Frequently asked questions:

Are there any guidelines for the layout of the dissertation?
- There are no binding rules here; however, spiral bindings are not accepted by libraries. Also avoid exaggeration, stick to usual formats, font types and font sizes. You can look at examples on Freidok, for instance. [https://freidok.uni-freiburg.de/](https://freidok.uni-freiburg.de/)

Is there a sample title page for the dissertation?
- There is a template for a title page as a download on our homepage.

How many printed copies of the dissertation do I have to hand in?
- Regardless of which form of dissertation you have chosen (classic monograph, cumulative form, monograph with published and unpublished manuscripts), you must
  - either hand in 9 printed copies (3 for the doctoral procedure, 1 copy for the BioBib, 5 copies for the UB)
  - or hand in 5 printed copies (3 for the doctoral procedure, 1 copy for the BioBib, 1 copy for the UB) and a pdf with obligatory upload to the Freidok platform. [https://freidok.uni-freiburg.de/](https://freidok.uni-freiburg.de/)

Does the affidavit that I prepared the dissertation independently have to be included in the dissertation?
- No, the affidavit that you have written the dissertation independently should be submitted once to the doctoral office when you hand in the dissertation. This declaration does not have to be included in the dissertation.

What is the role of the referee?
- The referee is your supervisor. He/she will prepare a report on your dissertation with a grade, be an examiner for your defense and also award an oral grade.

What is the role of the co-referee?
- The co-referee prepares a report on your dissertation with a grade, is an examiner for your defense and also awards an oral grade.

What is the role of the third party examiner?
- The third examiner will be an examiner for your defense and will award an oral mark.

What is the role of the exam chairperson?
- The examination chairperson cannot be proposed or selected.
- He/she is a member of the doctoral committee of the Faculty of Biology.
- He/she supervises the correct course of the procedure, takes the minutes, is authorized to ask questions and also gives an oral grade.

How much time must elapse between the initiation and the doctoral procedure and the examination?
- There should be at least a period of eight weeks in between.

How long does the doctoral process take from submission to examination?
- That depends most on the schedules of the people involved and from the date of submission of the reviews.

May guests be invited?
- The colloquium is a public event at the University.
- Guests may be invited to the colloquium; at the subsequent examination, all persons other than you and the examiners are excluded.

Zoom links for online exams:
- Two zoom links are required for online exams: The first link is for the colloquium, the second link is for the viva. Both are provided by the referee.
Frequently asked questions:

Why do I have to submit a CV and a list of publications when I initiate the doctoral procedure?
• Both documents are intended for your examiners. Here you have the opportunity to present yourself.

Do I still have to remain enrolled?
• Up to and including the day of your exam, you are required to be either registered or enrolled if you started your PhD in 2018 or later.

My employment contract ends before my exam date. Do I have to do anything?
• You don’t need an employment contract, but you are required to be either registered or enrolled by the day of your exam, inclusive, if you began your doctoral degree in 2018 or later.

The 5-year period will have expired before my exam date. What do I have to do?
• In this case, please contact us.

Do I have to correct/improve my dissertation again?
• The submitted version of your dissertation is the one that will be considered the final version of your dissertation. This version will be graded and published.
• After the review by the referee and co-referee, no further improvement or correction is possible. Only at the request of the referee or co-referee, an improvement of the thesis can still be requested before the review.
• If the thesis is rejected, the dissertation may be corrected and resubmitted once within one year.

Does a review count as a manuscript in my dissertation?
• In the case of a cumulative dissertation, you can also include reviews, but these do not count as a manuscript. Even if you combine several unpublished manuscripts into one dissertation, you can include reviews. However, reviews can in no case replace the general introduction and/or discussion.

Can I choose my own examiners?
• You can make suggestions for examiners when submitting your dissertation. These suggestions will be reviewed by the faculty. Changes may also be made in this process.

What is the best way to arrange an appointment for my defense with my examiners?
• The DFN Terminplaner 6, for example, is available for scheduling.
  https://terminplaner6.dfn.de/
• When you have found a suitable time, do not ask for whole days when making an appointment, but ask for time slots. Good times to start a defense are e.g. 8.30 a.m., 9 a.m., 9.30 a.m., 10 a.m., 10.30 a.m., 1 p.m., 1.30 p.m., 2 p.m., 2.30 p.m., 3 p.m., 3.30 p.m.

What is part of good manners?
• Please hand in your dissertation personally to your first supervisor(s).
• Please contact your examiners personally before the examination and introduce yourself.

How is the overall grade made up?
• The referee and co-referee (1st and 2nd referee) each award a written grade for your dissertation. The arithmetic mean is calculated from these two grades, which then results in the written grade.
• The oral grade is the arithmetic mean of the oral grades awarded by the examiners and the chairperson.
• The overall grade is the arithmetic mean of the written and oral grades, terminating after the second decimal place.