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Doctoral Regulations at the Department of Biology, Chemistry, Pharmacy at Freie Universität Berlin

Preamble

On the basis of Section 14.1.2 of Freie Universität Berlin's supplemental rules and regulations (*Teilgrundordnung [Erprobungsmodell]*) from October 27, 1998, published in *FU-Mitteilungen* No. 24/1998 (the official bulletin of Freie Universität Berlin), and in conjunction with Section 70.5 of the Berlin Higher Education Act (*Berliner Hochschulgesetz – BerlHG*) of July 26, 2011 (GVBl. p. 378), last amended on December 19, 2017 (GVBl. p. 695), the Extended Department Council (*Erweiterte Fachbereichsrat*) of the Department of Biology, Chemistry, Pharmacy at Freie Universität Berlin issued the following Doctoral Regulations:

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Section 1 Meaning of the doctoral degree program, doctoral degree

(1) The Department of Biology, Chemistry, Pharmacy at Freie Universität Berlin awards the degree of Doctor of Natural Sciences (Doctor rerum naturalium, abbreviated: Dr. rer. nat.) or alternatively after completion of a structured doctoral studies program according to Section 1.2 the Doctor of Philosophy in Natural Sciences (abbreviated: Ph.D. in Natural Sciences) within the framework of a proper doctoral degree program according to the provisions below.

(2) ¹Successfully completing the doctoral degree program shows the candidate's capacity for in-depth scientific work through his or her own research efforts beyond the scope of one of the courses of studies offered by the Department of Biology, Chemistry, Pharmacy. ²The written doctoral degree assignments consist of a piece of scientific work (dissertation) i.e. a self-contained individual assignment (monograph) or several collected individual assignments (cumulative thesis) and an oral examination (defense) in the doctoral subject (biology, biochemistry, chemistry or pharmacy). ³The Doctor of Philosophy in Natural Sciences (Ph.D. in Natural Sciences) also requires evidence in the form of a certificate and transcript or equivalent of the successful completion of a structured doctoral studies program in one of the subjects offered by the Department of Biology, Chemistry, Pharmacy within the framework of the Dahlem Research School (DRS) or a doctoral studies program of equivalent structure. ⁴The equivalency of a doctoral studies program must be confirmed by the doctoral board.

(3) An honorary degree in natural sciences may be awarded for particular scientific achievements in one of the subjects offered by the Department of Biology, Chemistry, Pharmacy (Doctor rerum naturalium honoris causa, abbreviated: Dr. rer. nat. h. c.).

(4) A degree according to (1) may only be awarded once for a given subject.

Section 2 Doctoral board

(1) The department council uses a doctoral board to carry out the doctoral degree procedure.

(2) ¹The department council appoints the members of the doctoral board at the beginning of its term. ²It is composed of four professors whose primary employment is with the university, each representing one of the subjects offered by the Department of Biology, Chemistry, Pharmacy (biology, biochemistry, chemistry,

pharmacy). ³The doctoral board elects a chairperson and a deputy chairperson at its constitutive meeting.

(3) ¹The doctoral board decides whether to admit applicants and their dissertation proposals to the doctoral degree program. ²It is obliged to advise applicants. ³The doctoral board does not meet publicly. ⁴It may permit participation by one or more representatives from other status groups in an advisory capacity regarding agenda points not relating to individual doctoral degree procedures.

(4) ¹The doctoral board may generally transfer decisions on individual cases or particular authorisations to the chairperson of the doctoral board or the four subject representatives for their respective subject. ²The doctoral board may reverse the transfer at any time.

(5) ¹The doctoral board is supported by a doctoral office. ²All applications, documents, evaluations, the dissertation and all other documents for the doctoral board and the doctoral committee must be submitted to the doctoral office.

(6) ¹The chairperson of the doctoral board must inform the Executive Board - Office of the General Counsel - of any fundamental procedural questions. ²The deanship of the department must be made aware of this.

Section 3 Admission requirements

(1) ¹One requirement for admission to the doctoral degree program is successful completion of a relevant course of studies at a university subject to the constitution by completion of a master's course equating to 300 credit points - including the prior foundation course - or the second state examination in pharmacy, or the third state examination in veterinary medicine or medicine or an equivalent examination with a minimum grade point average of "good".

²An applicant may be admitted after completing a bachelor's course or a master's course in a subject relevant to the doctoral degree program which did not follow on from successful completion of a foundation course, if the applicant can prove that he or she was in the best 3% of his or her cohort in the relevant course at the relevant university and two professors in a subject relevant to the doctoral degree program have successfully carried out a suitability assessment test. ³The doctoral board shall decide on the form which the suitability assessment test should take. ⁴If the doctoral candidate is admitted on the basis of completing a bachelor's degree, the credit points (corresponding to two years' coursework) must still be achieved, such that admission is subject to a condition.

