



University  
of Basel

# Information Event For New PhD candidates and Postdocs

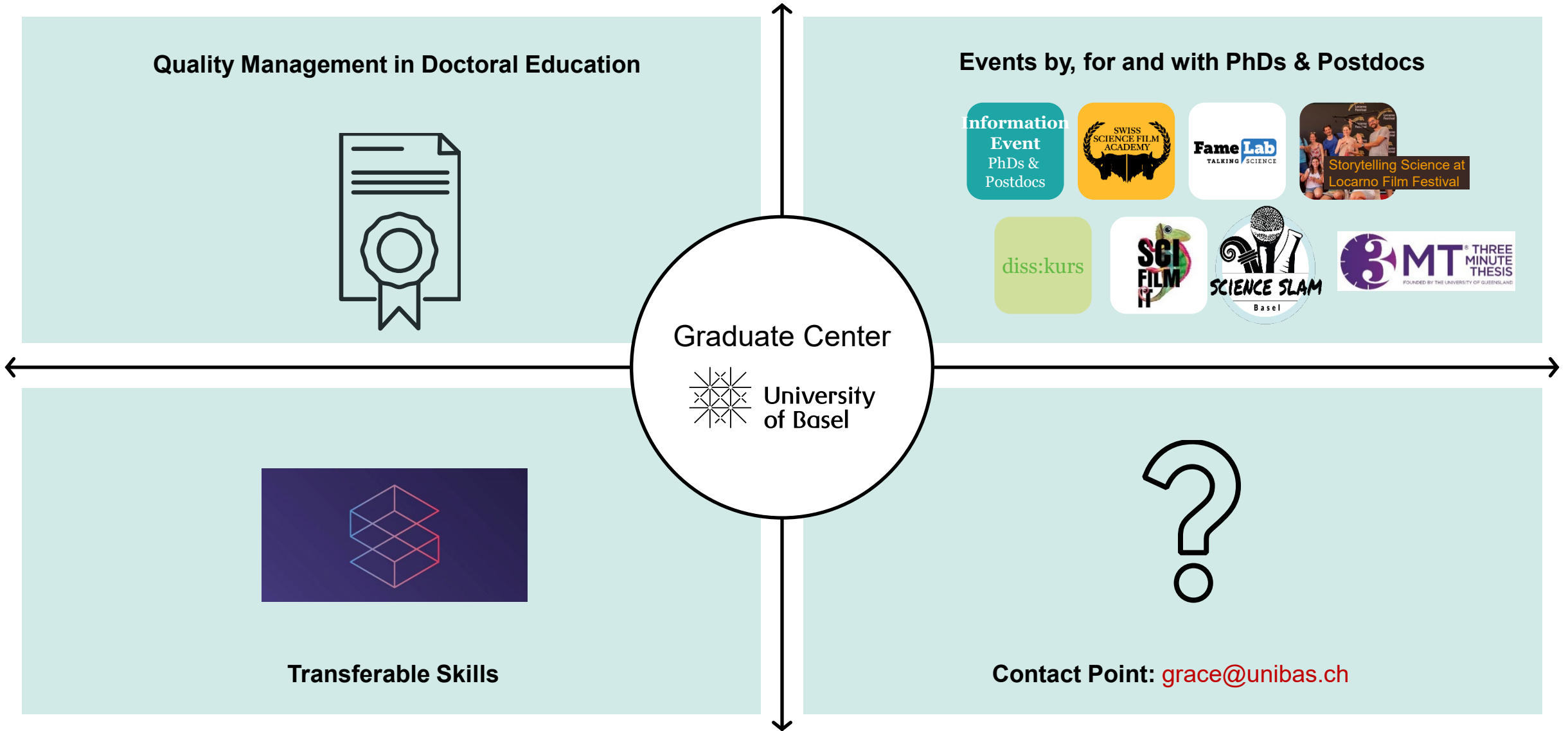
25<sup>th</sup> September 2025, 12:00 till 1:30pm



University  
of Basel


# Graduate Center (GRACE)

# Platform Graduate Center




# The Graduate Center Team

**Dr. Stefanie Hof-Seiler**  
Head of Doctoral Education / Deputy Head of Academic Programs




▼

**Dr. Laura Velte**  
Doctoral Education / Cotutelle de thèse




▼

**Andrea Wüst**  
Transferable Skills Manager




▼

**Dr. Jonas Zahn**  
Deputy Head of Doctoral Education / Transferable Skills



▼

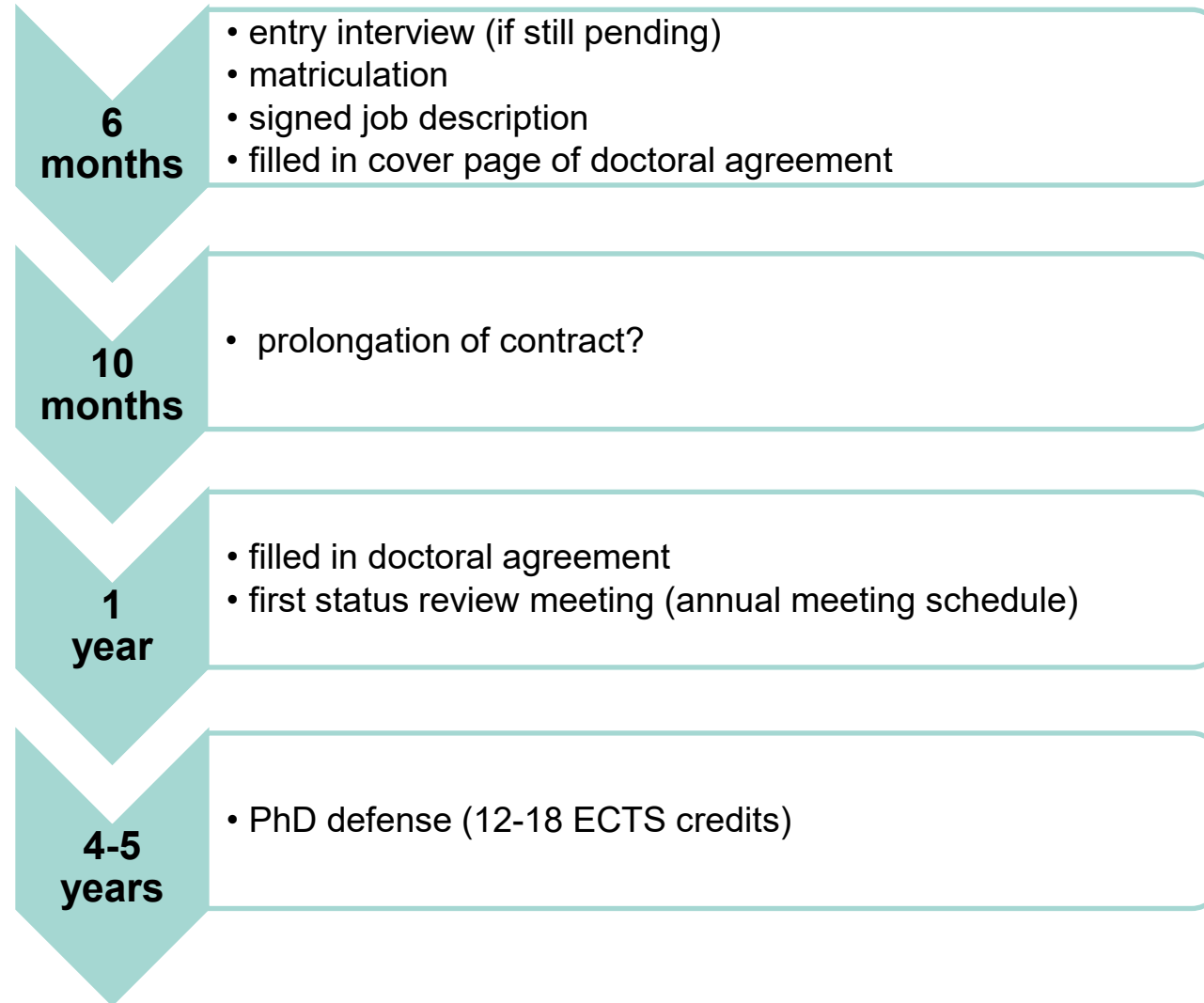
**Saskia Knecht**  
Student Assistant



▼

 [unibas.ch/grace](https://unibas.ch/grace)  [grace@unibas.ch](mailto:grace@unibas.ch)  [@grace-unibas.ch](https://bsky.app/profile/grace-unibas.ch)  [grace-unibas](https://www.linkedin.com/company/grace-unibas)

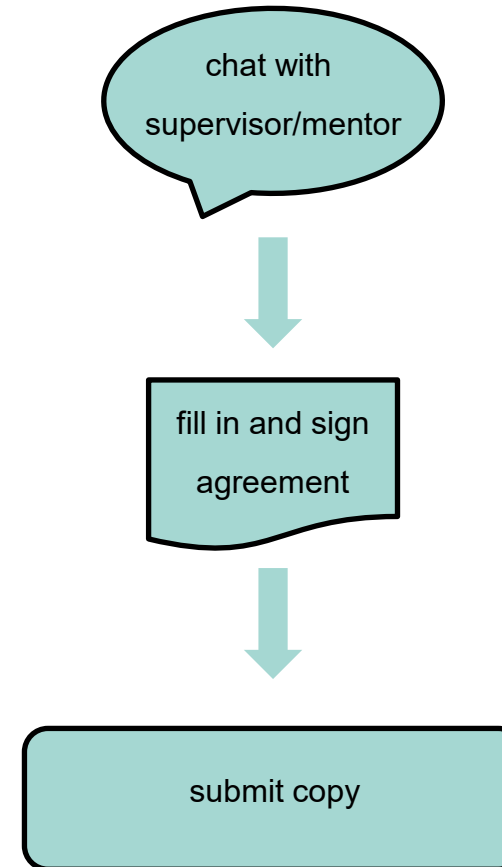
# PhD Timeline in Basel



# (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)



# Further important documents

- *Doctoral Studies Regulations («Promotionsordnungen») at each faculty*  
→ Central regulatory document for the doctorate at each faculty
- *Process Employment and Supervision of Doctoral Candidates & Process Employment and Supervision of Postdocs* → «Right and duties» of Doctoral Candidates / Postdocs and their supervisors / mentors



# (Post)Doctoral Agreements and Checklist

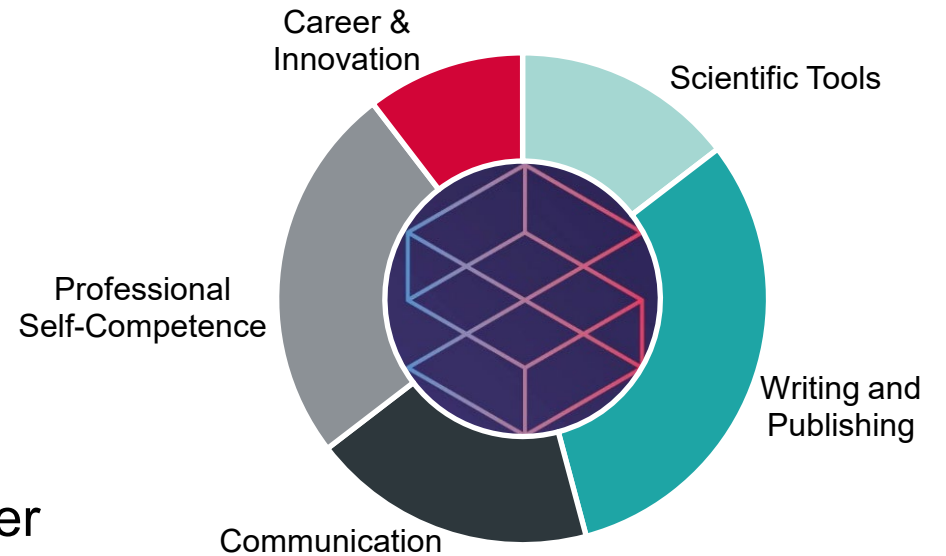
Links & Downloads	
<a href="#">Template Doctoral Agreement (Doktoratsvereinbarung) (PDF, 270 KB)</a>	↘
<a href="#">Checklist Doctorate (PDF, 90 KB)</a>	↘
<a href="#">Process Employment and Supervision of Doctoral Candidates (PDF, 73 KB)</a>	↘
<a href="#">Discussion on Doctoral Agreement (PDF, 292 KB)</a>	↘
<a href="#">Campus Credits Fact Sheet (in German) (PDF, 222 KB)</a>	↘
<a href="#">Doctoral Agreement Faculty of Humanities and Social Sciences</a>	↗
<a href="#">Doctoral Agreement Faculty of Science</a>	↗
<a href="#">Doctoral Agreement Faculty of Psychology</a>	↗
<a href="#">Doctoral Agreement Faculty of Business and Economics</a>	↗
<a href="#">Doctoral Agreement Faculty of Medicine</a>	↗
<a href="#">Doctoral Agreement Faculty of Law</a>	↗
<a href="#">Doctoral Agreement Faculty of Theology</a>	↗

Links & Downloads	
<a href="#">Template Postdoctoral Agreement (PDF, 237 KB)</a>	↘
<a href="#">Template Postdoctoral Agreement (DOCX, 76 KB)</a>	↘
<a href="#">Checklist Postdoctorate (PDF, 97 KB) (PDF, 88 KB)</a>	↘
<a href="#">Process Employment and Supervision of Postdocs (PDF, 72 KB)</a>	↘
<a href="#">Postdoctoral Agreement Faculty of Science</a>	↗



# Transferable Skills for PhDs/Postdocs

- 60-70 courses per semester in 5 categories
- Some courses are faculty-specific
- Registration start: each January/August
- Allocation of places by lot → no need to rush
- Full participation mandatory
- Late cancellation & no-show fee, max. 3 courses per person
- ECTS credits automatically transferred by end of semester



# Transferable Skills Portfolio

 University of Basel  
Graduate Center

## Transferable Skills Portfolio

NAME  
Jane Doe

DATE  
DD/MM/YYYY

DOCTORAL SUBJECT  
Psychology


GRADUATE SCHOOL / DOCTORAL PROGRAM  
Individual doctorate


TABLE OF CONTENTS AND LIST OF SKILLS

- Project Management (Course: Project Management in Research)
- Communication I (Course: Bewusst kommunizieren und konstruktiv zusammenarbeiten)
- Communication II (Course: Crucial Conversations: A Toolkit for Effective Communication at Work)

STRUCTURED SKILLS PROFILE

As part of my doctoral studies, I participated in the Graduate Center's courses listed above to develop my competences in project management and interpersonal communication within my professional setting. These skills enable me to efficiently plan and implement projects in different contexts while communicating in a respectful and goal-oriented manner with my colleagues who are also involved in these projects.

