

# INFO EVENT | DOCTORAL STUDIES & STANDARD TIME TO COMPLETION

July 25, 2025

Simone Schlender

---

# 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
- ...



**FU MEMBERSHIP & ENROLLMENT**

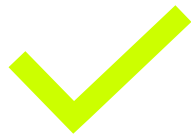
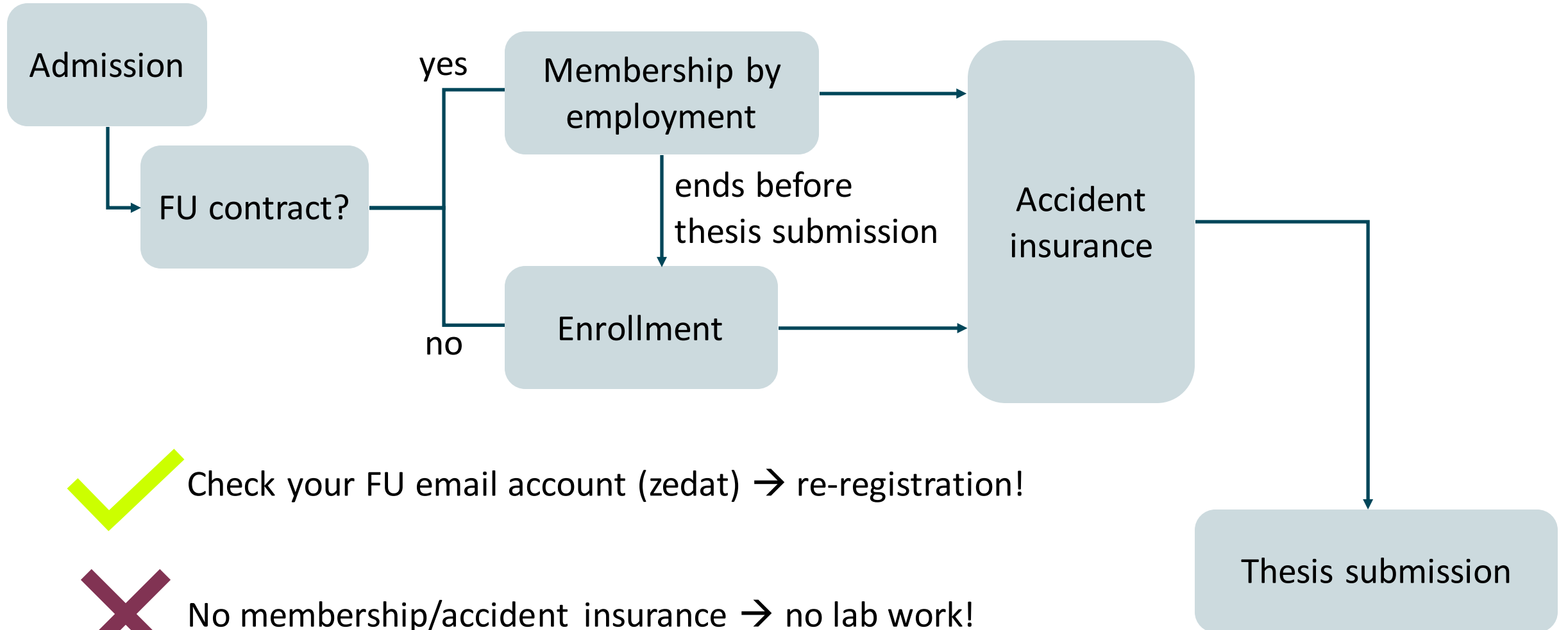
**STANDARD TIME TO COMPLETION**

**CONDITIONS WITHIN THE ADMISSION PROCEDURE**

**GOOD SCIENTIFIC PRACITCE | RESEARCH INTEGRITY**

# FU MEMBERSHIP & ENROLLMENT

# FU MEMBERSHIP & ENROLLMENT



Check your FU email account (zedat) → re-registration!



