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Doctoral Program Regulation on the Conferral of a Doctorate in the Veterinary Medicine Doctoral Program Focus on Natural Sciences at the Vetsuisse Faculty of the University of Zurich (Doctoral Program Regulation)

(dated 20 March 2019)*

1. General Provisions

§ 1 Object

¹ This doctoral program regulation contains the detailed provisions on the Veterinary Medicine Doctoral Program Focus on Natural Sciences (Doctoral Program) at the Vetsuisse Faculty of the University of Zurich (VSF UZH) in the Framework of the Regulation on Obtaining the Degree of Doctor of Veterinary Medicine (Doctor medicinae veterinariae) of the Vetsuisse Faculty of the Universities of Bern and Zurich.

² In particular, it sets out the requirements that must be fulfilled to gain a doctorate, the details of the related examinations and thesis, as well as the awarding of ECTS credits.

§ 2 Degree

The successful conclusion of the doctoral program results in conferral of the degree “Doctor medicinae veterinariae” (Dr. med. vet.). The English translation of the degree is “Doctor of Veterinary Medicine” (Dr. med. vet.).

§ 3 Composition of the Doctoral Program

The doctoral program comprises the common subjects, the doctoral thesis and the final module.

*Faculty Assembly at the University of Zurich’s Vetsuisse Faculty

§ 4 Waiving Copyrights

Upon submitting the doctoral thesis, doctoral candidates relinquish the copyrights to the University of Zurich to the extent necessary for administrative actions such as plagiarism detection or archiving.

§ 5 Doctoral Committee

¹ The doctoral committee is responsible for coordinating the doctoral program. It is responsible for answering all questions related to the program that are not the express responsibility of another body. In particular, its obligations include:

- a. Selecting the candidates
- b. Creating study plans for compulsory courses and authorization of individually selected study plans
- c. Advising and mentoring doctoral candidates
- d. Deciding which internal and external coursework counts toward the candidate's studies

² The doctoral committee is comprised of at least one representative of the Faculty of Science (MNF) and one from the University of Zurich's Vetsuisse Faculty; there must be an equal number of representatives from each body and they all have the same rights and obligations. The members are selected by the responsible faculty assemblies.

³ In addition, at least one faculty member with voting rights who is recognized by the Faculty of Science must serve on the doctoral committee if this role is not already being carried out by the members of the Faculty of Science and the University of Zurich's Vetsuisse Faculty.

2. Application Process and Admission

§ 6 Application Process

¹ Candidates applying for the doctoral program must have completed their veterinary medicine studies (Master of Veterinary Medicine) no more than three years prior.

² In exceptional cases, the doctoral committee may approve a longer period between completion of the Master of Veterinary Medicine and application for the doctoral program. Such exceptional cases include, in particular, maternity and extended illnesses.

³ The preliminary evaluation consists of an interview with two members of the doctoral committee. In particular, the interview will focus on:

- a. the prior knowledge and interest of the candidate in basic research in natural sciences
- b. the planned research project and operational implementation of the research
- c. knowledge in the field of the selected research work
- d. formal educational plan, discussion of the proposed educational plan

⁴ Additional selection criteria include the candidate's examination results during his/her veterinary medicine studies at Bachelor and Master's level as well as the performance during the research work that has already been conducted, e.g. as part of a Master's thesis.

⁵ The doctoral committee is responsible for admitting candidates to the doctoral program.

§ 7 Admission to the Doctoral Program

¹ Definitive admission to the doctoral program requires confirmation of admission from the doctoral committee.

² Admission may involve restrictions.

§ 8 Matriculation

Doctoral candidates matriculate at the University of Zurich's Vetsuisse Faculty.

§ 9 Supervision

¹ The thesis supervisor is a faculty member of the University of Zurich's Vetsuisse Faculty.

² His/her duties involve supervising the doctoral candidate

- a. in the application process
- b. in his/her research work
- c. in the educational part of the doctoral program, which is supervised in conjunction with the doctoral committee

³ The thesis supervisor may delegate the academic supervision to a colleague.

3. Study Program Elements, ECTS Credits, Assessments

§ 10 Structure and Modalities of Assessments

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

§ 11 Inability to Attend, Incomplete Assessment, Unexcused Absence

¹ 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 person responsible for the assessment.

