



## **Instructions for Thesis Committee Meetings**

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Thesis committee meetings have to be organized once a year. It is the student's responsibility to organize them.

### **Before the Meeting**

- ✓ Search a date and organize a room (the meeting takes about 1 hour). Start searching a date 3 months in advance.
- ✓ Send a research/progress report to the doctoral committee (2 weeks before the meeting, 4-6 pages).
- ✓ Prepare update of teaching activities/clinical work.
- ✓ Prepare update of earned ECTS points.
- ✓ Prepare a presentation for the meeting.

### **During the Meeting**

- ✓ Present your dissertation project (e.g. progress, next steps).
- ✓ Update doctoral agreement (discuss all questions/points) and meeting report.
- ✓ Present teaching activities/clinical work and get approval.
- ✓ Present earned ECTS points and discuss planned ECTS points.

### **After the Meeting**

- ✓ Complete doctoral agreement and have it signed by all committee members.
- ✓ Complete committee meeting report and have it signed by the chair and direct supervisor.
- ✓ Send signed agreement and report together with the confirmation of teaching activities/clinical work to the program coordinator. The report, which you send to the committee before the meeting, must also be submitted to the program coordinator.

Templates for the doctoral agreement, the report and confirmation teaching activities/clinical work are available online on the website of the doctoral program. For any questions, please contact the program coordinator: Nadine Heinz, [care-and-rehabilitation-sciences@dekmed.uzh.ch](mailto:care-and-rehabilitation-sciences@dekmed.uzh.ch) / +41 44 634 75 63.