

**Rules and Regulations
governing the Doctoral Studies Program Molecular Science
at Dahlem Research School
of Freie Universität Berlin**

Preamble

By virtue of section 14, paragraph 1 no. 1 and 4 of the Partial Basic Regulations (Teilgrundordnung) dated October 27, 1998 (FU Memoranda No. 24/1998) in conjunction with section 74, paragraph 4 of the Berlin Universities Act in the State of Berlin (Berliner Hochschulgesetz – BerlHG) as amended pursuant to the public announcement of the new version dated February 13, 2003 (GVBl. 2003 (GVBl. page 81) as amended by law on July 12, 2006 (GVBl. page 278), the Joint Committee for the doctoral studies program Molecular Science of the Departments Biology, Chemistry, Pharmaceuticals and Physics (Joint Commission) issued the following rules and regulations for the doctoral studies program Molecular Science at Dahlem Research School of Freie Universität Berlin on June 21, 2008^{*)}:

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*) These rules and regulations were confirmed by the competent senate office in charge of universities on July 4, 2008.

Section 1

Area of Validity, Competent Authorities

(1) These Rules and Regulations govern the admission prerequisites, application and selection procedures, as well as the requirements for content, structure, goals, organization and performance for the doctoral studies program Molecular Science (Doctoral Studies Program) at Dahlem Research School (DRS) of Freie Universität Berlin.

(2) The Joint Commission shall appoint a Management Commission, which shall be responsible for the organization and implementation of the doctoral studies program including the selection of students. Members of such shall include:

as members with voting privileges:

- The Representative of the doctoral studies program as the committee chair and one university professor as the chairperson's deputy,
- Two additional university professors, who are involved in conducting the doctoral studies program as well as their deputies,
- One academic employee, who is involved in conducting the doctoral studies program as well as his/her deputy

and

in an advisory capacity:

- One student of the doctoral studies program.

The university professors and the academic employee shall be nominated for two years; the student shall be nominated for one year.

(3) The Commission shall constitute a quorum when at least three members with voting privileges are in attendance. In the event of a tie vote, the Representative shall have the decisive vote.

Section 2

Components and Objective of the Doctoral Studies Program

(1) The doctoral studies program consists of academic research, with special emphasis on writing a dissertation, and academic course work with content as defined in section 9, paragraph 1 and sections 10 through 12, and the elements of the supervisory program.

(2) The objective of the doctoral studies program is to promote excellence in academic research by providing excellent doctoral education for outstanding researchers. Both the academic program and the course requirements pursuant to section 9, paragraph 1 and sections 10 through 12 as well as participation in the supervisory program offered are designed to achieve this objective. In addition to conveying academic skills, the doctoral programs shall also aim to impart key general qualifications, especially in the fields of knowledge transfer, research management and foreign language skills. The doctoral studies program is designed to prepare students in particular for academic positions at universities, research institutes and other academic private and public institutions and civil society.

Section 3

Admission Requirements, Application and Selection Procedures

(1) The application deadlines and the commencement dates for doctoral studies shall be determined based on the proposal by the Management Commission in consultation with the Standing Commission of Dahlem Research School (section 5 of the DRS rules and regulations).

(2) The application deadline is February 1 of each year for the following summer semester and August 1 of each year for the following winter semester. Typically, the date set to begin the studies program is April 1 of each year for the summer semester and October 1 of each year for the winter semester. In justified exceptional cases, applications may be considered at another time if it is deemed possible and reasonable to commence studies at that time and provided that two university professors involved in the doctoral studies program give their approval.

