

## Official announcements

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### TABLE OF CONTENTS

Doctorate Regulations for the Department of Biology,  
Chemistry and Pharmacy at Freie Universität Berlin

436

## Doctorate Regulations for the Department of Biology, Chemistry and Pharmacy at Freie Universität Berlin

### Preamble

On the basis of § 14 (1) (2) Teilgrundordnung (Partial Basic Regulations) (Testing model) of Freie Universität Berlin of 27 October 1998 (Freie Universität official announcements 24/1998) in connection with § 70 (5) of the Gesetz über die Hochschulen im Land Berlin (Berliner Hochschulgesetz [Berlin Higher Education Act] - BerlHG) in the version of 26 July 2011 (GVBl. p. 378), last amended on 19 December 2017 (GVBl. p. 695) the extended faculty board of the Department of Biology, Chemistry and Pharmacy of Freie Universität Berlin issued the following Doctorate Regulations on 25/ 4/ 2018:\*

### Content

- § 1 Meaning of the doctoral studies, doctoral degree
- § 2 Doctoral degree board
- § 3 Admission requirements
- § 4 Admissions process
- § 5 Enrolment as a doctoral student
- § 6 Supervision of dissertation proposal, standard processing time
- § 7 Dissertation
- § 8 Assessment of the dissertation
- § 9 Doctoral degree committee
- § 10 Decision on the dissertation and arranging the defense
- § 11 Defense
- § 12 Decision on the defense and the doctoral studies
- § 13 Additional doctoral subjects
- § 14 Publication of the dissertation and delivery obligation
- § 15 Doctoral certificate
- § 16 Right to inspect files
- § 17 Appeal
- § 18 Joint doctoral studies with foreign institutions
- § 19 Honorary doctoral studies
- § 20 Revocation of a doctoral degree
- § 21 Halting the procedure, withdrawal, new doctoral degree procedure
- § 22 Entry into force, abrogation and transitional provisions

\*These regulations were approved by the Executive Board of Freie Universität Berlin on 23/ 5/ 2018.

## § 1

### Meaning of the doctoral studies, doctoral degree

(1) The Department of Biology, Chemistry and Pharmacy at Freie Universität Berlin awards the degree of Doctor of Natural Sciences (Doctor rerum naturalium, abbreviated: Dr. rer. nat.) or alternatively after completion of a structured doctoral studies programme according to § 1 (2) the Doctor of Philosophy in Natural Science (abbreviated: Ph.D. in Natural Science) within the framework of a proper doctoral degree procedure according to the provisions below.

(2) 1. Successfully completing the doctoral studies programme shows the candidate's capacity for in-depth scientific work through his or her own research efforts beyond the scope of one of the courses of studies offered by the Department of Biology, Chemistry and Pharmacy. 2. The written doctoral degree assignments consist of a piece of scientific work (dissertation) i.e. a self-contained individual assignment (monograph) or several collected individual assignments (cumulative thesis) and an oral examination (defense) in the doctoral subject (biology, biochemistry, chemistry or pharmacy). 3. The Doctor of Philosophy in Natural Science (Ph.D. in Natural Science) also requires evidence in the form of a certificate and transcript or equivalent of the successful completion of a doctoral studies programme in one of the subjects offered by the Department of Biology, Chemistry and Pharmacy within the framework of the Dahlem Research School (DRS) or a doctoral programme of equivalent structure. 4. The equivalency of a structured doctoral studies programme must be confirmed by the doctoral degree board.

(3) An honorary doctorate in natural sciences may be awarded for particular scientific achievements in one of the subjects offered by the Department of Biology, Chemistry and Pharmacy (Doctor rerum naturalium honoris causa, abbreviated: Dr. rer. nat. h. c.).

(4) A degree according to (1) may only be awarded once for a given subject.

## § 2

### Doctoral degree board

(1) The faculty board uses a doctoral degree board to carry out the doctoral degree procedure.

(2) 1. The faculty board appoints the members of the doctoral degree board at the beginning of its term. 2. It is composed of four full-time university professors, each representing one of the subjects offered by the Department of Biology, Chemistry and Pharmacy (biology, biochemistry, chemistry, pharmacy).

³The doctoral degree board elects a chairperson and a deputy chairperson at its constitutive meeting.

(3) ¹The doctoral degree board decides whether to admit applicants and their dissertation proposals to the doctoral degree procedure. ²It is obliged to advise applicants. ³The doctoral degree board does not meet publicly. ⁴It may permit participation by one or more representatives from other status groups in an advisory capacity regarding agenda points not relating to individual doctoral degree procedures.

(4) ¹The doctoral degree board may generally transfer decisions on individual cases or particular authorisations to the chairperson of the doctoral degree board or the four subject representatives for their respective subject. ²The doctoral degree board may reverse the transfer at any time.

(5) ¹The doctoral degree board is supported by a doctoral office. ²All applications, documents, reviews, the dissertation and all other documents for the doctoral degree board and the doctoral degree committee must be submitted at the doctoral office.

(6) ¹The chairperson of the doctoral degree board must inform the Executive Board - Office of the General Counsel - of any fundamental procedural questions. ²The deanship of the department must be made aware of this.

