

Department of Chemistry und Applied Biosciences (D-CHAB)
Detailed stipulations regarding the doctorate

of 27 January 2022

This English translation serves information purposes only and has no legal force. The original German version is the legally binding document.

The ETH Zurich Executive Board,

at the request of the Department of Chemistry and Applied Biosciences of ETH Zurich¹ and based on Art. 52 of the ETH Zurich Ordinance on the Doctorate of 23 November 2021²,

hereby decrees the following detailed stipulations regarding the doctorate:

Section 1: General provisions**Art. 1 Subject and purpose**

¹ These detailed stipulations set out the department-specific details governing the doctorate at the ETH Zurich Department of Chemistry and Applied Biosciences (D-CHAB). They are based on the basic provisions of the ETH Zurich Ordinance on the Doctorate of 23 November 2021³ and on the Rector's Implementation Provisions for the ETH Zurich Ordinance on the Doctorate of 23 November 2021⁴.

² The measures described below are intended to contribute to the quality assurance of doctoral theses at D-CHAB. The quality of doctoral theses is determined by the doctoral students, their supervision and the project topic.

¹ Resolution of the D-CHAB Department Conference of 29.11.2021 (approval of the detailed stipulations)

² SR 414.133.1

³ SR 414.133.1

⁴ RSETHZ 340.311

Art. 2 Doctoral committee

¹ The D-CHAB doctoral committee consists of one professor each from the following five institutes/laboratories:

- a. Institute for Chemical and Bioengineering
- b. Institute of Pharmaceutical Sciences
- c. Laboratory of Inorganic Chemistry
- d. Laboratory of Organic Chemistry
- e. Laboratory of Physical Chemistry

² One member assumes the function of chair.

Section 2: Recruitment and admission to the doctorate

Art. 3 Doctoral plan

¹ The doctoral candidate must submit the doctoral plan in writing and/or electronically to the members of the aptitude committee at least two weeks before the aptitude colloquium. The D-CHAB Doctoral Administration must be informed in parallel that the doctoral plan has been submitted.

² The doctoral plan must meet the requirements of Art. 11, Para. 1 of the ETH Zurich Ordinance on the Doctorate. It contains a one-page summary and a detailed description of the research project (max. total four pages). The template available on the D-CHAB website should be used.

³ If the candidate is undertaking extended doctoral studies, the intended curriculum is also part of the doctoral plan.

⁴ Responsibility for meeting deadlines and for completeness of information lies with the doctoral students.

Art. 4 Aptitude colloquium

¹ The organisation of the aptitude colloquium (date and room/infrastructure) is the responsibility of the doctoral candidate. They ensure that the members of the aptitude committee are available on the scheduled date, and notify the D-CHAB Doctoral Administration of the date.

² The aptitude colloquium may be conducted face-to-face, in hybrid form or online. As a rule the duration of the colloquium should not exceed 45 minutes, including the final closed deliberation.

³ Aptitude colloquium procedure:

- a. Presentation by the candidate (15 min max.)
- b. Discussion and questioning of the candidate
- c. Closed deliberation by the aptitude committee
- d. Oral communication of the result to the candidate by the chairperson of the aptitude committee directly after the colloquium in the presence of the entire aptitude committee

⁴ The aptitude committee forwards its final report (set form, one DIN-A4 page) within two weeks to the doctoral committee and the D-CHAB Doctoral Administration.

Art. 5 Aptitude committee

With the consent of the doctoral candidate and the doctoral thesis supervisor, the aptitude committee can be extended by a maximum of one person.

Section 3: Supervision of the doctorate

Art. 6 Authorisation of ETH Zurich adjunct professors or *PrivatdozentInnen* as supervisors of doctoral theses

ETH Zurich adjunct professors and *PrivatdozentInnen* working full-time at D-CHAB may supervise doctoral theses. They require the approval of the Head of Department to do so.

Art. 7 Second advisor

¹ The second advisor must be appointed no later than three months after provisional admission to the doctorate.

² Doctors of Science who have specialist expertise in the field of the doctoral thesis may act as second advisors. In addition to professors, this includes persons who work in permanent or temporary scientific positions at an institution of the ETH domain. Suitable Doctors of Science from other universities or industry may also be nominated as second advisors. If postdocs, senior assistants or scientific staff on non-permanent contracts are appointed as second advisors, care should be taken to ensure that no more than one change of second advisor is necessary during the course of the doctorate.

³ The appointment of a further advisor is possible at any time.

⁴ If a second advisor is no longer available for unforeseen reasons, or if they resign from the advisory function, the doctoral thesis supervisor must immediately appoint a replacement in consultation with the doctoral student.

⁵ In justified cases the doctoral student may, in agreement with the doctoral thesis supervisor, release the second advisor from the advisory function. A new second advisor must be appointed immediately.