(3) The admission requirements are as follows:

- a) The written declaration by the authorized commission that an admission for doctoral studies is possible
- b) Outstanding potential for academic performance and development;
- c) Proficiency in English equal to a B 2 level as defined by the Common European Framework of Reference for Languages (CEFR) or proof of equivalent proficiency in English. Said proof may be provided during the selection interviews pursuant to section 4. The Management Commission shall decide on equivalency on a case-by-case basis.
- d) To the extent that the requirements during the course of the doctoral studies program demand that applicants who are neither native German speakers and who have earned a degree at a university abroad or at an educational institution of equal standing must be fulfilled in German, said applicants shall be required to provide proof of their full ability to study in the language of instruction by having passed the German language exam required for university admission (DSH) with a grade of DSH 2 or certify their equivalent proficiency in the language as defined by the rules and regulations governing the German language exam for university admission of foreign applicants at Freie Universität. Said proof may be provided during the selection interviews pursuant to section 4. The Selection Commission shall decide on equivalency on a case-by-case basis.
- e) Submission of a tabular overview of activities and experiences relevant to the doctoral studies program chosen by the applicant.
- f) A short description of the planned dissertation project and a short, convincing justification for the candidate's motivation in applying to the doctoral studies program,
- g) If applicable, attendance at a selection interview according to section 4.

(4) Applicants are to submit a written application for the doctoral studies program including the certificates and documents as defined in paragraph 3, letters a) through g) to the chairperson of the Management Commission by the application deadline defined in paragraph 2.

(5) The Management Commission shall make a decision based on the written application documents and, as the case may be, based on the selection interview on the applicant's acceptance to the doctoral studies program. The most qualified applicants may be permitted by the Management Commission to submit missing certificates or documents at a later date. In cases of doubt, the Commission may request applicants to supply additional information in written or oral form. The Commission shall submit the names of applicants deemed suitable for admission to doctoral studies to the Executive Board of Freie Universität Berlin (Applications and Admissions Department).

(6) If, after completion of the selection procedure, there are more suitable applicants than vacant places, the Selection Commission shall draw up a ranking list of applicants. When determining the ranking in said list, as a rule, the following requirements shall be considered:

a) Grades scored in previous academic degrees and other achievements;

b) Quality of the proposed dissertation project;

c) The applicant's previous professional and practical experience relevant to the doctoral studies program;

d) Experience abroad.

When there are several applicants of equal ranking, the successful applicant shall be selected by lot.

(7) Applicants selected for admission shall receive written notification stipulating deadlines for submitting confirmation of acceptance in writing and for enrollment. The places of candidates who fail to observe these deadlines shall be reallocated. Applicants that have been denied admission shall receive written notifications with reasons for the rejection.

(8) In the event that admission to the doctoral procedure has expired in accordance with the provisions in the Articles of Study Affairs (SfS), the acceptance to the doctoral studies program shall expire.

Section 4 Selection Interviews

(1) After review of the application documents, the Management Commission may invite applicants to participate in selection interviews and may appoint Representatives.

(2) The invitation shall be considered to have been received in a timely fashion if posted no later than 10 working days prior to the date of the selection interview. Applicants residing in a foreign country shall be granted an extended period of notice as appropriate.

(3) The selection interview shall be scheduled for 60 minutes and shall consist of a presentation in English, which shall be approximately 15 minutes in length, followed by a discussion.

(5) The selection interview shall be documented in a report stating the main reasons for the positive or negative evaluation of the applicant.

Section 5 Structure of Doctoral Studies Program, Standard Study Period, Language of Instruction

(1) The doctoral studies program shall consist of project-related and transdisciplinary academic elements (section 9). It shall also include general courses on knowledge transfer, research management (section 11) and foreign language courses (section 12).

(2) The standard study period shall consist of six semesters.

(3) The language of instruction in the doctoral studies program shall be English and German. There is the option to fulfill all requirements during the course of the doctoral studies in English only.

Section 6 Organization of Doctoral Studies Program, Competent Authorities

(1) With the consent of the Standing Commission of DRS (section 5 of the rules and regulations governing Dahlem Research School (DRS) of Freie Universität Berlin dated July 13, 2005 (FU Memoranda No. 32/2005), the Joint Commission shall appoint a Representative to conduct the doctoral studies as well as at least one deputy, both of whom shall hold office for a period of two years respectively.