### § 3

#### Admission requirements

(1) ¹One requirement for admission to the doctoral degree procedure is successful completion of a relevant course of studies at a university subject to the constitution by completion of a master's course equating to 300 credit points - including the prior foundation course - or the second. state examination in pharmacy, or the third state examination in veterinary medicine or medicine or an equivalent examination with a minimum grade point average of "good".

²An applicant may be admitted after completing a bachelor's course or a master's course in a subject relevant to the doctoral studies which did not follow on from successful completion of a foundation course, if the applicant can prove that he or she was in the best 3% of his or her cohort in the relevant course at the relevant university and two professors in a subject relevant to the doctoral studies have successfully carried out a suitability assessment test. ³The doctoral degree board shall decide on the form which the suitability assessment test should take.

⁴If the doctoral candidate is admitted on the basis of completing a bachelor's degree, the credit points (corresponding to two years' coursework) must still be achieved, such that admission is subject to a condition.

(2) ¹If the applicant has completed a course other than those described in (1), he or she may be admitted to the doctoral degree procedure if his or her qualification for the doctoral studies subject is guaranteed. ²The applicant may be admitted to the doctoral degree procedure on the condition that he or she provide academic records which are generally obtained in the university study required according to (1) or which is necessary to supplement the knowledge proven by the applicant for the desired doctoral studies.

(3) ¹An equivalent examination at a university outside the scope of application of the Hochschulrahmengesetz (Framework Act on Higher Education) also counts as completion of a course of study according to (1). ²If the degree does not belong to the equivalencies governed by the Central Office for Foreign Education in the secretariat of the Standing Conference of the Ministers of Education and Cultural Affairs of the States of the Federal Republic of Germany, confirmation of equivalency must be obtained from there. ³If the Central Office for Foreign Education does not classify the grading of the foreign degree, the doctoral degree board shall check the comparability of this university degree grading with a minimum grade point average of "good". ⁴If it is not established that the degree is equivalent, the doctoral degree board shall check whether it can be made equivalent by fulfilment of conditions in the sense of (2).

(4) ¹If the degree was obtained in a diploma programme at a university of applied sciences, evidence must be provided that the grade point average was at least "very good". ²If this is not the case, the doctoral degree board shall check whether the degree can be made equivalent if the candidate passes a suitability assessment test according to (1) or with a condition according to (2).

### § 4

#### Admission procedures

(1) ¹Applications for admission to a doctoral studies programme must be made when the candidate begins experimental or theoretical work connected to the dissertation proposal, but at the latest two years before the dissertation is submitted. ²The doctoral degree board may approve exceptions in individual cases. ³Regardless of timely application according to (1), the doctoral degree procedure begins in the sense of the WissZeitVG (German Scientific Temporary Contract Act) when the doctoral studies topic is issued. ⁴The application for admission to the doctoral studies programme must be submitted with the following documents:

- a) Suggestion of a supervisor. <sup>5</sup>The supervisor according to § 6 must represent the subject of the dissertation in research and confirm his or her assumption of the role as well as provision of a workplace for the duration of the standard processing time.
- b) <sup>6</sup>A representation of the objectives and methods for the dissertation proposal signed by the doctoral student and his or her supervisor, as well as a schedule. <sup>7</sup>The dissertation proposal must come from a field represented by at least one research and teaching professor in the Department of Biology, Chemistry and Pharmacy.
- c) <sup>8</sup>If the supervisor belongs to the circle of persons set out in § 6 (3) or (4), written confirmation according to § 6 (3) (3) or § 6 (4) (2),
- d) documents, especially certificates and evidence of qualifications, required according to § 3,
- e) a personal data sheet,
- f) a declaration as to whether the intention to undertake doctoral studies was previously registered or whether a doctoral degree procedure is being carried out at another university or with another department (included in the application form),
- g) a declaration that the applicant is aware of applicable doctoral studies regulations (included in the application form).
- h) <sup>9</sup>If the doctoral degree assignments are to be carried out in German, applicants who are not native speakers of German with a degree from a foreign university or equivalent institution must prove their German ability by passing the German language examination for university admission at the DSH 2 level or prove equivalent abilities. <sup>10</sup>If the doctoral degree assignments are to be carried out in English, evidence of English ability at level B2 of the Common European Framework of Reference (CEFR) or evidence of equivalent ability,
- i) a copy of the existing supervisor agreement (where available).

(2) <sup>1</sup>The doctoral degree board will generally decide on admission to the doctoral degree procedure within two months. <sup>2</sup>At the same time, the doctoral degree board will be decided on the allocation of the procedure to a doctoral studies subject. <sup>3</sup>Rejections must be justified in writing.

(3) <sup>1</sup>The doctoral studies application should be rejected if:

- a) the requirements set out in § 3 are not met;
- b) the documents set out in § 4 (1) have not been submitted;

- c) a doctoral degree procedure has already been successfully completed in the same scientific subject or field;
- d) a doctoral degree procedure is already being carried out in the same scientific subject or field.

<sup>2</sup>The doctoral studies application may be rejected for lack of specialist competence.

## § 5

### Enrolling as a doctoral student

(1) <sup>1</sup>Doctoral students must be able to prove at any time until they submit their dissertation that they are affiliated with (enrolled at and/or employed by) the Freie Universität. <sup>2</sup>Affiliation with the Freie Universität must first be proven within two months after successful admission at the doctoral office.

