Guidelines: Doctoral Students D-USYS

Legal basis:  - Ordinance on Doctoral Studies/Rector’s Implementation Provisions ETH Zurich  
- Valid Detailed regulations for Doctoral Studies at D-USYS

1. Research Plan
The doctoral student must submit his/her research plan within 12 months (AFTER fulfilling any additional admission requirements). The research plan (max. 10 pages), must be composed according to the D-USYS-form Title page: Research Plan. The original research plan (unbound) must be handed in/sent by post to the Sekretariat D-USYS together with the Title page and the ETHZ-form Approval of the Research Plan (signed by the supervisor). The approval can take up to 6 weeks, once it is approved this appears in myStudies.

2. Approval of Co-examiners
The supervisor must submit the originally signed D-USYS form Request for Co-examiners to the Sekretariat D-USYS. The request for all co-examiners should be made at least 6 months before the exam takes place. Once the co-examiners are approved, (this can take up to 6 weeks!) this appears in myStudies.

3. Proof of Acquiring Credits (CP)
The Sekretariat D-USYS confirms the 12 credits (at least 4 of them outside your research field) on the ETHZ-form Registration for the Doctoral Examination. The supervisor is responsible for the credits. For ETH-courses, electronically issued credits must be present in myStudies, on the Transcript of Records. Please mark the CP outside! Only if an electronical enrolment was not possible, the credits must be listed on the ETHZ-form Confirmation of course attendance for doctoral students. The supervisor must indicate approval by signing every confirmation of course attendance sheet as well as the Transcript of Records. Try to get the confirmation of the CP, as soon as the 12 CP are obtained, ideally 2-3 months before the exam!

4. Before the Examination
The doctoral student organises the date of the doctoral exam together with the supervisor and the co-examiners. The exam is chaired by a professor representing the Department, available dates, see: http://www.intranet.usys.ethz.ch/calendar/Disstermine The chosen chairperson must be informed by the doctoral student or the supervisor. The doctoral student or the secretary of the supervisor also books the room. At least 3 weeks before the exam, the doctoral student or the secretary sends an e-mail to the Sekretariat D-USYS with the following information: date, time, building, room and chairperson.

5. Registration for the Doctoral Examination
The doctoral student must hand in the bound examination copy together with all the necessary documents (according to the Ordinance on Doctoral Studies/Rector’s Implementation Provisions ETHZ) to the Doctoral Administration ETHZ at least 12 working days before the exam.

6. After the Doctoral Examination
After acceptance by the D-USYS Departmental Conference and the Prorector ETHZ, the doctoral student is asked to submit the deposit copies. The doctoral title may only be used once both the required deposit copies and an electronic version of the dissertation have been delivered.

Further information and forms on the Homepage of D-USYS and the Doctoral Administration ETHZ!