



## Guidelines for Submitting the Doctoral Thesis (Dr. med. vet.)

These Guidelines are an official annex to the valid Regulation on Obtaining the Degree of Doctor of Veterinary Medicine (Doctor medicinae veterinariae) at the Vetsuisse Faculty of the Universities of Bern and Zurich. It is updated and authorized by the Deans of Bern and Zurich.

Version dated 9. July 2024

by the Dean's Office Vetsuisse-Faculty University of Zurich



First name, family name, original title of the thesis

## Checklist (will be checked by dean's office)

The following documents are required to be presented at the Dean's Office of the Vetsuisse-Faculty UZH. Incomplete documents may be rejected.

- Correctly completed application form
- Confirmation of the supervisor of the presentation (defense) of the thesis
- Copy of diploma that qualifies to work as a veterinarian (when indicated the Global Location Number (GLN) of the register of medical professions)
- Proof of matriculation during the entire thesis period
- 5. Confirmation for a publication: Confirmation of receipt of the manuscript and initiation of the reviewing process, or „accepted for publication“ by the professional periodical
- Signed expert opinion of the supervisor
- Signed expert opinion of the co-supervisor  
(only for a submitted monograph or submitted publication manuscript)
- If the text of the thesis is submitted in the format of an article that has already been accepted for publication in a peer-reviewed professional journal, or has already been printed, a second expert opinion (co-supervisor) is not required.
- Receipt of payment of the fee for the doctoral degree
- Thesis printed and hole-punched or electronically as PDF
- Title page
- Abstract in English and summary in German (each copy with the signature and without the signature of the doctoral thesis supervisor)
- Word versions of abstract (English) and summary (German)  
max. 1'500 characters including spaces (to count the characters)
- CV (one copy dated and signed, one copy without date and without signature)
- Modules attended in connection with the doctorate may be submitted on a separate sheet (title, semester, institution, grades and ETCS Credits). They may be listed in the Academic Record. Modules reported thereafter will not be listed.

### Confirmation of receipt

The submitted documents for the conferral of a doctorate are complete and accepted by the Dean's Office for further processing.

Place, date

Signature dean's office



## Application form

The doctoral degree certificate is issued in the family name and first name registered in the UZH Student Administration Office, and is sent to the address held there.

Family name

First name

Place of origin and canton/country

Student ID number

Private address

Telephone

E-Mail

### Information about the Doctoral Thesis

Title

Academic supervisor

Doctoral thesis supervisor

Co-supervisor (if necessary)

The thesis is presented as a (please check the applicable item)

Monograph

Publication is planned

Submitted manuscript

Accepted manuscript



## Confirmation

### Public Presentation (Defense)

Name of event/course

Place/date of event/course

### By signing, we hereby confirm:

1. The public presentation (defense) took place.
2. The correctness of the information stated on the application form.
3. That this thesis has not been submitted to any other institution in order to obtain an academic title.
4. That the test of the dissertation for plagiarism did not provide evidence for scientific misconduct.
5. That the enrollment at the UZH is valid until the doctoral degree certificate is conferred.
6. Subsequent changes and corrections to the doctoral degree certificate will require the issuance of replacement documents. The word „Replacement“ is added to the document.
7. That the doctoral degree certificate is in German, with an English translation.

Place, date

Doctoral candidate

Place, date

Doctoral thesis supervisor



### Fee for a Doctoral Degree

The fee for a doctoral degree is 500 (five hundred) Swiss francs.

### Bank Account Vetsuisse Faculty University of Zurich

Bank: Zürcher Kantonalbank, 8010 Zürich  
Account: 1100-0109.594 (BC 700)  
IBAN: CH51 0070 0110 0001 0959 4  
Swift-Code: ZKBKCHZZ80A  
In favor of: Cost Center 5000000, Account 413900  
Dean's Office Vetsuisse-Faculty UZH , 8057 Zurich  
Purpose of payment Name as on the application form and note:  
„Dr. Promo“ KST 5000000/413900 (must be stated)

### Scientific consultation

The dissertation is available for verification by faculty members in the Dean's Office. The scientific consultation is open for four weeks.

### Print approval

After successful completion of the scientific consultation and the agreement of the referee, the Dean's Office issues the OK to print.

The publishing must be done according to the instructions of the Zentralbibliothek Zurich.

<https://www.zb.uzh.ch/de/services/dissertationen-habilitationen-und-master-uzh>

### Required print copies of thesis

- 2 copies for the Dean's Office of the Vetsuisse Faculty UZH
- 2 copies for the Zentralbibliothek Zurich, Including of a USB-Stick with the dissertation on it as PDF/A ( <https://de.wikipedia.org/wiki/PDF/A> ) and a declaration of consent.

### Award of the Doctoral Degree

The candidates have completed all necessary steps when the Vetsuisse Faculty UZH and the Zentralbibliothek (ZB) have received their copies.

Only after the ZB has confirmed the receipt of the copies, the award of the title of „Dr. med. vet.“ through the University of Zurich is initiated. Before receipt of the diploma, the title cannot be borne.