No membership/accident insurance → no lab work!

# FU MEMBERSHIP & ENROLLMENT

Department of Biology, Chemistry, Pharmacy /

GRADUATE CENTER / DOCTORATE

CONSIDERING A DOCTORATE

**DOCTORAL RESEARCHERS**

POSTDOCS

SUPERVISORS

CONTACT

HABILITATION

Homepage > Graduate Center / Doctorate > Doctoral Researchers > Doctorate Procedure > FU Membership and Enrollment

## FU Membership and Enrollment

According to Section 5 of the doctoral regulations, as a doctoral candidate you must prove that you are a member of the FU Berlin, i.e. if you are not employed by the FU Berlin (e.g. scholarship holders), you are obliged to enroll with the Student Records and Registration Office. Otherwise, the admission to the doctoral degree program loses its validity.

The enrollment obligation exists with the admission until the submission of the thesis.

**You can find the application for enrollment here.**

For questions about the enrollment procedure, please contact the Student Records and Registration Office directly.

Please note: From the winter semester 2024/2025, doctoral students are entitled to use the Deutschlandsemesterticket. If you have any further questions about the semester ticket and a possible exemption, please click here or contact the ASTA semester ticket office directly.



Mitgliedschaftsverhältnis FU / Enrollment  
Image Credit: Bernd Wannenmacher

## Overview Doctorate Procedure



### 5. Standard Processing Time

What is the standard processing time for the doctorate? What should I do if the standard processing time can not be met? How can a change of supervisor take place?

> Read more

# FU MEMBERSHIP & ENROLLMENT

[OUR DEGREE PROGRAMS](#)[HOW TO APPLY](#)[STUDYING HERE](#)[CAREER PROSPECTS](#)[INTERNATIONAL](#)[GUIDANCE & SERVICES](#)

[Homepage](#) > [Education](#) > [How to Apply](#) > [Enrollment](#) > [Enrollment in PhD and doctoral programs \(doctoral degree\)](#)

## Enrollment in PhD and doctoral programs (doctoral degree)

### Enrollment in a doctoral program

If you have been admitted to the doctoral program within the months of July until December, you may apply for enrollment for a winter semester. If you have received admission between January and the end of June, you can enroll for the summer semester. Please submit your application for the summer semester by June 30 at the latest. After the admission to doctoral studies, apply for enrollment within one month.

### Required Documents

1. Current **letter of admission** (issued by the doctoral committee of the department)
  2. If applicable, **confirmation of DRS membership/participation in Dahlem Research School (DRS)** programs; available through the coordination of your DRS program. Contact information can be found on the DRS website for doctoral programs.
  3. Completed **application for enrollment**. If you are already enrolled at Freie Universität Berlin please use the **application for change of programs** (see also our website change of program).
  4. **Identification document** showing your full last name, first name, date of birth and expiration date. You have the option to black out all other information. This copy of the ID document is used exclusively for identification purposes and at the same time protects against identity theft. The copy of the ID document will be destroyed after successful enrollment. Proof of a visa/residence permit is not required at the university. For more information, please visit the Berlin Immigration Office website.
- Please note:** A change of name for Trans, Intersex, and Non-Binary Students during the enrollment process is possible. Please find here which documents have to be submitted additionally.
5. **University entrance qualification** (Abitur or equivalent), if necessary a copy of an official translation



