Fact Sheet

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PhD Student Admin Tool: Milestones until graduation

Link: https://studentadmin.mnf.uzh.ch/index.php?id=84

This online-system for PhD administration covers the administrative requirements of the complete PhD process from start to graduation. In this system, you regularly have to manage the milestones of your PhD as defined by the promotion regulations of the Faculty. Each milestone has to be confirmed by your PI and the CMSZH. They will be notified automatically when any action is needed.

After being included in the Admin System, you will receive a mail with your first tasks and the respective deadlines.

Milestones until graduation

First action

Add your PI as your supervisor and / or head of your Committee. Only from this point, he/she will be able to see you as his/her PhD student in the online tool.

Within the first 6 months

PhD Committee

You are required to form a Thesis Committee within the first 6 months after matriculation. It must consist of at least three experts specialized in the related research field. Two of them - including the Head of your Committee - must hold the right to supervise doctorates at the Faculty of Science. You chose the members of your Committee together with your supervisor and upload them in the Admin Tool. Conflicts of interest among the Committee members have to avoided!

Doctoral Agreement

You are required to write and upload a research proposal / plan of your PhD project within 6 months after matriculation.

Every Year

Annual Committee meetings

You will have to meet with the members of your PhD Committee on a yearly basis to discuss the progress of your research. The Admin System will send reminders and deadlines for the next meeting to you. You are required to upload the minutes of the respective meeting shortly after the meeting signed by you and the Head of your Committee. The minutes have to include feedback and recommendations by the Committee and the goals for the following year.

On a regular basis / at the end of each semester

Course work

You have to earn at least 12 ECTS until graduation. Details can be found under "Regulation and forms" on the CMSZH homepage ("Appendix of the Studienordnung"). You have to upload confirmations of the ECTS after every semester. These include course certificates, conference confirmations or contributions, etc. If you do not have any confirmation, you can use the ECTS sheet provided on the same CMSZH page. In this case, your PI will have to confirm the ECTS by signing the sheet. After uploading, the ECTS will be transferred to your transcript of records.

Link to "regulation and forms":
https://www.cmszh.uzh.ch/en/information/regulations_and_forms.html

Please, update this section regularly and upload a confirmation to ensure the transfer to your academic record !!!

IMPORTANT: Use the button "Milestone completed" ONLY shortly before you want to graduate and when you have fulfilled all course work and ECTS. As soon as you tick this box, the section "Course work" is blocked and you cannot add any further ECTS that you might earn during the following semesters!

Teaching duties

The regulation requires that you have done at least 300 hours of teaching during your PhD. (PhD students employed at the Department of Chemistry will do at least 420 hours of teaching.) Fill in your teaching hours after every semester in which you have been teaching. For this duty, an additional confirmation is not required (no upload needed). However, teaching hours depicted in the online-system are not decisive. For assignments and payments, only the record of accomplishments of the Institute is used. Therefore, the teaching section of the Admin system will be used only to confirm that you have done enough teaching hours to fulfill the required teaching for graduation.

IMPORTANT: Use the button "Milestone completed" ONLY shortly before you want to graduate. As soon as you tick this box, the section "Teaching duties" is blocked and you cannot add any further teaching assignments that you perform during the following semesters!

Use the system regularly and always upload information as soon as it is available.

Before graduation, you have to tick the boxes for completing the milestones "Teaching duties" and "Course work". They will then be sent to the Head of your Committee and to the CMSZH for confirmation.

You can register for graduation as soon as all milestones are completed and confirmed.