

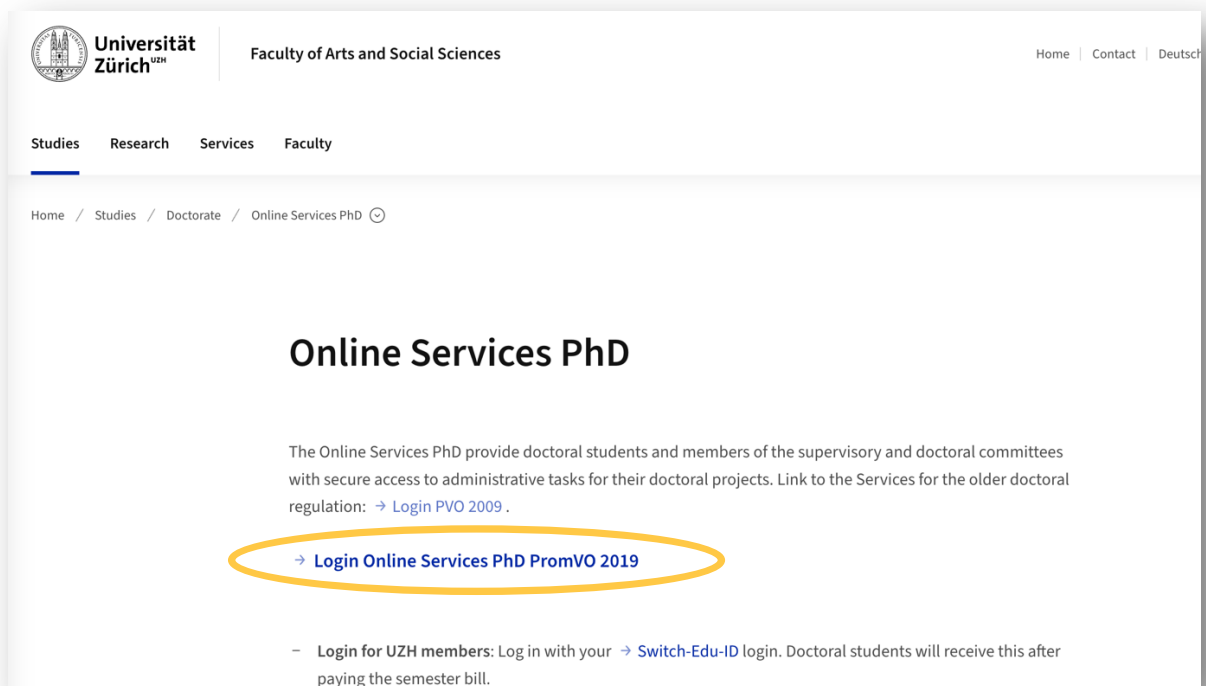
Zürich, 19. Juni 2024

Create and Update a Doctoral Agreement

For principal supervisors

You create the Doctoral Agreement (DA) in the Online Services PhD: <https://www.phil.uzh.ch/en/studies/doctorate/onlineservices.html>.

UZH members log in with their Switch-Edu-ID login.



Universität Zürich
Faculty of Arts and Social Sciences

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Studies Research Services Faculty

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Online Services PhD

The Online Services PhD provide doctoral students and members of the supervisory and doctoral committees with secure access to administrative tasks for their doctoral projects. Link to the Services for the older doctoral regulation: → [Login PVO 2009](#).

→ [Login Online Services PhD PromVO 2019](#)

– Login for UZH members: Log in with your → [Switch-Edu-ID](#) login. Doctoral students will receive this after paying the semester bill.

Online PhD Admin Services

The Online PhD Admin Services provide doctoral students and members of the Supervisory and Doctoral Committees with secure access to administrative tasks for their doctoral projects.

- Doctoral students can create doctoral agreements and submit the applications for completion and publication.
- Members of the Supervisory Committee can manage doctoral agreements and approve applications for completion.
- Members of the Doctoral Committee can upload their expert reports and revision requirements.

> Access for doctoral students

> Access for members of Supervisory and Doctoral Committee

ers of Supervisory and Doctoral Committee

Online PhD Admin Services for Members of the Supervisory and Doctoral Committee

Overview Doctoral Projects

Here you can see all the doctoral projects you are supervising or reviewing

If a field is colored gray, it is not available for editing or viewing.

