



**Universität
Zürich** UZH

Philosophische Fakultät, Graduiertenschule



Grüezi@PhF 2023

Welcome Event Graduate School

17 October 2023

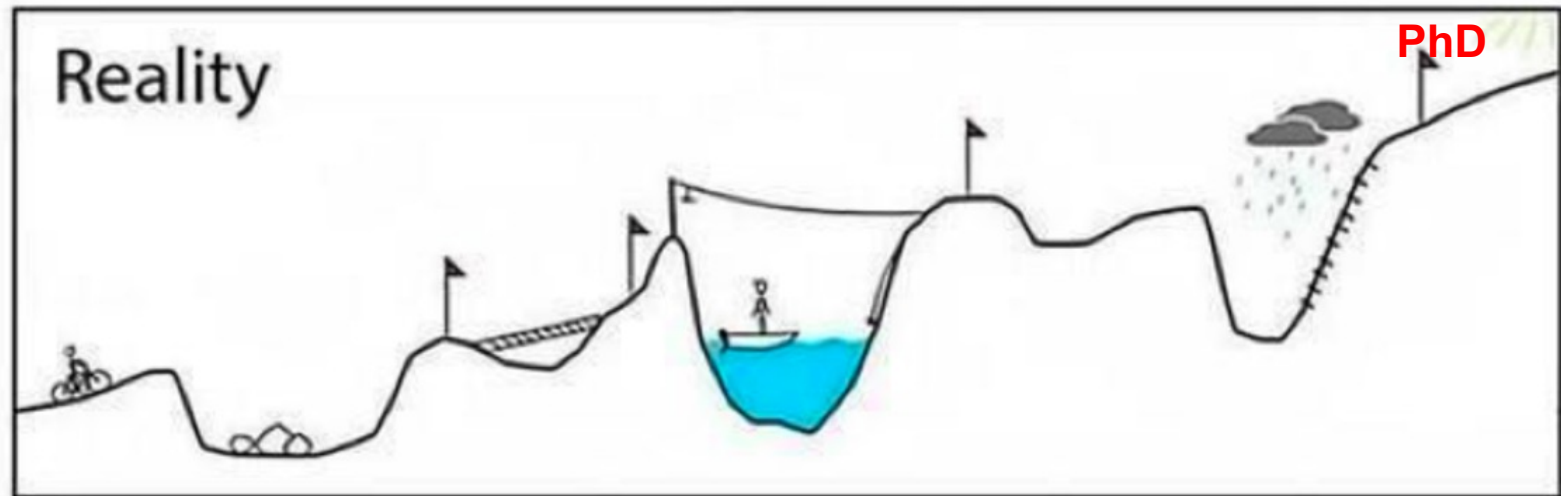
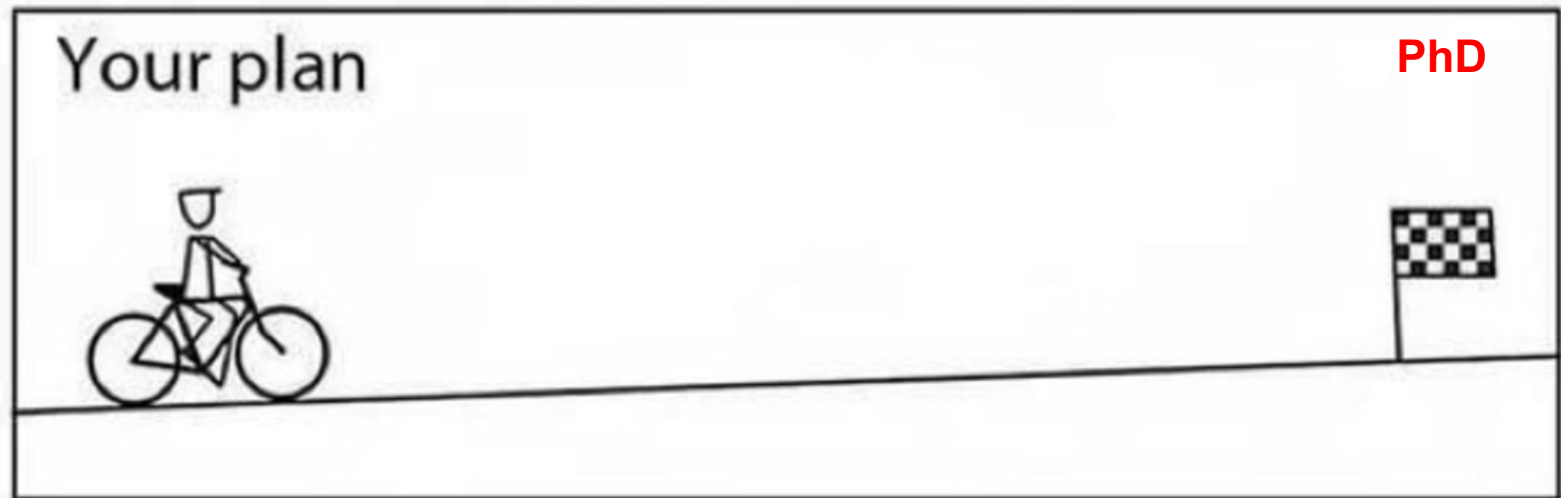
Program

