



**University of
Zurich** ^{UZH}

Department of Psychology

Guidelines for the Doctorates in Psychology

**University of Zurich, Faculty of Arts
(Latest update: 2016)**

This guideline together with the ordinance for obtaining a doctoral degree (Promotionsverordnung) of the University of Zurich, Faculty of Arts, and the doctoral program regulations (Doktoratsordnung) of the Department of Psychology, provides relevant information about the Doctorates at the Department of Psychology.

Preface

The University of Zurich is a member of the League of European Research Universities (LERU). LERU University members are committed to deliver the highest standards of excellence in a doctoral education.

Europe must support and promote excellence as a primary goal of research-driven doctoral training. The doctoral education, the third cycle in the Bologna process, is very different from the first two cycles in that it is intimately tied to the research process. It should not be overregulated and it should be more individualized than at the Bachelor and Master level. Quality assurance of a doctoral training contains quality of supervision and curriculum, high completion and reasonable time to degree rates.

1 – Aim of the Doctorate

In addition to the primary aim of publishing in scientific journals, the aim of the Doctorates in Psychology at the University of Zurich is to develop disciplinary skills, that is, the PhD students learn to develop competencies in their own research field as well as in methods and applications. Moreover, transferable skills are achieved including university didactics, communication, writing research grant applications, leadership skills, project management, scientific writing and presenting as well as international research experience. These skills promote the qualification as future scientists or for positions in demanding societal positions.

Cooperation among institutions create opportunities to achieve excellence in PhD programs for all institutions throughout network initiatives. To develop an international perspective, cooperations with European and non-European universities and research institutions is promoted, and researchers from other universities are invited regularly. Mobility is promoted. Doctoral candidates are encouraged to spend some time at another research university. The professors of the Department of Psychology provide assistance in cooperation through their international scientific network. Moreover, such efforts are acknowledged with ECTS Credits. Professors and researchers of national and international universities are invited regularly to give lectures within summer schools and in other parts of the curriculum. The doctorates are to a large extent internationalized.

2 – Structure of the Doctorates

The Doctorates in Psychology are conceptualized according to the recommendations of the Extended University Board (Erweiterte Universitätsleitung). The core element of the PhD is the conduction of experiments, the completion of a doctoral dissertation and the defense exam of the PhD thesis. For quality ensurance, PhD students will be individually supervised by their doctoral committee from the start. PhD students elaborate the doctoral agreement (Doktoratsvereinbarung) together with their doctoral committee (Promotionskommission).

This committee is composed of the main supervisor (hauptverantwortliche Betreuungsperson) and additional supervisors. This doctoral agreement ensures the quality of the PhD degree. Students can select their course work individually within the intended 3 years (part-time is also possible) according to the doctoral agreement (Doktoratsvereinbarung). This document ensures the quality of the PhD de-

gree while it serves as an orientation instrument because it can be adapted to needs and requirements at all times. The doctoral committee meets regularly with the PhD student in order to assess the status of research and to provide feedback. Meetings are guaranteed at the beginning of the PhD, and annually and at the end of the PhD studies on demand to offer advice for the future career. The prescribed period of study (3 years) implicates at least 4 meetings with the doctoral committee (Fig. 1).

The Management Doctorates offers support at all times.

Fig. 1: Meetings of PhD students and their doctoral committee

Time Point	Aim
At the outset	Entrance consultation (planning the project and selecting the modules)
After 1 year	Adaptation of project and selected modules
After 2 years	Adaptation of project and selected modules
After 2 years	Adaptation of project and selected modules
Completion	Career advice

3 – Doctoral Studies

There will be two options to receive a PhD degree from the Department of Psychology: The Individual Doctorate (Allgemeines Doktorat) and the PhD Program (Doktoratsprogramm). The core element of both models is the dissertation. Additionally, students need to collect 12 ECTS Credits in course work for the Individual Doctorate, or 30 ECTS Credits for the PhD Program. Accreditation of ECTS needs approval from the Management Doctorates. The thesis may be a monograph or a cumulative dissertation (§3 doctoral program regulations Individual Doctorate). Regarding the cumulative dissertation, the doctoral board recommends: The cumulative dissertation, which, according to the doctoral program regulations (Doktoratsordnung), should be composed of at least two first authorships, should comprise at least two empirical/experimental papers. A further paper may be a review paper. Exception: Meta-analyses are equivalent to empirical/experimental works. A review paper always is an add-on.

