Welcome Day PhDs and Postdocs

23rd of September 2020
Platform Graduate Center

Transferable Skills
unibas.ch/transferableskills

Events by, for and with PhDs and Postdocs
unibas.ch/grace

PhD surveys at university departments
unibas.ch/grace

Contact Point for PhDs and Postdocs
grace@unibas.ch
The Graduate Center Team

Team GRACE

Dr. Stefanie Hof-Seiler
Head Doctoral Education

Dr. Patrick Ernst
Doctoral Education / Transferable Skills

Andrea Wüst
Transferable Skills Manager

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Doctoral Education / Doctoral Training / Cotutelles de thèse

Jeannine Fluri
Student assistant

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Your PhD/Postdoc in Basel
PhD Timeline in Basel

6 months
- entry interview (if still pending)
- matriculation
- signed job description
- filled in cover page of doctoral agreement

10 months
- information about prolongation of contract (if employed)

1 year
- filled in doctoral agreement
- first status review meeting (annual meeting schedule)

4-5 years
- PhD defense (12-18 ECTS credits)
(Post)Doctoral Agreement

Your «contract» with your supervisor/mentor

- title page with basic information
- funding employment plan
- publication plan
- annual status review meetings
- additional requirements (PhD)

chat with supervisor/mentor

fill in and sign agreement
# (Post)Doctoral Agreements and Checklist

<table>
<thead>
<tr>
<th>(Post)Doctoral Agreement and Guidelines</th>
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<tbody>
<tr>
<td>Template Doctoral Agreement (PDF, 262 KB)</td>
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<tr>
<td>Checklist Doctorate (PDF, 90 KB)</td>
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<tr>
<td>Template Postdoctoral Agreement (PDF, 183 KB)</td>
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<tr>
<td>Checklist Postdoctorate (PDF, 88 KB)</td>
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<tr>
<td>Process Employment and Supervision PhD Students (PDF, 91 KB)</td>
</tr>
<tr>
<td>Process Employment and Supervision Postdocs (PDF, 92 KB)</td>
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</tbody>
</table>

Documents to Download
Transferable Skills for PhDs/Postdocs

Courses
- > 50 courses with 8-18 places
- > 600 places in total
- sometimes faculty specific
- evaluated each semester

Registration
- each January/August
- allocation of places by lot
  → no need to rush
- registration mandatory, late cancellation & no-show fee, max. 3 courses PP
- also open for associated institutes and EUCOR students
- ECTS credits automatically transferred by end of semester
Higher Education and Research (HEAR) Program:
Workshops in February and May

1. **Workshop in February**
   The US higher education system
   (Prof. Karen De Pauw, Virginia Tech)

2. **Workshop in Basel**
   The Swiss higher education system in the european context

3. **Day at Uni Strasbourg** (optional)
   The French higher education system
   (Collège Doc. Européen)

4. **„Global Seminar“ in Riva San Vitale** (TI)
   Steger Center for Intl. Scholarship
   (also optional)

**Teilnehmer:** Advanced Graduates from Basel, EUCOR Universities and Virginia Tech
PhD candidates from Virginia Tech present their results at the Swiss Embassy in Washington DC
Welcome Center
Facilitating your start & stay in Basel

www.unibas.ch/welcome | Dr. Tanja Popović | welcome@unibas.ch
How to reach the Welcome Center?

- via website > www.unibas.ch/Welcome
  > MoveOn tool: fill in your personal details

- via email > welcome@unibas.ch

- by phone > tel. 061 207 29 11

- in person (physical or virtual) > upon appointment

Principles:

- complimentary to services of Departments/Institutes
- „helping people to help themselves“
Services of the Welcome Center (non-academic issues)

- Signposting function > where to find what at the University of Basel
- Information > formalities, e.g. move to Basel, registration etc.
- Housing assistance > search strategy, serves as a reference, answers questions
- Orientation > childcare, school system, family offers
- Overview > culture, social life, integration
- Practical > help in terms of documents, application sheet, complicated phone calls
- Target-group focused > participation in PhD/PostDoc-courses (autumn 2015)
- Strategic function > acts as a focal point in terms of the embracing culture at the university

Specialties

- Cross-border information
- Dual Career support > only for Professors & their spouses ☺, but free exclusive membership with the www.idcn.info for Postdoc-Partner
Typical questions

• How can I find a flat in CH/F/D?
• Do I have to register with a health insurance?
• What is needed for opening a bank account?
• Can you help me with cross-border public transportation issues?
• I am lost – who can help me at this University with a question related to XY?
• Where can I register for a German language course?
• Can you help me with understanding a document?
• How should I register my car in CH?
Diversity
Diversity at the University of Basel

As a place of work and education for around 19,000 people from over 100 countries, the University of Basel both relies on and is committed to diversity. It sees itself as an organization that values the different experiences and perspectives of its members and promotes their diverse strengths, regardless of age, religion, gender, gender identity, cultural background, language, social or professional status, lifestyle, political conviction, sexual orientation or disability.

