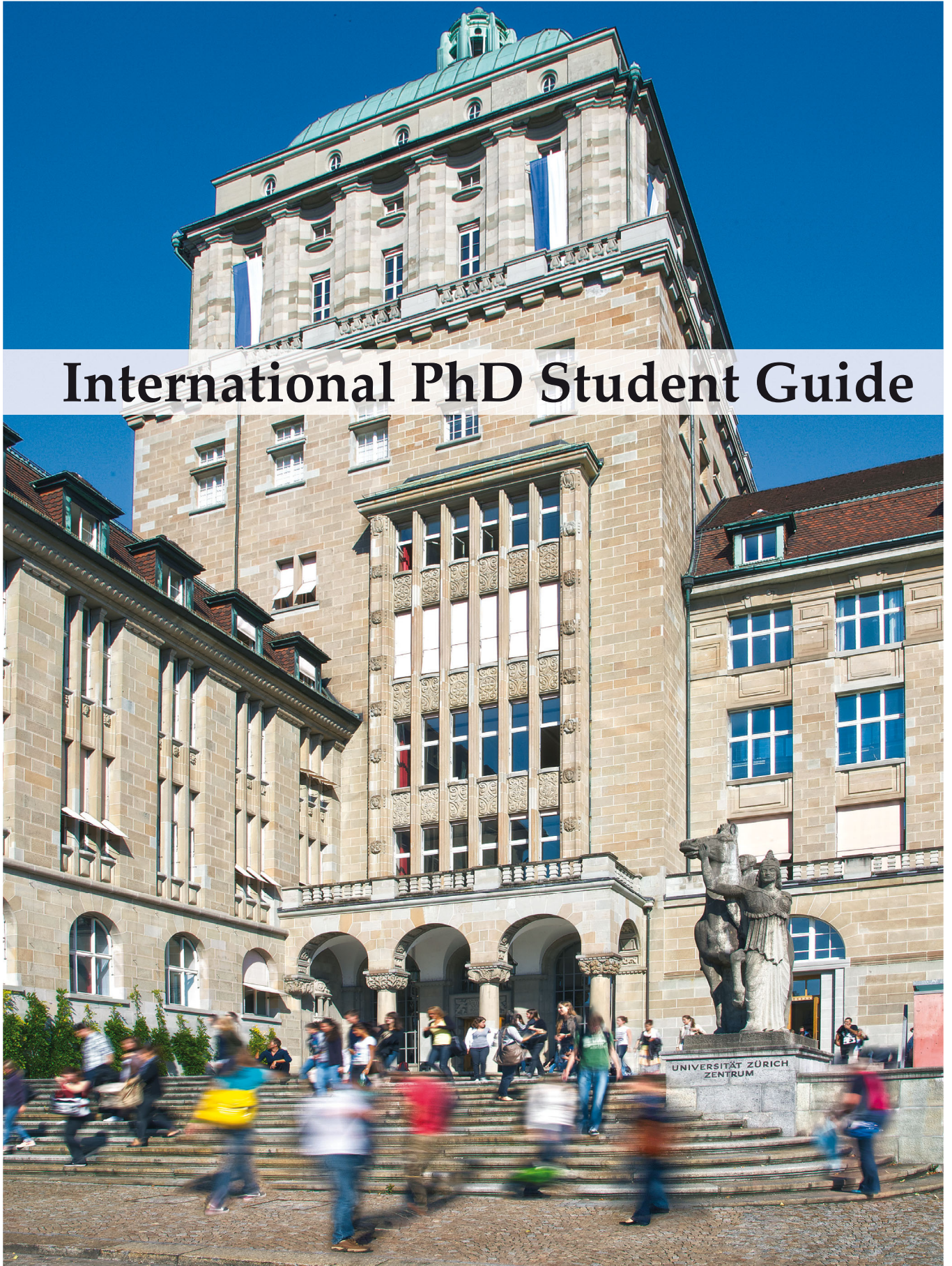




University of
Zurich ^{UZH}

International PhD Student Guide



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International PhD Student Guide

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A word of welcome from the president of UZH

Dear doctoral students,

Welcome to the University of Zurich! I am pleased that you are in a doctoral program at our university. A good part of the research at UZH is conducted by doctoral students, and for that reason we are interested in welcoming to our university talented young researchers from Switzerland and the whole world.

With your decision to study at the University of Zurich, you have made a good choice. UZH is the largest university in Switzerland and has the broadest range of courses in Switzerland. People from many different countries teach and study in the university's seven faculties and more than 150 institutes. Approximately 17% of our 26,000 students are of foreign nationality; approximately 4,000 students are from European countries, followed by close to 300 persons from Asia and somewhat fewer than that from America. There is even more of an international mix at the doctoral studies level, where a good third of the 4,000 doctoral students are of foreign nationality. And almost 50% of our professors are "internationals". Due to their international orientation, many of our research projects and doctoral programs are conducted in English. In short, for us at the university, internationality is both a challenge and a mark of quality.

