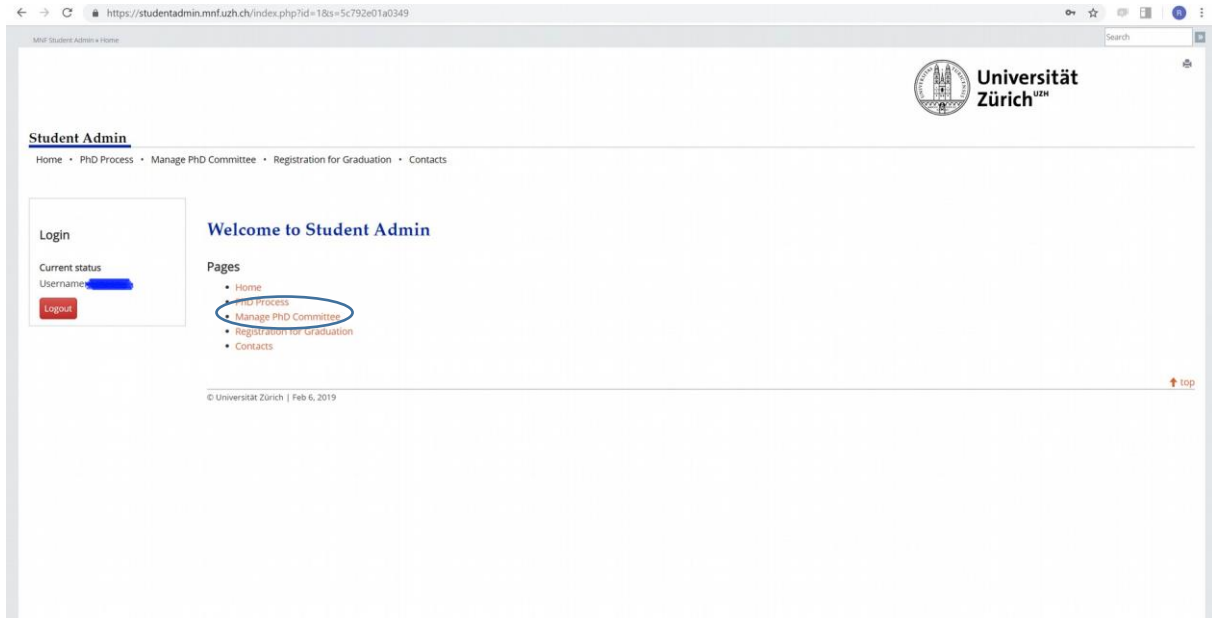# Getting started with the new PhD Administration System: A quick guide

You can log in using your WebPass credentials (your UZH shortname and password) at: https://studentadmin.mnf.uzh.ch/

You will see a screen like the one below. The first task you need to complete is to enter your PhD Committee. To do so, choose **Manage PhD Committee**.

Now you can enter the committee members. Your committee consists of at least two people with the right to confer a PhD, and one or more additional members. The Head of Committee is always someone with the right to confer a PhD. The PhD Advisor is your main supervisor. In most cases these 2 roles are fulfilled by the same person. You will need the affiliations and address of any external committee members to complete the form. At a minimum you need to enter the name of the Head of Committee, to allow other milestones to become active.
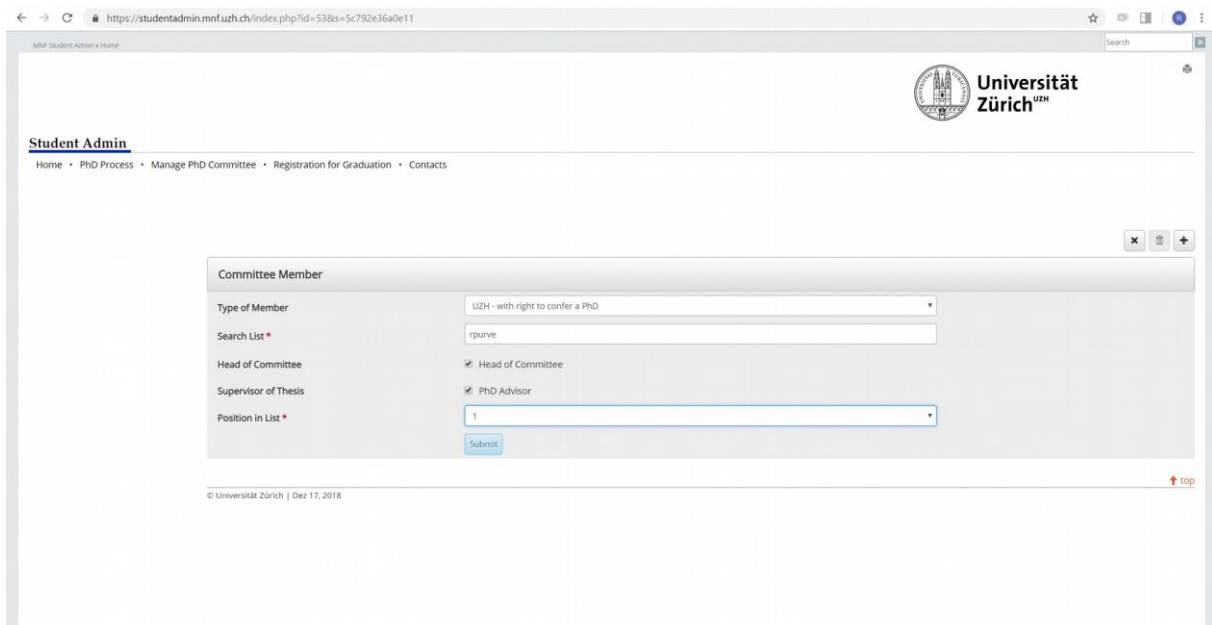
You can search the list of supervisors by typing part of their name. This won't work for external members!

When you have finished, you should see a screen with all of the committee members. You need to click on Submit for Confirmation.

You and the Head of Committee will both receive an e-mail informing you that a milestone has been completed. The Head of Committee now needs to confirm the committee, which will then be sent on the faculty. When the faculty has also confirmed the milestone, you will be able to see in your list of milestones a green bar with three ticks.

Before registering for your PhD exam, you will need to complete all the milestones foreseen in the PhD regulations. These are any conditions and restrictions imposed when you were accepted to do a PhD at the MNF, the formation of your PhD Committee, a Research Proposal, Annual Committee Meetings, Course Work (the 12 ECTS you all need to complete) and Teaching Duties (the 100-420 hours in the regulations).

Depending on the stage you are at in your PhD the tool will not display Research Proposal and Annual Committee Meetings (if you are in your 3rd year or more) and you will not need to enter these

milestones. Otherwise, you will need to enter these. For the committee meetings we suggest uploading a short set of minutes, and any updates to your supervision agreement. For Course Work and Teaching Duties, you need to upload proof that you have fulfilled these requirements (a document listing what you did and signed by your supervisor is adequate).

If you are less far on in your PhD, you should start recording your completion of milestones using the tool now. This should help you and your committee to organise things, and reduce the administrative work for all of us.

Below is an example milestone– in this case it refers to Conditions and Restrictions. These are any conditions imposed by the faculty and detailed in your admission letter. You should upload a scan of your admission letter and evidence you have fulfilled these requirements. If you did your Masters in our Faculty, then simply writing UZH-Master and 0 ECTS would suffice (see below).

Milestones may be comprised of multiple items. When you think you have added all necessary items, choose the checkbox **Milestone is Complete**, and then **Submit Milestone for Review**. The Head of your Committee will now check this milestone has been fulfilled, and then the Faculty will review the milestone.