

Translation of “Detailbestimmungen des D-ERDW zum Doktoratsstudium”

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Further information: Departmental Studies Office ERDW

## Detailed Regulations on Doctoral Studies in the Department of Earth Sciences

*In accordance with Art. 25 of the Ordinance on Doctoral Studies at the Swiss Federal Institute of Technology Zurich (Ordinance on Doctoral Studies ETH Zurich of July 1, 2008, hereafter referred to as DVO)*

### **Art. 1 Doctoral Committee (as in DVO Art. 4)**

The doctoral committee of the Department of Earth Sciences is composed of 3 professors. They are elected by the department conference in accordance with Art. 20 D-ERDW Rules and Procedures for a term of two years. Re-election is possible. The composition of the doctoral committee must be reported to the Rector.

### **Art. 2 Provisional Admission (as in DVO Art. 9)**

The doctoral committee reviews the scientific qualifications on the basis of the candidate's dossier (Art. 9 Para. 2 DVO) and stipulates any additional entrance requirements. In general, these consist of oral examinations in the scientific fields relevant to the PhD thesis.

### **Art. 3 Final Admission (as in DVO Art. 12, 13)**

In order to ensure that candidates possess sound qualifications for postgraduate studies, all are subject to examination by the Department of Earth Sciences prior to final admission, in accordance with DVO Art. 13 Para. 3. This internal examination is part of the Proposal Defense and is based on the research plan.

### **Art. 4 Proposal Defense (as in DVO Art. 13 Para. 3)**

- a. Doctoral candidates in the D-ERDW are required to give a Proposal Defense, during which they present background information, the scientific focus, the broader context, and the aims of their thesis work, as well as what they have achieved to date, followed by a discussion. The Proposal Defense is a supplementary requirement leading to final admission to the doctoral program, as outlined in Art. 13. Para 3 of the DVO.
- b. Three examiners are selected, at least one of whom must be a professor from the Department ERDW. The examination committee consists of the thesis supervisor, the mentor, and further experts, at least one of whom is not part of the research group concerned. The examination committee is approved by the doctoral committee upon recommendation of the thesis supervisor.
- c. Prior to the Proposal Defense a preliminary version of the research plan is submitted to the thesis advisor and the examining professors.
- d. The Proposal Defense takes place within 9 to 12 months after doctoral studies have begun.
- e. Procedure:
  1. A public lecture of 30 minutes maximum.
  2. A discussion open to the public.
  3. A 30-minute long period, closed to the public, during which the examiners pose questions to the candidate. Professors and the thesis mentor may attend, and question the candidate after the examiners. The questions posed relate mainly to the background, the aims, and the manner in which the candidate intends to proceed.
  4. Consultation among the examiners, professors and mentor of the thesis project. Failure to pass is determined by a simple majority.
  5. The candidate is informed immediately of the decision, and in the event that admission requirements fail to be met, detailed reasons are given.
- f. If the candidate does not pass the Proposal Defense, it may be repeated once within a period of 3 months.

- g. Upon passing the Proposal Defense, the final version of the research plan is completed, signed by the thesis supervisor and submitted to the doctoral committee for approval, as per Art. 12 Para. 3 DVO.

**Art. 5 Co-examiners (as in DVO Art. 15)**

The doctoral committee reviews the recommendation by the thesis supervisor and notifies the Rector of its approval. Prior authorization by the department conference is required if any of the co-examiners are not elected ETH professors (Art. 7 Para. 4 D-ERDW Rules and Procedures). At least one co-examiner needs to have been appointed at the latest 2 years after the candidate's provisional admission to the doctoral program (Art. 15 Para. 2 DVO).

**Art. 6 Pursuit of the Doctoral Thesis beyond the ETH Domain (as in DVO Art. 16)**

If a doctoral candidate wishes to conduct research at an external institution, the doctoral committee, at the recommendation of the thesis supervisor, investigates the general conditions for carrying out doctoral studies there, and decides whether approval can be given, as per Art. 16 Para. 2 DVO. The doctoral committee informs the Rector of its decision.