(2) ¹If the applicant has completed a course other than those described in (1), he or she may be admitted to the doctoral degree program if his or her qualification for the doctoral subject is guaranteed. ²The applicant may be admitted to the doctoral degree program on the condition that he or she provides academic records which are generally obtained in the university study required according to (1) or which is necessary to supplement the knowledge proven by the applicant for the desired doctoral degree program.

(3) ¹An equivalent examination at a university outside the scope of application of the *Hochschulrahmengesetz* (Framework Act on Higher Education) also counts as completion of a course of study according to (1). ²If the degree does not belong to the equivalencies governed by the Central Office for Foreign Education in the secretariat of the Standing Conference of the Ministers of Education and Cultural Affairs of the States of the Federal Republic of Germany, confirmation of equivalency must be obtained from there. ³If the Central Office for Foreign Education does not classify the grading of the foreign degree, the doctoral board shall check the comparability of this university degree grading with a minimum grade point average of “good”. ⁴If it is not established that the degree is equivalent, the doctoral board shall check whether it can be made equivalent by fulfilment of conditions in the sense of (2).

(4) ¹If the degree was obtained in a diploma program at a university of applied sciences, evidence must be provided that the grade point average was at least “very good”. ²If this is not the case, the doctoral board shall check whether the degree can be made equivalent if the candidate passes a suitability assessment test according to (1) or with a condition according to (2).

Section 4 Admission procedure

(1) ¹Applications for admission to a doctoral degree program must be made when the candidate begins experimental or theoretical work connected to the dissertation proposal, but at the latest two years before the dissertation is submitted. ²The doctoral board may approve exceptions in individual cases. ³Regardless of timely application according to (1), the doctoral degree program begins in the sense of the *WissZeitVG* (German Scientific Temporary Contract Act) when the topic of the doctoral degree program is issued. ⁴The application for admission to the doctoral degree program must be submitted with the following documents:

a) Suggestion of a supervisor. ⁵The supervisor according to Section 6 must represent the subject of the dissertation in research and confirm his or her assumption of the role as well as provision of a workplace for the duration of the standard time to completion.

b) ⁶A representation of the objectives and methods for the dissertation proposal signed by the doctoral student and his or her supervisor, as well as a schedule. ⁷The dissertation proposal must come from a field represented by at least one research and teaching professor in the Department of Biology, Chemistry, Pharmacy.

c) ⁸If the supervisor belongs to the circle of persons set out in Section 6.3 or 6.4, the written confirmation according to Section 6.3 (3) or Section 6.4 (2),

d) documents, especially certificates and evidence of qualifications, required according to Section 3,

e) a personal data sheet,

f) a declaration as to whether the intention to undertake doctoral degree program was previously registered or whether a doctoral degree program is being carried out at another university or with another department (included in the application form),

g) a declaration that the applicant is aware of applicable doctoral regulations (included in the application form).

h) ⁹If the doctoral degree program assignments are to be carried out in German, applicants who are not native speakers of German with a degree from a foreign university or equivalent institution must prove their German language skills by passing the German language examination for university admission at the DSH 2 level or prove equivalent abilities. ¹⁰If the doctoral degree program assignments are to be carried out in English, evidence of English language skills at level B2 of the Common European Framework of Reference (CEFR) or evidence of equivalent ability,

i) a copy of the existing supervision agreement (where available).

(2) ¹The doctoral board will generally decide on admission to the doctoral degree program within two months. ²At the same time, the doctoral board will decide on the allocation of the procedure to a doctoral subject. ³Rejections must be justified in writing.

(3) ¹The application for the doctoral degree program should be rejected if:

a) the requirements set out in Section 3 are not met;

b) the documents set out in Section 4.1 have not been submitted;

c) a doctoral degree program has already been successfully completed in the same scientific subject or field;

d) a doctoral degree program is already being carried out in the same scientific subject or field.

²The application to a doctoral degree program may be rejected for lack of specialist competence.

Section 5 Enrollment as a doctoral student

(1) ¹Doctoral students must be able to prove at any time until they submit their dissertation that they are affiliated with (enrolled at and/or employed by) the Freie Universität Berlin. ²Affiliation with the Freie Universität Berlin must first be proven within two months after successful admission at the doctoral office.

(2) ¹If enrollment is not applied for within the period prescribed in the notice of admission to the doctoral degree program (one month) or in the extension period, admission to the doctoral degree program shall lapse. ²This does not exclude re-application for admission to the doctoral degree program.

Section 6 Supervision of dissertation proposal, standard time to completion

(1) Decisions on admissions shall be made by the doctoral board. By admitting the doctoral student to the doctoral degree program, the department undertakes to ensure supervision and subsequent evaluation of the dissertation proposal.

