

**Department of Architecture (D-ARCH)
Detailed stipulations regarding the doctorate**

of 27 January 2022

This English translation serves information purposes only and has no legal force. The original German version is the legally binding document.

The Executive Board of ETH Zurich

at the request of the Department of Architecture of ETH Zurich¹ and pursuant to Art. 52 of the ETH Zurich Ordinance on the Doctorate of 23 November 2021²,
hereby decrees the following detailed stipulations regarding the doctorate:

Section 1: General provisions**Art. 1 Scope**

These detailed stipulations set out the department-specific details governing the doctorate at the Department of Architecture at ETH Zurich (D-ARCH). They are based on the fundamental provisions of the ETH Zurich Ordinance on the Doctorate of 23 November 2021³ and the Rector's Implementation Provisions for the ETH Zurich Ordinance on the Doctorate of 23 November 2021⁴.

Art. 2 Doctoral Administration

The D-ARCH Doctoral Administration ensures that the doctorate process is legally and administratively correct. It is the point of contact for questions that arise. Comprehensive information and forms are available for downloading on the D-ARCH website.

¹ Resolution of the D-ARCH Department Conference of 8 December 2021 (approval of the detailed stipulations)

² SR 414.133.1

³ SR 414.133.1

⁴ RSETHZ 340.311

Art. 3 Doctoral committee

¹ The D-ARCH doctoral committee comprises four to five professors from the D-ARCH institutes. The members of the doctoral committee are elected or re-elected every two years by the D-ARCH Department Conference. The respective candidates' remaining employment duration is taken into account, as election involves a two-year commitment. The Head of Department communicates the details of the members elected to the Rector.

² Tasks of the doctoral committee:

- a. Chairing of the aptitude committee by a member of the doctoral committee
- b. Approval of co-examiners (before registration for the doctoral examination)
- c. The final decision on passing the aptitude colloquium in the event of disagreement within the aptitude committee

Section 2: Recruitment and admission to the doctorate

Art. 4 Doctoral programmes; time windows for offerings and applications

¹ In addition to applying for an individual doctorate, it is also possible to apply for admission to a doctoral programme. Application for a doctoral programme takes place prior to the admission procedure set out in the ETH Zurich Ordinance on the Doctorate. A doctoral student can only be enrolled in one doctoral programme. Doctoral students who participate in several doctoral programmes must enrol in the programme in which they are completing the greater part of their doctoral studies.

²⁵ The following doctoral programmes are offered:

- a. Doctoral programme at the Institute of Technology in Architecture (ITA)⁶
- b. Doctoral programme at the Institute for the History and Theory of Architecture (GTA)⁷
- c. Doctoral programme at the Institute for Landscape and Urban Studies (LUS)⁸

Art. 5 *rescinded*⁹

⁵ Version according to the D-ARCH Department Conference resolution of 08.05.2024, in force since Autumn Semester 2024. Valid for all doctoral students who are doing their doctorate in accordance with these detailed stipulations.

⁶ <https://ita.arch.ethz.ch/Doctoral-Program.html>

⁷ <https://doctoral-program.gta.arch.ethz.ch/>

⁸ <https://www.nsl.ethz.ch/en/landscape-urbanstudies/>

⁹ Rescinded according to the D-ARCH Department Conference resolution of 08.05.2024.

Section 3: Second advisor and further advisor

Art. 6 Second advisor

The doctoral thesis supervisor appoints a second advisor in agreement with the doctoral candidate. Second advisors must have at least the level of a post-doc or be internal or external ETH Zurich experts in the relevant research area. Details of the second advisor must be communicated to the D-ARCH Doctoral Administration when the doctoral plan is submitted.

Art. 6a¹⁰ Further advisor

If the second advisor belongs to the same research group as the doctoral thesis supervisor or if this person is in a direct employment relationship or dependency, doctoral students are recommended to determine a further advisor during the entire doctorate who is available to them for additional professional or non-professional advice and support.