 University of Basel  
Graduate Center



## Transferable Skills Portfolio

SKILL NAME  
Programming in Python

TIME, PLACE AND METHOD OF ACQUISITION

As part of my social science research, I had to analyze large datasets from a publicly accessible database. Since manual analysis would have been almost impossible, I familiarized myself with Python in order to automate the evaluation and visualization of the data. In addition to self-study, I attended the Transferable Skills course 'Python Crash Course' offered by the Graduate Center of the University of Basel in the fall semester of 2024.

DETAILED DESCRIPTION OF THE SKILL

Python is a versatile programming language that is particularly suitable for beginners. One reason for its versatility is that so-called libraries can be easily integrated, which allow users to perform a wide range of tasks without having to program everything from scratch.

In Python, I am particularly experienced in processing structured, tabular data using the Pandas library. I can, among other things, import, clean and visualize data to derive insights from it.

Through my work with Python in the context of data processing and visualization, I have developed a solid understanding of the programming language's key components. This enables me to quickly apply Python to other areas.



# Human Resources

Information Event for new PhD candidates and Postdocs September 25, 2025



# Human Resources (HR)

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Human Resources is a central service unit of the University of Basel and is part of the Vice-Rectorate People & Culture. HR advises and supports the members of the university as well as the faculties and departments in all personnel matters.

The University of Basel attaches particular importance to ensuring that its employees find motivating employment conditions in a prosperous environment, can develop within it and move as flexible as possible, as well as finding transparent framework conditions that apply equally to all.

# Decentralised HR: Your first point of contact

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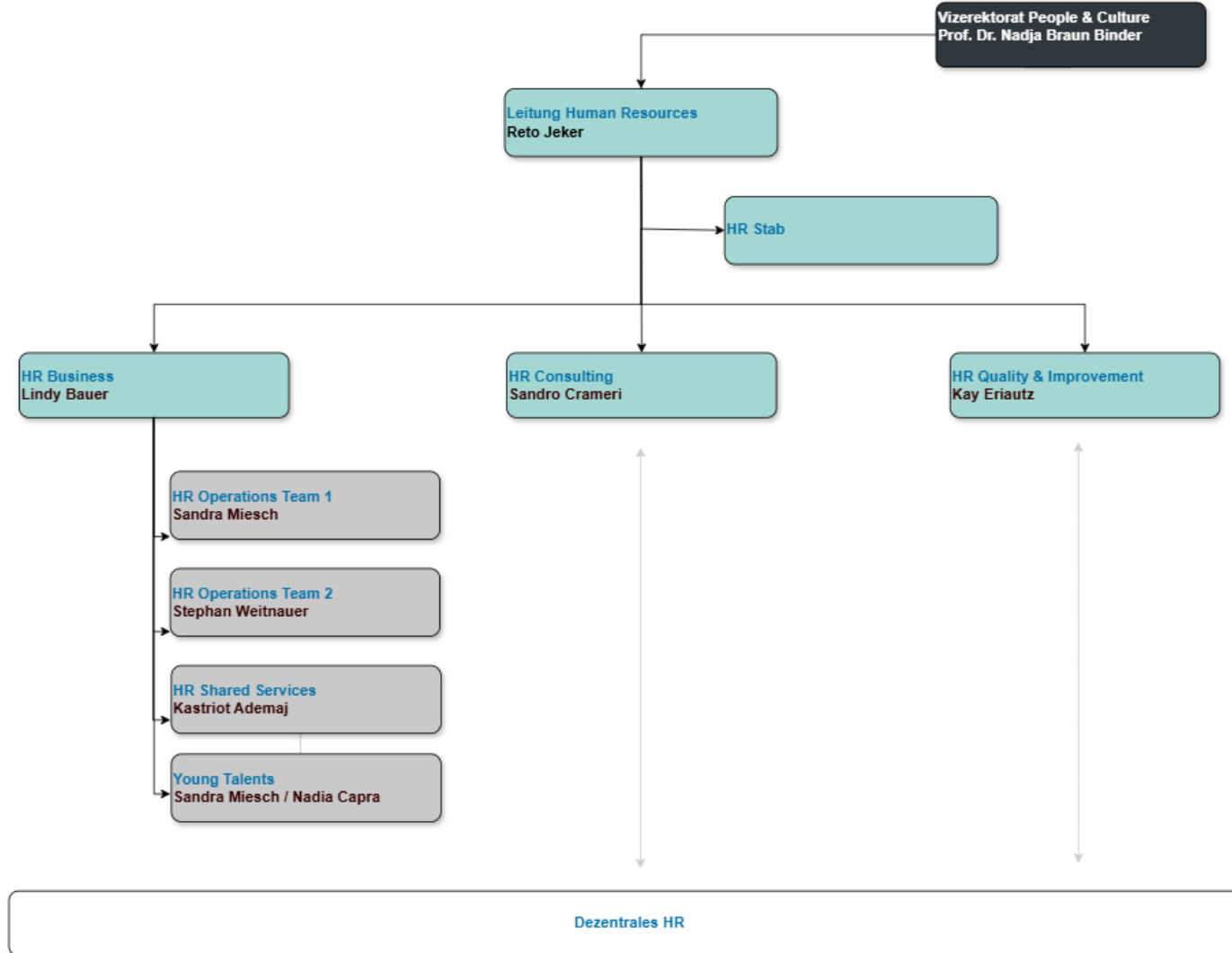
The University of Basel operates across multiple city locations.

HR is organized into decentralized (local) and central HR units, working closely together.

Your primary contact for HR support is the decentralized HR team near your workplace.

You can find your decentralized HR contact person here:  
<https://intranet.unibas.ch/display/HR/Dezentrales+HR>

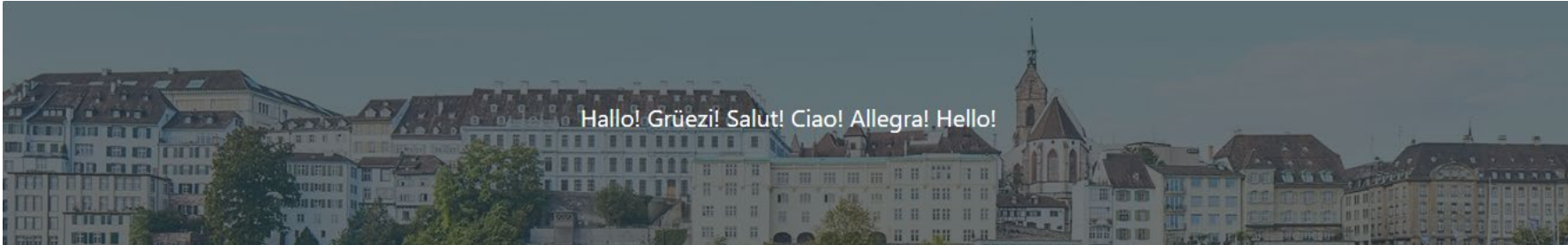
# Human Resources (HR) Organigramm



<https://intranet.unibas.ch/display/HR/Organisation+Human+Resources>

# Intranet

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Hallo! Grüezi! Salut! Ciao! Allegra! Hello!

PAGE TREE

- › Organisation Human Resources
- A-Z for employees
- ▼ Working at the University of Basel
  - Table of content (Working at the University of Basel)
  - Overview of visualised processes
- › Recruiting
- › Onboarding
- › All about the terms of employment
- › Special topics for people with foreign connections

Organisation Human Resources

A-Z for employees

<https://intranet.unibas.ch/display/HR>

# Selection of employment topics

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- Recording of absences (Vacation, illness etc.) in TimeManagementTool

<https://intranet.unibas.ch/display/TIMEMGNT/Zeit+und+Absenzerfassung+mit+TimeManagement>

- Home Office

<https://intranet.unibas.ch/display/HR/Homeoffice>

- Parenthood

<https://intranet.unibas.ch/display/HR/Elternschaft>

- Counseling guide

<https://www.unibas.ch/de/Notfall-und-Beratung.html>

# avuba

**Assistants' association of the University of Basel**

# Where to find us



Petersgraben 45  
4051 Basel

(across the street from Kollegienhaus)

## Co-managers:

- [Amancaya Formica](#)
- [Patricia Eiche](#)

## Co-presidents:

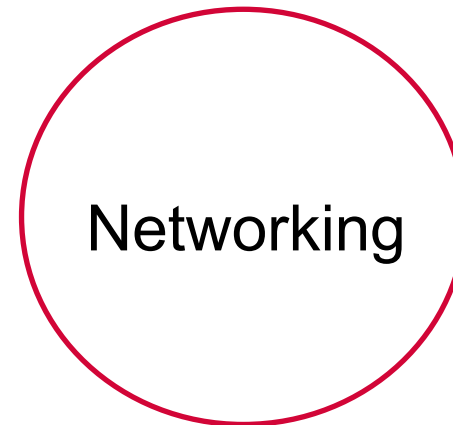
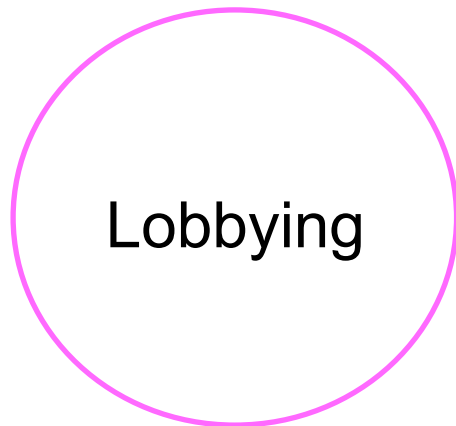
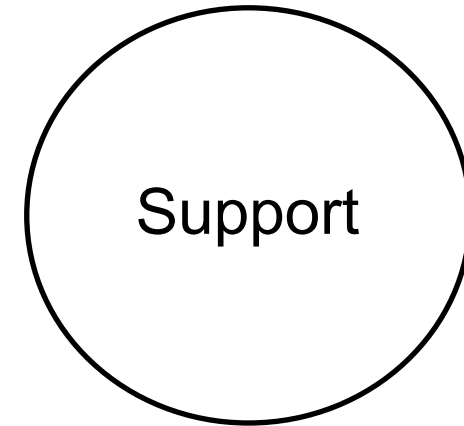
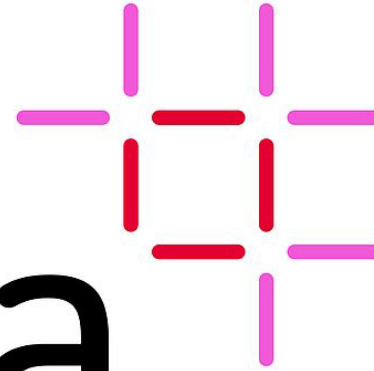
- [Antonia Vogler](#)
- [Tomás Sousa](#)

