



Exemplary Curriculum vitae

The CV has to be drafted in the language of the dissertation and inserted as the last page. It has to be brief and may cover a maximum of one page. The main purpose of the CV is that the candidate can be clearly identified. Therefore, personal details such as first name, last name and date of birth have to be included in every case. Please leave out any contact details, picture and signature. As a rule, the CV in the dissertation is divided into personal details, education and, if you wish, professional experience. Please leave out further details such as conferences, publications, etc. The CV may be drafted in table form (see example below) or as a text.

Curriculum vitae

Personal details

First name Last name

Date of birth: DD MMMM YYYY

Education

September 13 – February 18¹: Doctoral program² at the University of Zurich, Department of Business Administration, Chair of Accounting

August 16 – August 17: Visiting fellow at the Wharton School of the University of Pennsylvania

September 11 – July 13: Master of Arts, University of Zurich, Business Administration specialization

September 08 – July 11: Bachelor of Arts, University of Zurich, Business Administration specialization

Professional experience

Since March 18: Senior Consultant at xxx in xxx

September 13 – February 18: Teaching assistant at the Chair of Accounting, University of Zurich

May 12 – September 12: Internship in human resources at xxx in xxx

¹ This time specification has to correspond to the degree conferral date.

² "Doctorate" or "PhD" has to be supplemented by "studies" or "program" because the title of Doctor may only be used *after* the publication of the dissertation and upon receipt of the final degree documents.



Sample: Bibliographic citation

The bibliographic citation is the exact declaration of how the dissertation or the single papers constituting the dissertation are to be cited. It is not the bibliography of the literature you used in your dissertation. Instead, it is about how third persons shall cite the papers constituting your dissertation. The bibliographic references of papers that have already been published are determined by the publisher. The bibliographic citation is usually provided on the title page of the relevant paper (see example 1). Also for papers that have been submitted, but not yet published, the current status at the time of the printing of the dissertation shall be stated (see example 2).

Example 1:

A version of this paper / This paper is published as Author 1, Author 2, Title of the paper, Name of the journal, Volume (Issue), Page–Page, Year.

Example 2:

A version of this paper / This paper has been submitted to the Name of the journal.

The candidate is responsible for observing copyrights with regard to the publication of all components of the dissertation, both in the context of the dissertation and in any other publications (DO, Sec. 8.3). Please contact the relevant journal in case of doubt.