Section 4: Doctoral studies

Art. 7 Extended doctoral studies

If extended doctoral studies must be completed, an individual curriculum will be drawn up which is part of the doctoral plan. A maximum of 30 ECTS credits must be completed in the context of extended doctoral studies, in addition to those acquired in regular doctoral studies. If extended doctoral studies must be completed, the doctoral committee will explain the reasons to the doctoral candidate.

Art. 8 Regular doctoral studies

¹ The goals of regular doctoral studies are to acquire knowledge and skills in the field of the doctoral thesis and in related fields, to acquire interdisciplinary skills and to integrate into the scientific community. The doctoral thesis supervisor and the doctoral candidate agree together on the academic achievements to be pursued during regular doctoral studies.

² Credits are only awarded if

- a. the performance assessment of the course unit attended was passed;
- b. the doctoral candidate made an active, verifiable contribution when participating in other scientific events (conferences, scientific meetings);
- c. the performance result stemmed from a Master's-level course;
- d. the performance result was not achieved in a course taught by the student's own doctoral thesis supervisor.

¹⁰ Version according to the D-ARCH Department Conference resolution of 08.05.2024, in force since Autumn Semester 2024. Valid for all doctoral students who are doing their doctorate in accordance with these detailed stipulations.

³ To register for the doctoral examination, certification of at least 12 credits is required; of these at least one third must be acquired outside the research area. After consulting with the doctoral thesis supervisor, the D-ARCH Doctoral Administration determines which credits will be allocated to «outside the research area». Active participation in ETH Zurich committees and working groups can be recognised in the form of credits. One credit corresponds to a student workload of at least 25-30 hours. The form «Confirmation of course attendance for doctoral students» must be used, and the academic achievements completed must be verified with the original signature of the doctoral thesis supervisor.

Section 5: Doctoral plan

Art. 9 Doctoral plan, deadlines for submission and approval

¹¹¹ The doctoral plan must be submitted two weeks before the aptitude colloquium. The aptitude colloquia take place in calendar weeks 5, 23 and 37. The doctoral plan is sent to the following persons or offices:

- a. The doctoral thesis supervisor
- b. The second advisor
- c. The D-ARCH Doctoral Administration, for the attention of the chairperson of the aptitude committee

² In substantiated cases (e.g. pregnancy or illness) an application for a deadline extension for completing the aptitude colloquium may be submitted (see Art. 15 ETH Zurich Ordinance on the Doctorate). Information on the procedure, plus the relevant forms and templates, are found on the D-ARCH website.

¹¹ Version according to the D-ARCH Department Conference resolution of 08.05.2024, in force since Autumn Semester 2024. Valid for all doctoral students who are doing their doctorate in accordance with these detailed stipulations.

Art. 10 Doctoral plan, content and form

The doctoral plan must include the following:

- a. A cover sheet with the signature of the doctoral thesis supervisor and details of the second advisor (according to specifications; template)
- b. A summary (1 A4 page maximum)
- c. A CV (2 A4 pages maximum)
- d. A formulation of the research goal and research questions, a presentation of the planned methodology and a brief description of the anticipated knowledge to be gained (10 A4 pages maximum)
- e. A description of the current state of research and its relationship with further research at the institute/department/other research institutions¹² (5 A4 pages maximum)
- f. A statement of the framework conditions in terms of content and time (schedule)
- g. A list of sources and bibliographic references
- h. Details of participation in teaching and any other tasks
- i. A curriculum for extended doctoral studies (if applicable)

Section 6: Aptitude colloquium

Art. 11 Aptitude colloquium

¹ Within twelve months of provisional admission, the candidate must complete an aptitude colloquium. The aptitude committee evaluates whether the candidate has the ability to conduct a research project independently and to author a doctoral thesis. The subject of examination is the research project described in the doctoral plan.

²¹³ The assessment of doctoral plans takes place three times a year in calendar weeks 5, 23 and 37 as part of the aptitude colloquium. Registration for the aptitude colloquium must be made via the D-ARCH website at least one month before the chosen date.