(2) ¹Supervisors for a dissertation are generally professors from the Department of Biology, Chemistry, Pharmacy, whose primary employment is with the university. ²The relevant professor is obliged to supervise the doctoral student on an ongoing basis, and he or she may not delegate this responsibility. ³By making a declaration to the doctoral student and the department, the supervisor undertakes to supervise the dissertation proposal for a period of four years (standard time to completion according to (5)). ⁴This includes the guarantee of a workplace for the duration of the standard time to completion. ⁵External supervisors must guarantee proper supervision even if their professional activity is mostly outside the state of Berlin, and must in particular ensure that personal contact with the doctoral student is maintained. ⁶Any supervision agreement to be concluded must include the appointment of a mentor. ⁷He or she must have a doctorate and has a supporting supervisory role. ⁸This does not, however, give him or her a claim to affiliation with the subsequent doctoral committee or participation in evaluating the dissertation.

(3) ¹Otherwise than in (2), directors, research group leaders and leaders of independent junior research groups and other equivalent members of external research institutions and educational facilities which Freie Universität Berlin has granted the right within the framework of cooperation agreements in consultation with the department and within the agreement of the doctoral board to act as supervisors or reviewers for doctoral studies and in this capacity to act as members of the doctoral committee have the rights and obligations of professors, whose primary employment is not with the university. ²This also applies to junior research group leaders employed by Freie Universität Berlin if the doctoral board has recognised their right to act as supervisors or reviewers for doctoral studies and in this capacity to act as members of the doctoral committee. ³In such cases, the doctoral student must in consultation with the supervisor submit confirmation from a professor in the Department of Biology, Chemistry, Pharmacy, whose primary employment is with the university, regarding assumption of the second evaluation.

(4) ¹Otherwise than in (2), professors in the Department of Biology, Chemistry, Pharmacy, whose primary employment is not with the university, visiting professors according to Section 113.1 BerlHG and professors not belonging to the Department of Biology, Chemistry, Pharmacy may be appointed as supervisors. ²In such cases, the doctoral student must in consultation with the supervisor submit confirmation from a professor in the Department of Biology, Chemistry, Pharmacy, whose primary employment is with the university, regarding assumption of the second evaluation.

(5) ¹The subject of the dissertation proposal may be freely chosen, but the choice must be made in consultation with the supervisor. ²The dissertation should generally be submitted after three-and-a-half years and the program completed after four years (standard time to completion).

(6) ¹If it is foreseeable that it will not be possible to submit the dissertation within the standard time to completion according to (5), the doctoral student must submit an application, also signed by the supervisor, for extension of the standard time to completion at least two months before the standard time to completion expires. ²The status of the dissertation and the provisional time still required must be shown in the application. ³If enrollment according to Section 5 has been carried out beforehand,

the doctoral student must submit the application to the student administration after it has been approved by the doctoral board. ⁴If the doctoral student does not submit the approved application for reasons which are his or her own fault after a request from the student administration, admission to the doctoral degree program shall lapse. ⁵If the doctoral student has been enrolled as a student for a doctoral degree program, he or she shall be removed from the register of students. ⁶If the supervisor does not endorse the extension of the standard time to completion, the doctoral board shall attempt to mediate between the doctoral student and the supervisor within the scope of its duty of care.

(7) ¹If the supervisor or doctoral student sees him- or herself as obliged to terminate the supervisory relationship for important reasons in the course of the work, he or she is obliged to inform the doctoral board and give reasons for the termination. ²A change of supervisor is only permitted with the doctoral board's consent.

(8) ¹If the supervisor's status changes, he or she shall have the right to complete the supervision of a dissertation which has already been started, write the evaluation and participate in the doctoral committee with a right to vote. ²If the supervisor was previously a professor in the Department of Biology, Chemistry, Pharmacy, whose primary employment is with the university, the change of status shall mean that he or she no longer belongs to the circle of professors, whose primary employment is with the university.

Section 7 Dissertation

(1) The written doctoral degree program assignments should demonstrate the candidate's ability to carry out in-depth scientific work, and to advance scientific knowledge.

(2) ¹The written doctoral degree program assignments, which should be written entirely in either German or English, may consist of

a) a monograph, i.e. an unpublished or completely or partially published assignment containing a self-contained representation of the research work and its results. ²Pre-publication is only permitted if the doctoral student and the supervisor agree on it.

