



Doctoral regulations for the Doctorate in neuroeconomics

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Doctoral regulations

for the Doctorate in neuroeconomics at the Faculty of Economics, Business Administration and Information Technology of the University of Zurich

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These Doctoral regulations are based on the ordinance for obtaining a Doctoral degree (PO¹) in neuroeconomics at the Faculty of Economics, Business Administration and Information Technology of the University of Zurich of 4 October 2010. All references to paragraphs of the PO refer to this document.

¹ Ordinance for obtaining a Doctoral degree (EN) = Promotionsverordnung (DE), abbr. PO

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1 Purpose of the Doctoral regulations

The Doctoral regulations govern the execution provisions for the Doctoral degree in neuroeconomics, the modalities of the examinations and the dissertation, and the awarding of ECTS credits.

2 The Doctoral program in neuroeconomics

2.1 Overview of structure

	<i>Neuroeconomics</i>
<i>Doctoral program</i>	
<i>Compulsory modules, Doctoral level</i>	
Compulsory modules	15
Research proposal	15
Core elective areas (Doctoral seminars; advanced Doctoral courses)	9
<i>Doctoral program total</i>	39
<i>Dissertation</i>	x
<i>Defense</i>	
Presentation on the subject of the dissertation	x
Discussion on the subject of the dissertation	x
Discussion on the subject area of a Doctoral seminar	x

The Doctoral program in neuroeconomics comprises:

- preparation of a dissertation. The dissertation must cover a subject relevant to the area of neuroeconomics.
- successful participation in compulsory courses at the Doctoral level. The compulsory modules at the Doctoral level include an independent research proposal.
- successful participation in core elective modules totaling at least 9 credits.

2.2 Compulsory modules

An overview of the compulsory modules can be found in Appendix A1.1.

The Doctoral program cannot be continued unless the compulsory modules are completed successfully. In justified cases, the Doctoral Committee may extend the time for completing the compulsory modules, which, as a rule, is a maximum of four semesters.

2.3 Core elective modules

An overview of the core elective modules can be found in Appendix A1.2. These core elective modules are to be understood as examples. An updated list of all core elective modules is published each semester on the Doctoral program website.

A maximum of 3 total credits may be earned as part of teaching obligations. The Doctoral Committee credits teaching obligations as transferable skills to the core elective modules of the Doctoral level upon written petition. If completed successfully, they are evaluated as "passed."

2.4 Internal and external Doctoral seminars

The Doctoral Committee decides upon written petition whether further internal and external Doctoral courses will be credited.

The majority of the modules must be completed at the University of Zurich.

Courses from leading international Doctoral programs may be recognized as internal Doctoral courses.

3 Modules and credits in the Doctoral program

3.1 Overview

The credit system under § 17 PO, which adheres to the European Credit Transfer System (ECTS), serves to record and accumulate credits for coursework completed in the Doctoral program at the University of Zurich as well as to transfer credits in the context of national and international mobility for Doctoral students.

3.2 Modules and courses

With respect to the *degree of requirement*, a distinction is made between:

- compulsory modules, which are mandatory for all Doctoral students in the Doctoral program and
- core elective modules, which are to be chosen from a list specified by the Doctoral Committee

3.3 Assessments and credits

Assessments have a direct temporal relationship with the corresponding course (in other words, they normally take place during the same semester or at least before the beginning of the courses of the following semester).

Doctoral students can only earn credits for a module if they fulfill the requirements specified in the module description (cf. Section 3.4) and are registered prior to the deadline (cf. Section 4.1). The responsible lecturer may require corresponding documentation.

3.4 Information on modules offered

For each module offered, the following information is generally published at the end of the prior semester:

- Title of the module
- Format of the module
- Number of credits to be earned
- Information on time and location as required
- Responsible lecturer
- Detailed information on the content (learning objectives) and relevant course reading
- Prerequisites for attending the module
- Registration and drop modalities
- Requirements for the assessment (what coursework is required to earn the credits for the module), including all information on examination dates, etc.
- Information on crediting the course as a compulsory course or core elective module

4 Examination regulations

4.1 Registration and cancelation

Doctoral students must register in the electronic system for each module for which they want to earn credits (see § 19 PO). The Doctoral Committee decides on exceptions in cases of hardship on written petition.

