



## Fact Sheet

Version of January 1<sup>st</sup>, 2024 / rerni

## Graduation Process

All information for PhD Students also available at  
<https://www.mnf.uzh.ch/en/studium/informationen-f%C3%BCr-phd-studierende/checkliste-f%C3%BCr-phd-studierende.html>

### Start process at least 7 weeks before the defense

Final version of dissertation is written and approved. All milestones in the StudentAdmin tool are completed and confirmed.	PhD Student and Professor
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Decide upon a date for the PhD defense.	PhD Student and Professor
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Organise the writing of expert reports.  The following reports are needed: <ul style="list-style-type: none"><li>• 1 x head of the doctoral committee (Professor)</li><li>• 1 x direct supervisor of the dissertation, if not same person as above</li><li>• 1 x external reviewer (non-UZH/ETH), who was not involved in the project (especially no joint paper). He*She can be member of the committee, though.</li><li>• Special requirements are needed in case of distinction.</li></ul> Formal requirements for expert reports are: <ul style="list-style-type: none"><li>• The expert report must be written on "paper" with an official letterhead.</li><li>• The first page of an expert report must mention the student's name and the dissertation's title.</li><li>• If the dissertation contains publications with multiple authors, at least one of the expert reports must address the student's personal contributions.</li><li>• The expert report must be signed.</li><li>• Reports do not need to be sent by post anymore. A PDF is enough.</li></ul>	Professor
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Register for graduation via the StudentAdmin tool and upload the PDF of your thesis (max. 20 MB) and the defense date!  
<https://studentadmin.mnf.uzh.ch/> PhD Student

**Registration must be completed min. 4 and max. 12 weeks before the defense.**

**Ideally, registration is completed at least 6 weeks before the defense to allow enough time for the PI and the Student Affairs Office to confirm and process the registration!**



Confirm the registration for graduation in the StudentAdmin tool. Professor or Secretary

Make sure that every member of the doctoral committee as well as the reviewers receive a copy of the dissertation in whatever form they prefer (printed or PDF). PhD Student

Send an abstract (< 200 words) to the secretariat for the announcement.

#### Until 2 weeks before the defense

Write PhD report and collect reports from the external reviewer. Professor / Secretary  
**All reports must be written and collected 15 days before the defense at the very latest.**



Decide upon the members of the circulation (min. 2 MNF faculty members). Professor

#### No later than 2 weeks before the defense

Upload reports and start circulation. Professor or Secretary

#### Defense

Make sure that min. 3 examiners are present, 2 of which possess the right to confer a PhD at the MNF (the 3<sup>rd</sup> needs to be a member of the doctoral committee, one of the reviewers or again a lecturer with the right to confer a PhD). Professor

**Not all committee members need to be present!**

Make sure everyone present at the defense signs the form "Proceedings of PhD Defense". Professor



### After the defense

Upload the Form "Proceedings of PhD Defense" to the StudentAdmin tool (check if everything is signed and filled in correctly).

Professor or  
Secretary

***If no corrections to the dissertation are requested:***

Confirm the final version of the dissertation in the StudentAdmin tool and release it for publication in ZORA.

Professor or  
Secretary

**OR:**

***If corrections to the dissertation are requested:***

PhD Student

- Implement them into the dissertation.
- Upload the PDF of your final thesis to the StudentAdmin tool.  
**(no later than 6 months after the defense)**



Confirm the final version of the dissertation in the StudentAdmin tool and release it for publication in ZORA.

Professor or  
Secretary



After receiving the Confirmation of Doctoral Degree you can call yourself:

PhD Student

***Dr. sc. nat.***

And as soon as you get your diploma you can apply for exmatriculation!