

Detailed Regulations to the Doctoral Studies of D-INFK

The Department Conference of the Department of Computer Science of May 26, 2009, has decided on the following amendments based on the ordinance on doctoral studies at ETH Zurich of 1 September 2008:

Thesis Supervision and Mentoring

Art. 1 The doctoral students must continually inform their supervisor of the status of their work with a written report on a yearly basis or as requested by their supervisor. The students will be given a written response to this status report. (DV Art. 15).

Research Plan

Art. 2 Each doctoral student must compile their own research plan. It must be submitted within 12 months of registration together with the form "Approval of the Research Plan" to the Student Administration Office. The submitted document must be approved by the doctoral committee. Any extensions to this deadline must be also approved by the doctoral committee. (DV Art. 12).

Detailed information regarding the structure and content of the research plan is available in the "D-INFK Guidelines for Writing a Research Plan". [1]

Doctoral students are encouraged to submit a proposed study plan together with their research plan in order that it can already be approved at this stage.

Co-examiners

Art. 3 The doctoral committee appoints one or more co-examiners based on the supervisor's proposal and it informs the rectorate. This appointment must be made at the latest within two years from the provisional admission and could also be approved at the same time as the research plan (DV Art. 15).

The proposal addressed to the doctoral committee must be handed in to the student Administration Office. The proposal should contain a statement from the supervisor justifying the choice of co-examiner in terms of expertise appropriate to the research plan. The proposal should also explicitly declare any dependencies between the co-examiner and the supervisor.

Proposals for external co-examiners must be approved by the department conference based on the recommendation of the doctoral committee. A proposal submitted to the doctoral committee for an external co-examiner should contain a complete curriculum vitae of the external co-examiner and should also specify all other co-examiners. At least one of the co-examiners must be independent of the supervisor and have no conflict of interest. Later changes to the examination committee have to be approved by the doctoral committee.

Credits

Art. 4 Doctoral candidates must complete an individually-tailored doctoral programme designed to acquire knowledge and skills in the field of their doctoral studies, in cognate disciplines and in interdisciplinary areas as well as integrating themselves into the scientific community. Doctoral students must earn at least 12 credits where one credit corresponds to a workload of between 25-30 hours. The doctoral candidate must obtain at least one third of the required credits outside of their research field. (DV Art. 22).

Recognition of credits:

- Any doctoral seminar of D-INFK or masters course of D-INFK that has been designated to be part of the doctoral programme of D-INFK may be attended as part of the doctoral studies. The number of credits will be based on the ECTS scheme as published in the course catalogue. Note that the number of credits, the conditions for credits being awarded and the rules applying to the examination procedure will be the same for both masters and doctoral students.

- Masters and doctoral courses from other departments of ETH Zurich, the University of Zurich and other universities may also be accredited if approved by the supervisor. The number of credits will again be based on the ECTS credit scheme calculated according to D-INFK course guidelines.
- Additional qualification courses for the certificate of teaching ability can be credited with max. 4 credits.
- Advanced language courses can be credited with up to 4 credits and only when the candidate has not already taken a similar language course.
- Participation in management and personal development courses and summer schools with scientific content. Max. 4 credits.
- Participation in one or more commissions within ETH Zurich can be rewarded with 1 credit per semester. Being a member of the VMI (Verein des Mittelbaus) in the department conference will be honoured with 0.5 credits per semester. In total a maximal of 2 credits can be awarded in this manner.
- Any entrance qualification exams will not be counted towards the required credits.
- There should not be more than 30% overlap in content between any course attended by a doctoral student under their doctoral studies programme and courses attended under other study programmes. The student must sign a statement to this effect.

It is the responsibility of the doctoral candidate to provide evidence that they have earned at least the minimum number of credit required. The supervisor must confirm that the doctoral student has acquired these credits before the doctoral candidate registers for the doctoral exam. The Chair of the Doctoral Committee signs the form „Registration for the Doctoral Examination“and confirms with his signature that a minimum of 12 credits have been acquired.

External Doctoral Studies

Art. 5 The thesis may be carried out outside the ETH domain. In this case, a research plan for doctoral thesis together with a statement, - explaining why the doctoral thesis will be carried out outside the ETH domain, - must be submitted together with the doctoral studies application form. The external institution must confirm that the ETH-supervisor will have access to the research documents and installations. A proposal for an external dissertation must specify at least one co-supervisor. Proposals for external doctoral candidates must be approved by the department conference based on the recommendation of the doctoral committee.

Doctoral Examination

Art. 6 The doctoral examination must be taken no later than six years after matriculation and lasts for at least one hour duration (DV Art. 26).

The examination committee is composed of:

- a. the Chair of the Examination Committee appointed by the Head of the Department
- b. the thesis supervisor as examiner
- c. the co-examiners (the usual number of co-examiners is 1-3)

The examination will consist of the presentation of the thesis by the candidate followed by discussions involving the examination committee and the candidate. The presentation will normally last 30 minutes and the total examination time 60 minutes. However, extensions to the presentation time may be agreed between the supervisor and the Chair of the examination committee beforehand. It is the responsibility of the Chair of the examination committee to ensure that each examiner has sufficient examination time available.

The examination is open to all scientists of Swiss universities and research institutions, as well as students and PhD students of Computer Science and of other fields which are related to the dissertation. At the discretion of the Chair, attendees who are not a member of the examination committee may be allowed to ask questions once the official examination has been declared to be finished.

The examination committee will meet after the examination to decide the outcome. Any elected Professor within D-INFK who attended the examination may also attend this meeting as an observer.

The Chair of the examination committee has to write a protocol of the examination which has to be signed by all members of the committee.

Deposit Copies of Thesis

Art. 7 No later than six months after the dissertation has been approved by the Study Conference, the bound copies have to be handed in to the Doctoral Administration Office. One electronic file of the dissertation must be made available electronically for the E-collection archives.

Exceptions

Art. 8 The doctoral committee is responsible for any exceptions to these internal guidelines.

[1] <http://www.inf.ethz.ch/education/ds>

Zurich, 27 May 2009