



**FREIE  
UNIVERSITÄT  
BERLIN**



Department of  
Biology, Chemistry, Pharmacy  
Graduate Center

# INFO EVENT | DOCTORAL STUDIES & DISPUTATION

May 23, 2025

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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



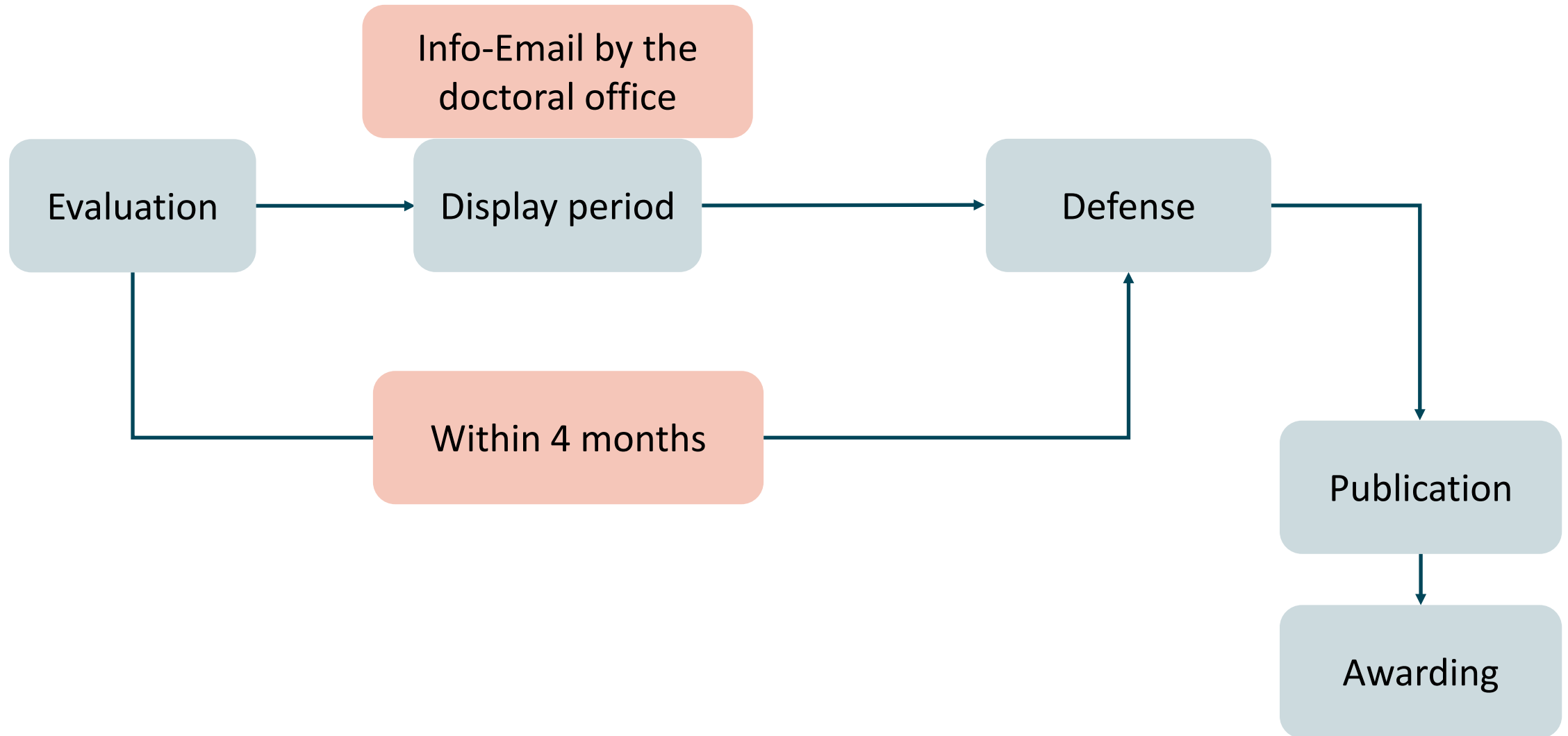
## Topics

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



# ORGANIZING THE DISPUTATION

# AFTER START OF THE DISPLAY PERIOD



# FINDING A DATE & SETTING THE FORMAT

1. Agree with both reviewers on suitable dates, they need to be present
2. Contact the remaining committee members (including the substitutes\*) to find a date
3. If necessary, organize an exchange of unavailable members (not the reviewers) and inform the doctoral office
4. Agree on the format with your supervisor and the chair of the doctoral committee
5. Communicate the date and the format to all committee members and add the note that this format will be considered accepted if no one objects within 3 days
6. Decide if you would like to exclude the public