³or

b) a cumulative thesis consisting of at least two individual assignments which have been published or accepted for printing and containing work equivalent overall to a dissertation according to a). ⁴The possible other individual assignments may be in the process of revision, submission or preparation. ⁵The version of these individual assignments submitted in the cumulative thesis shall apply; it cannot be changed or updated in the further course of the doctoral degree program. ⁶Only papers from journals with a peer review system shall be considered here. ⁷The doctoral student must have a prominent position among the authors of this publication. ⁸The doctoral student's position is adjudged to be prominent if he or she is the first author of the publication, or the corresponding author of the article, or in the event of co-authorship on the basis of a substantial contribution to the publication in question. ⁹In the event

of co-authorship, the doctoral student's substantial contribution must be confirmed by the supervisor. ¹⁰Confirmation of acceptance of the manuscripts must be provided on submission. ¹¹Along with the details provided in Section 7.5, cumulative work which must have an overall title may consist of a list with the titles of the individual pieces of work, an introduction and connecting text presenting an overall interpretation, assessment and discussion of the individual pieces collected in the cumulative thesis. ¹²The doctoral student's personal contribution must be indicated.

¹³If a cumulative thesis consists of articles in both German and English, the doctoral board shall decide whether the requirement for the work to be entirely in either German or English can be waived.

(3) ¹For written doctoral degree program assignments according to (2) created in collaboration with other scientists, the doctoral student's contribution must be clearly identifiable and assessable. ²The doctoral student is obliged to describe his or her part in conception, execution and reporting. ³The declaration must be attached to the dissertation and published with it. ⁴The work shall be published without the names and addresses of co-authors being given. ⁵These must be noted in the doctoral file.

(4) ¹The doctoral student must provide details of all tools and help, and ensure that he or she wrote the work independently on this basis. ²The assignment may not already have been accepted in a previous doctoral degree program, or have been deemed inadequate or rejected. ³In case of doubt, work from previous doctoral degree programs should be submitted for comparison.

(5) ¹The dissertation's title page must include the name of the author, a designation as "a dissertation submitted to the Department of Biology, Chemistry, Pharmacy at Freie Universität Berlin" and the year of submission, as well as a facing sheet for the names of the reviewers. ²A summary of its results in English and German must be attached along with a list of publications derived from the dissertation. ³With the doctoral student's consent, it should include a short CV of the doctoral student.

(6) ¹The dissertation should be submitted in three printed copies. ²Each reviewer shall receive a copy from the doctoral office, and a copy shall remain with the department for archiving. ³Pre-publication of parts of the work should be submitted in triplicate as special prints. ⁴The dissertation must also be submitted in electronic form in addition to the printed copies. ⁵The dissertation may be subjected to an electronic plagiarism check; data protection must be maintained here.

(7) Doctoral students should participate in a course on good scientific practice.

Section 8 Evaluation of the dissertation

(1) After the dissertation is submitted, the doctoral board shall immediately appoint the reviewers for the dissertation as well as the doctoral committee according to Section 9.

(2) ¹The supervisor of the dissertation proposal should generally be appointed as a reviewer for the dissertation. ²The doctoral board shall appoint a further reviewer in

consultation with the doctoral student. ³At least one reviewer must be a professor in the Department of Biology, Chemistry, Pharmacy, whose primary employment is with the university. ⁴Both reviewers generally belong to the field relevant to the dissertation. ⁵If significant methodological or factual aspects of the dissertation relate to another field, the other reviewing professor should belong to this field. Section 6.3 shall remain unaffected, i.e. the circle of persons described in Section 6.3 may be appointed as reviewers, subject to the requirements set out there.

(3) ¹Evaluations must be independent of each other and must be submitted within six weeks of being requested. ²Justifications for missing this deadline must be submitted in writing. ³If the deadline is missed, the reviewers shall generally be reminded twice and an extension is given. ⁴If neither the evaluation nor a valid justification has been provided by the end of the second extension, the doctoral board may dismiss the reviewer and appoint a new one, in consultation with the doctoral student. ⁵The members of the doctoral board and the doctoral committees must treat the evaluations as confidential. ⁶The evaluations must evaluate the significance of the dissertation and its results in a wider context and describe any defects. ⁷If a reviewer sees defects in the work which must and can be rectified, he or she must describe these precisely in the evaluation. ⁸In such a case, he or she may recommend that the dissertation will be revised; a list of defects and suggested revisions must be provided for this purpose and forwarded to the doctoral student. ⁹In the overall evaluation each reviewer must recommend either acceptance, providing an evaluation according to Section 10, rejection or return of the dissertation for the rectification of specific defects and resubmission. ¹⁰If an evaluation does not clearly provide the required information; the doctoral board shall return the evaluation for improvement. ¹¹If a reviewer recommends that the dissertation be returned for revision, the doctoral board shall ask the doctoral student, after both evaluations have been submitted, to carry out a one-off revision and resubmit. ¹²A three-month period is usually granted for this purpose, and an extension may be applied for from the doctoral board. ¹³When the dissertation is resubmitted, the corrected final version must be submitted in three printed copies as well as an electronic version in which all changes are marked out.