## E-mail:

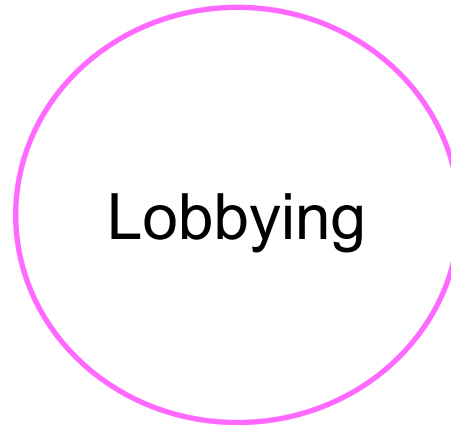
[avuba@unibas.ch](mailto:avuba@unibas.ch)

# avuba

Assistierendenvereinigung  
der Universität Basel



represent the interests  
of 2,800 PhD students  
and 500 postdocs at  
the University of Basel



represent you inside  
University of Basel & Swiss academia

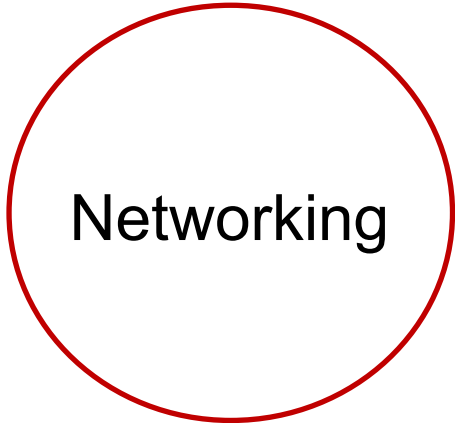
Promote career opportunities

create favorable working conditions

Lunchtime meetings

Writing retreats

Seminars



End of summer  
potluck BBQ

Happy hours and apéros at  
the Verso bar

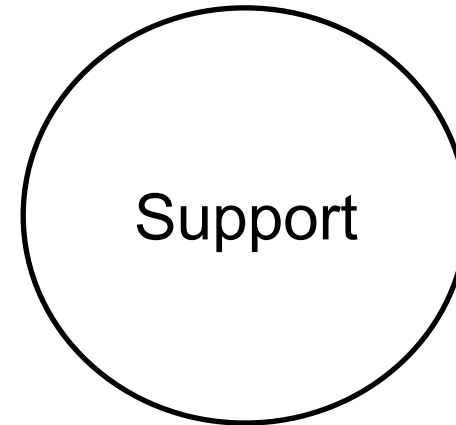
Funding for community-building  
events

Relevant updates:

Newsletters / E-Mail

Free legal advice

(Skuba clinic)



Relevant information:

Website

Discreet & anonymous

consultations

## Let's stay in touch

-  → [@avuba](#)
-  → [@avubabasel](#)
-  → [www.avuba.unibas.ch](http://www.avuba.unibas.ch)
-  → [avuba@unibas.ch](mailto:avuba@unibas.ch)

Please find a list of our events on our website

<https://avuba.unibas.ch/en/events/>



University  
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# Educational Technologies

## Supporting you in digital teaching



# Our offers to your questions

## Which tools are available for digital learning and teaching?

Visit the [Edutools website](#) for an overview of the tools supported by the IT services.

## How can I get ready for digital teaching?

We offer various courses in the [training & development program](#).

## How can I strengthen my digital literacies?

Have a look at the [Digital Skills website](#) where you can find numerous useful resources to strengthen your skills.

**Get to know us:**  
[www.bbit.unibas.ch](http://www.bbit.unibas.ch)

**Contact us:**  
[bbit@unibas.ch](mailto:bbit@unibas.ch)



University  
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# Career Advancement

Overview and Services

# Academic Career – Plan A, Plan B, ... ?

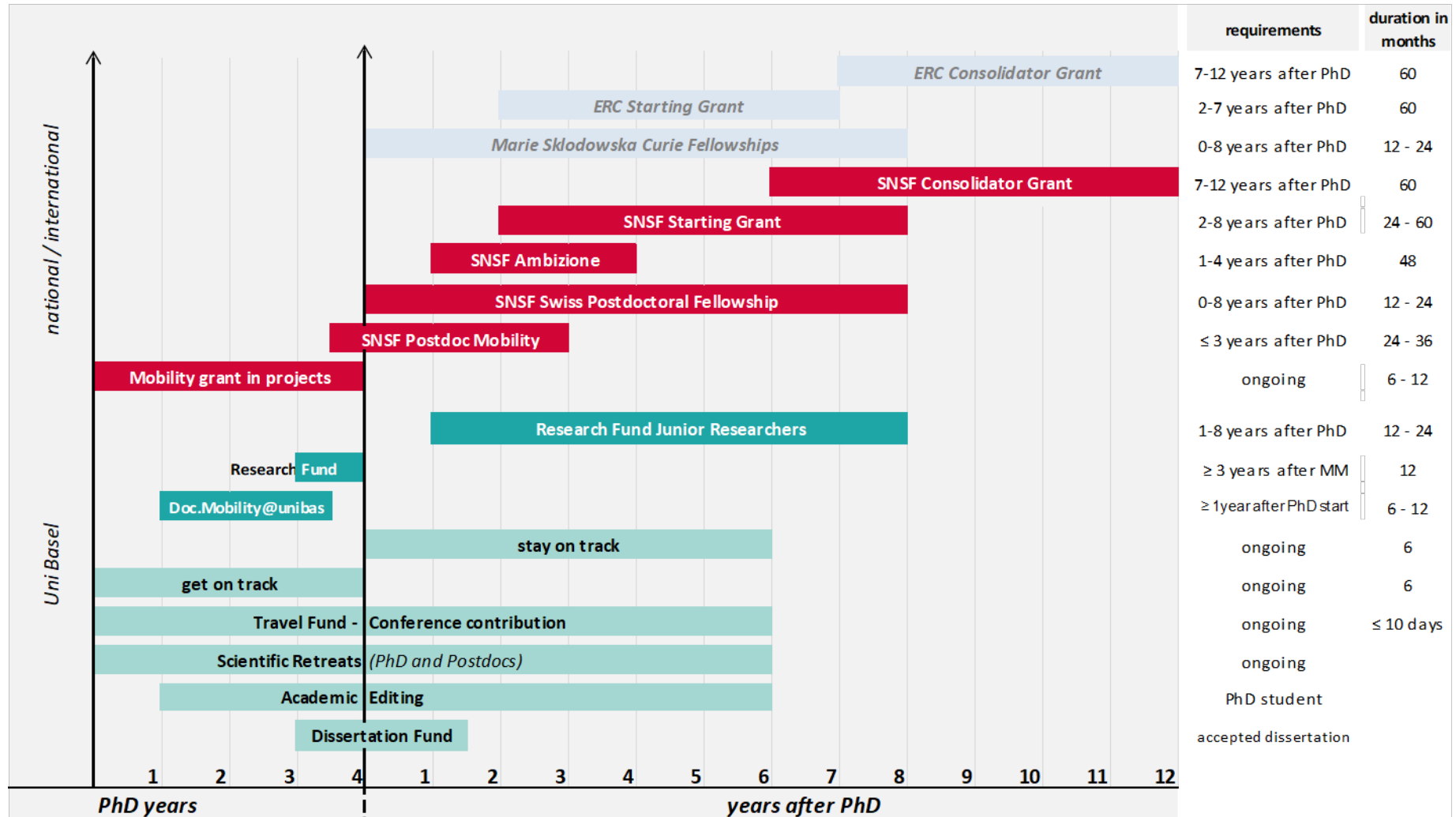
- academic career: phd, postdoc, assistant professorship, etc.
- position in industry, private sector, etc.
- other positions, public sector



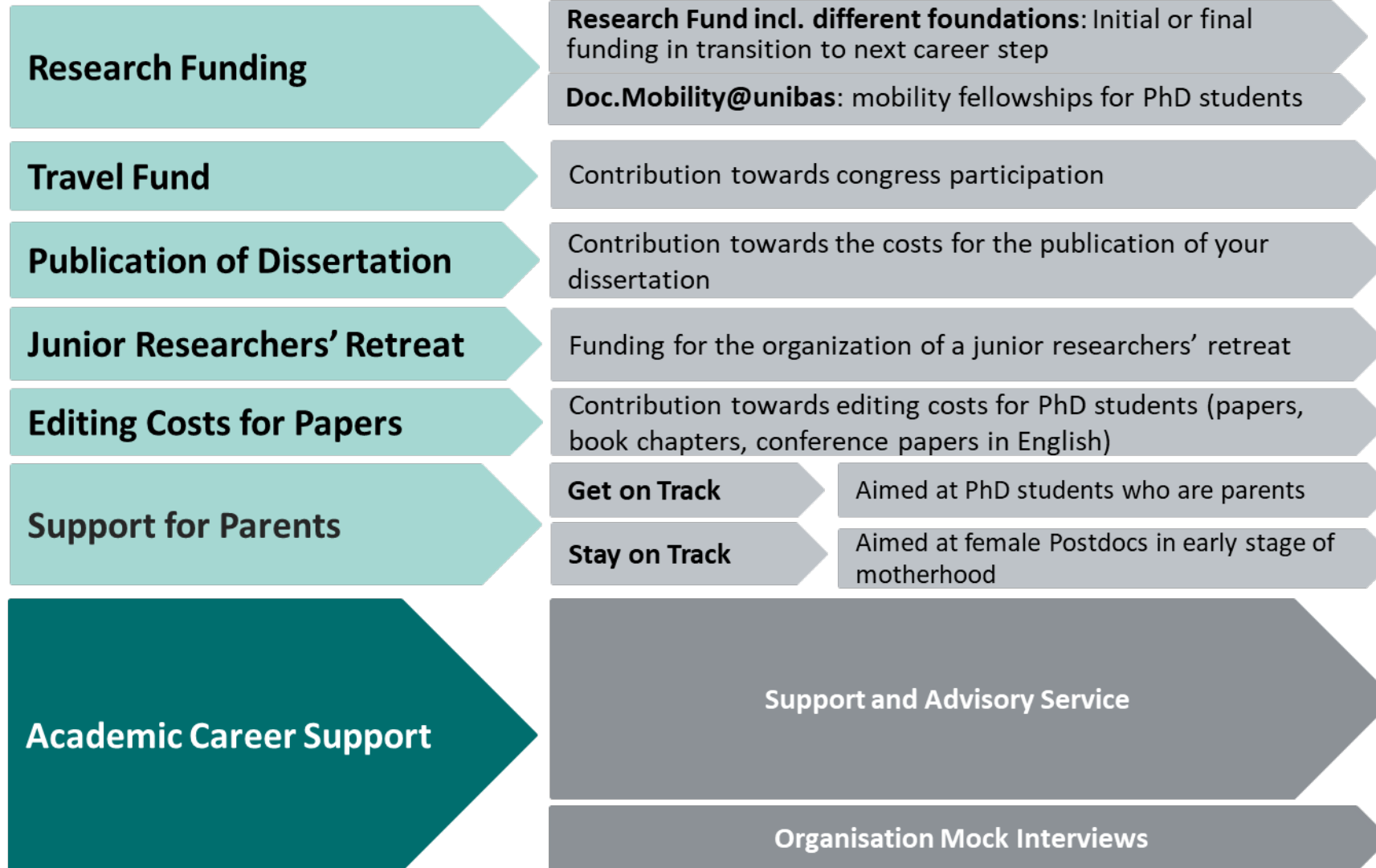
source: Studierendenwerk Darmstadt

**What career path do you want to be on?**

# Career Funding Instruments



# Funding and Services for PhD students and Postdocs



# Support and Services

Dr. Marianne  
Mathys  
Leiterin  
Nachwuchsförderung



Universität Basel  
Vizerektorat Forschung  
Nachwuchsförderung  
Petersgraben 35, Postfach  
4001 Basel  
Switzerland

Tel. +41 61 207 30 41

[marianne.mathys@unibas.ch](mailto:marianne.mathys@unibas.ch)

Rahel Allemann  
Fachspezialistin  
Nachwuchsförderung



Universität Basel  
Vizerektorat Forschung  
Nachwuchsförderung  
Petersgraben 35, Postfach  
4001 Basel  
Switzerland

Tel. +41 61 207 12 94

[rahel.allemann@unibas.ch](mailto:rahel.allemann@unibas.ch)

Mariafranca  
Tassielli  
Fachspezialistin  
Nachwuchsförderung



Universität Basel  
Vizerektorat Forschung  
Nachwuchsförderung  
Petersgraben 35, Postfach  
4001 Basel  
Switzerland

Tel. +41 61 207 12 87

[mariafranca.tassielli@unibas.ch](mailto:mariafranca.tassielli@unibas.ch)

- **Do you have questions concerning your application for funds?**
- **Do you have specific questions regarding academic career planning and financing?**

**Contact us directly or make an appointment: [nachwuchsfoerderung@unibas.ch](mailto:nachwuchsfoerderung@unibas.ch)**



University  
of Basel

# University Ethics Committee (UEK) Responsible Research

[Website UEK](#) | Dr. Isabelle Wienand | [uek@unibas.ch](mailto:uek@unibas.ch)

Information Event for new PhD candidates and Postdocs, 25.09.2025

# The UEK in a Nutshell

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- The University Ethics Committee (UEK) is presided by the Vice President for Research
- The UEK is currently composed of six members of different faculties, of the Data Protection Officer (DPO) and the Chief Information Security Officer (CISO)



UEK Office  
Dr. Isabelle Wienand  
[uek@unibas.ch](mailto:uek@unibas.ch)

## Nota Bene

New Regulations and new Guidelines of the the University Ethics Committee Implementation soon!

