



## **Information on Completing a Thesis in the Doctoral Program Clinical Science (according to the old Doctoral Regulations of March 21, 2016)**

### **I. General**

#### **1. Legal Basis**

This information sheet summarizes the Promotion Ordinance for Dr. sc. med. (dated September 6, 2021) and the Doctoral Regulations of the Doctoral Program Clinical Science (dated March 21, 2016). The requirements for successful completion can be found in the Doctoral Regulations clause 5.1.

#### **2. 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 deposit copies have been handed in and the certificate has been handed over.

#### **3. Type of Dissertation**

The dissertation consists of a monograph. As a cumulative dissertation, it may combine various original articles. Please find the detailed regulations for the cumulative dissertation in the Doctoral Regulations of the Doctoral Program Clinical Science clause 5.1 item a.

### **II. Thesis Writing**

#### **1. Language**

The dissertation must be written in German or English. The doctoral committee may approve the dissertation in another language.

#### **2. Title Page**

Please use the title page template available for download on the website. The template fulfils all formal requirements. The link to the website is: <https://www.med.uzh.ch/en/doctoralprograms/clinicalscience.html>

#### **3. Outline**

Cumulative theses must add a general introduction and a general discussion and outlook to the original articles. A cumulative thesis contains the following sections:



- Title page
- Table of contents with page numbers
- Proof of publication
- Abstract
- Introduction
- Publication(s) (printed out from the journals)
- Discussion and outlook
- Presentation of the author's own contribution to the publication(s) (contributions)
- List of abbreviations (optional)
- List of tables
- List of figures
- List of references
- Acknowledgements and dedication (optional)
- Curriculum vitae

The coordinator of the doctoral program Clinical Science can provide an example thesis that has already been accepted.

#### 4. Curriculum Vitae

The cumulative thesis must include a brief curriculum vitae in tabular form. This appears on the final page and may not be longer than one A4 page. The following information must be listed chronologically:

- First name and surname according to passport or ID
- Full date of birth (day, month, year)
- Schools (primary school, secondary school, grammar school) and locations
- Type of school-leaving certificate (*Matura*) or supplementary examination to the Federal *Matura*. For school-leaving certificate abroad, state the official name.
- Start and end of studies, subjects studied, and names 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 to current date

#### 5. Formal Requirements

There are no formal regulations for the layout of the text such as line spacing, margin settings, and placement of illustrations. There are no rules for the design of the bibliography. It should correspond to a common format, such as the author–year system. The table of contents is to be inserted at the beginning of the work. The respective sections of the dissertation publication must be listed in a table of contents with page references. Numbered titles and subtitles must correspond to the work and be listed in full.

### III. Completion and Doctoral Examination

As stated in the Doctoral Regulations under clause 6.1, the PhD committee recommends the completion of the doctorate at its final meeting. At the third meeting with the PhD committee, a decision is made whether the thesis has progressed far enough for completion. The process of completion takes several steps, the order of which must be strictly adhered to (see Fig. 1).

