

Manual How to Conduct a Doctoral Colloquium

This manual aims to complement the Doctoral Degree Regulations regarding some practical advice and experience. It supports your preparations for the Doctoral Colloquium.

After you have been admitted to the doctoral process and submitted your dissertation we issue the request of the evaluation reports. Once these documents are returned to us, the Doctoral Studies Office issues a message to the Faculty that the dissertation as well as the evaluations are on display for reference. The display time has a duration of two weeks during the semester lecture time and four weeks during the lecture-free time (according to the Doctoral Degree Regulations §11, pass.2).

In preparation of the Doctoral Colloquium these steps are important:

1. Discussion between supervisor and PhD student to define the topic for the second part of the exam (Disputatio). The topic needs to be submitted to the Doctoral Studies Office two weeks before the date of the exam, at the latest.
2. Discussion between supervisor and PhD student who should be a member of the colloquium committee. The committee consists of five members, one of which needs to be a member of the Doctoral Committee of the Faculty (Promotionsausschuss) – for possible options see: <https://uni-tuebingen.de/fakultaeten/philosophische-fakultaet/fakultaet/gremien/promotionsausschuss/>
In most cases this person presides over the Doctoral Colloquium.
3. In the interest of gender equality, the committee should consist of an equal proportion (2:3).
4. The supervisor coordinates a suitable date and time with the PhD candidate and the committee members.
5. The supervisor asks her/his administrative staff to make a room reservation for the exam. If this poses an exceptional difficulty (e.g., special technical requirements that cannot be met), the administration should reach out to the Doctoral Studies Office.

These steps can be initiated already while the evaluation and display time is underway.

Once all the details regarding the exam are available, the Doctoral Studies Office will send out official invitations to the committee members and the PhD candidate. The Doctoral Studies Office is NOT responsible for planning, organizing, or preparing the Doctoral Colloquium.

After receiving the evaluation reports:

6. The PhD candidate usually discusses the evaluation reports with the supervisor to prepare for the first part of the Doctoral Colloquium, called Defensio.
7. The committee members receive the official invitation as well as the digital version of the dissertation and the evaluation reports. The PhD candidate can offer the committee members a printed version of the dissertation.

During the Doctoral Colloquium it might be helpful to offer some water for all participants. The supervisor can prepare for this after consulting with the PhD candidate.

The Colloquium process:

The Colloquium consists of two parts with at least 30min each. Together they should amount to at least one hour, 90min at the most. The first part, the Defensio, focusses on the dissertation and the evaluation reports while the second part, the Disputatio, should cover adjacent and more general topics of the Doctoral subject (see Doctoral Degree Regulations §12).

Regulations regarding guests:

The admission of guests to the Colloquium is explained clearly in §13 (4) of the Doctoral Degree Regulations. Only the stipulated guests are allowed, and the PhD candidate has to submit their names well in advance to the Doctoral Studies Office and the presiding person of the Colloquium. Upon the PhD candidate's request all guests can also be excluded by informing the Doctoral Studies Office.

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