Doctoral students may only register for a module if they meet the requirements specified for the respective module. In justified individual cases, the Doctoral Committee may authorize exceptions.

It is only possible to withdraw from a module without stating reasons until the date specified for the respective module.

Late registrations and cancelations cannot be accepted. In cases of hardship, the Doctoral Committee decides on exceptions.

If a candidate is prevented from attending an examination or if an ongoing examination is canceled, the regulations under § 20 PO apply.

Any Doctoral student having been irrevocably expelled from the Faculty of Economics, Business Administration and Information Technology or from another institute of higher education in a similar Doctoral program for failing examinations or not observing examination regulations will no longer be admitted to any examination (§ 36 PO).

4.2 Grading

The grades listed under § 16 PO have the following meanings:

6	= excellent
5.5	= very good
5	= good
4.5	= satisfactory
4	= sufficient

In addition to the above-mentioned grades or the ratings "passed" or "failed," transcripts of records also include assessments in accordance with the ECTS assessment scale.

4.3 Resources, use of unauthorized aids, obtaining admission by fraud

The resources allowed during assessments are listed for each module in a suitable form.

4.4 Recognition and transfer of external credits

The provisions according to § 22 PO apply.

Petitions must be submitted in writing and with the corresponding transcripts of records to the Dean's Office.

When transferring from a different degree program or from a different university to the neuroeconomics Doctoral program, it is recommended that the student contact the Doctoral Committee as soon as possible.

Coursework completed at another institute of higher education or in another degree program may be transferred towards the Doctoral degree if the coursework was completed at the Doctoral level.

Dissertations completed or submitted at other institutions cannot be recognized or transferred.

Credits for such coursework are recognized and transferred by the Doctoral Committee upon petition of the Doctoral student. Particular attention is given here that modules with similar course content are not credited more than once. The burden of proof lies with the Doctoral student.

The above regulations also apply to Doctoral students who want to transfer to the neuroeconomics program from another university, another faculty or another program.

4.5 Failed attempts, repetitions and exclusion from the Doctoral program

If a Doctoral student fails to pass the compulsory modules or dissertation even at the second attempt, he or she will be irrevocably expelled from further participation in the Doctoral program (§ 36 PO).

5 Admission

5.1 General provisions

Admission is regulated in §§ 6 - 9 PO.

5.2 Application and admission procedure

Application for admission to the Doctoral program can be made at any time. Documents must be submitted to the Doctoral Committee.

Matriculation must also be requested through the Student Administration Office of the University of Zurich. Deadlines and formalities are published in a suitable form.

A processing fee of between CHF 200.00 and CHF 300.00 may be levied for each application. Candidates who are admitted and who start the Doctoral program may request a cash refund of the processing fee from the Dean's Office in the first semester of their Doctoral studies. Subsequent claims for refunds are not possible.

The Doctoral Committee may request proof of sufficient language skills in accordance with § 25 PO or define additional requirements and conditions in accordance with § 8 PO.

The result of the process is communicated to the candidates in writing. Objections must be submitted in writing to the Dean's Office within 30 days. The decision of the Dean's Office may be appealed to the Appeals Committee of the Cantonal Institutes of Higher Learning in Zurich.²

5.3 Documents

The university publishes in a suitable form what documents must be included with the application.

If documents are missing, the university may levy an additional processing fee of between CHF 50.00 and CHF 100.00 and defer or reject the application.

² Be aware that the legal documents have to be in German.

5.4 Admission with additional requirements or conditions

If the admission is granted subject to additional requirements or if conditions must be met before admission, they are communicated with the admission decision. It specifies the additional required coursework and the deadlines, and determines the permissible number of failed attempts.