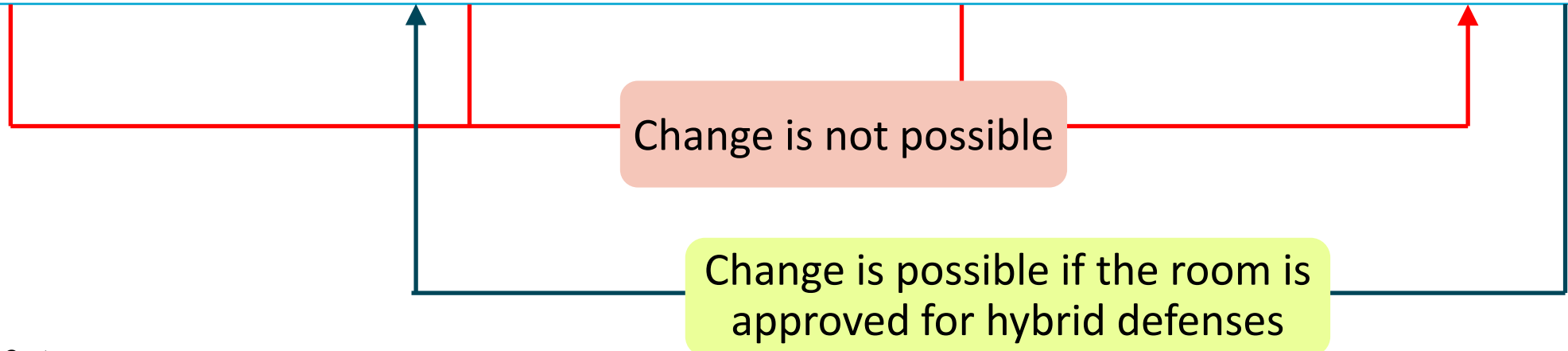
\*substitutes have the function of a “backup” in case a main member of the committee is spontaneously unable to attend on the day of your defense

# COMPOSITION OF THE DOCTORAL COMMITTEE

Chair of the committee	= supervisor (if FUB-BCP Prof) or 2 <sup>nd</sup> reviewer
Vice chair of the committee	= FUB-BCP Professor
University lecturer/Prof #1	= supervisor (if external to FUB-BCP)
University lecturer/Prof #2	= FUB-BCP Professor or external Prof
Substitute: University lecturer/Prof	= FUB-BCP Professor
Academic employee	= FU employee
Substitute: Academic employee	= FU employee

# FORMATS

Hybrid in 2 rooms	Hybrid in 1 room	Online-only	Presence-only
Only <b>you</b> and the <b>chair</b> of the committee are present on site, but physically separated in an FU video conference room and the adjoining room - all other committee members and possible audience are connected via Webex.	<b>You</b> and the <b>chair</b> of the committee are present in the same room - all other committee members and possible audience can choose to attend online or in person in the same room.	You, all committee members, and possible audience are connected via Webex. *technical requirements	<b>You, all committee members</b> , and possible audience are present in one room without virtual connection to other committee members or possible audience and without streaming.



# ONLINE-ONLY FORMAT

## \*TECHNICAL REQUIREMENTS

- The doctoral candidate must have a computer with a WebCam. This computer must have an internet connection with sufficient bandwidth to enable a stable video conference.
- The computer must be equipped with a headset. The use of other speakers/microphones is not permitted.
- There must be a device that can be used as an electronic whiteboard. This device must be able to be operated with a stylus. Simple touch screens are not permitted.

# FORM: INFORMATION ON THE DISPUTATION DATE AND FORMAT

## INFORMATION ON DATE AND FORMAT OF THE DISPUTATION

<input type="text"/>	<input type="text"/>
Last name – doctoral candidate	First name – doctoral candidate

<input type="text"/>	<input type="text"/>
Date of disputation	Weekday
<input type="text"/>	<input type="text"/>
Time – Meeting of the doctoral committee	Time - Begin of the disputation

<input type="checkbox"/> Open to the public	<input type="checkbox"/> in camera (without public)
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After you have agreed on a date with all committee members (incl. the substitutes), please agree with your supervisor and the chair of the committee on one of the disputation formats (A - B - C - D). This format is then to be communicated to all committee members by e-mail. Please ensure to mention that the proposed format will be considered accepted if the committee members do not object within 3 days.

☒ I hereby confirm that I have agreed on the following format for my disputation with all members of the committee (and the substitutes).

