



Instructions for Committee Meetings

Committee meetings must be organized once a year. It is the student's responsibility to organize them (together with supervisor). If the requirements concerning these meetings are repeatedly not satisfied, the student may be excluded from the program.

Before

- Send a research plan / progress report to all attendees approximately one week before the meeting.
- Prepare a presentation of the research plan / obtained results / any progress etc.
- Make sure you or your committee head bring a printout of the committee meeting form to the meeting.
- If your meeting is taking place online (e.g., Zoom), please make sure the "Breakout Sessions" functionality is available.

During

- Present your research plan / research progress.
- *Last meeting before defence*: pre-doctoral exam, i.e., questions will be more widespread around the subject of the thesis to assess the general ability of conducting the research involved in the thesis project.
- Make sure all questions on the Meeting Form have been raised and answered.
- Present teaching activities and get approval and recommendations (only UZH students).
- Present earned ECTS / planned courses and get approval or recommendations.

After

- In case of additional recommendations, sum them up in an Appendix.
- Upload the Committee Meeting Form signed by all attendees, the research plan / progress report and the Appendix, if applicable, to MNF Student Admin (for UZH students) or DissGo (for ETH students).

Documents (all templates available on EBPhD program website):

- First Committee Meeting: Meeting Form
- First Committee Meeting: Research plan
- Second Committee Meeting: Meeting Form
- Second Committee Meeting: Progress report
- Additional Committee Meeting: Meeting Form
- Additional Committee Meeting: Progress report
- Committee Meeting Appendix (in case of specific recommendations)