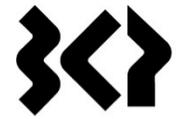




FREIE
UNIVERSITÄT
BERLIN



Department of
Biology, Chemistry, Pharmacy
Graduate Center

INFO EVENT | DOCTORAL STUDIES & THESIS SUBMISSION

April 25, 2025

Dr. Alette Winter

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

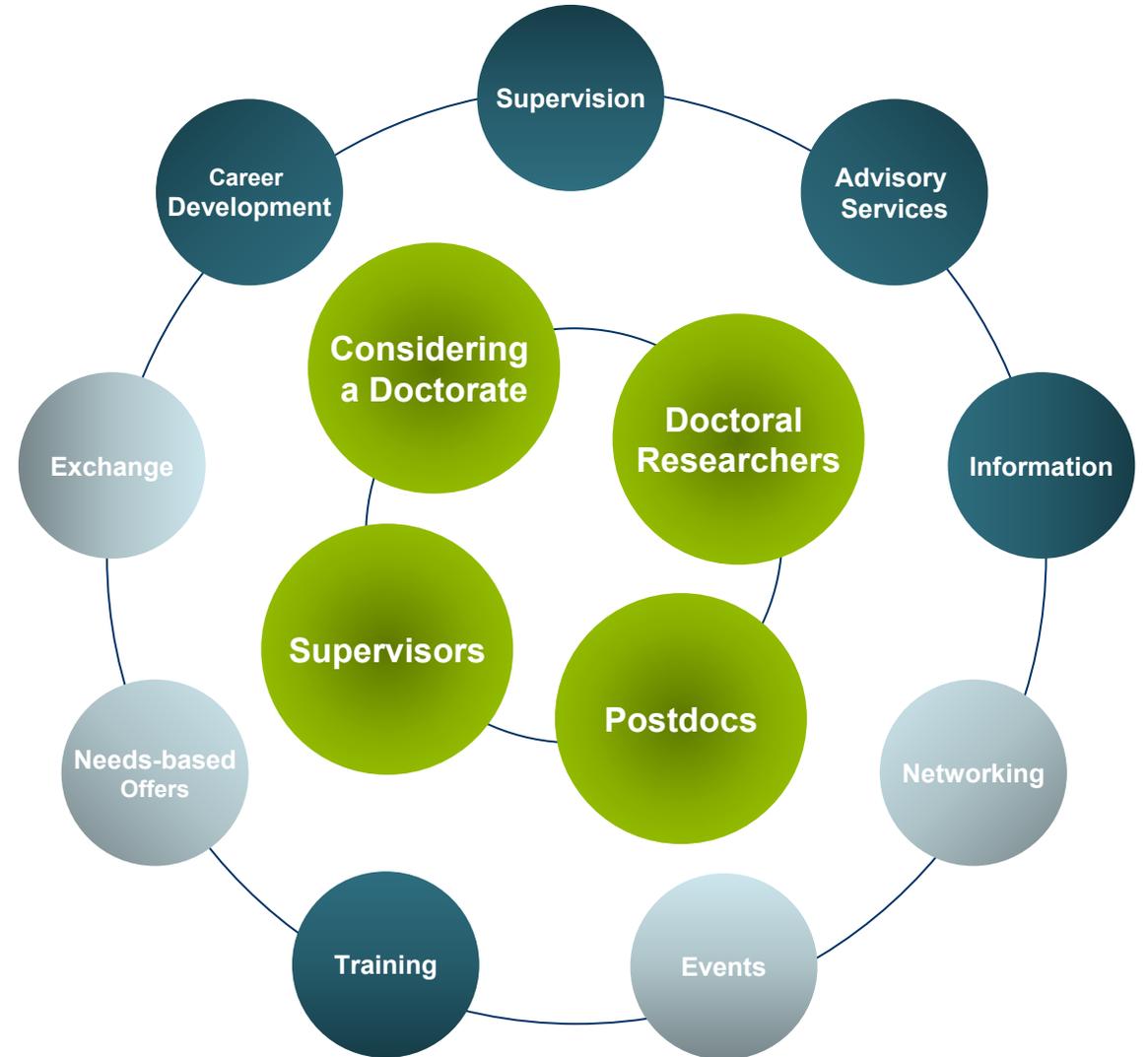


ADVISORY SERVICES & COACHING