³¹⁴ The physical presence of the candidate and the doctoral thesis supervisor at the aptitude colloquium is mandatory.

¹² Version according to the D-ARCH Department Conference resolution of 08.05.2024, in force since Autumn Semester 2024. Valid for all doctoral students who are doing their doctorate in accordance with these detailed stipulations.

¹³ Version according to the D-ARCH Department Conference resolution of 08.05.2024, in force since Autumn Semester 2024. Valid for all doctoral students who are doing their doctorate in accordance with these detailed stipulations.

¹⁴ Version according to the D-ARCH Department Conference resolution of 08.05.2024, in force since Autumn Semester 2024. Valid for all doctoral students who are doing their doctorate in accordance with these detailed stipulations.

⁴ If the evaluation is not unanimous, the doctoral committee decides within one month of the aptitude colloquium whether the candidate has passed. The doctoral committee bases its decision on the research project described in the doctoral plan and the result of the evaluation. To come to a decision it may also hear out the aptitude committee and the candidate.

Art. 12 Aptitude committee

¹ The aptitude committee consists of at least one member of the doctoral committee, the doctoral thesis supervisor and the second advisor.

² The tasks of the aptitude committee are as follows:

- a. Consider the suitability of doctoral students for authoring a doctoral thesis
- b. Evaluate whether the aptitude colloquium has been «passed» or «failed»
- c. Communicate the result (possibly with additions to the research project) in writing for the attention of the doctoral committee
- d. Justify the evaluation in writing in the event of disagreement between committee members
- e. Provide an opinion regarding the participation of doctoral students in teaching and other tasks
- f. Provide an opinion on the schedule for extended doctoral studies, if applicable

Section 7: Progress report and annual status conversation

Art. 13 Progress report

Definitively admitted doctoral students must submit a written progress report to the doctoral thesis supervisor each year which describes the following:

- a. The status and anticipated progress of research work
- b. Any significant deviations from the doctoral plan

Information on the procedure as well as forms and templates can be found on the D-ARCH website.¹⁵

¹⁵ Version according to the D-ARCH Department Conference resolution of 08.05.2024, in force since Autumn Semester 2024. Valid for all doctoral students who are doing their doctorate in accordance with these detailed stipulations.

Art. 14 Status conversation and associated report

¹ The doctoral thesis supervisor must conduct a status conversation with each doctoral student at least once a year; it is recommended that the second advisor and the further advisor, if existing,¹⁶ also be invited to this meeting. The conversation serves to determine doctoral students' current position and support status and to evaluate their performance. The result of the discussion is recorded in writing in a template (to be downloaded from the D-ARCH website¹⁷), and is structured according to the following points:

- a. Assessment of research work based on the progress report
- b. Determination of next steps
- c. Progress of doctoral studies
- d. Working situation in the research group
- e. Personal development opportunities and corresponding measures if required

² Details of the status conversation as covered in Para. 1 (d-e) are confidential to the doctoral thesis supervisor and the doctoral candidate.

³ Following the progress report and the status conversation, the D-ARCH Doctoral Administration receives a brief confirmation (template, downloadable from the D-ARCH website) that the status conversation has taken place and that the progress report has been submitted (date, time, place and signatures of the doctoral thesis supervisor and the doctoral candidate).

⁴ The doctoral thesis supervisor and the doctoral candidate are obliged to store progress reports and the minutes of the status conversations until the candidate dematriculates.

Section 8: Doctoral examination

Art. 15 Organisation of the doctoral examination date; registration at D-ARCH

¹ The request for the date must be made 10 weeks before the anticipated doctoral examination at the latest and must be addressed to the D-ARCH Doctoral Administration. At this point, the required number of credits must be listed in the doctoral candidate's transcript of records. The D-ARCH Doctoral Administration will suggest one or more dates in consultation with the examination committee chairperson. The doctoral student coordinates this date or dates with the doctoral thesis supervisor, the co-examiner(s) and any second advisor and reports the selected date and time, thence binding, to the D-ARCH Doctoral Administration.

