



PhD Program in Informatics

Form 1 - Version 0.2

Oct.2019/mo

Registration for Graduation
PhD Program in Informatics PVO 2008

This registration should be handed in personally at the PhD program coordinator's office. Before registering for graduation the candidate should have his PhD program checked to make sure that he/she has completed all required course work.

Please fill in your current address and phone number so we can reach you if needed.

First of all, determine your degree conferral date (Promotionstermin):
http://www.oec.uzh.ch/en/studies/general/graduation/degree-deadlines.html#6

Form fields for personal information: Degree conferral date, Last name, First name, Date of birth, E-Mail, Address, Zip code / city, Phone, Student no., Track, Thesis title.

The advisor confirms that the PhD thesis is in a print-ready form (PVO § 36 Abs. 3):

Advisor: \_\_\_\_\_ Signature advisor: \_\_\_\_\_

Confirmation of acceptance to serve as co-advisor: (e-mail confirmation is acceptable)

Co-advisor: \_\_\_\_\_ Confirmation date: \_\_\_\_\_
2nd co-advisor: \_\_\_\_\_ Confirmation date: \_\_\_\_\_

The PhD committee confirms the election of the co-advisor(s):
(to be administered by the PhD program coordinator)

Confirmation date: \_\_\_\_\_



Requested documents	Signature PhD program coordinator
Proof of matriculation of at least six semesters, including the semester of graduation. The candidate has to be matriculated for the semester of graduation.	
Confirmation of admission to the PhD program <i>The admission request form / recognition letter is archived in the student file at the PhD program coordination office.</i>	
Do you have a conditional admission? <input type="checkbox"/> yes / <input type="checkbox"/> no If so, hand in the confirmation that you have fulfilled the conditions.	
Cumulative PhD thesis only: Do you have co-authors? <input type="checkbox"/> yes / <input type="checkbox"/> no	
Confirmation that you have fulfilled the PhD program <i>Academic record / confirmation of PhD program coordinator</i>	
PhD thesis: One hard copy for the PhD program coordination office and one for each advisor (hard copy or PDF, as required by the advisor) Please use the template available on our webpage for the title page and page two of your thesis.	
CV (as part of the thesis)	
Form 2 "Announcement of the PhD Thesis Defense"	

**Statutory declaration (Eidesstattliche Erklärung)**

I declare that I have authored this thesis independently, that I have not used any other than the declared sources/resources, and that I have explicitly marked all material which has been quoted either literally or by content from the used sources.

This thesis has never been used for graduation at any academic institution.

Date: \_\_\_\_\_ Signature candidate: \_\_\_\_\_

**Next steps to be prepared by the PhD program coordinator:**

1. Prepare the folder for the inspection: Thesis, reviews, registration forms, "Protokoll Verteidigung"
2. Prepare graduation and academic record (in SAP) for the degree conferral date.
3. Handout the "Request for printing approval"/"Antrag auf Druckgenehmigung" – after the degree conferral date