(4) ¹If the marks given in the evaluations differ by more than one mark, the doctoral board shall appoint a third reviewer. ²This shall also apply if one evaluation recommends rejection and the other recommends giving a grade, regardless of how large the difference in marks is.

(5) ¹After the evaluation is completed, the dissertation should be displayed with the reviewers' suggested marks for ten working days (Monday-Friday) when courses are in session. ²The display period shall be doubled on days when courses are not in session. ³All professors and postdoctoral department members may view the dissertation and suggested marks and submit a written opinion, which should be attached to the doctoral studies documents. ⁴This circle of persons must be informed in an appropriate manner when the dissertation is being displayed. ⁵The members of the doctoral board and the relevant doctoral committee also have the right to view the evaluations during the display period. ⁶If opinions are submitted during the display period, the doctoral board may appoint a further reviewer.

(6) Until a third evaluation is submitted, the name of the further reviewer shall be kept confidential.

Section 9 Doctoral committee

(1) The doctoral board shall form a doctoral committee for pending doctoral degree procedures and appoint a chairperson, who must be a professor in the Department of Biology, Chemistry, Pharmacy, whose primary employment is with the university.

(2) ¹The doctoral committee shall consist of the two reviewers and two other professors as well as a postdoctoral academic employee of Freie Universität Berlin. ²The doctoral committee for interdisciplinary programs may be expanded by the doctoral board. ³The doctoral committee should include at least two professors from the Department of Biology, Chemistry, Pharmacy, whose primary employment is with the university. ⁴It should not include more than one professor who has been released from obligations or has retired. ⁵The majority of committee members must belong to the Department of Biology, Chemistry, Pharmacy. ⁶One replacement member shall be appointed for the group of professors and the postdoctoral academic employee. ⁷Section 6.3 shall remain unaffected, i.e. the circle of persons set out in Section 6.3 may be appointed as a member of the doctoral committee in accordance with the requirements set out there.

(3) ¹If one or more members of the doctoral committee are indisposed, the doctoral board shall decide whether to wait until they are available or to appoint a new member to replace the indisposed member. ²A replacement appointed according to (2) or another person may be appointed as a new member.

(4) The duties of the doctoral committee are:

- a) assessing the dissertation on the basis of available evaluations and any opinions according to Section 8.5,
- b) arranging and carrying out the defense,
- c) evaluating the defense,
- d) determining the overall grade in view of individual assessments for the dissertation and the disputation according to Section 11 and 12.

(5) The doctoral committee does not meet publicly.

(6) ¹The doctoral committee makes resolutions by a majority of members entitled to vote. ²All consultations on performance evaluations shall be open, and abstention from voting is not permitted.

Section 10 Decisions on the dissertation and arranging the defense

(1) ¹After the display period expires, the doctoral committee shall decide whether to accept or reject the dissertation, whether to admit the doctoral student to defense

and set the grade for the dissertation. ²If the dissertation is accepted, the committee shall use the following grades:

- with distinction (summa cum laude)
- very good (magna cum laude)
- good (cum laude)
- satisfactory (rite).

³The grade “summa cum laude” may only be given to the dissertation if the work was assessed at “summa cum laude” by both reviewers and the dissertation was not returned to the doctoral student for rectification of defects and re-submission before final evaluation. ⁴If the dissertation is rejected, the doctoral committee shall declare without arranging the defense that the doctoral degree program has not been passed and shall justify the decision. ⁵The chairperson of the doctoral board must inform the doctoral student of the rejection in writing and give reasons for it.

(2) ¹After the display period ends, the date for the defense shall be set in consultation with the doctoral student. ²The defense should be carried out within four months of the last evaluation being received. ³The chairperson of the doctoral committee should issue the invite to the defense; the doctoral office shall send it out. ⁴The doctoral committee shall decide whether to accept or reject the dissertation and shall inform the doctoral student of its decision. ⁵If it is accepted, the defense shall take place following the committee meeting. ⁶If at least one evaluation recommends that the dissertation be rejected, the doctoral committee must decide whether to accept or reject the dissertation before setting a date for the defense.

(3) ¹If the doctoral student waives participation in a defense, the doctoral degree program shall not be passed. ²The chairperson of the doctoral board must inform the doctoral student of this in writing.

