowed. In the case of a tie in votes, the vote of the chairperson is the deciding factor. The expulsion of a member of the Examination Committee from advising and voting in the Examination Committee and from taking on work for the committee is defined according to Art. 41 Par. 2 of the BayHSchG.
- (4) The Examination Committee is responsible for the organization of the examinations, the appointment of examiners and peer examiners (*Beisitzer*), as well as the decisions in items related to examinations. The Examination Committee shall be supported in fulfilling its purpose by the Registrar's Office. The Examination Committee will ensure that the specifications of these Rules and Regulations regarding the Master's Program are maintained. The Examination Committee reports regularly to the Dean about the development of the examinations and study period and gives suggestions for reform and changes of these Rules and Regulations to better the program.
  - (5) The Examination Committee can transfer the care of certain activities which usually belong in its domain to that of the chairperson of the Examination committee, the representative of the Examination Committee or the Registrar's Office. This, though, is revocable. Moreover, the chairperson is authorized to make decisions alone that cannot be delayed instead of going through the Examination Committee. Afterwards, the chairperson must directly inform the Examination Committee.
  - (6) The Examination Committee should divide the labor and give itself structure.
  - (7) The members of the Examination Committee have the right to attend examinations.

**Section 23:**  
**Examiners and Peer Examiners (*Beisitzer*)**

- (1) When taking module examinations or partial module examinations which only concern one course, with the exception of the Master's thesis, the course instructor is the examiner, in accordance with Par. 4 Sen. 1. When taking module examinations or partial module examinations from multiple courses and course instructors, the Examination Committee will, generally or in individual cases, appoint a course instructor as the examiner. Sentence 2 is valid if the course instructor(s) are not an officially authorized examiner (Par. 4, Sen. 1).
- (2) Oral module examinations or partial module examinations are to be carried out by at least one examiner and one peer examiner who is competent in the subject examined (Par. 3, No. 1). Module examinations or partial module examinations that have been failed require that two examiners grade the work (Par. 3 No. 2).
- (3) The Examination Committee appoints in general or special cases
  1. a peer examiner for oral module examinations and partial module examinations
  2. a second examiner when module examinations and partial module examinations have not been adequately passed
  3. an examiner (Sec. 14, Par. 3) or multiple examiners (Sec. 14, Par. 9) for the Master's thesis

- (4) Examiners can only be those (according to Article 62, Par. 1, Sen. 2 of the BayHSchG) who are officially authorized to administer tests by the mandates of the HSchPrüferV law. Peer examiners must be competent people in the respective field, who have successfully completed at least a Master's course of study or possess comparable qualifications. Test administrators must be able to demonstrate sufficient knowledge of both English and German.
- (5) Carrying out of the examination process is incumbent upon the individual examiners and supervisors.

**Section 24:  
Coordinator for the Course of Study and Duties for the Examiners**

- (1) The coordinator for this Master's course of study is appointed by the faculty. As long as no appointment has been made, the coordinator's duties are to be carried out by the Dean. The coordinator for the Master's course of study must cooperate with the Examination Committee, Registrar's office and central university administration to fulfill the following tasks:
  1. Help in setting up and possibly altering the Master's course of study:
    1. the double-checking of the modularization of these Examination and Study Regulations from a specialist's view.
    2. the creation of the required information about this Master's course of study for students and test administrators.
  2. Thereafter: the coordination and organization of the courses, module examinations and partial module examinations, namely
    1. the convening of an annual curriculum conference,
    2. the assignment of classes that take place from courses proscribed in this Rules and Regulations,
    3. publicly announcing the courses in the course catalog of the university,
    4. the entering of courses into the computer system of the university
    5. the scheduling and assignment of courses, rooms and of the module examinations and partial module examinations,
    6. the entering of the grades and evaluations into the computer system.
- (2) The examiners (Sec. 23) are obliged to pass on information to the coordinator. The information should contain a list of students attending their courses and which grades they achieved and should be in a standardized form provided by the Registrar's office. The coordinator, in turn, is obligated to promptly double-check the communicated information and direct this information to the Registrar's office in a predetermined, standardized form. The information must be turned into the Registrar's office in the correct form and in a timely manner. The Registrar's office will announce when the coordinator of the Master's program must turn in the information to the Registrar's office at the beginning of the semester, at the latest. If the requirements of sentence 3 are not fulfilled, the affected courses will not be included on the current transcript of records (Sec. 12). In this case, the examiner is charged with subsequently handing in

the examination results as quickly as possible and notifying all students by sending their individual grades out by mail with a notification of their legal options.

