

Reglement KD00873588

## **INDIVIDUAL OUTLINE OF RIGHTS AND RESPONSIBILITIES FOR PHD CANDIDATES**

PhD candidate: NAME

Supervisor: Prof. Dr. NAME

Workload: % (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 of the University of Zurich for Teaching and Research Assistants and Doctoral Candidates according to the newest Version valid at that time (Outline of Rights and Responsibilities).
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 the outline of rights and responsibilities of the Faculty of .
3. Once a year, the PhD candidate and the supervisor shall hold a career discussion in accordance with § 16 of the Regulations for the General Outline of Rights and Responsibilities, which shall be documented in writing.
4. Components of the individual outline of rights and responsibilities:
  - a) Current doctoral agreement
  - b) Documentation of the career discussion
  - c) [Document]

**B. Special Part** (check and complete where applicable)

**5. Own Research**

The PhD candidate's research tasks are guided by § 6 of the Regulations for the General Outline of Rights and Responsibilities and correspond to the content of the doctoral agreement, which also addresses the PhD candidate's own contribution. The doctoral agreement is an integral part of the individual outline of rights and responsibilities in accordance with § 9 para. 3 of the Regulations for the General Outline of Rights and Responsibilities.

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 doctoral candidates - 70 percent of a full-time equivalent;

Workload according to the employment by means of an order (Verfügung) of date: %

Protected time: %

**6. Research and Teaching at the PI or Chair**

Percentage of a full-time workload: %

- ☐ Assistance with the search for material for publications
- ☐ Creating indexes, corrections, checking citations and footnotes, etc.
- ☐ Contribution to publications with mention by name or as co-author
- ☐ Assistance with the planning of courses such as lectures, tutorials, colloquia, seminars (incl. scripts)
- ☐ Correction of written work (for example: case studies, seminar papers, etc., including discussion of the work with the students)
- ☐ Correction of written examination papers
- ☐ Organization of courses, in particular seminars



- ☐ Implementation of tutorials
- ☐ Representation of the chair holder in courses
- ☐ Developing tasks and proposed solutions for examinations, seminars, exercises, colloquia, etc.
- ☐ Organization and administrative handling of exams
- ☐ Observing oral examinations (keeping minutes)
- ☐ Supervision or mentoring of students
- ☐
- ☐
- ☐

## **7. Further Tasks/Individual Support**

Percentage of a full-time workload: %

- ☐ Handling the day-to-day business of the chair as well as any work related to the administration of the chair
- ☐ Managing the chair's website
- ☐ Managing databases (e.g. research database)
- ☐ Committee work
- ☐ Active promotion of doctoral candidates (e.g. development of leadership skills, conducting discussions with patients)
- ☐
- ☐

## **8. 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 § 6 and must not hinder the qualification objective.

The order (Verfügung) for such 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

Supervisor:

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Zurich, date

PhD candidate:

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Document filing:

- Original to the supervisor
- Copy to the PhD candidate
- Copy to Human Resources (Personnel file)