> PDF Overview

CURRENT PROJECTS

Doctoral student		> edit
Status	Completion submitted	
Supervisory Committee		
Doctoral committee		

Doctoral student		> edit
Status	DA generated	
Supervisory Committee		
Doctoral committee	-	

Creation of the doctoral agreement: In the navigation on the left, you can see which step you are at:

Doctoral Agreement (version #23)

- Preamble**
- Contractual parties
- Information on the Doctorate
- Progress of the doctoral project
- Curricular coursework
- Doctoral student: Rights/duties
- Supervisory Committee: Rights/duties
- Disagreements and Conflicts: How to p...
- Validity of the Doctoral Agreement
- Submission

Preamble

This doctoral agreement defines the procedure, objectives and general conditions of the doctorate of the doctoral student.

The promotion of young scientists is a central concern of the University of Zurich. The supervisory committee supports the doctoral student in all matters relating to the dissertation. Early and qualified feedback is crucial for the development of the research work.

The contractual parties clarify their mutual expectations of the collaboration from the outset, especially with regard to communication and response times.

The University of Zurich supports the professional and personal development of its doctoral students by offering a diverse range of internal training opportunities, including a broad selection of courses aimed at acquiring and strengthening interdisciplinary skills for doctoral candidates. Doctoral students are encouraged to take advantage of these offerings to enhance their competencies and to support their future careers both within and outside academia.

The doctoral agreement is updated at least annually during the career development meeting and submitted to the Graduate School.

In the box on the right hand side, you can see who last made a change:

Subject matter

This doctoral agreement defines the procedure, objectives and general conditions of the doctorate of the doctoral student.

Terms of this agreement

Terms of this agreement are:

- a. Regulation on Doctoral Studies at the Faculty of Arts and Social Sciences of the University of Zurich (PromVO 2019): > [Link](#)
- b. Doctoral Regulations for Doctoral Studies at the Faculty of Arts and Social Sciences of the University of Zurich: > [Link](#)
- c. this contractual document (=doctoral agreement)

In the event of a conflict between components, the above order applies. If a contractual component consists of multiple documents, the document with the most recent date takes precedence over the older one.

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- > Version #8
- > Version #7
- > Version #6
- > Version #5
- > Version #4
- > **Version #3**
- > Version #2
- > Version #1

Current Doctoral Agreement

Last modification

Doctoral student

-

Principal supervisor

-

Doctoral Agreement (version #23)

Preamble

Contractual parties

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Contractual parties

Doctoral student

First and last name

Matriculation nr.

E-mail address UZH

Institute/Seminar

Department of Greek and Latin
Philology

Employment in a qualification position (assistant
or doctoral student)?

-- please choose --

If yes: Is the principal supervisor also the
immediate superior?

-- please choose --

Supervisory Committee

Principal supervisor

Title

Prof. Dr.

First and last name

E-mail address UZH

Status at PhF

By removing or adding a co-supervisor you are requesting a change in the Supervisory Committee. Therefore, after the doctoral candidate and the principal supervisor have agreed, the doctoral agreement will be automatically submitted to the Graduate School for review. Approval of the revised Supervisory Committee will be communicated by e-mail. Subsequently, the co-supervisors can log in and review the doctoral agreement.

Co-supervisor(s) 1 > remove

Title

First and last name

Status at PhF

E-mail address

> Add additional co-supervisor

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Information on the Doctorate

Subject of the doctorate ?	Musicology
Start of doctorate	<input type="text"/>
Latest possible semester for publication on ZORA according to the maximum duration of the doctorate	<input type="text"/>
Planned semester for publication on ZORA	-- please choose --
Planned semester for registration for the doctoral examination (recommendation: in the fourth year of the doctorate)	-- please choose --
For employment in a qualification position: Agreed personal contribution until the next career development meeting (at least 20%)	<input type="text"/> %

Inform

A change of subject is associated with a new admission. A new Provisional Confirmation of Supervision must be submitted before you can fill in a Doctoral Agreement.

Subject of the doctorate ?