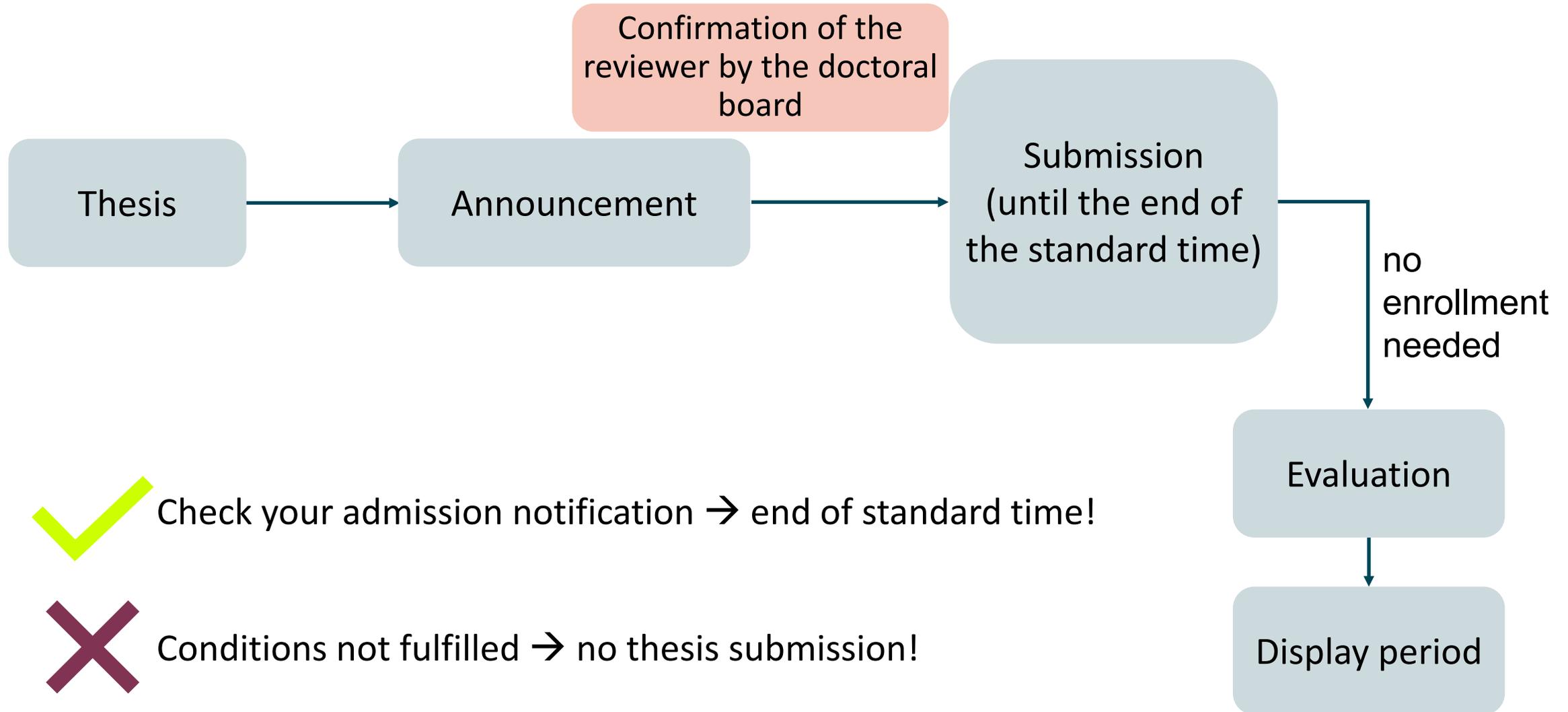
Topics

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



THESIS SUBMISSION

FROM THESIS WRITING TO THESIS SUBMISSION



THESIS SUBMISSION

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

Title
Reviewers
Type



Suggestions for
thesis committee
by the supervisor

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.

