Information on the Graduation Process in the Care and Rehabilitation Sciences Doctoral Program

I. General Information

Title

The title of Dr. sc. med. is awarded by the Faculty of Medicine upon application by the Chairperson of the Doctoral Committee. The English translation is PhD. The title is awarded only after the submission of the mandatory copies and with the delivery of the diploma. The current status of this information sheet refers to the Ordinance on Obtaining a Doctoral Degree dated Sep 06, 2021 and the Doctoral Program Regulations dated Feb 09, 2022.

II. Writing of the Dissertation

Form of the Dissertation

The dissertation is a cumulative dissertation that combines several original works, with at least one publication with first authorship published or accepted for publication in an internationally recognized scientific journal for the respective field. First authorship may be shared and the dissertation should include a maximum of three publications. The Doctoral Committee is responsible for determining special requirements for cumulative dissertations (such as number and scope of publications). The doctoral candidate must write an introduction and a discussion. For the outline, follow the dissertation template available on our website.

The following structure serves as a template:

- Title Page (German or English, please use the template of the Faculty of Medicine)
- Table of Contents
- Abstract
- Introduction (2-5 pages)
- Publication Reference
- Publications (embedded, if possible as PDFs from the journal, observe copyright and, if necessary, obtain permission from the publishers) or single chapters
- Discussion (2-5 pages)
- Short description of own contribution to the publication(s) (max. half a page per publication)
- Bibliography

- Acknowledgements
- CV: - Date of birth, Name according to passport/ID

  - Schools (primary school, secondary school, grammar school and places)

  - Matura typus or supplementary examination to the Federal Matura (for A-level exams abroad indicate the official name)

  - Start and end of studies, subjects and name of universities, the degree must be mentioned as such,

  - for the degree in medicine: year of the federal examination. Name of the university where the Federal Examination was taken.

  - Professional activity (until current date)

Formal Regulations

There are no formal requirements for the text layout (line spacing, margin settings, placement of figures, etc.).

Numbered titles and subtitles must correspond to the work and be listed completely. There are no regulations concerning the design of the bibliography. However, it should follow a common format (e.g. author-year system).

Information on the handling of acknowledgements and dedications, the structure of the curriculum vitae and the abstract can also be found online on our website in the template of the dissertation.

Language

The dissertation must be written in German or English. The Doctoral Committee can approve the writing in another language.

Title Page

Please use the title page provided online.

Notice

Look at dissertations that have already been accepted (e.g. from other PhD programs at Life Science Zurich Graduate School).

Before Handing in the Dissertation

- Make sure that you have followed all the guidelines and check the naming of the

institute/clinic and the title of the Supervisor and/or Chair of the Doctoral Committee for correctness.

- On the title page, you only need to state the first name according to the passport/ID. This also applies to the curriculum vitae.
- Check the numbering in the table of contents and whether it matches the page numbers.
- Make the CV consistent, chronological and up-to-date. The CV should not exceed one A4 page.

III. Handing in and Doctoral Exam

Graduation Procedure

The Doctoral Committee recommends the completion of the doctoral degree at the last meeting. The process, i.e. submission and registration for the doctoral examination, should be started at least ten weeks prior to the doctoral examination

Registration for Graduation

1. The registration for the doctorate is initiated by submitting the dissertation to the Members of the Doctoral Committee and to the Dean's Office of the Faculty of Medicine, addressed to the Coordinator of the Doctoral Program Care and Rehabilitation Sciences (electronically as PDF to care-and-rehabilitation-sciences@dekmed.uzh.ch). Please submit at the same time an overview of the ECTS credits earned and confirmation of teaching activities (or clinical activity).

2. The Chairperson of the Doctoral Committee shall write an expert opinion on the dissertation. If the Chairperson of the Doctoral Committee and the Supervisor of the dissertation are different persons, the expert opinion must be written jointly. The chairperson of the doctoral committee shall in any case arrange for an additional external expert opinion to be obtained. The expert opinions should be received by the Dean's Office within three weeks of registration for the doctorate.

3. The dissertation and the expert opinions and thus the admission to the doctoral examination are confirmed by the Doctoral Program Committee. The exam can only take place after the submission of the statement (usually eight weeks after the registration).

Doctoral Exam and Public Presentation

1. The doctoral candidate arranges a date for the doctoral exam (at least ten weeks

after submission of the dissertation) and organizes the rooms. The Members of the Doctoral Committee as well as another faculty member, who is invited by the Chair of the Doctoral Committee, act as examiners. The examination board is headed by the Chair of the Doctoral Committee.

2. The doctoral candidate summarizes the results of the dissertation in English in an approximately 30-minute presentation given at a public event. The presentation is followed by questions from the audience.

3. The presentation is followed by a non-public questioning of maximum one hour duration by the examination board about the contents of the dissertation, the scientific area of the work as well as about basic knowledge acquired in the curricular part. Possible corrections of the dissertation are also discussed.

Graduation

1. Within 2 weeks after passing the doctoral exam, the Chairperson of the Doctoral Committee sends a written statement of acceptance to the Faculty of Medicine. The statement shall be accompanied by: Final version of the dissertation, protocol of the doctoral examination, expert opinions, overview of ECTS points, confirmation of teaching activities (or clinical activity). With these documents, the dissertation is put on the agenda for the meeting of the Faculty Assembly. After the meeting, the dissertation is available for review at the Dean's Office for 14 days.
2. If the Faculty Assembly has approved the dissertation, the doctoral candidate will receive the approval for printing ("Gut zum Druck") from the Dean's Office after the objection period has expired. Within two years, the required deposit copies of the final dissertation as well as an electronic version must be submitted to the Central Library, otherwise the thesis will not be legally valid. For the submission of the electronic dissertation, please follow the instructions of the Central Library: https://www.zb.uzh.ch/en/services/dissertationen-habilitationen-und-master-uzh (as PDF-A with declaration of consent to hochschulschriften.uzh@zb.uzh.ch)
3. The doctoral candidates are obliged to be enrolled until the diploma is issued.

Assessment of the Doctoral Exam

The exam is graded as "passed" or "failed.

Mandatory Copies

The doctorate becomes legally valid if the deposit copies of the approved dissertation are submitted within two years after the completion of the doctorate. Please observe the printing regulations of the Faculty of Medicine and the Zurich Central Library:

http://www.med.uzh.ch/de/Promotion.html#17

https://www.zb.uzh.ch/en/services/dissertationen-habilitationen-und-master-uzh

Paper: If possible double-sided printing, format A4 or A5

Binding: Pressboard brochure (Front and back cover with 1 mm press fit lid) or cardboard or fabric tape

Unacceptable binding: Xerox hardcover (clamp binding), spiral binding, cross stitching, thin covers.

Title page: Put with reduced size (A5) on the front cover, logos may only be used after consultation with the respective organization. https://www.cd.uzh.ch/de/basics/uzh-logo.html

Important: A form will be provided by the Program Coordinator for the submission of the deposit copies. In total, the following deposit copies must be submitted:

1 Copy	Chair of the Doctoral Committee
1 Copy	Supervisor
1 Copy	HBZ – Medizin Careum
3 Copies (1 digital)	Central Library Zürich
1 Copy, signed by the Chair of the Doctoral Committee	Dean's Offcie