¹⁶ Version according to the D-ARCH Department Conference resolution of 08.05.2024, in force since Autumn Semester 2024. Valid for all doctoral students who are doing their doctorate in accordance with these detailed stipulations.

¹⁷ See

https://ethz.ch/content/dam/ethz/associates/students/doktorat/files/StatusConversation_template.pdf

² Registration for the doctoral examination must take place via the official Academic Services form, which must be signed by both the doctoral thesis supervisor and the doctoral candidate. A copy of the doctoral thesis (examination copy) must be submitted with the form.

³ The D-ARCH Doctoral Administration

- a. invites the doctoral candidate and all members of the examination committee to the examination;
- b. requests the doctoral thesis supervisor and all co-examiners to send their reports (on letterhead, signed by hand and scanned) to the D-ARCH Doctoral Administration at least 8 days before the examination date;
- c. publicises the doctoral examination in the events calendar of D-ARCH and ETH Zurich.

Art. 16 Registration with Doctoral Administration

The official Academic Services registration form, together with a printout of the thesis title page, must be submitted to the Doctoral Administration (Academic Services) at least 15 working days before the examination date.

Art. 17 Attendance and conducting of the doctoral examination

¹ The doctoral student and the examination committee are present at the doctoral examination.

² Doctoral examinations at D-ARCH are usually public and may take place physically or virtually. D-ARCH may set limits on public attendance of the examination.

Art. 18 Composition of the examination committee

The examination committee consists of the following persons:

- a. A chairperson appointed by the Head of Department
- b. The doctoral thesis supervisor as examiner
- c. At least one co-examiner, whereby the following rules apply:
 1. At least one co-examiner must come from outside ETH Zurich.
 2. If there is a relationship of dependency between the doctoral thesis supervisor and the co-examiners, a further independent expert must be appointed.
 - 3.¹⁸ Second advisors can be members of the examination committee, provided they fulfill the requirements as co-examiners.

¹⁸ Version according to the D-ARCH Department Conference resolution of 08.05.2024, in force since Autumn Semester 2024. Valid for all doctoral students who are doing their doctorate in accordance with these detailed stipulations.

Art. 19 Doctoral examination procedure

¹ The examination procedure is structured as follows:

- a. Talk and presentation of the doctoral thesis: 20-25 minutes maximum
- b. Examination of the candidate: 60 minutes minimum
- c. Non-public examination committee discussion: approx. 15 minutes
- d. Announcement of results by the chairperson: approx. 5 minutes

² The chairperson then creates the examination report, signs it by hand and sends it to the D-ARCH Doctoral Administration.

Art. 20 Procedure after the doctoral examination

The D-ARCH Doctoral Administration prepares the candidate's request for a doctoral degree to the Department Conference. The Department Conference decides whether to approve the request. The D-ARCH Doctoral Administration ensures that the doctoral candidate is successfully dematriculated on the date of the Department Conference at which the request was approved. Simultaneously, the doctoral candidate receives a provisional confirmation of the doctorate from the Doctoral Administration (Academic Services).

Section 9: Final provisions

Art. 21 Transitional regulations governing regular doctoral studies

Doctoral students who are completing their regular doctoral studies under the previous regulations in accordance with Art. 65 of the ETH Zurich Ordinance on Doctoral Studies are subject to the provisions set out in Annex 1.

Art. 22 Entry into force

These detailed stipulations enter into force retroactively on 1 January 2022. They replace the detailed stipulations of D-ARCH regarding doctoral studies of 28 November 2018.

Application of salary rates

Salary rates for doctoral students are governed by the stipulations set out in Art. 8, Para. 3 of the Ordinance Governing Scientific Employees of ETH Zurich¹⁹, in association with Section 1 Para. 3 of the Directives for Doctoral Students Employed at ETH Zurich²⁰.

