Scheduling Your Doctoral Defense

Members of the Examination Committee affiliated with Hochschule Geisenheim University are expected to attend in person. If this would delay the defense by more than four weeks, they may participate online. All other committee members may attend either in person or online.

Please schedule your oral defense date as follows:

1. Check availability
Contact the Chair of the Examination Committee and coordinate with your supervisor to identify suitable dates.

2. Create a poll using the DFN Terminplaner

- Propose 12-15 different dates.
- Offer 2-hour slots between 9 a.m. and 5 p.m.

3. Contact the Doctoral Office
Send the poll to the Doctoral Office to confirm that the proposed dates are feasible.

4. Contact the Committee
Send the confirmed poll to the other committee members and kindly ask them to respond within the next few days.

5. Save the Date
Send a “Save the Date” email to all committee members and the Doctoral Office

Please complete these steps promptly so that everyone can finalize their calendars as soon as possible.