



INDIVIDUAL OUTLINE OF RIGHTS AND RESPONSIBILITIES FOR PHD CANDIDATES

Template, please take the official version from StudentAdmin and upload it to StudentAdmin

PhD candidate: NAME

Supervisor: Prof. Dr. NAME

Workload: **80** % (according to the employment by means of an order (Verfügung) of DATE)

Start of employment: DATE

A. General Section

1. The individual outline of rights and responsibilities is based on the Regulations for the General Outline of Rights and Responsibilities of the Faculties for Teaching and Research Assistants and Doctoral Candidates (Regulations for the General Outline of Rights and Responsibilities) of 29 August 2023 and the general outline of rights and responsibilities of the Faculty of Science of the University of Zurich for Teaching and Research Assistants and Doctoral Candidates dated 14 December 2023 (Outline of Rights and Responsibilities MNF).
2. Each of the signatory parties may request an adjustment. In the event of disagreements regarding the content of the specifications to be drawn up or adapted, the procedure shall be in accordance with § 9 of the outline of rights and responsibilities MNF.
3. Once a year, the PhD candidate and the PhD committee shall hold a meeting in accordance with § 14 of the outline of rights and responsibilities MNF, which shall be documented in writing.
4. Components of the individual outline of rights and responsibilities:
 - a) Current doctoral agreement¹
 - b) Minutes of the annual PhD committee meetings
 - c)

¹ The doctoral agreement can be submitted within 6 months of taking up the position



B. Special Component (check and complete where applicable)

5. Own Research

The PhD candidate's research tasks are guided by §14 of the outline of rights and responsibilities MNF and correspond to the content of the doctoral agreement, which also addresses the PhD candidate's personal contribution.

The following minimum proportion of the working time specified in the employment contract must be spent on work that serves the applicant's own research in connection with the academic qualification, such as writing the dissertation, conducting field studies, collecting, and analyzing data or participating in conferences.

In addition, the PhD candidate is expected to make a **personal contribution of at least 20%** of a full-time workload.

- a. Protected time for teaching and research assistants 50 percent of a full-time equivalent;

Workload according to the employment by means of an order (Verfügung) of date: %
 Protected time: % of a full-time equivalent

or:

- b. Protected time for doctoral candidates 70 percent of a full-time equivalent;

Workload according to the employment by means of an order (Verfügung) of date: **80** %
 Protected time: **80** % of a full-time equivalent

Does not apply to PhDs in physics

We propose 80% protected time, must be at least 70%

6. Teaching 10%

10% at our institute

Percentage of a full-time workload: %

- Teaching courses
- Correction of written work
- Implementation of tutorials
- Developing tasks and proposed solutions for examinations, seminars, exercises, etc.
- Organization and administrative handling of exams
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7. Further Tasks

Percentage of a full-time workload: 10 %

- supporting teaching
- Support with the organization and administrative implementation of examinations
- Managing websites and databases (e.g. research database)
- Outreach activities
- Continuing Education
- other tasks (e.g. participation in research projects of the chair/ scientific contributions that are not in the research context of the own dissertation/ supervision of students/ activity in university committees and commissions)

tick and add new points if needed

5. Temporary Additional Employment

Temporary employment in another function for tasks not directly relevant to the qualification is possible.

The additional employment does not lead to an increase in the proportion of working hours for the own research in accordance with § 14 of the outline of rights and responsibilities MNF and must not hinder the qualification objective.

The order (Verfügung) for additional employment is made separately.

The individual outline of rights and responsibilities is valid as of date:

- new outline of rights and responsibilities
- replaces the outline of rights and responsibilities of date

Zurich, date

Superior person:

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Zurich, date

PhD candidate:



Document filing:

- Original to the superior person
- Copy to the PhD candidate
- Copy in StudentAdmin (for HR department)