**Section 25:  
Reciprocal Duties of the Students and Confirmation of Information**

The students are charged with confirming having received forwarded, delivered or electronically accessed information and announcements or acts of the Examination Committee or Registrar's office in the required form at their own cost. Students can confirm receipt of materials without cost on the campus of Ludwigs-Maximilians Universität in Munich. The Registrar's office will announce in the first couple weeks of the semester when information, communication and administrative folders can be picked up, delivered or electronically retrieved. For the delivery of such information, communication or administrative folders, the typical legal prescriptions apply. For those students which have no recollection of already handed out information, electronic data that was already made available but not retrieved, or sent by mail but not received or picked up by the student is to be considered resolved after a month's notice. If the Registrar's office makes a second attempt at conveying the information through the mail or electronically because the student did not confirm the receipt as explained in Sentence 1 and did not take note of any handed out information, the student is responsible for the processing or transportation costs. The Registrar's office is not required to make a further attempt.

**V.  
Implementation of Examinations**

**Section 26:  
Recognition of Period of Study and Achievement in Study and in Examinations**

- (1) Period of study and achievement in study and examinations in the same course of study provided at other public or governmentally-recognized universities in the Federal Republic of Germany shall be recognized as providing education being equal to each other. Period of study and achievement in study and examinations in another course of study provided at the Ludwig-Maximilians-University München or other public or governmentally-recognized universities in the Federal Republic of Germany shall be recognized provided that they are equal to each other.
- (2) Period of study and achievement in studies and examinations in participation through study abroad programs must be proven, insofar as there are claims that the given curriculum is equal in content; this is also considered true for the Bavarian Virtual University. Any relevant preparatory course work, examinations or periods of study that are of equal worth are to also be proven; depending on content and level of difficulty, internships and courses taken at technical universities and academies that are of equal worth will be recognized.

- (3) As a rule, periods of study and courses taken in universities abroad are to be recognized, provided that they are equal in content.
- (4) Periods of study, courses and examinations are of equal worth if they conform to the standards set forth in content and scope of this Master's course of study at the Ludwig-Maximilians-Universität in Munich. By this, it is meant not a cursory comparison, but comprehensive review and judgment. Regarding courses and examinations taken abroad, one must conform to the approved decisions by the Culture Ministers Conference and the Conference of University Presidents regarding equivalence accords as well as agreements between universities. In doubts about the equivalence of coursework, the Central Administration for Foreign Education (Zentralstelle für ausländisches Bildungswesen) can be contacted.
- (5) The recognition of individual periods of study or examinations as well as knowledge and abilities achieved outside of the academy is only valid for a maximum of 60 ECTS-points, as mentioned in the preceding paragraphs. A recognition of the Master's thesis outside of the university is excluded.
- (6) If the courses and examinations are recognized, the grades – insofar as the grading systems agree with one another – are to be adopted according to the requirements of these Rules and Regulations in calculating the module and final grade. The adopted grades are to be marked and the fact of adoption noted in the transcript. If the grading systems are not compatible, a grade will be assigned for the recognized courses or examinations by the chairperson of the Examination Committee using the grading levels as a basis that are given according to Sec. 10 Par. 2, Sen 1 and 2. The sentences 1 through 3 apply for the assignment of ECTS-points.
- (7) In order to obtain credit for coursework or examinations completed in the Master's program at the Ludwigs-Maximilians-Universität before matriculation into the program, the required forms for credit should be handed into the Examination Committee by the end of the first semester after matriculation. To obtain credit for coursework or examinations taken after matriculation into the Master's program at the Ludwigs-Maximilians-Universität München, the required forms are to be handed in by the semester after the coursework was performed. The proof for credit of period of study, as a rule, is provided by the personal Study Booklet (*Studienbuch*) of the university. For recognition of coursework or examinations, a certificate from the respective university must be issued which contains the following information:
  1. The individual examinations (oral and/or written) that were completed and in which subject they were completed in respect to the final examination
  2. The examinations that were actually taken
  3. The grade for the completion of the examination
  4. The underlying basis for the grading system
  5. in courses of study with achievement point systems (*Leistungspunktesysteme*), the points achieved and the total points required for graduation should be given.
  6. The length of the individual courses in weekly semester hours (*Semesterwochenstunden*)
  7. If the final examination was not passed or is to be considered not passed as a result of other circumstances.

