



Grüezi@PhF 2024

Welcome Event Graduate School

16 October 2024



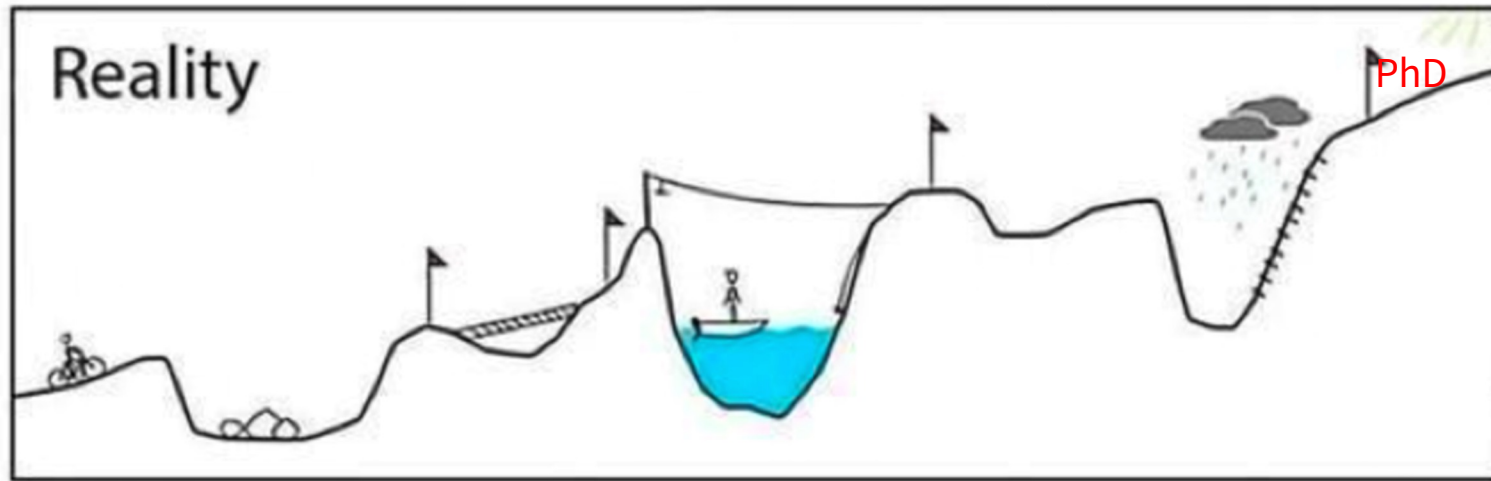
Program

- **Welcome** (Prof. Dr. Fabienne Liptay, Vice Dean Graduate School)
- **Graduate School: People, Tasks, Support** (Dr. Sandra Schneeberger, Graduate School)
- **Further Support on UZH-level:**
 - **Graduate Campus**
- **Questions?**
- **Aperitif**

Variety of PhD Subjects at the Faculty of Arts and Social Sciences

- 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...



