University of Zurich UZH

Preparation of the PhD Defense

Task	When	What Ph.D. student has to do:	What committee members have to do:	Comments
Set dissertation committee and supervisor	Before starting PhD	Get and sign Doctoral Agreement form	Sign the form	
Annual progress reports	Once a year	Prepare short presentation with the PP template, get progress report form signed	Attend annual progress report, sign form	
2 months before possible defence date: Submission of final copy of thesis to all members of the committee, (changes after defence possible), wait for feedback from all members	End of PhD	Write thesis (fulfil formal requirements, see templates and guidelines)	Decide if Ph.D. student is ready to defend.	
Check if all prerequisites are fulfilled	End of PhD	12 ECTS , Colloqium, extracurricular points		Contact administrator if you are unsure about something
Agreement by the committee that the thesis is ready for defence (after submission of a final copy (changes after defence possible)	End of Ph.D.	PhD candidate communicates this agreement to PhD coordinator who will inform of upcoming defence and start collecting relevant documents	Read thesis and decide, if PhD student is ready to defend	

Date for defence determined	End of Ph.D.	PhD candidates offers dates to committee members and sets date, -> informs coordinator/administrator of date and timeline >sends final dissertation	Reserve time for exam, plan/book trip	Administrator organises room and prepares relevant documents
Two reports (Gutachten) at least need to be written by the committee members about the thesis and be brought to the defence.	Before defence	Coordinator sends review templates to reviewers	Program director invites reviewers to write reviews. one report is by the supervisor (with the chair, or alone) and the second from another committee member, not from the UZH or ETH (reports about 1,5 pages long)	Hand to Chair (NBA) and administrator
Plan the defence: defence is announced to the dean and published on the UZH agenda by administrator	Before defence	-Invite your family and friends! send out an official invite (also possible through the coordinator) - venue is usually the seminar room of the institute, you can book it directly via calendar when you enter the date and send calendar invites to the committee (enter WIH E-01 under "place/Ort) - plan the apéro if you wish		Ideas for catering: https://lilys.ch/ https://sarys.ch/ https://www.aess-bar.ch/ Dieci Pizza Platters from Migros
The defence		1. Exam: 1 hour with committee members on project and generally on the field of bioethics. 2. Public presentation: Talk about work (around 45'), followed by open discussion (around 30')	Have read thesis. Prepare exam questions. Attend exam, talk and discussion. Communicate revision needed in thesis. Sign form about passed/failed and the revision needed in thesis. Hand all forms back to administrator	Defence Form to administrator

Thesis, form (pass, revisions), two reports & a peer-reviewed paper where PhD candidate is first author and proof of ECTS points will be sent to the dean's office with the recommendation to present to the faculty.	After defence	Revise thesis. Get ok from reviewers. Hand in to PhD coordinator who passes it to administrator for sending all to the dean's office. Make sure you meet all prerequisites.		Ask administrator when the next faculty meeting will be. Thesis has to be handed in at least 2 weeks before. Administrator will send all forms to Faculty
Faculty decides on the submitted documents in next faculty meeting.	After defence	-	-	
Faculty communicates results to the candidate and coordinator (2 weeks after faculty meeting).	After defence	PhD student will receive a document package. One letter with the faculty's acceptance and also the invite for the diploma ceremony. The date on the document is the "gültig ab" Datum. The Candidate **cannot** use title at this point!	-	
Coordinator (issues "ready to print" for the dissertation	After defence	-	PhD coordinator	

Student prints copies of the dissertation (3 central library, 1 IBME library, 1 Careum library, 1 Faculty) and one copy for each committee member Copies to the committee members may be a PDF copy.	After defence	Printform and pdf can be sent to printers by email (template online) You have to do that best as soon as possible, at last 2 years after defence. Hard cover print not required. Distribute all printed copies to all entities and collect signatures and stamps for every copy delivered. Administrator will start the promotion procedure for the "Promotionsausweis" after receiving the last printed version with the faculty stamp on it. As soon as you have received the "Promotionsurkunde" can you use the title Dr sc med / PhD This may take up to 2 months after the faculty meeting if all is in order	http://adagprint.ch, Filiale Zürich (Druck und Bindung) http://beawet.li/site/ (ausschliesslich Bindung, ab 2018) http://www.buchbinderei-renfer.ch (Druck und Bindung) https://www.drucksalon.ch (Druck und Bindung) http://www.sautercopy.ch, Filiale Seilergraben (Druck und Bindung)	Use form "Bescheinigung über abgelieferte Exemplare» (online for download)
Student receives Diploma via registered post (make sure your address is correct via student portal and change, if necessary, with the Kanzlei)	After defence		-	

Graduation Ceremony	You received the form with the package from the dean	Send in copy of your diploma with the registration to the address implicated on the invitation letter		Take care of the deadline