- (8) If certificates and other required documents are not issued in the German language, a notarized German translation can be asked for.
- (9) The Examination Committee decides about inclusion of credits for study times, coursework and examinations. In cases of doubt, an appropriate expert in the field must be consulted.

#### **Section 27:**

#### **Assignments for Courses and Registering for Module Examinations and Partial Module Examinations; Provisions for the Management of Studies**

- (1) The Examination Committee can proscribe that the participants in a course are required to complete an assignment; the form and deadline of the assignment can also be stipulated by the Examination Committee. Students who register for a course for which an assignment has been proscribed in the sense of sentence 1 and who do not complete it in the proper form or within the given amount of time cannot claim credit for the course. An assignment that has been mandated as required for a course as well as the form and deadline will be announced in the first couple weeks after the beginning of the semester through the Registrar's office; an announcement exclusively online is satisfactory.
- (2) The Examination Committee can mandate that all participants in courses register for specific or all module examinations and partial module examinations, as well as stipulate the form and deadline of the registration. Students who register for a module examination and/or partial module examination for which an assignment has been proscribed in the sense of sentence 1 and who do not complete it in the proper form or within the given amount of time cannot receive credit for the module examination and/or partial module examination. Moreover, the Examination Committee can mandate that students who do not show up for personal reasons must take the module examination and/or partial module examination, or those who otherwise back out of the examinations will be considered to have not passed the examinations. Par. 1 Sen. 3 is to be considered valid for module examinations and partial module examinations for which registration is required.
- (3) In regards to the announcement mentioned in Par. 1 Sen. 3 and Par. 2 Sen. 4, a written protocol will be created that contains information about the determination of time, form and location of the announcement. The protocol will be signed by the chairperson of the Examination Committee and stored in the Registrar's office for at least five years.
- (4) For provisions in managing studies, the comprehensive charter for course of studies (studienübergreifende Satzung of 9 May 2007) is to be considered valid for determining criteria for the acceptance of students in courses with limited capacity in its most current version.

#### **Section 28:**

### **Neglect, Withdrawal**

- (1) A module examination or partial module examination is to be considered “not passed” or “failed” (5.0) respectively, if the student
  1. due to personal reasons, neglected a module examination or partial module examination for which the student has registered for and for which the Examination committee has made assignments according to Sec 27 Par 2 Sen 3, or
  2. due to personal reasons, backed out of a module examination or partial module examination for which the student has registered for, or
  3. did not complete the module examination or partial module examination within the required test time.
- (2) The reason for backing out of a test or neglect must immediately be communicated to the Registrar’s office in written form and credible evidence must be given. Sec 11 Par 5 Sen 4 to 7 apply in these cases.

### **Section 29: Fraud, Breach of Regulations and Absenteeism**

- (1) If a student attempts to influence the outcome of a module examination or partial module examination through the use of fraud or use of unapproved resources, in order to affect her or his own results or the result of another person, the affected examination will be assigned a grade of “not passed” or “failed” (5.0) respectively; merely possessing unapproved resources during and after the passing out of the test materials is considered an attempt to influence the result of the examination.
- (2) A student that disturbs the order of a testing procedure can be excluded from finishing the module examination or partial module examination by the respective examiner or proctor. In these cases, the module examination or partial module examination will be given a grade of “not passed” or “failed” (5.0) respectively.
- (3) In extreme case or repeated cases of Par. 1 and/or Par. 2, the Examination Committee can exclude a student from individual or all further module examination or partial module examinations. As a last resort, the student will be expelled from the university according to Art. 49 Par. 2 Nr. 3 of BayHSchG.
- (4) If the prerequisites for the participation in a module examination or partial module examination were not fulfilled, the examination is to be considered as not taken.
- (5) Sec 21. Par. 6 Sen 5 and 6 apply in these circumstances.