- Welcome
Prof. Dr. Fabienne Liptay, Vice Dean Graduate School
- Graduate School: People, Tasks, Support
Dr. Sandra Schneeberger, Office Manager
- Office of Research Proposal Support
Dr. Astrid Habenstein, Dean's Office
- Graduate Campus
Dr. Claudine Leysinger, Head of Division
- Questions?
- Aperitif

Variety of Doctoral Subjects

- Art History
- Chinese Studies
- Classical Archaeology
- Communication and Media Research
- Comparative Romance Literature
- Computational Linguistics and Phonetics
- Cultural Analysis
- Cultural Studies
- East Asian Art History
- Educational Science
- English Literature
- English and American Literature
- Film Studies
- French Literature
- Gender Studies
- General and Comparative Literature
- German Literature
- Greek Philology
- History
- Indian Studies
- Islamic Studies
- Italian Literature
- Japanese Studies
- Latin Philology
- Linguistics
- Medieval Archaeology
- Medieval and New Latin Philology
- Musicology
- Philosophy
- Political Sciences
- Portuguese Literature
- Prehistoric Archaeology
- Psychology
- Rhaeto-Romanic Language and Literature
- Scandinavian Studies
- Slavic Literature
- Social and Cultural Anthropology
- Sociology
- Spanish Literature
- Teaching

The Doctorate...



