Please note:
The German version of this Examination Charter is the legally binding one.
The translation is for convenience only.

Academic Examination Charter (Prüfungsordnung) for Attaining the Degrees of Licentiate and Doctor of Theology from Ludwig-Maximilians-Universität Munich at the Faculty of Catholic Theology

As of May 26, 1997

(KWMBI II p. 901)
Pursuant to Article 6 in conjunction with Art. 83 of the Bayerisches Hochschulgesetz (BayHSchG), Ludwig-Maximilians-Universität Munich does decree the following by-laws:
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Preface

All person and office designations denoted only in the masculine in this examination charter apply equally to women and men.

Doctorate in Theology

§ 15
Conditions for admission

(1) A person may apply for the degree of Doctor of Theology who:

1. provides proof of having studied Catholic theology for at least five years at a university, at an equivalent institute of higher education or a state philosophical-theological institute of higher education of the Federal Republic of Germany according to that institute's legally applicable diploma program regulations, and has spent at least two semesters of said time at the University of Munich;

2. has a general university admission qualification or an appropriate subject-based qualification according to the Qualification Regulations (BayRS 2210-1-1-3-K) and is not unworthy to bear an academic degree as defined by Art. 89 Par. 1 BayHSchG;

3. as an additional admission requirement
   a) has attained the degree of Licentiate of Theology at the Faculty of Catholic Theology at the University of Munich or a degree recognized as equivalent or
   b) has passed the final exam in Catholic theology according to the requirements laid down in Paragraph 1 No. 1 with the grade "very good" (sehr gut - 1) or "good" (gut - 2) or
   c) has passed the first state exam for a gymnasium teaching credential for a major combination featuring Catholic religion education as a teaching subject with a cumulative grade of at least "good" (gut - 2) or
   d) has passed the first state exam for a teaching credential at another public school for a major combination featuring Catholic religion education as a teaching subject with a cumulative grade of at least "good" (gut - 2); 

4. provides proof of required language proficiency in Latin and Greek according to KMBek from March 7, 1978 No. MD I - 2/188 205 (KMBI I p. 96); if such proof is provided at the beginning of university studies, one will generally also be required to provide proof of a Hebraicum; otherwise one will be required to provide proof of basic Hebrew language skills; if an academic thesis is submitted on a subject from the subject group Biblical Theology, proof of the Hebraicum is required under any circumstances.
5. posesses seven certificates verifying participation in upper-division academic seminars in Catholic theology, graded based on a presentation with at least "sufficient" (ausreichend - 3); three of these certificates are to have been earned after the final exam stipulated in Number 3; Paragraphs 3 to 5 are to be observed;

6. has not already conclusively failed a doctoral examination in Catholic theology or a comparable exam;

7. as a candidate of non-German-speaking origins has a sufficient command of the language to enable him to contend with the demands of the doctoral examination in German.

(2) ^1^ A candidate's qualifications are reviewed by the Doctoral Committee. ^2^ In particular, it rules on the equivalence of periods of study in other departments or at schools outside the realm of German law, class credits earned there, recognizing exams taken there and how to estimate different grading scales. ^3^ If found equivalent, periods of study and class and exam credits in Catholic theology at foreign institutes of higher learning will be counted toward completion. ^4^ Equivalence agreements currently in effect are to be observed. ^5^ Cases of doubt regarding equivalence can be ruled on by the Central Office for Foreign Education (Zentralstelle für das Ausländische Bildungswesen).

(3) ^1^ For candidates with qualifications described in Paragraph 1 No. 3 Letters a and b, one of the seven certificates described in Paragraph 1 No. 5 must be an upper-division seminar certificate from the field of the major theological subject (§ 21 Par. 1 Clause 2). ^2^ One each of the additional certificates is to have been earned in the areas of the minor theological subjects as outlined in § 21 Par. 1 Clauses 2 and 3. ^3^ The Doctoral Committee can also count up to two certificates for the successful completion of an upper-division seminar in related subjects at other departments.

