

Note: No responsibility is taken for the translation of legal terms into English, the German terms are provided in brackets.

Pre PhD at UZH

Before you can start your PhD there are several task for you to do

Do all these task **as soon as possible!!!** The enrollment procedure can take up to **3 Months**.

1. You need to go through the application process at UZH (1) and register for the graduate Programm in Neuroscience (2) and then wait for the registration to be confirmed. This may take up to 3 months.

(1) <https://www.uzh.ch/en/studies/application/doctoralstudies.html>

(2) <https://www.lifescience-graduateschool.uzh.ch/en/application.html>

2. **Pay** asap the ~100,- CHF processing fee
3. Send in the **required documents** by post

Curriculum vitae (CV)

Legally attest copy of your Abitur/**High-School Certificate**

Legally attested copy of your **Bachelor"s degree and certificate**

Legally attested copy of your **Master"s degree and certificate**. If you haven't finished your Master"s

send a legally attested copy of your Transcript of Records and an official letter by the

Prüfungsamt/examination office that you are about to finish and that your thesis needs only to be printed (Bescheinigung über erfüllte Leistungen)

A copy of your **ID/passport**

Proof of payment for registration fee 100,- CHF

Filled out and signed ""**Bestätigung für Studierende**""

If you're from outside switzerland you need an [Application for the recognition of foreign degrees](#)

If you need to handle in documents you either send them by mail or you go to the admission office.

Address:

University of Zurich
Student Administration Office
Admissions Office
Rämistrasse 71
CH-8006 Zürich

Pre PhD at ETH

Before you can start your PhD there are several task for you to do

1. Register with ETH by filling the [registration form](#).
2. Pay asap the 150,- CHF processing fee
3. Send all required documents by post

Curriculum vitae (CV)

Legally attested copy of the **Bachelor degree certificate**

Legally attested / authenticated copy of **Bachelor transcript**

Legally attested / authenticated copy of the Diploma or **Master degree certificate**

Legally attested / authenticated copy of the **Diploma or Master transcript**

Copy of your ID/passport

Proof of payment for registration fee 150,- CHF

2 reference letters which should evaluate your scientific qualifications for a doctorate at ETH Zurich. Preferably hand in letters with original signatures and complete reference data of the authors. We nevertheless also accept copies or scans of the originals.

NO EMAILS!

Also see appendix of registration form for more information!

Address:

ETH Zurich

Doctoral Administration

HG FO 22/23

Rämistrasse 101

8092 Zurich, Switzerland

For more details [see](#). Furthermore, see more information dependent on your institute you are going to enroll with: [D-ITET](#) or [D-PHYS](#).

In parallel you should **enroll in the PhD program of the ZNZ**. You need a confirmation of the ZNZ to finish your enrollment at the UZH. To enroll with the ZNZ you need fill out the following [form](#). To be able to fill the form at let them be signed by your supervisor you need to have an interview with at least two PIs. Furthermore you need to ask 3 Members of INI to be on your Thesis steering committee. The registration form can be downloaded [here](#).

After you handled in all required documents your documents will be double checked and you should receive a confirmation. Now you have to go with all your **original documents** to the admission office (address above). You have to pay the semester fee of 400,- CHF. After your payment you will get your official student card and the student status.

Find a flat / Housing

First of all good luck :D

Normally you need to be in Zurich to visit flats. Nevertheless, here are some usefull links:

- [Ronorp](#) (Need registration but many offers)
- [Homegate](#)
- [ETH Wohnungen](#)
- [Shared flats](#)

Temporary flats like holiday flats are a bridging possibility, but these flats are really expensive

Once you are in Zurich

Resident registration in the respective [Kreisbüro](#). Or in the [Migration office](#) depending on your [home country](#).

Open up a **bank account**. My personal favourite is the Züricher Kantonal Bank (ZKB), since they have a fee-free bank account for students including credit card and special student reductions for some shops and bars in Zurich. In order to use also e-banking you need a swiss **mobile number**. Look possible contracts at [comparis](#).

If you received your Ausländerausweis, you will receive a letter which states that you need to have a **health insurance** in switzerland. Normally this cost costs about 300,- CHF per month. There are two possibilities for foreign students to get a cheaper [health insurance](#).

You also need a **Public Transportation Ticket** to use the buses, trains and trams in Zurich. A Daily ticket (Zone 110) costs 8.60,- CHF and can be purchased at any tram/bus station in Zurich. In the long run you need a [month or a year abo](#). Botch can be purchased in the main station at the ZVV/SBB office.

Old Regulation (before HS 2011)

The original regulations (Promotionsverordnung) can be found here:

http://www.mnf.uzh.ch/fileadmin/DATA_Autoren/Dokumente/Inhalte/I_Studium/I.5_Reglemente_und_Merkblaetter/I.5.2_Promotion/PO_neu_010511.pdf

These regulations are only applicable for students that started their PhD before HS 2011, that means that they were already enrolled in spring semester 2011 (FS 2011). All other students have to stick with the new regulations (which are more complicated...).

Note: Enrolment for FS 2011 can be caught up if you did not sign the new PhD agreement (which was introduced at ini in Summer 2011).

Steering Committee (Promotionskomitee)

The steering committee includes Giacomo and at least one other expert. It seems that their are no further regulations. It is suggested that the steering committee is the same as your ZNZ committee.

Approval Report (Gutachten)

There are two approval reports required, one of which can be written by the leader of the steering committee (Giacomo) and another one by an expert, that was not involved in the project. This other person should ideally neither be part of the steering committee.

Advisory Committee (Zirkulationskreis)

The steering committee selects an advisory committee of experts. The thesis and the approval reports are circulated within the advisory committee and the steering committee.

Exam (Promotionsprüfung)

The exam requires at least three examiners to be present, two of which have to have the right to award doctorates within the MNF (Promotionsrecht MNF). People at ini with Promotionsrecht MNF:

- Giacomo Indiveri
- Kevan Martin
- Richard Hahnloser
- Ruedi Stoop
- Daniel Kiper

New Regulation (from HS 2011)

These regulations are more complicated and painful. I would recommend to retrospectively enrol for FS 2011 if possible and stick with the old regulation.

UPDATE will follow