- ☐ A → hybrid in separate rooms
- ☐ B → hybrid in one room
- ☐ C → pure online-format
- ☐ D → pure presence-format

☐ Room(s) has/have already been booked. →

room number / room name

☐ Room(s) should be booked by the doctoral office.

# ROOM BOOKING & INVITATION

For hybrid defenses: rooms with a Webex conference system are needed:

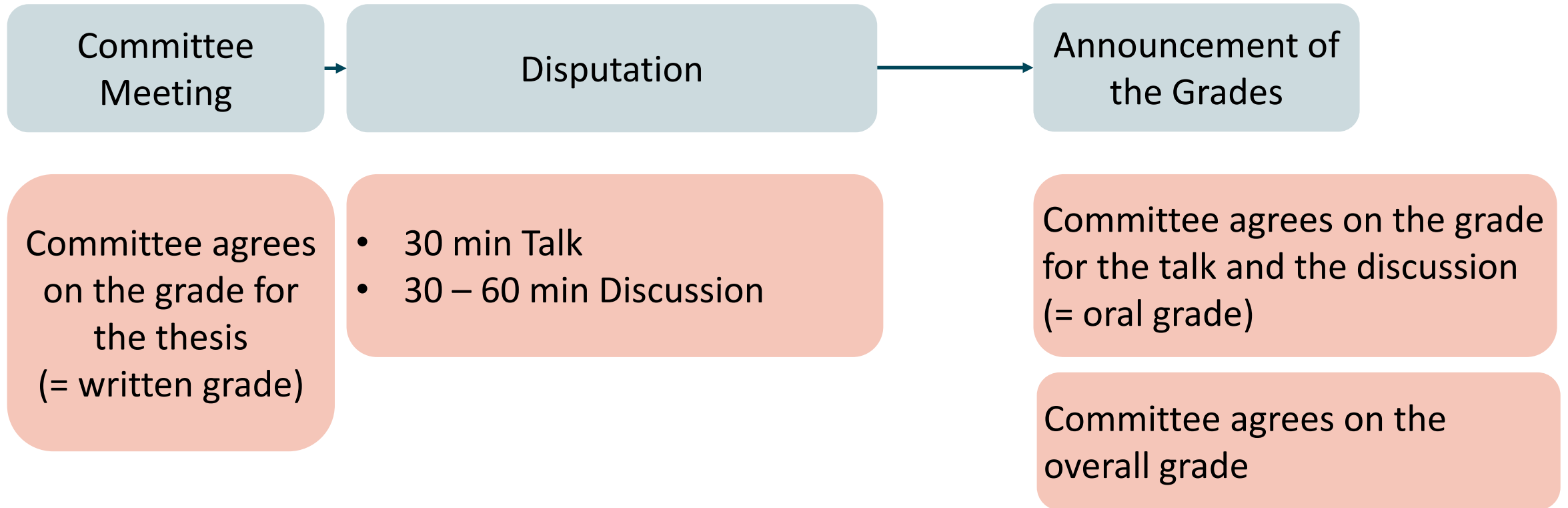
- A.006 and B.-131 at Arnimallee 22
  - Lecture hall at Takustraße 6
  - Small seminar rooms at SupraFAB
  - Elisabeth Schiemann lecture hall at Königin-Luise-Str. 12-16 (Biology)
  - Lecture hall at Königin-Luise-Str. 2 + 4 (Pharmacy)
- The doctoral office will book a room after receiving the necessary information
- The doctoral office will ask the chair of the doctoral committee for the Webex link
- The doctoral office will send the official invitation approx. 1 to 2 weeks before your defense and will announce it on the website (if open to the public)

**DAY OF THE DEFENSE**

# RULES

- recording of the disputation is prohibited
- use of additionally prepared slides during your defense (following the presentation) is not permitted
- celebrations after the disputation in the examination rooms are not allowed

# PARTS OF THE DISPUTATION



## Weighting of the Grades

Oral grade (Talk) < Oral grade (Discussion) < Written grade

# GRADES

Written	Oral (Talk)	Oral (Discussion)	Overall
summa cum laude	magna cum laude	summa/magna cum laude	summa cum laude
magna cum laude	summa/magna cum laude	summa cum laude	magna cum laude
magna cum laude	magna cum laude	cum laude	magna cum laude
cum laude	magna cum laude	cum laude	cum laude

→ After the doctoral office received the protocol they will send a confirmation of the passed disputation with all grades to you

→ **Please make sure that the doctoral office has always your current email address**