(2) The Representative shall conduct the day-to-day business of the doctoral studies program. In particular, the Representative shall be responsible for academic coordination. The Representative shall report to the Standing Commission of the DRS with regard to the development of doctoral studies program over the course of the previous year.

(3) The Representative shall ensure that individual students are assigned, with their consent, to a supervisory team, which shall consist of a minimum of two, however preferably of three individuals. The supervisory team shall include the Supervisor of the dissertation project in accordance with the relevant doctorate rules and regulations of the departments involved in the doctoral studies program and additional faculty members from the doctoral studies program.

(4) Based on the project related portion of the doctoral studies program and with the consent of the student and the Supervisor, the supervisory team shall define the scope and length of time dedicated to the courses of advanced study to be completed by the student, taking into consideration the measures stipulated in sections 7 through 12.

(5) Acceptance into the doctoral studies program requires the persons involved to sign a supervisor agreement as shown in Appendix 2, which shall stipulate the duties and obligations of both the student and the supervisory team. The signed agreement shall be taken on the respective file.

Section 7 Student Workload

(1) The workload scheduled for the student to successfully fulfill the requirements of the academic study program in compliance with section 1, paragraph 9 and sections 10 through 12 and also to be completed when taking part in the supervisory program of the doctoral studies program can be found in Appendix 1.

(2) Of the total number of credit points (CP) to be earned, a total of up to 6 SWH with a maximum of 9 CP may be allotted to the language courses as defined in section 12.

Section 8 Academic Research Project

(1) The academic research project pursuant to section 2, paragraph 1 above shall serve to prove the student's ability to perform independent research.

(2) The curricula of the project-related portion of the doctoral studies program shall in general be based on the object of research of the supervisors and instructors of the doctoral studies program.

(3) Typically to be included within the research project shall be a study period at another suitable research institution, either in Germany or abroad. The location, frequency and length of time of such study periods shall depend on the amount of progress achieved in each particular case.

Section 9
Subdiscipline Project Related Doctoral Studies, Teaching and Learning Courses

(1) The project-related portion of the doctoral studies program shall include in particular the teaching and learning courses listed below:

(a) Interdisciplinary graduate seminars (Graduate Seminars)

Graduate seminars shall be conducted under the responsibility of one or more university professors. The objective of such shall be to convey the latest research results from an interdisciplinary perspective. An application for the formation of graduate seminars must be submitted in due time to the Management Commission and said application must be approved. The list of graduate seminars will be listed in Freie Universität Berlin's Catalog of Names and Courses (NVV). With the consent of their Supervisor, students shall be permitted to switch to another graduate seminar after two semesters.

(b) Presentation seminars

Participation in seminar forms conducted by university professors is aimed at providing students with the ability to acquire the skills necessary to present and professionally discuss their own research projects and findings and those of others in English.

(b) Advanced courses relating to the project

Attendance at such courses is geared towards enabling the students to acquire the special skills that they will need to successfully complete their respective dissertation projects. Attendance requirements are based on the specific needs and are determined as per section 6, paragraph 4.

The range of courses is to be determined by the Management Commission and shall be listed under a dedicated heading in the NVV.

(2) Students shall be required to regularly attend and actively participate in all seminars scheduled during the academic study program with a curriculum as defined pursuant to section 9, paragraph 1 and sections 1 through 12 and to also participate in the supervisory program.

(3) Courses of study offered at other graduate schools, in the Research Training Groups of the German Research Foundation (DFG) or courses offered in cooperation with the Max Planck Research Schools, special research departments or other research initiatives at other universities or non-university institutions may be included in the doctoral studies program.

Section 10
Acquiring Skills in the Subdiscipline of Knowledge Transfer

At regular intervals, students shall be required to present the results of their research work at academic symposia and publish such in academic publications. In addition, each respective supervisory team shall provide appropriate opportunities to their students to communicate significant findings from their research field during lectures and seminars.

