

Information for doctoral students of the Faculty of Biology

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<https://www.bio.uni-freiburg.de/studium/promotion/prom-biologie>

I Acceptance as a doctoral student

Supervision of the doctorate

The prerequisite for a doctorate is a doctoral supervision agreement between the doctoral candidate and the supervisor. A list of all persons who have the right to supervise at our faculty can be found on our homepage.

Members of the Faculty of Biology with the right to supervise:

https://www.bio.uni-freiburg.de/studium/promotion/pdf/mitglieder-de-en.pdf/at_download/file

Members of other faculties and institutions with the right to supervise:

https://www.bio.uni-freiburg.de/studium/promotion/pdf/mitglieder-andere-de-en.pdf/at_download/file

Persons who are not on these lists may also have the right to supervise a doctorate at the Faculty of Biology if corresponding agreements exist. Doctorates can also be supervised by persons who do not have the right to supervise at our faculty if a person at our faculty who has the right to supervise is willing to take responsibility for the doctorate. If you have questions regarding supervision, please contact your supervisor first and then the PhD office at the address above.

Thesis committee: The dissertation can be guided by a supervisor alone or by a thesis committee. In the case of dissertations supervised by early career researchers who are not habilitated (§ 3, paragraphs 3 and 5 of the doctoral regulations), supervision by a thesis committee is mandatory. This thesis committee consists of the supervisor and two academics who are closely related to the supervisor's subject area but belong to different departments. One of these additional members must be a professor at the Faculty of Biology. An overview of these persons can be found here:

Members of the thesis committee of the Faculty of Biology:

https://www.bio.uni-freiburg.de/studium/promotion/pdf/mitglieder-thesis-committee-de-en.pdf/at_download/file

Supervisors who do not have the right to supervise doctoral students at the Faculty (Section 3, Paragraph 6 of the Doctoral Degree Regulations) may belong to the committee as a third member. The supervisor of the doctorate is responsible for constituting the thesis committee.

Application documents

Please submit your application for registration as a doctoral candidate via the HISinOne portal:

<https://campus.uni-freiburg.de/qisserver/pages/cs/sys/portal/hisinoneStartPage.faces>

You will be asked to upload the following documents:

- ☐ doctoral supervision agreement
- ☐ Current academic curriculum vitae
- ☐ Bachelor's degree certificate, transcript and transcript of records (Bachelor)
- ☐ Master's certificate, transcript and transcript of records (Master)
- ☐ Abstract of the Master's thesis if the Master's degree was obtained outside the EU

We reserve the right to request further documents if necessary.

The doctoral supervision agreement form is available for download on the website of the Faculty of Biology.

Important: For students with university degrees from non-EU countries it must be checked whether their degree is equivalent to a German degree (Master's or Diploma) before starting their doctoral thesis. This check is organised by the doctoral office. It is not permitted to start the doctorate **before** this equivalence check has been completed.

If the application to register for a doctorate is approved, the doctoral candidate will receive a letter of acceptance that is valid for five years. If this period is exceeded, an extension must be applied for at the doctoral office/doctoral committee.

Matriculation

All doctoral candidates must enrol in accordance with § 38 para. 5 of the Landeshochschulgesetz (LHG) after they have been accepted as a doctoral candidate at the Faculty. Doctoral candidates who are in an employment relationship with the University of Freiburg (e.g. academic staff) can be exempted from the enrolment fee. Enrolment must remain valid up to and including the day of the defence if the doctorate was started after 30 March 2018. Further information can be found here:

Service Center Studium:

<https://www.studium.uni-freiburg.de/de/frontpage>

International Admissions and Services:

<https://www.studium.uni-freiburg.de/de/beratung/ias>

Changes during the doctorate:

If significant changes occur during the doctorate, such as a change of supervisor, the doctoral office must be informed.

Elected doctoral student representatives

The doctoral student representatives of the Faculty of Biology represent the interests of doctoral students at various university levels. Further information can be found here:

<http://www.phd-bio.uni-freiburg.de/>

II Submission of the dissertation and initiation of the doctoral procedure

Form(s) of the dissertation

The dissertation can be written in German or English. It can be written as a self-contained work (a, monograph) or consist of either an overview and associated publications (b, cumulative) or an overview and associated publications, manuscripts and supplementary chapters (c).

(a) Classical monograph:

A classic monograph consists of an introduction, a materials/methods section, a results section and a discussion.

(b) Cumulative dissertation:

The following conditions must be met for a cumulative dissertation:

At the time of submission of the doctoral thesis, at least two manuscripts for which you are author or co-author must have been published or accepted for publication in peer-reviewed journals.

For at least one of the manuscripts published or accepted for publication, you must be the first author (sole or joint).

