



Fact sheet for PhD Students: PhD Defence and Graduation

Zurich, 29 May 2026

1. Registration for PhD defence

To register for your PhD defence online, please log in to your Student Admin account and submit the milestone “Registration for Graduation”.

- All other milestones (except Committee Meeting 4 and subsequent meetings) must be completed and confirmed before registration.
- The dissertation must be uploaded in PDF format to Student Admin.
- The desired date for the defence must be entered at the time of registration.
- Registration must be submitted 6-8 weeks before the defence date.
- No hard copies of the dissertation, copies of ID or other documents need to be submitted in person. Everything is processed electronically via the Student Admin platform.

2. Preparing for PhD defence

Dissertation format:

- The title page must be in German except for the dissertation title, which must be in English. The dissertation itself must be written in English.
- The template for the dissertation title page can be found here:
<https://www.mnf.uzh.ch/en/studium/informationen-f%C3%BCr-phd-studierende/checkliste-f%C3%BCr-phd-studierende.html>
Please note that a different template is required for dissertations conducted as Joint Degrees (UZH-ETH).
- Otherwise, the Faculty of Science does not impose specific formatting requirements for dissertations. Please check with your program coordinator or your supervisor for any program-specific regulations.

Before your defence:

- The head of your committee requests and uploads required expert reports to Student Admin no later than 15 days before the defence.
- An expert report is written by the head of the doctoral committee as well as by the PhD supervisor (if these are not the same person). The doctoral committee also selects an external reviewer and requests the external expert report.
- The head of your committee organizes the circulation round.

3. After your PhD defence

Next administrative steps:

- After a successful doctoral examination, the Head of the committee uploads the defence proceedings to Student Admin.
- If necessary, the PhD student uploads a corrected and final version of the dissertation to Student Admin.
- The Head of the committee releases the dissertation for the publication in the ZORA online repository.
- The thesis will be validated only after the release for publication in Zora. Please note the applicable deadlines for the validation and graduation dates: <https://www.mnf.uzh.ch/en/studium/termine/studienabschluss.html>

Publication of the thesis:

- If an embargo is required, the head of committee can request it, when releasing the dissertation to Zora. An embargo of up to 12 months can be selected.
- After you submit the publication-ready thesis and it is released to Zora, no further action is required from your side. The graduation will be processed by the Office of Student Affairs, and your diploma will be printed and sent to you by post (make sure your address is correctly recorded in the Student Portal).
- You may begin using your doctoral title after publication of the thesis in Zora and receipt of your degree certificate.

Important:

According to § 41 in the Zulassungsreglement (ZR) of the 18. November 2025, PhD students are obliged to remain matriculated until they receive their doctoral degree.