(4) ^1^ For candidates with qualifications described in Paragraph 1 No. 3 Letter c, one of the seven certificates described in Paragraph 1 No. 5 must be an upper-division seminar certificate from the field of that theological subject from which the topic of the dissertation is drawn. ^2^ Five additional certificates must come from the following fields:

1. Ancient Church history and mediaeval or modern patrology or Church history;
2. Old Testament exegesis or New Testament exegesis;
3. Moral theology or Christian social ethics;
4. Fundamental theology or dogmatics;
5. Pastoral theology or religious pedagogy / homiletics.

^3^ Records of coursework completed before the final exam described in Par. 1 No. 3 Letter c must correspond to the requirements for coursework records for the diplom degree program in Catholic theology; the Doctoral Committee rules on such cases after a hearing with professors from the field. ^4^ Par. 3 No 3 pertains as applicable. ^5^ As an additional requirement for the subjects philoshopy, canonic law and liturgical studies, individual oral exams of approximately 30 minutes in length must be taken and graded at least "magna cum laude"; in addition, § 11
Par. 2 Clause 1, Par. 3, Par. 4 Clauses 1 and 4 apply. In order to improve this grade, a one-time repeat examination is permitted.

(5) ¹For candidates with qualifications as described in Par. 1 No. 3 Letter d or as recognized in Par. 2 Clause 2 from a major at another department, Par. 2 Clauses 1 to 4 pertains as applicable. ²For the subject philosophy and for theological subjects that are not or insufficiently covered, oral supplementary exams must be taken as an additional admission requirement. ³The Doctoral Committee determines which subjects these are based on the conditions of the individual case; in addition, Par. 4 Clauses 4 and 6 apply.

(6) ¹Candidates with a qualification equivalent those theological degrees described in Par. 1 No. 3 Letters a or b from another Christian denomination can be admitted to doctoral studies. ²In such cases, the Doctoral Assembly rules upon request. ³In addition, Par. 1 Nos. 2, 4 to 7, Par. 2 and 5 apply.

§ 16
Application

(1) The doctoral thesis is to be submitted in duplicate to the chairman of the Doctoral Committee with a written application for admission to the doctoral process and with the documents named in Par. 2.

(2) The application must include:

1. proof of general university qualification or qualification for the specific subject, should it not already be on file at the university;
2. an official police certification of good conduct, should the candidate have not matriculated at a university within the last six months or not hold a public or church office;
3. a statement of innocuousness from the chief ecclesiastic officer of the candidate's place of origin regarding his belief and strength of character;
4. a curriculum vitae;
5. proof of language requirements as described in § 15 Par. 1 Nos. 4 and 7;
6. documentation (studienbuch, certificates) which demonstrates that the requirements as described in § 15 Par. 1 Nos. 1 and 3 are fulfilled;
7. records of completed coursework as described in § 15 Par. 1 No. 5 in connection with Par. 3 to 6;
8. a proposal of subjects in which the doctoral examination according to § 21 is to be taken and which professors shall administer it; the chairman of the Doctoral Committee is not bound by the selection of examiners in this proposal.
9. the assurances required in § 19 Par. 2 regarding the academic thesis submitted;
10. where applicable, certificates demonstrating that the required supplementary exams have been completed with sufficient results as described in § 15 Par. 4 Clause 5, Par. 5 Clause 2 or Par. 6 Clause 3;

11. where applicable, certification of the rulings of the Doctoral Committee as described in § 15 Par. 2;

12. a statement that a doctoral examination in Catholic theology or a comparable examination has not already been failed conclusively.

(3) If the required documentation cannot be submitted as stipulated in Paragraph 2, the Doctoral Committee can allow the documentation to be produced in another fashion. The Doctoral Committee can grant a sufficient period of time to complete the submission of the documents as described in Par. 2. Should this period expire unused, the application for admission to the doctoral process will be deemed refused; § 17 Par. 1 Clauses 2 and 3 apply.

§ 17
Admission

(1) After examination of the documentation by the chairman, the Doctoral Committee rules on admission to the doctoral process within four weeks. It will issue a written notification. Refusal must be substantiated and contain a statement about legal remedies.

(2) Upon request, before submission of the application the Doctoral Committee can decide whether specific admission requirements have been fulfilled.