# What does the UEK do for researchers ? Assist, Inform, Sensitize, Review

## ASSIST & ADVICE in research ethics issues

- Is your research project ethically sensitive?
- Is an ethics approval mandatory for your research project?

- [Online Ethics Self-assessment Tool](#)
- [uek@unibas.ch](mailto:uek@unibas.ch)

## INFORM about the relevant guidelines and good practices in research ethics

- [Guidelines to Participant Observation](#)
- [Research Ethics Guidelines in Switzerland](#)
- ...

- [uek@unibas.ch](mailto:uek@unibas.ch)
- [Website UEK](#)
- [datenschutz@unibas.ch](mailto:datenschutz@unibas.ch)

## SENSITIZE the researchers about their responsibility as researchers

- [GRACE Online Course Ethics of Science](#)
- [Online Training Research Integrity](#)
- ...

- [grace@unibas.ch](mailto:grace@unibas.ch)
- [Website Scientific Integrity](#)

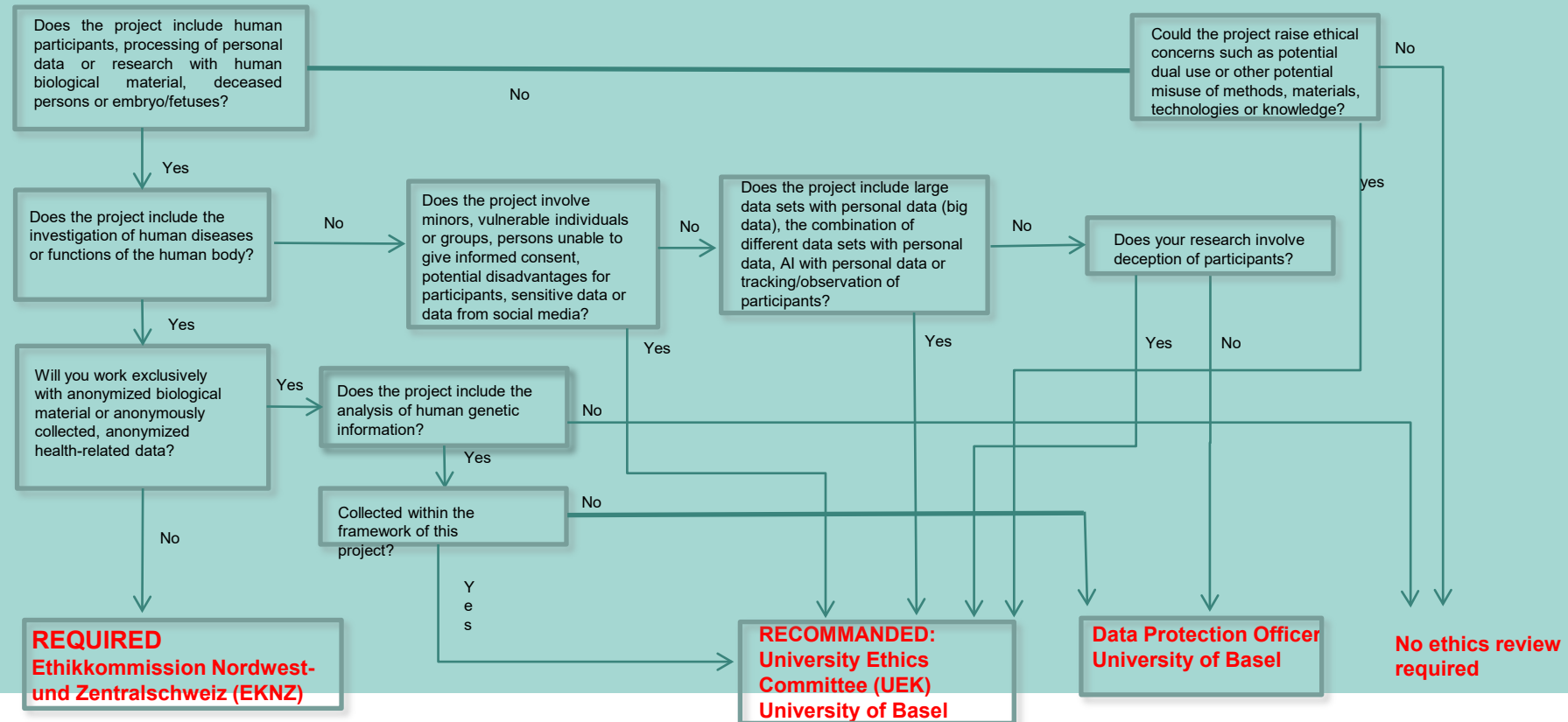
## REVIEW the ethical conformity of research projects

- UEK application forms
- Guidelines application
- Templates
- ...

- [uek@unibas.ch](mailto:uek@unibas.ch)
- [Website UEK](#)

# Nota Bene New Regulations and new Guidelines of the the University Ethics Committee – Implementation soon!

## Ethics Self-Assessment of Research Projects



This ethics self-assessment tool has an informative, first-orientation purpose, it does not replace an ethics approval. Please contact the UEK Office ([uek@unibas.ch](mailto:uek@unibas.ch)) for further information

# Contact

➤ **UEK Website**

<https://www.unibas.ch/en/Research/Values-Ethics/Ethics-Committee-of-the-University-of-Basel.html>

➤ **UEK Office** Dr. Isabelle Wienand | Managing Director University Ethics Committee  
uek@unibas.ch | <http://www.unibas.ch> | Website UEK

➤ **DPO** datenschutz@unibas.ch

<https://www.unibas.ch/en/University/Administration-Services/General-Secretariat/Data-Protection.html>

➤ **CISO** Dr. Marcus Dantz | [marcus.dantz@unibas.ch](mailto:marcus.dantz@unibas.ch)

<https://www.unibas.ch/de/Organisationsfinder.html?id=da4d1a40-7379-4d52-a76a-e7c00cfea506>



University  
of Basel

# Personal Integrity Office

The Personal Integrity Office functions as an **easily accessible, confidential, and personal point of contact.**



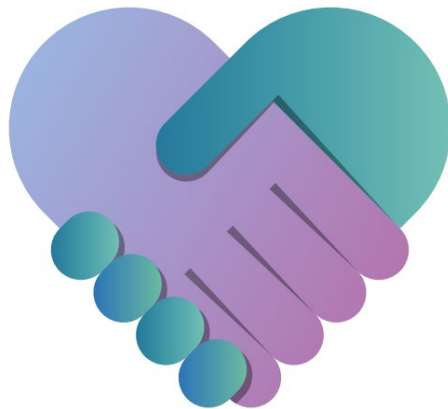
Dr. Cora Dollinger

Co-Head of Personal Integrity Office



Dominika Hens

Co-Head of Personal Integrity Office



Mail

[personalintegrity@unibas.ch](mailto:personalintegrity@unibas.ch)

Tel.

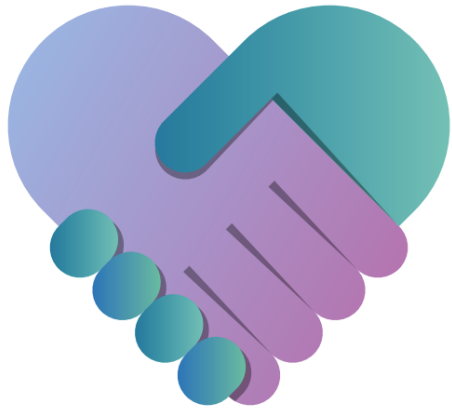
+41 61 207 09 99

Web

[www.unibas.ch/personal-integrity](http://www.unibas.ch/personal-integrity)



# Personal Integrity Office



For the protection of  
**personal integrity**

The University of Basel is committed to a learning and working culture in which the personal integrity of its students and employees is respected and protected. We do not tolerate the following behavior: sexual harassment, discrimination and bullying.

**If you are in need of advice and support, contact the advisors of the Personal Integrity Office confidentially.**



# Personal Integrity Office

- We advise **university members** confidentially on all matters relating to the protection of personal integrity. You decide on further steps yourself.
- On request, we provide support as a neutral person – eg by helping you prepare for a meeting or by anchoring a difficult conversation.
- **> Support Services Guide** lists all university services that can support you in difficult situations.



# Violations of personal integrity

are assaults on a person as a whole. These are behaviors that overstep boundaries and harm an individual's sense of self-worth.

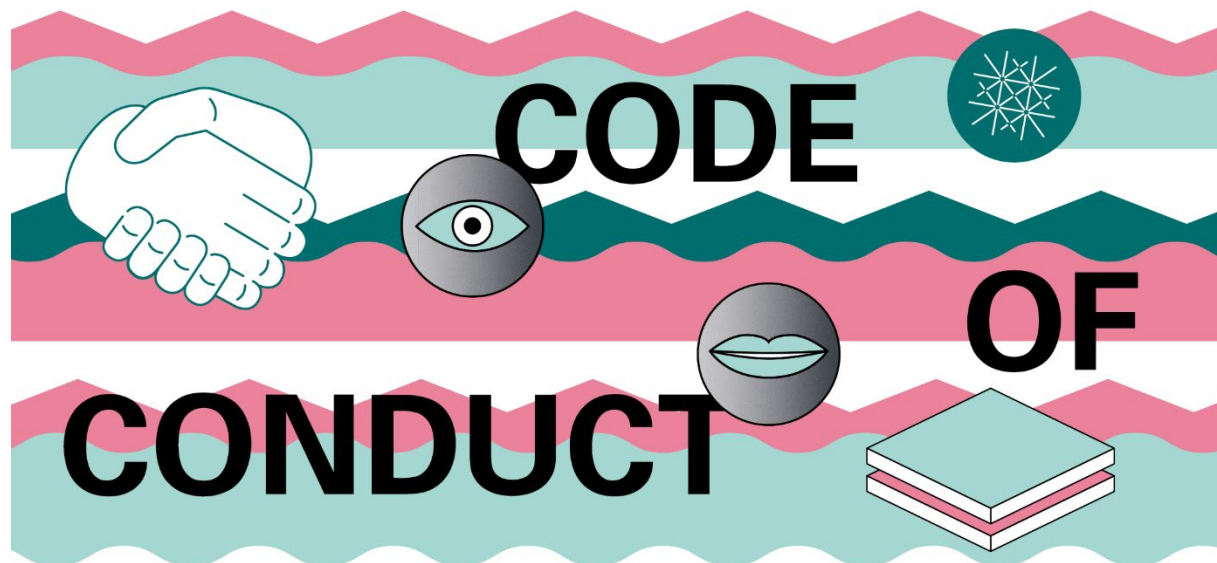
They include, in particular, bullying, discrimination, and sexual harassment.

- On our [> website](#) we explain in more detail what border violations can be and how you can counter them; you will also find links to external counseling centers there.
- The [> Regulations on the protection of personal integrity](#) apply where there has been a violation of personal integrity in the university context and the accused person was a member of the University of Basel when the violation was committed.
- The leaflet [> For the protection of personal integrity](#) provides insight into the counseling process, further options, and provides precise definitions for the various forms of violation.



# The University's > Code of Conduct

clarifies the guidelines for studying and working together in a respectful and professional way. It is a public commitment that combines existing policies, regulations and guidelines into a framework for our daily work.



Be a part .



Live our values!



University  
of Basel

# Grants Office

What does the Grants Office do?

Who are we and how do you find us?

