



Regulations for GS public defences

Format and organisation of the public defence

- The doctoral candidate defending the thesis as well as the thesis committee and the chairperson shall attend the public defence in person. Exceptions apply if a thesis committee member is located outside of Würzburg.
- 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 invitation for the defence will be sent out 7 days prior to the defence date.
 - The chairperson and the members of the thesis committee will receive a personal invitation email.
- The defence consists of a presentation of approx. 25 to 30 minutes followed by a Q&A session.

Tasks:

- ✎ Please let us know the name and email address of the minute taker.
- ✎ Please contact us as early as possible if you would like to book the GS Lecture Hall.
- ✎ Please inform us at least 10 days prior to your defence on your defence date.

We wish you all the best for your defence!

Your GS Team

See below for details according to the defence types:

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Defences at GS

1. Defences at GS – In person format

- The GS Lecture Hall is technically well-equipped for defences: 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.
- Please also note the enclosed checklist for the use of the GS building.
- The chairperson and the members of the thesis committee will receive a personal invitation email by the GS.
- To ensure a smooth procedure, please let us know the following details:
 - ✦ Date and Time
 - ✦ Place
 - ✦ Name and email address of the minute taker

2. Defences at GS – Hybrid format

- Hybrid defences are supported only if external committee members participate via Zoom, and it is otherwise impossible to schedule a defence date.
- The GS Lecture Hall is well-equipped for hybrid defences: 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.
- GS will provide IT support in that case.
- Please also note the enclosed checklist for the use of the GS building.
- The GS will send out the defence invitations and set up the registration for guests of the defence on the GS website.
- A registration link (NOT the Zoom link) will be included in the public invitation. Persons who would like to attend the defence via Zoom must register latest 48h prior to the defence on the GS website. The Zoom link will be sent to registered persons 1 day prior to the defence.
- The external committee member planning to attend the defence via Zoom, will receive the Zoom link together with the personal invitation.
- To ensure a smooth procedure, please let us know the following details:
 - ✦ Date and Time
 - ✦ Place
 - ✦ Name and email address of the minute taker
 - ✦ External member of the thesis committee who attend via Zoom



Defences NOT at GS

3. Defences NOT at GS – In person format

- A defence may also take place in a lecture hall or seminar room at your respective institute/chair.
- The chairperson and the members of the thesis committee will receive a personal invitation email by the GS.
- To ensure a smooth procedure, please let us know the following details:
 - ✦ Date and Time
 - ✦ Place
 - ✦ Name and email address of the minute taker

4. Defences NOT at GS – Hybrid format

- Hybrid defences are supported only if external committee members participate via Zoom, and it is otherwise impossible to schedule a defence date.
- A hybrid defence may also take place in a lecture hall or seminar room at your respective institute/chair. In this case, please make sure that the technical equipment for a hybrid format is present and functional, and a person-in-charge/ an IT-person is available during the defence in case of technical problems.
- The GS will send out the defence invitations and set up the registration for guests of the defence on the GS website.
- A registration link (NOT the Zoom link) will be included in the public invitation. Persons who would like to attend the defence via Zoom must register latest 48h prior to the defence on the GS website. The Zoom link will be sent to registered persons 1 day prior to the defence.
- The external committee member planning to attend the defence via Zoom, will receive the Zoom link together with the personal invitation.
- To ensure a smooth procedure, please let us know the following details:
 - ✦ Date and Time
 - ✦ Place
 - ✦ External member of the thesis committee who attend via Zoom
 - ✦ Name and email address of the minute taker
 - ✦ Name, email address and phone number of the IT support
 - ✦ Zoom Invitation (The Zoom link must be generated by a member of the Institute of the doctoral candidate. Please provide us with the **Zoom link, Meeting-ID, and password** of the Zoom meeting.)