



INDIVIDUAL OUTLINE OF RIGHTS AND RESPONSIBILITIES FOR PHD CANDIDATES

PhD candidate: NAME

Supervisor: Prof. Dr. NAME

Employment
level/Workload: 80 % (according to the employment by means of an order (Verfügung)
of DATE) Date when the contract is issued

Start of employment: DATE Start of contract

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 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
5. Doctoral candidates are asked to complete this outline. Research and teaching assistants are handled separately and therefore asked to contact the HR representative of their department.
 - c)

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



B. Special Component (check and complete where applicable)

1. Own Research

1.1. Own contribution- Mandatory contribution outside of employment

The PhD candidate is expected to make a **personal contribution** to the achievement of the doctorate **of at least 20%** of a full-time position.

1.2. Own Research – Protected Research Time

The PhD candidate's research tasks are guided by § 4 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.

Protected time for doctoral candidates amount to **70%** of a full-time equivalent. In general, the employment level for a doctoral candidate is 80%.

2. Teaching and Further Tasks

Teaching duties are required by ordinances on obtaining a doctoral degree (§10 of the «Verordnung über die Promotion an der Mathematisch-naturwissenschaftlichen Fakultät der Universität Zürich (Promotionsverordnung)») in order to achieve the qualification goal. Related activities and other tasks are not considered working time for own research.

Teaching duties and further tasks amount to **10%** of a full-time equivalent. **10% in Physics**

Teaching

tick the relevant boxes

- 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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Further Tasks

- supporting teaching tick the relevant boxes
- Support with the organization and administrative implementation of examinations
- Managing websites and databases (e.g. research database)
- add new items such as continuing education, outreach ...
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C. 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 § 13 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 tick this if you start the contract
- 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 in StudentAdmin