Application for assessment of the dissertation

# Last name:

**First name(s):**

# Matricle-number:

|  |  |  |
| --- | --- | --- |
| * Human science | * Health culture | * History and literature |
| * Tuina-acupressure | * Acupuncture | * TCM medicines |
| * Internal medicine | * Gynaecology | * Yangshen and rehabilitation |

## Start oft he doctoral thesis (Month/year):

A **dissertation agreement** must be submitted with the start of the doctoral thesis. If this has not yet been done, please submit it immediately.

## Compulsory enrolment from the start of the doctoral thesis until the doctorate is completed:

* Proof of enrolment current semester
* I confirm that I will remain enrolled until the completion of the doctoral procedure.

## Mandatory information, to be checked by doctoral students

* Overview of meeting minutes promotion commitee
* Signature of the doctoral committee on the protocol of the doctoral meeting
* Last name, first name of the doctoral / PhD-student:
* Dissertation title identical with dissertation title page (letter-by-letter)
* Dissertation supervisor incl. academic title
* Start of the doctoral thesis (month/year):
* If publication with shared first authorship: Does the scope of the scientific work justify shared first authorship, and how does the doctoral candidate's contribution document the ability to gain new insights (with reference to the structured accompanying text)? Shared first authorship must be justified by the scope of the study.
* Expert opinion on the dissertation showing the suitability of the dissertation as a doctoral achievement
* Recommendation for acceptance of the dissertation.

## Dissertation printed (A4, no spiral binding!)

* **PDF of the dissertation** via E-Mail send to [doktorat@tcmuni.ch](mailto:doktorat@tcmuni.ch) on (date):
* In the case of a publication: peer review report including all response letters as a PDF file, also by e-mail to doktorat@tcmuni.ch on (date)

## Dissertation components:

* **Title page** of the dissertation
* Contact promotion committee or promotion supervisor agree with current website of SWISS TCM UNI.
* The first and last names of the rector, head of department and doctoral supervisor, **including the academic title**, are correct.
* **The table of contents** corresponds to the work (title, subtitle and page numbers).
* **Note to dissertation forms,** for details see: Order on dissertation forms
* In the case of shared first authorship - regardless of where the doctoral student is mentioned - doctoral students write a structured accompanying text of approx. 1,000 words about the project or the publication and supplement this with an explanation of their own performance. The shared first authorship must be justified by the scope of the study.

## Curriculum Vitae in short form

* + Last name and first name (according on ID/Passport)
  + Complete date of birth (day, month, year) and place of birth
  + Schools (primary school, secondary school, grammar school) place/s
  + Type of matura or supplementary examination to matura\*
  + Start and end of studies, name of university/s
  + The degree\* as such shall be mentioned: Year of state examination; name of university and place where the state examination was taken.
  + Professional activity (up to the current date, if any))
* **In the case of a dissertation as a publication**: effective publication (printed dissertation, with all components of a dissertation - see Regulations on the Forms of Dissertations) **- no spiral binding**.
* Copy of the doctoral programme with the total number of ECTS credits to be acquired.
* Copy of passport or ID (in case of ID, please copy front and back)
* Confirmation of retention obligation (completed and signed by doctoral candidate)
* Disseration agreement signed (if not already done)

**I confirm compliance with the formal regulations as well as completeness of the submitted documents.**

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