Image Credit: Freepik

Deadlines for Applying, Registering, and Enrolling for the upcoming semester



## CONTACT

### Info-Service Studium

online form or via

**Telephone:** +49 (0)30 838 - 70000

Monday to Thursday: 9.00-17.00 h

Friday: 9.00-15.00 h

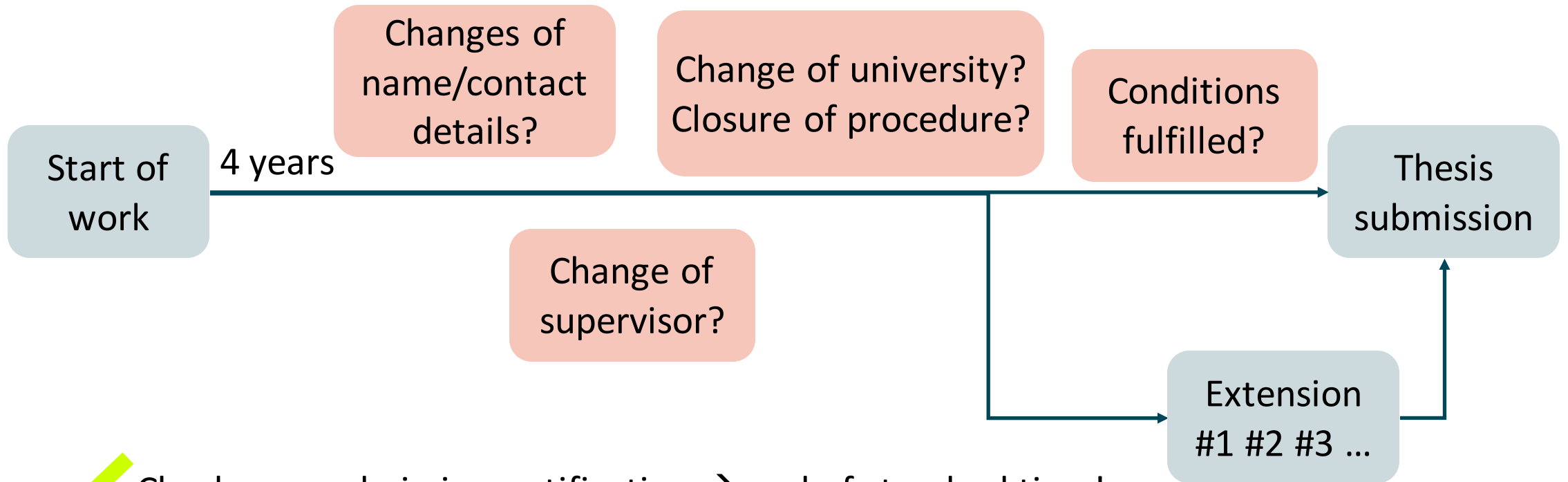
**Student Services Center**

Ilstistr. 4, 14195 Berlin



# STANDARD TIME TO COMPLETION

# STANDARD TIME TO COMPLETION



Check your admission notification → end of standard time!



Conditions not fulfilled → no thesis submission!

# STANDARD TIME TO COMPLETION

## ADMISSION NOTIFICATION FOR DOCTORAL STUDIES IN THE SUBJECT OF BIOLOGY

End of your **standard time to completion**: 7<sup>th</sup> of January 2029

Dear ,

Based on your application, you are hereby admitted as a doctoral student in the subject of Biology effective **8<sup>th</sup> of January 2025**. The doctoral regulations of the Department of Biology, Chemistry, Pharmacy (hereafter PromO) valid at the time of admission apply to your procedure. The standard time to completion, stated above, ends four years after the admission, which is the beginning of the doctoral procedure. According to Section 4 (1) PromO, the earliest date for filing your dissertation is two years after your application. Hence, you can submit your thesis earliest on 23<sup>rd</sup> of April 2027.

# STANDARD TIME TO COMPLETION

Department of Biology, Chemistry, Pharmacy /

GRADUATE CENTER / DOCTORATE

CONSIDERING A DOCTORATE

DOCTORAL RESEARCHERS

POSTDOCS

SUPERVISORS

CONTACT

HABILITATION

Homepage > Graduate Center / Doctorate > Doctoral Researchers > Doctorate Procedure > Standard Time to Completion

## Standard Time to Completion

As a rule, the dissertation should be submitted within 3.5 years, but at the latest before the end of the standard time to completion (4 years). Please refer to your admission notification for the end of the standard time to completion.

