

Institute of Experimental Immunology		
17.3.15 Burkhard Becher, Melanie Greter	Standard Operating Procedure PhD Defense, MNF	Pages 1/1

Please follow the guidelines 'Promotionsordnung 2011'
(<http://www.mnf.uzh.ch/studium/reglemente-merkblaetter/promotion.html>)

- Scheduling of your PhD defense date is your responsibility and so is booking of the venue for your defense (schedule 2.5h). Registering your defense with the dean of studies is also your responsibility.
- The responsible faculty member i.e. dissertation supervisor should receive 3 copies of your thesis at least 6 weeks prior to the defense date. The thesis should include an evaluation letter from your direct supervisor as well as one external member (NOT UZH) who is NOT coauthor on your papers
- At the defense, the responsible faculty member will first welcome the members of the PhD defense committee as well as the assembled audience. Your immediate supervisor may then want to address the audience with a short laudatio (max. 5 min).
- You should present your PhD work in a way that even lay people really understand what it is about and only by the middle of your talk can you address a more specialist audience. This should be a celebration of your achievements and not a dull technical seminar
- **You should aim for your seminar to speak for 25 min.** If you have more than 30 slides this is not likely to go well.
- This is followed by questions from the public; those are usually few and short. The audience then leaves the room and you are left with your PhD committee for your final exam (unless you have this at a prior time point). The exam should last minimum 45 min but can last up to 90 min.
- **BE WELL PREPARED** for the exam. You should obviously know your own field better than anyone else but in addition you are expected to also command peripheral disciplines. For example if you use a lot of antibodies in your experiments, you should know the biological functions of immunoglobulins as well as the technology for generating monoclonals.