

Regulations for GSLS 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 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 GSLS Lecture Hall.

See below for details according to the defence types:

In addition to the pure “on site” format, public defences may be held in a hybrid format to provide guests with the opportunity to attend the defence.

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Defences at GSLS

1. Defences at GSLS – In person format

- The GSLS 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 GSLS building.
- The chairperson and the members of the thesis committee will receive a personal invitation email by the GSLS.
- 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 GSLS – Hybrid format

- The GSLS 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.
- GSLS will provide IT support in that case.
- Please also note the enclosed checklist for the use of the GSLS building.
- The GSLS will send out the defence invitations and set up the registration for guests of the defence on the GSLS 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 on the GSLS website. The Zoom link will be sent to registered persons 1 day and around one 1 hour prior to the defence.
- In case one of the committee members plans to attend the defence via Zoom, they will receive the Zoom link together with their 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
 - ✦ Members of the thesis committee who attend via Zoom

Defences NOT at GSLS

3. Defences NOT at GSLS – 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 GSLS.
- 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 GSLS – Hybrid format

- A hybrid defence may also take place in a lecture hall or seminar room at your respective institute/chair.
- The GSLS will send out the defence invitations and set up the registration for guests of the defence on the GSLS 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 on the GSLS website. The Zoom link will be sent to registered persons 1 day and around one 1 hour prior to the defence.
- In case one of the committee members plans to attend the defence via Zoom, they will receive the Zoom link together with their 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
 - ✦ 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.)

We wish you all the best for your defence!

Your GSLS Team