The manuscripts included must be accompanied by a general introduction and discussion.

In the case of publications with several authors, you are obliged to clearly and comprehensively identify your contribution and the contribution of your colleagues in a text introduction to the chapter or article. Important methods that are not considered standard methods can be included as an appendix. You should discuss the details with your supervisor and contact the doctoral office if necessary.

(c) Monograph with published and/or unpublished manuscripts:

A monograph may also consist of or contain several published or unpublished manuscripts on one topic. The manuscripts must be accompanied by a general introduction and discussion.

In the case of publications and manuscripts with several authors, you are obliged to clearly and comprehensively identify your contribution and the contribution of your colleagues in a text introduction to the chapter or article.

For all theses written at the University of Freiburg, there is a binding template for the title page, which can be downloaded here:

<https://www.bio.uni-freiburg.de/studium/promotion/pdf/muster-titelblatt.pdf>

Examination procedure

The examination procedure consists of the assessment of the dissertation, the public doctoral colloquium and the oral examination. Please allow 8 to 12 weeks for the doctoral procedure. Please also note that examination procedures can take longer during holiday periods.

The dissertation is assessed by two reviewers, one of whom is the official supervisor of the thesis.

The doctoral colloquium comprises an academic presentation on the dissertation lasting a maximum of 30 minutes, followed by a discussion.

The oral examination is held after the colloquium and lasts one hour. The examination covers areas of knowledge that are directly related to the topic of the dissertation, but may also go beyond the topic of the dissertation.

As a rule, the examination committee consists of the doctoral chairperson, the two experts and a third examiner.

Result of the doctorate

The overall grade is the arithmetic mean of the non-rounded grade for the dissertation and the non-rounded grade for the oral examination.

The grade "summa cum laude" for the overall result is only awarded if both reviewers have assessed the dissertation as "1.0 with distinction" and the oral examination has also been assessed as "1.0 with distinction" by all members of the examination committee.

The doctoral certificate can only be issued once the doctoral candidate has fulfilled the publication requirement. Until then, doctoral candidates can receive a provisional certificate confirming that they have passed the doctoral examination. Please note, however, that the use of the doctoral title is only permitted once the doctoral certificate has been issued.

Submission of the dissertation and fulfilment of the publication requirement

The following documents must be submitted to the doctoral office when submitting the dissertation:

☐ completed and signed form "Submission of the dissertation":

https://www.bio.uni-freiburg.de/studium/promotion/pdf/einleitung-promotion-de-en.doc/at_download/file

☐ current academic CV with list of publications

☐ three copies of the dissertation for the doctoral procedure

☐ an additional six copies of the dissertation if no electronic publication is desired

or

an additional two copies of the dissertation if electronic publication is desired. The consent of the supervisor must be obtained for this.

In this case, the electronic publication/upload of the dissertation on the Freidok platform of the Freiburg University Library is obligatory and must only be carried out **after** the examination. As proof of the upload on Freidok, please send the corresponding publication link to the PhD office of the Faculty of Biology.

☐ a declaration (see below) that you

- have written the dissertation independently and are responsible for its content
- have observed the rules of good scientific practice and have not committed any scientific misconduct
- have clearly labelled the works, contributions and intellectual property of all authors
- have no criminal record in relation to scientific work
- if AI was used to write the dissertation, it was clearly stated for what purpose and to what extent it was used and which programmes were used for this purpose.

We reserve the right to request further documents if necessary.

The dissertation should be printed on age-resistant, wood- and acid-free paper in A4 format and bound in a durable binding (adhesive binding only); double-sided printing is possible.

The publication requirement must be fulfilled within 1½ years of the oral examination. The PhD office/doctoral board may extend the deadline upon request in justified cases. If this deadline is missed, all rights arising from the doctoral procedure expire.

Address details for publications

If results from dissertations are published in scientific journals, the origin must be indicated by a complete address with the name of the department of the Faculty of Biology.

Doctoral students who write their thesis externally must add a second address that includes the name "Faculty of Biology" to the address of their laboratory (e.g: Name ^{1,2} – ² University of Freiburg, Faculty of Biology, Schaezlestrasse 1, D-79104 Freiburg, Germany).

Declaration:

I hereby declare in lieu of oath that I

- ☐ have prepared the dissertation independently and am responsible for its content
- ☐ have observed the rules of good scientific practice and have not committed any scientific misconduct
- ☐ have clearly labelled the works, contributions and intellectual property of all authors
- ☐ have no criminal record in relation to scientific work.
- ☐ if AI was used for the preparation of the dissertation, have clearly identified the purpose and extent to which it was used and which programmes were used for this purpose.

place, date

signature