By coming to Zurich you are taking on a special challenge: You are in an unfamiliar environment, and you may not know the language. This takes courage and a special commitment. We will do all we can to support you, for it is important to us that your experience in Zurich is a positive one – both academically and personally. As an international doctoral student you bring your experiences from other countries to us, and you take your experiences in Zurich back to your own country. Make use of your time in Zurich, get to know people, talk to people, ask questions, and exchange ideas with others! Don't hesitate to enter into discussions with other doctoral candidates and students and to explain your perspectives to your teachers. That is how you will learn the most about us and how we will benefit from your presence.

If you have questions about how things work academically at the university, please do not hesitate to contact one of the many advising services. The



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International Relations Office, the deans' offices, and the persons providing information on the individual doctoral programs will be glad to assist you.

In the name of the Executive Board of UZH, I wish you all the best and a most interesting stay at our university, in the city of Zurich, and in Switzerland.

A handwritten signature in black ink that reads "Andreas Fischer". The signature is written in a cursive style with a large, stylized 'F'.

Prof. Dr. Andreas Fischer
President of the University of Zurich

Introduction

5

A new university, a new city, a new country – that means a foreign language and foreign manners and customs. While preparing for your move here and during your first weeks and months here in Zurich, you will probably invest a lot of time in finding your bearings in your new environment. You have to find a place to live, apply for a residence permit, open a bank account, and see to insurances. In addition, there are formalities for doctoral studies at the University of Zurich (UZH): You must apply for admission and have your foreign qualifications recognized, and you need to know what will be demanded of you and what you can expect of UZH as a university and possibly as an employer.

This to-do list can be expanded indefinitely. For that reason, we wrote this International PhD Student Guide to make your start at UZH and in Switzerland easier. The Guide serves as a manual and reference work, a source of addresses, and an orientation aid. No matter what phase of your doctoral program you are in, this International PhD Student Guide aims to be a companion guide putting useful information at your fingertips.

The International PhD Student Guide is structured according to key points of your doctoral studies: Parts I and II will be of interest to you mainly as you prepare and during your first time here. Here you find general information about UZH, Zurich, and Switzerland but also information on the formal requirements of doctoral studies and practical tips on living in Switzerland (residence permit, work permit, housing, insurances).

Part III will help you during your doctoral studies. Here you find information on the campus, study programs, continuing education course offerings for doctoral students, contact points, and advisory centers. Of course, you will also have a life besides studying. Part IV therefore contains information on life and free time in Zurich. You can read about the huge and varied offerings of the Academic Sports Association Zurich (ASVZ) and the many recreational activities and cultural offerings in the city. You will also find information on public transportation, health care, and taxes.

The most important information for the final phase of your doctoral studies is provided in Part V. Here you find information on completion of your doctoral degree, on publication of your dissertation, and on career planning – whether academic or not university related. And finally, a tip: A lot of English is spoken in Switzer-

land and at UZH. But in your daily life, when shopping, when dealing with the authorities, when talking with your landlord or future employer, being able to speak German can be valuable. The joint Language Center of the University and the ETH Zurich offers a number of different German language courses.

We wish you a good start at UZH and a lot of fun and success in your doctoral studies.

International Relations Office of the UZH

I. Switzerland, Zurich, and the university

1. Switzerland: Facts and figures

Switzerland has an area of 41,285 square kilometers (15,940 square miles) and a population of 7.7 million, with foreigners accounting for around 21% of the resident population. Bern is the capital of Switzerland and the seat of the federal government.

Languages

Switzerland has four official languages: German (64%), French (20%), Italian (6.5%) and Rhaeto-Romansh (Rumantsch) (0.5%); 9% of the population speaks another language. In Zurich mainly Swiss German or German is spoken.

Political system

Switzerland is a democratic federal state. The country is divided into 26 cantons, each having its own constitution, parliament and government. The Federal Council (Switzerland's government, executive branch) has seven members. Each year, a different member becomes Federal President. The Parliament, or Federal Assembly (legislative branch) is made up of two chambers, the National Council (the large chamber) representing the

people, and the Council of States (the small chamber) representing the cantons. The political system is based on the basic idea that all minorities should be represented, which is why in the Council of States the cantons with smaller populations are relatively more strongly represented than the large cantons.

Religion

Approximately 42% of the Swiss population is registered as Roman Catholic, 2% as Christian Catholic or Orthodox Christian and 35% as Protestant. Approximately 21% belongs to another religion or to no religion.

www.bfs.admin.ch

www.myswitzerland.com



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2. Zurich

7 With a population of 384,000 Zurich is the largest city in Switzerland. Thanks to its attractive location on the banks of the Lake of Zurich and the Limmat River and its closeness to nearby recreational areas like *Üetliberg* mountain and the Alps, Zurich has ranked for years among the cities in the world with the highest quality of living (Mercer ranking; www.mercer.com). Zurich is not only one of the economic centers but also one of the cultural centers of Switzerland. The diversity of Zurich is due to the city's cosmopolitan and international population and its renowned cultural institutions as well as various alternative and small-scale cultural performances and events. In addition, Zurich stands out as a central node in the national public transport network, and it is very accessible internationally by rail and air transport.