Addition (June 19, 2012)

On May 25, 2012, the Faculty Assembly has decided on the following rules for all PhD subjects in the Faculty of Arts and Social Sciences, which plan to offer the possibility of a cumulative PhD:

1. The scientific level of the cumulative PhD thesis has to be commensurate with the scientific level of a monograph.
2. The single articles should be linked contentwise and embedded in a superordinate question or context.
3. The cumulative PhD thesis requires a synopsis, which incorporates all articles in a superordinate question, which illustrates the scientific context and the additional benefit compared to the single articles. The synopsis must contain a complete table of contents.
4. Minimum requirements: 2 articles as single or first author.
5. All articles will be assessed.
6. Same rules shall apply to all PhD candidates submitting a cumulative PhD thesis within the same PhD subject.
7. In case of co-authorship, the own contribution regarding content and extent is to be stated. An agreement between all authors is to be reached, in which co-authors confirm this distribution in writing. The agreement(s) is/are to be submitted as attachment to the cumulative PhD thesis.
8. Articles accepted as cumulative PhD thesis cannot be used for another qualification thesis (e.g. for a cumulative habilitation treatise).

The following points have to be resolved in the doctoral program regulations or guidelines of the PhD subjects:

9. Do papers have to be submitted, accepted or already published?
10. As to the co-authorship, a clear rule concerning possible co-authors has to be established: How many single- and first-authorship articles have to be produced? Are supervisors allowed to contribute as co-authors (and how often, if this is the case)? Is it possible to submit articles, which were published in a miscellany edited by the supervisor, as part of the cumulative PhD thesis?

On April 20, 2012, the departmental assembly of the Department of Psychology has decided on the following points pertaining the cumulative PhD thesis policy, which, according to the decision of the faculty (point 9. and 10.), are to be resolved by the PhD subjects:

- Manuscripts have to be **submitted** to peer-reviewed journals. The status “submitted” for manuscripts is sufficient since it is the doctoral committee, which assesses the quality of the thesis as an expert, not external reviewers.
- Minimum requirements: **2 manuscripts** as first or single author (co-first-authorship is not accepted, one manuscript may contain several studies). The individual doctoral committee may demand more than 2 manuscripts, it decides when the level of a PhD thesis is reached qualitatively and quantitatively (cf. monograph).
- Only one of the expert opinions can be written by one member of the doctoral committee, who at the same time is co-author of one of the articles the cumulative PhD thesis is based on.

This rule applies to PhD candidates enrolled as of May 25, 2012.

PhD candidates who were matriculated before this date are to adhere to the regulations hitherto settled in the ordinance for obtaining a doctoral degree (PVO) 2009, the doctoral program regulations (Doktoratsordnung) 2010, and the guidelines (Wegleitung) 2009.

3.1 – Individual Doctorate

3.1.1 – Curriculum

The curriculum of the Individual Doctorate comprises modules of minimum 6 ECTS Credits in disciplinary skills and of minimum 3 ECTS Credits in transferable skills. Skill categories are grouped into disciplinary and transferable skills as listed in table 1.

3.1.2 – Modules

Modules	12 ECTS
Disciplinary Skills	
F1 Research experience and methods	min. 2 ECTS
• Research grant application, peer mentoring application (see U2, Mentoring), scientific manuscript, which is not part of the cumulative dissertation	
• Research methods: courses in statistics, evaluation, empirical research methods etc.	
• Research visit at another university or research institute	
F2 Scientific communication: praxis	min. 1 ECTS
• Scientific conference: participation with an own contribution	
• Publication in supra-regional laymen media (print, TV etc.), which presents own research data or provides a substantiated literature survey	

F3 Disciplinary Expertise**min. 1 ECTS**

- Course (including e-learning; does not apply to courses in research methods), Summer School
- Guest colloquium
- Retreats, conferences within home institution

Transferable Skills**U1 Scientific communication: theory****min. 2 ECTS**

- Scientific writing courses
- Presentation techniques for scientific presentations
- Media training
- etc.

