



November 2019

Internal Regulation of the CMSZH

Based on the official regulations of the Faculty of Science (MNF) for doctoral studies (PVO), this document provides further internal regulations for the handling of specific points within the CMSZH. For general admission procedures, required course work, teaching duties, supervision of the thesis and graduation procedure refer to the PVO of the MNF and its official appendix (part B) for the CMSZH.

Admission fee:

The CMSZH charges an admission fee of CHF 500 per PhD student. The fee is due after official admission to the CMSZH and the start of the PhD work. An invoice will be sent by the CMSZH to the respective PI.

Retreat:

The retreat of the CMSZH is the most important event of the CMSZH. It is mandatory for all PhD students of the CMSZH. Students already in the process of writing their thesis will be excused. In case of unexcused absence or early unexcused departure, the CMSZH reserves the right to raise a fee of CHF 150 to compensate for incurred expenses. The fee is charged directly to the PhD student.

Course absences:

In case of late cancelation with insufficient reasons or unexcused absence from a soft skills training of the CMSZH, the Head of the Graduate School will raise a fee of CHF 150 to compensate partly the costs of the training. The fee is charged directly to the PhD student.

Reimbursement for travel expenses:

Applications for reimbursement of travel expenses (maximum of CHF 500 per year and student) have to be handed in to the CMSZH with all required documents at the latest one month after return from the respective conference. No money will be refunded when submitting the application after this deadline. The same applies to the reimbursement of the costs for German or English classes during the first year of the PhD (one course can be sponsored instead of travel support in the first year of the PhD; maximum of CHF 500).



Reimbursement of printing costs:

Financial support for the printing of the thesis (up to CHF 500) will only be granted to students that have been participating actively in the CMSZH. At least the participation in one CMSZH retreat is required to be eligible for reimbursement of printing costs. Applications have to be handed in at the latest one month after the defense. No money will be refunded when submitting the application after this deadline.

Guest students:

Guest students can be admitted to the CMSZH with a special guest status. To be eligible, they have to spend a year or more in a research group of one of the PIs of the CMSZH. For admission, the PI at UZH has to apply to the Head of the Graduate School. Upon acceptance, a fee of CHF 100 is charged to the PI.

Guest students are invited to participate in the aperos, retreats, and industry site visits of the CMSZH. They are excluded from financial support, travel awards and the CMSZH soft skills courses.

Prof. Dr. Felix Zelder
Head of CMSZH