



Doctoral Program Care & Rehabilitation Sciences

Guidelines for Supervisors of Dissertations

As a supervisor of a dissertation, you assume responsibility for doctoral candidates and have a significant influence on the success of a doctoral project. As a supervisor, you take on various roles in addition to the professional supervision. Among other things, you take on a support, advisory, teaching, but also an examination role.

Below you will find a rough overview of the formal tasks that arise for you when you take on the supervision of a dissertation:

Before the Start of the Dissertation

- Ensure funding of salary for doctoral students over three years, incl. completion and signing of funding confirmation (see template)
- Support in the preparation of the project outline for the dissertation
- if possible, presence at the application interview before the Doctoral Program Committee

Within the first six Months

- Preparation and signing of the job description in case of employment of the doctoral candidate (including individual job specifications ("Pflichtenheft") in case of employment at the UZH)
- Discussing of the composition of the Doctoral Committee with the doctoral candidate in accordance with §9 PVO and section 6 of the Doctoral Program Regulations
- Compilation of the curriculum together with the doctoral candidate (especially individual requirements and elective modules)
- Convening the first meeting of the Doctoral Committee
- Signing of the Doctoral Agreement

During the Doctorate

Supervision of Doctoral Candidates

- Ensuring the professional supervision of the doctoral candidate and the adherence to scientific standards as well as the time management of the dissertation project
- Regular discussions with the doctoral candidate about the progress of the dissertation project
- discussion of milestones and objectives as well as planning of the project, including possible publications during the meetings
- Ensuring enough research time



Career Discussions

- Regular (at least once a year) career discussions with the doctoral candidate, ideally with written documentation.
- Organisation of the doctoral studies
- Compatibility of family and career
- in particular, highlighting career opportunities, also outside academia
- Support in planning regular meetings of the doctoral committee (once per year, in case of part-time see Doctoral Program Regulations section 7; schedule of meetings see below and the checklist available online)

Meetings of the Doctoral Committee

- Convening the meetings together with the doctoral candidates (organization by doctoral candidates)
- Doctoral candidates must send a written report on the progress of the project to the Members of the Doctoral Committee before the meetings.
- Die Promotionskommission diskutiert zusammen mit der oder dem Doktorierenden den Fortschritt des Projekts und die weiteren Schritte bis zum Abschluss der Dissertation, inkl. der Erwartungen
- The Doctoral Committee discusses together with the doctoral candidate the progress of the project and the further steps until the completion of the dissertation, incl. the expectations
- The doctoral candidate is given the opportunity to speak individually with the members of the doctoral committee (without the presence of the Supervisor or the Chairperson of the Doctoral Committee)

On Graduation from the Doctorate

- Writing an expert opinion
- Sitting on the examination board of the doctoral exam
- if possible, announcement of the defense in the institute / clinic

Useful Informationen:

[Instructions for Thesis Committee Meetings](#)
[Best-Practice for Doctoral Education at the UZH](#)
[LERU Good Practice Elements in Doctoral Training](#)
[Salzburg II Recommendations](#)