

Please read carefully and follow the instructions

The person identified as the “examiner” in the following is the official supervisor of the research project.

The form consists of three parts (application, proof of performance and examination protocol). All parts must be completed, signed and submitted electronically. Handwritten or scanned forms will not be accepted.

*Part 1 (2 pages) is the **application** form. To apply for a research project, only part 1 needs to be completed and submitted. Part 1 is to be completed and signed by the student and by the examiner, and is to be sent to the examination office by email.*

*Part 2 contains the **proof of performance** (1 page), part 3 the **examination protocol** (1 or more pages). Parts 2 and 3 must be completed, signed and emailed to the examination office by the examiner.*

***In addition**, a written **report** on the research project must be prepared in the format provided and submitted in electronic form (pdf) to the examiner. The examiner must submit the written report to the examination office by email together with the proof of performance and the examination protocol.*

On the following pages you will find:

- *Guidelines for active participation and the oral exam*
- *Outline for a report on the research project*
- *Notes on the authorization to examine*

Registration of a non-graded research project (5 or 10 LP)

Master Biochemistry, in accordance with StO/PO v. 22.05.2024

To be completed and signed by the student

Name, first name:Matriculation number:.....

Tel.: ZEDAT E-Mail:.....@zedat.fu-berlin.de

Topic:

Scientific Background:

Questions or aims:

Experimental approach/techniques:

Planned start/end dates of the research project:

Institution, at which the research project will be carried out:

Examiner; name, email, work address:.....

Important! The indicated examiner has to be authorized to examine. Professors, "Privatdozent/innen", lecturers and individuals approved by the examination committee are authorized to examine. *See separate notes on the authorization to examine.*

Subject area of the research project:

- | | |
|--|--|
| Research Design and Grant Writing <input type="checkbox"/> 5 LP <input type="checkbox"/> 10 LP | Molecular Biology <input type="checkbox"/> 5 LP <input type="checkbox"/> 10 LP |
| Structural Biology and Biophysics <input type="checkbox"/> 5 LP <input type="checkbox"/> 10 LP | Molecular Genetics <input type="checkbox"/> 5 LP <input type="checkbox"/> 10 LP |
| Cell Biology <input type="checkbox"/> 5 LP <input type="checkbox"/> 10 LP | Computational Biology, Bioinformatics, Data Analysis
<input type="checkbox"/> 5 LP <input type="checkbox"/> 10 LP |
| Molecular Biomedicine <input type="checkbox"/> 5 LP <input type="checkbox"/> 10 LP | Related Area <input type="checkbox"/> 5 LP <input type="checkbox"/> 10 LP |

Related Areas e. g.: Biology, Chemistry, Pharmacy, Physics, Bioinformatics or Medicine

I register bindingly for the above research project.

.....
City, date

.....
Signature of applicant

To be completed and signed by the examiner

- I agree to supervise and evaluate the above research project.
 I confirm that the research project is not primarily a commercial enterprise.
 I will conduct the examination according to the guidelines (see below).

.....
City, date

.....
Signature examiner

Do not complete

Chair of the Examination Board:

- Approved | not approved

.....
Date, Signature

Examination Office:

Registration in Campus Management has been completed.

.....
Date, Signature

Certificate of performance for a non-graded research project (5 or 10 LP)
Master Biochemistry, in accordance with StO/PO v. 22.05.2024

Name, first name of the student:

Matriculation number:

Topic of the research project:

Start/end dates of the research project: -

Examiner:

Important! The indicated examiner has to be authorized to examine. Professors, "Privatdozent/innen", lecturers and individuals approved by the examination committee are authorized to examine. *See separate notes on the authorization to examine.*

Subject area of the research project:

Research Design and Grant Writing 5 LP 10 LP

Molecular Biology 5 LP 10 LP

Structural Biology and Biophysics 5 LP 10 LP

Molecular Genetics 5 LP 10 LP

Cell Biology 5 LP 10 LP

Computational Biology, Bioinformatics, Data Analysis
 5 LP 10 LP

Molecular Biomedicine 5 LP 10 LP

Related Area 5 LP 10 LP

- I certify the active participation by the student in the research project according to the guidelines.
- A written report on the research project is included.
- The quality of the written report is sufficient.