**Art. 7 The Earning of Credits during Doctoral Studies (as in DVO Art. 22)**

- a. Doctoral candidates must earn a minimum of 12 credits during their doctoral studies. One credit corresponds to a workload of between 25 and 30 hours. At least one-third of the required credits must be obtained outside the candidate's own field of expertise (Art. 22, Para. 6 DVO).
- b. The courses offered for doctoral studies in the Department of Earth Sciences include all of the required and optional courses for the Master's program in Earth Sciences, as well as for the certificate program in applied earth sciences.
1. Courses which have been completed successfully as part of a Master's program do not count as credits toward the doctorate.
  2. Two credits are awarded for the presentation of a lecture at colloquia or seminars in the Department or the Institute.
  3. Two credits are awarded for the discussion or the presentation of a poster at a national or international symposium.

For continued studies in a field related to the doctorate, special regard is given to deepening or expanding the knowledge and skills required for the candidate to successfully complete the doctorate.

- c. Upon consultation with the thesis supervisor, the doctoral candidate may acquire credits by taking special courses in other departments which enhance personal or professional development.
- d. The doctoral committee decides, at the recommendation of the thesis supervisor whether the qualifications acquired outside of the ETH Zurich can be accepted toward the doctorate.
- e. Active participation in committees and workgroups at the ETH can be recognized in the form of credits.
- f. Credits acquired as part of an admissions examination do not count toward the doctorate. The credits shown on the Didactic Certificate can be counted upon approval of the doctoral committee.
- g. The Study Administration Office is responsible for verifying the recognized credits, as indicated in the ETH Study Overview or in the Course Attendance Attestation for doctoral students. Studies at an external institution must be approved beforehand in writing by the supervisor. At the latest upon submission of the doctoral thesis to the Office of the Rector (10 workdays before the examination), the doctoral candidate must provide complete written documentation along with registration for the doctoral examination. The study administration office reviews the documentation and confirms the credits.

**Art. 8 Doctoral Examination (as in DVO Art. 27)**

1. The doctoral examination in the D-ERDW is open to the public, however, the chairperson may stipulate that only persons with a doctorate attend the exam. The exam is of at least one hour duration and consists of:
  - a) A presentation by the candidate of the research results lasting no more than 30 minutes.
  - b) An oral examination, during which the members of the examination committee pose questions of the candidate in the following order: first the examiner, then the first co-examiner, the second co-examiner, and so on. The order may be altered with the agreement of the chairperson, who may also pose questions.
  - c) The chairperson then opens the questioning to other persons with a doctorate. The chairperson is entitled to disallow certain questions and thus exclude the answers from being considered in the final evaluation.

2. The doctoral examination may be conducted in either German or English.
3. The oral examination may be announced once confirmation of the date and participation has been received by the departmental studies office from the chairperson and the members of the examination committee by e-mail at the latest 10 days prior to the examination. Further, at least 3 days before the examination, the examiner and the co-examiners must confirm by e-mail that the doctoral thesis is approved for oral examination. At the latest before the examination begins, their signed reports must be submitted to the chairperson. When it is over, these reports are forwarded by the chairperson to the departmental studies office. In the event of a problem, the chairperson seeks consultation with the prorector.

#### **Art. 9 Evaluation of the Doctoral Thesis**

1. When the oral examination is completed, all faculty members are invited by the committee to participate in a discussion of the thesis. The examination committee alone decides whether the doctoral candidate has passed the examination, and with or without distinction. The chairperson informs student administration of this decision.
2. The department conference approves or denies the request for awarding of the doctoral degree, and notifies the Study Conference of its decision.
3. Upon authorization by the department conference, student administration forwards the original documents (thesis assessment and result of the doctoral examination) to the Office of the Rector.