(2) <sup>1</sup>If enrollment is not applied for within the period prescribed in the notice of admission to the doctoral degree procedure (one month) or in the extension period, admission to the doctoral degree procedure shall lapse. <sup>2</sup>This does not exclude re-application for admission to the doctoral degree procedure.

## § 6

### Supervision of dissertation proposal, standard processing time

(1) Decisions on admissions shall be made by the doctoral degree board. By admitting the doctoral student to the doctoral degree procedure, the department undertakes to ensure supervision and subsequent assessment of the dissertation proposal.

(2) <sup>1</sup>Supervisors for a dissertation are generally full-time professors from the Department of Biology, Chemistry and Pharmacy. <sup>2</sup>The relevant professor is obliged to supervise the doctoral student on an ongoing basis, and he or she may not delegate this responsibility. <sup>3</sup>By making a declaration to the doctoral student and the department, the supervisor undertakes to supervise the dissertation proposal for a period of four years (standard processing time according to (5)). <sup>4</sup>This includes the guarantee of a workplace for the duration of the standard processing time. <sup>5</sup>External supervisors must guarantee proper supervision even if their professional activity is mostly outside the state of Berlin, and must in particular ensure that personal contact with the doctoral student is maintained. <sup>6</sup>Any supervisor agreement to be concluded must include the appointment of a mentor.

7He or she must have a doctorate and has a supporting supervisory role. 8This does not, however, give him or her a claim to affiliation with the subsequent doctoral degree committee or participation in assessing the dissertation.

(3) 1Otherwise than in (2), directors, research group leaders and leaders of independent junior research groups and other equivalent members of external research institutions and educational facilities which Freie Universität Berlin has granted the right within the framework of cooperation agreements in consultation with the department and within the agreement of the doctoral degree board to act as supervisors or reviewers for doctoral studies and in this capacity to act as members of the doctoral degree committee have the rights and obligations of part-time professors. 2This also applies to junior research group leaders employed by Freie Universität Berlin if the doctoral degree board has recognised their right to act as supervisors or reviewers for doctoral studies and in this capacity to act as members of the doctoral degree committee. 3In such cases, the doctoral student must in consultation with the supervisor submit confirmation from a full-time professor in the Department of Biology, Chemistry and Pharmacy regarding assumption of the second review.

(4) 1Otherwise than in (2), part-time professors in the Department of Biology, Chemistry and Pharmacy, visiting professors according to § 113 (1) BerlHG and professors not belonging to the Department of Biology, Chemistry and Pharmacy may be appointed as supervisors. 2In such cases, the doctoral student must in consultation with the supervisor submit confirmation from a full-time professor in the Department of Biology, Chemistry and Pharmacy regarding assumption of the second review.

(5) 1The subject of the dissertation proposal may be freely chosen, but the choice must be made in consultation with the supervisor. 2The dissertation should generally be submitted after three-and-a-half years and the programme completed after four years (standard processing time).

(6) 1If it is foreseeable that it will not be possible to submit the dissertation within the standard processing time according to (5), the doctoral student must submit an application, also signed by the supervisor, for extension of the

standard processing time at least two months before the standard processing time expires. 2The status of the dissertation and the provisional time still required must be shown in the application. 3If enrollment according to § 5 has been carried out beforehand, the doctoral student must submit the application to the student administration after it has been approved by the doctoral degree board. 4If the doctoral student does not submit the approved application for reasons which are his or her own fault after a request from the student administration, admission to the doctoral degree procedure shall lapse. 5If the doctoral student has been enrolled as a student for doctoral studies, he or she shall be removed from the register of students. 6If the supervisor does not endorse the extension to the standard processing time, the doctoral degree board shall attempt to mediate between the doctoral student and the supervisor within the scope of its duty of care.

(7) 1If the supervisor or doctoral student sees him- or herself as obliged to terminate the supervisory relationship for important reasons in the course of the work, he or she is obliged to inform the doctoral degree board and give reasons for the termination. 2A change of supervisor is only permitted with the doctoral degree board's consent.

(8) 1If the supervisor's status changes, he or she shall have the right to complete the supervision of a dissertation which has already been started, produce the review and participate in the doctoral degree committee with a right to vote. 2If the supervisor was previously a full-time professor in the Department of Biology, Chemistry and Pharmacy, the change of status shall mean that he or she no longer belongs to the circle of full-time professors.

## **§ 7 Dissertation**

(1) The written doctoral degree assignments should demonstrate the candidate's ability to carry out in-depth scientific work, and to advance scientific knowledge.

(2) 1The written doctoral degree assignments, which should be written entirely in either German or English, may consist of

a) a monograph, i.e. an unpublished or completely or partially published assignment containing a self-contained representation of the research work and its results.

<sup>2</sup>Pre-publication is only permitted if the doctoral student and the supervisor agree on it.

