Guidelines for Doctoral Examination

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

Timeline before the Doctoral Examination:

*Approx. Six 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 fulfill the requirements.

*Eight weeks:*
At the latest eight weeks before the exam, your supervisor sets the date of the doctoral exam in agreement with you, the co-examiners, and the D-INFK doctoral administration.

There are three options the exam can 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 the Multi Media Services, 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 Multi Media Services 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 in that case.
Inform the D-INFK doctoral administration which option you have chosen.

*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 takes place, you must register for your doctoral examination at the Doctoral Administration Office at the Rectorate. Detailed information, you can find here.

The D-INFK doctoral administration will sign the exam registration form confirming having acquired the required 12 credits. Cumulative dissertations are not allowed at D-INFK; therefore, select "no" on the form. Then, send the document to the D-INFK doctoral administration, which will return the signed document.

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

It is expected that your supervisor and the co-examiners are 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.

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 that you have not passed, the examination may 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 cannot change the thesis title and its content 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 authorized 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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