Doctoral examination

Organization of the doctoral examination
The examination committee consists of your supervisor, co-examiner(s), and a chairperson (arranged by the department).

At the latest, eight weeks before you wish to have your doctoral exam, organize a date with the examination committee. Upon agreement of a suitable date and time, you must immediately inform the department's doctoral administration (Bernadette Gianesi) accordingly.

There are three possibilities the exam can take place:
- Presence: all members of the exam committee are physically present;
- Video-conferencing: one or more member/s of the exam committee participate online;
- Zoom: all members participate online. Teams is also allowed, but the supervisor must set up the meeting in that case.
Inform the D-INFK doctoral administration which possibility you have chosen.

Please send your dissertation at the latest six weeks before the agreed exam date to your supervisor and your co-examiner(s). The D-INFK doctoral administration will ask the supervisor and co-examiner(s) for reports about your thesis.

At least 12 working days before the exam takes place, you must register for your doctoral examination at the Doctoral Administration Office at the Rectorate (HG FO 23.4, Mon – Fri, 11:00 – 13:00). As long as Covid-19 restrictions are in place, you must submit your documents by e-mail to doktorat@ethz.ch. The following documents are required:

- The D-INFK doctoral administration must duly sign the exam registration form to confirm having acquired 12 credits. It is highly recommended to take care of this confirmation from the D-INFK doctoral administration early enough to avoid any delay during the registration procedure. Cumulative dissertations are not allowed at D-INFK; therefore, select “no” on the form. Send the document to the D-INFK doctoral administration, who will return the signed document.
- An electronic copy of your curriculum vitae. If possible, please combine the form Registration for the Doctoral Examination and your CV into one PDF.
- The title page of your dissertation (PDF).

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

Send an electronic copy of your thesis, a separate electronic copy of the abstract in English, and a photograph to the D-INFK doctoral administration (bernadette.gianesi@inf.ethz.ch). Afterward, the D-INFK doctoral administration will issue and distribute invitations to the examination.

Examination procedure
The examination consists of a presentation of the thesis followed by a discussion session during which examiners can ask questions. In the Department of Computer Science, it is expected that the presentation lasts 30 minutes and the discussion session is also around 30 minutes.
**Procedures after the examination**

Your doctoral thesis will be approved at the following Department Conference if you successfully pass your doctoral exam. You cannot change the dissertation title and its contents once the dissertation is approved. Once the Department Conference has approved your doctoral thesis, the Doctoral Administration of the Rectorate will communicate the following steps. You will receive the provisional confirmation stating that ETH Zurich has approved your doctoral thesis. You are also requested to hand in the deposit copies within six months. You are authorized to use the Doctoral title only after submission of the dissertation deposit copies.

[https://ethz.ch/students/en/doctorate.html](https://ethz.ch/students/en/doctorate.html)

Zurich, 5 May 2021  
Bernadette Gianesi  
Doctoral Administration  
CAB F 62