Setting up a doctoral examination as a videoconference

At ETH Zurich it is possible to set up a doctoral examination as a videoconference (VC).

Benefits:

- Reduce CO$_2$ emissions and flight costs if a co-examiner does not have to attend in person.
- The co-examiner can save time.
- Renowned co-examiners may be selected, even if they are based abroad or overseas.

Note: The supervisor and at least ONE co-examiner have to attend the doctoral examination in person. The second and third co-examiners are allowed to use videoconferencing.

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### Step 1: Fix a date

Agree on the date of your doctoral examination with your supervisor and co-examiner(s).

Inform the D-HEST doctoral administration about the date.

The D-HEST doctoral administration will contact the VC helpdesk to book an appropriate VC room.

**Deadline:**
As soon as possible

**Department information:**

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### Step 2: Approval of credits

Fill in the examination registration form and have it signed by your Study Coordinator for approval of your credit points (required: 12 ECTS):

- **Food Science:** Dr. Jeannette Nuessli Guth, LFO F 25.2
- **Health Sciences and Technology:** Dr. Roland Müller, HCP H 27.1

**Deadline:**
Approx. 4 weeks before the examination

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### Step 3: Register for the examination

Register for the examination with the Doctoral Administration Office of the Rectorate (see website).

Inform them that you will conduct a VC examination.

**Deadline:**
min. 12 working days before the examination

**Doctoral administration office:**
doktorat@ethz.ch
phone +41 (0)44 632 26 72

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### Step 4: Inform the VC helpdesk

Inform the VC helpdesk about the number of participants at the examination and the contact information of the co-examiner abroad.

About one week before the examination, the VC experts will contact the co-examiner and test the connection.

**Deadline:**
No later than 10 working days before the examination

**VC helpdesk:**
phone +41 (0) 44 633 04 18
https://www1.ethz.ch/id/services/list/mms_vc/helpdesk