Without employment in a qualification position: How many hours per week should be dedicated to the dissertation until the next career development meeting?	<input type="text"/> h
Form of the dissertation	Monografie ▼
Language	Portuguese ▼

Working title [?](#)

Das ist ein Testprojekt.

Brief content description of the dissertation (Abstract, max. 500 characters incl. spaces)

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The working title can be changed in any doctoral agreement.

Working title [?](#)

Preamble

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Progress of the doctoral project

Work steps and milestones achieved since the last career development meeting

Reasons for not achieving work steps and milestones

Additional achievements (knowledge transfer, active participation in conferences, organization of scientific events, etc.)

Planned work steps and milestones with a timeline until the next career development meeting

Exchanges with principal supervisor

Planned frequency.

Planned form (e.g. meeting, e-mail, etc.)

Exchanges with Co-supervisor(s)

Planned frequency.

Planned form (e.g. meeting, e-mail, etc.)

Further agreements

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save

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Completed and planned curricular coursework

Completed curricular coursework

[> Add coursework](#)

Title	Das ist ein Testmodul
Module Nr.	06DO234G23s
ECTS	1,00
Semester	Autumn Semester 2023
External	<input checked="" type="checkbox"/>
Certificate ?	> open > delete

[> save](#) [> remove](#)

Title	Das ist ein Testmodul
Module Nr.	12-222-222
ECTS	3.00
Semester	Autumn Semester 2019
External	no
Certificate ?	> open

(confirmed coursework can no longer be edited)

Total ECTS: **4.00**

External coursework must be accredited. Please upload the following documents in one single PDF file:

- Official confirmation of participation from the organizing institution (issued in the name of the doctoral candidate)
- Indication of ECTS credits earned or the workload (tasks and hours of work)
- Program of the course

Certificate [?](#) [> open](#) [> delete](#)

Planned curricular coursework ?

< back save > forward

Module title, if already known, or else general formulation, such as

Planned curricular coursework ?

<ul style="list-style-type: none"> Preamble Contractual parties Information on the Doctorate Progress of the doctoral project Curricular coursework Doctoral student: Rights/duties Supervisory Committee: Rights/duties Disagreements and Conflicts: How to p... Validity of the Doctoral Agreement Submission 	<p>Rights and duties of the doctoral student</p> <p>Personal contribution for employment in a qualification position</p> <p>Every doctoral candidate employed in a qualification position is expected to contribute at least 20% of a full-time equivalent to their doctorate and doctoral studies in addition to their employment at UZH. This personal contribution should be made in consultation with the principal supervisor.</p> <p>Good scientific practice</p> <p>The doctoral student commits to adhering to the regulations concerning good scientific practice, in particular the Ordinance on the Handling of Scientific Misconduct at the University of Zurich (Integrity Ordinance, LS 415.27). The doctoral candidate takes into account the recommendations of the University of Zurich's Open Science Policy in their work.</p> <p>The use of artificial intelligence must be transparently indicated in the citations along with details of its usage (prompts, etc.) (cf. policies and recommendations of UZH).</p>
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Dissertation and publication

The copyright of a dissertation or publication generally belongs to the author. In the case of cumulative dissertations, the copyright generally belongs to the author of each publication. If several authors have collaborated on a publication, the copyright belongs to all of them. Different regulations with funding agencies remain reserved.

Inventions

For research results that constitute an invention and are patentable, a distinction must be made. Inventions made by employed doctoral candidates in the course of their official duties belong to UZH (§ 63 PVO-UZH). For computer programs that constitute an invention, § 63 paragraph 3 PVO-UZH applies.

For non-employed doctoral candidates, the rights to inventions are governed by patent law. Accordingly, the right to the patent generally belongs to the inventor.

If several persons have jointly made an invention, the right to the patent belongs to them jointly.

Research data and codes

In accordance with the FAIR Principles and the Open Science Policy of the University of Zurich, research data collected and processed by the doctoral candidate during the course of the dissertation that does not enjoy intellectual property protection must be made accessible. In agreement with the parties involved, both the doctoral candidate and the supervisor, as well as other members of the UZH, are free to make further use of the data or to use it for additional publications. Contractual agreements (e.g. in the case of third-party-funded research by industry or foundations) and data protection regulations that prohibit such use must be observed.