# How does the Grants Office support you?

## Step by Step

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

We can support with

- Choice of instrument
- Eligibility and evaluation criteria
- Applicants' training events and individual advice
- Administrative support, host confirmations
- Forms & Budget Checks
- Proposal Reviews
- Grant Preparation / Negotiation of contracts
- Project Management Advice



Project Idea



Project Preparation



Write Proposal

Submission



Evaluation



Grant Preparation



Project Management

# Career Funding Instruments

## SNSF, Horizon Europe

Horizon Europe	ERC Starting Grant (14.10.2025)												60	
	MSCA Postdoctoral Fellowship (10.9.2025)												12-24	
SNSF/Innosuisse	BRIDGE Proof of Concept (4x per year)												12	
SNSF	SPARK (1x per year, beginning of March)												12	
	SNSF Starting Grant (5.5.2026)												60	
	Ambizione (4.11.2025)												24-48	
	SNSF Postdoc Mobility (2x per year, beginning of August and February)												24-36	
	4	1	2	3	4	5	6	7	8	9	10	11	12	
	PhD year	Years after PhD												Duration in months

Find out more with the **Funding Sources Database**



<https://www.researchprofessional.com/>

# Grants Office

## Who are we and how do you find us?



**Eve Silfverberg**

Head of Grants Office



**Gillianne Bowman**

Research Manager /  
Company Advisor



**Aleksandra Grzegorzcyk**

Research Manager



**Luca Wacker**

Deputy Head / Research  
Manager

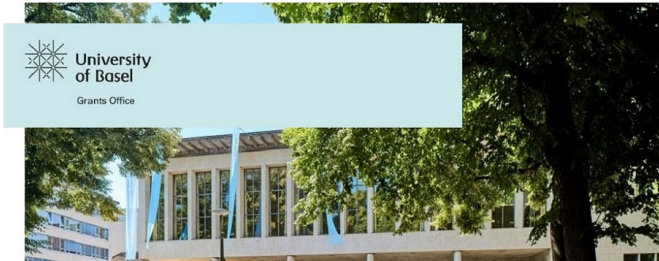


**Julia Wyss**

Research Manager

## Information

Grants Office Newsletter February 2023



## Events and trainings

- Internal announced via Newsletter
- For EU programmes:  
<https://www.euresearch.ch/events/>

### Grants Tool:


[www.grants.unibas.ch](http://www.grants.unibas.ch):

Budget calculation,  
department confirmation (mandatory)

### Contact us:

[grants@unibas.ch](mailto:grants@unibas.ch)

Phone: +41 61 207 60 53

 Grants Office University of Basel

### Find us:

On the University Website

On the Intranet



# Educational Development



Gerhild Tesak, lic. phil.  
Head Educational Development  
Tel. +41 61 207 12 32  
gerhild.tesak@unibas.ch



Dr. Alessandro Dall'Acqua  
Academic Associate  
Tel. +41 61 207 61 83  
alessandro.dallacqua@unibas.ch



Dr. Dominik Marti  
Academic Associate  
Tel. +41 61 207 08 93  
dominik.marti@unibas.ch



Vera Roth, lic. rer. pol.  
Academic Associate  
Tel. +41 61 207 08 97  
vera.roth@unibas.ch

# Educational Development

[hsd.unibas.ch](mailto:hsd.unibas.ch) ([vera.roth@unibas.ch](mailto:vera.roth@unibas.ch))

We support the professionalization of instructors according to international standards, the development of modern exams and assessments, and the establishment of a strong feedback culture between students and teachers.

*fortbildung*

Academic Teaching Workshops



Certificates in Higher Education Practice



Generative AI in Teaching

**EXAMS AND ASSESSMENTS**

Exams and Assessments



Teaching Excellence Awards

# Academic Teaching Workshops

fortbildung.unibas.ch (vera.roth@unibas.ch)

Course Title	Dates
Meine erste Lehrveranstaltung	28.08.2025 / 11.09.2025 / 16.10.2025 / 08.01.2026
Kollegiale Hospitation	29.08.2025 / 31.10.2025
Generative KI wie ChatGPT als Unterstützung für Ihre Lehre	02.09.2025
Begleitete Evaluation der Leistungsüberprüfung	02.09.2025 / 23.09.2025 / 27.01.2026
Classroom Assessment Techniques (CATs)	05.09.2025 / 05.12.2025
Studierenden Feedback geben	08.09.2025 / 24.11.2025
KI-Kompetenzen in Lehrveranstaltungen (nebenbei) fördern	09.09.2025
<u>Peer Observation</u>	29.09.2025 / 24.11.2025
<u>Mündlich prüfen</u>	15.10.2025
<u>Lehrveranstaltungen diversitätsbewusst gestalten</u>	27.10.2025
<u>Gestaltung von Leistungsnachweisen: kompetenzorientiert prüfen</u>	11.11.2025
<u>Supervising Students - Dealing with Roles and Relationships</u>	14.11.2025
<u>Professionell umgehen mit Lehrveranstaltungsevaluationen</u>	08.01.2026
<u>Lehren in Zeiten von KI – Lernziele, Lernaktivitäten und Leistungsüberprüfungen systematisch aufeinander beziehen (optional mit Hands-on)</u>	09.01.2026
<u>Studierende aktivieren und motivieren in kooperativen Lehr-Lernsettings</u>	13.01.2026
<u>Special Interest Group: People and Culture</u>	To be announced
ChatGPT and Artificial Intelligence in Higher Education ( <u>EN</u> and <u>DE</u> )	Anytime
<u>Prüfen in einer Welt mit KI</u>	Anytime

# Certificates in Higher Education Practice

[hsd.unibas.ch](mailto:hsd.unibas.ch) ([vera.roth@unibas.ch](mailto:vera.roth@unibas.ch))

## **Spotlight: Internationally accredited Certificate ‘Supporting Learning’**

*Audience:* PhD students, postdocs, and newcomers to teaching

*Focus:* Systematically collect and use students’ feedback

*Commitment:* 60 hours of Workshops and Assignments (3 – 4 semesters)

*Credential:* Successful graduates of this program are entitled to refer to themselves as **SEDA Recognised for Supporting Learning**.



*Info-Event:* 10 November, 16:15 at the Kollegienhaus.

*Registration:* [fortbildung.unibas.ch](http://fortbildung.unibas.ch)

# Using generative AI in teaching

[hsd.unibas.ch](https://hsd.unibas.ch) ([vera.roth@unibas.ch](mailto:vera.roth@unibas.ch))

Do you want to use genAI in your teaching?

Do you have an idea or a question about the use of AI in your class?

Course (9.1.2026):

- ❖ Lehren in Zeiten von KI – Lernziele, Lernaktivitäten und Leistungsüberprüfungen systematisch aufeinander beziehen

Self-study courses:

- ❖ ChatGPT and Artificial Intelligence in Higher Education (EN and DE)
- ❖ Prüfen in einer Welt mit KI

Consultation hour about “AI in teaching” every Thursday at 10 am (registration required).

Additionally, we’ll support you implementing AI into your teaching by sending you Best Practice examples. Don’t hesitate to contact Vera Roth.

University-wide information:

- ❖ Webpage “AI in learning and teaching”
- ❖ Intranet page “AI in Teaching”
- ❖ Guidelines “Citing AI tools” (EN and DE)

# Exams and Assessments

[hsd.unibas.ch](https://hsd.unibas.ch) ([vera.roth@unibas.ch](mailto:vera.roth@unibas.ch))

## University-wide quality criteria for exams and assessments

Specific offers on the quality criteria for affiliates of the University of Basel:

- ❖ Individual counselling and evaluation of exams and assessments
- ❖ Workshops
- ❖ Knowledge Hub

Are you a newcomer at the University of Basel?

Or is this your first teaching experience?

Do you have any questions about how to design the exams or the assessments of your courses?

Don't hesitate to contact Vera Roth, or send your questions to [pruefen@unibas.ch](mailto:pruefen@unibas.ch).

# Teaching Excellence Awards: May 2025

[unibas.ch/tea](https://unibas.ch/tea) ([vera.roth@unibas.ch](mailto:vera.roth@unibas.ch))



# Educational Development

[hsd.unibas.ch](mailto:hsd.unibas.ch) ([vera.roth@unibas.ch](mailto:vera.roth@unibas.ch))

We support the professionalization of instructors according to international standards, the development of modern exams and assessments, and the establishment of a strong feedback culture between students and teachers.



# Language Center



# Come Learn, Discover, and Converse in ...



# Courses for PhD Students and Postdocs

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Subject-specific courses in English, German, French, and Italian in law, medicine, psychology, and the life sciences.



Courses for improving how you communicate your research in speaking and writing:

- Academic Writing: How to Compose Your Seminar Paper, Article, or Thesis
- Advanced Conversation Training



Write with any questions or request an individual consultation:  
[info-sprachenzentrum@unibas.ch](mailto:info-sprachenzentrum@unibas.ch)

# Writing Development



ENGLISH AND GERMAN

## Writing Consultation

Online support in the writing process for students and PhD-candidates



ENGLISH

## Proofreading

Professional proofreading for students' texts not intended for publication



ENGLISH

## Academic Editing

Professional editing for researchers' texts intended for publication



VARIOUS LANGUAGES AND DISCIPLINES

## Courses related to writing

Opportunities for the development of writing competence



VARIOUS LANGUAGES AND DISCIPLINES

## Writing Network

Professional networking to develop writing instruction



VARIOUS LANGUAGES AND DISCIPLINES

## Writing tools and tips

Guidelines and suggestions to improve your writing



# Academic Editing

---

For anyone publishing in English, regardless of language level.

We strive to fulfill last-minute requests and tight deadlines.

Real-time changes on Overleaf, Google Docs, or SWITCH.

Option of personal consultations before and after editing.

Any publication including articles, dissertations, and funding proposals.

PhD students and postdocs can receive a reimbursement of up to CHF 500 from Career Advancement for editing costs.

100% of our authors gave us a 5 out of 5 rating for satisfaction in the last 18 months.





University  
of Basel

# Organizational Culture.

# Organizational Culture.

**Organizational Culture**  
Organigramm, Universität Basel.

**Organizational Culture**  
Dr. Simone Lazarus

**Leadership & Development**  
Dr. Simone Lazarus

Juliane Barnick

Katrin Kuchler

Sarina Pensa

Dr. Donja Brunner

Christiane Wetzel

**Diversity & Inclusion**  
Nicole Kälin

Dr. Sabine Büchler

Achim Imboden

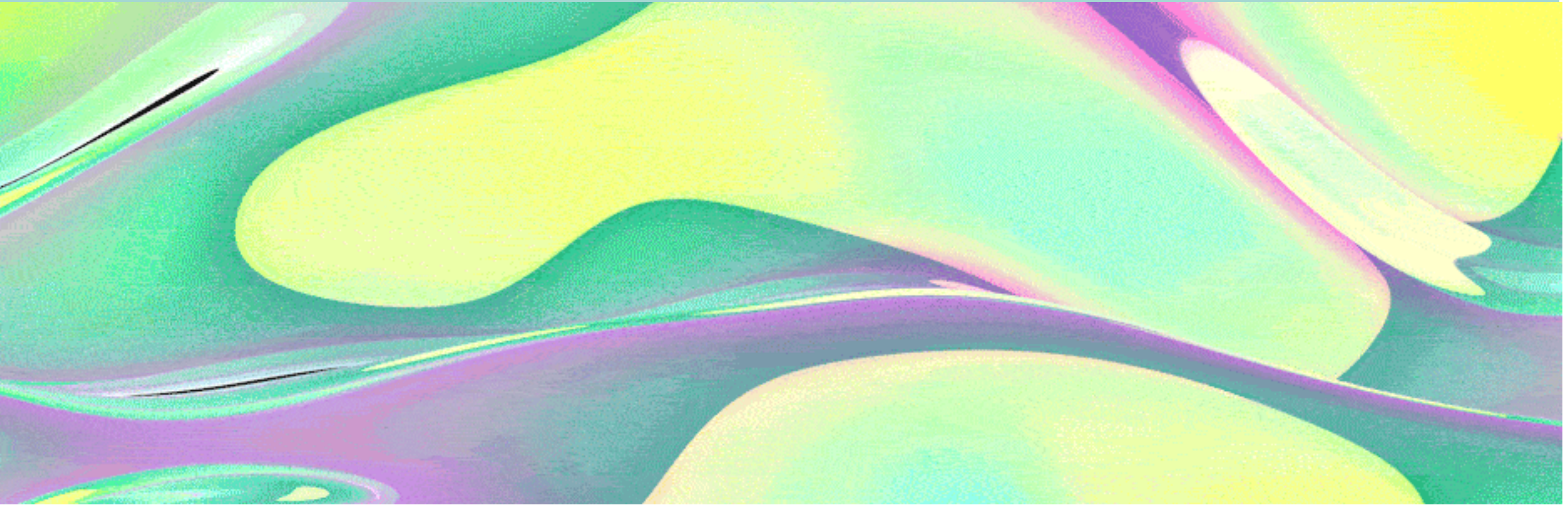
Dr. Julia Bzzi

**Reform Doc/Postdoc**  
Patricia Zweifel



University  
of Basel

# Diversity & Inclusion



# Diversity at the University of Basel

The University of Basel is 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.

We are pleased to have you as part of our community. Please do not hesitate to contact us with any questions or concerns.

More information and offers: [unibas.ch/diversity](https://unibas.ch/diversity)



diversity.unibas



Check the Strategic Position  
and Action Plan on  
Equality, Diversity & Inclusion!

# Team Diversity & Inclusion.

Nicole Kälin

Head of Diversity & Inclusion



Dr. Sabine Büchler

Projektleiterin  
Diversity & Inclusion



Dr. Julia Bzzi

Projektleiterin  
Diversity & Inclusion



Achim Imboden

Projektleiter Diversity  
& Inclusion



Rania Bouzekri

Hilfsassistentin  
Diversity & Inclusion



Mireille Graf

Hilfsassistentin  
Diversity & Inclusion



# Family Services.

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

Subscribe to our mailing list:

<https://www.maillist.unibas.ch/mailman/listinfo/family>

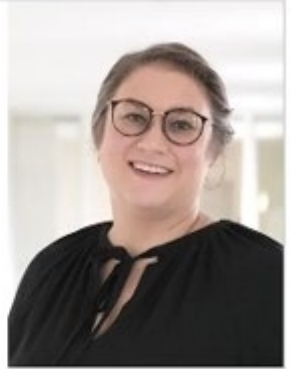
Check our brochure on parenthood!