Welcome to the University of Basel! We are pleased to have you as part of our community and we strive to become even more diverse and excellent through the wide range of perspectives of our students, faculty and staff.

Please do not hesitate to contact us with any questions or concerns. More information and offers: www.unibas.ch/diversity
Diversity Team

Management

Nicole Kälin
Head of Diversity

Prof. Dr. Jens Gaab
Associated Vice President for Diversity and Sustainability

Team

Patricia Zweifel
Deputy Head of Diversity & Project Leader

Dr. Sabine Rüchler
Project Leader Diversity

Dr. Andrea Flora Bauer
Personal Integrity Coordinator

Margareth Ruppi
Assistant Diversity

Katja Schwab
Student Assistant Diversity

Louis Kaiser
Student Assistant Diversity
Diversity Management

Various topics like…

Diversity Committee
→ possibility of participation in self-administration

Gender-Sensitive Language
→ tips

Gender-Monitoring
→ annual reports

Change of Name and Transidentity
→ how to proceed
The University of Basel is committed to a respectful working culture. This means:

- No Sexism
- No sexual harassment
- No discrimination
- No bullying

The office of Personal Integrity will be happy to advise you if you have any questions or need advice on these matters.

www.unibas.ch/persoenliche-integritaet

Check also our awareness courses!

Family Service

Information and advice for balancing studies, career and family at the university.

Check our new brochure on parenthood!
Career Programs for women

**antelope**
Career program for highly qualified female postdoctoral researchers and excellent, advanced doctoral students who want to become professors.

**ZOOM@Novartis**
The mentoring program for female PhD students and postdoctoral researchers who are looking for a career clarification and would like to glimpse in industries.
Training and Development
Training and Development

Goals

1. Establish and support a friendly culture of communication, leadership and working within teams

2. Introduce dialogue to appreciate each other and to work together constructively

3. Develop teams and the organisation in matters of strategy, goals, change and conflict

Services

- Coaching, counseling and conflict management
- Training for communication, leadership and working within teams
- Workshops, team development and support for change situations

https://www.unibas.ch/en/University/Administration-Services/Administration/Training-and-Development.html
When should I turn to Training and Development?

Coaching Counseling Conflictmanagement

– I have difficulties understanding what is expected
– I am responsible for the goals of other people and need leadership advice
– My role, my tasks, my goals, the communication or other are not clear
– I am not sure about my next steps in my career (esp. Plan B)
– I work within a difficult working situation or there is a conflict

Training

– I want to move more easily in the work surrounding
– I want to know more about communication within the work surrounding
– I want to learn about the basics of leadership
– Etc.

Team development

When you lead a team or group

Workshops oder seminars for change management, new teams or a new strategy, new projects, conflicts or problems within the team.
Please use our services early

Marcel Lüdi
- Team workshops
- Change within the organisation
- Coaching and mediation

Dr. Ariane Schnepf
- Coaching, conflict management
- Counseling lack of clarity, decision making etc.
- Projects

Katrin Küchler
- Trainings for communication and leadership
- Communication tools: Annual Staff Review/Agreement on objectives
- Workplace Health Promotion

Sandra Jauslin
- Team workshops
- Change within the organisation
- Coaching

Franziska Erbsland
- Coordination training
- Support of trainings, workshops and coachings
Career Advancement

Overview and Services (Why?)
Academic Career – Plan A, Plan B, ... ?

