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**Doctoral Program Regulation on the Conferral of the Degree of Doctor of Veterinary Medicine and Philosophy (DVM, PhD) from the Vetsuisse Faculty of the University of Zurich (Doctoral Program Regulation)**

(Dated 28 March 2018)\*

## **1. General Provisions**

### **§ 1 Scope of Application**

<sup>1</sup> This Doctoral Program Regulation represents the implementing provision of the Ordinance on the Conferral of the Degree of Doctor of Veterinary Medicine and Philosophy (DVM, PhD) from the Vetsuisse Faculty of the University of Zurich.

<sup>2</sup> In particular, it sets out the requirements that must be fulfilled to gain a doctorate, the details of the related examinations and doctoral thesis, as well as the awarding of ECTS credits for the doctoral program at the Vetsuisse Faculty of the University of Zurich, which takes place as part of the cooperation with the Graduate School for Cellular and Biomedical Sciences at the University of Bern (hereafter referred to as GCB).

### **§ 2 Copyright to Student Work**

<sup>1</sup> In principle, the copyright to student work belongs to the doctoral candidates.

<sup>2</sup> Upon submitting work, doctoral candidates relinquish the copyrights to the University of Zurich to the extent necessary for administrative actions such as plagiarism detection or archiving.

<sup>3</sup> Before publishing work, doctoral candidates are required to inform their thesis supervisor.

<sup>4</sup> The thesis supervisor may impose additional requirements on the publication.

\* Faculty Assembly at the University of Zurich's Vetsuisse Faculty

## **2. Application Process and Admission**

### **§ 3 Application Process**

<sup>1</sup> Doctoral candidates at the University of Zurich who want to apply for the doctoral program must successfully undergo a preliminary evaluation at the University of Zurich.

<sup>2</sup> The preliminary evaluation consists of an interview with the Vice Dean of Studies or the Vice Dean of Research at the University of Zurich's Vetsuisse Faculty in German or English. Where applicable, the Vice Dean of Studies may invite other people to the interview. In particular, the interview will focus on the following:

- a. Project proposal
- b. Time management
- c. Financing
- d. Supervision

<sup>3</sup> The application for acceptance to the doctoral program must be submitted to the GCB office together with confirmation of the preliminary evaluation that was conducted.

<sup>4</sup> The confirmation of admission will be forwarded from the GCB to the University of Zurich's Vetsuisse Faculty.

### **§ 4 Admission to the Doctoral Program**

<sup>1</sup> Definitive admission to the doctoral program can only take place if the confirmation of admission has been issued by the GCB.

<sup>2</sup> Admission may be granted with restrictions involving up to 12 ECTS credits if the candidate's educational background in the main research field is insufficient.

### **§ 5 Matriculation**

The doctoral candidates matriculate at the University of Zurich.

## **§ 6 Supervision**

Doctoral candidates are supervised by the thesis supervisor. The co-advisor is proposed by the thesis supervisor and determined by the Expert Committee. The mentor represents the GCB on the thesis committee and is determined by the Expert Committee.

## **3. Study Program Elements, ECTS Credits, Assessments**

### **§ 7 Study Program Elements**

<sup>1</sup> The study program elements of the doctoral program include courses with assessments of at least six ECTS credits. Courses are defined by the GCB and are individually determined in the doctoral agreement by the thesis committee.

<sup>2</sup> The thesis committee ensures that the doctoral candidate actively participates in lab meetings and journal clubs and has the opportunity to present research work at professional meetings.

<sup>3</sup> Courses are booked in accordance with the requirements of the offering university.

### **§ 8 ECTS Credits**

<sup>1</sup> Academic achievement is measured in accordance with the European Credit Transfer and Accumulation System, ECTS. One ECTS credit corresponds to an expected average workload of 30 hours.

<sup>2</sup> A given number of ECTS credits (in whole numbers) is assigned to each module; the number of credits corresponds to the expected average workload required to successfully complete the module.

<sup>3</sup> Students must pass a predefined assessment to be awarded ECTS credits. No ECTS credits are awarded for simply attending a module.

<sup>4</sup> The number of ECTS credits assigned to a module is always awarded in its entirety; partial credit is not awarded.

### **§ 9 Structure and Modalities of Assessments**

Uniform modalities for completing a given assessment are defined for all doctoral candidates.

## **§ 10 Administration of Course Loads**

<sup>1</sup> The course load of doctoral candidates matriculated at the University of Zurich is supervised from an academic perspective by the GCB and as regards formal aspects by the University of Zurich's Vetsuisse Faculty. Doctoral candidates are responsible for ensuring that the information is provided to the University of Zurich and the GCB.