⁶ The D-CHAB Doctoral Administration must be informed immediately of any change of second advisor.

Section 4: Regular doctoral studies

Art. 8 Regular doctoral studies

¹ D-CHAB doctoral students are required to attend a didactics course within the first six months of starting their doctoral studies. A list of possible courses is given on the D-CHAB website.

² The achievements required during regular doctoral studies are determined by the doctoral thesis supervisor, together with the doctoral candidate, according to the conditions set out in the ETH Zurich Ordinance on the Doctorate.

³ The ECTS credits acquired are shown on the ETH transcript of records. Their creditability is checked and confirmed by the D-CHAB Doctoral Administration.

Section 5: Doctoral thesis and doctoral examination

Art. 9 External doctoral theses

¹ Undertaking of doctoral thesis projects outside the ETH domain requires the approval of the Head of Department.

² The application to undertake an external doctoral thesis must be justified by the doctoral thesis supervisor. Approval is only granted if the topic of the doctoral thesis is visibly related to the research area of the doctoral thesis supervisor.

³ The doctoral thesis supervisor must enable the doctoral candidate to continue the doctoral thesis at ETH Zurich if external continuation is not possible for good reason.

⁴ Doctoral students who carry out their research work externally are still obliged to participate in the teaching of the department. The Head of Department decides on exceptions or on possibly reducing the scope of teaching work at the written, substantiated request of the doctoral thesis supervisor.

Art. 10 Cumulative doctoral theses

Cumulative doctoral theses are possible, provided that the conditions specified in item 11.2 of the Rector's Implementation Provisions for the ETH Zurich Ordinance on the Doctorate are met. Cumulative doctoral theses at D-CHAB must also comply with the following requirements:

- a. The topic of the doctoral thesis must be introduced in an independent introduction of about 15-20 pages (based on the usual paper size DIN-A5 for doctoral theses).
- b. All chapters must be uniformly formatted.
- c. Individual chapters may not be preceded by abstracts.
- d. Literature references must be uniformly formatted. Either a single list of references for the entire dissertation or chapter-by-chapter reference lists are possible.
- e. The doctoral student's own contribution to each publication must be declared clearly and understandably.
- f. The cumulative publications must be followed by an independent overall summary and outlook.
- g. If necessary, detailed data should be compiled in an appendix (depending on the topic).

Art. 11 Notification and approval of co-examiners

¹ ETH Zurich professors, adjunct professors working full-time at D-CHAB, and D-CHAB *PrivatdozentInnen* may sit on examination committees as co-examiners without further approval.

² Other co-examiners (ETH Zurich adjunct professors, *PrivatdozentInnen* from other ETH Zurich departments, other senior scientists from D-CHAB or the ETH domain, and external co-examiners) require the approval of the doctoral committee.

³ Co-examiners are appointed by the doctoral committee at the request of the doctoral thesis supervisor. The supervisor submits applications for co-examiners electronically or in writing to the D-CHAB Doctoral Administration.

⁴ The names of co-examiners who are not subject to approval must be communicated to the D-CHAB Doctoral Administration at least six weeks before the date of the doctoral examination.

⁵ If co-examiners require approval, the application for approval must be submitted to the D-CHAB Doctoral Administration no later than three months before the doctoral examination.

Art. 12 Procedure prior to doctoral examination and submission of examination copies and experts' reports

¹ D-CHAB doctoral examinations are held on Wednesday afternoons. The D-CHAB Doctoral Administration schedules the rooms. Examination dates can be booked four months in advance at the earliest. All inquiries regarding doctoral examination dates should be addressed to the D-CHAB Doctoral Administration.

² The doctoral student must submit the completed registration form for the doctoral examination, together with all proofs of academic and performance achievement, the confirmation of course attendance and the mystudies performance and academic transcript of records, to the D-CHAB Doctoral Administration no later than eight weeks before the date of the doctoral examination. The D-CHAB Doctoral Administration checks whether the credits acquired can be recognised towards regular doctoral studies.

³ A complete copy of the doctoral thesis (examination copy) must normally be made available to the members of the examination committee (one copy per member) and simultaneously to the D-CHAB Doctoral Administration no later than 15 working days before the date of the doctoral examination. In consultation with the individual members of the examination committee, the examination copy may be submitted either in paper form or electronically. The decision on the form of submission lies with the members of the examination committee.

⁴ The members of the examination committee must submit their experts' reports to the D-CHAB Doctoral Administration no later than five working days before the doctoral examination. The experts' reports must be on letterhead which includes the complete address of the respective examiner (including all affiliations) and must be signed by the examiner.

Art. 13 Doctoral examination

¹ Doctoral examinations at D-CHAB are not open to the public and last 60 minutes.