www.zuerich.com

www.stadt-zuerich.ch

www.willkommen.zh.ch

 Book recommendation for newcomers to Zurich: Lake Zürich: Grüezi Newcomer! Insider's Guide Around Lake Zürich! (in English). This guide is updated every two years and contains a lot of useful information and practical tips for anyone who is new to Zurich and Switzerland.

www.gruezinewcomer.ch

3. University of Zurich

The University of Zurich was founded in 1833. Today, with a student body numbering about 26,000, it is the largest university in Switzerland. There are seven faculties: Faculty of Theology, Faculty of Law, Faculty of Economics, Business Administration and IT, Faculty of Medicine, Vetsuisse Faculty (veterinary medicine), Faculty of Arts, and Faculty of Science. UZH ranks among the 100 best universities in the world (ARWU Ranking; THE Ranking; Leiden Ranking; see links

just below). It offers the broadest range of courses in Switzerland, has excellent infrastructure, and is an attractive place to study, conduct research, and work.

www.arwu.org

www.timeshighereducation.co.uk

www.socialsciences.leiden.edu/cwts > Leiden Ranking 2010

3.1 Research priority programs

Research priority programs promote sustained development in internationally prominent areas of science. At UZH there are research priority programs at different levels:

- Faculty research priority programs are research foci defined by the faculties themselves.
- University Research Priority Programs (URPP) are interdisciplinary and cross-faculty and promote collaboration within the university.
- With the National Centers of Competence in Research (NCCR), the Swiss National Science Foundation and the universities promote long-term research networks in fields that are highly relevant for the development of the economy and society in Switzerland.

For information on research priority programs at UZH, see:

www.uzh.ch > English > Research > Research Priority Programs

3.2 Doctoral level

As a research university UZH attaches great importance to the academic career development of young researchers at the doctoral level. The research priority programs are therefore also closely connected with internationally visible doctoral programs and vice versa.

II. On track to a PhD

1. First steps

At UZH there are two types of doctoral programs: General Doctoral Program and Structured Doctoral Program. The central requirement of both routes to the doctorate is the dissertation, which can vary in form depending on the faculty. In addition, both types of doctoral programs require course work. Usually required for the General Doctoral Program is a minimum of 12 ECTS credits in course work and for Structured Doctoral Programs a minimum of 30 ECTS credits in course work (↪ III, 1.5).

➔ In line with the diversity of faculty cultures at UZH, the seven faculties are responsible for determining the curriculum and requirements of their doctoral programs. For specific information, you will need to consult your faculty's website and the faculty's Doctoral Degree Regulations (*Promotionsverordnung* (PVO)) and specific Doctoral Program Regulations (*Doktoratsordnung*) (↪ II, 2). For contact addresses and application deadlines, see below (↪ II, 1.3).

1.1. General Doctoral Program

To apply for admission to a General Doctoral Program at UZH, you must first contact a professor in your field of study. If the professor agrees to serve as your PhD supervisor, you may then submit an online application or an application form on paper for admission to doctoral studies at UZH. A "doctoral student's confirmation" form signed by your supervisor must be submitted along with the application form or online application. Please ask at your faculty whether further additional documents must also be submitted (such as provisional confirmation of supervision).

After your application has been received, the Admissions Office will inform you of the next steps and assist you with administrative matters. Please take note also of the application deadlines announced on the Internet (see below).

➔ The online application is in German only. An application form in English (PDF) can be downloaded at ↪ www.uzh.ch > English > Studying > Application & admission

1.2. Structured Doctoral Program

Structured Doctoral Programs at UZH usually have their own application and admissions procedures. Sometimes you apply directly for a doctoral student position within a program, and sometimes you apply first for a General Doctoral Program and then look for a doctoral student position. The decision on admission to the particular Structured Doctoral Program is made by the committee responsible (this can be, for example, the program directors, an admissions committee, or PhD committee). You will find information on admission requirements, application materials, and application deadlines on the website of the faculty, institute, or doctoral program concerned.

As is the case also for the General Doctoral Program, applicants for a Structured Doctoral Program must submit an online application or an application form on paper for admission to doctoral studies at UZH.

➔ The online application is in German only. An application form in English (PDF) can be downloaded at ↪ www.uzh.ch > English > Studying > Application & admission > Doctoral studies

1.3. Contact addresses and application deadlines

✉ University of Zurich

Admissions Office

KOL F107

Rämistrasse 71

8006 Zurich

Phone +41 (0)44 634 22 36

admission@uzh.ch

🕒 Monday to Friday 09:30 a.m. to 12:30 p.m.

Application & admission

↪ www.internationals.uzh.ch > English > Doctoral Studies

Application deadlines:

The application deadlines for doctoral students are: 31 July (for the fall semester) and 31 January (for the spring semester).

➔ The deadlines for the applications to the specific Doctoral Programs and Graduate Schools can be different. You must obtain the specific deadline information from the relevant websites.