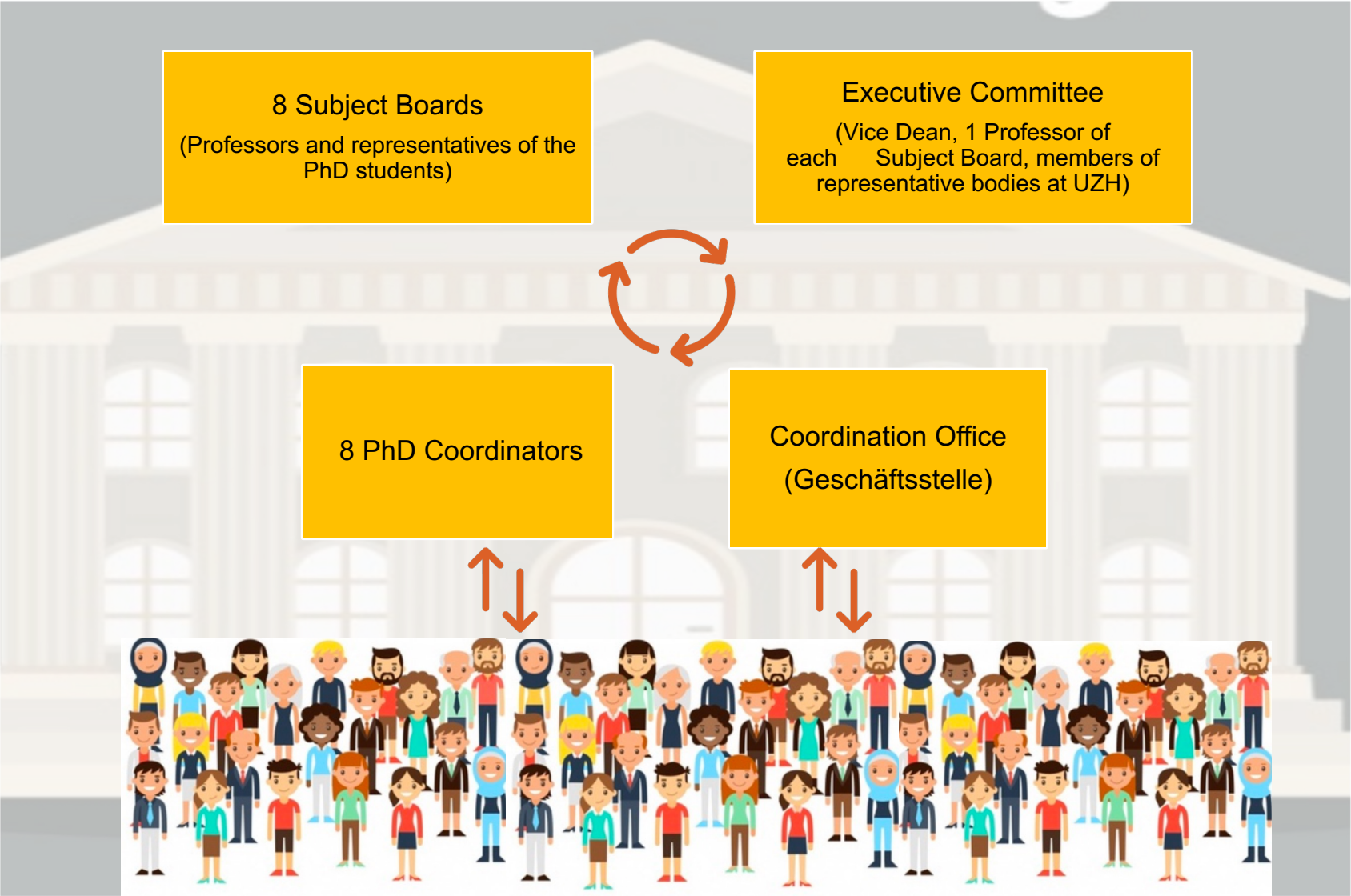
Happy End: Photoshoot at Graduation Ceremony 2022



Purpose of the Graduate School

- The Graduate School forms the organizational and administrative framework for all doctoral subjects of the Faculty of Arts and Social Sciences of the University of Zurich
- It provides support and advice for the doctoral students and the faculty during the entire duration of a doctorate
- It ensures quality assurance and assumes the tasks related to the doctorate

Organization



Graduate School: People, Tasks, Support



Central Hub for Information: Website

Doctorate

The Graduate School serves as the organizational framework for doctoral studies at the Faculty of Arts and Social Sciences and advises doctoral students and supervisors throughout the entire doctorate.



Doctoral Studies at PhF →

- › Before the Doctorate
- › During the Doctorate
- › Completing the Doctorate
- › Right to Confer a Doctorate and Right of Supervision
- › Legal Basis

Online Services PhD

- › PromVO 2019: Doctoral Agreement, Application for Completion and Publication
- › PVO 2009 and PO 2006: Application for Publication

Graduate School Funding

- › For PhD Students
- › For Lecturers and Supervisors

<https://www.phil.uzh.ch/en/studium/doktorat.html>

Doctoral Studies at PhF →

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Supervision

Legal Basis



Legal Basis for the Doctorate



Ordinance on Obtaining a Doctoral Degree
at the Faculty of Arts and Social Sciences of the University of
Zurich

= „PromVO 2019“



Doctoral Program Regulation for the Conferral of Doctorates
at the Faculty of Arts and Social Sciences of the University of
Zurich

= “Doktoratsordnung“

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During the Doctorate

Duty to Inform ▾

Compulsory Matriculation ▾

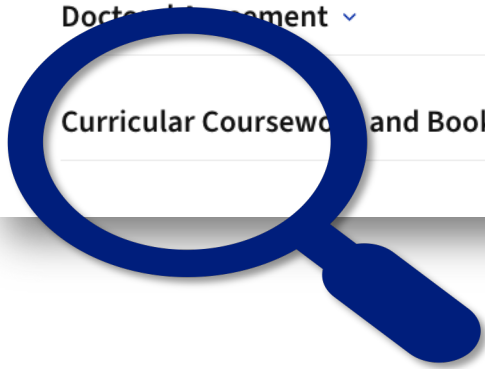
Legal Basis ▾

Dates and Deadlines ▾

Doctoral Management ▾

Curricular Coursework and Booking Modules ▾

Check your UZH-mail address
once a week!



