**Instructions for PhD theses, incl. the defense**

While we try to update this document as frequently as possible, some of the information below might be out-of-date when you read this. So always refer to the latest version of the Promotionsordnung of Faculty III and the information on the websites of the faculty (<https://www.tu.berlin/fakultaet3/forschung/promotion>) and chair (<https://www.tu.berlin/bioprocess/studium-lehre/doktorabeiten>).

If you notice that information in one of the templates for the thesis is no longer up to date (e.g., for publishing at university library), please contact your supervisor or Prof. Neubauer so the changes can be made.

# Standard format / printing

* There is no standard layout from TU Berlin or our faculty 🡪 A template for the Chair of Bioprocess Engineering has been established, which must be used by everyone.
* Size, binding and cover should be as follows:
	+ Bound like a book (flexible) with a figure on the cover (see PhD template)
	+ No ring binding
	+ Name, title and year must be written on the backbone (“Buchrücken”) to be read from the LEFT side).
	+ A4 or B5 can be used (B5 is preferred)
* Please leave enough space on the borders for printing the cover and cutting the book (included in cover powerpoint template, not yet included in word file but can easily be added by copyshop). Bring an example from a colleague for easy understanding of what you want.
* Places to print:
	+ A good place to print is: <http://www.centralstation-berlin.de/>
	+ In all shops of the “Kopierladen” (<https://www.kopierladen-berlin.de> ), we get 10% discount on printing a thesis. You just need to mention “TU Berlin, Fachgebiet Bioverfahrenstechnik” (see also Mail from Klaus Pellicer attached on page 9 of this document). Please ask them about the discount right at the beginning before you start printing.
* Paper thickness:
	+ Inner ages: > 100 g/m2
	+ Colored indicator pages for start of manuscript: ~170 – 200 g/m²

# Cumulative thesis vs. monography

* Cumulative is preferred, since more publications are generated and it requires less work by the student. Papers and manuscripts are attached at the end of the cumulative thesis.
* **Attention:** A cumulative thesis does not necessarily mean that it is less work or that it is much shorter compared to a monography. Most important: Your thesis (i.e. the text, which is evaluated by the reviewers) is the text in the main part and NOT the papers in the appendix, which have already been evaluated by other reviewers for the journal. Your thesis is a one-author publication. In a cumulative thesis, the major aspects of your work are summarized and presented in a logical way. It is not allowed to have a self-plagiate of the text in the thesis part, which is already there in the papers – i.e. you must write the text in the thesis in a different way.
* If you only have 1-2 papers, the thesis is written as a monography. At least 1-2 publications should be written and accepted in parallel though.

# Special requirements for cumulative thesis

* At least 2 accepted papers and one submitted manuscript are required for submission of the PhD thesis as a cumulative thesis.
* Refer to thesis template for the formatting.

# Submission process to reviewers and faculty

* Reviewers should be maximum three people: the supervisor (professor), one reviewer from the faculty (III), and one external / independent professor who has not been co-author or an external supervisor. In case of an external supervisor, another person (preferably internal) that is independent has to be chosen.
* If external persons have to travel a lot, try to connect their visit to other activities / meetings at the chair.
* Reviewer need to have a higher degree than PhD (Prof., Habil.)🡪 difficult to have someone from industry with just a “Dr.-Degree”). Exceptions are possible if you can argument to the faculty that he/she has comparable competence to a professor (see also Doctoral Regulations).
* Submission of thesis to faculty, reviewers, and chair should be regarded as final one (incl. title, layout, binding)
	+ Officially it is the preliminary version
	+ To reduce work, and have a discussion of the final version of your work in the defense, the goal is that only minor changes (mostly orthographical; addition of papers in case those were submitted but not accepted yet) are needed after the defense before final submission to the library
	+ **Always talk to your supervisors before submitting a thesis!**
	+ The copy for the faculty can be bound with a simple glue binding / “Leimbindung”, no ring binding.
* After the review by the reviewers, a correction sheet can be added to the thesis.
* After the defense (“Wissenschaftliche Aussprache”) you have 1 year time to submit the thesis with the changes to the library. Normally, this is done in electronic form with 1 additional printed copy for the library, which can be bound with a simple glue binding (no ring binding).
* The doctor title is valid only after the official certificate from university (via the faculty) is obtained.
* Normally, at our faculty, the PhD student does not receive the reviewer reports. But it can be asked for after the “Wissenschaftliche Aussprache”. Prof. Neubauer also supports the provision of the student with his reviewer report so that you can react to it in the defense.
* Nevertheless – according to the Doctoral Regulations (“Promotionsordnung”) 2014, § 7 – “Evaluation of the Dissertation”, the reviewers should give feedback to the candidate about changes BEFORE the reports are written:

“Before completing their assessments, the evaluators will inform the doctoral candidate about any objections in order to give him/her the opportunity to amend or slightly modify the dissertation.” (GER: „Die Gutachterinnen und Gutachter sollen der Doktorandin oder dem Doktoranden ihre etwaigen Einwände vor der Erstellung ihrer Gutachten zur Kenntnis bringen, um ihr oder ihm Gelegenheit zu Ergänzungen oder kleineren Änderungen der Dissertation zu geben“).