🔗 www.uzh.ch > English > Studying > Application & admission > General information > Application deadlines > Doctoral Students

Faculty of Theology:

🔗 www.theologie.uzh.ch > English > Studium > Doktorat

Faculty of Law:

🔗 www.ius.uzh.ch > English > Doctorate

Faculty of Economics, Business Administration and IT

🔗 www.oec.uzh.ch > English > Programs > Doctorate PVO 2008

Faculty of Medicine:

🔗 www.med.uzh.ch > English > Further education > MD/PhD or PhD Biomedical Ethics and Law (BmEL)

Vetsuisse Faculty:

🔗 www.vet.uzh.ch > English > Teaching > Doctoral studies > PhD Programs

Faculty of Arts:

🔗 www.phil.uzh.ch > English > Studium > Rund ums Studium > Doktorat (PVO 2009) or Doktoratsprogramme (PVO 2009)

Faculty of Science:

🔗 www.mnf.uzh.ch > EN > Studies > Students > Doctoral studies at MNF or Graduate Schools

2. Rules and procedures for doctoral studies at UZH

The seven faculties are responsible for establishing the procedures for conferring doctoral degrees. The legal regulations vary accordingly.

The following legal bases are relevant for doctoral students at UZH:

Verordnung über die Zulassung zum Studium an der Universität Zürich (VZS)

The VZS contains the basic regulations on admission to and matriculation at UZH (for example, compulsory registration at the university throughout entire period of doctoral studies). Available in German only.

Promotionsverordnung (PVO)

The PVO, or Doctoral Degree Regulations, outlines the regulations for obtaining the doctoral degree in the particular faculty.

Doktoratsordnung

Doctoral Program Regulations, sometimes also called “Guidelines”, contain details on the regulations in the particular PVO and thus detailed regulations on the doctoral degree in the institutes in a faculty (such as admission requirements, curriculum, recognition of course work and credit points).

Doktoratsvereinbarung	<p>Individual Doctoral Agreement. PhD students have individual doctoral agreements with the members of their individual doctoral committees on the course, goals, and requirements of the doctoral program.</p> <p>The individual doctoral agreement contains further information, such as information on course work, acquiring university teaching competencies, or attending conferences.</p> <p>The agreement is not legally binding. It can be adapted to changing circumstances at any time with the agreement of the supervisors.</p>
Wegleitungen	<p><i>Wegleitungen</i> [Guidelines] of institutes contain complementary information and useful tips on doctoral studies. These documents are not legally binding.</p>
Richtlinien Rahmenpflichtenhefte	<p>These are the higher-level guidelines that the faculties must follow in their own guidelines on the rights and duties of doctoral students and teaching and research associates.</p>
Rahmenpflichtenhefte der Fakultäten	<p>Following the university's higher-level guidelines (see just above), each faculty issues guidelines on the rights and duties of doctoral students and teaching and research associates. These guidelines issued by the faculties must be approved by the Extended Executive Board of the University.</p>
Individuelle Pflichtenhefte	<p>For each person employed in a <i>Qualifikationsstelle</i> (doctoral student, teaching and research associate), a superior writes an individual job description listing the person's duties; it is then signed by both the superior and the employed person (at the latest, at the time of employment). The individual job description is legally binding.</p>
<p>For information on the regulations of the faculties and the Doctoral Degree Regulations (PVO), see the following faculty websites:</p>	<p>🔗 www.ius.uzh.ch > Reglemente</p>
<p>Faculty of Theology: 🔗 www.theologie.uzh.ch > English > Studium > Doktorat</p>	<p>Faculty of Economics, Business Administration and IT: 🔗 www.oec.uzh.ch > English > Programs > Doctorate PVO 2008</p>
<p>Faculty of Law: 🔗 www.ius.uzh.ch > English > Doctorate > New Doctorate System</p>	<p>Faculty of Medicine: 🔗 www.med.uzh.ch > English > Further education > MD/PhD or PhD Biomedical Ethics and Law (BmEL)</p>

Vetsuisse Faculty:

www.vet.uzh.ch > English > Teaching > Doctoral studies > PhD Programs

Faculty of Arts:

www.phil.uzh.ch > English > Studium > Rund ums Studium > Doktorat (PVO 2009) / Doktoratsprogramme (PVO 2009) > Reglemente

Faculty of Science:

www.mnf.uzh.ch > EN > Studies > Regulations + Information Sheets > Doctoral Studies

The most important university guidelines, regulations, instructions, and information sheets can be found at the website of Legal Services at UZH (in German only). Further information on the *Rahmenpflichtenhefte* (rights and duties of doctoral students and teaching and research associates) can be found at the website of the Association of Non-Professorial Academic Staff, University of Zurich (VAUZ) (in German only).

www.rd.uzh.ch > Rechtssammlung > Wichtigste universitäre Richtlinien / Reglemente, Weisungen und Merkblätter

www.vauz.uzh.ch > Universitätspolitik > Rahmenpflichtenheft

3. Ways to finance your dissertation project

There are two main ways to finance your doctoral project: being hired for a university position or applying for individual funding or project funding.

Doctoral students at the UZH have the following university job possibilities:

- Position as a teaching and research associate under a professor,
- Project position within a project funded by the Swiss National Science Foundation (SNSF) or the European Union (EU),
- Project position within a project funded by a foundation or company,
- Position within a graduate program.