(3) Admission is to be denied if
1. admission requirements according to § 15 are not fulfilled or
2. the documentation to be submitted according to § 16 Par. 2 is incomplete or incorrect or
3. existing facts suggest the candidate appears unworthy to hold an academic degree or
4. an academic degree has been revoked or
5. a doctoral examination in Catholic theology or a comparable examination has already been failed conclusively.

(4) If admission is granted, the chairman of the Doctoral Committee will determine the thesis assessors according to § 22 Par. 1, the subjects for the oral exam according to § 21 and the examiners according to § 22 Par. 2. The chairman establishes dates such that the process, insofar as no additional opinions need be obtained, can be completed within six months of the date of admission. Written notification of the assessors, examination subjects and examiners will be issued. Dates of oral exams will be determined by the chairman in coordination with the examiners and issued to the candidate in writing at least eight days before the beginning of exams.

§ 18
Requirements
(1) The degree of Doctor of Theology is granted for an academic treatise (thesis, doctoral dissertation) and an oral examination (doctoral exam, rigorosum).

(2) Also required is the publication of the doctoral dissertation after passing the doctoral examination and the submission of the required copies according to § 24 and §25.

§ 19

Doctoral thesis requirements

(1) ¹The doctoral thesis must demonstrate the candidate's capacity for independent scholarly work. ²It must be assembled in an academic method and achieve a considerable advancement of the subject it treats. ³It may neither be previously published nor have been submitted wholly or in part for another degree program; it can be composed in German or Latin, in another language only if two assessors can be appointed who are fluent in that language; in this case, the treatise must be accompanied by a table of contents in German sufficient for general evaluation.

(2) Also to be submitted is a personal written assurance that the thesis has been completed independently and the sources used for it are listed in their entirety.

§ 20

Doctoral thesis advising and assessment

(1) ¹Doctoral work can be advised by a member of the Doctoral Assembly; there is no legal right to an advisor. ²The chairman of the Doctoral Committee appoints two assessors, including in this case the person who has advised the thesis; he provides the first assessment. ³For papers that treat fields in other faculties, the second assessor can belong to another faculty at the University of Munich; in such cases, appointments are to be made with the consent of the dean of that faculty.

(2) Professors who are relieved of duty or retired are to be appointed as assessors only if they had agreed to advise the thesis to be assessed before their emeritus or retirement and consent to this appointment.

(3) ¹Within four months, assessors must submit a substantiated assessment with a recommended grade and propose the acceptance or refusal of the thesis. ²The levels of grading are:

summa cum laude (1) = achievement deserving exceptional recognition;
magna cum laude (2) = achievement above average;
cum laude (3) = achievement conforming in every way to the average;
rite (4) = achievement that, despite some deficits, still meets requirements;
insufficienter (5) = achievement bearing significant deficits, in sum no longer viable – in this case the thesis is considered refused.

(4) 1 Members of the Doctoral Assembly are to be given opportunity to examine the doctoral thesis and assessments; thus these documents must be available to view in the dean's office for fourteen days. 2 Persons eligible to examine are to be informed by the chairman of the Doctoral Committee at the beginning of this viewing period and are permitted to submit a written opinion on the doctoral thesis within the period; the opinion must also bear a recommended grade as described in Paragraph 3 Clause 2.

(5) 1 If both assessors recommend the same grade and if there is no divergent grade recommendation as described in Paragraph 4 Clause 2, the thesis will receive this grade. 2 Should recommended grades diverge, the Doctoral Assembly will determine the grade. 3 Should an assessor recommend the grade "insufficienter" or should an opinion as described in Par. 4 Clause 2 bear the grade "insufficienter", the chairman of the Doctoral Committee will appoint a third assessor from the pool of instructors eligible to conduct examinations; the Doctoral Assembly determines the grade on the basis of this assessment. 4 Should the assessors not belong to the Doctoral Assembly, they are eligible to vote on decisions pertaining to Clauses 2 and 3 and Sub-clause 2.