If it is not possible to submit your dissertation within the four-year standard time to completion, an **application for extension of the standard time to completion** must be submitted to the doctoral office by e-mail with the subject "Application for an extension of the standard time to completion" four weeks before the end of the standard time to completion. Please always use the latest version of the form (as of June 2025). We will no longer accept older forms from August 1, 2025. The doctoral board decides on the extension.

If the reason for the extension of the standard time to completion is maternity leave or parental leave, please use the application for extension due to maternity leave and parental leave.



Regelbearbeitungszeit / Standard Time to Completion  
Image Credit: Marion Kuka

## Overview Doctorate Procedure



### 1. Supervision, Topic and Funding

What are the requirements for admission? What has to be done before starting the doctorate? What funding opportunities are there?

> Read more

# STANDARD TIME TO COMPLETION



## APPLICATION FOR EXTENSION OF THE STANDARD TIME TO COMPLETION

in accordance with the most current valid version of the doctoral regulations of the Department of Biology, Chemistry, Pharmacy

Eingangsstempel - Promotionsbüro

Doctoral Subject:

Version June 2025

<input type="text"/>	<input type="text"/>	<input type="text"/>
Last name - doctoral student	First name – doctoral student	Matriculation number
<input type="text"/>	<input type="text"/>	
E-mail address	Institution	
<input type="text"/>	<input type="text"/>	
Supervisor: Title, first and last name	(If applicable) second reviewer: Title, first and last name	

Starting date of work:

Has your standard time to completion already been extended once or several times?

☐ YES ☐ NO

until:   End of the standard time to completion:

Topic of the doctoral project:

Reason(s) for the delay respectively the extension:

Is your research work already completed?

☐ YES

☐ NO

Which research work still has to be finished?

Timetable for research work:

Timetable for thesis writing:

Until when should your standard time to completion be extended?

Signature - Doctoral student

Please note that access to the necessary resources for the doctoral candidate must also be ensured by the supervisor for the period of the extension of the standard time to completion.

Signature - Supervisor

Signature - Second reviewer (if already determined)

To be filled in by the Doctoral Degree Office



# CONDITIONS WITHIN THE ADMISSION PROCEDURE

# CONDITIONS WITHIN THE ADMISSION PROCEDURE

Department of Biology, Chemistry, Pharmacy /  
GRADUATE CENTER / DOCTORATE

CONSIDERING A DOCTORATE DOCTORAL RESEARCHERS POSTDOCS SUPERVISORS CONTACT HABILITATION

Homepage > Graduate Center / Doctorate > Doctoral Researchers > Doctorate Procedure > Standard Time to Completion

## Standard Time to Completion

As a rule, the dissertation should be submitted within 3.5 years, but at the latest before the end of the standard time to completion (4 years). Please refer to your admission notification for the end of the standard time to completion.

If it is not possible to submit your dissertation within the four-year standard time to completion, an **application for extension of the standard time to completion** must be submitted to the doctoral office by e-mail with the subject "Application for an extension of the standard time to completion" four weeks before the end of the standard time to completion. Please always use the latest version of the form (as of June 2025). We will no longer accept older forms from August 1, 2025. The doctoral board decides on the extension.

If the reason for the extension of the standard time to completion is maternity leave or parental leave, please use the application for extension due to maternity leave and parental leave.



Regelbearbeitungszeit / Standard Time to Completion  
Image Credit: Marion Kuka

### Conditions within the admission procedure

Please make sure that you fulfill all conditions of your admission in due time and submit the corresponding proof to the doctoral office (e.g. presentation of original documents such as degree certificates and proof of language proficiency as part of the doctoral application). Please refer to your admission notification for the conditions. If the conditions are not fulfilled for reasons for which you are responsible, admission to the doctorate will expire.

Course on good scientific practice

## Overview Doctorate Procedure



### 1. Supervision, Topic and Funding

What are the requirements for admission? What has to be done before starting the doctorate? What funding opportunities are there?

