

## **Guidelines for oral examinations**

Oral examinations are meant to test the thematically relevant knowledge of the examinee. Furthermore, they put to test the ability to scientifically reflect on a specific topic based on the aforementioned knowledge. As a general rule, oral examinations are set to be 30 minutes long. They are carried out by an initial and a second examiner. Oral examinations are graded right after they took place. The results will be communicated to the examinee once the grading process is finished.

### **Application**

Next to the application via the HisInOne-system, a written arrangement with the respective initial examiner is mandatory. For every oral examination, a thesis paper is to be written and forwarded to the initial and second examiner one week before the exam takes place. The thesis paper and its timely submission is absolutely required.

### **The thesis paper**

The thesis paper should as a general rule be of a length of one page (two pages should not be exceeded; font size 12 pt; line spacing 1,5). Required are the name of the examinee, the study programme, the matriculation number, and the title of the seminar (including its number). Additionally, a list of the used literature is mandatory.

After an optional introduction to the topic, the examinee presents his/her respective theses sententiously and opens them up for discussion. The theses must be formulated linguistically clear and precise. Examinees should keep the time restraints in mind, and concentrate on essential elements. The statements should evolve from more general perspectives to specific arguments. The presentation will be subject to by queries. Usually, questions with regards to the respective texts and sessions follow up.

### **How to be properly prepared?**

An examinee is properly prepared, when he/she can present about four to five bullet points for each issue. A sophisticated oration is not needed, but a logical structure and a proper style of language, which can deliver your argument to an external observer.