Section 11 Defense

(1) ¹The defense is intended to prove the doctoral student’s ability to verbally describe and discuss scientific problems. ²The defense shall be carried out in German or English on the campus of Freie Universität Berlin or in its immediate vicinity. ³The defense is public, unless the doctoral student objects to this. ⁴All members of the doctoral committee as well as the doctoral student must be present in person at the defense. ⁵In justified individual cases, the doctoral board may on request allow the defense to be carried out electronically via an image and sound connection (video conference/video telephony). ⁶Before this decision is made, the consent of all members of the doctoral committee and the doctoral student must be obtained. ⁷If the doctoral student is absent, an invigilator appointed by the doctoral board must ensure that the defense is carried out properly. ⁸There shall be no claim to the defense being carried out via video telephony.

(2) ¹The defense shall begin with a presentation of around thirty minutes, in which the doctoral student presents and explains the results of the dissertation and their significance in a wider academic context. ²The doctoral student then defends the

dissertation against criticism and answers questions from members of the doctoral committee. ³The questions should relate to the placing of the problems addressed in the dissertation in larger scientific contexts. ⁴The chairperson of the doctoral committee may then permit the public to ask questions on the subject of the defense. ⁵The discussion must last at least thirty minutes and should not last more than sixty. ⁶Slides may only be used in the discussion if they were already part of the presentation.

(3) ¹The chairperson of the doctoral committee coordinates the scientific discussion and decides on the priority and if necessary the admissibility of questions. ²He or she may exclude the public if the proper execution of the defense renders this necessary; the members of the doctoral board are not part of the public.

(4) ¹The members of the doctoral committee shall appoint one of its members as a secretary. ²The secretary shall take minutes on how the defense proceeds. ³The minutes should be included in the doctoral degree program documents. ⁴The minutes must include the following information:

- Day/time/location of the defense
- Register of members of the doctoral committee
- Grade given to the dissertation
- Bullet point list of contributions to the discussion
- Grade for the defense including evaluation of the presentation and discussion
- Overall grade according to Section 12
- Particular incidents.

⁵The minutes must be signed by the secretary and the chairperson of the doctoral committee.

(5) ¹If the doctoral student misses the defense without good reason, this counts as a fail. ²The chairperson of the doctoral board must inform the doctoral student of this in writing.

Section 12 Decision on the defense and the doctoral degree program

(1) ¹Following the defense, the doctoral committee shall evaluate the defense in a closed session according to Section 10.1. ²The discussion should generally be accorded greater weight in evaluating the defense than the presentation. ³The dissertation should be accorded greater weight in the overall grade than the defense. ⁴The doctoral committee shall then determine the overall grade using the grades given in Section 10.1. ⁵If the grade given for the defense deviates from the grade for the discussion or the overall grade deviates from the grade for the dissertation, this must be justified accordingly in the minutes. ⁶The doctoral committee shall inform the doctoral student of individual assessments for the dissertation and defense as well as the overall grade. ⁷The grade “with distinction (summa cum laude)” may only be given as overall grade if the dissertation achieved this grade.

(2) ¹After the doctoral committee has determined the overall grade, the doctoral student shall receive a confirmation from the doctoral office containing the title of the dissertation, the individual grades for the dissertation and defense as well as the overall grade. ²On request, the doctoral student shall also receive an interim report signed by the dean. ³Neither confirmation nor the interim report entitles the doctoral student to hold a doctoral degree.

(3) ¹If the defense is not passed, the committee must inform the chairperson of the doctoral board of its justified decision within two weeks. ²The doctoral student must be informed of the decision by the chairperson of the doctoral board within four weeks. ³The defense may then be repeated once after between three and six months.

(4) ¹If the second defense is also not passed, the doctoral committee shall declare that the doctoral degree program has not been passed and shall justify its decision. ²The doctoral student shall be informed of the decision in writing within four weeks.

Section 13 Additional doctoral subjects

(1) If the doctoral student has acquired knowledge in additional subjects in the course of training relating to research and wishes to complete an associated examination, he or she should be given the chance to do this.

(2) ¹Before admission for examination in an additional subject, minimum admission requirements must be set in consultation with the department responsible for the subject. ²An examination in the additional subject shall last around thirty minutes. ³It must occur after submission of the dissertation and before and independent from the defense.

(3) ¹The doctoral student may apply to the doctoral board for the inclusion of an examination passed in the additional subject according to (1) in the doctoral certificate. ²The examination shall be assessed according to the relevant department's applicable examination regulations.

Section 14 Publication of the dissertation and delivery obligation

(1) ¹The dissertation should be made accessible to the scientific public in an appropriate manner by copying and dissemination. ²This has been achieved when the doctoral student delivers the following to the university library free of charge in addition to the three printed copies and the electronic version:

- a) Printed copies, quantity depending on the university library's requirements or
- b) three original copies, if a commercial publisher takes over dissemination via sale of books and evidence has been provided of a minimum run of 150 copies, or
- c) two printed copies together with a masterfiche and microfiches, the quantity of microfiches depending on the university library's requirements or
- d) an electronic version in PDF format as well as two printed copies.