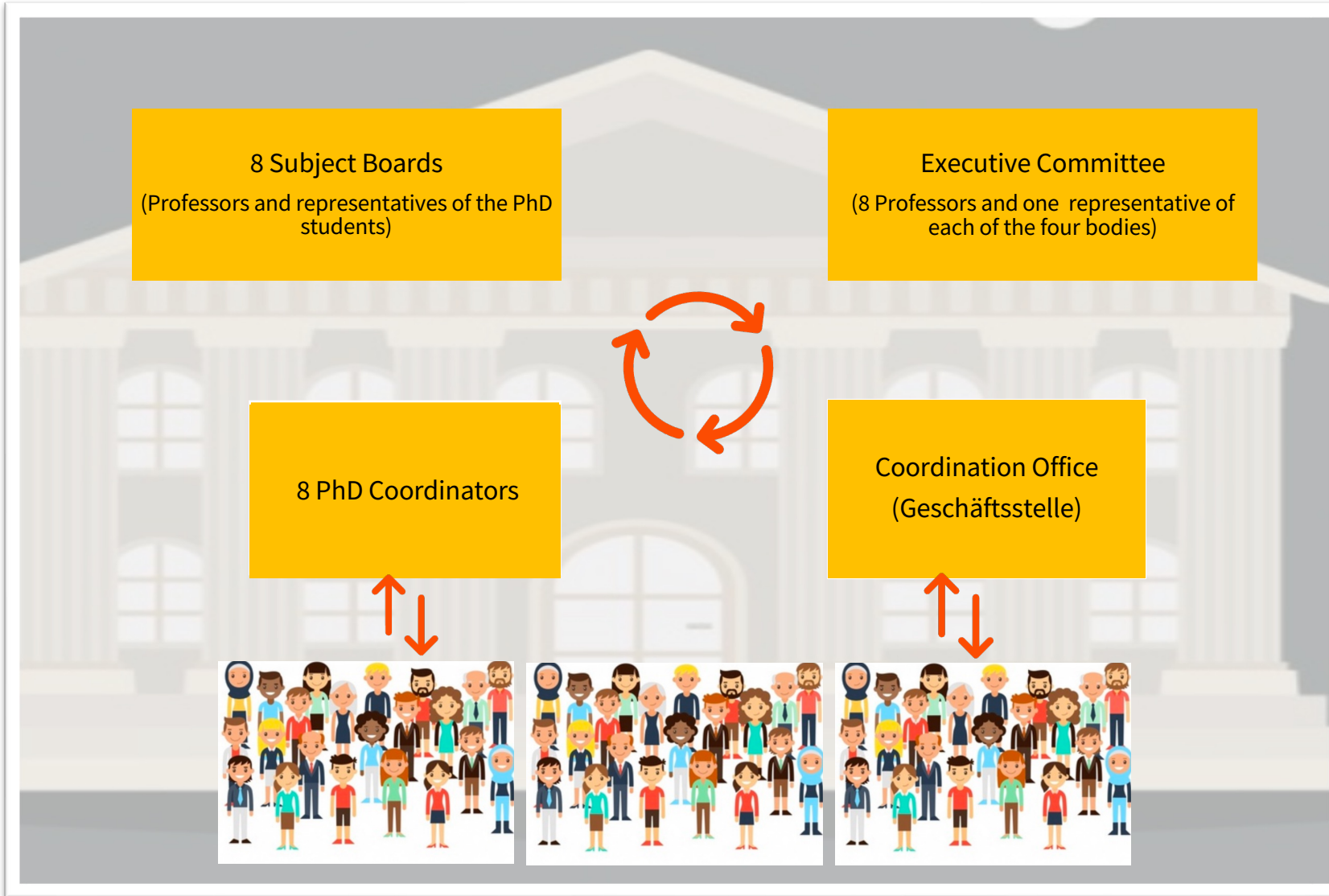
Happy End: Photoshoot at Graduation Ceremony 2023



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: Tasks, People, Support



Your 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 PhD →

- 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: Application for Publication

Graduate School Funding

- For PhD Students
- For Lecturers and Supervisors

Contact

- PhD Coordinators
- Coordination Office

Support and Advice

- Information for International Students and Scholars
- Information about Funding for PhD

Showcase PhD

- PhD students share about their research stavs. workshoos. etc.

<https://www.phil.uzh.ch/en/studies/doctorate.html>

Doctoral Studies at PhF

Doctoral Studies at PhF →

→ Before the Doctorate

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→ Completing the Doctorate

→ Right to Confer a Doctorate and Right of
Supervision

→ Legal Basis

Duty to Inform ▾

Compulsory Matriculation ▾

Legal Basis ▾

Dates and Deadlines ▾

Duration of the Doctorate ▾

Career Discussion and Doctoral Agreement ▾

Curricular Coursework and Booking Modules ▾

During Your Doctorate

Duty to Inform ▾

Compulsory Matriculation ▾

Legal Basis ▾

Dates and Deadlines ▾

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Curricular Coursework and Booking Modules ▾

- Check your UZH mail address once a week!

