

October 10, 2016

RE: Public PhD Defense

Below please find guidelines for the implementation of the new PhD Public Defense, agreed by the Institutsleitung (March 2016).

All groups in the LOC will start with the new PhD defense module, known as the Public Defense, as of November 1, 2016.

As a rule, all students must partake in the PhD defense that includes a mandatory public presentation.

Time: The Public component of the PhD defense will take place prior to the “closed door” session, or formal defense. It should never take place after the formal defense. As the latter are typically in the afternoon, for students in the LOC, the former can be scheduled in the morning.

Location: The LOC administration has reserved HCI J343 as well as the “aquarium” (J374) to ensure availability of space for the public defense. Any other room that is accessible to the general public may be employed as well.

Public Announcement/Information: The public defense must be publically advertised on electronic boards and on the webpage at least two weeks (14 days) prior to the scheduled event. The announcement needs to include: (1) Date and time; (2) Location; (3) Name of Candidate; (4) Group affiliation; and (5) Title of presentation. Only three formal invitations are required to be sent: (1) Vorsteher DCHAB; (2) Koreferent; and (3) any other members of the PhD defense committee.

Access: The lecture is open to the public.

Attendance: Only the attendance of the student and the PhD advisor are mandatory. Any member of the ETH and the public may attend the public defense.

Content: The talk should be about science in the dissertation carried out by the PhD candidate and should not be “dumbed down.”

Length: As a rule the public defense consists of 25 minutes presentation and 5 minutes question/answer, and it should not exceed 30 minutes.

Controlling/Record Keeping: The assistant to the Vorsteher will keep an updated list of completed public defenses.

Assessment: No grade is to be assigned, although the public defense is mandatory.

Responsibilities/tasks:the PhD advisor

- 1 ensures that proper procedures are followed and guidelines are adhered to

- 2 Attends throughout the public defense
- 3 Manages the public defense, including introduction and questions (this cannot be delegated to a third party)

Student

- i. Attendance
- ii. Presentation (PowerPoint or analogous electronic format is preferred)
- iii. Ensures that the audiovisual equipment in the presenting room is fully functional

Student or administrative assistant to the group (the specific preference is left for each PI to decide for each research group)

- 1 Room reservation
- 2 Scheduling
- 3 Public Announcement
- 4 Invitations

Administrative assistant to the group

- 1 Informs the LOC administrator that the requirement for a public defense has been met

Administrative assistant in LOC

Record keeping: Maintains a list of those that have met the requirement

Sincerely,



Erick M. Carreira