

FAQ for the PhD Program

Questions about the doctoral program

I need a document stating that I am a doctoral student at the University of Lucerne. Is this available from the faculty?

The study certificate can be requested from the Student Services studiendienste@unilu.ch or downloaded directly from the University Portal under "Confirmations".

I am interested in the PhD Program in Health Sciences. From the admission guidelines it can be seen that with a Master of Science degree from a university of applied sciences (90 ECTS) additional ECTS must be shown. How and at what time can these be acquired?

The doctoral regulations distinguish between admission with conditions (achievements to be made before entry) and admission with conditions (achievements to be made during the doctorate) - see also § 5, para. 5:

⁵ Über die Zulassung zum Promotionsstudiengang entscheidet der StuPA. Abhängig von der Qualifikation und den Vorkenntnissen der Bewerberin oder des Bewerbers kann der StuPA in Absprache mit der Betreuerin oder dem Betreuer die Zulassung vom Nachweis zusätzlicher Kenntnisse und Fähigkeiten abhängig machen. Dabei ist zwischen Leistungen, die vor Eintritt ins Promotionsstudium nachgewiesen werden müssen (Zulassung mit Bedingungen), und Leistungen, die während des Doktorats erworben werden müssen (Zulassung mit Auflagen), zu unterscheiden.

For a Master's degree with 90 ECTS, an additional 30 ECTS must be completed. If ECTS have already been acquired at a Swiss or foreign university, the study center will check this and, if necessary, also count these ECTS.

Do I have to send an annual progress report to the faculty with the professor's signature?

Yes, together with your supervisor you will write a progress report and send it signed to phd_health@unilu.ch.

Can I apply for ECTS for participation in conferences?

An active conference participation with own contribution (poster, lecture, workshop, etc.) is in principle creditable. According to paragraph 4, number 3 of the guidelines, the selection of academic achievements should be made in consultation with the first supervisor.

Questions about the opening of the doctoral procedure

In which language do the supervisors have to write their reviews?

No documents with signatures of the co-authors need to be submitted to us.

In the guide to the doctoral regulations it says in paragraph 6, section 3: In the case of co-authored articles, a main research contribution must be presented and the respective contributions of the co-authors must be confirmed in writing. For the articles which are already published, I have the author declaration of the editor, but for the third article, which is still "under review" I don't have it yet.

No documents with signatures of the co-authors need to be submitted to us.

Questions about the publications of the articles

Is there an option to publish the dissertation on LORY and if so, would a publication on LORY replace printed copies?

It is possible to publish the dissertation on LORY, but it does not replace the printed copies. Simone Rosenkranz from the ZHB will be happy to provide more information about this [Simone Rosenkranz](#).

Does it need permission from the journals to publish the articles or is this not necessary if the articles were published in open access format?

No special permission is needed.

Questions about the submission of the deposit copies after the defense

Is there a title page template for the deposit copy?

The same title page can be used as for the opening of the dissertation. The only adjustment: the word "submitted" in the title should be deleted and "submitted on" should be replaced by "accepted on" + the date of the defense.

Are there any specifications regarding format (A4, book size) and layout (font, spacing)? Does the book have to be printed with a ring binding?

The deposit copy should have the size A4 and be bound. The layout is up to the author.

Are there any declarations that need to be included for the submission?

The declaration, which was already enclosed with the submission of the dissertation, must still be included in the publication; either directly after the summary or at the very end.

If one of the four publications is still in "ePub" mode, but already published online, accessible and also has a DOI that will remain so, but there are still no page numbers of the corresponding printed edition (in the pdf of the article and the reference of the article). Can the final version of the paper be submitted anyway or do we have to wait until these page numbers are clear?

The work can still be submitted.

Do the 6 deposit copies have to be submitted yourself or does the faculty take care of this?

The deposit copies must be submitted to the reviewers (1 copy each) and to the ZHB (4 copies). There is a circulation slip for this purpose. This can be sent to the faculty after completion.

When do I receive the doctoral certificate and the doctoral diploma?

Once the 6 deposit copies have been submitted and the circulation slip has been delivered to the faculty.

What is the date on the doctoral certificate?

The date of receipt of the deposit copies is written on the certificate.

Question about mobility

The faculty covers CHF 500.00 per PhD student per calendar year for costs at congresses, conferences, etc. Is the CHF 500.00 only for internal or also for external PhD students?

There is no distinction between external and internal PhD students.

How much money is available by starting the PhD program in the middle of the year?

Also CHF 500.00 per year.

What exactly is CHF 500 for?

For courses, conferences, hotel, travel expenses.

Is there a possibility to get money in advance for larger expenses (e.g. international conferences)?

No resp. only in absolutely exceptional cases, which must be well justified.

Should the expenses within the CHF 500 be requested via the form "Application for financial support for mobility money"?

Yes, always apply in advance via the form "Application for financial support for mobility money" which is available on the website. After the congress, the expense form - also available on the website - and the invoice copies/receipts can be submitted to phd_health@unilu.ch so that the expenses can be reimbursed.

How does one know which expenses will be covered by the faculty and which expenses will be covered by the project?

This needs to be discussed with the PI in advance.

Is there a place to see how much money is still available in the current year?

Can be asked at phd_health@unilu.ch.

What opportunities are there regarding scholarships and funding programs?

You can find more information here: [Funding opportunities - University of Lucerne \(unilu.ch\)](#).

What costs can I expect during the doctoral program?

The Study Services of the University of Lucerne have prepared an overview: [Application and Admission - University of Lucerne \(unilu.ch\)](#)

And the Student Advisory Service of the University of Lucerne provides more info on general financial questions at the following link: [Financial and Budgeting Advice - University of Lucerne \(unilu.ch\)](#)