



Fact Sheet

Version of 26 October 2020 / rerni

Graduation Process

All information for PhD Students also available at
<https://www.mnf.uzh.ch/en/studium/phd/checkliste-fuer-doktorierende.html>

min. 7 weeks before the exam

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 defence.	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">• 1 x head of the doctoral committee (Professor)• 1 x advisor of the dissertation, if not the same person as above• 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.• Special requirements are needed in case of distinction. Formal requirements for expert reports are: <ul style="list-style-type: none">• The expert report must be written on "paper" with an official letterhead.• The first page of an expert report must mention the student's name and the dissertation's title.• If the dissertation contains publications with multiple authors, at least one of the expert reports must address the student's personal contributions.• The expert report must be signed.• Reports do not need to be send by post anymore. A PDF is enough.	Professor
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Register for graduation via the StudentAdmin tool and upload the PDF of your thesis (max. 20 MB) and the exam date!
<https://studentadmin.mnf.uzh.ch/> PhD Student

Registration must be completed min. 6 and max. 12 weeks before the exam.



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.

No later than 6 Weeks before the exam

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



Submit the following documents to the Student Affairs Office (hard copy, generally in person) as soon as you receive the e-mail that your registration for graduation has been confirmed: PhD Student

- 2x Copy of the thesis' title page
- Copy of ID or passport (the name will be used on the doctoral diploma)

These documents have to be in the Student Affairs Office 4 weeks before the exam at the very latest!

Until 2 weeks before the exam

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



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

No later than 2 weeks before the exam

Upload reports and start circulation. Secretary or Professor



Exam

Make sure that min. 3 examiners are present, 2 of which possess the right to confer a PhD at the MNF (the 3rd 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 exam signs the form "Proceedings of PhD Defense"

Professor

After the exam

If the examiners or the reviewers requested amendments, hand in the corrected version of the dissertation as hard copy to the secretary.

PhD Student



Submit the following documents to the Student Affairs Office:

- Final version of dissertation with the Professor's original signature and the word "approved" (only if corrections/amendments were requested).
- Form "Proceedings of PhD Defense" (check if everything is signed and filled in correctly)

Secretary or
Professor



Wait for the green light (validation) of the Student Affairs Office in order to print the deposit copies of the dissertation. You will receive an e-mail or letter with all the information.

PhD Student

At the latest 6 months after the green light (validation)

Submit the deposit copies of the approved dissertation to the central library

PhD Student



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!