You can find out about available positions through public job postings (www.jobs.uzh.ch), by asking your PhD supervisor, or at the websites of the Doctoral Programs at UZH.

If employment is not possible, you can apply for an individual funding or project funding. The following are possible sources of funding for dissertation projects:

- *Forschungskredit at UZH*: The Forschungskredit at UZH supports members of the university in their dissertation research and postdoc projects.
- *SNSF Marie Heim-Vögtlin Programme (MHV)*: MHV subsidies support female doctoral and postdoctoral candidates whose scientific career was delayed or interrupted due to family obligations (children).
- *Zürcher Universitätsverein (ZUNIV)*: Provides funding to young academics from a fund called *Fonds zur Förderung des akademischen Nachwuchses (FAN)* (in the humanities and social sciences, funding for researchers who hold a Master's degree; in the natural sciences and medicine, funding for researchers who hold a PhD).
- *Foundations*: UZH provides a list of foundations and funds with a direct relation to the university. The list allows targeted searching for doctoral funding in different areas of study.

www.researchers.uzh.ch > English > Junior researchers > On the way to your PhD [Auf dem Weg zum Doktorat] > Finanzierung der Dissertation (German)

www.researchers.uzh.ch > Funding for individuals

www.researchers.uzh.ch > Funding for projects > Index of UZH foundations (German)

Information and advice:

The Funding for Individuals and Projects office at UZH provides information and advice to aid you in your search for funding possibilities.

✉ University of Zurich
Funding for Individuals and Projects
Information and advice
Künstlergasse 15
8001 Zurich
Phone +41 (0)44 634 20 50/30
support@forschung.uzh.ch
www.researchers.uzh.ch

4. Arrival and living in Switzerland

4.1. Information on accommodation

Rooms for students and doctoral students are offered by various institutions that are associated with the university but operate independently.

🔗 www.uzh.ch > English > Studying > Life at the UZH > Accommodation

International doctoral students who arrive from abroad and are enrolled at University of Zurich can apply for a limited number of available furnished studio apartments. Eighteen studio apartments are reserved for international doctoral students at UZH. These apartments are situated in a renovated building at Gsteigstrasse 18, 8049 Zurich. The applications must be made by the doctoral student's PhD supervisor to the Housing Office of UZH and ETHZ. For more information, see:

Housing Office of UZH and ETHZ:

🔗 www.wohnen.ethz.ch > English > Allocation UZH/ETH > Doctoral studios

Due to high demand, there may not be a studio available. You can use the "search subscription" on the Housing Office website to search for rooms, apartments and houses and the other links provided in *wohnbulletin*, the Housing Office's brochure on housing.

Search accommodation:

🔗 www.wohnen.ethz.ch > English > Search accommodation

Wohnbulletin:

🔗 www.wohnen.ethz.ch > English > Wohnbulletin

The Housing Office has opening hours for personal help finding accommodation.

✉ Housing Office of UZH and ETH
Sonneggstrasse 27
8092 Zurich
Phone +41 (0)44 632 20 37

(🕒 Monday to Friday 11 a.m. to 1 p.m.

Tuesday closed)

zimmervermittlung@ethz.ch

🔗 www.wohnen.ethz.ch

Another useful contact is the student residence cooperative, WOKO, which lets rooms in Zurich in student houses and individual apartments. Accommodation is available exclusively to students in Zurich.

✉ Studentische Wohngossenschaft WOKO

Sonneggstrasse 63

8006 Zurich

Phone +41 (0)44 632 42 90

woko@woko.ch

🔗 www.woko.ch

➔ For more information on living in Zurich (telephones, taxes, public transport, etc.), see Part IV, section 2.

4.2. Further useful information on finding accommodation

The city of Zurich and the Canton of Zurich provide information on housing in Zurich and in Switzerland on their websites. An information brochure on living in Switzerland is available in 11 languages at the Federal Housing Office website.

City of Zurich:

🔗 www.stadt-zuerich.ch/sd > Wegweiser > Wohnen

🔗 www.stadt-zuerich.ch/wohnungen

Federal Housing Office (*Infoblatt Wohnen in der Schweiz*) (Information brochure, Living in Switzerland), available in 11 languages:

🔗 www.bwo.admin.ch > Dokumentation >

Publikationen > Infoblatt Wohnen > Infoblatt

Short stays:

🔗 www.city-backpacker.ch

🔗 www.martahaus.ch

🔗 www.youthhostel.ch/zuerich

Online housing exchanges:

- 🔗 www.marktplatz.uzh.ch
- 🔗 www.wgzimmer.ch
- 🔗 www.students.ch/wohnen
- 🔗 www.homegate.ch

Entry and visa:

For entry into Switzerland foreign nationals require a valid travel document recognized by Switzerland (for example, a passport or identity card). Depending on your country of origin, you may also require a visa. Doctoral students from EU/EFTA countries do not need a visa. After entering Switzerland, all students are required to apply for a residence permit (🔗 II, 4.3).