- academic career: phd, postdoc, assistant professorship, etc.
- position in industry, private sector, etc.
- other positions, public sector

What career path do you want to be on?

source: Studierendenwerk Darmstadt
Career Funding Instruments
## Funding and Services for PhD students and Postdocs

<table>
<thead>
<tr>
<th>Research Funding</th>
<th>University of Basel</th>
<th><strong>Research Fund</strong>: Initial or final funding in transition to next career step</th>
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<tbody>
<tr>
<td></td>
<td>SNF Doc.CH</td>
<td>Aimed at promising researchers in the Humanities and Social Sciences</td>
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</table>
|                  | SNF Mobility        | • Doc.Mobility  
|                  |                     | • Early Postdoc.Mobility                                                      |
| Conference Funding |                    | Contribution towards congress participation                                    |
| Publication of Dissertation |                  | Contribution towards the costs for the publication of your dissertation      |
| Junior Researchers’ Retreat |              | Funding for the organization of a junior researchers’ retreat: invite (inter)national experts, discuss your project |
| Editing Costs for Papers |                   | Contribution towards editing costs for PhD students (papers, book chapters, conference papers in English) |
| Support for Parents |                    | **Get on Track**: Aimed at PhD students who are parents                         |
|                   |                     | **Stay on Track**: Aimed at female PostDocs in early stage of motherhood       |
| Academic Career Support |                  | **Support Service**: Support during application process                        |
|                   |                     | **Advisory Service**: Financing and academic career advice                     |
|                   |                     | **Organisation of coaching sessions**: For SNF Eccellenza or SNF PRIMA candidates during evaluation phase |
Do you have questions concerning your application for funds?

Do you have specific questions academic career planning and financing?

Contact us directly or make an appointment: nachwuchsfoerderung@unibas.ch
Grants Office
Grants Office

Central contact point for advice and support with the acquisition of research funding.

Our mission statement:

“The Grants Office ensures that the University of Basel can exploit its full potential in obtaining competitive research funding.”

We can assist with:

• Choice of program
• Eligibility criteria and focus of funding agency
• Advice for proposal preparation
• Advice for project management
Grants Office: Third party funding @ Uni Basel

• Competitive third-party funding is an important source of income for University of Basel (2019: CHF 187 million)

• Researchers at the University of Basel acquire the most third party funding per professor in Switzerland

• SNSF is largest contributor

• Foundations and international funding agencies also an important funding source
# Project grants for Postdocs

<table>
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<tr>
<th>Programme</th>
<th>Terms</th>
<th>Eligibility</th>
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<tbody>
<tr>
<td><strong>Ambizione</strong></td>
<td>Your own salary plus CHF 400k project funds for 4 years</td>
<td>Up to 4 years after PhD, at least 12 month postdoc experience; mobility before or in the project</td>
</tr>
<tr>
<td><strong>PRIMA</strong> (female researchers only)</td>
<td>Your own salary plus CHF 750k project funds for 5 years</td>
<td>2 to 10 years after PhD; At least 2 years postdoc experience</td>
</tr>
<tr>
<td><strong>Eccellenza</strong></td>
<td>Your own salary plus project funds of CHF 1 mio for 5 years</td>
<td>3 to 8 years after PhD; at least 2 years research record in CH; at least 24 month postdoc of which 12 month abroad</td>
</tr>
<tr>
<td><strong>Marie Skłodowska-Curie Individual Fellowships</strong></td>
<td>12-24 months (European Fellowship) or 24-36 month (Global Fellowship); Special Panels: Society &amp; Enterprise, Reintegration and Career Restart (up to 36 month); salary and project costs as fix unit costs/month</td>
<td>PhD or at least 4 years of FTE research at tme of deadline; <strong>Mobility rule</strong>: move to other country (not have worked or resided in the country of the host institution more than 12 months in the three years immediately before the call deadline)</td>
</tr>
<tr>
<td><strong>ERC Staring Grant</strong></td>
<td>EUR 1.5 mio for 5 years, additional EUR 1 Mio may be asked (start-up costs, large equipment, access fees)</td>
<td>2 to 7 years after PhD</td>
</tr>
<tr>
<td><strong>Foundations &amp; Associations (e.g. HFSP, EMBO)</strong></td>
<td>2-3 years scholarships, small institutional allowance</td>
<td>at least one first author publication; mobility required; EMBO: up to 2 years after PhD; HFSP: only for nationals of HFSP member countries</td>
</tr>
<tr>
<td><strong>National funding bodies abroad (e.g. Fulbright Fellowships for the USA)</strong></td>
<td>Scholarships cover often only living costs</td>
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**SNSF**

**EU**

**International**

Grants Office, September 2020
Grants Office: Stay informed!

