



Information for doctoral students

If you have any questions, please contact

Mrs. Renate Kendlinger
Faculty of Biology, Doctoral Studies Office
Schaenzlestrasse 1 · 79104 Freiburg, 3rd floor, room no. 310

Office hours: Monday-Thursday 10-2 p.m.
Tel.: 49 761 203 2806
renate.kendlinger@biologie.uni-freiburg.de

1. Supervision of dissertations

Before you sign up for participation in the doctoral studies program, you must clarify the question of your supervisor. If you perform your thesis work in a research department of Biology, the question is easily dealt with: All Professors as well as the Private Docents of the faculty are authorized and entitled to supervise thesis work and the writing of the final dissertation. Problems can arise if you seek a doctoral degree from the faculty of Biology but wish to perform the thesis work externally, e. g. in the medical faculty of Freiburg University or at the Max Planck Institute of Immunobiology. Some of the scientists working at these institutions have the right from the faculty of Biology to supervise doctoral thesis work, i.e. they may independently oversee the work of biologists. If this is not the case for your chosen supervisor, you must definitely find an authorized person who will take on the official supervision, i.e. assume responsibility for your work vis-a-vis the faculty of Biology. Here only docents who are members of the faculty at the University of Freiburg may be considered. For a list of supervisors, please see our website *Doctoral degree in the field of Biologie* --> *Persons eligible for supervising doctoral study* http://www.biologie.uni-freiburg.de/studium/promotion_en.php

Thesis committee: The doctoral thesis can be supervised by a single person or by a thesis committee. Collective supervision by a thesis committee is mandatory if the supervisor is a junior researcher who has not yet habilitated (§ 3 paragraphs 3 und 5 of the examination regulations). The thesis committee consists of the supervisor and two scientists coming from the same research area but from departments different from that of the supervisor. At least one of the additional two members must be a professor at the Faculty of Biology. An overview of the faculty members entitled to serve on a thesis committee can be found on the website *Doctoral degree in the field of*

■ *Biology --> Persons eligible for supervising doctoral study --> Members of the „thesis committee“ of the Faculty of Biology at http://www.biologie.uni-freiburg.de/studium/promotion_2_en.php?. Supervisors who are not entitled to supervise a doctoral student on their own (§ 3, paragraph 6 of the examination regulations) can join the thesis committee as third member. The supervisor of the doctoral work is responsible for assembling the thesis committee.*

2. Registration for the doctoral studies program

You must apply in writing for acceptance as a doctoral student - and this must be done within six months after beginning to work on your thesis (or dissertation). If you should fail to meet this deadline, the application can only be approved in exceptional cases in which this delay can be justified.

The application includes the following documents:

- the completed form "Registration for doctoral study" (s. http://www.biologie.uni-freiburg.de/studium/promotion_en.php?).

Please fill out the form on the computer and send 1 unsigned copy by e-mail to renate.kendlinger@biologie.uni-freiburg.de

Please also bring 2 signed printouts with the supporting documents listed below to the doctoral studies program office:

- the original of the school-leaving certificate granting entitlement to entry to institutions of higher education (the necessary copy will be prepared at no cost by the doctoral studies program secretary)
- a resumé (*curriculum vitae*) with precise data on the previous courses studied (course certificates and/or transcripts) and the examinations thereby successfully passed
- the original of the certificate or diploma for completion of the college degree (the necessary copy will be prepared at no cost by the doctoral studies secretary)
- a recent good conduct certificate available at the Freiburg city council, Amt fuer oeffentliche Ordnung, Basler Strasse 2, 79100 Freiburg, see <http://www.freiburg.de/servlet/PB/menu/1148555/index.html>

3. Immatriculation

Upon acceptance as a doctoral student you may register at the University. However, this eligibility is revoked if you are employed 50% or more under contract with the University. Generally doctoral students are exempt from any tuition fees.

4. Requirements during the doctoral studies program

During the doctoral studies program you must successfully participate in two upper-division literature seminars in the field of Biology. Further, you are

obligated to assist in the teaching of two laboratory practicals, whereby at least one must be a declared course of the faculty of Biology. Here it is explicitly noted that these obligations pertain just as well for doctoral students who perform their work externally, i.e. outside the faculty of Biology.