Doctoral students from countries requiring a visa into Switzerland must apply for a visa at the Swiss embassy or consulate in their home country at least three months before entry. Various documents must be submitted along with the visa application, such as the confirmation of admission to UZH and proof of sufficient funds. Ask the Swiss embassy or consulate in your home country what documents are required.

➡ Do not enter Switzerland with a tourist visa. A tourist visa cannot be converted to a residence permit.

In all cases, clarify in advance the current requirements for entry into Switzerland. Information can be obtained from Switzerland's representations abroad, from the Cantonal Migration Offices or from the Federal Office for Migration.

Federal Office for Migration:

- 🔗 www.bfm.admin.ch

Information sheet for entry to Switzerland

("Welcome!"):

- 🔗 www.bfm.admin.ch > English > Topics > Entry > Entry to Switzerland

Cantonal Migration Office of the Canton Zurich:

- 🔗 www.migrationsamt.zh.ch

Switzerland's representations abroad:

- 🔗 www.eda.admin.ch > English > Representations

Foreign representations in Switzerland:

- 🔗 www.eda.admin.ch > English > Representations > Foreign Representations in Switzerland

4.3. Residence permit and registration with the local district office

For the period of your doctoral studies at UZH you must have a residence permit from the migration authorities in the canton of Switzerland where you are living.

➡ Countries requiring a visa: Doctoral students from countries requiring a visa for entry into Switzerland must apply for a visa at a Swiss embassy or consulate in their home country well in advance before entering Switzerland (🔗 II, 4.2). Processing of the visa application can take four to six weeks.

Within eight days after entering Switzerland, all foreign nationals (whether from a country requiring a visa or not) must register personally at the local district registration office (*Kreisbüro*) if living in the city of Zurich (the city is divided into 12 districts, or *Kreise*) or at the local municipal authorities if living in another municipality. You will receive a written invitation pick up your residence permit within a few weeks.

To obtain a residence permit, the following documents must be presented to the authorities:

- ✓ Valid passport or identity card
- ✓ Current photograph in passport format
- ✓ Confirmation of matriculation at UZH
- ✓ Copy of the rental contract or rental confirmation
- ✓ Visa (where visa required)
- ✓ Cash for the application fee (fee varies depending on permit type; check the website of the city of Zurich or the municipality)
- ✓ Proof of sufficient funds (for example, bank statement, employment contract, scholarship award)
- ✓ Possibly marital status documents (such as marriage certificate)

The residence permit is usually for a period of one year and is renewable each year.

➡ For renewal of the residence permit, an up-to-date confirmation of matriculation at the university is

required. Non-EU citizens must in addition provide proof of sufficient funds.

Residence permits for partners and children of doctoral students are possible subject to conditions. Applicants must provide a copy of the marriage certificate and/or a copy of the child's birth certificate.

District offices (*Kreisbüro*) of the city of Zurich

📄 www.stadt-zuerich.ch/prd > English > Residents > Residents' Registration Office

Cantonal Migration Office of the Canton of Zurich

📄 www.ma.zh.ch > Einreise und Aufenthalt

4.4. Departure and de-registration

When you leave Switzerland after completing your doctorate, you must de-register in person at the Zurich Stadthaus (city hall) or at the Residents' Registration/District Office of your district in the city of Zurich, or the local authorities in your municipality outside Zurich. You must bring with you your residence permit and your passport (EU/EFTA citizens need bring only the identity card).

✉ Stadthaus Zürich
Stadthausquai 17
8001 Zurich
Phone +41 (0)44 412 11 11

De-registration:

📄 www.stadt-zuerich.ch/prd > English > Residents > Residents' Registration Office > German > Adressänderung > Abmeldung

4.5. Work permit

Doctoral students employed by UZH must have a work permit for Switzerland. The institute where the doctoral student is employed submits an application to the *Amt für Wirtschaft und Arbeit des Kantons Zürich* or the Federal Office for Migration. For more information, inquire at your institute.

Information on working in Switzerland from the Federal Office for Migration:

📄 www.bfm.admin.ch > English > Topics > Labour/Work permits

4.6. Insurances

In Switzerland there are some compulsory insurances that you must have and voluntary insurances that can provide additional coverage.

Compulsory: Health (sickness) insurance; accident insurance; old-age, survivors' (AHV) and disability insurance (IV); income compensation allowances (EO); motor vehicle insurance; bicycle insurance.

Voluntary: There are many other kinds of insurances that are voluntary. Recommendable are mainly personal liability insurance and household contents insurance.

4.6.1. Health insurance

Health insurance (*Krankenversicherung, KV*) is compulsory for everyone living in Switzerland; anyone who is in Switzerland for longer than 3 months must take out compulsory health insurance coverage within a period of 3 months (*Obligatorische Grundversicherung*). After your registration at the local district office (*Kreisbüro*) or local municipal authorities (if outside the city of Zurich), you will be contacted by municipal health authority of the city of Zurich (*Städtische Gesundheitsdienste*) about your insurance coverage. There are different regulations and conditions depending on whether you are from an EU or non-EU country and on what kind of insurance you have at home.

