

Implementation: February 1, 2010  
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Contact: Student Administration D-CHAB

## Detailed Regulations for Doctoral Studies at the Department of Chemistry and Applied Biosciences (D-CHAB)

Based on and in addition to the Ordination on Doctoral Studies at the ETH dated July 1, 2008, the Conference of the Department of Chemistry and Applied Biosciences (D-CHAB) adopted the following resolutions.

### Art. 1 Continuing Education

The doctoral student's academic programme must be approved by the thesis supervisor.

### Art. 2 Courses for Doctoral Students

The Department of Chemistry and Applied Biosciences recognises the following courses and educational activities for doctoral studies with credit awards as listed.

- a) All courses labelled «V» and «G» offered as part of the regular study programmes of the ETH Zurich and the University of Zurich; courses offered as part of the doctoral programmes, and courses offered as part of the teaching ability certification programme. Regular course attendance and successful accomplishment of all requirements (tutorials, seminar papers, presentations, project work, etc.) will serve as performance record during semester.
- |                                     |                                  |                 |
|-------------------------------------|----------------------------------|-----------------|
| Courses with performance assessment | 1 or 2 semester periods per week | 1 Credit Point  |
|                                     | 3 semester periods per week      | 3 Credit Points |
- b) Institute Colloquia, Institute Seminars, Group Seminars (Type S)
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|--|--|----------------|
| Full-term courses (total maximum of 2 Credit Points) |  | 1 Credit Point |
|--|--|----------------|
- c) Summer Schools and Conferences  
Attendance of a maximum of two courses of same content, e.g. Cortona Week, series of symposia, etc. permitted.
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|----------------|-----------------------------------|-----------------|
| Summer Schools | 1 week with poster/talk           | 3 Credit Points |
|                | 1 week without poster/talk        | 2 Credit Points |
|                | 1-3 day event without poster/talk | 1 Credit Point  |
|                | 1-3 day event with poster/talk    | 2 Credit Points |
| Conferences    | 1 week with poster presentation   | 2 Credit Points |
|                | 1-3 days with poster presentation | 1 Credit Point  |
|                | 1 week with talk                  | 3 Credit Points |
|                | 1-3 days with talk                | 2 Credit Points |

- d) Full-term language courses and other continuing education courses  
E.g. Computer Support, Radiation Protection, Sports/Coach Education, total maximum of 4 Credit Points

Courses	1 hour/week or equivalent	1 Credit Point
	2 hours/week of equivalent	2 Credit Points

### Art. 3 Credit Points during Doctoral Studies

a) The Departmental Coordinator for Doctoral Studies at the D-CHAB is in charge of checking the eligibility of the credit points acquired.

b) Procedure

- At the latest one month ahead of the oral examination, doctoral students must submit to the Departmental Coordinator for Doctoral Studies a review of their doctoral studies which needs to be approved and signed by the thesis supervisor.
- Proofs of attendance of courses as listed under Art. 2 c and d (and, if applicable, confirming the successfully completed record of performance) must be handed in.
- Review and proofs are checked by the Head of the D-CHAB.

c) The Departmental Coordinator for Doctoral Studies will issue a confirmation attesting that the amount of credit points necessary to obtain a doctoral degree has been acquired. This confirmation must be submitted to the Rectorate (Doctoral Administration) when registering for the doctoral examination.

### Art. 4 Examination Committee

The formation of the Examination Committee is subject to the following criteria.

- ETH Zurich-employed honorary professors and senior lecturers are entitled to supervise dissertations. The Department's approval is a requirement. If a honorary or an associate professor is appointed examiner, at least the co-examiner should be D-CHAB full professor.
- Apart from the Head of the D-CHAB, at least two members of the Examination Committee need to be ETH professors (which includes assistant professors, NF or honorary professors).
- If the examiner wishes to appoint additional co-examiners (exception: ETH professors) for the doctoral examination, an application must be filed with the Head of the D-CHAB for the attention of the Departmental Conference. This also applies to honorary professors of other departments.
- The doctoral examination is chaired by the Head, the Deputy or a former Head of the D-CHAB.

### Art. 5 Examination Dates

Fixing a date for the oral examination

- Doctoral examinations are usually held on Wednesday afternoons at 2, 3 and 4 p.m.. If additional options are required (too many applications for the same date, or in the event of examiners joining from abroad), please contact the Department Administration, Mrs H. Kaufmann-Baumgartner, in charge of arranging for additional appointments in cooperation with the Head of the Department.

- b) Doctoral examination appointments may be booked earliest 3 months in advance of the favoured date, e.g. beginning of September for December dates, etc. .
- c) Please contact the Department Administration, Mrs H. Kaufmann-Baumgartner (HCI H 207, email [helen.kaufmann@chem.ethz.ch](mailto:helen.kaufmann@chem.ethz.ch)) for any queries relating to examination dates.

## Art. 6 Preparing for the Examination

Please observe the following points when preparing for the doctoral examination.

- a) At least 4-6 weeks ahead of your doctoral examination, please present your duly completed "Registration for Doctoral Examination" form along with the form "Confirmation of Course Attendance for Doctoral Students" – as proof of credits obtained to fulfill doctoral study requirements – to Mr M. Hauser (HCI H 209, [hauser@chem.ethz.ch](mailto:hauser@chem.ethz.ch)) who will check your credit points and confirm validity by signature.
- b) As the members of the Examination Committee must be granted enough time to thoroughly read your thesis, please submit it at least four weeks in advance of the examination date.
- c) Thesis and accompanying forms must be deposited with the Doctoral Administration Office at the latest 12 working days prior to the date of the oral examination. After that, the title of the thesis can no longer be altered.

to the Doctoral Administration at  
D-CHAB HCI H 207

## Art. 7 Procedure of the Doctoral Examination

- a) All members of the Examination Committee must be present.
- b) The doctoral student is granted a maximum of 10 minutes to present his or her thesis, supported by any form of visual presentation. Attendance of the doctoral examination is restricted to the doctoral student under examination and the members of the Examination Committee exclusively.  
Exception: Doctoral students of the IPW are granted a maximum of 25 minutes of presentation, and visiting third parties are admitted to the examination.
- c) Thesis and accompanying forms must be deposited with the Doctoral Administration Office at the latest 12 working days prior to the date of the oral examination. After that, the title of the thesis can no longer be altered.
- d) Examiner reports in duplicate and with original signature must be submitted to the Doctoral Administration at least one week prior to the doctoral examination.

Hard Copies for  
Visualizer or Laptop

## Art. 8 Examiner's Duties

- a) It is the duty of the examiner to inform doctoral students and co-examiners of their respective duties and responsibilities.
- b) According to the directives "Remuneration for Participation in Performance Assessments at the ETH Zurich" dated January 1, 2007, it is the Examiner's duty to refund co-examiners for services rendered, cf. [www.rektorat.ethz.ch/lecturers/doctorate/doc\\_exam/index\\_EN](http://www.rektorat.ethz.ch/lecturers/doctorate/doc_exam/index_EN)

## **Art. 9 Final Provisions**

The present detailed regulations shall enter into force on February 1, 2010. For doctoral students having enrolled prior to February 1, 2010, the detailed regulations of the Department of Chemistry and Applied Biosciences dated May 23, 2005 or January 27, 2003, respectively, remain applicable.

Approved by the D-CHAB Department Conference on December 7, 2009

Approved by the Rector on December 15, 2009

Signature of the Rector, H. Wunderli-Allenspach