² 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.

³ 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

¹ 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 person responsible for the assessment and the Office of the Dean of the University of Zurich's Vetsuisse Faculty at this time.

² In the case of assessments that take place over a longer period of time (especially papers), an extension request may be submitted to the Office of the Dean of the University of Zurich's Vetsuisse Faculty prior to the deadline for the assessment.

³ The Office of the Dean of the University of Zurich's Vetsuisse Faculty decides whether to approve the request. If the request is denied, the assessment is given a failing grade.

⁴ In case of doubt, an independent physician may be consulted.

⁵ The assessment is given a failing grade 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.

§ 13 Basic Module

¹ Depending on the theme of the doctoral thesis, PhD candidates will be advised to take modules comprised of suitable courses offered by the Faculty of Science, the Faculty of Medicine, the University of Zurich's Vetsuisse Faculty and ETH Zurich.

² The courses are selected by the doctoral candidates and the respective thesis supervisor, and approved by the doctoral committee.

³ The basic module comprises courses worth 24 ECTS credits.

³ The specific details regarding passing courses, the ability to repeat a course, the ability to appeal and appeal bodies are based on the rules of the institutions that offer the modules.

§ 14 Booking Additional Core Electives and Elective Modules

¹ Doctoral candidates may attend core elective modules and/or elective modules without restriction.

² Core elective modules and/or elective modules that are completed successfully are listed on the candidate's academic record with the notation "Academic Achievement Not Counted toward Degree."

³ Core elective modules and/or elective modules that are not completed successfully do not result in exclusion from the doctoral program.

4. Doctoral Thesis, Evaluation and Final Module

§ 15 Doctoral Thesis

¹ For the doctoral thesis, independent experimental research work must be conducted in an area related to veterinary medicine. Research work generally lasts 12 months.

² The research work may be conducted at an institute or clinic at the University of Zurich's Vetsuisse Faculty or a University of Zurich or ETH Zurich research group associated with the Life Science Zurich Graduate School.

³ 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 discussion of the results of the research work.

⁴ The doctoral thesis also includes a table of contents, an abstract, a CV with a list of publications and a plagiarism statement.

⁵ The doctoral thesis must generally be submitted in English. Justified exceptions may be approved by the doctoral committee in advance.

§ 16 Re-Submission

A rejected thesis may be re-written and re-submitted once.

§ 17 Final Module

¹ As part of the final module, the doctoral candidates' knowledge of their research subject as well as related topics in natural sciences and veterinary medicine is tested.

² The final module is conducted in English and is comprised of a public presentation and an oral examination, each lasting 30 minutes.

³ It is conducted by the doctoral committee. The members of the doctoral committee present determine the grades for the public presentation and the oral examination (in full or half grades).

⁴ The grade for the final module is determined by taking the arithmetic mean of the grade for the public presentation and the grade for the oral examination (in full or half grades).

⁵ A grade of at least 4 is required to pass the final module.

⁶ A final module that is not passed may be repeated within six months.

⁷ The final module is worth 6 ECTS credits.

§ 18 Opinions

¹ Doctoral candidates must also submit the following to the Office of the Dean of the University of Zurich's Vetsuisse Faculty when they submit their doctoral thesis:

- a. a written report on the research work and the doctoral thesis by the thesis supervisor
- b. a written report on the research work and the doctoral thesis by a referee
- c. the confirmation and evaluation of the final module by the doctoral committee

²The referee is proposed by the thesis supervisor and must have a habilitation or equivalent academic qualification; the referee must furthermore be familiar with the subject area of the thesis.

§ 19 Publishing the PhD Thesis

The PhD thesis is published by providing three deposit copies each to the Zentralbibliothek Zürich, the Office of the Dean of the University of Zurich's Vetsuisse Faculty and the repository provided by the University of Zurich.

§ 20 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 registering for the final module.

§ 21 Doctoral Degree

¹ The University of Zurich's Vetsuisse Faculty confers the doctoral degree after publication of the PhD thesis. The degree is conferred upon issue of the signed doctoral degree certificate.

² Conferral of the degree requires successful completion of the state examination in veterinary medicine or an equivalent degree.