You may choose any health insurance provider that you want, as long as the fund in question is approved in accordance with the Health Insurance Law. Once you have taken out insurance with a health insurance provider you are covered retroactively from the day of entry into Switzerland. All persons domiciled in Switzerland must take out compulsory health insurance. The coverage is set out in the law, and therefore it is the same from all health insurers. However, the cost of the coverage varies greatly among health insurers. The cost of the monthly premium differs varies with place of residence, age, insurer and the amount you agree to pay yourself, called the "deductible". The higher the deductible is, the lower the monthly premium. Only when medical costs (for doctor, hospital, medications) exceed your agreed-upon deductible does the health insurer then pay the further costs (minus your co-pay). The co-pay is the amount that you must pay yourself

for services such as office visits. In contrast to the deductible, the insured cannot choose their co-pay. Additional, supplementary insurances are voluntary. There are hospitalization insurance and out-patient supplementary insurances (for example, for alternative medicine, dental). The benefits and premiums vary depending on the insurance.

In some cases it is possible to be exempted from the obligation to obtain health insurance in Switzerland provided that throughout the period for which the exemption is valid, you have equivalent insurance coverage for healthcare in Switzerland. The website of the Health Insurance Advisory Office for students and doctoral students (KraBe) at the university run by Rebeko provides guidelines to an exemption from compulsory health insurance. For further information or questions, please contact KraBe at Rebeko. If it is found that you do not have sufficient insurance coverage, you must take out sickness insurance at a Swiss health insurer.

Health Insurance Advisory Office for students and doctoral students (KraBe):

🌐 www.krabe.uzh.ch

Städtische Gesundheitsdienste Stadt Zürich

(municipal health authority of the city of Zurich):

🌐 www.stadt-zuerich.ch/sgd

Gesundheitsdirektion des Kantons Zürich:

🌐 www.gd.zh.ch

Comparison of health insurers:

🌐 www.comparis.ch

🌐 www.krankenversicherer.ch

➡ For further information on the topic of health, see Part IV, section 2.1: Living in Zurich – Health care.

4.6.2. Accident insurance

Everyone who is gainfully employed in Switzerland is covered by accident insurance. The compulsory accident insurance is personal insurance that covers the health, economical, and immaterial consequences of work and non-work accidents and occupational diseases. The benefits include care allowances, non-cash benefits,

and compensation. The employer pays the entire cost of the premiums. Premiums for compulsory insurance for non-work accidents can be charged to the employee.

4.6.3. Further compulsory insurances

The Swiss old-age, survivors' and disability insurance scheme (OASI/DI; in German AHV) is compulsory insurance for anyone living or working in Switzerland. It aims to replace, at least partly, the reduction in or loss of income due to retirement (old-age pensions) or death (widows'/widowers' pensions und children's pensions). The amounts are dependent upon previous average annual income and the years of paying contributions. The Swiss old-age, survivors' and disability insurance is funded on a "pay-as-you-go" basis, which means that old-age pensions are financed out of the contributions of the working population.

A person who cannot enter or re-enter employment due to congenital disability or as the result of illness or accident receives a disability pension from the disability insurance (DI; in German IV).

In addition, there is the loss-of-income fund (EO)/maternity insurance. It provides compensation for loss of earnings to cover the period in which a person is carrying out military service or civilian and protection service or on maternity leave.

The contributions must be paid by anyone working in Switzerland up to the statutory retirement age (64 for women, 65 for men), if they stop working at that age. Employer and employee each pay 50% of the contributions.

🌐 www.ahv-iv.info

➡ When you leave Switzerland, the contributions that you paid here remain with the OASI/DI. Depending on whether there is a social security agreement between Switzerland and your country, when you reach statutory retirement age you may be entitled to an old-age pension provided by the OASI/DI scheme also if you are living abroad (calculated based on the insurance period in which you paid contributions in Switzerland). If the insurance period in Switzerland was very short, there is the possibility of your receiving a one-time lump sum in lieu of a pension. For further information and fact sheets, see the OASI/DI (AHV) website:

www.ahv-iv.info > Dienstleistungen > Merkblätter > International (German, French, Italian)

www.bfm.admin.ch > English > Documentation > Publications

4.6.4. Unemployment insurance

Unemployment insurance (*Arbeitslosenversicherung, ALV*) pays benefits for unemployment, reduced working hours, work stoppage caused by the weather, or insolvency on the part of the employer. To be eligible for the unemployment benefit you must have paid the unemployment insurance contribution at your job for a certain minimum period of time or be exempt by law from duty to pay contributions. All employees in Switzerland must be covered by unemployment insurance: Half of the contribution is paid by the employee and the other half by the employer.

4.6.5. Occupational retirement scheme, retirement fund

Together with the OASI/DI pension, the occupational retirement scheme (also called retirement fund, or pension fund) is meant to allow people to maintain their previous standard of living. The benefits are based on the benefits of the OASI/DI. The occupational retirement scheme is an occupational insurance that is compulsory for all those working in Switzerland with a certain minimum annual income. The contributions are equally split between you and your employer.

