



## **PhD Degree Completion Process**

Please see below for the most important steps for completing doctoral studies at the Faculty of Science. For further details, please refer to the [Promotionsordnung](#) (PhD Regulations) and to the [Ordnung für die Bachelor- und Masterstudiengänge sowie die Doktoratsstudien an der Philosophisch-Naturwissenschaftlichen Fakultät](#) (Framework Regulations).

Admissions to doctoral examinations are subject to the submission of a formal application to the Office of the Dean of the Faculty of Science.

For submission deadlines, please see the [academic calendar](#). **Failure to comply with the respective submission deadlines will result in applications not being considered by the Faculty Meeting.**

1.	Submission of PhD degree application	no later than 4 weeks before the Faculty Meeting
2.	General submission deadline, including submission of further documents	no later than 2 weeks before the Faculty Meeting
3.	Submission of Reports of Referee and Co-Referee	no later than 1 week before the Faculty Meeting
4.	Faculty Meeting: Admission to doctoral examination	Examination dates are listed in the academic calendar
5.	Doctoral examination	within 6 months after the Faculty Meeting (starting from the day after the Faculty Meeting)
6.	Exmatriculation	Candidates may exmatriculate on the successful completion of their examination
7.	Printing of final thesis, submission of copies, and entitlement to bear the academic title Dr.phil. (PhD)	within two years of taking the doctoral examination

## **1. Submission of PhD Degree Application**

- Please find the application form on the homepage of the Faculty of Science ([link](#))
- Doctoral candidates holding a Master's degree or a diploma from a Swiss university or from the Swiss Federal Institute of Technology (ETH) are required to enclose a copy of their degree certificate.
- Completed PhD degree applications must be signed by the faculty representative. His or her signature provides official confirmation that a candidate has successfully completed his or her postgraduate studies. The courses and lectures to be attended by candidates are arranged in advance on an individual basis.
- For the PhD subject available at the Faculty of Science, please see the list of doctoral degrees in the Framework Regulations § 5, Para. 3. Refer to [Promotionsfächer](#) on the homepage of the Faculty of Science.
- For co-referees who are not members of the Faculty of Science, a formal application for admission must be submitted by the faculty representative to the Dean of Faculty. Applications must include CV and list of publications.
- Applications for the appointment of dissertation supervisors are not discussed in the same meetings of the Faculty Meeting as degree applications.

## **2. General Submission Deadline (including the Submission of Further Documents)**

The following documents must be submitted to the Office of the Dean:

- A copy of the dissertation manuscript (spiral binding). Further copies should be submitted directly to the members of the committee.
- A copy of the candidate's current Student ID card as proof of immatriculation. Doctoral candidates must be formally enrolled at the Faculty of Science during their examination semester.
- A separate copy of CV including current postal address
- The following written declaration: *"I hereby declare that this doctoral dissertation "... " (title) has been completed only with the assistance mentioned herein and that it has not been submitted for award to any other university nor to any other faculty at the University of Basel."* Name, Date, and Signature.  
This declaration should not be inserted in the dissertation manuscript, but submitted on a separate sheet of paper.
- In case of a *cotutelle de thèse* § 11, Para. d of the [PhD Regulations](#) shall apply.

### **3. Submission of Reports of Referee and Co-Referee**

Reports of Referee and Co-Referee must be submitted to the Office of the Dean no later than one week prior to the Faculty Meeting. ([Form](#))

At the end of the first and second examiner's reports, a formal application to the Faculty for the acceptance of the dissertation should be made (see point 4), including a suggested grade (to be indicated in full or half grades, swiss grading system: 6.0 = excellent, 5.5 = very good, 5.0 = good, 4.5 = satisfactory, 4.0 = sufficient, 3.5 to 1.5 = not sufficient).

### **4. Faculty Meeting: Admission to Doctoral Examination**

The Faculty shall decide on the acceptance of a dissertation and on a candidate's admission to doctoral examinations. No letters of confirmation are sent out to candidates.

### **5. Doctoral Examinations**

As soon as the following examination details are known, please submit these to the Office of the Dean of Studies:

- **Date** of the examination
- **Time** (start time)
- **Building**
- **Room** (Number)
- **Chair** (Examinations are chaired by a Full Professor, Associate Professor, Tenure-Track Assistant Professor, or Honorary Professor of the Faculty of Science. Examination chairs are not members of the Dissertation Committee).

Examination invitations are sent out to all participants approximately one week prior to the scheduled examination date. Doctoral candidates are requested to collect the examination folder at the Office of the Dean of Studies shortly before the examination and to hand over the folder to the examination chair. After the end of the examination, documents must be returned to the Office of the Dean of Studies.

### **6. Exmatriculation**

Candidates should exmatriculate after the successful completion of their examination.

## **7. Printing of Final Thesis, Submission of Copies, and Entitlement to Bear Academic Title**

Doctoral candidates are obliged to submit their dissertations within two years upon completing their doctoral examination. Dissertations must be submitted in the required form (see [printing regulations](#)) to the Office of the Dean of Studies.

Once the above conditions have been fully satisfied, degree certificate may be conferred upon candidates. Successful candidates are entitled to bear the academic title of “Dr. phil.”

Please note:

- Publication year: please indicate the year in which the dissertation is printed, and not the year in which the candidate was examined. This date shall also be the year in which the doctoral degree was conferred upon the candidate.
- Reverse side of title page: The examination chair is not a member of the Dissertation Committee – please do not mention his or her name.
- The formal declaration of good practice (see point 2) should not be included in the statutory copies.
- Sample copies may be inspected at the Office of the Dean of Studies.

Please direct any enquiries to:

Office of the Dean of Studies  
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University of Basel  
Klingelbergstrasse 50, CH-4056 Basel  
Tel. +41 (0)61 207 30 54  
[www.philnat.unibas.ch](http://www.philnat.unibas.ch)  
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Opening Hours: Monday to Friday, 9 – 11 a.m.