



Fact Sheet

Version of April 2025

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 8 weeks before the defense

Final version of dissertation is written and approved.

PhD Student
and Professor

All milestones in the StudentAdmin tool are completed and confirmed
(except Committee Meeting 4 and subsequent meetings).



Decide upon a date for the PhD defense.

PhD Student
and Professor



Organise the writing of expert reports.

Professor

The following reports are needed:

- 1 x head of the doctoral committee (Professor)
- 1 x direct supervisor of the dissertation, if not 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:

- 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 sent by post anymore. A PDF is enough.





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 and confirmed (!!!) min. 4 and max. 12 weeks before the defense.

Ideally, registration is submitted 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!

If the defense and exam do NOT take place on the same day, the deadline for registration refers to the first of the two dates (regardless of which part of the final assessment this is).

[The date of graduation will be the second of the two dates.]



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 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 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 3 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!