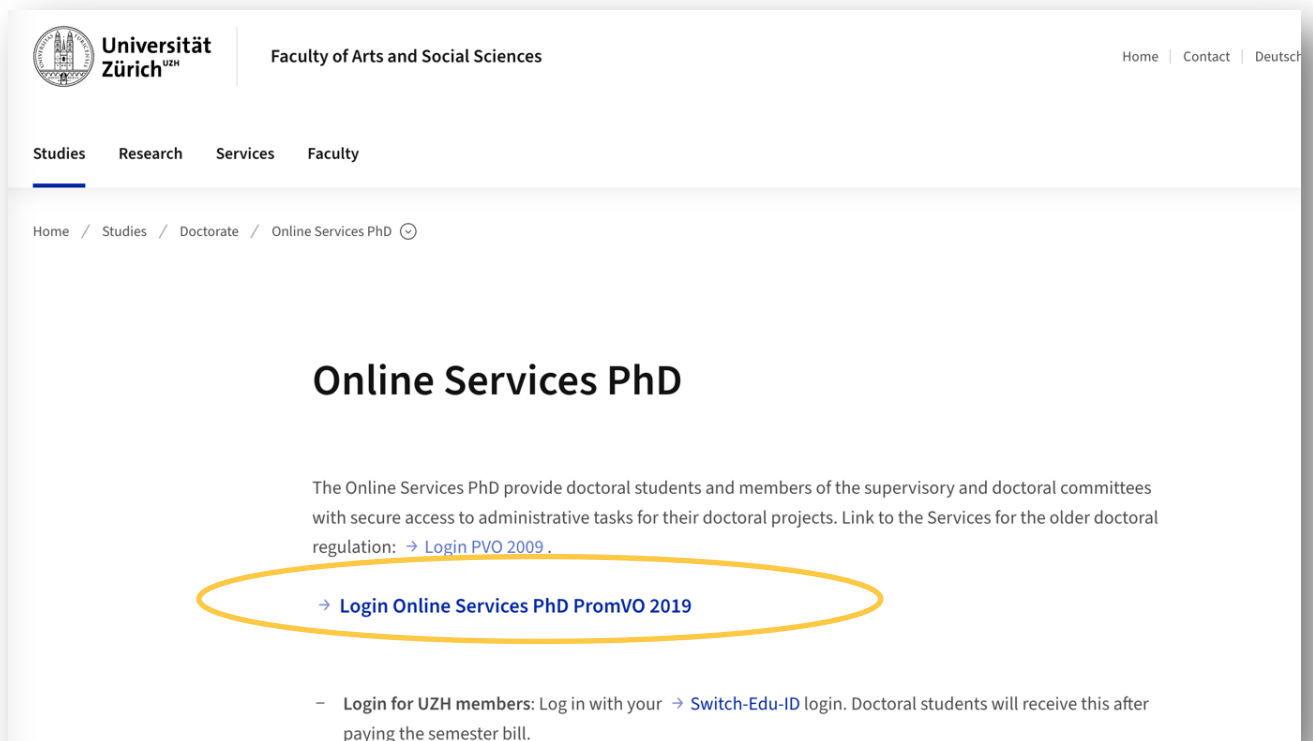Zürich, 29. Juli 2024

Application for Completion

For doctoral students

You can apply for completion via Online Services PhD: https://www.phil.uzh.ch/en/studies/doctorate/onlineservices.html

UZH members log in with their Switch-Edu-ID login.

The Online PhD Admin Services provide doctoral students and members of the Supervisory and Doctoral Committees with secure access to administrative tasks for their doctoral projects.

- Doctoral students can create doctoral agreements and submit the applications for completion and publication.
- Members of the Supervisory Committee can manage doctoral agreements and approve applications for completion.
- Members of the Doctoral Committee can upload their expert reports and revision requierements.

› Access for doctoral students

› Access for members of Supervisory and Doctoral Committee

Doctoral students can

› create and view their doctoral agreement

› submit the application for completion

› submit the application for publication

Doctoral Agreement

Doctoral Agreement: New version / completion

Your last Doctoral Agreement Nr. 22 has been approved by the Graduate School

You can now either submit a new version of the Doctoral Agreement or apply for completion:

› Create new version of the Doctoral Agreement

› Create application for completion

Former Doctoral Agreements
› Version #22
› Version #21
› Version #20
› Version #19
› Version #18
› Version #17
› Version #16
› Version #15
› Version #14

Application for completion

You can find information about the completion process (e.g., required documents and deadlines) here: > Link

> Apply for completion

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Protocol of the past year

Please log the progress of the last year here, similar to the way you did in each doctoral agreement.

save   > forward

Curricular coursework and requirements

Please enter any completed achievements from the previous year here. Then, in the overview of all completed achievements, tick the ones that should be credited to the degree (see checkbox "Degree"). Please note that only 12 ECTS can be credited to the degree. Other achievements are listed in the Academic Record under the heading "Non-credited achievements". If you have any questions, please consult the doctoral regulations or ask your responsible doctoral coordinator.