³In the case described in a), the university library is obliged to retain an appropriate quantity of excess exchange copies for four years. ⁴In the case described in b), it must be published as a dissertation, giving the location of the dissertation. ⁵In the cases described in a) and c), the doctoral student shall grant Freie Universität Berlin the right to make and disseminate further copies of his or her dissertation if required.

(2) If a dissertation is distributed by a commercial publisher ((1) b)) and a printing costs subsidy is granted from public funds, the university library must be provided with two further copies for exchange purposes.

(3) ¹Publication and fulfillment of the delivery obligation according to (1) must occur within a year, calculated from the date of the defense. ²Completely or partially published work as well as published individual pieces in a cumulative work shall be published according to (1) d). ³The electronic version in PDF format ((1) d)) must include the as-yet-unpublished parts of the dissertation and a DOI link for the parts already published, and the two printed copies must contain the full texts of the publications.

(4) ¹The doctoral student may apply for a block on publication in justified exceptional cases, especially if the results contained in the dissertation shall be patented. ²The application must be submitted and justified in writing before delivery within the period of a year according to (3) 1). ³The doctoral board shall decide whether to block publication. ⁴If the application is sustained, the dissertation shall be published three years at the latest after the defense. ⁵The doctoral student is obliged to deliver an electronic version in PDF format, two printed copies and a notification that the block on publication has been granted to the university library. ⁶After the three-year period set out in (4) has expired, the dissertation shall be published on the university library's document server, unless the doctoral student decides on another form of publication and provides the university library with evidence of this before the deadline. ⁷Even if a block on publication is granted, the doctoral student shall receive the doctoral certificate after the delivery obligation has been fulfilled.

Section 15 Doctoral certificate

(1) A certificate shall be made out for the doctoral degree program in German, and on request in English.

(2) The certificate must include the following details:

a) the name of Freie Universität Berlin and the Department of Biology, Chemistry, Pharmacy,

b) the name, date of birth and place of birth of the graduate,

c) the awarded degree of Doctor of Natural Sciences (Doctor rerum naturalium, abbreviated: Dr. rer. nat.) or Doctor of Philosophy in Natural Science (Ph.D. in Natural Science),

d) the title of the dissertation and the subject of the doctoral degree program,

- e) the date of the defense, which counts as the date of the doctoral degree program,
- f) grades of the dissertation and defense as well as the overall grade of the doctoral degree program,
- g) Examinations passed in the additional subject according to Section 13, if the doctoral student has applied for this,
- h) names of the reviewers,
- i) name and signature of the dean,
- j) seal of Freie Universität Berlin.

(3) Doctoral students who have proven that they have fulfilled the requirements for the award of the degree Doctor of Philosophy in Natural Science (Ph.D. in Natural Science) may on request be granted the degree of a Doctor of Philosophy in Natural Science (Ph.D. in Natural Science) instead of Doctor of Natural Sciences (Dr. rer. nat.).

(4) Doctoral students are obliged before the doctoral certificate is issued to submit a confirmation signed by their supervisor that the primary data which the dissertation is based on will be retained under the responsibility of the supervisor in his or her department for a period of ten years.

(5) If it emerges before the doctoral certificate is issued that

1. the applicant has committed deception regarding important requirements for the award of the doctoral degree or
2. it has been erroneously assumed that important requirements for the award of a doctoral degree have been fulfilled, without the case described in (1) applying, the doctoral certificate shall not be issued unless the doctoral board decides otherwise, and in the case of the doctoral degree program according to Sections 1 to 12 the whole examination shall be declared not to have been passed.

(6) ¹The doctoral certificate should be issued within six weeks after notification is received that the delivery obligation according to Section 14.1, 14.3 or 14.4 has been fulfilled. ²The doctoral certificate entitles the student to hold the degree of Doctor of Natural Sciences (Doctor rerum naturalium, abbreviated: Dr. rer. nat.) or after completing a doctoral studies program according to Section 15.3 the degree of Doctor of Philosophy in Natural Science (abbreviated: Ph.D. in Natural Science).

Section 16 Right to inspect files

After the doctoral degree program is completed, the whole process must continue to be treated confidentially; after the defense has been passed until a year after the doctoral certificate is issued, the postdoc shall have the right according to these regulations to view the doctoral file.

Section 17 Appeal

¹An appeal against the result of the doctoral degree program must be submitted to the chairperson of the doctoral board with written justification within three months of the result being announced. ²The chairperson of the doctoral board is responsible for proper execution of the appeal procedure. ³He or she shall forward the appeal to the members of the doctoral committee. ⁴The doctoral committee shall generally decide on the appeal within a month. ⁵The assessments made and the reasons for them should be checked here. ⁶The results of this check including the grade must be justified in writing. ⁷The chairperson of the doctoral board shall inform the affected party of the committee's decision on his or her appeal.

