



Instruction sheet for performing (partial) online disputations

At the Faculty of Economics and Social Sciences, oral examinations can take place in (partially) online format. This form of examination must be requested from the PhD office with the registration for the disputation. We ask that you only make use of this possibility if there are comprehensible / convincing reasons for doing so. The doctoral candidates must not suffer any disadvantages as a result.

Please note the following points:

1. Both the doctoral candidate and all examiners must agree to the chosen format in writing. The doctoral candidate submits a written declaration that he/she will conduct the examination without inadmissible aids and without the assistance or presence of unauthorized third parties.
2. The first reviewer is responsible for the technique. A platform must be chosen in which the doctoral candidate and the examiners can see and hear each other well, especially the examinee must be clearly visible at all times. The first assessor has to ensure that the platform used meets current data protection and IT security requirements. A trial run before the actual test is strongly recommended.
3. It is also possible that some of the persons involved in the examination may be in a real room, in compliance with the currently applicable security regulations, in which the disputation takes place with the other persons connected online.
4. The examination chairperson is responsible for the proper conduct of the examination. He/she is responsible for ensuring that minutes are taken of the course of the online examination. The format of the examination must be documented in the examination protocol.
5. The contact between the doctoral candidate and all examiners must be guaranteed at all times. If the connection is interrupted permanently or too often, the examination must be cancelled. If necessary, the chairperson will decide whether the examination should be cancelled. The exam can be repeated at a new date without harm to the examinee.
6. A faculty public is possible, in presence under adherence to the security regulations valid at that time or by online connection.
7. It must be ensured that the examiners' consultation on the evaluation of the examination performance takes place in camera and without the public and the doctoral candidate. The overall grade of the examination must be communicated to the candidate by the examination chairman after the consultation.
8. The grade sheet, completed and signed by the chairperson, must be sent digitally to the other examiners, if necessary, and returned signed by them. Original signatures must be submitted subsequently.
9. The Chairman of the PhD Committee decides on deviations from this regulation and on controversial questions.