During Your Doctorate

Duty to Inform ▾

Compulsory Matriculation ▾

Legal Basis ▾

Dates and Deadlines ▾

Duration of the Doctorate ▾

Career Discussion and Doctoral Agreement ▾

Curricular Coursework and Booking Modules ▾

- 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“

During Your Doctorate

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Legal Basis ▾

Dates and Deadlines ▾

Duration of the Doctorate ▾

Career Discussion and Doctoral Agreement ▾

Curricular Coursework and Booking Modules ▾

- Maximum duration: 6 years (also for part-time)
 - Begin: with admission to doctorate
 - End: with award of the degree → the dissertation must be published within the six years
- Recommendation: plan for four years
- Timetable for the main milestones in the Doctoral Agreement

During Your Doctorate

Duty to Inform ▾

Compulsory Matriculation ▾

Legal Basis ▾

Dates and Deadlines ▾

Duration of the Doctorate ▾

Career Discussion and Doctoral Agreement ▾

Curricular Coursework and Booking Modules ▾

- Annual Career Discussion with your principal supervisor
- Doctoral Agreement = record of the Career Discussion
- Career Discussion and Doctoral Agreement
 - help to plan the doctorate
 - Serve as basis for a justified termination of the doctorate if it cannot be successfully completed
- For doctoral candidates employed in a qualification position at PhF: The Career Discussion and Doctoral Agreement replace the performance appraisals.

Online PhD Admin Services

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Online PhD Admin Services for Doctoral Students

Doctoral students can

- > create and view their doctoral agreement
- > submit the application for completion
- > submit the application for publication

Curricular Coursework and Booking Modules

Duty to Inform ▾

Compulsory Matriculation ▾

Legal Basis ▾

Dates and Deadlines ▾

Duration of the Doctorate ▾

Career Discussion and Doctoral Agreement ▾

Curricular Coursework and Booking Modules ▾

- 12 ECTS credits mandatory
- Specifications for your discipline in the Doctoral Program Regulation (subject-specific vs. Transferable skills)
- UZH-internal courses: Course Catalog
 - Please note the booking and cancellation deadlines
- UZH-external courses: e.g. summer schools
 - Can be indicated in Doctoral Agreement
 - official confirmation necessary

People and Support



Your First Point of Contact: PhD Coordinators

Phd Coordinator	PhD Subjects
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

- Coordination of administrative processes within the Graduate School
- Contact:
 - Via E-Mail: graduierenschule@phil.uzh.ch
 - Counter: Tuesdays, 1–3pm, Room 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

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Contact

- PhD Coordinators
- Coordination Office
- Vice Dean and Academic Integrity Officer
- Executive Committee
- Subject Boards

News and Agenda

- Agenda

Support and Advice

- Information for International Students and Scholars
- Information about Funding for PhD Students
- Graduate Campus UZH: Offers for PhD Students and Postdocs
- Career Services UZH: Support in Career Planning
- Care and Life Balance: Family at UZH
- Support for Problems during the Doctorate
- "Rahmenpflichtenheft" for Qualification Positions

➤ 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

Graduate School Funding

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Graduate School Funding

Traveling

- Long Trips (from two weeks)
- Short Trips (up to two weeks)
- Childcare

Group Activities

- Self-organised Working Groups
- Peer Mentoring Groups
- Writing Retreats

Copy Editing and Translation

- Copy Editing
- Translation

Research Support

- Language Courses
- Specialized Literature
- Data Management

Funding for Lecturers and Supervisors

- Curricular Courses (Workshops, Methods Seminars etc.)
- Guests in Doctoral Colloquia
- Inter-University Doctoral Cooperations

UZH Funding

- UZH Candoc Grants: scholarships for doctoral projects at UZH (up to 24 months)
 - next deadline: 1.02.2025 (earliest start of grant: 1.08.2025)

- UZH Doc.Mobility: scholarships for doctoral students of UZH for a stay abroad (6 to 12 months)
 - next deadlines: 1.03.2025, 1.09.2025

- *Further information: on the UZH homepage under „Research funding“ and/or the UZH's Grants Office*

Questions?



