



Research course guidelines

Valid for all research courses started before August 1st

General information and rules

- Research courses are credited with 12 ECTS credits.
10 ECTS credits for the research course and 2 ECTS credits for attending the group seminar of the lab that you do your research course in.
- Duration: (equivalent of) 8 weeks full-time lab work + 1 week preparation of lab report = 9 weeks in total. Full-time: 5 days per week, 8 hours per day.
- During the research course, you are allowed to attend classes. The duration of your research course will be prolonged accordingly.
- Only one out of two research courses may be completed in an external (non-mhb) lab.
- Both research courses taken by one student have to take place in different labs and topics. Students apply directly to the professor or primary investigator to arrange time, topic and specific requirements.
- No ECTS credits can be awarded for research courses for which you receive pay.
- An approved and graded (by the supervisor) written lab report (10 – 15 pages) and an oral graded presentation (30 minutes) are the requirements for successful completion of the course.
- After completing your research course, please provide your supervisor with the relevant forms to fill out, which you can find on the last page under “overview” or on the download page of the mhb-webpage. The supervisor or you can then forward these forms to the Biology Examination Office by email bpa@bio.lmu.de.

Internal or external research course – general rules:

- Only one out of two research courses may be completed in an external (non-mhb) lab.
- Whether a research course is considered to be an external or internal one depends on your supervisor: If your supervisor is a member of the mhb study program (which he/she is if they are mentioned on the list of internal supervisors, which can be found on the website of the master’s program under “Downloads”), the research course will be regarded as an internal one -even if the course does not take place directly at the Faculty of Biology.
- Upon satisfactory completion of the internal or external research course, the relevant supervisor has to fill out the relevant “confirmation” and the research course will be credited to your transcript. Please prepare the relevant “confirmation” for your supervisor, present it to her/him for signature and then hand it in to the examination office. Your supervisor can also forward the document to the Examination office via email bpa@bio.lmu.de.
- Please read carefully all detailed information about the internal or external research course. You can find an overview about this topic on the last page with a link to all necessary documents.

External research course:**Case 1:**

- If you like to start a research course with a **habilitated supervisor** of the Faculty of Biology or the Faculty of Medicine of the LMU Munich, but outside the MHB Member list, there is no prior registration and no internal supervisor necessary.
- Please note that the research course is considered an external research course, although no internal supervisor is required.

Case 2:

- Prior to officially starting a research course with an external (non-mhb) supervisor, the student is responsible for finding an appropriate member of the mhb program to co-sign for the course, ensuring that its content and execution meet the faculty standards. This step is necessary only if the external non-mhb member is additionally a non-member of the Faculty of Biology or the Faculty of Medicine. For this, student and external supervisor should provide a short outline of the research course timeline and goals to the internal supervisor. The internal mhb member should co-sign the lab report and in principle attend the oral presentation. He/she is responsible for the grade. Upon satisfactory completion of the external research course, both supervisors fill out the document "confirmation external practical course outside the faculties Medicine and Biology of the LMU".
- It is recommended that the external supervisor is habilitated, that means he has the title "PD" or "Professor". If this is not the case, the internal supervisor can decide whether he would like to take on co-supervision with the person who does not have a habilitation qualification.
- It is required to register the internal supervision prior to starting it, please forward the confirmation signed by the internal supervisor to the examination office bpa@bio.lmu.de.

Internal research course:

- Prior to officially starting a research course with a habilitated internal mhb supervisor, the student is responsible for finding an appropriate member of the mhb programme. It is not required to register the internal supervision prior to starting it.
- Upon satisfactory completion of the internal research course, the supervisor has to fill out the document "confirmation internal practical course" and the research course will be credited to your transcript.

Overview:

- The overview doesn't replace the text above. Please read the text above carefully.

	Regulation	Where completed?	Habilitated internal Co-supervisor	Confirmation
Internal	At least one	With a person on MHB list or a related lab	Not necessary	Upon satisfactory completion
External	Only one of two	Case 1: Outside the MHB list with a habilitated person of the Faculty of Biology or the faculty of medicine	Not necessary	Upon satisfactory completion
		Case 2: Outside the MHB list and outside of both faculties with an external supervisor	Necessary	Prior to officially starting Upon satisfactory completion

August 1st, 2024