### **Section 30: Retention Periods According to the Law for the Protection of Mothers, Parental Leave**

- (1) Laying to the retention periods is allowed, according to Sec. 3, 4, 6 and 8 of the Law for the Protection of Working Mothers (Mutterschutzgesetz – MuSchG) in the public version of 20 June 2002 (BGBl I Pp 2318) and in the applicable deadlines of the Law for the Child-Care Money and Parental Leave (Bundesarbeitszeitgesetz – ArbZG) in the public version of 9 February 2004 (BGBl I Pp 206). In all cases, the most current versions apply.
- (2) The Examination Committee establishes which courses contain above-average dangers for pregnant or nursing students and labels these with appropriate warnings. The Examination Committee prohibits pregnant or nursing students from participating in courses with extensive dangers above the average expected for a mother and/or her child. The Examination Committee establishes whether and how pregnant or nursing students can obtain the knowledge and abilities from courses in which they are not allowed to participate by examining other means. Pregnant or nursing students do not have a claim to be provided special courses. The courses, warnings and prohibitions according to sentence 1 and 2, as well as the possibilities of achieving academic knowledge and abilities through sentence 3 shall be announced at an established location through the Registrar's office; an announcement through the Registrar's office made exclusively online is sufficient.

### **Section 31: Compensation for Special Needs**

- (1) Heavily handicapped people and peers (Sec. 2 Par 2 and 3 of the Sozialgesetzbuch – 9<sup>th</sup> Book – SGB IX in the most current version) should apply to the Examination Committee if they have a proven testing disability for a lengthened testing period of up to a quarter of the normal testing period. In cases of especially extreme testing disabilities, an application can be made for a testing period of up to an additional half of the normal testing period. In addition to or instead of an extension of the testing period, another appropriate compensation can be approved.
- (2) Other examinees who are at an extreme disadvantage from an established physical or chronic disease that is not temporary, can also be guaranteed a compensation for special needs as according to the provisions in Par. 1. Appropriate arrangements can be made for those who have temporary disabilities.
- (3) Applications for a compensation for special needs must be placed at the latest either when registering for module examinations or partial module examinations or one month before the respective module examinations or partial module examinations. There must be evidence for the disability. The Examination Committee can demand that the evidence come through a medical certificate. Sec. 11 Par. 5 Sen. 4 and 5 apply in these cases.

### **Section 32: Deficiencies in Examination Procedures**

- (1) If it turns out that the examination procedures are ensnared with substantial shortcomings which could have influenced test results, then participants or governmental employees can apply to have the whole or specific parts of module examinations or partial module examinations be repeated.
- (2) Supposed shortcomings in the examination procedures or a physical or mental incapability that occurs before or during a module examinations or partial module examinations must be communicated, at the latest, before the test results are announced and directed to the examiner, Registrar's office or to the chairperson of the Examination Committee and credible evidence must be provided. Verbal and credible evidence in the sense of Sen. 1 are to also be immediately given in written form to the Registrar's office or the chairperson of the Examination Committee. The evidence is to be excluded if a month has elapsed since the day on which the module examination or partial module examination was taken. Sec 11 Par. 5 Sen. 3 to 7 apply in these circumstances.

**Section 33:  
Access to Academic Files and their Length of Storage**

After the completion of a module examination or partial module examination, the student will be granted access to their results within an appropriate deadline. The Registrar's office will announce the period of time in which the student can do this after the completion of the examination; announcing the period of time exclusively online is sufficient. The complete academic file will be saved for at least five years. The main folder, composed of the copies for the Master-Urkunde, Master's Degree, Master-Zeugnis, Master's Certificate and Transcript of Records will be kept for an unlimited amount of time. The form of archiving can take place in electronic form.

**VI.  
Final Provision**

**Section 34:  
Effective Date**

These rules take effect on 1 July 2007.

This is only a translation. The german version "Prüfungs- und Studienordnung der Ludwig-Maximilians-Universität München für den Masterstudiengang Evolution, Ecology and Systematics vom 8. Oktober 2007" has to be taken as legal ground.