<sup>3</sup>or

- b) a cumulative thesis consisting of at least two individual assignments which have been published or accepted for printing and containing work equivalent overall to a dissertation according to a). <sup>4</sup>The possible other individual assignments may be in the process of revision, submission or preparation. <sup>5</sup>The version of these individual assignments submitted in the cumulative thesis shall apply; it cannot be changed or updated in the further course of the doctoral degree procedure. <sup>6</sup>Only papers from journals with a peer review system shall be considered here. <sup>7</sup>The doctoral student must have a prominent position among the authors of this paper. <sup>8</sup>The doctoral student's position is adjudged to be prominent if he or she is the first author of the paper, or the corresponding author of the article, or in the event of co-authorship on the basis of a substantial contribution to the publication in question. <sup>9</sup>In the event of co-authorship, the student's substantial contribution must be confirmed by the supervisor. <sup>10</sup>Confirmation of acceptance of the manuscripts must be provided on submission. <sup>11</sup>Along with the details provided in § 7 (5), cumulative work which must have an overall title may consist of a list with the titles of the individual pieces of work, an introduction and connecting text presenting an overall interpretation, assessment and discussion of the individual pieces collected in the cumulative thesis. <sup>12</sup>The student's personal contribution must be indicated.

<sup>13</sup>If a cumulative thesis consists of articles in both German and English, the doctoral degree board shall decide whether the requirement for the work to be entirely in either German or English can be waived.

(3) <sup>1</sup>For written doctoral degree assignments according to (2) created in collaboration with other scientists, the doctoral student's contribution must be clearly identifiable and assessable. <sup>2</sup>The doctoral student is obliged to describe his or her part in conception, execution and reporting. <sup>3</sup>The declaration must be attached to the dissertation and published with it. <sup>4</sup>The work shall be published without the names and addresses of co-authors being given. <sup>5</sup>These must be noted in the doctoral file.

(4) <sup>1</sup>The doctoral student must provide details of all tools and help, and ensure that he or she wrote the work independently on this basis.

<sup>2</sup>The assignment may not already have been accepted in a previous doctoral degree procedure, or have been deemed inadequate or rejected. <sup>3</sup>In case of doubt, work from previous doctoral degree procedures should be submitted for comparison.

(5) <sup>1</sup>The dissertation's title page must include the name of the author, a designation as "a dissertation submitted to the Department of Biology, Chemistry and Pharmacy at Freie Universität Berlin" and the year of submission, as well as a facing sheet for the names of the reviewers. <sup>2</sup>A summary of its results in English and German must be attached along with a list of publications derived from the dissertation. <sup>3</sup>With the doctoral student's consent, it should include a short CV for the doctoral student.

(6) <sup>1</sup>The dissertation should be submitted in three printed copies. <sup>2</sup>Each reviewer shall receive a copy from the doctoral office, and a copy shall remain with the department for archiving. <sup>3</sup>Pre-publication of parts of the work should be submitted in triplicate as special prints. <sup>4</sup>The dissertation must also be submitted in electronic form in addition to the printed copies. <sup>5</sup>The dissertation may be subjected to an electronic plagiarism check; data protection must be maintained here.

(7) Doctoral students should participate in a workshop on good scientific practice.

## § 8

### Assessment of the dissertation

(1) After the dissertation is submitted, the doctoral degree board shall immediately appoint the reviewers for the dissertation as well as the doctoral degree committee according to § 9.

(2) <sup>1</sup>The supervisor of the dissertation proposal should generally be appointed as an reviewer for the dissertation. <sup>2</sup>The doctoral degree board shall appoint a further reviewer in consultation with the doctoral student. <sup>3</sup>At least one reviewer must be a full-time professor in the Department of Biology, Chemistry and Pharmacy. <sup>4</sup>Both reviewers generally belong to the field relevant to the dissertation. <sup>5</sup>If significant methodological or factual aspects of the dissertation relate to another field, the other reviewing professor should belong to this field. <sup>6</sup>§ 6 (3) shall remain unaffected,

i.e. the circle of persons described in § 6 (3) may be appointed as reviewers, subject to the requirements set out there.

(3) <sup>1</sup>Reviews must be independent of each other and must be submitted within six weeks of being requested. <sup>2</sup>Justifications for missing this deadline must be submitted in writing. <sup>3</sup>If the deadline is missed, the reviewers shall generally be reminded twice and an extension given. <sup>4</sup>If neither the review nor a valid justification has been provided by the end of the second extension, the doctoral degree board may dismiss the reviewer and appoint a new one, in consultation with the doctoral student. <sup>5</sup>The members of the doctoral degree board and the doctoral degree committees must treat the reviews as confidential. <sup>6</sup>The reviews must evaluate the significance of the dissertation and its results in a wider context and describe any defects. <sup>7</sup>If an reviewer sees defects in the work which must and can be rectified, he or she must describe these precisely in the review. <sup>8</sup>In such a case, he or she may recommend that the dissertation be revised; a list of defects and suggested revisions must be provided for this purpose and forwarded to the doctoral student. <sup>9</sup>In the overall assessment each reviewer must recommend either acceptance, providing an assessment according to § 10, rejection or return of the dissertation for the rectification of specific defects and resubmission. <sup>10</sup>If a review does not clearly provide the required information, the doctoral degree board shall return the review for improvement. <sup>11</sup>If an reviewer recommends that the dissertation be returned for revision, the doctoral degree board shall encourage the doctoral student, after both reviews have been submitted, to carry out a one-off revision and resubmit. <sup>12</sup>A three-month period is usually granted for this purpose, and an extension may be applied for from the doctoral degree board. <sup>13</sup>When the dissertation is resubmitted, the corrected final version must be submitted in three printed copies as well as an electronic version in which all changes are marked out.

