



FREIE
UNIVERSITÄT
BERLIN



Department of
Biology, Chemistry, Pharmacy
Graduate Center

INFO PRESENTATION | DOCTORAL STUDIES & STANDARD TIME TO COMPLETION

GRADUATE CENTER @ BCP

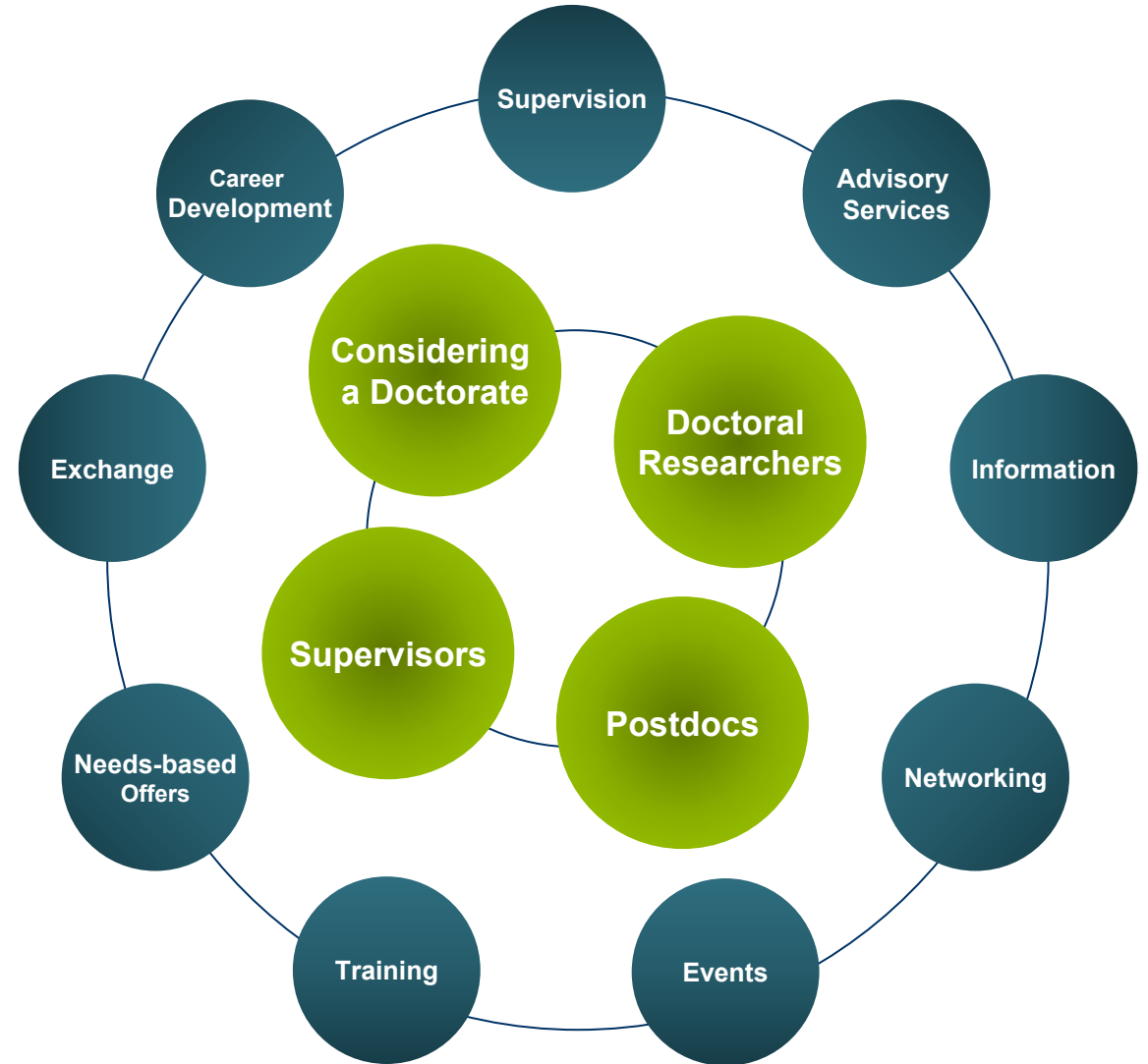
Information: Website | Newsletter

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

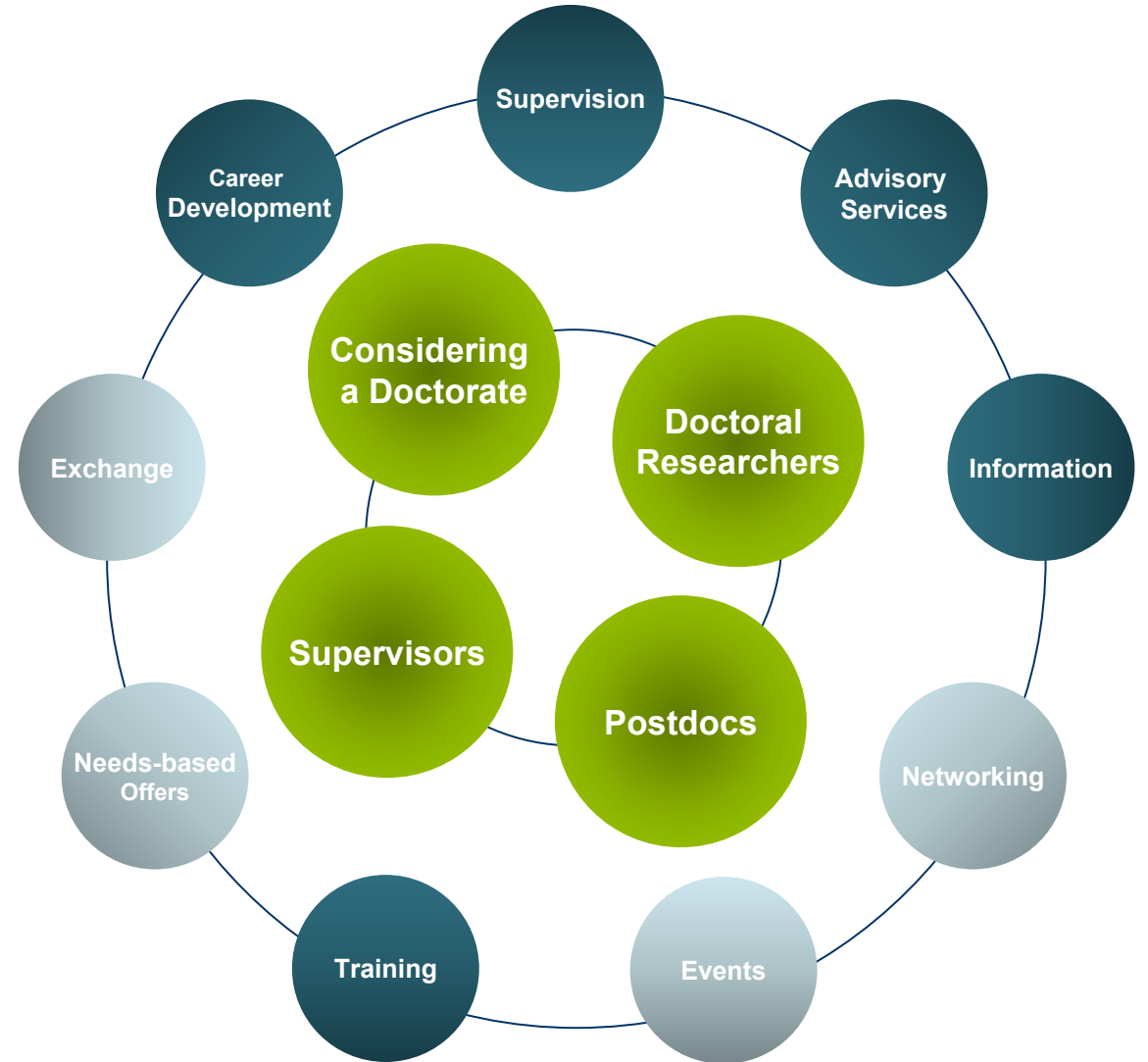


ADVISORY SERVICES & COACHING



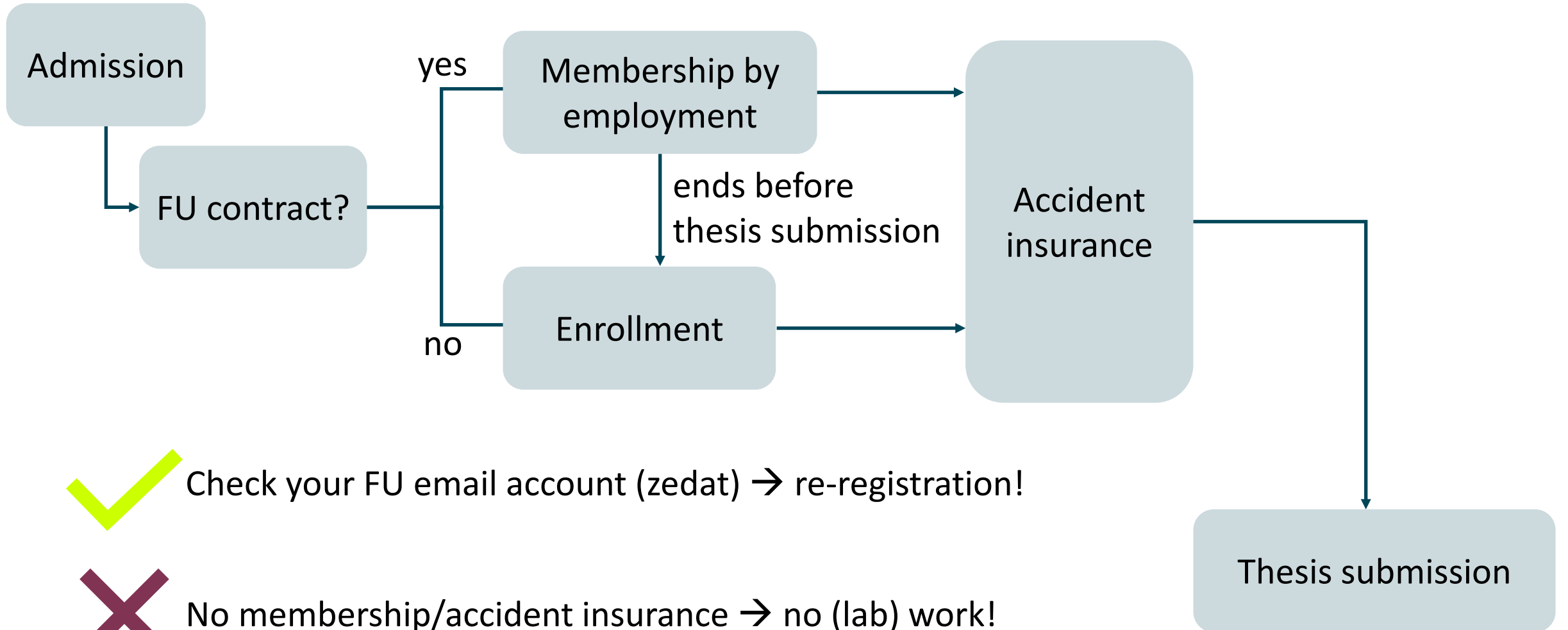
Topics

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



FU MEMBERSHIP & ENROLLMENT

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 Wannemacher

Overview Doctorate Procedure



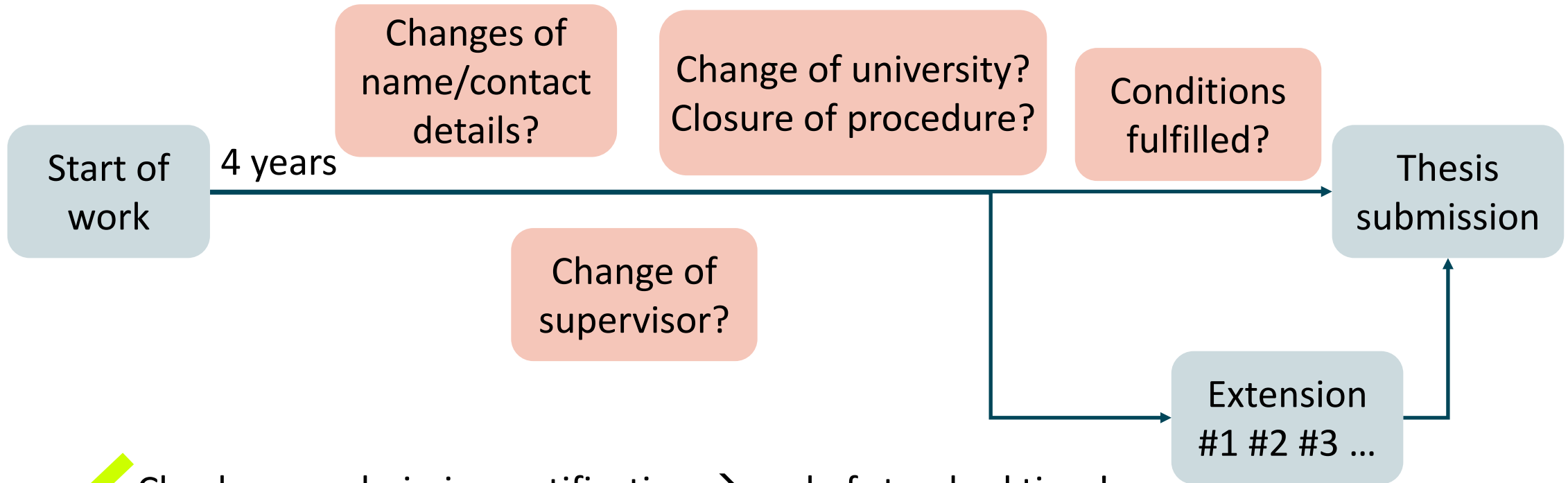
5. Standard Processing Time

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](#)

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