Family-friendly University of Basel



Dr. Julia Bzzi  
Project Leader  
Diversity & Inclusion



University of Basel  
Diversity & Inclusion  
Steinengraben 5, Postfach  
4001 Basel  
Switzerland  
Tel. +41 61 207 09 39

# Career Programs for female PhD candidates and Postdocs.

## **antelope**

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

[antelope | University of Basel \(unibas.ch\)](#)


## **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.

[ZOOM@Novartis | University of Basel \(unibas.ch\)](#)

*both programs are trans-inclusive!*

Dr. Julia Bzzi  
Project Leader  
Diversity & Inclusion



University of Basel  
Diversity & Inclusion  
Steinengraben 5, Postfach  
4001 Basel  
Switzerland  
Tel. +41 61 207 09 39

# Diversity Management.

## Diversity Committee

The Diversity Committee assists the university in anchoring diversity and equal opportunities as guiding principles.

Join in!

[Diversity Committee | University of Basel \(unibas.ch\)](https://www.unibas.ch)

## Gender-Monitoring

Our monitoring documents progress towards the goal of increasing the proportion of women at the University of Basel.

Check out the interactive webpage!

[Equal opportunities monitoring | University of Basel \(unibas.ch\)](https://www.unibas.ch)

Dr. Sabine Büchler

Project Leader  
Diversity



University of Basel

**Diversity**

Steingraben 5, Postfach  
4001 Basel  
Switzerland

Tel. +41 61 207 13 79

# Language and Gender Diversity.

## Gender Sensitive Language

Check our gender sensitive and inclusive language guide!

## LGBTIQ+

Change of first name, title and gender for transgender individuals: how to proceed.

Subscribe to the mailing list:

<https://www.maillist.unibas.ch/mailman/listinfo/lgbtiq>

## All Gender Toilets

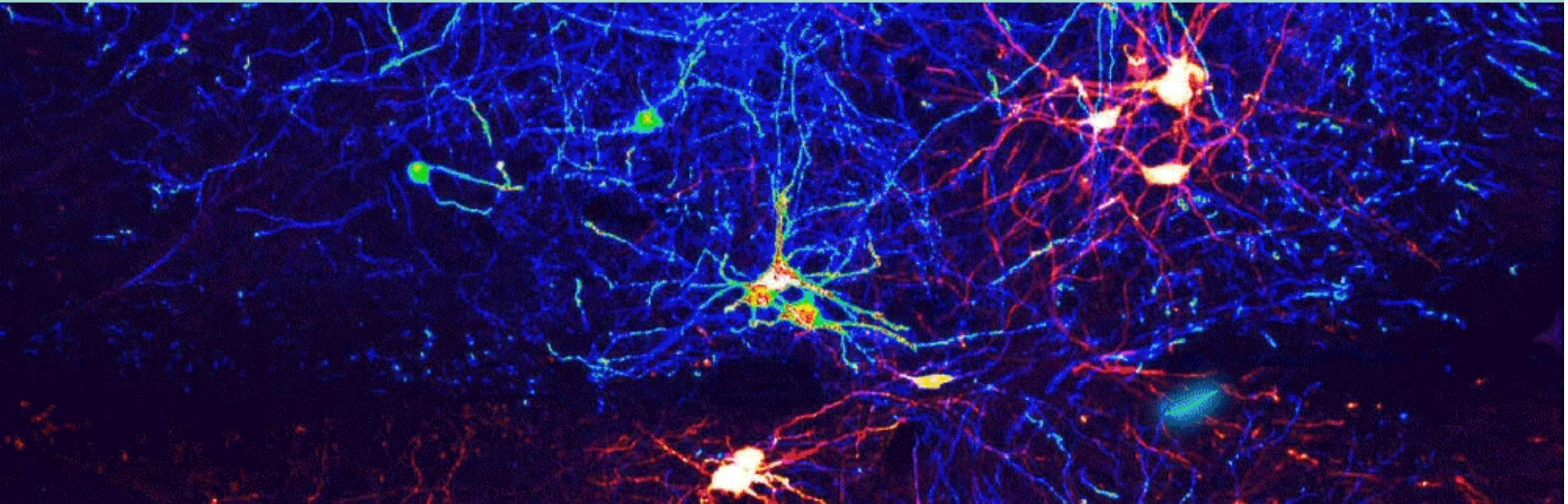
A map where you can find all gender toilets on the campus.

Achim Imboden  
Project Leader  
Diversity & Inclusion



University of Basel  
Diversity & Inclusion  
Steinengraben 5, Postfach  
4001 Basel  
Switzerland  
Tel. +41 61 207 12 25

# Leadership & Development



# Team Leadership & Development.


**Dr. Simone Lazarus**  
Head

- Head Organizational Culture
- Head Leadership & Development
- Strategic projects in staff development
- Coaching
- Conflict management
- Leadership and communication




**Katrin KÜchler**

- Senior Expert Leadership & Development
- Training
- Leadership development, communication, collaboration
- Promoting Health
- Coordination of university training for all staff
- Toolbox for constructive conversations



**Dr. Donja Brunner**

Senior Expert Leadership & Development



- Leadership Development
- Coaching & counseling (focus on PhDs & PostDocs)
- Health management

**Sarina Pensa**

- Senior Expert Leadership & Development
- Team development
- Change




**Christiane Wetzell**

- Senior Expert Leadership & Development
- Change
- Transformation Management



**Juliane Barnick**

- Education Coordinator



# When to turn to Leadership & Development?

The center of our services are the development of the individual and the organization. Our services follow an understanding of the university as a learning organization. We help to develop the values of appreciation, respect and trust.

Our services include **training/courses**, **coaching/counseling** as well as support in **team development and change / organizational management**.



You are not sure you have found the right person to contact?

Check our [Support Services Guide | University of Basel \(unibas.ch\)](#)

# Coaching and Counseling.

We support you with coaching, for example:

- When you are working in a difficult situation.
- When you are unsure about your leadership responsibilities.
- When you are unsure about the next steps in your career.


**Dr. Simone Lazarus**  
Head

- Head Organizational Culture
- Head Leadership & Development
- Strategic projects in staff development
- Coaching
- Conflict management
- Leadership and communication



**Dr. Donja Brunner**

Senior Expert  
Leadership &  
Development



- Leadership Development
- Coaching & counseling (focus on PhDs & PostDocs)
- Health management

We also work with a **pool of external coaches** that we can put you in touch with for support.

# Training and Workshops.

We offer trainings in leadership and collaboration for all employees.

Check out our **course program**:

[Culture, Diversity & Leadership Development | Training \(unibas.ch\)](https://unibas.ch)

For example, in collaboration with transferable skills:

«**Ready for Take-Off**» (for 1st year doctoral students, in English)

September

«**Startklar fürs Doktorat**» (in German)

January

«**Communicate Effectively – Collaborate Successfully**»

September 30, and October 7 and 21 2025

Katrin Kuchler

MA  
Projects Leadership &  
Development, Training  
/ Coaching



University of Basel  
Leadership & Development  
Steinengraben 5, Postfach  
4001 Basel  
Switzerland

Tel. +41 61 207 09 25

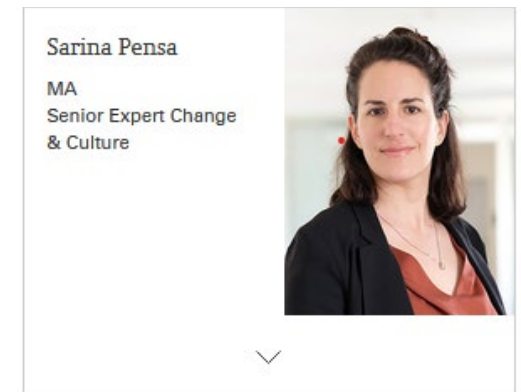
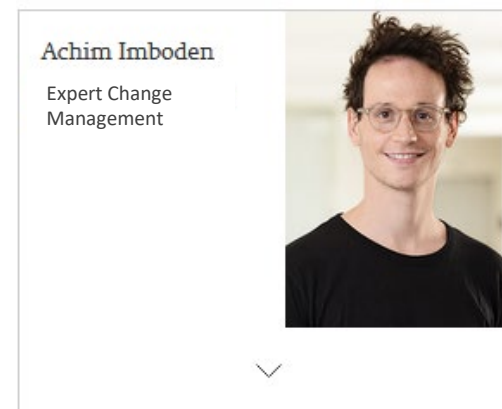
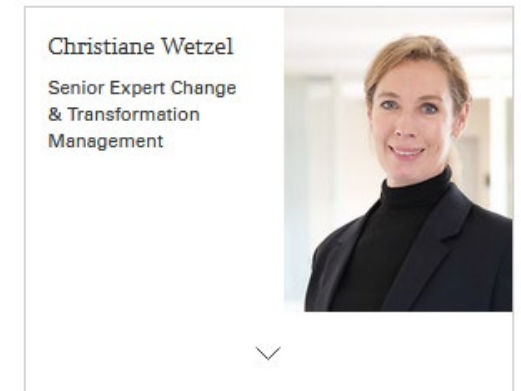
# Change Management.

Due to the growing number and complexity of change initiatives, the University of Basel began establishing a systematic Change Management function in May 2024.

Currently, we are supporting the introduction of the Program “Modern Workplace & Collaboration (M365)” and using this opportunity to establish a Change Community.

This community aims to empower the organization to independently and successfully navigate change processes in the future.

If you are interested in getting involved or learning more, please contact us at [change@unibas.ch](mailto:change@unibas.ch).



# Team Development.

Offer upon individual request:

Support for teams, departments, and entire organizational units undergoing change processes or facing challenging situations.

During an initial consultation, your concerns will be clarified, appropriate goals agreed upon, and suitable approaches and next steps jointly determined and individually tailored.

Initial contact can be made from all levels of the hierarchy; measures are systemically, preventive, developmental, and solution-oriented.

Please feel free to contact us at [personalentwicklung@unibas.ch](mailto:personalentwicklung@unibas.ch)

Sarina Pensa

MA  
Senior Expert Change  
& Culture



Dr. Donja Brunner

Senior Expert  
Leadership &  
Development



# Promoting Health.

## Commitment

Focus on physical, mental, and social well-being.

## Support.

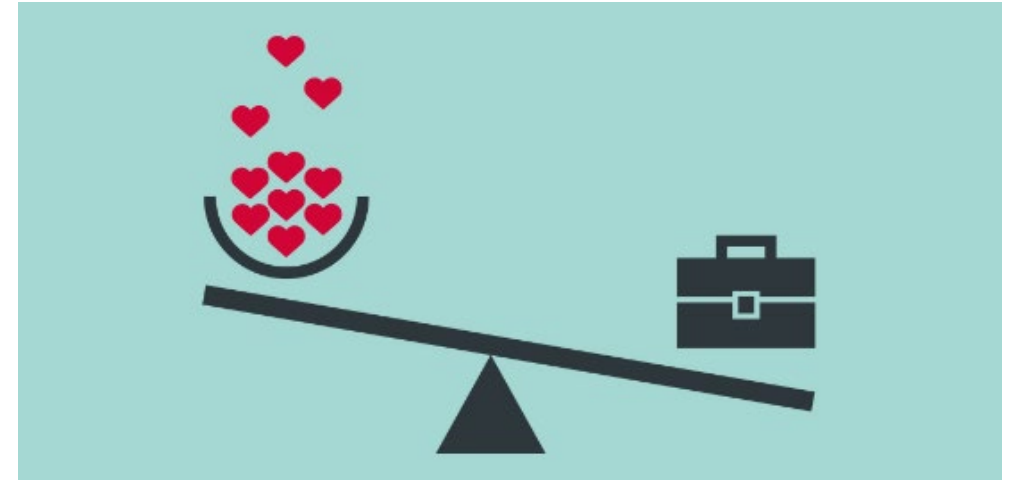
University Mental Health Clinic offers services for mental health emergencies, and in German.

## Resources

Promoting Health | University of Basel (unibas.ch)

## Well-Being

Encourage breaks and use outdoor spaces.



# Reform of Employment and Working Conditions.

The University of Basel is continually enhancing employment and working conditions for its PhD candidates and Postdocs to maintain a competitive position as an employer.

This project involves collecting, evaluating, and implementing existing reform requirements in a systematic manner, considering the feasibility of implementation.

Check the project's intranet page for the current status, or contact Patricia for more information.