(4) <sup>1</sup>If the marks given in the reviews differ by more than one mark, the doctoral degree board shall appoint a third reviewer. <sup>2</sup>This shall also apply if one review recommends rejection and the other recommends giving a grade, regardless of how large the difference in marks is.

(5) <sup>1</sup>After the assessment is completed, the dissertation should be displayed with the reviewers' suggested marks for ten working days (Monday-Friday) when courses are in session. <sup>2</sup>The display period shall be doubled on days when courses are not in session.

<sup>3</sup>All professors and postdoctoral department members may view the dissertation and suggested marks and submit a written opinion, which should be attached to the doctoral studies documents. <sup>4</sup>This circle of persons must be informed in an appropriate manner when the dissertation is being displayed. <sup>5</sup>The members of the doctoral degree board and the relevant doctoral degree committee also have the right to view the reviews during the display period. <sup>6</sup>If opinions are submitted during the display period, the doctoral degree board may appoint a further reviewer.

(6) Until a third review is submitted, the name of the further reviewer shall be kept confidential.

## § 9

### Doctoral degree committee

(1) The doctoral degree board shall form a doctoral degree committee for pending doctoral degree procedures and appoint a chairperson, who must be a full-time university professor in the Department of Biology, Chemistry and Pharmacy.

(2) <sup>1</sup>The doctoral degree committee shall consist of the two reviewers and two other professors as well as a postdoctoral academic employee of Freie Universität Berlin. <sup>2</sup>The doctoral degree committee for interdisciplinary programmes may be expanded by the doctoral degree board. <sup>3</sup>The doctoral degree committee should include at least two full-time professors from the Department of Biology, Chemistry and Pharmacy. <sup>4</sup>It should not include more than one professor who has been released from obligations or has retired. <sup>5</sup>The majority of committee members must belong to the Department of Biology, Chemistry and Pharmacy. <sup>6</sup>One replacement member shall be appointed for the group of professors and the postdoctoral academic employee. <sup>7</sup>§ 6 (3) shall remain unaffected, i.e. the circle of persons set out in § 6 (3) may be appointed as a member of the doctoral degree committee in accordance with the requirements set out there.

(3) <sup>1</sup>If one or more members of the doctoral degree committee are indisposed, the doctoral degree board shall decide whether to wait until they are available or to appoint a new member to replace the indisposed member. <sup>2</sup>A replacement appointed according to (2) or another person may be appointed as a new member.

(4) The duties of the doctoral degree committee are:

- a) assessing the dissertation on the basis of available reviews and any opinions according to § 8 (5),
- b) arranging and carrying out the defense,
- c) evaluating the defense,
- d) determining the overall grade in view of individual assessments for the dissertation and the Disputation according to §§ 11 and 12.

(5) The doctoral degree committee does not meet publicly.

(6) <sup>1</sup>The doctoral degree committee makes resolutions by a majority of members entitled to vote. <sup>2</sup>All consultations on performance evaluations shall be open, and abstention from voting is not permitted.

## § 10

### Decisions on the dissertation and arranging the defense

(1) <sup>1</sup>After the display period expires, the doctoral degree committee shall decide whether to accept or reject the dissertation, whether to admit the doctoral student to defense and set the grade for the dissertation. <sup>2</sup>If the dissertation is accepted, the committee shall use the following grades:

- with distinction (summa cum laude)
- very good (magna cum laude)
- good (cum laude)
- satisfactory (rite).

<sup>3</sup>The grade “summa cum laude” may only be given to the dissertation if the work was assessed at “summa cum laude” by both reviewers and the dissertation was not returned to the doctoral student for rectification of defects and re-submission before final review. <sup>4</sup>If the dissertation is rejected, the doctoral degree committee shall declare without arranging the defense that the doctoral studies have not been passed and shall justify the decision. <sup>5</sup>The chairperson of the doctoral degree board must inform the doctoral student of the rejection in writing and give reasons for it.

(2) <sup>1</sup>After the display of the dissertation ends, the date for the defense shall be set in consultation with the doctoral student. <sup>2</sup>The defense should be carried out within four months of the last review being received. <sup>3</sup>The chairperson of the doctoral degree committee should issue the invite to the defense; the doctoral office shall send it out. <sup>4</sup>The doctoral degree committee shall decide whether to accept or reject the dissertation and shall inform the doctoral student of its decision. <sup>5</sup>If it is accepted, the defense shall take place following the committee meeting.

<sup>6</sup>If at least one review recommends that the dissertation be rejected, the doctoral degree committee must decide whether to accept or reject the dissertation before setting a date for the defense.

(3) <sup>1</sup>If the doctoral student waives participation in a defense, the doctoral studies shall not be passed. <sup>2</sup>The chairperson of the doctoral degree board must inform the doctoral student of this in writing.

