



Examination Procedure Guidelines
for doctoral candidates, supervisors,
and examiners
at the Faculties of Human Sciences and
Humanities and Cultural Studies

Please note that this document is a non-binding convenience translation. Only the German version of the document entitled "Promotionsordnung der Universität Bamberg für die Fakultäten Geistes-und Kulturwissenschaften und Humanwissenschaften", dated 29 September 2025, has legal validity.

Preliminary remark

These guidelines specify some of the more generally phrased passages in the doctoral degree regulations, based on the experiences of the the doctoral degree office. Alternatives to the procedures mentioned here are possible - in consultation with all parties involved (in particular the examiners) - provided they are in accordance with the doctoral degree regulations. In any case, only the Doctoral Degree Regulations for the Faculties of Human Sciences and Humanities and Cultural Studies of the Otto-Friedrich University of Bamberg (PromO) in the version dated March 15, 2010, last amended by the Tenth Statute Amending the PromO dated September 29, 2025, are legally binding.

Organizational preparation of the disputation

- After your submission of the dissertation to the doctoral degree office and only when all formal requirements are met, the doctoral candidate receives the admission letter, confirming the official start of the examination procedure. This letter also contains the names of the members of the examination board, including a chairperson, as well as the present guidelines.
- The doctoral candidate arranges a date for the defense in consultation with all members of the examination board (i.e. all examiners and the chairperson) and communicates the result to the doctoral degree office. The examination must take place during the regular lecture period (cf. § 12 para. 1 sentences 4-5).
- The doctoral candidate must ensure that a sufficiently large room with suitable technical equipment is booked for the defense as early as possible. To book a room, please contact your supervisor's office or the doctoral degree office. To book the meeting room of the Faculty of Human Sciences, please contact the Dean's Office of said faculty (0951/863 1801, dekanatssekretariat.huwi@uni-bamberg.de).
- The progress of the defense is to be recorded by a minute taker appointed by the doctoral degree office and in accordance with the chairperson of the committee. The doctoral candidate puts forward the name of a suitable candidate for this position. The minute taker must be employed at the University of Bamberg at the time of the examination (cf. § 12 para. 7 sentence 1f.).

Content preparation for the defense

- It is possible (and advisable), to consult the chairperson of your examination board prior to the oral examination. If that is the case, make sure to contact the chairperson well ahead of the examination!
- The final part of the oral examination (ca. 30 minutes) is the discussion of two or three additional topics from within your academic field that exceed the scope of the immediate dissertation topic (cf. § 12 para. 2). In line with the interdisciplinary composition of the examination committee (cf. § 10 Para. 1 No. 3), the additional examination topics may also be interdisciplinary in nature.
- The doctoral candidate selects the additional topics in close consultation with the supervisor and the other examiners. The supervisor is encouraged to ensure the wider range of the additional examination topics when approving them.
- For the first part of the examination, the doctoral candidate prepares a short lecture about the results of the dissertation, which must not exceed 20 minutes; he/she also prepares a thesis paper (3-4 pages) for this part.
- For the additional topics, the doctoral candidate also prepares written information in thesis form, usually a maximum of 1-2 pages each. Those thesis papers should allow the examination committee to start ask questions directly without preliminary/introductory words by the candidate (cf. § 12 para. 4 and 5).

- The doctoral candidate sends all thesis papers (lecture on the dissertation and additional topics) in a single PDF file via e-mail to the doctoral degree office three weeks before the planned examination date. The file containing all theses is then emailed to the examiners by the doctoral degree office in time for the defense.

Language of the oral exam

- The language of the oral exam is German by default (§ 12 para. 6 sentence 3).
- Other languages may be chosen. While English does not require a special permission, consent must be given in writing by the examination committee for French and Spanish.

Audience of the oral examination

The disputation is open to members of the Otto-Friedrich-Universität Bamberg (cf. § 12 para. 3), generally called referred to as the “academic public”. This includes the following groups:

- all members of the university pursuant to Art. 19 para. 1 sentences 1 to 3 BayHIG, including all students;
 - persons who have been admitted to the doctoral procedure at the University of Bamberg;
- Persons with whom the doctoral candidate has taught or done research during the doctorate, and who are also members of another university or higher education institution, may be admitted by the doctoral committee to the defense as listeners.