² The doctoral examination is conducted in the language in which the doctoral thesis was written.

³ The following persons may chair the examination committee:

- a. The Head of Department
- b. The Deputy Head of Department
- c. A former Head of Department
- d. A member of the D-CHAB doctoral committee

⁴ In exceptional cases, the Head of Department may designate another member of the Professors' Conference to chair a doctoral examination.

⁵ If possible, D-CHAB doctoral examinations are conducted on site and involve the physical presence of the examination committee and the candidate. They may also be conducted partially (physical presence of the candidate, but only of part of the examination committee) or fully online.

Art. 14 Public talk before the doctoral examination

¹ During the final year before the doctoral examination, doctoral students must present their research work publicly.

² In addition to doctoral students, at least the doctoral thesis supervisor must attend the public presentation. The attendance of other members of the examination committee is optional.

³ The presentation lasts 20-40 minutes. Afterwards there is a question session.

⁴ The details of content, procedure and organisation are stipulated by the D-CHAB laboratories/institutes.

⁵ The public talk is not taken into account in the evaluation of the doctoral examination.

Section 6: Final provisions

Art. 15 Transitional provisions regarding the regular doctoral programme

Doctoral students who are completing their regular doctoral studies under the previous regulations in accordance with Art. 65 of the ETH Zurich Ordinance on the Doctorate are subject to the provisions set out in Annex 1.

Art. 16 Transitional provisions regarding the composition of the examination committee

¹ Doctoral examinations which take place before 1 January 2024 are subject to the provisions regarding the composition of the examination committee set out in Annex 1.

² With regard to the chairing of the examination committee, the provisions set out in Art. 13 of these detailed stipulations apply from 1 January 2022 onwards.

Art. 17 Entry into force

These detailed stipulations enter into force retroactively on 1 January 2022. They replace the detailed D-CHAB regulations regarding doctoral studies of 1 February 2010.

Application of salary rates

Salary rates for doctoral students are governed by the stipulations set out in Art. 8, Para. 3 of the Ordinance Governing Scientific Employees of ETH Zurich⁵, in association with Section 1 (3) of the Directives for Doctoral Students Employed at ETH Zurich⁶.

D-CHAB promotes the fair and transparent application of salary rates for its doctoral students. For this purpose, each institute defines a uniform salary rate for its doctoral students. If a doctoral student performs teaching or service work that exceeds the usual level in the department, this will be compensated financially.

Information about the usual salary rate of an institute can be obtained from the respective institute administration office. The corresponding information is published on the department website.

Information about teaching or service activities commonly performed in the department is published on the department's website.

⁵ SR 172.220.113.11

⁶ RSETHZ 622

Implementation: February 1, 2010
Version: February 1, 2010
Contact: Student Administration D-CHAB

Detailed Regulations for Doctoral Studies at the Department of Chemistry and Applied Biosciences (D-CHAB)

Based on and in addition to the Ordination on Doctoral Studies at the ETH dated July 1, 2008, the Conference of the Department of Chemistry and Applied Biosciences (D-CHAB) adopted the following resolutions.

Art. 1 Continuing Education

The doctoral student's academic programme must be approved by the thesis supervisor.

Art. 2 Courses for Doctoral Students

The Department of Chemistry and Applied Biosciences recognises the following courses and educational activities for doctoral studies with credit awards as listed.

- a) All courses labelled «V» and «G» offered as part of the regular study programmes of the ETH Zurich and the University of Zurich; courses offered as part of the doctoral programmes, and courses offered as part of the teaching ability certification programme. Regular course attendance and successful accomplishment of all requirements (tutorials, seminar papers, presentations, project work, etc.) will serve as performance record during semester.

Courses with performance assessment	1 or 2 semester periods per week	1 Credit Point
	3 semester periods per week	3 Credit Points

- b) Institute Colloquia, Institute Seminars, Group Seminars (Type S)

Full-term courses (total maximum of 2 Credit Points)		1 Credit Point
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- c) Summer Schools and Conferences

Attendance of a maximum of two courses of same content, e.g. Cortona Week, series of symposia, etc. permitted.

Summer Schools	1 week with poster/talk	3 Credit Points
	1 week without poster/talk	2 Credit Points
	1-3 day event without poster/talk	1 Credit Point
	1-3 day event with poster/talk	2 Credit Points
Conferences	1 week with poster presentation	2 Credit Points
	1-3 days with poster presentation	1 Credit Point
	1 week with talk	3 Credit Points
	1-3 days with talk	2 Credit Points

- d) Full-term language courses and other continuing education courses
E.g. Computer Support, Radiation Protection, Sports/Coach Education, total maximum of 4 Credit Points

Courses	1 hour/week or equivalent	1 Credit Point
	2 hours/week of equivalent	2 Credit Points