<https://intranet.unibas.ch/x/PgS5EQ>

Patricia Zweifel

Project Manager



University of Basel

Organizational Culture

Steinengraben 5, Postfach

4001 Basel

Switzerland

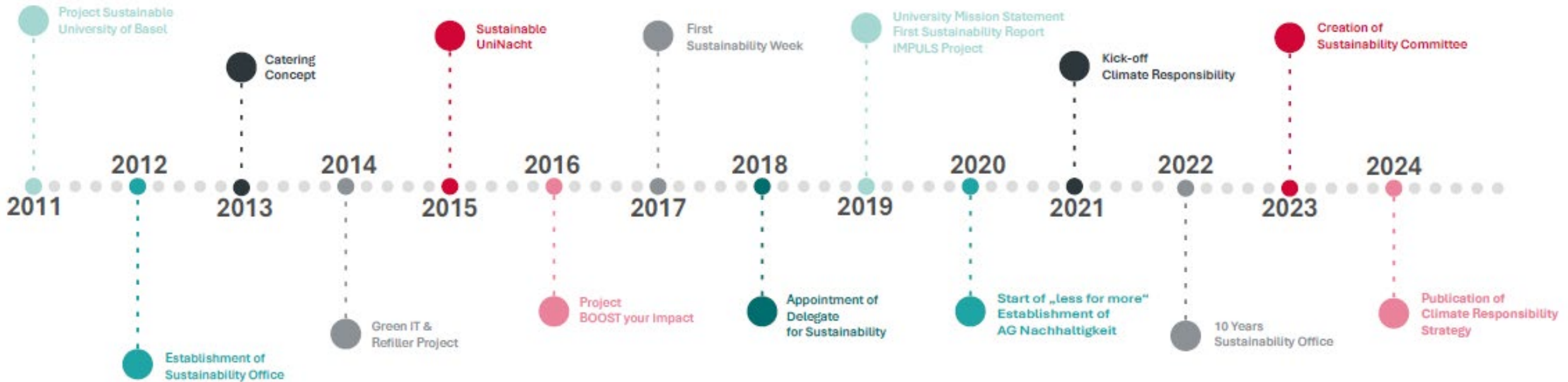
Tel. +41 61 207 76 17

# Sustainability at the University of Basel

Autumn 2025



# Institutionalization of Sustainability at the University of Basel



# Sustainability at the University of Basel



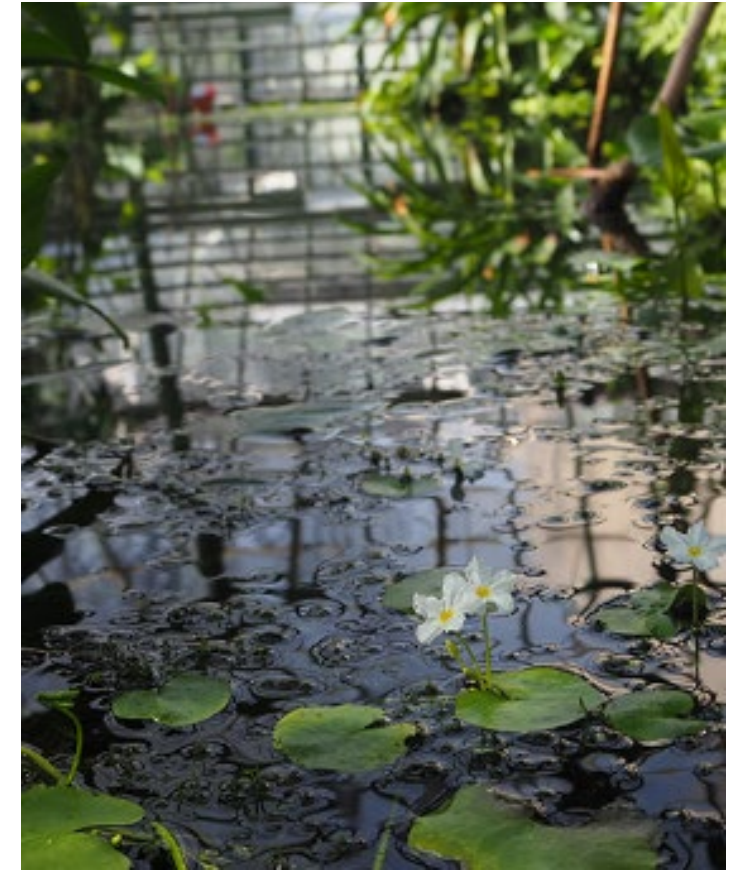
## Research.

Contribute to the United Nations SDGs and develop solutions to mitigate climate change



## Teaching.

Educating change agents for sustainability



## Operations.

Reduce emissions, sustainable mobility, minimize resource use, etc.

# Research

From highly specialized research to transdisciplinary projects



**How diatoms capture CO<sub>2</sub> so effectively.**  
Research group Ben Engel



**Agricultural land expansion and expected consequences for climate and biodiversity.**  
Research group Ruth Delzeit.

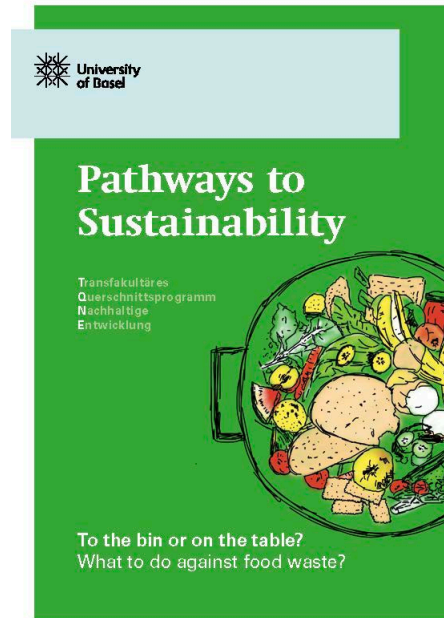


**Research Network Sustainable Future.** Inter- and transdisciplinary research for sustainability (CoSi Leading House)

# Teaching

# msd

**Master's Degree in Sustainable Development**  
Embedded in three faculties



**Certificate program**  
open to students from all  
degree programs



**Sustainability tomorrow**  
Free online course



**Over 80 sustainability related courses**  
each semester

# Teaching IMPULS & Further Training



**Impuls.** Support for lecturers of all disciplines of the University of Basel, who wish to integrate sustainability topics into their courses and educate their students to become change agents for sustainable development.



[www.unibas.ch/impuls](http://www.unibas.ch/impuls)

# Operations

## Green Labs innitiative



**Green Labs Initiative.** Regular Workshops and LEAF Certification for Laboratories.



[www.unibas.ch/greenlabs](http://www.unibas.ch/greenlabs)

# Operations

## Less for More - Air Travel Reduction



**Less for more.** About one third of the University of Basel's total greenhouse gas emissions is caused by air travel. Aim: reduce emissions due to air travel by 30%. The faculties, departments and university institutes developed and implement measures that take into account the University of Basel's reduction course.



# Sustainability Report – bi-annual

## Key Figures

Research Network Air Travel  
Energy Consumption Recyclables Funding  
Gray Energy Catering GHG Emissions  
Female Professors Investments  
Engagement Climate Strategy  
Sustainability Weeks Financial Assets  
Lectures Photovoltaic Systems  
Certification Integrity Greening Students  
Publications Hazardous Waste Start-ups

## Research & Dialog



## Teaching



## Carbon Footprint



## Campus & Management



## Mobility



## People



## Engagement



## Economic Innovation & Impact



[www.unibas.ch/sustainabilityreport](http://www.unibas.ch/sustainabilityreport)

# Climate Strategy 2024-2030

## Priority Fields of Action



**Campus & Operations**

**Mobility**

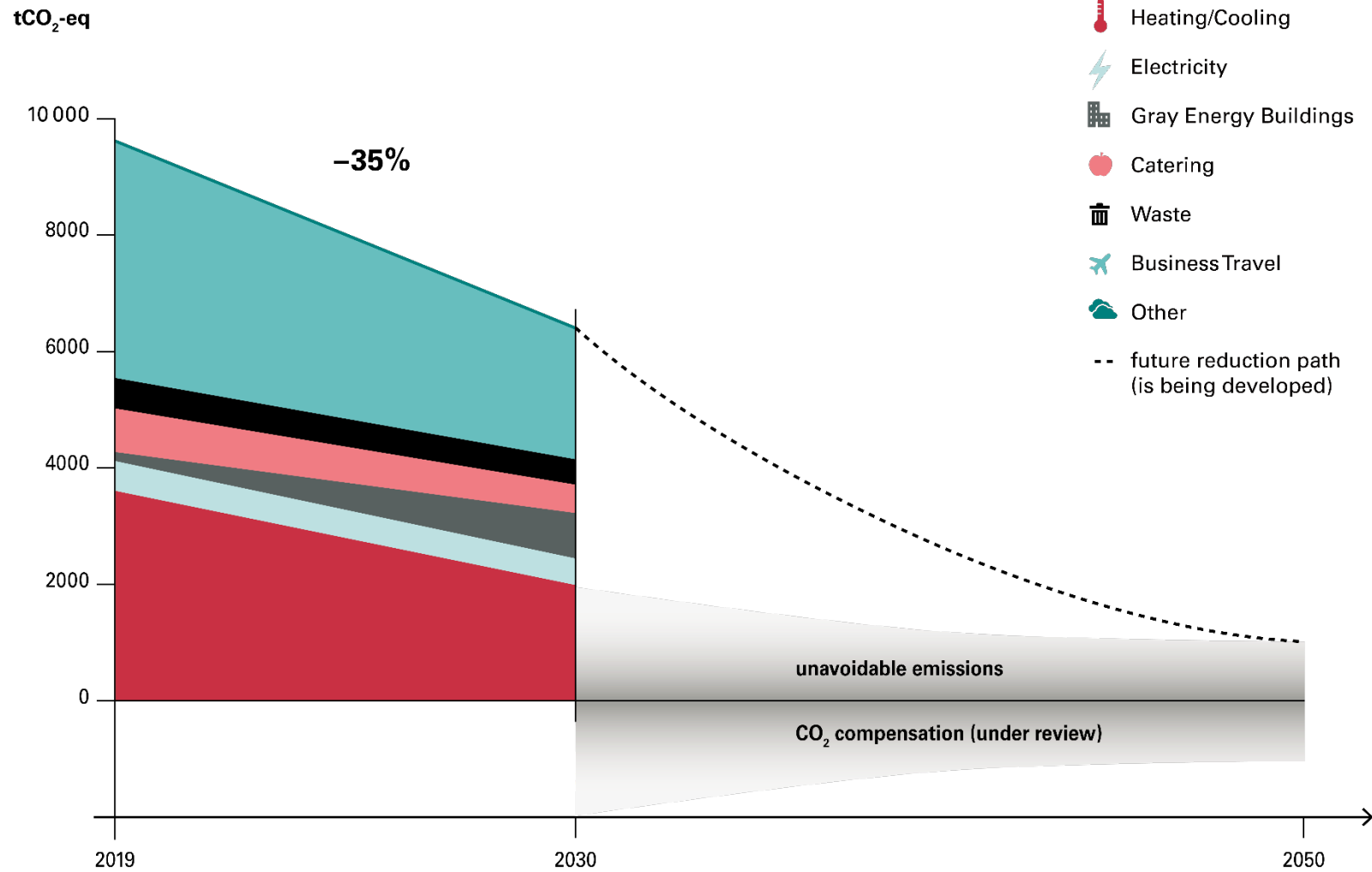
**Teaching**









**Research & Dialog**

**Engagement & Culture**

# Climate Strategy 2024-2030

## Reduction path



-  Heating/Cooling
-  Electricity
-  Gray Energy Buildings
-  Catering
-  Waste
-  Business Travel
-  Other
-  future reduction path (is being developed)



[www.unibas.ch/climateresponsibility](http://www.unibas.ch/climateresponsibility)

