



Fact sheet for PhD students: PhD defence
Ordinance for Obtaining a Doctoral Degree (31. January 2011)
Applicable to PhD students who have been matriculated at UZH since the 2011 fall semester

1. Registration for the PhD Defence

To register for your PhD defence online, please use the following link:
www.mnf.uzh.ch/en/studium/phd/anmeldungPromotionspruefung.html

For registration, the following documents must be submitted electronically:

- Dissertation (as a .pdf)
- Desired date for the defence (it must take place no less than 6 and no more than 12 weeks after registration)
- A letter confirming the completion of any conditions and restrictions or else a letter of recognition
- List of the credit points earned. This list must be signed by the responsible professor with the right to confer a PhD at the MNF
- Letter confirming the completion of the Teaching Duties

In addition, you should personally submit a hard copy of the following documents to the Student Affairs Office:

- 2 Copies of the title page
- Copy of an ID or passport (the name here will be used on the doctoral diploma)

Warning: The Registration is only complete when all these documents have been filed at the Office of Student Affairs

New: According to § 28 in the Regulations Governing Matriculation and Semester Enrolment (RüMIS) of the 30. January 2014, PhD students are obliged to remain matriculated until they receive their doctoral degree. After validation, it is possible to suspend enrolment using the statute "PhD publication phase." Please note that **matriculation must be active during the semester, in which the obligatory copy of the dissertation is submitted to Zentralbibliothek and your diploma is issued.**

2. Dissertation Format

Please note: The choice in font for the title page

The title page should be in German, but the title of the dissertation should be in English

- The title page must be in German with the exception of the dissertation's title, which must be in English:
- Dissertation's title in English: **Capitalize all words except articles, conjunctions and prepositions.**
- **IMPORTANT:** Your name on the PhD diploma and dissertation must be the same as is listed in your matriculation information. The matriculation information at the university is considered authoritative. Changes and modifications can only be made while you are normally matriculated at the university.

The dissertation must be written in English and include an abstract
(a German version is not required anymore)



Publication

Should you publish your dissertation as a commercial book, it is not required that the title page adhere to the format stipulated here above, but it must include the following statement on the reverse side of the inner title page:

The following thesis was accepted by the Faculty of Science at the University of Zurich in the semester
....[e.g. fall semester 2019 or spring semester 2020]

Doctoral committee: Prof. Dr. (Head)
(list the remaining members including their academic titles and first names and indicate who acted as PhD advisor)

3. Graduation Ceremony

A graduation ceremony takes place twice or three times a year. The Office of Student Affairs will send you an invitation as well as further instructions. You can look up the dates of the graduation ceremonies at <http://www.mnf.uzh.ch/en/studium/wie-studieren/termine.html>

4. Submission of the Dissertation to Zentralbibliothek after the Faculty's Decision on PhD Conferral

Once the faculty has approved the PhD title, the Vice Dean of Studies determines that the dissertation is ready for print.

You must submit **4 bound hard copies** of the approved dissertation to the Central Library (Zentralbibliothek) within six months of the faculty's decision to confer a PhD (§ 26 of the Ordinance for Obtaining a Doctoral Degree). If this period of 6 months is not observed, the diploma can no longer be issued

The regulations for the printed version of an electronic dissertation were laid out by the Executive Board of the University as follows:

- a) You should print the entire text including all static illustrations using a reasonable resolution. Links to hypermedia elements should be represented with static symbols. Raw data, code and other material, which is meant to be processed by computers, should not be printed.
- b) Links to hypermedia elements should be clearly distinguishable based on what kind of interactive element they lead to (e.g. use different symbols for links leading to text, audio, image, film and interactive demos). Links should, whenever possible, specifically state where they lead (Links to external document for instance should be formatted as colourful URLs, which remain recognizable as such in the printed version)
- c) The paper used must be resistant to ageing and bound in an archivable fashion*.
- d) *The bound copy must have no less than an A5 and no more than A4 format; only binding techniques using hardcover or a cloth spine are permitted.



5. Information

Office of Student Affairs MNF

Telephone 044 635 40 08
Email promotion@mnf.uzh.ch
www.mnf.uzh.ch/studium/

Opening hours:

Tuesday 09:45-12.30 and 13.45-16.15
Wednesday 09:45-12.00
Thursday 09:45-12.30 and 13.45-16.15

Closed in the afternoons during lecture-free periods!

August 2019/cs