

Leaflet 4 “Thesis Defence”

General Information

Usually, the thesis defence cannot be arranged earlier than three weeks after the end of the display period. After the date of the thesis defence has been announced, the candidates are asked to introduce themselves to the members of the examination board and to hand over a copy of the thesis to them.

Thesis defences should only take place during term time.

Based on experience, thesis defences accumulate towards the end of term time and before Christmas. To be able to complete the doctorate procedure at the desired date, **the dissertation has to be submitted until**

End of April to get a date for the thesis defence before the end of term time in the summer semester,

End of September to get a date for the thesis defence before Christmas,

Mid of November to get a date for the thesis defence before end of term time in the winter semester.

Procedure of the Thesis Defence

The thesis defence (§ 13 of PromO 2023) begins with a report by the candidate of at most 20 minutes about the essential content and the most important results of the dissertation. Afterwards, the oral examination takes place.

The thesis defence takes at least 60 but not more than 70 minutes.

If a rating “with distinction” (“mit Auszeichnung”) is intended, the examination board determines the duration.

The following resources may be used:

- Projection of up to eight slides by overhead projector or by digital presentation without use of speech recordings.
Every examiner receives the slides before the examination.
- **Film or video** presentation of at most three minutes.

The key for the examination room **NB 02/193** as well as the remote control for the projector can be collected at the Dean's office.

After the thesis defence, the original seating arrangements (as shown on notice board) have to be restored and the blackboard has to be cleaned.