(6) 1 Should a doctoral thesis be refused by the Doctoral Assembly, the examination is not passed. 2 One copy of the refused thesis and all of its assessments are to remain in the faculty's files. 3 The chairman of the Doctoral Committee is to give the candidate written notification of the refusal with substantiation. 4 Within one year dated from the notification of refusal of the doctoral thesis, admission can be requested again with the submission of a new dissertation. 5 The period stated in Clause 4 can be extended to a maximum 18 months by the chairman of the Doctoral Committee for compelling reasons; these compelling reasons are to be stated before the expiration of the one-year deadline. 6 Apart from that, Par. 1 through 5 apply. 7 If a new doctoral thesis is not submitted within the time period, extended if necessary as described in Clause 4, the doctoral examination will be deemed conclusively failed. 8 If the new doctoral thesis is also refused by the Doctoral Assembly, the doctoral examination will be conclusively failed; it is not permitted to return the thesis for revision as described in Par. 7. 9 § 23 Par. 8 applies.

(7) 1 Before a refusal, the Doctoral Assembly can return the thesis for a one-time revision; one copy is to remain on the faculty's files. 2 The revised version of the thesis must be submitted within one year dated from the return of the thesis. 3 For compelling reasons the period stated in Clause 2 can be extended to a maximum 18 months by the chairman of the Doctoral Committee; Par. 6 Clause 5 Sub-clause 2 pertains as applicable. 4 The revised version of the doctoral thesis is to be read by the same assessors as before; exceptions require a decision by the Doctoral Assembly; apart from that, Par. 3 through 5 apply. 5 Instead of a revised doctoral thesis, a new thesis can also be submitted within the same period, extended if necessary as described in Clause 2; Par. 1 through 5 apply. 6 If neither a revised nor a new doctoral thesis is submitted within the time period, extended if necessary as described in Clause 2, the doctoral examination will be deemed conclusively failed. 7 Should the revised or new doctoral thesis be refused by the
Doctoral Assembly, the doctoral examination will be conclusively failed.  § It is not permitted to return a revised thesis or a new one submitted in the place of a revision.  § 23 Par. 6 applies.

§ 21
Doctoral examination requirements

(1) The doctoral examination is to be taken in three subjects. It encompasses an oral examination in the major theological subject in which the dissertation was written and in two theological minors. The examination subjects are each to be selected from different subject groups. The subject groups are:

2. Historical theology (ancient Church history, patrology, mediaeval and modern Church history, Bavarian Church history, history of theology);
3. Systematic theology (philosophy, fundamental theology, ecumenical theology, dogmatics, moral theology, Christian social ethics);
4. Practical theology (canonic law, liturgical studies, pastoral theology, religious pedagogy/homilitics).

An examination subject in connection with the chosen subject groups can be any relevant subject taught by a professor in Catholic theology.

(2) In exceptional cases, the Doctoral Committee can permit an examination subject by petition that is not taught by a professor at the Faculty of Catholic Theology, if a functional connection to the content and purpose of the doctoral examination exists and an instructor authorized for examinations is available.

(3) If the dissertation treats the teaching methodology of a subject, the oral examination must include the subject in question; the oral examination cannot focus on another teaching subject.
§ 22
Conducting the doctoral examination

(1) The doctoral examination is conducted as a single oral examination by the appointed examiners for the three subjects as described in Par. 2 under the leadership of the chairman of the Doctoral Assembly or by a professor appointed by him. The instructor who served as the thesis advisor must always be appointed as the examiner for the major subject; in cases of theses without an advisor the chairman of the Doctoral Committee appoints the major subject examiner. The examination lasts for approximately two hours, of which is allocated approximately 60 minutes to the major subject and 30 minutes each to the minor subjects. If the chairman of the Doctoral Assembly himself is examining, he will lead the doctoral examination. Leadership of the doctoral examination can also be assigned to one of the other examiners as long as he is a professor.

(2) To conduct the examination, the chairman of the Doctoral Committee assigns one instructor each with examination authorization for that subject; this person stipulates which aids are permitted. The chairman appoints the minutes-taker.

(3) Members of the Doctoral Assembly not involved in an oral examination are invited as audience members for the oral examinations. In addition, students and PhD candidates in Catholic theology are permitted as audience members as available seating allows; they are not permitted to the consultation and announcement of the examination results.

(4) Examination results will be scored according to the grade levels defined in § 20 Par. 3 Clause 2. The scoring of individual results in the examination conducted according to Par. 1 will be undertaken by the examiners together.

(5) A record will be made of each examination, then signed by the examiners and placed in the examination files.