Doctoral students spend at least 70% of their working time on their own doctoral theses, the underlying research project and their doctoral studies. They also perform teaching and general service tasks. The institutes determine the salary rates for all doctoral students according to uniform principles. There they take into account the doctoral student's commitments in the areas of teaching and other activities. The principle of equal pay for equal work applies.

¹⁹ SR 172.220.113.11

²⁰ RSETHZ 622

Detailed Regulations for Doctoral Studies D-ARCH

These detailed regulations refine the general basic doctoral regulations of ETH Zurich and, in addition and with regard to the doctorate studies at D-ARCH, define binding terms and procedures.

Admission to the Doctorate

Information regarding the Doctorate (registration, admission) are for download under <https://www.ethz.ch/en/doctorate/registration-admission.html>.

After enrolment, students who have to take further exams will be admitted temporarily to the doctoral studies until their successful fulfilment of all obligations and approval of their research plan, for what the time limit must not exceed 1 year.

All terms of each Doctoral student (additional obligations, research plan submission, second examiners announcement and total time period) are on www.mystudies.ethz.ch.

Starting a Doctorate

Within max. 12 months after the provisional enrolment, the research plan has to be submitted with the

Form Approval of the Research Plan

https://www.ethz.ch/content/dam/ethz/associates/students/doktorat/files/research_plan.pdf
in Original (hard copy with CV *and* as PDF with CV to the doctorate office D-ARCH (doktorat@arch.ethz.ch)).

The Doctoral Committee D-ARCH meets twice in a semester. In order to become approved within 1 year, your research plan must be submitted as early as possible (**week 4, 15, 37 or 46**).

Any deadline extension requires the permission of the doctoral committee. For this purpose you need the

Form Research Plan – Deadline Extension

https://www.ethz.ch/content/dam/ethz/associates/students/doktorat/files/research_plan_deadline.pdf

The research plan clearly outlines the goals, the disposition of the doctoral thesis as well as all their duties and responsibilities. First, it is submitted to the supervisor and/or to a co-supervisor for signature. *After the approval of the research plan only and after the fulfilment of all additional requirements, the candidate advances to full candidacy for doctoral studies.*

The Research Plan shows the following items:

- Cover sheet (name, surname of the student, working title, name of supervisor and possibly already of the co-supervisor, signatures of the supervisor and signature of the student).
- Abstract (max. 1 page),
- Description of the research tasks and questions/problems (a exposure of the methodology focused is useful, also a short discussion with regard to scope and results of the research),
- Current state of research and relation to further research at the institute/department,
- Content-oriented framework and time-frame,
- Relevance
- Overview of the existing literature to the subject,
- A research plan should not exceed 12 A4 pages.

Within max. 36 months after the provisional admittance the supervisor has to advise the name of the co-supervisor to the doctoral office D-ARCH, filling in the

Form Übermittlung genehmigter Korreferenten

https://www.ethz.ch/content/dam/ethz/associates/services/lehre/admin-doktorat/files/Formular_Genehmigung_Korreferenten.pdf

Doctoral studies

The Doctoral studies aim to broaden the students' knowledge and skills not only within the field of their thesis, but also in related research areas, moreover to get a general education as well as to facilitate their integration into the scientific community.

At least 12 ECTS (credits) have to be accomplished during the doctoral studies, whereas at least one third of the credits have to be acquired outside of the research field. Credits can be awarded for active participation in ETH Zurich committees and task forces. Within the registration process to the doctoral exam the student has to bring evidence of the 12 ECTS. One credit corresponds to a study performance of at least 30 working hours. Credits are only issued for a doctoral student's individual performance with the form https://www.ethz.ch/content/dam/ethz/associates/students/doktorat/files/participation_sheet.pdf with the supervisor's signature.

Doctoral exam

10 weeks before the doctoral exam, the doctoral thesis has to be submitted to the supervisor and to the co-supervisor(s) in order they write their reports. For the doctoral thesis cover page please follow the guidelines <https://www.ethz.ch/students/en/doctorate/doctoral-thesis-examination.html>.