U2 Additional transferable skills**min 1 ECTS**

- University didactic, e.g. courses in how to teach students
- Academic teaching, supervision of Master and Bachelor theses
- Management & Financing: acquisition of research grants, project management, time management, communication skills, leadership
- Engagement in academic committee
- Mentoring: academic/university
- Language course relevant for a research visit abroad or for the research project; English courses only if designated for PhD students
- etc.

3.2 – PhD Program**3.2.1 – General Information**

The PhD Program offers a broad academic education to prepare doctoral candidates to establish themselves successfully in the highly competitive international job market. PhD Programs will assert their position as the third pillar in academic education of the Bologna process. Furthermore, PhD Programs will establish themselves as a common standard educational system as it is the case since many years in countries such as in the USA, Canada, UK etc. Therefore, in the future it is more likely that PhD students will have better chances particularly on the academic job market. If not stated otherwise, the same regulations will apply for the PhD Program as for the Individual Doctorate. Please find annotations for the skill categories in the section of the Individual Doctorate (3.1).

3.2.2 – Curriculum

30 ECTS Credits have to be obtained. The doctoral colloquium is compulsory (PVO § 21b). In the Department of Psychology this colloquium is the guest colloquium.

3.2.3 – Modules

The curriculum of the PhD Program comprises modules of min. 15 ECTS Credits in disciplinary skills and of min. 9 ECTS Credits in transferable skills. Skill Categories are listed in table 1 and are grouped into disciplinary and transferable skills.

Modules	30 ECTS
Disciplinary Skills	
F1 Research experience and methods <ul style="list-style-type: none"> • Research experience • Research methods • Research visit 	min. 5 ECTS
F2 Scientific communication: praxis <ul style="list-style-type: none"> • Scientific conference • Publication in laymen media 	min. 3 ECTS
F3 Disciplinary Expertise <ul style="list-style-type: none"> • Course, Summer School • Guest colloquium • Retreats, conferences within home institution 	min. 4 ECTS min. 3 ECTS
Transferable Skills	
U1 Scientific communication: theory <ul style="list-style-type: none"> • Scientific writing courses • Presentation techniques • Media training • etc. 	min. 2 ECTS
U2 Additional transferable skills <ul style="list-style-type: none"> • University didactic • Academic teaching • Management & Financing • Engagement in academic committee • Mentoring • Language course • etc. 	min. 3 ECTS

A maximum of 12 ECTS Credits may be accredited that were obtained externally (outside of the PhD Program, §9 DO PhD Program). This includes courses, which are published in the course catalogs of other universities (except summer schools, workshops, language courses abroad).

4 – Booking modules

Upon approval by the doctoral committee, modules may be selected individually in accordance with the doctoral agreement.

The number of participants in the courses offered by the PhD Program may be restricted. Following regulations apply in the case of over-booking: Doctoral students of the PhD Program will be considered first, then doctoral students in the Individual Doctorate, and last other PhD students, who are not participating in either one of the Doctorates and thus do not need any ECTS Credits. Also, the registration point of time is taken into account among PhD students of the same status.

If PhD students wish to participate in courses of other institutions, they must consult the Management Doctorates to discuss whether and how many ECTS Credits will be accredited for those courses.

5 – Switching doctoral models

Upon application it is possible to switch from the Individual Doctorate to the PhD Program and vice versa if the doctoral committee approves.

6 – Program achievements and ECTS Credits

The doctorate is completed, if the doctoral thesis has been successfully defended and 12 or 30 ECTS Credits have been accredited.

1 ECTS Credit is equivalent to 30 hours of workload including course attendance, preparation and follow-up time, and assignments. ECTS Credits are accredited only if assignments of the corresponding module were met sufficiently. Partial module accreditation is not possible.

7 – Final degree

The University of Zurich, Faculty of Arts, awards students who completed the doctorate with the title of «Doctor of Philosophy» or PhD.