



Registrar's and Graduation Offices

Biology, Chemistry, and Pharmacy (*Biologie, Chemie und Pharmazie*)

Address	Promotionsbüro Takustr. 3, room 12.15, 14195 Berlin
Office Management	Kerstin Austen
Phone	+49 (0)30 / 838-55160
Email	probuero@chemie.fu-berlin.de
Office hours	Tue and Thu 10:00 a.m. - noon

Business and Economics (*Wirtschaftswissenschaft*)

Address	Promotionsbüro Garystr. 21, 2 nd floor, room 319, 14195 Berlin
Office Management	Manuela Kasper
Phone	+49 (0)30 / 838-52294
Email	manuela.kasper@fu-berlin.de
Office hours	Mon – Fri 09:00 a.m. – 01:00 p.m.

Computer Science, Mathematics and Physics (*Informatik, Mathematik und Physik*)

Address	Promotionsbüro Arnimallee 14, room 1.1.10, 14195 Berlin
Office Management	Angelika Pasanec
Phone	+49 (0)30 / 838-75452
Email	pasanec@imp.fu-berlin.de
Office hours	Tue 10:00 a.m. – noon Wed noon – 02:00 p.m. Thu 11:00 a.m. – 01:00 p.m.

Educational Science and Psychology (*Erziehungswissenschaft und Psychologie*)

Address	Promotionsbüro Habelschwerdter Allee 45, room KL 24/204, 14195 Berlin Jutta Bergener
Office Management	+49 (0)30 / 838-55783
Phone	bergener@zedat.fu-berlin.de
Email	Mon, Tue and Thu 09:00 a.m. - noon
Office hours	

Earth Sciences (*Geowissenschaften*)

Address	Prüfungsbüro Malteserstr. 74-100 / A.013-014, 14195 Berlin
Office Management	Dagmar Heyne and Marianne Martini
Phone	+49 (0)30 / 838-70530 or -70663
Email	geopruef@zedat.fu-berlin.de
Office hours	Mon 02:30 p.m. – 05:30 p.m. Tue 11:00 am. – 01:00 p.m. Thu 11:00 a.m. – 01:00 p.m.

History and Cultural Studies (*Geschichts- und Kulturwissenschaften*)

Address	Prüfungsbüro Koserstr. 20, room A 152, 14195 Berlin
Office Management	Giovanna Giglio, Bärbel Krämer, Mona Kriewald and Kerstin Off
Phone	+49 (0)30 / 838-53169
Email	pruefungsbuero@geschkult.fu-berlin.de
Office hours	Tue 10:00 a.m. – noon Wed 01:00 p.m. – 03:00 p.m.

Law (*Rechtswissenschaften*)

You have to hand in your dissertation application at the Dean's Office (*Dekanat*). If you have questions concerning dissertation formalities, you may contact Birgit Lehmhagen or Mario Schönwalder of the Faculty Administration.

Address	Dekanat (Dean's Office) Van't-Hoff-Str. 8 14195 Berlin
Faculty Administration	Birgit Lehmhagen and Mario Schönwalder Boltzmannstr. 3, room 1126 +49 (0)30 / 838-52187 or -52188
Phone	blrecht@zedat.fu-berlin.de
Email	msrecht@zedat.fu-berlin.de
Office hours	Mon - Thu 9:30 a.m. – 12:30 p.m.

Medicine (*Humanmedizin*)

Address	Charité – Universitätsmedizin Berlin Campus Benjamin Franklin Promotionsbüro Hindenburgdamm 30 (entrance West, stairs A), room 1367/1360, 14195 Berlin
Office Management	Manuela Hirche and Silke Hagenbruch
Phone	+49 (0)30 / 450-576018
Email	manuela.hirche@charite.de silke.hagenbruch@charite.de
Office hours	Tue 09:00 a.m. – 01:00 p.m. Wed 09:00 a.m. – noon and 01:30 p.m. – 04:30 p.m. Thu 01:30 p.m. – 04:00 p.m.

Philosophy and Humanities (*Philosophie und Geisteswissenschaften*) – Graduation Office I

(Comparative Literary Studies, Byzantine Studies, Comparative Musicology, Dutch Philology, German Philology, Greek Philology, Latin Philology, Medieval Latin Philology, Neo-Greek Studies)

Address	Prüfungsbüro I Habelschwerdter Allee 45, 14195 Berlin
Office Management	Cornelia Marzi (room JK 29/137) and Astrid Raeder (room JK 29/136)
Phone	+49 (0)30 / 838-54007
Email	pruefungsbuero@germanistik.fu-berlin.de
Office hours	Tue 10:00 a.m. – noon Wed 03:00 p.m. – 05:00 p.m. Fri 10:00 a.m. - noon

Philosophy and Humanities (*Philosophie und Geisteswissenschaften*) – Graduation Office II

(East European Studies, English Philology, Film Studies, Latin American Studies, North American Studies, Philosophy, Romance Philology, Theater Studies)

Address	Prüfungsbüro II Habelschwerdter Allee 45, 14195 Berlin
Office Management	Ina Müller (room JK 28/104), Monika Cheng (room JK 29/105) and Sonja Wiese (room JK 29/138) +49 (0)30 / 838-53268, -53228 and -52996
Phone	pruef71@zedat.fu-berlin.de wiese@geisteswissenschaften.fu-berlin.de
Email	Tue 10:00 a.m. – noon Wed 01:00 p.m. – 03:00 p.m.

Office hours Thu 10:00 a.m. - noon

Political and Social Sciences (*Politik- und Sozialwissenschaften*)

Address Promotionsbüro
Ihnestr. 21, room 304,
14195 Berlin

Office Management Daphne Stelter
Phone +49 (0)30 / 838-52337
Email dstelter@zedat.fu-berlin.de
Office hours Mon, Wed, Fri 11:00 a.m. – 01:00 p.m.

Veterinary Medicine (*Veterinärmedizin*)

Address Promotionsbüro
Oetzenweg 19b,
14163 Berlin

Office Management Christine Gaede
Phone +49 (0)30 / 838-62424
Email promotionsbuero@vetmed.fu-berlin.de
Office hours Mon – Fri 09:00 a.m. - noon