Section 11
Acquiring Skills in the Subdiscipline of Research Management

Students shall gain experience in planning research projects and acquiring third-party funding and shall develop general skills in research management and organizing and coordinating academic activities.

Section 12
Acquiring Skills in the Subdiscipline Foreign Languages Relevant to Academia

(1) Students who are not native German speakers are to acquire German language skills during the course of the doctoral studies to the extent that they may be integrated appropriately in a German-speaking environment.

(2) Students who are not native English speakers are to provide proof of their proficiency in English pursuant to section 3, paragraph 3, letter c) and moreover are to acquire additional proficiency in English during the course of the doctoral studies to the extent that they have the skills needed to communicate on an academic level both orally and in writing (Academic English).

Section 13
Reporting Obligations, Dropout and Completion of the Doctoral Studies Program

(1) Students shall generally be required to give a report on the progress and status of their dissertation projects in presentation seminars.

(2) Each year students shall be required to prepare and submit by December 1 a written report, three to five pages in length, on the progress of their dissertation projects and on the courses, symposia and workshops they attended as well as their studies abroad.

(3) Based on said annual report, the supervisory team shall evaluate the student's progress. The supervisory team shall assess and record in the student's files whether the student is making adequate progress both with respect to participation in the doctoral program and in his or her dissertation project. In particular, they must certify that the student is successfully meeting the requirements stipulated in the rules and regulations at hand. Said requirements involve fulfilling the research tasks in a timely manner, especially completing the dissertation on time and fulfilling the requirements of the academic study program within the timeframe including the curricula as defined in section 9, paragraph 1 and sections 10 through 12 as well as taking advantage of the supervisory program. If the results of the evaluation are negative, the Representative of the doctoral studies program shall be notified accordingly in writing.

(4) Based on the evaluation by the supervisory team, the Commissioner for the doctoral program shall determine whether the student may remain in the doctoral program and shall, if necessary, take appropriate steps to expel the student from the University.

(5) Any written documents relating to the students shall be filed in their respective doctoral file.

(6) Graduation certificates and transcripts of records in accordance with Appendices 3 and 4 shall be issued to students who successfully complete the doctoral studies program in accordance with the academic rules and regulations stipulated within this document. A degree in the doctoral studies program shall be conferred in accordance with the doctorate rules and regulations applicable for the Departments Biology, Chemistry, Pharmaceuticals and Physics of Freie Universität Berlin.

Section 14
Commencement

These rules and regulations shall take effect one day after being published in the Memoranda (official register of Freie Universität Berlin).

Appendix 1: Sample Curriculum and Overview of the Credit Requirements Listed by Subdiscipline and Study Unit

Semester	SWH	CP	1	2	3	4	5	6
Interdisciplinary graduate seminar subdiscipline project related doctoral studies Requirements: Regular attendance, active contribution in the seminar discussion	2	3	c	c	c	c	e	e
Presentation seminar subdiscipline project related doctoral studies Requirements: Regular attendance, oral presentation on a seminar topic relating to dissertation subject	2	3	c	c	c	c	a	a
Advanced project related courses subdiscipline project related doctoral studies Requirements: Regular active contribution, in some cases additional requirements as announced for each individual course	Max. 4	Max. 6	a	a	e	e	e	e
Acquiring skills in the subdiscipline knowledge transfer Requirements: Attendance at a DRS knowledge transfer workshop	Max. 4	Max. 6	e	e	e	a	a	a
Acquiring skills in the subdiscipline research management Requirements: Participation in fund raising efforts	Max. 4	Max. 6	e	e	e	a	a	a
Acquiring skills in the subdiscipline foreign languages (German) Requirements: Regular and active attendance by students who are not native speakers of German	6	9	a	a	e	e	e	e
Acquiring skills in the subdiscipline foreign languages (Academic English) Requirements: Regular attendance, especially by students who are not native speakers of English	2	3	e	e	a	a	e	e