Curricular Coursework and Booking Modules

- 12 ECTS (check with Doctoral Program Regulation regarding rules for subject specific courses or transferable skills)
- Where to find the course offer? → [UZH Course Catalogue](#)
- How to book an UZH course? → [UZH Module Booking via Student Portal](#)
 - Search and select in the Course Catalogue
 - Book in the „Noted Items & Module Booking App
 - Review and modify in „My Modules App“
 - **Please check for booking and cancellation deadlines!**
- UZH-external courses are possible (e.g. for Summer Schools)
 - Confirmation of participation necessary (upload in doctoral agreement)
 - ECTS credits or workload must be evident from the confirmation

During the Doctorate

Duty to Inform ▼

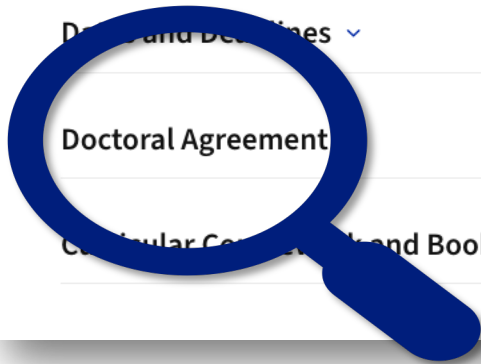
Compulsory Matriculation ▼

Legal Basis ▼

Duties and Responsibilities ▼

Doctoral Agreement

Compulsory Courses and Booking Modules ▼



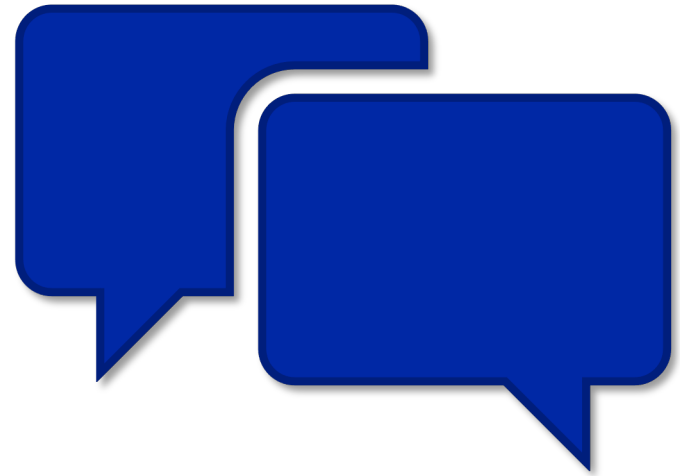
Doctoral Agreement

- Opportunity to discuss your progress and challenges with your supervisory committee
- Update once a year
- Change of co-supervisors possible via doctoral agreement
- New university-wide template from 2024