<sup>2</sup> Doctoral candidates report the lectures and courses which they have passed and not passed to the Office of the Dean of the University of Zurich's Vetsuisse Faculty once per semester.

## **§ 11 Inability to Attend, Incomplete Assessment, Unexcused Absence**

<sup>1</sup> If compelling, unforeseeable and inevitable events preventing a student from taking an assessment of the study program elements of the doctoral program arise before the assessment is held, or if a student has been granted a leave of absence or a suspension of matriculation, this information must be communicated to the body responsible for the assessment.

<sup>2</sup> If such an event occurs immediately before or during an assessment, this information must be communicated to the Office of the Dean of the University of Zurich's Vetsuisse Faculty.

<sup>3</sup> In principle, it is not possible to assert retrospectively a claim for the inability to take an assessment if the assessment has already been taken.

## **§ 12 Procedures in Case of Inability to Attend, Incomplete Assessment, Unexcused Absence**

<sup>1</sup> In all cases, a written request stating the reasons for canceling an assessment must be submitted no later than two working days after the date of the assessment; proof of reason (e.g. a doctor's note) must also be submitted to the body responsible for the assessment and the Office of the Dean of the University of Zurich's Vetsuisse Faculty at this time.

<sup>2</sup> In the case of assessments that take place over a longer period of time (especially papers), an extension request may be submitted to the GCB prior to the deadline for the assessment.

<sup>3</sup> The GCB decides whether to approve the request. If the request is denied, the assessment is given a failing grade.

<sup>4</sup> In case of doubt, an independent physician may be consulted.

<sup>5</sup> The assessment is deemed to have been failed in the case of an unexcused absence or when a request is not submitted within the deadline, or if it has not been canceled in time.

## **4. Doctoral Thesis, Defense and Evaluation**

### **§ 13 Doctoral Thesis**

<sup>1</sup> In addition to the published or submitted manuscripts, the doctoral thesis includes a detailed introduction on the topic of the thesis as well as a full discussion of the results of the work.

<sup>2</sup> The doctoral thesis includes a CV with a list of publications and a plagiarism statement.

<sup>3</sup> The GCB must be listed as the affiliation for all PhD-relevant publications by Zurich students.

### **§ 14 Assessment**

<sup>1</sup> Thesis supervisors and co-supervisors each provide an independent assessment for the competent Expert Committee, taking account of the following aspects:

- a. Presentation of the work in the thematic environment and correct citation of the literature
- b. Scholarly quality
- c. Scholarly independence/autonomy
- d. Formal elements (linguistic and structural)

<sup>2</sup> The assessments include a grade in accordance with § 14 (evaluation) of the Ordinance on Obtaining a Doctoral Degree.

### **§ 15 Thesis Defense**

The thesis defense is graded on the basis of the arithmetic mean of the grades provided by the thesis supervisor, the co-supervisors and the mentors. The rounding rule in accordance with § 18 para. 3 is applied. The thesis defense is deemed passed with a grade of 4 or more.

## **§ 16 Evaluation of the Doctoral Thesis**

<sup>1</sup> The doctoral thesis is given an overall grade. This grade is based on the arithmetic mean of the:

- Evaluation (grade) of the doctoral thesis by the thesis supervisor
- Evaluation of the doctoral thesis by the co-supervisor
- Evaluation of the thesis defense by the examiners

<sup>2</sup> Academic achievement in the individual courses is not included in the overall grade of the doctoral thesis.

<sup>3</sup> The following rounding rule is applied to the overall grade of the doctoral thesis:

5.75 to 6.00	Grade of 6
5.25 to <5.75	Grade of 5.5
4.75 to <5.25	Grade of 5
4.25 to <4.75	Grade of 4.5
4.00 to <4.25	Grade of 4
3.25 to <4.00	Grade of 3.5
2.75 to <3.25	Grade of 3
2.25 to <2.75	Grade of 2.5
1.75 to <2.25	Grade of 2
1.25 to <1.75	Grade of 1.5
1.00 to <1.25	Grade of 1

## **§ 17 Publishing the Doctoral Thesis**

<sup>1</sup> The doctoral thesis may be published by providing three deposit copies to the Zentralbibliothek Zürich.

<sup>2</sup> A printed copy must be provided to the GCB.

## **§ 18 Registering for Graduation with a Doctoral Degree**

Doctoral candidates may register for graduation with their doctoral degree in the Office of the Dean of the Vetsuisse Faculty when they register for their thesis defense.