



Regulations for the Doctoral Program Geography/Earth System Science

Version July 1, 2013

I. General Information

Based on the MNF's Ordinance for Obtaining a Doctoral Degree and the Doctoral Program Regulations, this document serves to describe the specific regulations at the Zurich Graduate School in Geography. These regulations apply to all members of the Zurich Graduate School in Geography who are completing a doctorate in either Geography or Earth System Science.

II. Admission

1. Admission to a doctoral program at the Zurich Graduate School in Geography is structured according to MNF's Ordinance for Obtaining a Doctoral Degree and the Doctoral Program Regulations.
2. Conditions (which must be completed before the beginning of a doctorate) and additional requirements (which must be completed over the course of a doctorate) will be determined by the (provisional) doctoral committee and the Zurich Graduate School in Geography's executive committee.
3. As the official language of the Zurich Graduate School in Geography is English, candidates' English proficiency will be tested during the admissions process. [PVO III, 9]
4. Once a provisional version of the doctoral agreement is completed, candidates will receive an acceptance letter to the Zurich Graduate School in Geography for the purpose of matriculation. [PVO V, 17]
5. When submitting the doctoral agreement to the Graduate School, the head of the doctoral committee should also hand in a document that provides an overview of all the applications that were received. This overview should entail:
 - How the position was advertised (personal invitation, email list, public advertisement, etc.).
 - The number of applications received (gender, nationality).
 - The number of candidates invited (gender, nationality).

III. Structure of the Doctoral Program

1. Curricular Portion
The curricular portion of the program amounts to 12 ECTS Credits [PVO IV, 10]. Of these 12 ECTS Credits, 6 are determined by the Graduate School. These courses include introductions to the PhD level, interdisciplinary literature studies, Graduate School retreats and transferrable skills.

Module/Course	ECTS Credits
PhD seminar I	1

PhD seminar II	1
Principles & Theory in Geography / Earth System Science	1
Graduate School Retreat (2x)	1
Transferrable skills, e.g. Scientific Writing Skills	2
Students may personally select the remaining 6 ETCS Credits in consultation with the doctoral committee. [PVO IV, 12]	
Total	min. 12

2. Teaching Assistance

All PhD students must participate in at least 100 and no more than 420 hours of teaching. This requirement also applies to PhD students who are not stationed at the Department of Geography [PVO IV, 10]. Students and their PhD advisor should lay out a plan for the teaching assistance and include it in the doctoral agreement. Teaching hours at the Science Education Center (in Geography) will be accredited.

3. Doctoral Committee Meetings

Supervising a PhD student involves regular doctoral committee meetings. PhD students are responsible for ensuring that the doctoral committee updates the doctoral agreement at least once a year and that it is delivered to the Graduate School’s administrative office. [PVO V, 15; 17]

IV. Doctoral Degree

1. When students apply for their PhD defense at the MNF Student Affairs Office, they should also notify the Graduate School’s administrative office of the date of their defense and submit three bound copies of their dissertation to them for circulation.
2. The circulation round consists of at least two faculty members and an additional member of the upper non-professional academic staff at the Department of Geography, who are not members of the doctoral committee. At least one member must work in a different area of research. The members are jointly selected by the head of the doctoral committee and the Graduate School’s chairperson [PVO VI, 21]. If interested, other persons with the right to confer PhDs at MNF can ask to be included in the circulation round [PVO VI, 22].
3. The circulation round should organize a meeting and discuss the dissertation and the expert reports. Further queries will be conveyed to the doctoral committee. [PVO VI, 21]
4. The Graduate School’s administrative office will inform all the members of the Department of Geography of the date of the colloquium and of the names of the members of the circulation round by email at least 3 weeks prior to the scheduled colloquium date.