> Add coursework

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Title	Das ist ein Testmodul
Module Nr.	06DO234G23s
ECTS	1,00
Semester	Autumn Semester 2023
External	☑
Completion	☐
Certificate ?	> open > delete

> save **> remove**

Title	Das ist ein Testmodul
Module Nr.	12-222-222
ECTS	3.00
Semester	Autumn Semester 2019
External	no
Completion	☑
Certificate ?	> open

(confirmed coursework can no longer be edited)

ECTS credited to the degree:	3.00
Total ECTS:	**4.00**

< back **save** **> forward**

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Doctoral committee, chair and minute taker

Please indicate here who should be a member of your Doctoral Committee. As a rule, the members of the Supervisory Committee are also members of the Doctoral Committee. In addition, there has to be at least one person who has not yet had anything to do with the doctoral project. Co-authors cannot be members of the doctoral committee. The details can be found at: > Link

(No entries for the Doctoral Committee yet)

> Add new member of the Doctoral Committee (max. 5)

> Set up Supervisory Committee as Doctoral Committee

Chair

Please indicate who should act as chair. The chair ensures the correct course of the doctoral examination procedure. He/she does not write an expert report and does not participate in the doctoral examination with content-related questions. ⓘ

> Enter Chair

The chair has to be a professor with the faculty internal right to confer a doctorate, who has not yet had anything to do with the doctoral project (emeritus professors and adjunct professors are not eligible)

related questions. ⓘ

Minute Taker

Please indicate who should act as minute taker. The minute taker is responsible for the minutes during the doctoral examination. ⑦

Title	
First name	
Last name	
E-Mail	

> Save minute taker

< back   save   > forward

Members of UZH who hold at least a doctoral degree may act as Minute Taker.

toral examination. ⑦

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Information on the exam

Desired date of examination

Please specify the desired examination date and time here. The expert reports must be received 14 days before the examination date. Therefore, discuss the examination date with all involved parties (members of the doctoral committee, chairperson, and minute taker).

Date	30.08.2024
Time	09:00

Video conference

As a rule, the doctoral student and at least two members of the Doctoral Committee, as well as the chair and minute taker, must be present on site. Possible exceptions will be published on the website: > Link

☐ I would like to hold a video conference

Joining via video conference

[ ]

< back   save   > forward

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The postal address relevant for sending the final documents is the one recorded in the student portal. Please keep it up to date: > Link

You will receive the invitation to the graduation ceremony by e-mail. If you are no longer working at UZH at that time, it will be sent to the following private e-mail address:

Private e-mail address	

< back   save   > forward

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Submission

Create a reading version of your application for completion: › Create a reading version

Dissertation (submitted copy)

Definite title of the Dissertation

Das ist ein Testprojekt.

This copy will be sent to your Doctoral Committee by the Graduate School for review. Before uploading, please include the official title page and the form "Cumulative Dissertation" (not applicable for monographs). You can find the templates here: › Link

Datei auswählen | Keine ausgewählt

Statement of independence

☐ I hereby declare that this written work submitted by me is an original work written by myself, without any unauthorised aid, and in my own words. If it is a work by several authors, I confirm that the corresponding parts of the work are correctly and clearly marked and clearly assigned to the respective author. I confirm that this work has not been submitted elsewhere for the purpose of a doctorate.

Submit Application for Completion

You cannot submit the application until you have uploaded your dissertation and submitted the statement of independence.

Clicking on the "Submit Application for Completion" button below will open the application for your principal supervisor. Immediately after submitting, please prompt her/him to log in as well and review her/his application. Subsequently, your co-supervisors must also be informed and agree to the application.

Once you have clicked on "Submit Application for Completion" below, an additional button will appear, and you will be able to notify your supervisors directly with an email.

Once the last member of the supervisory committee has approved, the application is automatically sent to the Graduate School for review.

The review may take a few days. All parties involved will be notified of approval via email.

> Submit Application for Completion

< back   save

As soon as the application for completion has been submitted, the following view appears together with the option to inform the members of the supervisory committee directly about the necessary review of the application.

submitted on 13.06.2024 15:34

Please log out now.

Approval by Supervisory Committee

	not yet agreed	> notify
	not yet agreed	> notify

Confirm that an automatic reminder e-mail with direct access ×
to the Online Doctoral Services will be sent to the following
member of the Supervisory Committee: _____

    (Email: _____)

> Preview of e-mail

Abbrechen   Akzeptieren

Preview of e-mail to _____ ×

Dear _____

The application for completion for the dissertation project of _____
_____ has been submitted for review. As a member of the
supervisory committee, you are now invited to access and review the application
directly via the following link:

(Link visible only to members of the Supervisory Committee)

This direct access will be valid for 48 hours. For security reasons, the direct access
should only be used by you and should not be made available to third parties.

After the 48 hours have expired, you can log in to Online PhD Admin Services at any
time via your account and check the application for completion:
https://www.phil.uzh.ch/en/studies/doctorate/onlineservices.html.

Best regards,

Team Graduate School
University of Zurich
Faculty of Arts and Social Sciences

close