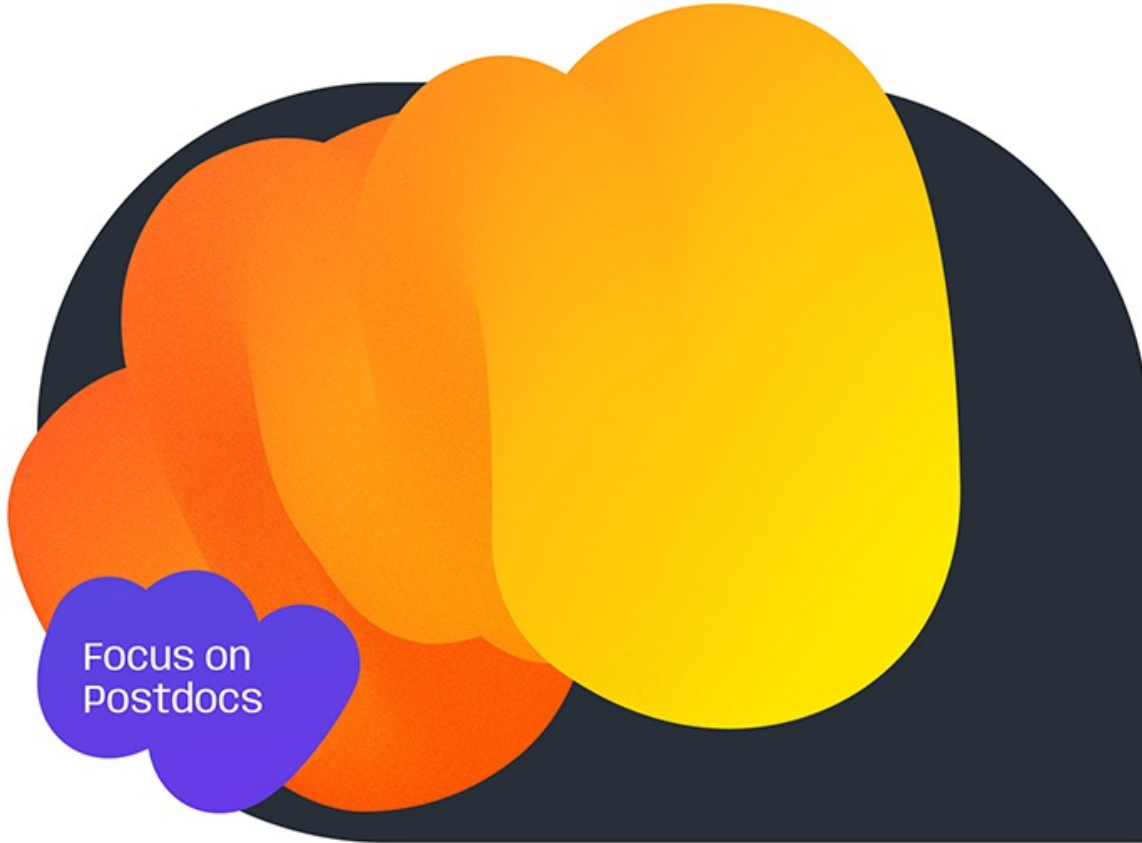


Promotion of UZH Early Career Researchers

Focus on
Postdocs

GRC

Graduate Campus at a glance



Cross-faculty offerings to support early career researchers, with a focus on postdocs:

- Awarding **grants**, honoring special achievements, and offering a wide range of courses in **transferable skills**
- Individual **counseling**, coaching and networking programs to promote career development
- **Orientation** through tailored information transfer in events and via digital communication channels

Transferable Skills



Courses in transferable Skills – focus:

- Career & self-management
- Leadership & collaboration
- Academic skills & storytelling
- Writing support
- Mindfulness

New course offerings every semester

Counseling

Three overlapping circles in shades of green and blue, arranged from left to right, with the largest circle on the left and the smallest on the right. The circles are semi-transparent and overlap each other.

Individual counseling & coaching
for issues related to the qualification phase

Events for tailored information
transfer and networking programs

LinkedIn and Graduate Campus
Newsletter with curated calls & infos

Funding



Support of **individual projects**:

GRC Career Grants

CHF 5'000 – 15'000, twice per year

GRC Short Grants

CHF 1'000 – 5'000, continuously

Support of **stays/travels**:

GRC Travel Grants

max. CHF 4'600, twice per year



GRC

Support for early career researchers at the University of Zurich

We wish you every success with your PhD!

Please join us for some food and drinks at the aperitif in the „Lichthof“!