> Read more

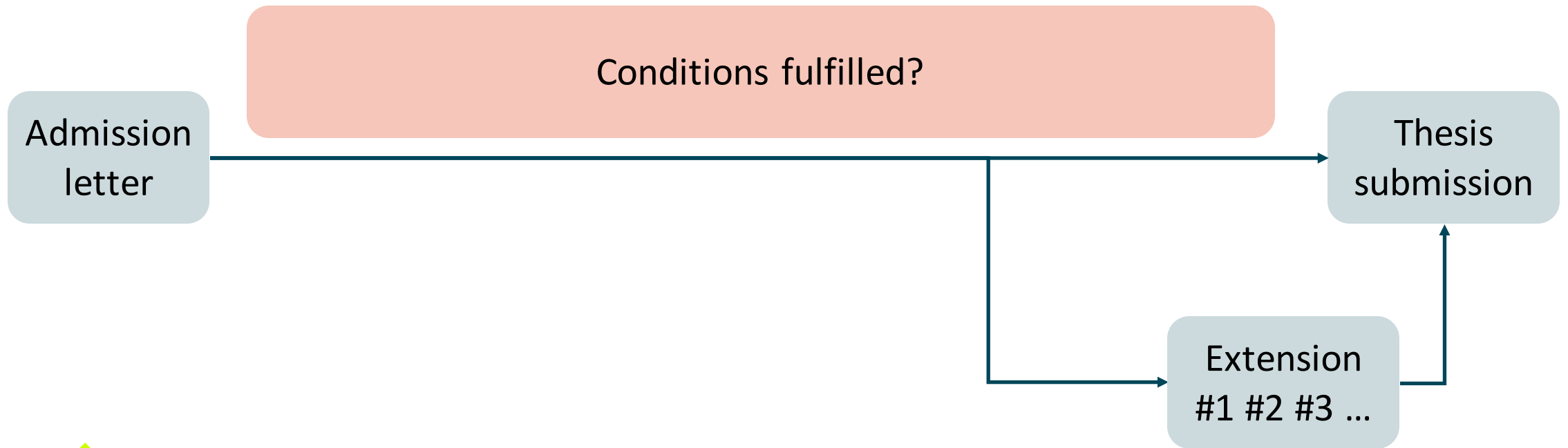
> Image Credits



### NEWS

Doctoral student opportunities in the interdisciplinary  
PharMetX-Program // Application deadline Sep 6

# CONDITIONS IN THE ADMISSION PROCEDURE



Presentation of the original certificates/transcripts → during office hours of the doctoral office



Participation in a course on good scientific practice → at the beginning of the doctoral studies



# CONDITIONS IN THE ADMISSION PROCEDURE

FOR ADMISSIONS  
FROM NOW ON

Following conditions are imposed:

- Proof of participation in a **course on good scientific practice** amounting to one credit point or two full days

**Deadline: within one year of the admission date**

- Presentation of the **originals of the documents** relevant for the doctoral admission (transcripts, certificates, graduation documents, language certificates)

**Deadline: within one year of the admission date**

**The admission for doctoral studies expires if the above condition/s is/are not fulfilled for reasons for which you are responsible.**

# CONDITIONS WITHIN THE ADMISSION PROCEDURE

Homepage > Graduate Center / Doctorate > Contact > Doctoral Degree and Habilitation Office

## Doctoral Degree and Habilitation Office

Please send emails only according to subject assignment to [prom1@](mailto:prom1@bcp.fu-berlin.de) or [prom2@](mailto:prom2@bcp.fu-berlin.de). Thank you!

We are available for all your needs by phone or e-mail according to the specified availability. In addition, you can book an appointment for the consultation hours on a daily basis - see further information below.

We kindly ask you to submit all documents electronically, and to use the office hours only for those processes that actually require them, such as the presentation of originals for admission to doctoral studies.

