



Preparation of the PhD Defense

Draft plan for the administrative aspect of the dissertation defense

Task	When	What Ph.D. student has to do:	What committee members have to do:	Comments
Set dissertation committee and supervisor	Before starting Ph.D.	Get signed form	Sign the form	
Annual progress reports	Once a year	Get form signed	Attend annual progress report, sign form	
Submission of final copy of thesis to all members of the committee (changes after defence possible)	End of Ph.D.	Write thesis (requirements for title page exist)	Decide if Ph.D. student is ready to defend.	
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	Read thesis and decide, if Ph.D. 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		
Two reports (Gutachten) at least need to be written by the committee members about the thesis and be brought to the defence.	Before defence	Ask other committee members who will write the second report.	One report is by the supervisor (with the chair, or alone) and the second from another committee member. (reports about 1,5 pages long)	Hand to Chair (NBA)
Ph.D. coordinator communicates the defence date to the Dean's office by letter	Before defence	-Invite your family and friends!	- (but Ph.D. coordinator)	



The defence		1. Exam: 1 hour with committee members on project and general 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 Michelle	Defense Form to Michelle
Thesis, form (pass, revisions), two reports & a peer-reviewed paper where Ph.D. candidate is first author will be sent to the dean's office with the recommendation to present to the faculty.	After defence	Revise thesis. Hand in to Ph.D. coordinator.	-	Ask Michelle, when the next faculty meeting will be. Thesis has to be handed in at least 2 weeks before. Michelle will send all forms to Faculty (Tanja Otto)
Faculty decides on the submitted documents in next faculty meeting.	After defence	-	-	
Faculty communicates results to the candidate and coordinator (a few weeks after faculty meeting).	After defence	Ph.D. student will receive a document "gültig ab" Datum. Candidate cannot use title until he/she receives diploma which will be only after final print and stamp on the printed dissertation from the faculty!	-	
Coordinator (or main supervisor) issues "ready to print" for the dissertation	After defence	-	Ph.D. coordinator	
Student prints copies of the dissertation (3 central library, 1 IBME library, 1 Careum library, 1 Faculty)	After defence	Printform and pdf can be sent to printers by email	<a href="http://adagprint.ch">http://adagprint.ch</a> , Filiale Zürich (Druck und Bindung)  <a href="http://beawet.li/site/">http://beawet.li/site/</a> (ausschliesslich Bindung.	ask Michelle for forms



and one copy for each committee member		You have to do that best as soon as possible, at last 2 years after defence. Hard cover print not required.	ab 2018) <a href="http://www.buchbinderei-renfer.ch">http://www.buchbinderei-renfer.ch</a> (Druck und Bindung) <a href="https://www.drucksalon.ch">https://www.drucksalon.ch</a> (Druck und Bindung) <a href="http://www.sautercopy.ch">http://www.sautercopy.ch</a> , Filiale Seilergraben (Druck und Bindung)	
Student receives invitation to the graduation ceremony	After defence	Only 3 persons allowed	-	
Student will receive official diploma	After defence	- all printed copies must be distributed and signatures/stamps on the form "Druck von Pflichtexemplaren"	-	Michelle will program the diploma