



## Fact sheet

### Studies in the BioMed PhD program (<https://www.phd-biomed.uzh.ch>)

#### Milestones and tasks of UZH students

See also the guidelines: [https://www.phd-biomed.uzh.ch/en/BioMed\\_guidelines0.html](https://www.phd-biomed.uzh.ch/en/BioMed_guidelines0.html)

Forms available: [https://www.phd-biomed.uzh.ch/en/BioMed\\_docs\\_usef\\_links.html](https://www.phd-biomed.uzh.ch/en/BioMed_docs_usef_links.html)

Task/Milestone in StudentAdmin	UZH students	Comments
<b>Thesis committee</b> Due Date: 6 months after start date StudentAdmin	<ul style="list-style-type: none"> <li>Complete the milestone 'PhD Commission' in StudentAdmin</li> </ul>	<i>This milestone is finally cleared by the Student Affairs MNF (Cornelia Schmid)</i>
<b>Doctoral Agreement</b> Due Date: 6 months after start date StudentAdmin	<ul style="list-style-type: none"> <li>Fill in the online form in Student Admin</li> </ul>	<i>(this is not the Research Proposal!)            This milestone is finally cleared by the coordinator</i>
<b>Teaching Duties</b> Due Date: 6 months after start date StudentAdmin	<ul style="list-style-type: none"> <li>Complete milestone 'Teaching Duties' in Student Admin</li> </ul>	<i>This milestone is finally cleared by the Academic Support Office (Sabine Jacob)</i>  <a href="https://www.biologie.uzh.ch/de/F%C3%BCr-Dozierende/TeachingRequirementPhD.html">https://www.biologie.uzh.ch/de/F%C3%BCr-Dozierende/TeachingRequirementPhD.html</a>
<b>Committee Meeting 1:</b> <b>Research proposal</b> (before 1 <sup>st</sup> meeting) <b>AND</b> <b>Minutes</b> of the first thesis Committee Meeting  Due Date: 1 year after start date StudentAdmin	<ul style="list-style-type: none"> <li>Submit your Research Proposal to all members of your committee before first committee meeting.</li> <li>After the meeting: complete milestone 'Committee Meeting 1' by uploading your Research Proposal and Minutes onto StudentAdmin</li> <li>Research Proposal <b>and</b> Minutes must be uploaded for completing this milestone!</li> <li>Use form 'Research proposal BioMed' and form 'Minutes thesis committee meetings BioMed'</li> </ul>	<i>This milestone is finally cleared by the coordinator</i>



<p><b>Committee Meetings 2-4:</b></p> <p><b>Progress reports</b> (2<sup>nd</sup> meeting and up)</p> <p><b>AND</b></p> <p><b>Minutes of the thesis Committee Meetings 2-4</b></p> <p>Due Date: 2, 3, (4) years after start date StudentAdmin</p>	<ul style="list-style-type: none"> <li>• Submit your progress report to all members of your committee before each committee meeting.</li> <li>• After the meeting: complete milestone 'Committee Meeting 2-4' by uploading your Progress Report and Minutes onto StudentAdmin</li> <li>• 3<sup>rd</sup> meeting: student has to pass the internal 'defense' of the project (see guidelines)</li> <li>• Progress Report <b>and</b> Minutes must be uploaded for completing this milestone!</li> <li>• Use form 'Progress report BioMed' and form 'Minutes thesis committee meetings BioMed'</li> </ul>	<p><i>This milestone is finally cleared by the coordinator</i></p>
<p><b>Collection of ECTS</b></p> <p>See course categories BioMed guidelines</p>	<p><b>Collection of 12 ECTS; no form available</b></p> <ul style="list-style-type: none"> <li>• Complete milestone 'Course Work' in StudentAdmin by uploading all course certificates and confirmations</li> <li>• Do not submit the milestone before you have uploaded all certificates</li> </ul>	<p><i>This milestone is finally cleared by the coordinator</i></p>
<p><b>Registration for graduation (Defense)</b></p>	<p><b>Register for graduation via StudentAdmin</b></p>	<p><i>Once registered for graduation the Faculty of Science is taking over the final processes of the doctorate.</i></p> <p><i>In case of questions regarding your defense or this milestone please contact the Faculty of Science (Cornelia Schmid)</i> <i>promotion@mnf.uzh.ch</i></p>