Explanations: c = attendance required; a = attendance required as agreed upon with each individual student; e = attendance voluntary

Appendix 2:

Supervisor Agreement according to Section 6, paragraph 5 of the Rules and Regulations of the Doctoral Studies Molecular Sciences at Dahlem Research School of Freie Universität Berlin

Supervisor Agreement

between

[*First name, name*]

[*Student in the doctoral studies program, name*]

[*First name, name*]

[*The Supervisor as defined in the doctorate rules and regulations of the department, name*]

[*First names, names*]

[*additional members of the supervisory team*]

[*First name, name*]

[*The Representative of the doctoral studies program*],

1. [*Ms. or Mr. First name Last name*] has been a student in the doctoral program Molecular Sciences at Dahlem Research School of Freie Universität Berlin since Winter Semester 20[XX] and as such is working on a dissertation with the working title:

"[*working title*]".

The dissertation project was presented by the student as a part of the admissions procedure to the doctoral studies program based on a written detailed research proposal and was approved by the Supervisor as well as by the Representative of the doctoral studies program.

2. The dissertation project is to be supervised by a supervisory team in compliance with section 6, paragraph 3 of the rules and regulations of the doctoral studies Molecular Science. The supervisory team consists of the following university professors:

1. [*First name, name*]

[*The Supervisor as defined in the doctorate rules and regulations of the department [name]*].

2. [*First name, name*]

[*additional instructor in the doctoral studies program*]

3. [*First name, name*]

[*additional instructor in the doctoral studies program*]

In the event that a member of the supervisory team should resign prior to the submission of the dissertation project, the Representative shall arrange for continuous and adequate supervision.

3. Prior to the commencement of the doctoral studies, based on the content of the project-related doctoral studies program and with the student's and the Representative's consent, the supervisory team shall define the type and the extent of the study units (modules) to be completed by the student in accordance with section 6, paragraph 4 while taking into account the measures defined in sections 7 through 12 of the rules and regulations governing the doctoral studies program Molecular Science. Moreover, the supervisory team shall assure that adequate working conditions are available for the student.

4. With the consent of the student and the Representative, the supervisory team has defined the study units (modules) listed below to be completed by the student in accordance with section 6,

paragraph 4 while taking into account the measures defined in sections 7 through 12 of the rules and regulations governing the doctoral studies program Molecular Science.

- a. *[Name of the study unit, SWH, CP, period]**
- b. *[Name of the study unit, SWH, CP, period]**
- c. *[Name of the study unit, SWH, CP, period]**

5. With the consent of the student, the Supervisor shall approve the theoretical and methodological cornerstones of the dissertation project and shall advise the student on how to prepare a suitable work and time schedule. The Supervisor shall comment on and evaluate the progress made by the student in the project and studies program at appropriate intervals, both in oral and in written form. Regular reports by the student to the Supervisor shall provide insight into his or her progress. Regular consultation and supervisory meetings shall be held based on the predefined type and scope of the study units to be completed by the student and allowing for special requirements of the specific disciplines. Said meetings shall generally be scheduled once a month during the lecture period. If needed, additional appointments may be convened on short notice. By January 31 of the year following enrollment, the Representative is to be informed should it be necessary based on any important reasons to modify the composition of the supervisory team. Should this be the case, the Representative shall then take the appropriate steps.

6. The period of time set to complete the dissertation is the predefined period of time as stipulated within the relevant regulations for doctoral studies. In accordance with section 5, paragraph 2, of the rules and regulations governing the doctoral studies program Molecular Science, the student shall aim to submit his or her dissertation within the predefined standard study period. The work plan and time schedule provided in the appendix dated *[date]* shall apply. The student shall be obliged to immediately inform the supervisory team in the event of any changes to the work plan and schedule.