## § 11 Defense

(1) <sup>1</sup>The defense is intended to prove the doctoral student's ability to verbally describe and discuss scientific problems. <sup>2</sup>The defense shall be carried out in German or English on the campus of Freie Universität Berlin or in its immediate environs. <sup>3</sup>The defense is public, unless the doctoral student objects to this. <sup>4</sup>All members of the doctoral degree committee as well as the doctoral student must be present in person at the defense. <sup>5</sup>In justified individual cases, the doctoral degree board may on request allow the defense to be carried out electronically via an image and sound connection (video conference/video telephony). <sup>6</sup>Before this decision is made, the consent of all members of the doctoral degree committee and the doctoral student must be obtained. <sup>7</sup>If the doctoral student is absent, an invigilator appointed by the doctoral degree board must ensure that the defense is carried out properly. <sup>8</sup>There shall be no claim to the defense being carried out via video telephony.

(2) <sup>1</sup>The defense shall begin with a presentation of around thirty minutes, in which the doctoral student presents and explains the results of the dissertation and their significance in a wider academic context. <sup>2</sup>The doctoral student then defends the dissertation against criticism and answer questions from members of the doctoral degree committee. <sup>3</sup>The questions should relate to the placing of the problems addressed in the dissertation in larger scientific contexts. <sup>4</sup>The chairperson of the doctoral degree committee may then permit the public to ask questions on the subject of the defense. <sup>5</sup>The discussion must last at least thirty minutes and should not last more than sixty. <sup>6</sup>Slides may only be used in the discussion if they were already part of the presentation.

(3) <sup>1</sup>The chairperson of the doctoral degree committee coordinates the scientific discussion and decides on the priority and if necessary the admissibility of questions. <sup>2</sup>He or she may exclude the public if the proper execution of the defense renders this necessary; the members

of the doctoral degree board are not part of the public.

(4) <sup>1</sup>The members of the doctoral degree committee shall appoint one of its members as a secretary. <sup>2</sup>The secretary shall take minutes on how the defense proceeds. <sup>3</sup>The minutes should be included in the doctoral studies documents. <sup>4</sup>The minutes must include the following information:

- Day/time/location of the defense
- Register of members of the doctoral degree committee
- Mark given to the dissertation
- Bullet point list of contributions to the discussion
- Mark for the defense including assessment of the presentation and discussion
- Grade point average according to § 12
- Particular incidents.

<sup>5</sup>The minutes must be signed by the secretary and the chairperson of the doctoral degree committee.

(5) <sup>1</sup>If the doctoral student misses the defense without good reason, this counts as a fail. <sup>2</sup>The chairperson of the doctoral degree board must inform the doctoral student of this in writing.

## § 12

### Decision on the defense and the doctoral studies

(1) <sup>1</sup>Following the defense, the doctoral degree committee shall assess the defense in a closed session according to § 10 (1). <sup>2</sup>The discussion should generally be accorded greater weight in assessing the defense than the presentation. <sup>3</sup>The dissertation should be accorded greater weight in the grade point average than the defense. <sup>4</sup>The doctoral degree committee shall then determine the grade point average using the assessment grades given in § 10 (1). <sup>5</sup>If the mark given for the defense deviates from the mark for the discussion or the grade point average deviates from the mark for the dissertation, this must be justified accordingly in the minutes. <sup>6</sup>The doctoral degree committee shall inform the doctoral student of individual assessments for the dissertation and defense as well as the grade point average. <sup>7</sup>The grade “with distinction (summa cum laude)” may only be given as a grade point average if the dissertation achieved this grade.

(2) <sup>1</sup>After the doctoral degree committee has determined the grade point average, the doctoral student shall receive a confirmation from the doctoral office containing the title of the dissertation, the individual grades for the dissertation and defense as well as the overall grade.

<sup>2</sup>On request, the doctoral student shall also receive an interim report signed by the dean. <sup>3</sup>Neither confirmation nor the interim report entitles the doctoral student to hold a doctoral degree.

(3) <sup>1</sup>If the defense is not passed, the committee must inform the chairperson of the doctoral degree board of its justified decision within two weeks. <sup>2</sup>The doctoral student must be informed of the decision by the chairperson of the doctoral degree board within four weeks. <sup>3</sup>The defense may then be repeated once after between three and six months.

(4) <sup>1</sup>If the second defense is also not passed, the doctoral degree committee shall declare that the doctoral studies have not been passed and shall justify its decision. <sup>2</sup>The doctoral student shall be informed of the decision in writing within four weeks.

## § 13

### Additional doctoral subjects

(1) If the doctoral student has acquired knowledge in additional subjects in the course of training relating to research and wishes to complete an associated examination, he or she should be given the chance to do this.

(2) <sup>1</sup>Before admission for examination in an additional subject, minimum admission requirements must be set in consultation with the department responsible for the subject. <sup>2</sup>An examination in the additional subject shall last around thirty minutes. <sup>3</sup>It must occur after submission of the dissertation and before and independent from the defense.

(3) <sup>1</sup>The doctoral student may apply to the doctoral degree board for the inclusion of an examination passed in the additional subject according to (1) in the doctoral certificate. <sup>2</sup>The examination shall be assessed according to the relevant department’s applicable examination regulations.

