UNIVERSITÄT WÜRZBURG

Graduate Schools
Life Sciences
Science & Technology

Regulations for GSLS/GSST public defences

Format and organisation of the public defence

- Generally, we request that the doctoral candidate defending, the thesis committee, as well as the chairperson shall attend the public defence **in person**. Exceptions apply only if e.g. a thesis committee member is located outside of Würzburg. Please note: the chairperson of the doctoral procedure must be present **in person** at the defence
- Do not forget to assign a minute taker for the defence. The minute taker must hold a PhD title and should be nominated by the first supervisor of the doctoral candidate. The minute taker is required to attend the meeting **in person**.
- The defence consists of a presentation of approx. 25 to 30 minutes, followed by a Q&A session of at least 30 minutes.
- The Graduate School will send out the invitation to the defence seven days before the scheduled date.
- The chairperson and the members of the thesis committee will receive a personal invitation email.

Requirements/Preparation steps for the doctoral candidate

- Please inform us at least 10 days prior to your defence on your defence details.
- For hybrid defences, a designated IT support person must be present throughout the defence to manage the technical setup and assist in case of technical problems.
- Please note that the GSLS/GSST does **NOT provide IT support or technical troubleshooting during public defences**.
- Please contact us as early as possible if you would like to book the GSLS/GSST Lecture Hall.
- If your defence takes place in the GSLS/GSST building, please also refer to the Graduate School Room Use Checklist for its use.

We wish you all the best for your defence!
Your GSLS/GSST Team

See below for details according to the defence types:

1. *Defences in person format* 2
2. *Defences in hybrid format* 3

1. Defences in person format

- The GSLS/GSST Lecture Hall is technically well-equipped for defences.
  - To avoid any complications, **please bring your presentation on a USB drive.**
  - If you prepare your presentation using a MAC, you should test whether the presentation is running on a Windows Computer.

- A defence may also take place in a lecture hall or seminar room at your respective institute/chair.

To ensure a smooth procedure, please let us know the following details at least 10 days before your defence:

- Date and Time
- Place (Full address and room number)
- Committee members participating in person
- Name and email address of the minute taker

2. Defences in hybrid format

- Hybrid defences are only supported if external committee members participate via Zoom, and it is otherwise impossible to schedule the defence.
- The GSLS/GSST Lecture Hall is equipped for hybrid defences.
  - A Meeting Owl is available for hybrid defences. We will hand it over to you before the defence. Please return it to the GSLS/GSST Welcome Centre immediately afterwards.
  - To avoid any complication, **please bring your presentation on a USB drive.**
  - If you prepare your presentation using a MAC, you should test whether the presentation is running on a Windows Computer.

- A defence may also take place in a lecture hall or seminar room at your respective institute/chair.
- The GSLS/GSST will send out the defence invitations and set up the registration for guests of the defence on the GSLS website.
- You are responsible for creating the Zoom meeting. The Zoom link must be generated by you or a member of your institute and sent to the GSLS/GSST team at least 10 days before your defence.
- Committee members joining remotely will receive the link with their official invitation email, while remote guests will receive it one day prior to the defence.

To ensure a smooth procedure, please let us know the following details at least 10 days before your defence:

- Date and Time
- Place (Full address and room number)
- Names of all committee members attending, specifying whether each will participate in person or via Zoom (Zoom participation is only permitted for external committee members).
- Name and email address of the minute taker
- Zoom link, Meeting-ID, and password of the Zoom meeting.
- Name and email address of the designated IT support person, who will be present throughout the defence.