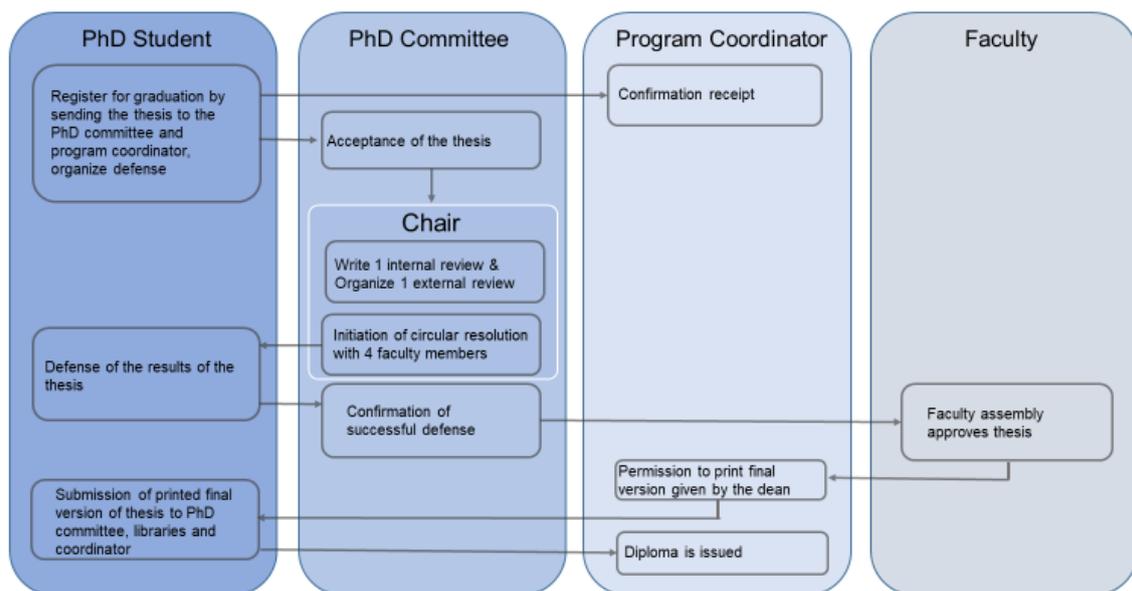


Fig. 1: Schematic of the completion process with responsibilities (program's own illustration)

#### 1. Before Submitting the Dissertation

- Make sure that you have complied with all requirements and check that the name of the institute/clinic and the title of the director are correct.
- On the title page you only have to enter the first name according to your passport/ID. This also applies to your curriculum vitae.
- Check the numbering in the table of contents and whether it matches the page numbers.
- Make the curriculum vitae uniform, chronological and up-to-date. The curriculum vitae must not exceed one A4 page.

#### 2. Registration for the Doctorate

Registration for the doctorate takes place by submitting the thesis to the members of the PhD committee and to the Dean's Office of the Faculty of Medicine for the attention of the coordinator of the doctoral program Clinical Science. Please also submit an overview of the ECTS credits acquired and the teaching activities. The members of the PhD committee decide whether to accept the thesis.



### **3. Expert's Opinion and Circular Resolution**

The chairperson of the PhD committee writes an internal expert's opinion. If there is a supervisor of the thesis in addition to the chairperson of the committee, he or she draws up an internal experts' opinion together with the chairperson. The chairperson of the PhD committee arranges for an external expert's opinion to be obtained.

The thesis and the two experts' reports are confirmed by circular resolution by four faculty members, whose selection is responsibility of the chairperson of the PhD committee. The period for the circular resolution is approximately two to three weeks. The completed circular resolution is a prerequisite for the doctoral examination.

### **4. Doctoral Examination and Final Presentation**

The PhD candidate arranges a date approximately six weeks after registration for the doctoral examination and organizes the premises. The members of the PhD committee act as examiners under the direction of the chairperson of the PhD committee. The PhD candidate summarizes the results in a short presentation to which the public is admitted. After the presentation, time is allowed for discussion. This is followed by questions about the content of the thesis, the scientific area of the work, and basic knowledge acquired in the curricular part. The public is excluded from this part of the examination. Any corrections or improvements to the thesis are also discussed. The result of the doctoral examination is recorded on a pass/fail form.

If this part of the examination is not passed, a one-off repetition within 6 months is possible. If comprehensive revisions of the dissertation are necessary, these should be reviewed by the head of the doctoral committee.

### **5. Approval by the Faculty Assembly**

The chairperson of the PhD committee writes a statement on the acceptance of the thesis to the Faculty of Medicine. The statement is accompanied by the final version of the thesis, the proof of passing the doctoral examination, both experts' opinions, the circular resolution, the overview of ECTS credits, and the document of teaching activities. The thesis is placed with these documents on the agenda for the meeting of the Faculty Assembly. After the meeting, the thesis is available for review at the Dean's Office for 14 days. This period is referred to as the review period.

### **6. Deposit Copies**

After the end of the review period, the Dean approves the printing of the deposit copies. Within two years, the deposit copies of the final thesis must be distributed according to the distribution key. The doctoral certificate may only be issued after the distribution of the deposit copies. Please note the printing regulations of the Faculty of Medicine, available at <http://www.med.uzh.ch/de/Promotion.html#17>.

According to § 28 para. 1 the Regulations on the Modalities of the Enrolment Procedure and Semester Enrolment (RüMIS) PhD students are obliged to remain enrolled until the degree is awarded (diploma date).