§ 23
Examination results and passing

(1) As soon as all requirements pertaining to the doctoral examination are fulfilled, the chairman of the Doctoral Committee calculates the grade of the doctoral examination as the arithmetic mean of the determined grades as described in § 22 Par. 4.

(2) The chairman of the Doctoral Committee determines the cumulative doctoral grade based on all of the candidate's examination results. The cumulative grade of the passed exam is derived from the arithmetic mean of all the individual grades according to § 20 Par. 5 and § 22 Par. 4; the grade of the doctoral thesis hereby is weighted triple, while the grade of the doctoral examination in the major subject, i.e. the subject from which the thesis topic was taken, is weighted double.
(3) Averages correspond to the following cumulative grades:

- up to 1.50: summa cum laude (1);
- from 1.51 to 2.50: magna cum laude (2);
- from 2.51 to 3.50: cum laude (3);
- from 3.51 to 4.0: rite (4);
- over 4.0: insufficienter (5).

(4) After the conclusion of the doctoral process, an exam certificate will be conferred to the candidate by the chairman of the Doctoral Committee. It contains the cumulative grade, the grade of the thesis and the grade of the examination, makes reference to the stipulations in § 26 and is signed by the chairman of the Doctoral Committee beneath the date of the last examination.

(5) If one of the individual grades is "insufficienter", the doctoral examination can only be passed if a repeat examination in this subject is taken and passed at the next examination time, approximately six months after the current examination period ends. If more than one of the individual grades is "insufficienter", the doctoral exam is failed; it can be repeated in its entirety within one year dated from the announcement of failing the exam, and the candidate will retain credit for the doctoral thesis.

(6) A second repetition of a failed examination in one subject or a failed doctoral examination can be permitted by the Doctoral Assembly only in exceptional cases; it must take place within a period of six months dated from the announcement of failing the exam.

(7) § 22 pertains where applicable to conducting a repeat examination. A request to take the repeat examination in question must be submitted to the chairman of the Doctoral Committee no later than one month before the expiration of the periods described in Par. 5 and 6.

(8) If the candidate has not passed the doctoral examination, the chairman of the Doctoral Committee must notify him of this in writing. This must also state any possibilities for repetition. Notification of a conclusively failed doctoral examination must also provide a statement about legal remedies.

§ 24
Publication

(1) Within two years after passing the doctoral examination dated from the conferral of the exam certificate, the published doctoral thesis must be submitted to the Faculty of Catholic Theology. Publication must be done in the manner and with the changes stated by the Doctoral Committee. Exceptions require the Doctoral Committee's consent.
(2) The chairman of the Doctoral Committee can extend the deadline for submitting the published doctoral thesis for up to a maximum of two years.

(3) Should a candidate exceed this deadline, all rights attained through the doctoral examination expire.

§ 25
Required submission copies

(1) Complete required copies to be submitted of the published doctoral thesis are: one copy each for the examiners and assessors and for the academic facility from whose field the dissertation was drawn, as well as 75 copies for the University Library.

(2) For doctoral works of greater length the Doctoral Committee can refer to a publisher's printing cost estimate to reduce the number of copies to be delivered to the University Library to 6.

(3) If the dissertation appears in a magazine or an academic series, 5 copies must be submitted.

(4) ¹The dissertation can also be published in electronic form; the number of printed copies which must be submitted is reduced in this case to 6. ²File format and storage medium conform to the University Library guidelines. ³The University Library, the DDB (Deutsche Bibliothek) in Frankfurt/Leipzig and if necessary the DFG Sondersammelgebietbibliothek are to be conferred the right to publish the electronic version on servers and thus in data networks. ⁴The University Library will check the submitted version for legibility and conformance to the required guidelines. ⁵The submission of files that do not conform to the required guidelines with regard to format and storage medium is not considered publication. ⁶In addition, assent must also be provided for the publication of the author's curriculum vitae.

§ 26
Degree issuance

(1) ¹The issuance of the degree of a Doctor of Theology (Dr. theol.) is consummated by the chairman of the Doctoral Committee by conferral of the diploma. ²The diploma is only then conferred when the required copies have been submitted or the publication of the doctoral thesis within the period described in § 24 is assured by a publishing house contract and the delivery of the required copies is bindingly confirmed.

