



Instruction sheet for conducting oral defenses in the MIN Faculty

Mode of conduct

- (1) **As a rule, oral defenses take place in physical presence** (= physical presence of the doctoral candidate and all members of the examination commission) according to the [Amendment to the Doctoral Degree Regulations MIN Faculty \(2010\)](#) and the [Amendment to the Doctoral Degree Regulations MIN Faculty \(2018\)](#), provided that Universität Hamburg (UHH) allows this form of conduct (see [current information here](#)). **CURRENTLY, oral defenses in physical presence are PERMITTED at the UHH.**
- (2) **Partially digital oral defenses may only take place under the following conditions:**
- A) **If** the UHH and/or the Free and Hanseatic City of Hamburg (FHH) provides/provide for contact restrictions and **after** the digital conduct of (oral) examinations has been recommended or ordered by the Executive Board of Universität Hamburg (see [current information here](#)) and the participation in partial physical presence is permitted. **CURRENTLY, there is NO recommendation or order to conduct (oral) examinations at the UHH digitally.**
- B) **If (2) A) is not the case**, then partially digital oral defenses may **only** take place under the following conditions:
- The conduct of the oral defenses in partially digital form has been stipulated in agreements/contracts for the implementation of joint doctoral procedures.
 - Members of the examination commission external to UHH (i.e. not employees of UHH) would have to travel and/or fly to Hamburg to conduct the oral defense. Flights or longer train rides can be avoided.
 - UHH-internal members of the examination commission (i.e. employees of UHH) are on a business trip at the time of the oral defense and there are compelling reasons that prevent a postponement of the oral defense date.
 - Members of the examination commission are ill and/or are in quarantine due to illness.

Explanations to (2) B): Whether **a) – d)** applies must be decided by the examination commission in each individual case; the completed and signed [form for the registration of the oral defense](#) ('Anmeldung der Disputation') by the doctoral candidate is the proof of this decision. The doctoral administration and the responsible subject doctoral committee are not involved in the decision-making process.

- (3) **Fully digital oral defenses may only take place under the following conditions:**
- A) **If** the UHH and/or the Free and Hanseatic City of Hamburg (FHH) provides/provide for contact restrictions and **after** the digital conduct of (oral) examinations has been recommended or ordered by the Executive Board of Universität Hamburg (see [current information here](#)). **CURRENTLY, there is NO recommendation or order to conduct (oral) examinations at the UHH digitally.**



B) If **(3) A)** is not the case, then fully digital oral defenses may only take place under the following condition: The doctoral candidate was advised by a doctor to avoid physical contact due to his/her own health situation.

Explanations to (3) B): Whether this applies must be decided by the examination commission in each individual case; the completed and signed [form for the registration of the oral defense](#) ('Anmeldung der Disputation') by the doctoral candidate is the proof of this decision. The doctoral administration and the responsible subject doctoral committee are not involved in the decision-making process.

Conduct

The agreement of all members of the examination commission and the doctoral candidate to conduct the oral defense (in presence, partially digitally or fully digitally) must be obtained; the possibility of indicating this agreement on the above-mentioned form ('Anmeldung der Disputation') by the doctoral candidate is given.

Oral defenses are open to the university public according to the MIN doctoral degree regulations and HmbHG. Before the oral defense is held, the chair of the examination commission should decide, in consultation with the doctoral candidate, how the participation of the university public is to be handled. Participation of the university public is possible both in physical presence and digitally; arrangements for this are to be made between the doctoral candidate and the examination commission. According to § 63, paragraph 3 HmbHG, the doctoral candidate can request the exclusion of the university public (e.g. using the form 'Anmeldung der Disputation' mentioned above).

According to the MIN doctoral degree regulations, the chair of the examination commission is responsible for the coordination of the oral defense ([link to the Doctoral Degree Regulations MIN Faculty \(2010\), Doctoral Degree Regulations MIN Faculty \(2018\) and their amendments](#)).

A recording of the oral defense is not permitted.