Form *Cover sheet of the thesis*

https://www.ethz.ch/content/dam/ethz/associates/students/doktorat/files-EN/titelpage_EN.pdf

To fix a date for the doctoral exam the candidate should get in touch with the Doctoral office of D-ARCH. The candidate will also coordinate the date with the supervisor and the co-supervisor(s).

At least 12 working days (Monday to Friday) before the doctoral exam the student has to enrol for the exam at the Doctoral Administration Office of ETH Zurich, HG FO 23.4, with the

Form *Registration for the Doctoral Exam*

https://www.ethz.ch/content/dam/ethz/associates/students/doktorat/files-EN/doctoral_examination_en_2012.pdf

with a thesis copy, with a filled in and by the D-ARCH Doctoral Office signed confirmation of the 12 ECTS https://www.ethz.ch/content/dam/ethz/associates/students/doktorat/files-EN/doctoral_examination_en_2012.pdf as well as with a separate CV. The D-ARCH doctoral office invites the committee to the doctoral defense and, at the same time, asks the supervisor and the co-supervisor(s) to write their thesis report (about 3-4 pages A4 size).

After the Doctoral Exam

Please find information on the final steps and on depositary copies under <https://www.ethz.ch/students/en/doctorate/final-steps.html>

Extension of Deadline for Doctoral Studies

If you are not able to finish your doctorate in due time, you will have to ask for an extension of deadline for doctoral studies with the

Form *Deadline Extension for Doctorate*

https://www.ethz.ch/content/dam/ethz/associates/students/doktorat/files/doctorate_deadline.pdf

Change of Supervisor

If you want to change the supervisor, you have to submit the

Form *Change of Supervisor*

https://www.ethz.ch/content/dam/ethz/associates/students/doktorat/files/change_supervisor.pdf

You will need an agreement with the new supervisor and, if possible, also the signature (agreement) of the former supervisor. Please hand in the signed form to the Doctoral Administration Office of ETH Zurich.

Withdrawal of the Doctoral Studies

If you intend to no longer pursue your doctorate, please fill in the

Form *Withdrawal Form of the Doctoral Studies*

<https://www.ethz.ch/content/dam/ethz/associates/students/doktorat/files/withdrawal.pdf>

and send it to the Doctoral Administration Office of ETH Zurich, HG FO 23.4, Rämistrasse 101, 8092 Zurich, with your legitimization card.

D-ARCH Doctoral studies Agenda according to the Regulations of 1st Nov. 2013

Dates /Deadlines	Administrative Steps
Any time:	Contact the leading professor; send application to the doctoral administration, ETH main building (HG), with the application form.
Within 1 month:	The department files the application for accreditation/refusal. Subsequently the temporary admission is given with – if necessary – further obligations.
Max. 12 months after the application (provisional admission):	Submission of research plan and CV: a) Handing in one hardcopy (original, with the form "Approval of the Research Plan). Please drop at the doctoral office D-ARCH, HIL E 73.3. b) Email (PDF) to doktorat@arch.ethz.ch Appraisal through the Doctoral committee. Definitive admission to the doctoral studies – after approval of the doctoral committee.
Max. 36 months after the application (provisional admission):	Notification of the co-supervisor and indication of the title of the doctoral thesis by the supervisor, to the doctoral office D-ARCH doktorat@arch.ethz.ch .
10 weeks before the date of the doctoral examination:	Handing in the final version of the doctoral thesis to the supervisor and to the co-supervisor in order they issue their thesis reports.
After handing in the thesis:	Fix a date for the doctoral examination with the Dean's office D-ARCH and, furthermore, coordinate with the supervisor and the co-supervisor.
At least 12 working days before the doctoral examination:	Registration for the doctoral examination at the doctoral administration office ETH Zurich (HG) with the respective form.
Max. 6 years after application (provisional admission):	Doctoral examination, followed by the "final steps".