The modules to be completed as part of additional requirements (= earning of additional qualifications) must be successfully completed within six consecutive semesters after admission is granted and before starting the research proposal. The reference date is the admission with additional requirements. In justified cases, the Doctoral Committee may extend the deadline for the fulfillment of additional requirements or conditions. Documentation must be provided when registering for graduation. The credits earned in this process cannot be credited towards the Doctoral degree.

The modules to be completed as part of the conditions (= earning of additional qualifications) must be successfully completed within six consecutive semesters before admission to the Doctoral program. The reference date is the decision on the conditions. In justified cases, the Doctoral Committee may extend the deadline for the fulfillment of additional requirements or conditions. Documentation must be provided when registering for the Doctoral program. The credits earned in this process cannot be credited towards the Doctoral degree.

6 Supervisor and co-supervisor

Members of the faculty who are authorized to vote may act as supervisors (§ 10 PO). These include:

- Full and associate professors
- Professors ad personam
- Assistant professors

With the approval of the Doctoral Committee, members of other faculties may also act as supervisors.

Professors emeriti of the Faculty of Economics, Business Administration and Information Technology may act as supervisors for Doctoral students if the dissertations are defended no later than three years after the professor's retirement. The reference date is the date of retirement.

Professors of the METC (Department of Management, Technology and Economics) and GESS (Department of Humanities, Social and Political Sciences) departments of the ETH Zurich may be awarded the right to confer a Doctoral degree at the Faculty of Economics, Business Administration and Information Technology of the University of Zurich on request.

Persons with appropriate qualifications may be appointed as co-supervisors by the Doctoral Committee (§ 11 PO) if they are:

- full or associate professors at other faculties or other universities
- Privatdozierende (lecturers) or adjunct professors at the University of Zurich

Co-supervisors are, as a rule, appointed at the same time as the supervisors, but no later than after submission of the dissertation (§ 11 PO).

Regular meetings on the progress of the Doctoral program are held as part of the supervision role.

7 Dissertation

7.1 Format and content

The subject of the dissertation must be selected from the field of neuroeconomics and meet the conditions under § 26 PO.

Whether the dissertation is submitted as a monograph or cumulative dissertation is determined in coordination by the candidate and the dissertation supervisor.

7.1.1 Monograph

A monograph is a text written by the candidate independently.

Results that the candidate has already published may be part of the dissertation's academic contribution if the prior publication has not already been used to obtain an academic degree.

7.1.2 Cumulative dissertation

The candidate draws up a background document that summarizes the results and contributions of the individual papers. The papers, which are part of the dissertation, must be attached in an appendix.

With the exception of the background document, papers with co-authors may also be used.

7.2 Academic contribution, co-authors

The candidate must submit a signed written declaration that he or she drafted the dissertation independently as a monograph, or for cumulative dissertations, wrote the background document independently and used no uncited sources or aids.

If the academic contribution of a dissertation depends on work with co-authors, a declaration signed by the candidate regarding his or her contribution to this work is to be submitted for each work and must be countersigned by the co-author.

The supervisor and co-supervisor may be co-authors of papers used for the dissertation only insofar as can be ensured that at least one person is not a co-author of any of these papers.

8 Graduation

8.1 Registration

The Doctoral student must register in person at the Dean's Office to defend his or her dissertation. The following documents must be submitted:

- a) The completed registration form
- b) Proof of matriculation as a Doctoral student at the University of Zurich
- c) Proof of admission into the Doctoral program in accordance with §§ 6 - 9 PO
- d) Proof of ECTS credits acquired in the Doctoral program in accordance with § 23 PO
- e) The dissertation
- f) Proof of additional requirements and conditions completed, if applicable (in accordance with § 8 PO)
- g) A written declaration that the dissertation was completed independently and has not yet been submitted anywhere else
- h) Curriculum vitae

The candidate must be continuously enrolled from the start of the Doctoral program until the end of the degree-conferral process.

8.2 Defense

Every Doctorate is completed with the dissertation defense.