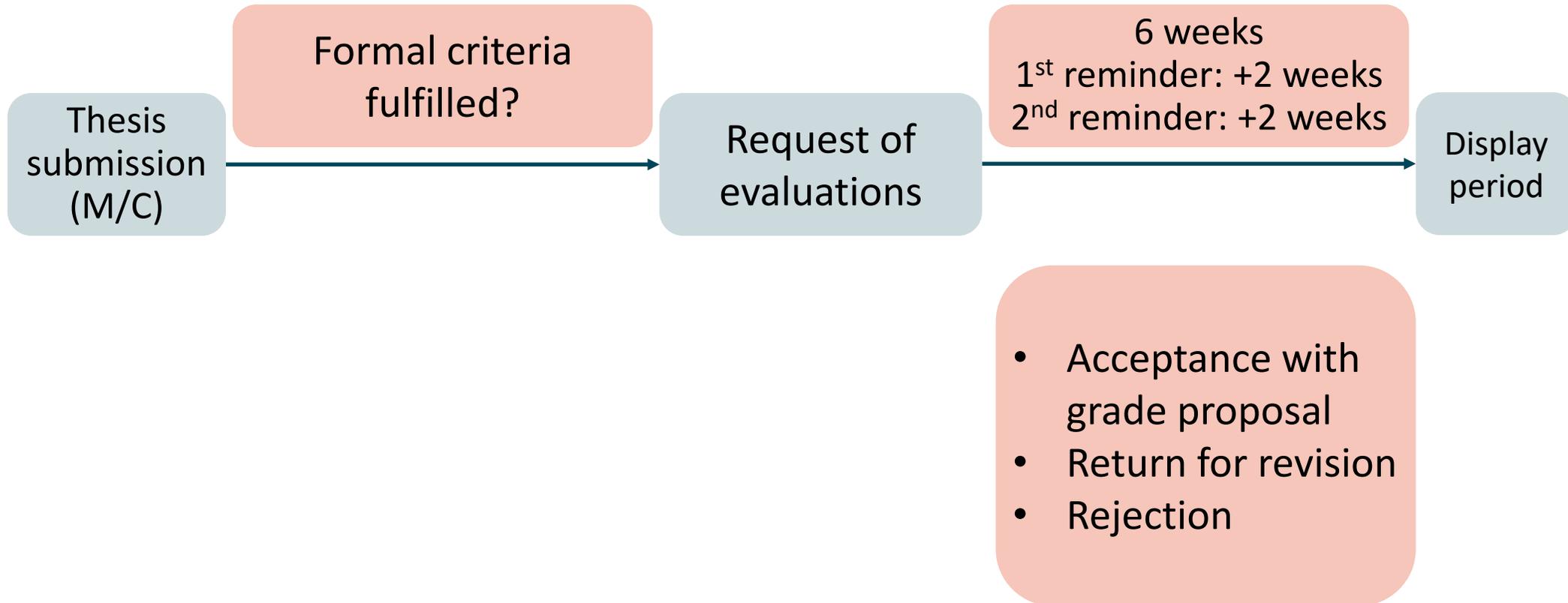
DOCUMENTS FOR SUBMISSION

- 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

=

magna cum laude

magna cum laude/
summa cum laude

grade

return for revision

Reviewer 2

summa cum laude

summa cum laude

rite/
cum laude

rejection

grade

Further process

acceptance → display period
(overall grade summa possible)

acceptance → display period
(overall grade summa not possible)

3rd reviewer (unknown)

3rd 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
- 1st 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 Kalenderpedia
Informationen zum Kalender

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
- 1st possible date for defense: October 22