

## Digital Defence

Stand: 26.10.21

1. All members of the doctoral committee declare their consent of the digital performance of the defence to the chairperson in advance of the meeting. The chairperson must record the consent of the members.
2. In particular, the doctoral candidate must declare his/her agreement with the digital performance before the defence and submit the below declaration in writing. The declaration must be recorded in the minutes.
3. The chairperson is responsible for the organization of the technical process. As software we recommend Zoom (<https://hu-berlin.zoom.us/>)
4. Public viewing is available through a timely registration process. Proof of identity is to be provided during the registration. Attendees will be reminded of the prohibition of recording the performance by the chairperson.
5. The chairperson and the minute-taker shall record the proceedings of the disputation. This includes in particular:
  - - the presence of all attendees
  - - any technical transmission disturbances (audio and video). All disturbances have to be documented accordingly and additional time must be granted to compensate for the disturbances
  - - that an exchange of opinions between the members of the commission was possible at any time on an equal footing, that all members had sufficient opportunity to ask questions in order to form a decision on the awarding of the predicate
6. At the end of the defence, the doctoral candidate declares whether objections are to be raised against the technical procedure or that he/she agrees with the technical procedure. This declaration will also be recorded. If the disputation was impaired by disturbances or other unforeseen issues, and the doctoral candidate has raised objections, please contact the doctoral office.

### Erklärung der/des Promovierenden:

„Hiermit erkläre ich mich damit einverstanden, die Disputation digital durchzuführen. Die Disputation findet am xx.xx.2021 statt.

Ich versichere, dass sich während der Disputation keine weiteren Personen im Raum befinden, ich keinerlei unerlaubte Hilfsmittel verwende und auch keine Mitschnitte der Prüfung vornehme.

Ich nehme ggf. entstehende technischen Einschränkungen in Kauf.“

*English:*

### Declaration of the doctoral candidate:

“I consent to my thesis defence being conducted in a digital format. The defence will take place on (insert date).

I declare that no other person will be present in the room during the defence, that I shall not use forbidden tools and resources and that I shall not record the defence in any way.

I accept constraints occurring under the given technical circumstances.”

Further advice for commission chairpersons

As chairperson you have to keep track of all participants in the defence, i.e. not only of the members of the commission but also of the attendees.

With the invitation, you can send advice that those who are not members of the commission should register with you by e-mail, for example, at least three days before the meeting.

Only send the Zoom link to the meeting after registration and proof of identification has been satisfied. Do not send the Zoom link with the invitation.

An attendance list can be created in advance from the list of commission members and the registered public.

Since no one can personally sign their attendance, you, as chair, must confirm the presence of the attendees with your signature.

The organisational effort for a digital disputation is significantly higher. You have to lead the defence in terms of content and to prepare the minutes, therefore, the committee should appoint another person for organisational support.