## § 14

### Publication of the dissertation and delivery obligation

(1) <sup>1</sup>The dissertation should be made accessible to the scientific public in an appropriate manner by copying and dissemination. <sup>2</sup>This has been achieved when the doctoral student delivers the following to the university library free of charge in addition to the three printed copies and the electronic version:

- a) Printed copies, quantity depending on the university library’s requirements or
- b) three original copies, if a commercial publisher takes over dissemination via sale of books and evidence has been provided of a minimum run of 150 copies, or

- c) two printed copies together with a microfiche and microfiches, the quantity of microfiches depending on the university library's requirements or
- d) an electronic version in PDF format as well as two printed copies.

§In the case described in a), the university library is obliged to retain an appropriate quantity of excess exchange copies for four years. ¶In the case described in b), it must be published as a dissertation, giving the location of the dissertation. §In the cases described in a) and c), the doctoral student shall grant Freie Universität Berlin the right to make and disseminate further copies of his or her dissertation if required.

(2) If a dissertation is distributed by a commercial publisher ((1) b)) and a printing costs subsidy is granted from public funds, the university library must be provided with two further copies for exchange purposes.

(3) ¶Publication and fulfilment of the delivery obligation according to (1) must occur within a year, calculated from the date of the defense. ¨Completely or partially published work as well as published individual pieces in a cumulative work shall be published according to (1) d). §The electronic version in PDF format ((1) d)) must include the as-yet-unpublished parts of the dissertation and a DOI link for the parts already published, and the two printed copies must contain the full texts of the publications.

(4) ¶The doctoral student may apply for a block on publication in justified exceptional cases, especially if the results contained in the dissertation shall be patented. ¨The application must be submitted and justified in writing before delivery within the period of a year according to (3) 1). §The doctoral degree board shall decide whether to block publication. ¶If the application is sustained, the dissertation shall be published three years at the latest after the defense. §The doctoral student is obliged to deliver an electronic version in PDF format, two printed copies and a notification that the block on publication has been granted to the university library. ¶After the three-year period set out in (4) has expired, the dissertation shall be published on the university library's document server, unless the doctoral student decides on another form of publication and provides the university library with evidence of this before the deadline. ¶Even if a block on publication is granted, the doctoral student shall receive the doctoral certificate after the delivery obligation has been fulfilled.

## § 15 Doctoral certificate

(1) A certificate shall be made out for the doctoral studies in German, and on request in English.

(2) The certificate must include the following details:

- a) the name of Freie Universität Berlin and the Department of Biology, Chemistry and Pharmacy,
- b) the name, date of birth and place of birth of the graduate,
- c) the awarded degree of Doctor of Natural Sciences (Doctor rerum naturalium, abbreviated: Dr. rer. nat.) or Doctor of Philosophy in Natural Science (Ph.D. in Natural Science),
- d) the title of the dissertation and the subject of the doctoral studies,
- e) the date of the defense, which counts as the date of the doctoral studies,
- f) assessments of the dissertation and defense as well as the overall assessment of the doctoral studies,
- g) Examinations passed in the additional subject according to § 13, if the doctoral student has applied for this,
- h) names of the reviewers,
- i) name and signature of the dean,
- j) seal of Freie Universität Berlin.

(3) doctoral students who have proven that they have fulfilled the requirements for the award of the degree Doctor of Philosophy in Natural Science (Ph.D. in Natural Science) may on request be granted the degree of a Doctor of Philosophy in Natural Science (Ph.D. in Natural Science) instead of Doctor of Natural Sciences (Dr. rer. nat.).

(4) doctoral students are obliged before the doctoral certificate is issued to submit a confirmation signed by their supervisor that the primary data which the dissertation is based on will be retained under the responsibility of the supervisor in his or her department for a period of ten years.

(5) If it emerges before the doctoral certificate is issued that

1. the applicant has committed deception regarding important requirements for the award of the doctoral degree or
2. it has been erroneously assumed that important requirements for the award of a doctoral degree have been fulfilled, without the case described in (1) applying, the doctoral certificate shall not be issued unless the doctoral degree board decides otherwise, and in the case of the doctoral degree procedure according to §§ 1 to 12 the whole examination shall be declared not to have been passed.

(6) <sup>1</sup>The doctoral certificate should be issued within six weeks after notification is received that the delivery obligation according to § 14 (1), (3) or (4) has been fulfilled. <sup>2</sup>The doctoral certificate entitles the student to hold the degree of Doctor of Natural Sciences (Doctor rerum naturalium, abbreviated: Dr. rer. nat.) or after completing a doctoral studies programme according to § 15 (3) the degree of Doctor of Philosophy in Natural Science (abbreviated: Ph.D. in Natural Science).

### § 16 Right to inspect files

After the doctoral degree procedure is completed, the whole doctoral studies process must continue to be treated confidentially; after the defense has been passed until a year after the doctoral certificate is issued, the postdoc shall have the right according to these regulations to view the doctoral file.

### § 17 Appeal

<sup>1</sup>An appeal against the result of the doctoral degree procedure must be submitted to the chairperson of the doctoral degree board with written justification within three months of the result being announced. <sup>2</sup>The chairperson of the doctoral degree board is responsible for proper execution of the appeal procedure. <sup>3</sup>He or she shall forward the appeal to the members of the doctoral degree committee. <sup>4</sup>The doctoral degree committee shall generally decide on the appeal within a month. <sup>5</sup>The assessments made and the reasons for them should be checked here. <sup>6</sup>The results of this check including the mark must be justified in writing. <sup>7</sup>The chairperson of the doctoral degree board shall inform the affected party of the committee's decision on his or her appeal.