Please note that procedures for the subjects **Biochemistry and Chemistry** are not processed on Fridays.

### Chemistry & Biochemistry

#### Address

Arnimallee 22  
Room A.025  
14195 Berlin



**Name** Ms. Isabell Franke / Ms. Lydia Alnajjar

**Email** [prom2@bcp.fu-berlin.de](mailto:prom2@bcp.fu-berlin.de)

#### Office hours

Responsibility and availability by phone:

First letter of surname A - L	First letter of surname M - Z
Ms. Isabell Franke	Ms. Lydia Alnajjar
+49 30 838 59259	+49 30 838 59505
Monday afternoon, Wednesday,	Tuesday to Thursday

### Biology & Pharmacy

#### Address

Arnimallee 22  
Room A.025  
14195 Berlin



**Name** Ms. Kerstin Reinsberg

**Telephone** [+49 30 838 55160](tel:+493083855160)

**Email** [prom1@bcp.fu-berlin.de](mailto:prom1@bcp.fu-berlin.de)

#### Office hours

Availability by phone: Monday - Friday

Please check our office hours on a daily basis and book an appointment on the day of the consultation. This is possible one hour before the consultation starts in advance either online here or at our booking terminals on site in the waiting areas.



**GOOD SCIENTIFIC PRACITCE | RESEARCH INTEGRITY**

# COURSE ON GOOD SCIENTIFIC PRACTICE

DAHLEM RESEARCH SCHOOL | CENTER FOR EARLY CAREER RESEARCHERS

DOCTORATE

OFFERS

RESEARCH INTEGRITY

FUNDING

ABOUT US

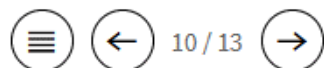
[Homepage](#) > [Sites](#) > [Dahlem Research School](#) > [Research Integrity](#) > [Courses on Research Integrity](#)

## WORKSHOPS, COURSES, SEMINARS

03.04. - 04.04. [Workshop | Good Scientific Practice](#)

08.04.  
09:15 [Open Data Seminar](#)

16.04. [BUA Workshop | Hit the Jackpot x  
EmoLeaders - Transform Stress into  
Leadership Success!](#)



## Courses on Research Integrity

Research Integrity is more than prevention of scientific misconduct - research integrity offers guidelines for professional research.

Knowledge about integrity, appropriate methods and handling of data enables scientists to deal with their own research, to evaluate the work of and manage the exchange with others in a professional and ethical way.

Dahlem Research School in cooperation with [Humboldt Graduate School](#) and [Potsdam Graduate School](#) offers a broad range of courses on research integrity, open to all doctoral researchers of the Berlin University Alliance and the University of Potsdam.



DRS Workshops  
Image Credit: Bernd Wannenmacher

Workshops in the field of research integrity can [be booked on the DRS booking platform](#).

# COURSE ON GOOD SCIENTIFIC PRACTICE

Section 7 (7) PromO: proof of participation in a course on good scientific practice

Obligation applies to all doctoral candidates who submit their dissertation **after March 31, 2026**

Extent: 1 credit point = 2 full workshop days = 16 work units of 45 minutes each

Participation in several courses on the topic is possible (→1 CP in total)

# COURSE ON GOOD SCIENTIFIC PRACTICE

Courses offered by the FU Berlin (DRS, KowIn, Graduate Center, doctoral programs) or other Berlin universities that are members of the Berlin University Alliance will be credited

Proof must be provided within one year after the admission date (via e-mail to the Graduate Center)

Further questions about the courses offered and possible crediting of external courses  
→ contact the staff of the Graduate Center

# CONTACT

---

Email: [graduate-center@bcp.fu-berlin.de](mailto:graduate-center@bcp.fu-berlin.de)

Web: [www.bcp.fu-berlin.de/en/graduieretenzentrum](http://www.bcp.fu-berlin.de/en/graduieretenzentrum)