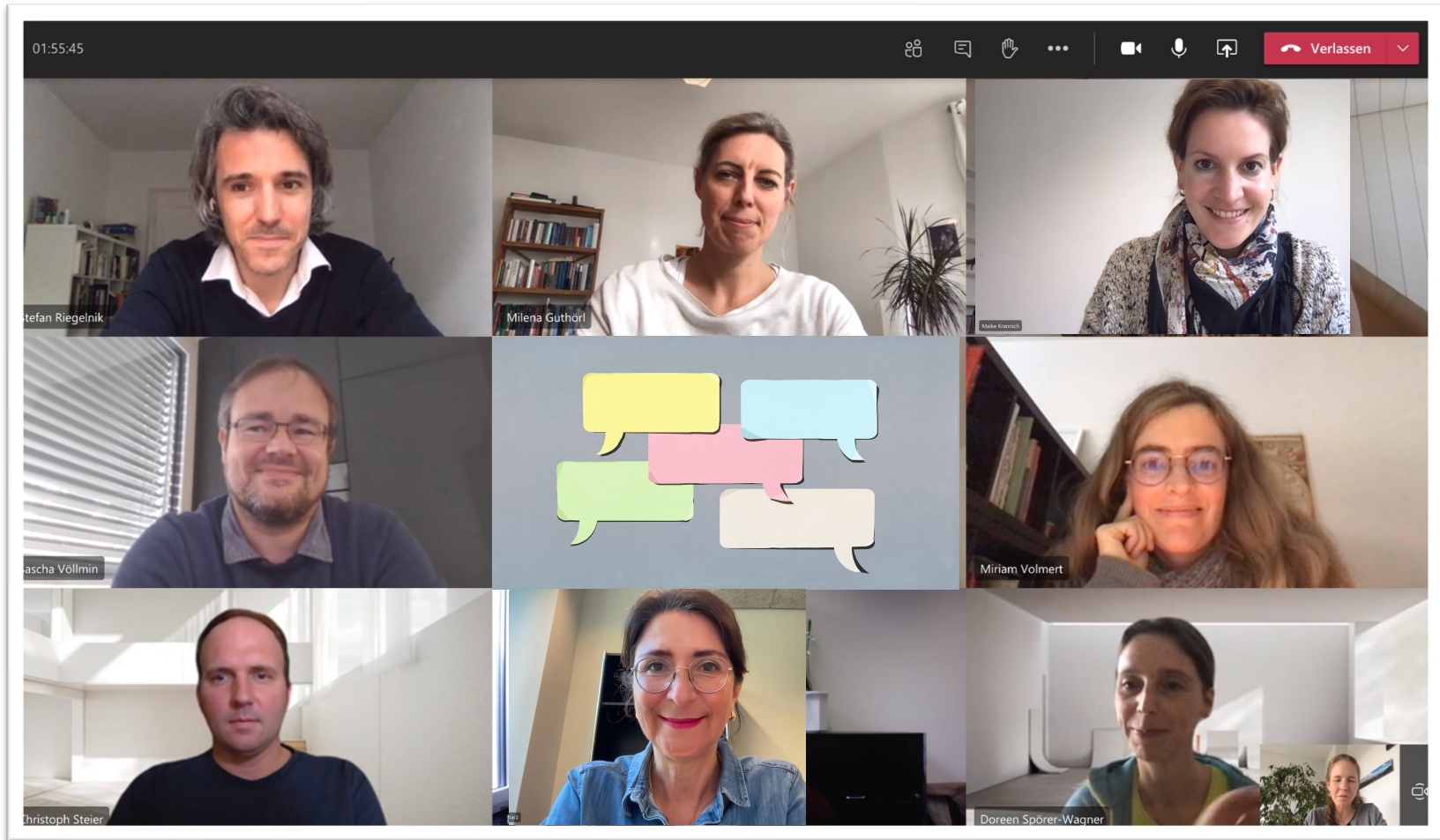
Online PhD Admin Services

- Create and view Doctoral Agreement
- Submit Application for Completion
- Submit Application for Publication
- Login for Doctoral Students and Members of Supervisory and Doctoral Committee
- No automatic messages are sent → please keep all parties informed!

People and Contact



Your first point of contact: PhD coordinators



PhD Coordinator	Subject
Dr. Stefan Riegelnik	History, Philosophy
Dr. Milena Guthörl	Classics, Asian and Oriental Studies, Gender Studies
Dr. Miriam Volmert	Film Studies, Art History, Musicology, Cultural Analysis
Dr. Christoph Steier	Literary Studies
Dr. Sascha Völlmin	Linguistics, Computational Linguistics and Phonetics
Dr. Maike Krannich	Psychology
Dr. Seyhan Bayraktar	Education and Teaching
Dr. Doreen Spörer-Wagner	Social Sciences

Coordination Office (Geschäftsstelle)

Name	Function
Dr. Sandra Schneeberger	Office Manager
Regula Sprecher	Doctoral Affairs

