



**FREIE  
UNIVERSITÄT  
BERLIN**



Department of  
Biology, Chemistry, Pharmacy  
Graduate Center

# INFO EVENT | DOCTORAL STUDIES & THESIS SUBMISSION

April 25, 2025

Dr. Alette Winter

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# GRADUATE CENTER @ BCP

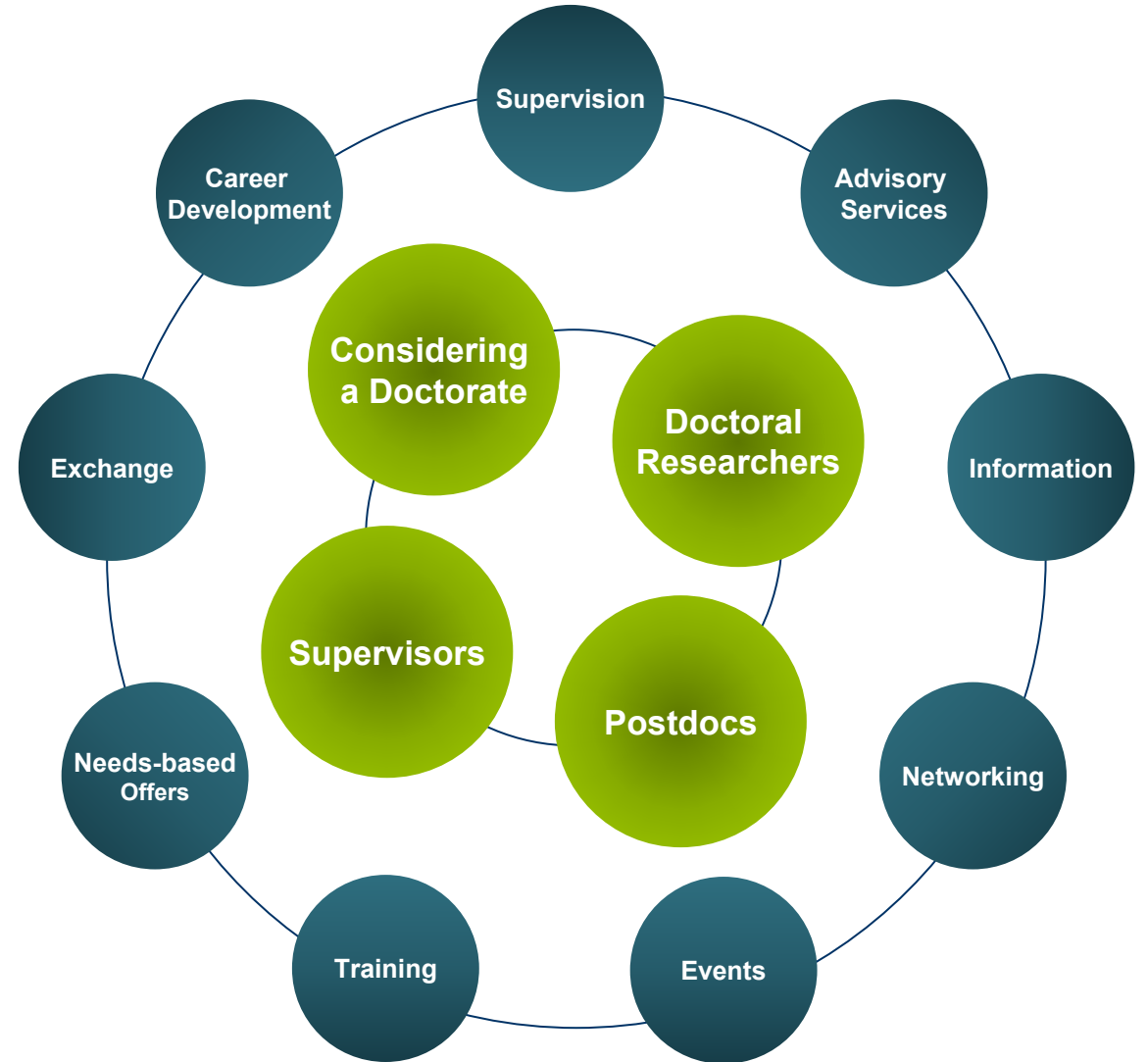
**Information:** Website | Newsletter

**Networking:** BCP Networks

**Training:** Workshops | Courses | Doctoral Program Natural Sciences

**Events:** Info Events | Networking Workshop | Statistics Courses

**Advisory Services:** All about the Doctorate | Career Development | Supervision



# ADVISORY SERVICES & COACHING



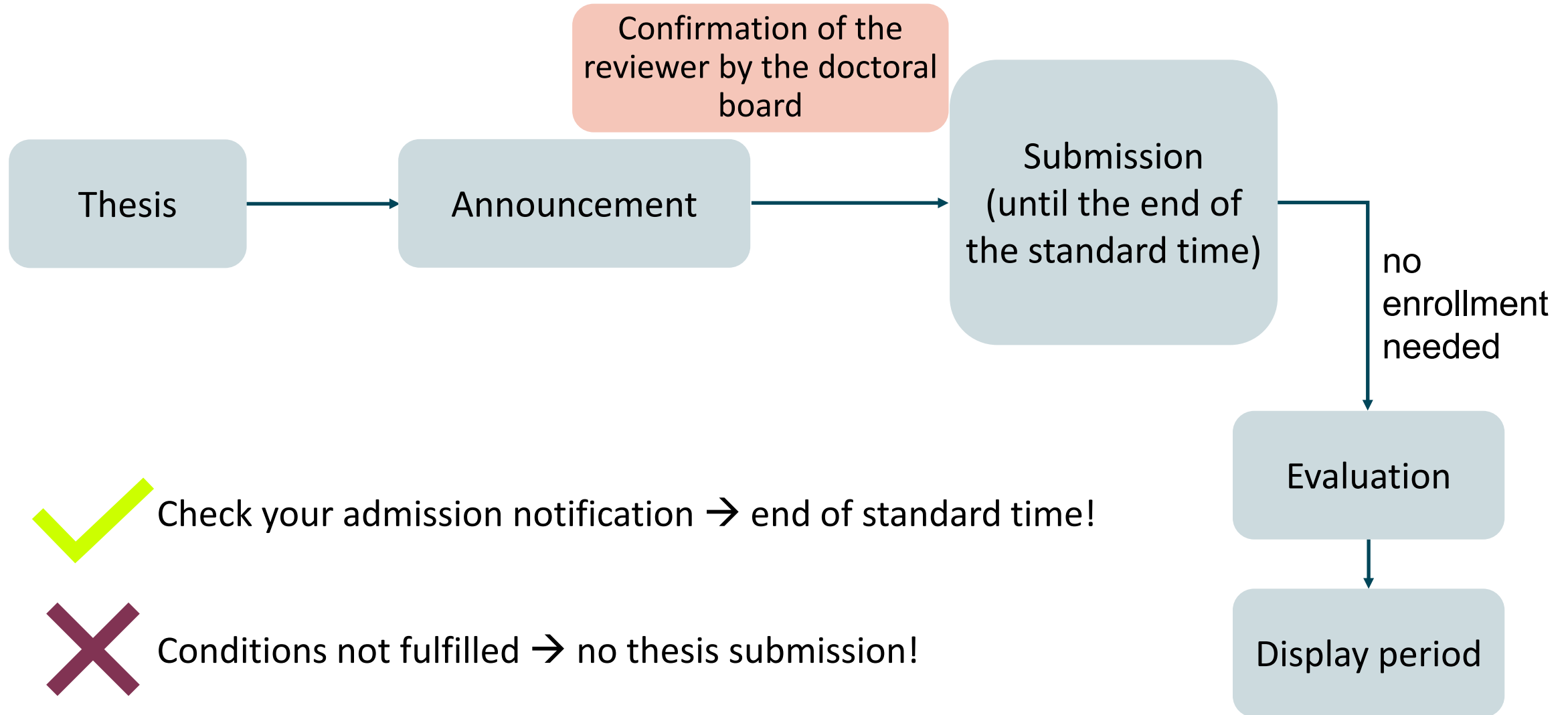
## Topics

- All about the doctorate
- Doctorate procedure
- Training and qualification
- Conflict situations
- Career development
- ...



# THESIS SUBMISSION

# FROM THESIS WRITING TO THESIS SUBMISSION



# THESIS SUBMISSION

Title  
Reviewers  
Type



Suggestions for  
thesis committee  
by the supervisor

## Submission of the Thesis

Please note that the dissertation can only be submitted once you have fulfilled all the conditions of your admission (e.g. presentation of the original documents (Master/Bachelor certificates, and transcripts, language certificate) as part of the admission application). Please refer to your admission notification for the conditions.



Abgabe / Submission  
Image Credit: Alette Winter

### Announcement of Thesis Submission

Please send **approx. 10 days before you plan to submit your thesis** an email with the subject "Announcement of the thesis submission" and the following information to the doctoral office:

- final title of your thesis
- names and institutions/affiliations of your reviewers
- type of your thesis (monograph / cumulative thesis)