If the dissertation has been accepted in accordance with the conditions under §§ 26 - 28 PO, the candidate will be admitted for its defense.

The supervisor and co-supervisor attend the defense (§ 34 PO), determine the grade for the defense in the absence of the candidate, and subsequently inform the candidate of the result. Professors from the faculty attending the defense have an advisory role in determining the grade.

The expert opinions on the dissertation and the result of the defense must be submitted to the Dean's Office no later than 20 business days before the degree conferral date. The defense must therefore be scheduled sufficiently early.

9 Publication

9.1 General provisions

The deposit copies must bear a title page approved by the Dean's Office and include a note that the Chairman of the Doctoral Committee has approved publication in this form. The date of the printing approval must be entered on the title page in accordance with Section 9.2 (month and year only). A brief CV must be included on the last page.

If the dissertation consists of a collection of papers, the background document must, in accordance with Section 7.1.2, be published according to the following provisions. The papers belonging to the dissertation must be added as an appendix to the background document, unless third-party copyrights preclude this.

9.2 Approval of publication

Before printing, the candidate must submit the final version of the dissertation to the Dean's Office to verify compliance with the form requirements. The approval for printing obtained from the supervisor must be attached.

After printing is approved, only the correction of errors in form is permissible; no modifications may be made to the content. In these cases, the Dean's Office must be informed of the planned changes.

9.3 Publication formats

The following publication formats are permitted for the dissertation:

- Publication (of the monograph) in the book trade or in the central library
- Publication as printed brochures (for cumulative dissertations in accordance with Section 9.3.1) in the central library
- Publication (of the monograph or the cumulative dissertation) on the Internet

The Doctoral Committee may approve the printing of only part or an excerpt of the dissertation as well as the use of other appropriate reproduction methods on written petition.

9.3.1 Publication as printed brochures

If the candidate publishes a cumulative dissertation, he or she must submit a bibliographic citation of the individual papers.

The relevant provisions of the central library must be observed when printing.

9.3.2 Publication in book trade

If the candidate publishes the dissertation in the book trade, he or she must

- a) submit to the Dean's Office a contract signed by the candidate and a publishing house, and
- b) designate the publication by separate reference as a reprint of the dissertation approved by the Faculty of Economics, Business Administration and Information Technology.

9.3.3 Publication on the Internet

If the candidate publishes the dissertation on the Internet, he or she is required to observe the relevant provisions of the central library.

The candidate must assign the rights required for publication to the central library at no charge.

9.4 Deposit copies and Doctoral diploma

The number of deposit copies to be delivered to the central library is determined by the publication format and includes, unless specified otherwise by the central library,

- when published via the central library (monograph): 140 copies
- when published as a brochure (cumulative dissertation): 140 copies
- when published in the book trade or on the Internet: 6 copies

The relevant provisions of the central library must be observed.

As soon as the deposit copies have been received, the Doctoral diploma is prepared and sent, as a rule, to the candidate within four to six weeks.

10 Appendix

10.1 Compulsory modules

<i>Compulsory modules</i>	<i>Credits</i>
Frontiers in Neuroscience and Neuroeconomics	3
Methods and Models for fMRI Data Analysis in Neuroeconomics	3
Foundations of Human Social Behavior	3
Behavioral Economics Seminar	3
Research Design in Neuroeconomics	3
Total	15 credits

10.2 Core elective modules

The following core elective modules are to be understood as examples. An updated list of all core elective modules is published each semester on the Doctoral program website.

<i>Core elective modules</i>	<i>Credits</i>
Computational Neuroeconomics and Neuroscience	3
Non-invasive Brain Stimulation for Neuroeconomics	3
Decision Neuroscience	3
Troubleshooting in Computational Neuroimaging	3
Scientific Programming for Neuroeconomic Experiments	3
Macroeconomics for Research Students Part I	3
Macroeconomics for Research Students Part II	3
Microeconomics for Research Students Part I	3
Microeconomics for Research Students Part II	3
Econometrics for Research Students Part I	3
Econometrics for Research Students Part II	3