Timing of the oral examination (see § 12 para. 6 PromO)

The duration of the disputation is approx. 90 minutes in total. The doctoral candidate coordinates and discusses the exact process of the exam in advance with the supervisor, the examiners and the chairperson of the examination. The following time frame is designated for the individual parts of the defense:

- 1) Lecture on the dissertation: max. 20 minutes
- 2) Discussion of the dissertation (based on the lecture): 20-40 minutes
- 3) Discussion of additional topics (based on the thesis paper): 30-50 minutes

Assessment of the doctoral thesis and exam

In principle, the following applies: both the written text(s) and the oral exam are always assessed by the examiners in whole individual grades (0 - 1 - 2 - 3 - 4).

The grade for the dissertation (cf. § 11 Para. 4 No. 1) is awarded as the arithmetic mean of the individual grades by all reviewers according to the following grading scale:

- | | |
|---------------------|------------------------------|
| 0 = summa cum laude | = with award (0,00) |
| 1 = magna cum laude | = very good (0,01 bis 1,50) |
| 2 = cum laude | = good (1,51 bis 2,50) |
| 3 = rite | = sufficient (2,51 bis 3,00) |

4 = insufficenter = a dissertation that suffers from considerable deficiencies and is no longer usable overall (from 3.01). A dissertation assessed with this grade is rejected and can no longer be submitted for the doctorate.

The grade of the oral defense (cf. § 12 para. 8) is calculated as the arithmetic mean of the four individual grades of the examiners (in the grade value with two decimal places):

0,00 bis 0,50	= summa cum laude
0,51 bis 1,50	= magna cum laude
1,51 bis 2,50	= cum laude
2,51 bis 3,00	= rite
ab 3,01	= insufficenter

The overall grade of the doctoral exam is calculated as follow (cf. § 13 para. 2 PromO):

$[(\text{grade of PhD thesis} \times 2) + (\text{grade of oral exam} \times 1)] \div 3$

The grade value may be given as full number or with up to two decimal places. This results in an overall grade:

0,00 bis 0,20	= summa cum laude	= with award
0,21 bis 1,50	= magna cum laude	= very good
1,51 bis 2,50	= cum laude	= good
2,51 bis 3,00	= rite	= sufficient
ab 3,01	= insufficenter	= failed

The next steps after the exam:

- If requested, the doctoral candidate may receive an interim certificate from the head of the doctoral committee, affirming the final result of the doctoral process and about the overall and partial grades.
- This interim certificate does not entitle the doctoral student to bear the title of doctor (cf. § 13 para. 4 sentence 2). This includes the interim title “Dr. des.”, which is not awarded at the University of Bamberg and may not be used in any official capacity.
- The doctoral thesis must be made adequately available to the academic community by means of reproduction and distribution within two years after the completion of the disputation. For the publication, approval must be obtained from both reviewers in writing. Once both reviewers have accepted the revised manuscript for publication, an official printing permission is granted by the head of the doctoral degree office. Deposit copies can then be submitted to the University Library (cf. § 15 PromO) for digital distribution and archival purposes:
 - 3 copies from a printed publisher’s edition,
 - or 6 bound original copies plus a digital version,
 - ➔ or a digital copy via the Research Management System (FIS) of the university.
- The doctoral certificate is issued after the publication process is finished. The title “Dr. phil.” may then be used by the recipient of the doctoral certificate.

- It is possible to receive the doctoral certificate early (before submitting the deposit copies). To obtain the doctoral certificate early, the doctoral candidate must submit the electronic version of the authorized dissertation to the Bamberg University Library, granting them permission to publish if the candidate does not fulfill the obligation to publish within the period specified in § 15 para. 3 (cf. § 16 para. 3 sentence 2). Please contact the colleagues at the University Library directly for advice!