7. Before accepting any paid or unpaid part-time employment, the student shall be required to obtain the prior consent of the supervisory team and the approval of the Representative in advance. Permission for part-time employment may be refused if there is reasonable concern that this activity would prevent the student from properly fulfilling the duties and obligations of the doctoral program to the extent required. In particular, permission shall be refused if it is assumed that the demands of the part-time employment made on the student's work and performance are such that they will make it difficult for the student to achieve the objectives of the doctoral program.

8. The student's choice of residence may have no adverse impact on the student's ability to fulfill the duties and obligations under the doctoral studies program.

9. The student and the members of the supervisory team shall be obliged to abide by the rules of good practice in compliance with the articles on ensuring good scientific practice (code of conduct) of Freie Universität Berlin dated April 17, 2002 (FU Memoranda No. 29/2002). This code stipulates that the student shall consult his/her supervisory team or other persons of trust in cases of doubt. For the members of the supervisory team this expressly includes the duty to observe and to make the student aware of and list any copyright provisions applicable to texts or findings.

10. All persons involved shall review and, if necessary, modify the supervisor agreement and its appendices on an annual basis. If required, a modified supervisor agreement shall be entered into, especially should the amount of time to prepare the dissertation project need to extend beyond the end of the standard study period. All the persons involved declare their consent to allow release of general information for the purpose of statistical surveys and evaluation of the doctoral supervisory program set up as a part of the doctoral studies program Molecular Science. Should the doctoral studies be interrupted, all persons involved are required to submit reasons in writing to the Representative.

Date and signatures:

*) or equivalent courses

[First name, name]

*[The Supervisor as defined in the
doctorate rules and regulations of the department [name]].*

[First name, name]

[additional instructor in the doctoral studies program]

[First name, name]

[additional instructor in the doctoral studies program]

[First name, name]

*[The Representative of the doctoral studies
program]*

Appendix 3: Template for the Certificate



**Doctoral Studies Program Molecular Science
of the Departments Biology, Chemistry, Pharmaceuticals and Physics
at Dahlem Research School (DRS)
of Freie Universität Berlin**

Graduation Certificate

for the successful completion of the

Doctoral Studies Program Molecular Science

pursuant to the rules and regulations of the doctoral studies program Molecular Science at Dahlem Research School, Freie Universität Berlin dated October 00, 2007 (FU Memoranda No. 00/2007)

Ms. / Mr.

date of birth

born in

has fulfilled all requirements pursuant to the rules and regulations of the Doctoral Study Program for Molecular Science.

Berlin,

(L.S.)

The Chairperson
of the Joint Commission

The Representative
of the Doctoral Studies Program

Appendix 4: Template for the Transcript of Records



**Doctoral Studies Program Molecular Science
of the Departments Biology, Chemistry, Pharmaceuticals and Physics
at Dahlem Research School (DRS)
of Freie Universität Berlin**

Transcript of Records

for the successful completion of the

Doctoral Studies Program Molecular Science

pursuant to the rules and regulations of the doctoral studies program Molecular Science at Dahlem Research School, Freie Universität Berlin dated October 00, 2007 (FU Memoranda No. 00/2007)

Ms. / Mr.

date of birth

born in

has fulfilled all requirements pursuant to the rules and regulations of the Doctoral Study Program for Molecular Science.

The requirements were met in the following modules:

Module

Graduate Seminar

[Title, attended in which semester, number of SWH]

Presentation seminar

[Title, attended in which semester, number of SWH, student's own presentation on date, title]

Advanced project related lectures or seminars

[Title, attended in which semester, number of SWH]

German Language Training

[Attended in which semester, number of SWH]

Academic English Language Training

[Attended in which semester, number of SWH]

Research Project

Other activities

A separate list of publications is enclosed.

Berlin,

(L.S.)

The Chairperson
of the Joint Commission

The Representative
of the Doctoral Studies Program