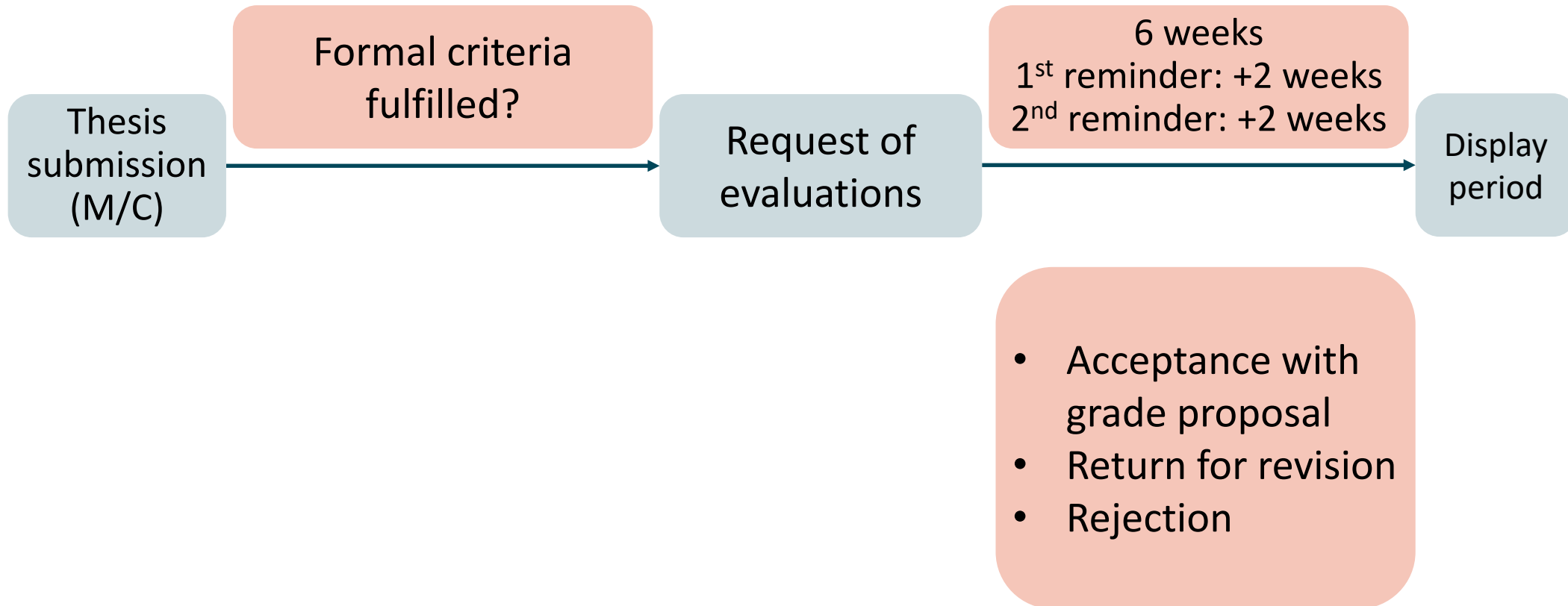
according to the doctoral subject responsibilities and the first letter of your surname.

# DOCUMENTS FOR SUBMISSION

- Thesis as pdf-file (via email or FU-Box)
- Copy of identity card
- Form: Submission of the thesis
- Form: Confirmation for submission of a monograph/cumulative thesis
- Form: Declaration of authorship (*Selbstständigkeitserklärung*)
- Form: Information on the reviewers
- Form: Declaration of confidentiality (for external reviewers)
- Cumulative: List of publications with DOI (or acceptance letter)
  
- now or later: Form: Confirmation of storage of primary data

# EVALUATION & DISPLAY PERIOD

# FROM SUBMISSION TO EVALUATION



# GRADE PROPOSALS BY THE REVIEWERS

## Reviewer 1

summa cum laude

=

## Reviewer 2

summa cum laude

magna cum laude

summa cum laude

magna cum laude/  
summa cum laude

rite/  
cum laude

grade

rejection

return for revision

grade

## Further process

acceptance → display period  
(overall grade summa possible)

acceptance → display period  
(overall grade summa not possible)

3<sup>rd</sup> reviewer (unknown)

3<sup>rd</sup> reviewer (unknown)

return for revision  
(overall grade summa not possible)

# DISPLAY PERIOD

Lecture time: 10 working days (Monday – Friday, without holidays)

Lecture-free time: 20 working days

**Juli 2025** Kalenderpedia  
Informationen zum Kalender

KW	Montag	Dienstag	Mittwoch	Donnerstag	Freitag	Samstag	Sonntag
27	30	1	2	3	4	5	6
28	7	8	9	10	11	12	13
29	14	15	16	17	18	19	20
30	21	22	23	24	25	26	27
31	28	29	30	31	1	2	3

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- Both evaluations received (and processed by the doctoral office): July 10
- Display period starts: July 11
- July 11 – 18 = 6 days of the display period
- July 21 – 30 = 4 days of the display period
- Display period ends: July 30
- 1<sup>st</sup> possible date for defense: July 31

# DISPLAY PERIOD

Lecture time: 10 working days (Monday – Friday, without holidays)

Lecture-free time: 20 working days

Oktober 2025							Kalender <p>pedia</p> <small>Informationen zum Kalender</small>
KW	Montag	Dienstag	Mittwoch	Donnerstag	Freitag	Samstag	Sonntag
40	29	30	1	2	3	4	5
41	6	7	8	9	10	11	12
42	13	14	15	16	17	18	19
43	20	21	22	23	24	25	26
44	27	28	29	30	31	1	2

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- Both evaluations received (and processed by the doctoral office): October 1
- Display period starts: October 2
- Oct 2 – 10 = 3 days of the display period
- Oct 13 – 21 = 7 days of the display period
- Display period ends: October 21
- 1<sup>st</sup> possible date for defense: October 22