5. Address given on publications

Should you publish the results of your doctoral thesis work (dissertation) in a professional journal, the source of the work must be clearly indicated through a complete address with the name of the department of the faculty of Biology. Doctoral students who complete their work externally must supplement the address of their laboratory with a second address which must contain the identifier „Faculty of Biology“ (e.g. Name^{1,2} – ²University of Freiburg, Faculty of Biology, Schaezlestrasse 1, D–79104 Freiburg, Germany).

6. Form of the dissertation

The dissertation may be written in German or in English. It may be presented as a complete piece of work or consist of an overview accompanied by bound together publications, manuscripts and supplementary chapters. The overview of 15-30 pages should be written in the style of a review article, with an Introduction to the approach involved and a Discussion of the results surveyed. The publications should be published or accepted for publication in peer reviewed journals. Please note: You should be a first author in at least one publication. For publications with several authors, you should summarize your contributions in a brief text passage added in front of the paper. Important methods which are not considered standard methods can be described in the review in an Appendix. You should discuss further details with your supervisor.

7. Submission of the dissertation

After finishing your doctoral thesis please hand in following documents at the doctoral studies office:

- the completed form *„Initiation of the doctoral degree examination procedure“* (s. http://www.biologie.uni-freiburg.de/studium/promotion_en.php?) Please fill out the form on the computer and send 1 copy, together with 1 curriculum vitae by e-mail to renate.kendlinger@biologie.uni-freiburg.de

Please also bring 1 printout with the supporting documents listed below to the doctoral studies program office:

- three original copies of the dissertation (1 copy for the 2nd referee, 1 copy for the 3rd examiner, and 1 copy for the library of the faculty). There to some more copies must be supplied to fulfill the publication requirement. Please contact Mrs. Kendlinger for further details.
- one affidavit with the following content:

1. *I herewith declare that I have prepared the present work without any unallowed help from third parties and without the use of any aids beyond those given. All data and concepts taken either directly or indirectly from other sources are so indicated along with a notation of the source. In particular I have not made use of any paid assistance from exchange or consulting services (doctoral degree advisors or other persons). No one has received remuneration from me either directly or indirectly for work which is related to the content of the present dissertation.*
2. *The work has not been submitted in this country or abroad to any other examination board in this or similar form.*
3. *The provisions of the doctoral degree examination procedure of the faculty of Biology of the University of Freiburg are known to me. In particular I am aware that before the awarding of the final doctoral degree I am not entitled to use the title of Dr.*

- a list of all your publications to date (including those in press) signed by your supervisor
- a reprint of all your publications if available
- the certificates for both the completed seminars and both assisted laboratory practicals
- a recent good conduct certificate available at the Freiburg city council, Amt fuer oeffentliche Ordnung, Basler Strasse 2, 79100 Freiburg, see <http://www.freiburg.de/servlet/PB/menu/1148555/index.html>

Please note that the thesis defense procedure, once initiated, can take up to 8 weeks.

8. The doctoral degree examination procedure

The doctoral degree examination procedure consists of the evaluation of the dissertation, the public dissertation colloquium, and the oral examination (*rigorosum*).

The dissertation is evaluated by two referees, one of these being your thesis advisor/supervisor.

The dissertation colloquium includes a lecture of maximally 30 min. duration and a following discussion.

The oral examination follows immediately after the colloquium and lasts 1 hour. It covers areas of knowledge both closely and distantly related to the topic of the thesis. The examining committee consists of the chairman of the doctoral studies program and three examiners, whereby the two dissertation referees are always assigned as examiners.

The doctoral studies program secretary will contact you as soon as the two evaluations have been received and simultaneously inform you about possible dates for the colloquium and the oral exam so that you can fix the examination date with the three examiners.

9. The result of the doctoral studies

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The final grade consists of the arithmetic average of the exact (not rounded) grade for the dissertation as well as the exact (not rounded) grade for the oral exam.

The highest recognition „summa cum laude“ for the overall result is awarded, when the dissertation and the oral examination both were rated with the best grade of 1.0 “with honors”.

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