Bio**

End of your standard time to completion: 3rd of Month 2028

Dear ,

Based on your application, you are hereby admitted as a doctoral student in the subject of Biochemistry effective 4th of Month 2024. 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 19th of November 2026.

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. 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](#).

Course on good scientific practice



Regelbearbeitungszeit / Standard Time to Completion
Image Credit: Marion Kuka

Overview Doctorate Procedure

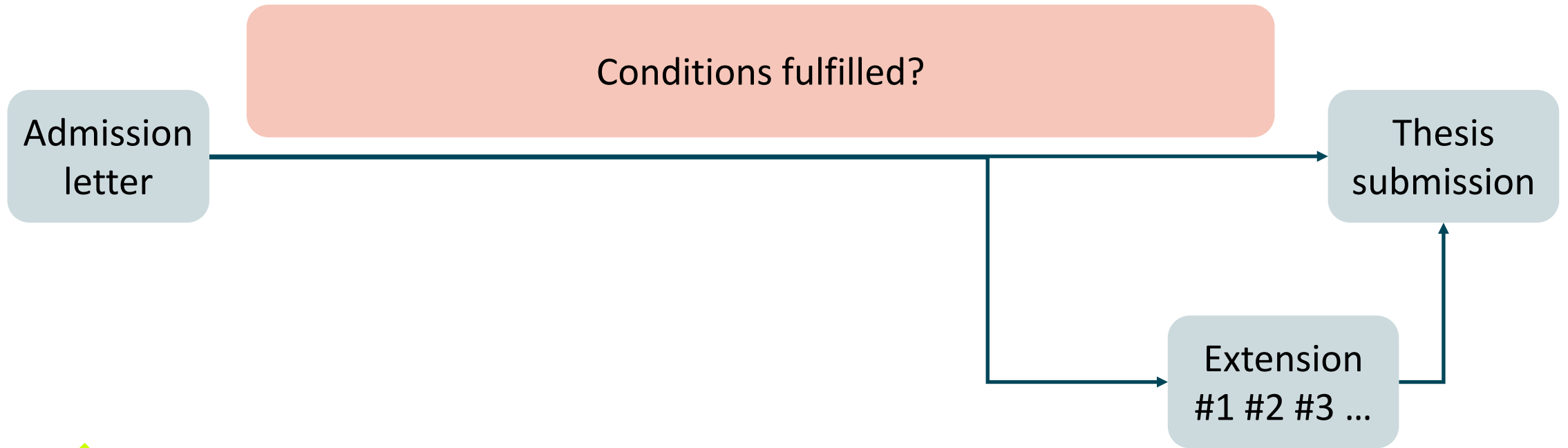


6. Writing the Thesis

Is a monograph necessary or may a cumulative work also be submitted? What must be considered? What should be on the title page?

> Read more

CONDITIONS IN THE ADMISSION LETTER



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

STANDARD TIME TO COMPLETION

Following conditions are imposed:

According to Section 7 (7) PromO, proof of participation in a course on good scientific practice amounting to one credit point or two days must be provided by the end of your standard time to completion, but at the latest upon submission of the dissertation.

Since this admission is based on electronically submitted application documents, you are hereby requested to present the originals of the documents relevant for the doctoral admission (transcripts, certificates, graduation documents) during the office hours to the Doctoral Degree Office within your standard time to completion or upon submission of the dissertation at the latest.

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](#)

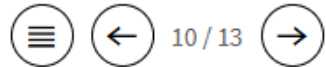
WORKSHOPS, COURSES, SEMINARS

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

08.04. [Open Data Seminar](#)

09:15

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 Wannemacher

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

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

Proof must be provided by the end of the standard time to completion, but at the latest with the thesis submission (Recommendation: Attendance of the course at the beginning of the doctoral studies)

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

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

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

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