

Guidelines for Doctoral Examination

This document aims to help you to prepare and organise your doctoral examination.

Timeline before the Doctoral Examination:

Approx. six to three months:

Your supervisor must submit a proposal for the set of co-examiners to serve on the examination committee to the [D-INFK doctoral administration](#). The set of co-examiners must include one external and one independent co-examiner, who can be the same person. Additional information you find in the [detailed stipulations](#), Art. 10.

Check that you have obtained the necessary 12 credits and they fulfil the requirements.

Ten to eight weeks:

Approx. ten weeks before the planned date, your supervisor or you ask the D-INFK doctoral administration for the name of the chair by using [this](#) form.

You arrange an exam date with the exam committee and the chair.

There are three options for the exam to take place:

- Presence: All members of the exam committee are physically present. The D-INFK doctoral administration will organise a room for you.
- Videoconferencing (hybrid): One or more member/s of the exam committee participate online. You must contact [Multimedia Technologies](#), reserve a room and send the room number and Zoom link to the D-INFK doctoral administration.
- Zoom: All members participate online. You must contact the [Multimedia Technologies](#) and ask them to set up a meeting. Then, send the Zoom link to the D-INFK doctoral administration. Microsoft Teams is also allowed, but the supervisor must set up the meeting.

Eight to six weeks:

You register the exam date and time with the D-INFK doctoral administration using [this](#) form.

Six weeks:

You send an electronic copy of your thesis to your supervisor, co-examiners, and D-INFK doctoral administration. Additionally, send the PDF of your abstract in English and a photograph of yourself to the D-INFK doctoral administration.

The D-INFK doctoral administration will ask the supervisor and the co-examiners for reports about your thesis. It will also organise the chair for the doctoral exam.

15 days:

At the latest 15 working days before the exam, you must register for your doctoral examination at the Doctoral Administration Office at the Rectorate. Detailed information can be found [here](#).

The D-INFK doctoral administration will sign the [exam registration form](#) confirming having acquired the required 12 credits.

Upon registration, the Doctoral Administration Office will send you the confirmation along with the doctoral thesis number.

Eight days:

At the latest eight days prior to the doctoral exam, the supervisor and the co-examiners must submit their reports to the D-INFK doctoral administration. If reports are not received by the deadline, the doctoral committee has the right to cancel the examination.

The D-INFK doctoral administration will issue and distribute invitations to the doctoral exam.

Doctoral Examination:

The examination consists of your thesis presentation lasting 30 minutes, followed by a discussion session during which the examiners ask questions. The doctoral exam lasts at least 90 minutes.

Your supervisor and the co-examiners are expected to be present during the examination either physically or remotely via videoconferencing. Each examiner will be allocated time during the examination to ask questions. These questions may be about specific details of the thesis or general questions about the research area.



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The examination is open to all academic employees and official guests of D-INFK, as well as any external collaborators.

The examination committee will meet after the examination to decide the outcome. If the committee decides you have not passed, the examination will be retaken within six months.

After the Examination:

Your doctoral thesis will be approved at the following Department Conference if you have successfully passed your doctoral exam. You must submit the final version of the thesis to the D-INFK doctoral administration at the latest four days before the department conference. The thesis title and its content cannot be changed once the thesis has been approved.

Once the Department Conference has approved your doctoral thesis, the Doctoral Administration of the Rectorate will communicate the following steps. First, you will receive the provisional confirmation stating that ETH Zurich has approved your doctoral thesis. Second, you are also requested to hand in the deposit copies within six months. Finally, you are authorised to use the Doctoral title only after submission of the deposit copies.

<https://ethz.ch/students/en/doctorate/doktorpruefung.html>
<https://ethz.ch/students/en/doctorate.html>

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