Grants Office Newsletter (4x per year)
• you receive it automatically via @unibas email

Funding Sources:
www.researchprofessional.com

Events
• Announced in newsletter
• For EU programs: https://www.euresearch.ch/events/
• For PhD students/postdocs every semester “Research Funding for Junior Researchers”: https://fortbildung.unibas.ch/fortbildung sangebote

Contact us:
grants@unibas.ch
Phone: +41 61 207 60 53

Further information on the Grants Office Website
Sustainability at the University of Basel
Sustainability at the University of Basel

**Research.** Contribution to the UN Sustainability Goals (SDGs)

**Teaching.** Educating change agents for sustainability

**Operations.** Campus greening and sustainable mobility
Sustainability at the University of Basel

Reporting

Sustainability Report

www.unibas.ch/sustainabilityreport

Next publication date: Spring semester 2021
Sustainability at the University of Basel
Less for More - Air Travel Reduction

Is there a “Climate Change Hypocrisy Of Jet-Setting Academics”? (Huffington Post: 2018)

• Cutting-edge research requires mobility for international fieldwork and collaboration, especially for younger researchers like you
• From 2017-19 about 50% of University of Basel's total greenhouse gas emissions were caused by air travel
• Join our project “less for more” to reduce air travel at the University of Basel

gregor.braun@unibas.ch
Get active!
Participation is key to sustainable development

Get active. Teach with IMPULS
www.unibas.ch/impuls

Get active. And join our working group on Sustainability “AG Nachhaltigkeit”
ag-nachhaltigkeit@unibas.ch

Get active. By organizing the sustainability week Basel
sdubs@unibas.ch
Contact Information:

Fachstelle für Nachhaltigkeit
Petersplatz 1, 4001 Basel
Kollegienhaus, 2. OG, Raum 207
Tel. +41 61 207 12 24

nachhaltigkeit@unibas.ch
www.unibas.ch/sustainability
@nachhaltigkeit_unibasel
nachhaltigkeit.unibasel
Language Center and Academic Editing
Language Center of the University of Basel

Develop your overall communicative competence in about 20 languages in courses, workshops and tandems in Arabic, Chinese, French, German, Russian etc.

Enhance your ability to communicate your research effectively in English in custom-made, discipline-specific courses and workshops, such as:

- Conference presentation
- Writing for publication
- Video abstracts

Register for some courses directly on GRACE Transferable skills page, others on Language Centre page.

For a personal consultation, contact us on:
info-sprachenzentrum@unibas.ch
+41 61 207 52 33

For courses and deadlines, see:
www.sprachenzentrum.unibas.ch
Academic editing at the University of Basel

University financing for editing

Any doctoral student can receive up to **CHF 500.–** to have one research publication in English edited during their studies.

For all faculties and disciplines.

For anyone publishing in English regardless of level.

Can be used with any service, such as an editor already associated with a research group.

Search terms: “academic editing unibas”

Contact: mariafranca.tassielli@unibas.ch

University editing service

The Language Center offers a professional service at the university.

Provided by experienced specialists for all faculties and disciplines.

For anyone publishing in English regardless of level.

Can include an in-person consultation to improve your academic writing.

Search terms: “unibas Language Center editing”

Contact: editing-sprachenzentrum@unibas.ch
Open Science

Open Access, E-Dissertations & Research Data Management
Services by the University Library and the Network Research Data Management
Open Access

The University of Basel strongly encourages that research results are openly available.

The University Library supports you with various options in order to make your publications openly accessible.

Find information about

- The University’s Open Access Policy and general Open Access requirements
- the University’s Open Access Repository edoc
- Open Access Journals
- Funding possibilities
- Publication discounts
- Publication licences

on www.openaccess.unibas.ch

Contact for support or any questions: openaccess@unibas.ch
Research Data Management

The **Research Data Management Network** of the University helps you to:

- Write a Data Management Plan
- Organize the infrastructure and tools for your active research data management
- Handle your data ethically and legally sound
- Share, publish and preserve your data

Find all supporting services and information on [https://researchdata.unibas.ch/en/home/](https://researchdata.unibas.ch/en/home/)

Contact for support or any questions:
researchdata@unibas.ch
Dissertation: Submission & E-Dissertation

The University Library archives University of Basel dissertations and enables the electronic publication of dissertations on edoc, the institutional repository.

Submitting your dissertation (print/electronic version)

Information: https://ub.unibas.ch/en/dissertations/

Publishing your electronic dissertation on the institutional repository edoc

Information: https://ub.unibas.ch/en/e-dissertations/

Contact: diss-ub@unibas.ch
Welcome Day PhDs and Postdocs

Thank you very much!