

Examiner and co-examiner reports: Information sheet

Situation

According to the ETH Zurich Ordinance on Doctoral Studies (Art. 28, Para. 1) the examiner and all co-examiners should each prepare a written report on the doctoral thesis and submit it to the department before the examination. These reports are confidential (Art. 28a).

After the examination has been passed, the report and the department's request for conferral of the doctorate are submitted to the Doctoral Administration, where they are scanned and archived.

An additional report is required if a doctoral thesis is to be awarded the ETH Medal (see the respective directive of the Rector).

Goals

This information sheet presents the formal minimum requirements for reports. These rest on the following principles:

- Author traceability
- Liability
- Communication by normal means

Requirements

The report must contain at least the following author contact details:

- Title, first and last names
- University/research institution/firm
- Postal address, telephone number and email address

Letterheads used in written correspondence normally fulfil this requirement.

The report should be dated. Its content should reflect disciplinary conventions. Reports submitted solely as email texts are not accepted.

Signing and submitting the report

Members of the examination committee who are physically present at the doctoral examination should sign the previously submitted report in the original, at the latest at the examination. Signing is also an opportunity to add handwritten comments recommending the thesis for distinction (the ETH Medal is awarded to the best 8% of doctoral theses).

Examiners who are involved in the doctoral examination via video link or who are not taking part at all may

- send the signed original by post;
- attach the report to an email in the form of a PDF file with added signature;
- sign the report, scan it and email it as an attachment.

The addressee (the department responsible) will check and confirm the authenticity of the sender.

Additional report for the ETH Medal

Additional reports for the ETH Medal are subject to the same minimum requirements and the same means of communication as for physically present members of the examination committee.