

## Checklist doctoral exam / final steps

This checklist lists all (and only) **tasks** that **involve doctoral students**.

Doctoral Administration (at the Rectorate): [doktorat@ethz.ch](mailto:doktorat@ethz.ch)

*D-INFK doctoral administration*: [doctorate@inf.ethz.ch](mailto:doctorate@inf.ethz.ch)

<input type="checkbox"/>	Put together an <a href="#">exam committee</a> and have it approved by the D-INFK <a href="#">department conference</a> (DK).	3 - 6 months	<b>before the exam</b>
<input type="checkbox"/>	Ensure you have the required 12 credits.		
<input type="checkbox"/>	Ask the <i>D-INFK doctoral administration</i> for a chair using <a href="#">this</a> form.	8 - 10 weeks	
<input type="checkbox"/>	Arrange an exam date with the exam committee and the chair.		
<input type="checkbox"/>	Register the exam date and time with the <i>D-INFK doctoral administration</i> using <a href="#">this</a> form	6 - 8 weeks	
<input type="checkbox"/>	If the chosen format is hybrid or remote, <a href="#">book</a> a room and/or Zoom link and send the information to the <i>D-INFK doctoral administration</i>		
<input type="checkbox"/>	Send the PDF of the <a href="#">thesis</a> to the exam committee and the <i>D-INFK doctoral administration</i> . Leave the dissertation number blank.	6 weeks	
<input type="checkbox"/>	Send the abstract in English and a photo of yourself to the <i>D-INFK doctoral administration</i>	3 – 6 weeks	<b>after the exam</b>
<input type="checkbox"/>	Send (e-mail) the form “ <a href="#">exam registration</a> ” to <i>D-INFK doctoral administration</i> . They will sign and send it back.	3 – 6 weeks	
<input type="checkbox"/>	<a href="#">Register</a> for the exam at the Doctoral Administration. The Rectorate will assign you a dissertation number and send the invoice for the tuition fee.	At the latest 15 <b>working</b> days	
	<b>EXAM</b>		
<input type="checkbox"/>	Send the PDF of the final version of the thesis to the <i>D-INFK doctoral administration</i> .	At the latest 4 days before the <a href="#">D-INFK DK</a>	
<input type="checkbox"/>	The Doctoral Administration will mail the <a href="#">provisional confirmation</a> . Ensure that the address in mystudies is correct.	1-3 weeks after the DK	
<input type="checkbox"/>	Upload the thesis to the <a href="#">ETH Research Collection</a> and submit the two <a href="#">deposit copies</a> to the Doctoral Administration	At the latest 3 months after the DK	
<input type="checkbox"/>	The Doctoral Administration will mail the definitive confirmation. <b>Officially Dr. sc. ETH!!</b>		
<input type="checkbox"/>	The Doctoral Administration will send the invitation to the <a href="#">doctoral awards ceremony</a>		