Art. 3 Credit Points during Doctoral Studies

a) The Departmental Coordinator for Doctoral Studies at the D-CHAB is in charge of checking the eligibility of the credit points acquired.

b) Procedure

- At the latest one month ahead of the oral examination, doctoral students must submit to the Departmental Coordinator for Doctoral Studies a review of their doctoral studies which needs to be approved and signed by the thesis supervisor.
- Proofs of attendance of courses as listed under Art. 2 c and d (and, if applicable, confirming the successfully completed record of performance) must be handed in.
- Review and proofs are checked by the Head of the D-CHAB.

c) The Departmental Coordinator for Doctoral Studies will issue a confirmation attesting that the amount of credit points necessary to obtain a doctoral degree has been acquired. This confirmation must be submitted to the Rectorate (Doctoral Administration) when registering for the doctoral examination.

Art. 4 Examination Committee

The formation of the Examination Committee is subject to the following criteria.

- ETH Zurich-employed honorary professors and senior lecturers are entitled to supervise dissertations. The Department's approval is a requirement. If a honorary or an associate professor is appointed examiner, at least the co-examiner should be D-CHAB full professor.
- Apart from the Head of the D-CHAB, at least two members of the Examination Committee need to be ETH professors (which includes assistant professors, NF or honorary professors).
- If the examiner wishes to appoint additional co-examiners (exception: ETH professors) for the doctoral examination, an application must be filed with the Head of the D-CHAB for the attention of the Departmental Conference. This also applies to honorary professors of other departments.
- The doctoral examination is chaired by the Head, the Deputy or a former Head of the D-CHAB.

Art. 5 Examination Dates

Fixing a date for the oral examination

- Doctoral examinations are usually held on Wednesday afternoons at 2, 3 and 4 p.m.. If additional options are required (too many applications for the same date, or in the event of examiners joining from abroad), please contact the Department Administration, Mrs H. Kaufmann-Baumgartner, in charge of arranging for additional appointments in cooperation with the Head of the Department.

- b) Doctoral examination appointments may be booked earliest 3 months in advance of the favoured date, e.g. beginning of September for December dates, etc. .
- c) Please contact the Department Administration, Mrs H. Kaufmann-Baumgartner (HCI H 207, email helen.kaufmann@chem.ethz.ch) for any queries relating to examination dates.

Art. 6 Preparing for the Examination

Please observe the following points when preparing for the doctoral examination.

- a) At least 4-6 weeks ahead of your doctoral examination, please present your duly completed "Registration for Doctoral Examination" form along with the form "Confirmation of Course Attendance for Doctoral Students" – as proof of credits obtained to fulfill doctoral study requirements – to Mr M. Hauser (HCI H 209, hauser@chem.ethz.ch) who will check your credit points and confirm validity by signature.
- b) As the members of the Examination Committee must be granted enough time to thoroughly read your thesis, please submit it at least four weeks in advance of the examination date.
- c) Thesis and accompanying forms must be deposited with the Doctoral Administration Office at the latest 12 working days prior to the date of the oral examination. After that, the title of the thesis can no longer be altered.

to the Doctoral Administration at
D-CHAB HCI H 207

Art. 7 Procedure of the Doctoral Examination

- a) All members of the Examination Committee must be present.
- b) The doctoral student is granted a maximum of 10 minutes to present his or her thesis, supported by any form of visual presentation. Attendance of the doctoral examination is restricted to the doctoral student under examination and the members of the Examination Committee exclusively.
Exception: Doctoral students of the IPW are granted a maximum of 25 minutes of presentation, and visiting third parties are admitted to the examination.
- c) Thesis and accompanying forms must be deposited with the Doctoral Administration Office at the latest 12 working days prior to the date of the oral examination. After that, the title of the thesis can no longer be altered.
- d) Examiner reports in duplicate and with original signature must be submitted to the Doctoral Administration at least one week prior to the doctoral examination.

Hard Copies for
Visualizer or Laptop

Art. 8 Examiner's Duties

- a) It is the duty of the examiner to inform doctoral students and co-examiners of their respective duties and responsibilities.
- b) According to the directives "Remuneration for Participation in Performance Assessments at the ETH Zurich" dated January 1, 2007, it is the Examiner's duty to refund co-examiners for services rendered, cf. www.rektorat.ethz.ch/lecturers/doctorate/doc_exam/index_EN

Art. 9 Final Provisions

The present detailed regulations shall enter into force on February 1, 2010. For doctoral students having enrolled prior to February 1, 2010, the detailed regulations of the Department of Chemistry and Applied Biosciences dated May 23, 2005 or January 27, 2003, respectively, remain applicable.

Approved by the D-CHAB Department Conference on December 7, 2009

Approved by the Rector on December 15, 2009

Signature of the Rector, H. Wunderli-Allenspach