Section 18 Joint doctoral degree program with foreign universities or equivalent education or research institutions

(1) The doctoral degree program may be carried out together with foreign universities or equivalent education or research institutions if

a) the applicant fulfils the requirements for admission to the doctoral degree program in the Department of Biology, Chemistry, Pharmacy at Freie Universität Berlin and

b) the foreign institution has the right to award doctorates according to its national legal regulations and the degree to be granted by this institution should be recognised within the scope of application of the *Hochschulrahmengesetz* (HRG).

(2) ¹The execution of the joint doctoral degree program must be contractually regulated and it must be ensured that the essential provisions of the doctoral regulations at the Department of Biology, Chemistry, Pharmacy at Freie Universität Berlin are complied with. ²If the supervisor from Freie Universität Berlin is not a professor within the Department of Biology, Chemistry, Pharmacy, whose primary employment is with the university, the doctoral board shall in consultation with the doctoral student appoint a reviewer from the group of professors within the Department of Biology, Chemistry, Pharmacy, whose primary employment is with the university.

(3) The doctoral student must be admitted by the participating institutions.

(4) ¹The work may be written in German or English. ²It must have summaries of its results attached in German and English and in a third language if necessary.

(5) ¹The doctoral committee shall be composed on equal terms of two professors as well as a postdoctoral academic employee from each participating institution. ²The reviewers should generally be members of the committee. ³The committee may on request be expanded by up to two further professors, whereby its equal composition must be maintained. ⁴It must be ensured that all the members of the doctoral committee are fluent in the language of examination.

(6) ¹If the grading systems employed in the two countries are different, there must be agreement on how the jointly-determined examination grades are to be

determined and documented on a unified basis. ²The assessment scale of the ECTS (European Credit Transfer System) should be used as a basis here:

A = outstanding = summa cum laude,

B = very good = magna cum laude,

C = good = cum laude,

D = satisfactory = rite,

F = unsatisfactory = non rite.

(7) ¹Both institutions shall collaborate to produce a bilingual doctoral certificate.

²This gives the doctoral student the right to hold the doctoral degree either in the German or in the foreign form. ³However, only one doctoral degree shall be awarded.

Section 19 Honorary doctorate

¹The department council may, at the request of the dean, the research committee or at least three professors from the Department of Biology, Chemistry, Pharmacy, whose primary employment is with the university, award the degree of an Honorary Doctor of Natural Sciences (Dr. rer. nat. h. c.) for outstanding scientific achievements in natural sciences which are significant for one of the fields represented by the department. ²A doctoral committee should be appointed by the doctoral board according to Section 9 to evaluate these achievements and to submit a recommendation to the department council in view of two external evaluations. ³The resolution of the department council requires a majority of the members of the department council authorised to hold a doctoral degree.

Section 20 Revocation of a doctoral degree

The revocation of a degree according to Section 1 is governed by the legal regulations.

Section 21 Halting the procedure, withdrawal, new doctoral degree program

(1) ¹If no application for extension has been made when the standard time to completion comes to an end, the doctoral board may halt the procedure after obtaining written consent and an opinion from the supervisor and consultation of the doctoral student. ²If the doctoral student has been enrolled as a student on the doctoral studies course, he or she shall be removed from the register of students. ³This does not exclude re-application for admission to the doctoral degree program.

(2) ¹The doctoral student has the right to withdraw until the first evaluation is received. ²Following withdrawal, the previous steps in the procedure shall not count as a doctoral degree program.

(3) If the doctoral degree program as a whole have not been passed, admission to a new doctoral degree program may be applied for and the new dissertation submitted after a year at the earliest.

Section 22 Entry into force, abrogation and transitional provisions

(1) ¹These doctoral regulations shall enter into force the day after they are published in the official announcements (Official bulletin of Freie Universität Berlin). ²At the same time, the doctoral regulations at the Department of Biology, Chemistry, Pharmacy of 10 January and 11 July 2007 (Freie Universität Berlin official announcements 52/2007), amended on 12 December 2007 (Freie Universität Berlin official announcements 4/2008) and on 26 October 2011 (Freie Universität Berlin official announcements 2/2012) shall be abrogated.

(2) ¹Doctoral students who are working on a dissertation when these regulations come into effect and are admitted to the doctoral degree program according to the doctoral regulations at the Department of Biology, Chemistry, Pharmacy of 10 January and 11 July 2007 may still complete the doctoral degree program according to the previous regulations, provided that a transitional period of four years after the entry of these regulations into force is not exceeded. ²Section 14 of these regulations shall also apply to all programs which have not yet been completed according to the previous regulations.