

## ETH Zurich Medal for doctoral theses

### Application procedure and information requirements

#### Application procedure

1. After the doctoral exam the examination committee must unanimously agree to file an application to propose the candidate for the ETH Medal.
2. The application must be filed (see below for necessary documents) before **31<sup>st</sup> of October**.
3. The D-BIOL doctoral studies panel prioritizes the suggested reviewers.
4. Reviewers are approached until two of them have accepted to evaluate the thesis.
5. Dissertation copies and instructions are then sent to the reviewers (approx. 1 month to read the dissertation and write the review).
6. The doctoral studies panel meets the following February in order to elaborate a proposal in line with the 8% quota (of the doctoral examinations held in one year) as defined by the rector. The proposal is mainly based on the additional reviews. Further criteria are then taken into account if the reviews are not sufficient to establish a clear decision. This proposal is presented to the 1<sup>st</sup> DK of the spring semester
7. The DK votes on the proposed list of awards that afterwards will be forwarded to the rector.
8. If the rector approves the list the single candidates will be informed. The supervisors of those candidates who were not selected will be informed by the D-BIOL.

#### Required information material

The following information material needs to be provided to the D-BIOL doctoral administration [doctoraladmin@biol.ethz.ch](mailto:doctoraladmin@biol.ethz.ch) until **31<sup>st</sup> of October** in order to start the process concerning ETH Medal applications:

- an **application** in letter form, signed by the examiner and all co-examiners, outlining the exceptionality and the merits of the candidate's thesis (**electronic file**)
- in case of a paper dissertation it has to be specified what exactly the **contributions** of the candidate are to the publications
- **a list of five potential reviewers who have not yet published with the supervisor or candidate or have not published with the supervisor or candidate in at least the last five years (electronic file)**
- a list of all **submitted and published papers (electronic file)**
- the date on which the candidate has taken up his project work in the institute
- a **PDF version** of the dissertation (**with smallest possible file size**)