### § 18 Joint doctoral studies with foreign universities or equivalent education or research institutions

(1) The doctoral degree procedure may be carried out together with foreign universities or equivalent education or research institutions if

- a) the applicant fulfils the requirements for admission to the doctoral degree procedure in the Department of Biology, Chemistry and Pharmacy at Freie Universität Berlin and
- b) the foreign institution has the right to award doctorates according to its national legal regulations and the degree to be granted by this institution should be recognised within the scope of application of the Hochschulrahmengesetz (HRG).

(2) <sup>1</sup>The execution of the joint doctoral degree procedure must be contractually regulated and it must be ensured that the essential provisions of the Doctoral Studies Regulations of the Department of Biology, Chemistry and Pharmacy at Freie Universität Berlin are complied with. <sup>2</sup>If the supervisor from Freie Universität Berlin is not a full-time professor—in the Department of Biology, Chemistry and Pharmacy, the doctoral degree board shall in consultation with the doctoral student appoint an reviewer from the group of full-time professors in the Department of Biology, Chemistry and Pharmacy.

(3) The doctoral student must be admitted by the participating institutions.

(4) <sup>1</sup>The work may be written in German or English. <sup>2</sup>It must have summaries of its results attached in German and English and in a third language if necessary.

<sup>1</sup>The doctoral degree committee shall be composed on equal terms of two professors as well as a postdoctoral academic employee from each participating institution. <sup>2</sup>The reviewers should generally be members of the committee. <sup>3</sup>The committee may on request be expanded by up to two further professors, whereby its equal composition must be maintained. <sup>4</sup>It must be ensured that all the members of the doctoral degree committee are fluent in the language of examination.

(6) <sup>1</sup>If the marking systems employed in the two countries are different, there must be agreement on how the jointly-determined examination marks are to be determined and documented on a unified basis. <sup>2</sup>The assessment scale of the ECTS (European Credit Transfer System) should be used as a basis here:

- A = outstanding = summa cum laude,
- B = very good = magna cum laude,
- C = good = cum laude,
- D = satisfactory = rite,
- F = unsatisfactory = non rite.

(7) <sup>1</sup>Both institutions shall collaborate to produce a bilingual doctoral certificate. <sup>2</sup>This gives the doctoral student the right to hold the doctoral degree either in the German or in the foreign form. <sup>3</sup>However, only one doctoral degree shall be awarded.

**§ 19**  
**Honorary doctoral studies**

1The faculty board may, at the request of the dean, the research committee or at least three full-time professors from the Department of Biology, Chemistry and Pharmacy, award the degree of an Honorary Doctor of Natural Sciences (Dr. rer. nat. h.c.) for outstanding scientific achievements in natural sciences which are significant for one of the fields represented by the department. 2A doctoral degree committee should be appointed by the doctoral degree board according to § 9 to evaluate these achievements and to submit a recommendation to the faculty board in view of two external reviews. 3The resolution of the faculty board requires a majority of the members of the faculty board authorised to hold a doctoral degree.

**§ 20**  
**Revocation of a doctoral degree**

The revocation of a degree according to § 1 is governed by the legal regulations.

**§ 21**  
**Halting the procedure,  
withdrawal, new doctoral degree  
procedure**

(1) 1If no application for extension has been made when the standard processing time comes to an end, the doctoral degree board may halt the procedure after obtaining written consent and an opinion from the supervisor and consultation of the doctoral student.

2If the doctoral student has been enrolled as a student on the doctoral studies course, he or she shall be removed from the register of students. 3This does not exclude re-application for admission to the doctoral degree procedure.

(2) 1The doctoral student has the right to withdraw until the first review is received. 2Following withdrawal, the previous steps in the procedure shall not count as a doctoral degree procedure.

(3) If the doctoral studies as a whole have not been passed, admission to a new doctoral degree procedure may be applied for and the new dissertation submitted after a year at the earliest.

**§ 22**  
**Entry into force, abrogation and  
transitional provisions**

(1) 1These Doctoral Studies Regulations shall enter into force the day after they are published in the official announcements (Official Gazette of Freie Universität Berlin). 2At the same time, the Doctoral Studies Regulations of the Department of Biology, Chemistry and Pharmacy of 10 January and 11 July 2007 (Freie Universität official announcements 52/2007), amended on 12 December 2007 (Freie Universität official announcements 4/2008) and on 26 October 2011 (Freie Universität official announcements 2/2012) shall be abrogated.

(2) 1Doctoral students who are working on a dissertation when these regulations come into effect and are admitted to the doctoral degree procedure according to the Doctoral Studies Regulations of the Department of Biology, Chemistry and Pharmacy of 10 January and 11 July 2007 may still complete the doctoral degree procedure according to the previous regulations, provided that a transitional period of four years after the entry of these regulations into force is not exceeded. 2§ 14 of these regulations shall also apply to all programmes which have not yet been completed according to the previous regulations.

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