



## **Guidelines for Submitting the PhD Thesis (Dr. sc. med. vet.)**

These Guidelines are an official annex to the valid Doctoral Degree Ordinance and Doctoral Program Regulation on the Conferral of the Degree of Doctor of Veterinary Medicine and Philosophy (DVM, PhD) from the Vetsuisse-Faculty University of Zurich in cooperation with the Graduate School for Cellular and Biomedical Sciences (GCB) of the University of Bern.

Version dated January 1<sup>st</sup>, 2019

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
- All the relevant documents for graduation
- Thesis assessment by supervisor
- Thesis assessment by external co-referee
- Thesis defense record
- Mid-term evaluation
- Study profile sheet UniBE
- Transcript of record UZH
- Complete thesis in PDF-format on a USB-Stick; including title page, table of contents and CV as specified by the guidelines of the individual doctorate
- Receipt of payment of the fee for the PhD degree
- Separate title page
- CV (dated/signed) as specified by the guidelines of the individual doctorate
- Acknowledgements (dated/signed)
- Declaration of originality (dated/signed)

### 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 Thesis

Title

Academic supervisor\*

Academic co-advisor\*

Mentor\*

External co-referee\*

Date Thesis Defense

\*First name, family name, academic title



First name, family name, original title of the thesis

## Acknowledgements

The doctoral candidate acknowledges by signing:

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

Place, date

PhD candidate



### Print approval

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

- 3 copies for the Dean's Office of the Vetsuisse-Faculty UZH
- 3 copies for the Zentralbibliothek Zurich, including a CD-ROM or DVD-ROM
- 1 copy for the GCB (in form of a PDF-File)

### 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. sc. med. vet.“ through the University of Zurich is initiated. Before receipt of the diploma, the title cannot be borne.

### 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: „PhD Promo“ KST 5000000/413900 (must be stated)