(2) ¹The diploma is dated on the date of the oral exam or the final oral exam and contains the grade of the doctoral thesis, the grade of the doctoral exam and the cumulative grade. ²The diploma is signed by the rector of the university and the dean.
(3) The right to bear the academic degree of Doctor of Theology is not affirmed until the conferral of the diploma.

Joint concluding regulations

§ 27
Access to records

1 After the conclusion of the licentiate or doctoral examination process, the candidate is to be granted access to his records upon request. 2 The dean determines the place and time of this access.
§ 28
Withdrawal, dereliction, deception, violations and deficiencies

(1) Should the application for admission to the process be withdrawn after a licentiate thesis or doctoral thesis has been refused or the oral examination has begun, the examination process is considered unsuccessfully concluded.

(2) The licentiate examination or the doctoral examination can be declared entirely or partially failed by the Doctoral Committee

1. if the candidate makes use or attempts to make use of unauthorized aids or if he has committed a deception; attempted deception even includes bearing unauthorized aids after notification of the examination guidelines;

2. if the candidate misses an examination date or if he withdraws from an examination after it begins; this is not the case if the reasons for the dereliction or withdrawal are not of the candidate's doing; the alleged reasons for the dereliction or the withdrawal must be presented immediately and credibly in writing to the chairman of the Doctoral Committee; in the case of illness of the candidate, the chairman of the Doctoral Committee can demand the submission of written certification from a physician or independent medical examiner; if the chairman of the Doctoral Committee recognizes these reasons, a new appointment will be set; in this case all other already completed examination results will continue to count;

3. if the applicant commits a grave violation of public order during the examination.

(3) Putative deficiencies in the examination process or any incapacity that should emerge before or during the examination must be made claim to immediately with the chairman of the Doctoral Committee or the examiner.

(4) ¹Before a decision with regard to Par. 2, the candidate must be heard. ²Negative decisions must be issued by written notification that includes an explanation and a statement about legal remedies.

§ 29
Degree revocation

(1) Should a deception become known after conferral of the diploma, the Doctoral Assembly can retroactively declare as failed the entire examination to attain the degree of Licentiate or Doctor of Theology.

(2) ¹If the conditions for admission to the licentiate or doctoral examination were not fulfilled without the candidate having meant to deceive in this regard, and if this fact becomes known after conferral of the diploma, this omission will be cured by the passage of the examination. ²If admission was gained unjustly with intent, Par. 1 applies.
In the case of the retroactive failure of the entire examination to attain the degree of Licentiate or Doctor of Theology, the diploma and examination certificate are to be seized. In addition, Art. 48 of the Bayerisches Verwaltungsverfahrensgesetz (civil proceedings law) from December 23, 1976 (GVBl p. 544) in its current edition applies.

§ 30

Temporary stipulations

(1) Examination procedures that have already begun at the time this examination charter takes effect will be concluded according to the Academic Examination Charter for Attaining the Degrees of Licentiate and Doctor of Theology from Ludwig-Maximilians-Universität Munich at the Faculty of Catholic Theology from June 6, 1979 (KMBl II p. 257).

(2) Candidates for the degree of Licentiate of Theology who were matriculated for the licentiate program at the time this examination charter takes effect will be admitted to the licentiate examination and tested according to the guidelines of the examination charter named in Par. 1. However, they can decide for this examination charter, provided they fulfill the admission requirements described in § 5. The decision in Clause 2 is irrevocable.

(3) For candidates for the degree of Doctor of Theology who have completed an expanded or non-expanded teaching degree in combination with Catholic theology, should modified requirements for the doctoral examination and new examination subjects for the doctoral examination have been introduced by this examination charter such that they differ from those in the examination charter named in Par. 1, the relevant regulations are to apply initially for three years after this examination charter takes effect. Par. 2 Clauses 2 and 3 apply to the applicants described in Clause 1.

§ 31

Effective date

This academic examination charter takes effect on the day of its announcement. Simultaneously, the Academic Examination Charter for Attaining the Degrees of Licentiate and Doctor of Theology from Ludwig-Maximilians-Universität Munich at the Faculty of Catholic Theology from June 6, 1979 (KMBl II p. 257) ceases to have effect.