# Get active!

## Participation is key to sustainable development

Community Event

### Pizza Night

Wednesday, 24.09.25, 17:30-20:30

Foyer Aula, Kollegienhaus

Meeting

### Kick Off Sustainability Week Basel

Thursday, 25.09.25, 18:15-19:15

Mehrzweckraum 035, Kollegienhaus



Community Event

### Potluck Lunch

Thursday, 16.10.25, 12:00-14:00

Seminarraum 210, Kollegienhaus

Community Event

### Tea Time

Monday, 10.11.25, 17:30-19:30

Seminarraum 106, Kollegienhaus



## Join our sustainability working group



University  
of Basel

University Library

# University Library Basel

## Information Event for new PhD candidates and Postdocs

Stephanie Heinrich, Open Science



# Open Science & Digital Scholarship



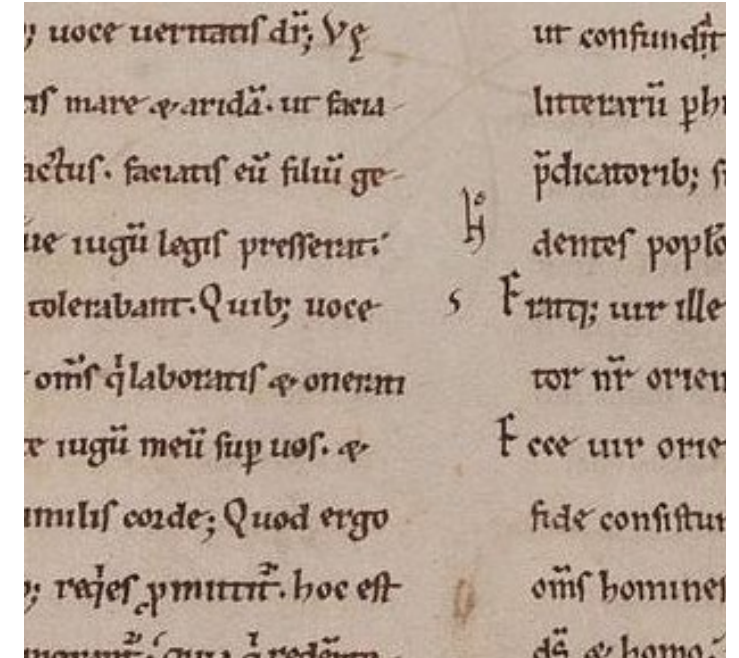
## Open Access Publications

- Support & Training
- Funding of OA
- Infrastructures and Services for OA Publishing



## Research Data Management

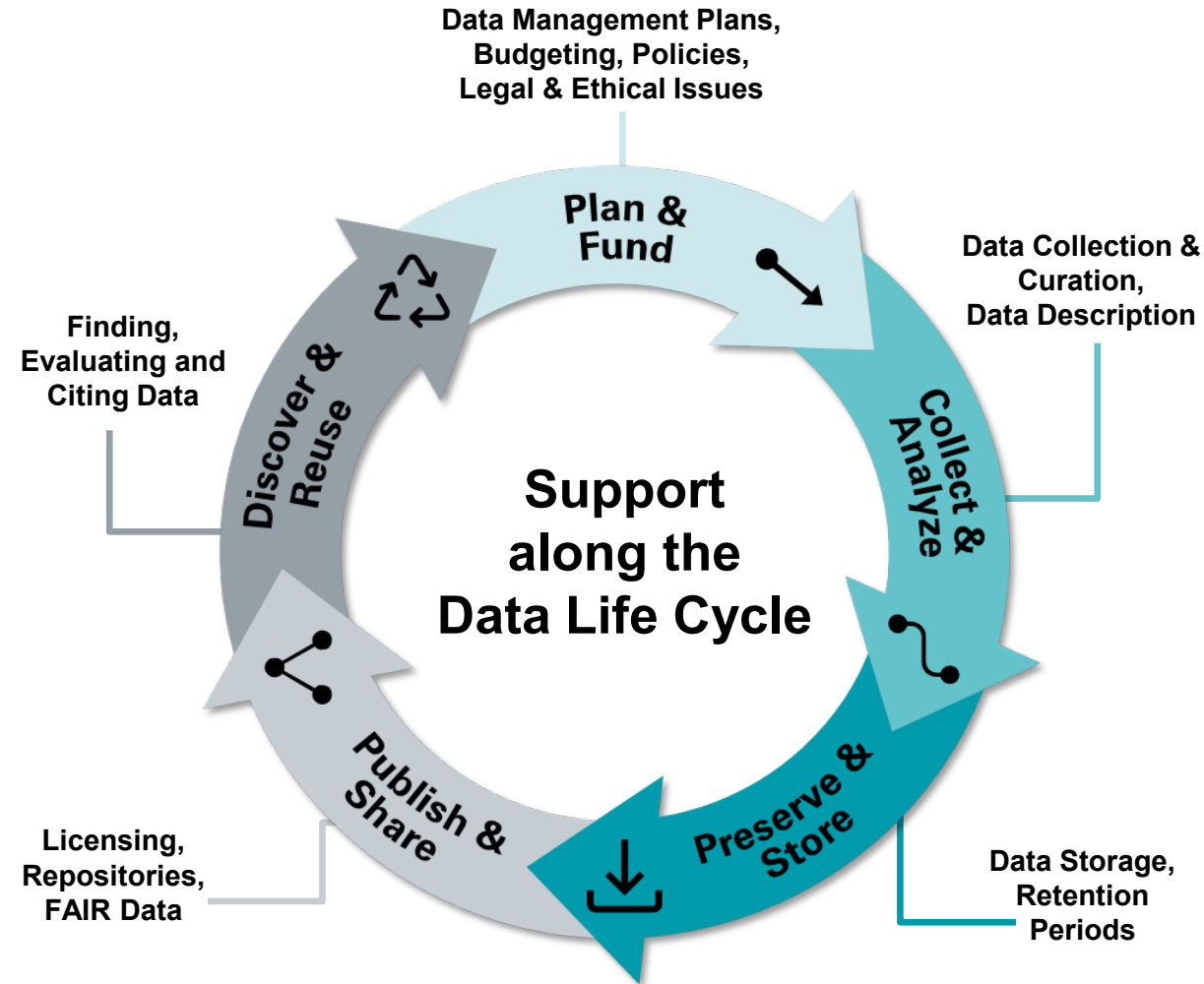
- Support & Training
- Data Management Plans
- Coordination of RDM Network and Data Stewards



## Digital Research

- Digitization of historical material
- Interfaces for metadata and digital objects for text & data mining
- Text & data mining publishers

# Research Data Management (RDM) Network

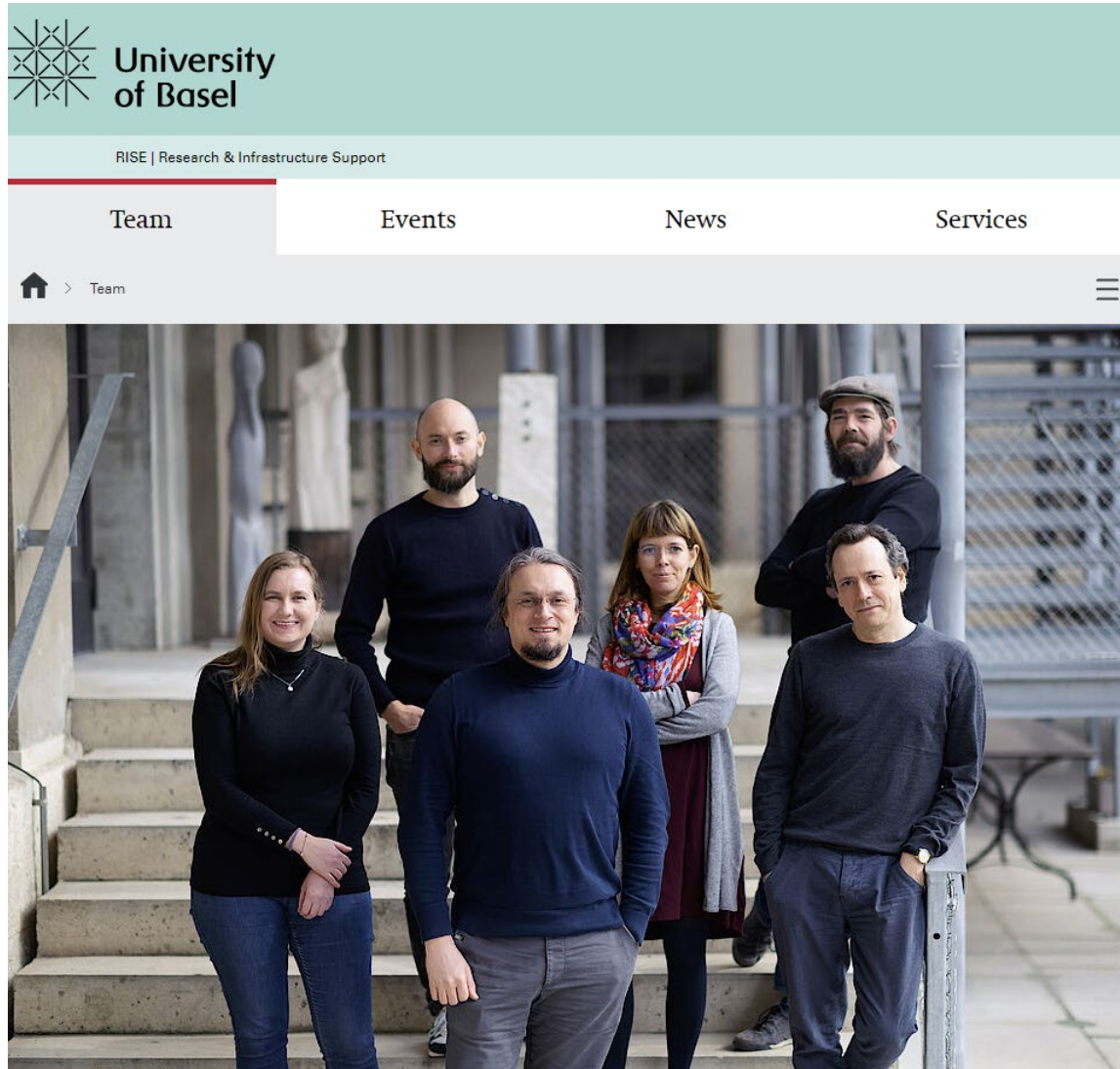


- Data Stewards: Subject specific advice
- Grants Office: Funding, Financing
- Center for Data Analytics: Methodology, Tools
- Clinical Trial Unit: Clinical Data
- Core Facilities: Tools, Infrastructure
- Data Protection Office: Sensitive Data
- Ethical Commission: Ethical Consent
- IT-S/ITSC: Security, storage
- sciCORE: HPC, Software (Gitlab, Labkey, R Studio, Redcap, Shiny)
- RISE: Data in SSH
- Library: DMPs, etc.



[researchdata.unibas.ch](https://researchdata.unibas.ch) | [researchdata@unibas.ch](mailto:researchdata@unibas.ch) | [Open Science Mailing List](#)

# Research Infrastructure Service Unit – Social Sciences & Humanities



**Consulting:** all project phases

**Training:** Digital tools and digital research workflows

**Support:**

- data modelling
- workflow management, e.g. automation
- data cleaning
- data annotation
- data analysis
- data visualization

[rise.unibas.ch](https://rise.unibas.ch) | [rise@unibas.ch](mailto:rise@unibas.ch)

# UB Basel supports your research with...

- **Digital research:** <https://ub.unibas.ch/en/services/dh-digital-services/digital-humanities-digital-services-1/>
- **Historical Collections:** <https://ub.unibas.ch/en/collections/>
- **Open Science in general:** <https://ub.unibas.ch/de/digitale-dienste/>
- **Open Access** (including information on financing): <https://ub.unibas.ch/de/digitale-dienste/open-access/>
- **Research Data Management:** <https://researchdata.unibas.ch/en/>
- **Plagiarism:** <https://ub.unibas.ch/en/plagiarism/>
- **Subject specific collection & information:** <https://ub.unibas.ch/en/subject-areas/>
- **Systematic Reviews:** <https://ub.unibas.ch/en/locations/university-medical-library/systematic-reviews-and-mediated-searches/>
- **Bibliometrics:** <https://ub.unibas.ch/de/digitale-dienste/bibliometrie/>
- **AI-based search tools:** <https://ub.unibas.ch/en/search-find/ai/>
- **Reference Management Tools and other trainings:** see Tutorials: <https://ub.unibas.ch/de/service/tutorials/> and Training Courses: <https://ub.unibas.ch/en/training-sessions/>



University  
of Basel



# Welcome & Euraxess Center

## Facilitating your start & stay in Basel

[www.unibas.ch/welcome](http://www.unibas.ch/welcome) | Marijana Mirkovic | [welcome@unibas.ch](mailto:welcome@unibas.ch) | International Office



# 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?

# 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, first steps in CH, 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
- Events > organise intercultural events to promote integration (Café International, International Run)

## Specialties

- Cross-border information > for F and D

# How to reach the Welcome Center?

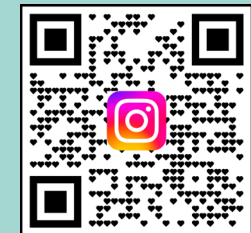
- via website > [www.unibas.ch/welcome](http://www.unibas.ch/welcome)  
> [MoveOn tool](#): fill in your personal details
- via email > [welcome@unibas.ch](mailto:welcome@unibas.ch)
- by phone > tel. 061 207 29 11
- in person (physical or virtual) > upon appointment
- **Address:** Welcome & Euraxess Center, International Office, Kollegienhaus, office 019, Petersplatz 1, Basel

## Principles:

- ❖ complimentary to services of Departments/Institutes
- ❖ „helping people to help themselves“



3 min. clip:  
first steps in  
Switzerland



Follow us for more  
insights:  
[@international\\_unibas](https://www.instagram.com/international_unibas/)