- Coordinating administrative processes within Graduate School
- Contact
 - via E-mail: graduiertenschule@phil.uzh.ch
 - Counter: Tuesdays, 1-3pm, SOC F 102

Vice Dean Graduate School

Head of Graduate School and Academic Integrity Officer for PhD Students

Prof. Dr. Fabienne Liptay

- Contact: graduierenschule@phil.uzh.ch or fabienne.liptay@fiwi.uzh.ch

Contact Points and Counseling

Faculty level

- First point of contact: Phd Supervisor
- Vice Dean of Graduate School, Fabienne Liptay
- Head of institute/department

University level

- [Graduate Campus](#)
- [Psychological Counseling Services](#)
- [Association of Mid-Level Faculty Staff of the University of Zurich](#)
- [Employee and PhD Assistance Office](#)
- [Research Integrity](#)

Funding

Doctoral Students



Doctoral students enrolled in the doctorate at PhF can apply for financial support for:

Research Stay Grants [▼](#)

Start-up Grants [▼](#)

Research Support (Short Research Visits, Data Management, Language Courses, Specialist Literature) [▼](#)

Copy Editing and Translation [▼](#)

Self-Organised Working Groups [▼](#)

Childcare during Congress Trips [▼](#)

Faculty grants for conference trips

<https://www.phil.uzh.ch/de/fakultaet/finanzielleunterstuetzung/kongressreisen.html>
(German only)

Zuschüsse an Kongressreisekosten

- ↓ Antragsberechtigung
 - ↓ Rahmenbedingungen
 - ↓ Antragstellung
 - ↓ Ansprechperson im Dekanat
-

Antragsberechtigung

Die folgenden Personengruppen sind berechtigt, Zuschüsse an Reisekosten für wissenschaftliche Veranstaltungen im In- und Ausland beim Dekanat zu beantragen:

- alle Angehörigen der Philosophischen Fakultät, wenn es sich um Anträge für Zuschüsse ausschliesslich an Zug- und Busreisekosten handelt;
- Doktorierende der Graduiertenschule der Philosophischen Fakultät, die aktiv an einer wissenschaftlichen Veranstaltung teilnehmen mit einem Vortrag oder Paper, einem Kongressposter oder als Moderation (Panel Chair):

Questions?





Application Support at the Faculty of Arts and Social Sciences

Dr. Astrid Habenstein



Application Support at the Faculty of Arts and Social Sciences (I)



Dr Astrid Habenstein
Faculty of Arts and Social Sciences
Dean's Office
Rämistrasse 69
CH-8001 Zurich
Tel: +41 44 63 45474
astrid.habenstein@phil.uzh.ch

<https://www.phil.uzh.ch/de/forschung/unterstuetzungsforschungsantraege.html>



Application Support at the Faculty of Arts and Social Sciences (II)

- Support in the development and submission of proposals for research funding (doc, postdoc, established researchers // national and international funding, but NOT EU-Funding).
 - „Find Funding“: individual advice; information events on funding opportunities; newsletter;
 - Review of applications (formal check; feedback on content from a non-specialist perspective)
 - If applicable: interview preparation
 - General questions
- Liaison with other UZH units involved in grant applications resp. application support
 - => *among others: cooperation with the Graduate School of the Faculty of Arts and Social Sciences*



Research Funding for Doctoral Students: Important Deadlines

➤ SNSF

- **Last Call:** DOC.CH: scholarships for independent doctoral projects in the Humanities and Social Sciences (up to 4 years) => deadline: 15.03.2024 (earliest start of grant: 1.09.2024)

- Complementary Mobility Grants in projects funded by SNSF: subsidy of 20'000 CHF to the project's salary for a stay abroad (up to 12 months) => application possible at any time (even if the project already started!)

Further information: on the SNSF-homepage and/or come to me

➤ University of Zurich

- UZH Candoc Grants: scholarships for doctoral projects at UZH (up to 2 years) => next deadline: 1.02.2024 (earliest start of grant: 1.08.2024)

- UZH Doc.Mobility: scholarships for doctoral students of UZH for a stay abroad (6 to 12 months) => next deadlines: 1.03.2024, 1.09.2024

Further information: on the UZH homepage under „[Research funding](#)“ and/or the UZH's Grants Office