

Departement of Biosystems Science and Engineering (D-BSSE)**Detailed Regulations on Doctoral Studies**

1. September 2009¹ (Stand am 1. January 2018)

Approved by the ETH Management Board on 12. December 2017.

D-BSSE issues the following detailed regulations for individual doctoral studies:

Based on Art. 23 Abs. 3 of the Ordinance on Doctoral Studies ETH Zurich" dated July 1, 2008, and the "Rector's Implementation Provisions for the Doctorate Ordinance of 17. October 2013:

Art. 1 Educational Activities

The doctoral candidates must obtain approval for their individually tailored doctoral program from their supervisor. They are required to complete at least 12 credit points during their doctorate. One credit point corresponds to a student workload of 25-30 hours (Art. 24 Abs. 2 Ordinance on Doctoral Studies ETH Zürich). One third (1/3) of these points must be collected by attending courses or other educational activities outside of the doctoral candidates' research field (Art. 25 Abs 2 of the Ordinance on Doctoral Studies). The scope and specifics of these courses have to be discussed and agreed upon with the doctorate supervisor in advance. If at any time a student is unsure about the qualifications and grading of the courses he/ she wishes to attend, the Department Coordinator should be consulted. This should be done prior to attending the courses.

Art. 2 Scope of Educational Activities

The Department of Biosystems Science and Engineering (D-BSSE) awards credit points to the Doctoral program for the courses and activities as indicated below.

- a) Any courses from the regular catalogues from the ETH Zürich, University of Zürich, or University of Basel with a performance control.
For a course unit with exam, as many credit points as ECTS points noted in the course catalogue are awarded.
For a course unit with another proof of performance than an exam: one credit point per hour/week of the lecture and exercises is awarded.
Each candidate must acquire at least 6 ECTS in this section.

- b) Summer schools and conferences
Candidates may participate in summer schools, conferences, symposia series, or other annual meetings.
Only summer schools/conferences at which the candidate presented a poster, held a presentation, or participated in exercises count towards credit points as follows:
≤ 3 days: 1 CP
> 3 days 2 CP

¹ Version with changes according to the D-BSSE Department Conference of 05.12.2017, in effect since 01.01.2018.

² SR **414.133.1**

³ RSETHZ **340.311**

Art. 3 Credit Point Validation Procedure

For the validation of academic performances:

- At least one (1) month prior to submitting the written dissertation, the doctoral candidate has to submit a performance overview of his or her doctoral program, checked and signed by the supervisor, to the D-BSSE Department Coordinator.
- All documents that confirm participation in the course activities as mentioned in Art. 2 Bst. a and b as well as documents which prove that all the required credit points have been earned successfully must be included.
- The D-BSSE doctoral committee is the deciding body on questions concerning the validity of specific credit points.

Art. 4 Confirmation of Credit Points for the Rectorate

The Department Coordinator signs a written confirmation that the candidate has earned all the credit points required. This confirmation is submitted to the Rectorate (Doctoral Administration) together with the application for the doctoral examination by the coordinator.

Art. 5 Format of Dissertation

The D-BSSE leaves it up to the mentor and the doctoral committee to decide on the format of the written dissertation. In cases where publications make up the bulk of the document, a proper introduction as well as a discussion and conclusion have to be part of such a dissertation.

Art. 6 The Examination Committee

The examination committee must be composed following the rules below:

- Each examination requires a chairperson who is not the mentor of the student being examined. Normally the head of the department, his/her deputy, or the director of studies should perform this activity.
- A total of three (3) referees or experts are needed in the examination committee. One of these three is the supervisor; the second referee must be a professor of any university; the third referee may be an internal or external person according to the general ETH rules for referees. All external referees have to be approved by the Departments Conference.

Art. 7 Finding an Examination Date

The doctoral candidate is responsible for contacting the committee and finding an examination date that suits the requirements outlined in Art. 8.

Art. 8 Preparation for the Exam

- The doctoral candidate should bring the 'Registration for Doctoral Examination' form and all the relevant documents to the Department Coordinator for signature.
- The examination committee must be given enough time to read the thesis. This means the student should provide them with a copy of the thesis at least 4 weeks before the examination date.

- All of the documents needed for the registration of the examination have to reach the ETH Doctoral Administration office at least twelve (12) days before the examination.
- Reports from at least 2 co-referees have to be submitted electronically or as a copy at least 2 days prior to the examination. Three originals, containing original signatures must be submitted to the Examination Chairperson on the day of the exam at the latest.

Art. 9. The Examination Process

The doctoral examination includes two parts:

1. A presentation of a maximum duration of 30 minutes given by the doctoral candidate, who reports on the most important findings of his/her work.
2. An oral examination of the candidate under the direction of the examination chairperson by the referee and co-referee(s). The examination questions should cover the topic(s) and results obtained during the PhD thesis as well as the broader scientific context of the work.

Both, the presentation and oral examination sections of the exam are to be carried out in English and are generally open to a public audience. If the examination committee wishes to hold a nonpublic examination, this must be duly justified and communicated one (1) month prior to fixing the examination date. Reasons for nonpublic examination may include the fact that dissertation results include information relevant to pending patenting procedures etc.

The examination chair person decides, whether questions of the general audience will be admitted. Questions of the audience will not be considered in establishing the overall examination score.

Art. 10. Physical Presence of the Examination Committee

The *minimal* Examination Committee, who has to be physically present during the doctoral examination is consisting of the chairperson and at least one co-referee.

Art. 11 Entry into force

These detailed regulations enter into force on 1. September 2009.