.....
City, date

.....
Signature examiner

Examination Office:

Entry in campus management has been made.

.....
Date, signature

Guidelines active participation non-graded research project (5 or 10 LP)

Students in the Master program Biochemistry can enroll in non-graded research projects worth 5 LP (at least 120 hours project work, 150 hours total) or 10 LP (at least 240 hours project work, 300 hours total). For the successful completion of a research project, students have to document their **active participation**.

Active participation

Besides the lab work for the research project, active participation involves **regular participation in the research seminar** of the hosting group and the **keeping of a lab notebook** according to common scientific standards. The lab notebook will remain with the host group. In addition, students have to compose a **short written report** (about 3-5 pages) according to the attached format, which they have to hand in to the examiner and send in digital form to the examination office. The project and the results are to be presented in a short presentation (about 15 minutes), followed by a defense/discussion (about 10 minutes). The examiner has to confirm the active participation on the certificate of performance.

Contact Examination Office

Prüfungsbüro Biochemie
Arnimallee 22
D-14195 Berlin

email: pruefungsbuero@biochemie.fu-berlin.de

Outline for a Report on a Non-Graded Research Project (5 or 10 LP)

Cover Page

- Title of the research project
- Name of the student
- Student ID
- Name of the examiner
- Host institution
- Place and Date

Abstract/Summary

- Maximum 0.5 pages

Introduction

- Concise description of the state of the art, focusing on the aspects that led to the project
- About 1.5 pages

Materials and Methods

- In sufficient detail or referenced to allow independent reproduction
- Length variable

Results

- Main results with graphics/tables integrated into the text
- About 3 pages

Discussion

- Avoid repetition of results
- Possible aspects: Reliability of results, clarity of results, comparison to results from others, comparison to related biological systems, possible future experiments/questions
- About 1.5 pages

References

- In a format typical in the Molecular Life Sciences
- Length variable

Notes on the authorization to examine

- (1) The person referred to below as the “examiner” is the official supervisor of a research project or thesis.
- (2) Only authorized examiners (professors, private lecturers, postdoctoral lecturers and persons approved by the examination board) can be official supervisors and examiners of research projects or theses. External persons can't be listed.
- (3) For theses, both the first and second examiners must be authorized examiners, and at least one examiner must be employed at the Institute of Chemistry and Biochemistry or affiliated with the Department of Biochemistry. Only authorized examiners can certify performance in a research project or thesis or the fulfillment of active participation.
- (4) Independent research group leaders who have sufficient academic teaching experience can apply for examination authorization limited to a research project/thesis supervised by them (by e-mail with CV, list of publications, previous academic teaching experience to the Examinations Office; pruefungsbuero@biochemie.fu-berlin.de). The decision can be made by the Chair of the Examination Board.
- (5) Research projects may be designed and supervised by persons who are not authorized to conduct examinations and hold a doctorate. Persons who are not authorized to conduct examinations may take part in the examination (as assessor or in addition to the assessor), ask questions and be involved in the assessment of performance or active participation. In the case of conception and guidance by a non-authorized examiner, an authorized examiner must act as official examiner.
- (6) Most institutions that offer research projects and theses employ authorized examiners in accordance with point (2). One of these persons should assume the function of the official examiner if a module is carried out under the supervision of a person who is not authorized to conduct examinations and holds a doctorate. If no authorized examiner at the host institute can act as examiner, the examination can possibly be taken over by one of the authorized university lecturers of the BCP department; see point (1).
- (7) In any case, the examiner specified on the form (both examiners in the case of theses) must take part in the examination, and only this authorized examiner can officially certify the work performed and active participation (first examiner in the case of theses).