

Formalities at the submission of the PhD thesis at the Dept. of Biology

This information sheet has been made for PhD students, who will soon submit their PhD thesis. The procedure described here should be followed exactly. On the website of the Faculty of Mathematics and Natural Sciences I you will find a general overview of the PhD procedures at the faculty and the PhD regulations: <http://fakultaeten.hu-berlin.de/mnf1/promotion>

1. Admission to the PhD Procedure

Before the experimental or theoretical work begins the PhD project should be registered at the university with the "Application for Admission to the PhD Procedure" (*Antrag auf Zulassung zum Promotionsverfahren (Begleitbogen, Blatt 1)*). Please note that the application form **must** be printed out on 1 piece of paper, i.e. doublesided. You can download the application form here: <http://fakultaeten.hu-berlin.de/mnf1/promotion/AntragPromotionszulassung.pdf>

2. Submission of the thesis and application to open the PhD Procedure

Before submission:

Please prepare a list of suggested members for your PhD committee. Members of the Dept. of Biology must make up the majority. All members should have teaching authority, i.e. *habilitiert*:

- 1 head of the committee (university lecturer, member of the MNF I)
- 3 reviewers (at least one university lecturer from the Dept. of Biology)
- 1 – 2 further members

In structured PhD programmes separate rules apply (please ask for advise in the PhD office – contact details below).

Please write the above members of your PhD committee in a list with their title, full postal address, telephone number, fax number and e-mail address. You should make a note on the list that all members have agreed to participate in your PhD committee. The list should be signed by your university supervisor.

Please bring the following documents when you submit your thesis:

- **6 copies of the PhD thesis**
Please follow the design note in § 6 and annex 1 (the title page) of the PhD regulations carefully.
Leave the reviewers and the day of the oral examination blank on the title page and make sure to spell the titles and names of the president and the dean correctly.
All bound copies should include a declaration of independent work in German (*Selbständigkeitserklärung*), a CV and a publication list. All three pages should be signed and dated
- **List with suggested members of the PhD committee**
As described above.
- **CV (lose copy)**
Please indicate the start of your PhD.
Date and sign.
- **Publication list (lose copy)**
You can also list posters and talks.
Date and sign.
- **Diplom certificate and transcript or equivalent (BSc and MSc)**
Certified copies or originals and copies. The copies will then be certified in the PhD office.
- **Begleitbogen 1 or admission letter (Zulassungsbescheid)**

- **Begleitbogen Blatt 2 (you will receive this in the PhD office)**
Please only fill in the first page.

Selectable specialisations of the PhD topics:

PhD topic BIOLOGY:

Molekularbiologie, Biochemie, Genetik, Zellbiologie, Zoologie, Spezielle Zoologie, Pflanzenphysiologie, Tierphysiologie, Ökologie, Mikrobiologie, Botanik, Spezielle Botanik, Entwicklungsbiologie, Verhaltensbiologie, Biotechnologie, Parasitologie, Neurobiologie, Immunologie, Theoretische Biologie, Virologie, Paläontologie, Didaktik der Biologie

PhD topic BIOPHYSICS:

Experimentelle Biophysik, Theoretische Biophysik

Please indicate your current postal address, telephone number and e-mail at which you can be reached with short notice.

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