* Possibility of digital pre-review (this only is done in exceptions and would be absolutely necessary to agree with your main supervisor at university):
	+ digital version (PDF) can be sent directly to reviewers instead of going the long procedure via university;
	+ changes by the student can be made even before official printing; and
	+ reviewers can write report earlier 🡪 The time of 3 months might not be needed and defense and final submission to faculty can be done earlier (advantage for short-term grants).

# Defense / “Wissenschaftliche Aussprache”

* Defense date should be agreed with reviewers after the official submission of the thesis to them. They have **maximum 3 months to review until the defense** but might be faster.
* **Check with the supervisors if they have received the documents from the administration shortly after you handed in your PhD thesis.**
* If agreed with your main supervisor, you may call them also when you are close to submission; especially in case of grants where you need to defend within a limited time frame.
* Note also: there must be 3 weeks (14-16 days) between submission of the last review report to the faculty and the defense date!
* Form of the defense:
	+ Presentation lasts exactly 30 min, discussion at least 1h.
	+ The presentation part is recommended to be performed with power point slides.
	+ For the discussion part, a handout of the complete presentation should be provided for all reviewers and the chairman.
	+ Prepare the power point slides and handout in digital form at least 2-3 weeks before the defense and agree it with your direct advisor and university supervisor (at BVT: Prof. Neubauer) for check-up.
1. **Submission of a cumulative thesis to the library**
* After the defense, you must submit your thesis to the university library to finalize the dissertation and receive your certificate.
* Refer to the webpage of TU Berlin University Library for information on how to do this: <https://www.tu.berlin/ub/forschen-publizieren/publizieren/dissertationen-veroeffentlichen>
* If you want to include a manuscript which is not published open access, you must ask the journal for permission. Usually there is information on the publishers’ website on how to do this.
* Even if your manuscript is open access, it is better to check with the journal if further regulations apply (including a certain paragraph before the manuscript, etc.).

# Mail from Klaus regarding the printing discount

Von: Pellicer Alborch, Klaus

Gesendet: Donnerstag, 22. November 2018 15:47

Betreff: WG: Angebot fürs Fachgebiet Bioverfahrenstechnik der TU Berlin

​​​Hallo alle zusammen,

Wie ihr unten sehen könnt: der "Kopierladen" in Prenzlauer Berg bietet uns ein Rabatt von 10 % für alle gedruckte Promotionsarbeiten ab 2019.

Es Kostet ungefähr 30-45 €/Arbeit (abhängig von der Anzahl von Seiten (typischerweise​ 100-200) und Schwarz/Weiß vs. farbig) und dann wären es 27-40,5 ​​€/Arbeit.

Grüße, Klaus Pellicer Alborch

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Von: Kopierladen <info@kopierladen-berlin.de>

Gesendet: Donnerstag, 22. November 2018 16:26

An: Pellicer Alborch, Klaus

Cc: Mühlenstr.; Berliner; Frankfurter; Danziger

Betreff: Re: Angebot fürs Fachgebiet Bioverfahrenstechnik der TU Berlin

Sehr geehrter Herr Pellicer Alborch,

vielen Dank für Ihre Anfrage. Gern räumen wir Ihnen einen Rabatt von 10% auf Ihre Promotionsarbeiten im Jahr 2019 ein.

Bitte geben Sie dazu, bei der Beauftragung in unseren Läden, den Namen der Universität und den Fachbereich an.

Freundliche Grüße, Daniel Gersdorf

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| **Kontaktinformationen** | **Filiale 1** | **Filiale 2** | **Filiale 3** | **Filiale 4** |
| Kopierladen: info@kopierladen-berlin.de; Tel.: 030 92 09 09 50Fax: 030 92 09 09 52 18 | Berlin Weißensee (Zentrale) | Berlin Friedrichshain | Berlin Prenzlauer Berg | Berlin Pankow |
| Berliner Allee 16 | Berliner Allee 16 | Frankfurter Allee 72 | Danziger Str. 96 | Mühlenstr. 44 |
| 13088 Berlin | 13088 Berlin | 10247 Berlin | 10405 Berlin | 13187 Berlin |