



English Department

Doctoral Programme in English and American Literary Studies

Admissions and Enrolment Procedure

These guidelines are meant to assist prospective PhD students with their enrolment by outlining the process step by step. Documents that are legally binding include the *Promotionsverordnung der Philosophischen Fakultät der Universität Zürich* and the *Doktoratsordnungen* of both the general doctorate (12 ECTS) and the doctoral programme (30 ECTS).

1. Prospective doctoral students first present their research idea to a potential supervisor, i.e. a professor or private lecturer in English literature who is working in a relevant field of study.
2. At the professor's request, the student submits a proposal. The professor determines the length and content of the proposal but it typically includes a working hypothesis, research questions, methodology, a bibliography, an outline of the chapters as well as the primary texts that will be used, and is at least 5 pages in length.
3. Once the student has a prospective supervisor in place, he or she is invited to a 30-minute interview by a committee consisting of the director of the doctoral programme, the coordinator of the doctoral programme and one of the student's supervisors.
4. The committee decides whether the candidate will be admitted into the doctoral programme.
5. If admission is successful, the doctoral programme issues a "Vorbehaltliche Betreuungsbestätigung Allgemeines Doktorat" (12 ECTS) or "Vorbehaltliche Aufnahme ins Doktoratsprogramm" (30 ECTS) (provisional confirmation of admission to the Doctoral Program):
Allgemeines Doktorat - 12 ECTS:
http://www.phil.uzh.ch/studium/studentservices/zulassung/20151218_PhF_Betreuungsbestaetigung_AllgDO.pdf
Doktoratsprogramm - 30 ECTS:
http://www.phil.uzh.ch/studium/studentservices/zulassung/20151218_PhF_Aufnahmeentscheid_DOPr.pdf
6. The student sends a hard copy of the "Provisorische Aufnahme" to the university's admission office.
7. The student simultaneously submits his or her online application to the admission office:
 - ⇒ Students enrolled at the UZH should apply for "a change of degree program to another level of study" during the next online semester enrolment:
http://www.students.uzh.ch/registration_en.html
 - ⇒ Students who graduated from the UZH but who are no longer enrolled, as well as students from other universities should complete an online application

by going to the following site:

http://www.uzh.ch/studies/application/doktoratphd/apply_en.html

8. The admission office confirms receipt of application and informs the student about the next steps and about any further documents that need to be submitted.
9. Application periods are **1 December-31 July** for the fall semester, and **1 May-31 January** for the spring semester.
10. Once registration is completed, the main supervisor, in consultation with the doctoral student, forms a “Promotionskommission” (supervisory committee).
11. A “Doktoratsvereinbarung” (doctoral agreement) is signed by both supervisors as well as by the doctoral student, and submitted to the *Studiendekanat* no later than one year after enrolment. A copy of the agreement should also be sent to the programme coordinator:
http://www.phil.uzh.ch/studium/studentservices/zulassung/160118_PhF_Doktoratsvereinbarung.pdf