Codes are provided under an appropriate open source license

Further rights and duties

The doctoral student is required to report regularly to the Supervisory Committee on the progress of the dissertation.

The doctoral student agrees on planned absences (e.g., vacations, research stays) in advance with the principal supervisor.

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Rights and duties of the supervisory committee

The rights and duties of the Supervisory Committee are governed by the Doctoral Regulations (in particular §§ 11-17, 29) and the Doctoral Statutes of the Faculty of Humanities and Social Sciences.

Support for the doctoral student

The supervisory committee advises the doctoral student on the topic selection and timeline of the dissertation, the choice of courses, and other activities accompanying the dissertation.

It is responsible for supporting the doctoral candidate adequately and constructively in achieving their academic goals.

It supports the early academic independence of the doctoral student, introduces the student to the scientific community, and assists with career planning.

It assists the graduate student with publications and participation in academic conferences and workshops.

The principal supervisor is responsible for overseeing, creating, and updating the doctoral agreement, as well as submitting the application to begin the examination procedure.

Career development meetings

The principal supervisor is responsible for organizing and conducting the mandatory career development meetings for all doctoral candidates within the framework of creating the doctoral agreement.

The content of the career development meetings is the doctoral project. In addition, § 16 of the Faculties' Framework Job Specifications applies to doctoral students in qualifying positions. (> [Framework Job Specifications](#)). The sections "Progress of the Doctoral Project" and "Curricular Coursework" of the doctoral agreement are updated during each meeting. The remaining sections of the doctoral agreement are adjusted as needed.

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How to proceed in the event of disagreement and conflict

In the event of disagreement or conflict, all parties will seek an amicable resolution. The Graduate School mediates and decides on questions, ambiguities, or conflicts between the doctoral student and individual advisors or the supervisory or doctoral committee.

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Validity of the Doctoral Agreement

This doctoral agreement is valid from the date of approval by the Graduate School and replaces all previous doctoral agreements.

It is valid until the next career development meeting. During the career development meeting, the doctoral agreement is adjusted. The doctoral agreement is concluded for a maximum duration of six years.

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Doctoral Agreement (version #23)

[Preamble](#)[Contractual parties](#)[Information on the Doctorate](#)[Progress of the doctoral project](#)[Curricular coursework](#)**Submission****Reading version**

You can create an overview of your information as a PDF for download : > [Create a reading version](#)

[Doctoral student: Rights/duties](#)[Supervisory Committee: Rights/duties](#)[Disagreements and Conflicts: How to p...](#)[Validity of the Doctoral Agreement](#)[Submission](#)

Procedure

1. The doctoral candidate and the principal supervisor agree to the doctoral agreement by clicking on the confirmation checkbox below. The person who has agreed to the doctoral agreement can no longer make changes to it.
IMPORTANT: If the second person (who has not yet agreed) changes the Doctoral Agreement after the first person has agreed, the first person's agreement will automatically be cancelled.
2. Optional: A change in the composition of the supervisory committee triggers a request for approval, which is automatically forwarded to the Graduate School once the doctoral candidate and the principal supervisor have agreed to the doctoral agreement.
3. Once the doctoral candidate and the main supervisor have agreed to the doctoral agreement and have not requested a change in the supervisory committee, they inform the co-supervisors to log in and review the agreement. Co-supervisors can be notified directly with a click below. Once the last co-supervisor has agreed to the doctoral agreement, it is submitted to the Graduate School for approval.
4. The approval of the Doctoral Agreement by the Graduate School will be sent by e-mail to all parties involved.

Approval Overview

Doctoral student

agreed on 13.06.2024 14:39

Principal supervisor

agreed on 13.06.2024 14:50
Please log out now.

Co-supervisor(s) [?](#)

	not yet agreed	> notify
--	----------------	-----------------------------

Graduate School

Approval not yet granted

Once the doctoral student and the principal supervisor have agreed (and any changes to the supervisory committee have been approved), the co-supervisors can be notified individually and directly with an automated message.

Co-supervisor(s) [?](#)

Confirm that an automatic reminder e-mail with direct access ^x to the Online Doctoral Services will be sent to the following co-supervisor: (Email:)

[> Preview of e-mail](#)

