Instructions for Thesis Committee meetings

Thesis committee meetings have to be organized once a year beginning approximately six months after starting the thesis. It is the students responsibility to organize them (together with supervisor). The coordinator will keep track of these meetings, reminders will be sent. If the requirements concerning these meetings are repeatedly not satisfied the student may be excluded from the program.

**Before**
- inform coordinator when and where the meeting takes place and who is going to attend
- send a research proposal/progress report to coordinator and all attendees approximately two weeks before the meeting
- prepare update of teaching activities list (only UZH students)
- prepare update of earned credit points
- prepare a presentation of the research plan/ obtained results/ any progress etc.

**During**
- present your research plan / research progress
- second meeting: pre-doctoral exam, i.e. questions will be more widespread around the subject of the thesis in order to assess the general ability of conducting the research involved in the thesis project
- make sure all questions on the Doctoral Agreement/Thesis Committee meeting report have been raised and are answered
- present teaching activities list and get approval and recommendations (only UZH students)
- present earned credit points/ planned credit points and get approval or recommendations. For this step the list of core competencies provided by the program can be used (please ask coordinator for the list).
- last meeting before defense: determine the external expert (“Gutachter”) for the thesis (external to UZH, not directly involved in the thesis, can be in the thesis committee but must not be, cannot be a co-author)

**After**
- complete the Doctoral Agreement/Thesis Committee meeting report, have it signed (if practicable) and send it to coordinator and all attendees (paper or file)
- keep teaching activities list (only UZH students)and earned credit points list in your documents/files (they need to be submitted in total at the end of the doctorate), send a copy to coordinator.

**Documents:**
- Doctoral Agreement
- Thesis committee report
- Teaching Activities
- Earned Credit Points