



Checklist for a Doctorate at the Faculty of Science (MNF): Ordinance for Obtaining a Doctoral Degree 2011

Matriculation at UZH and Registration at MNF

- Application to a PhD Program
- For students with a MSc from UZH: Re-enrollment at the Student Administration Office via the semester enrollment
- For all others: applications over the Admissions Office (<http://www.uzh.ch/studies/application/doktoratphd.html>)
- Application for the recognition of a foreign diploma or master's degree at MNF (documents should be submitted to the Admissions Office, from where they will be passed on to the MNF Student Affairs Office)
- Registration for doctoral studies at the MNF Student Affairs Office (http://idfmsmnf2.uzh.ch/fmi/webd#mnf_register_form)
- The professor with the right to confer PhDs (vP) should inform the Student Affairs Office of the members of the doctoral committee **within the first 6 months**
- The doctoral agreement must be completed and signed **within the first 6 months**



Graduation

- List of the 12 credit points earned, signed by the vP
- Confirmation of a completed teaching assistance, signed by the vP.
- Registration for the PhD defense at least **6-8 weeks prior to the defense and the public colloquium** at the MNF Student Affairs Office and submission of the required documents (<http://www.mnf.uzh.ch/registrierung-phd.html>)
 - Submission of the following documents:
 - Copy of the dissertation's title page
 - CV
 - Copy of a passport or ID
 - List of the acquired credit points
 - If applicable, a letter confirming the completion of conditions and additional requirements
 - Letter confirming the completion of the teaching assistance requirement
- The vP should inform the Student Affairs Office of the date of the PhD defense **at least 4 weeks before the defense and colloquium**
- Expert reports must be handed in to the vP **at least 15 days prior to the public colloquium**
- Dissertation and expert reports should be conveyed to the circulation round **at least 14 days prior to the public colloquium**
- A completed and signed transcript of the PhD defense should be submitted to the Student Affairs Office along with the expert reports and the corrected dissertation **at least 3 weeks prior to the meeting of the Committee for Student Affairs** according to MNF Ordinance for Obtaining a Doctoral Degree § 21. (A preliminary confirmation may only be issued once all documents regarding the defense have arrived at the Student Affairs Office).
- After receiving approval for the printable version of the dissertation (at the graduation ceremony), no more changes at all may be made to the title page. Otherwise the dissertation will not be accepted by the faculty and will have to be reprinted, even if it has already been submitted to Zentralbibliothek and approved by the responsible faculty member.
- Submission of an obligatory copy of the dissertation to Zentralbibliothek