➔ When you leave Switzerland, you may under certain conditions receive payment of your accumulated capital (termination benefit). To file a claim for your cash termination benefit, an application must be submitted to your last employer's retirement fund (pension fund). Ask your last employer for the necessary form. If there is no payment of the termination benefit, you maintain your retirement fund cover, and when you retire or become disabled, you can receive benefits (e.g., a pension). For further information, see the following websites:

www.ahv-iv.info > Dienstleistungen > Merkblätter > International (German, French, Italian)

www.bfm.admin.ch > English > Documentation > Publications

4.6.6. The three-pillar system

The Swiss social security system is based on a three-pillar system. The old-age, survivors' and disability insurance scheme makes up the 1st pillar. It is a general compulsory insurance for everyone and aims to cover basic living costs. The 2nd pillar is the occupational retirement scheme. The 1st and 2nd pillars are meant to cover at least 60% of a person's last salary, in order to make possible the same living standard after retirement. The 3rd pillar consists of voluntary, additional individual provisions. The 3rd pillar aims to reduce or close gaps in provisions from the 1st and 2nd pillars, to ensure that the insured persons maintain their previous living standard once retired.

Information on social security from the Federal Social Insurance Office, Switzerland:

www.bsv.admin.ch

4.6.7. Motor vehicle insurance

In Switzerland third-party liability automobile insurance is compulsory. Additional coverage is available, such as "Casco" insurance (fully comprehensive or collision), which covers damage to the vehicle and is optional.

4.6.8. Household contents insurance

Household contents insurance covers loss or damage to household items. Cover will usually be provided for loss or damage due to theft or fire.

4.6.9. Personal liability insurance

Personal liability insurance covers the insured against injury caused to another person or another person's property. It is highly advisable to have personal liability insurance. Some insurance companies offer reduced premiums for young people or persons in higher education. Joint insurance policies are also possible for flat-sharers.

For information on insurers with comparison information, see:

www.comparis.ch (household contents insurance and personal liability insurance).

4.7. Money matters

4.7.1. Currency

The Swiss franc (CHF, SFr., or Fr.) is the currency of Switzerland. Each unit of Swiss currency is divided into 100 units called Rappen (1 Swiss franc = 100 Rappen).

Swiss francs can be obtained most quickly and easily using your bank cards at one of the many post office or bank ATM machines. Most ATM machines accept common cards such as Visa, Mastercard, American Express, Cirrus, or Maestro.

4.7.2. Living costs

Approximate living costs in Zurich
(in CHF per month)

Fixed costs: Housing (rent, heat, additional, electricity)	580.–	–	1020.–
Telephone, Internet, TV, radio	80.–	–	200.–
Food, household	400.–	–	550.–
Sickness insurance, other insurances	300.–	–	450.–
Health care costs (deductible, co-pay, dental)	50.–	–	60.–
Transport (public transport)	60.–	–	200.–
Clothes, laundry, personal hygiene	70.–	–	120.–
Miscellaneous (hairdresser, recreational and cultural activities, etc.)	150.–	–	250.–
Taxes (if employed)	approx. 1 month's earnings		
Reserves (small purchases, repairs)	60.–	–	100.–
Total (without taxes)	1750.–	–	2950.–

4.7.3. Semester fees

The semester fees for doctoral students with a foreign educational background are approx. CHF 290.– per semester. This includes: (reduced) flat-rate tuition, compulsory semester contributions (scholarship fund of the university, libraries and collections fee, Academic Sports Association fee, and student fee) and a supplementary charge for international doctoral students.

☞ www.uzh.ch/studies > English > Application & admission > General information > Fees and contributions

4.7.4. Opening a bank account

You can open an account at a bank or at the post office. To open an account, you will need to present your passport and residence permit (*Ausländerausweis*). Some banks have special conditions for accounts for young persons (up to age 30) and persons in higher education.

Banks:

- Zürcher Kantonalbank: ☞ www.zkb.ch
- UBS: ☞ www.ubs.com
- Credit Suisse: ☞ www.credit-suisse.com
- Migros Bank: ☞ www.migrosbank.ch
- Coop Bank: ☞ www.coopbank.ch
- Raiffeisen Bank: ☞ www.raiffeisen.ch

Post office account:

Swiss Post also offers accounts with good conditions. For information, see:
☞ www.postfinance.ch

4.7.5. Paying bills

Payment slips: Bills are paid using payment slips called *Einzahlungsscheine*. To pay bills, the payment slips can be brought to any bank or post office.

Online banking: Bills can also be paid through online banking. To pay bills online at no charge you need to have an account at a Swiss bank or at the post office.

III. During your doctoral studies

1. Campus life

1.1. The university's three locations

The main building of UZH is in the center of Zurich at Rämistrasse 71. Here and in other buildings nearby are the premises of the Faculties of Theology, Arts, Law, Economics, Business Administration and IT, and Medicine.

Just outside the center of the city is the second location of the university, the *Irchel campus*. Located here are mainly the institutes of the faculty of Science, the Vetsuisse Faculty and a part of the Faculty of Medicine. The third university location, called *Zürich Nord* (Oerlikon), is home to the social sciences, the Department of Psychology and the Department of Informatics.

Center and Irchel are connected by tram (tram line 9 or 10). Tram 10 also provides a direct connection to the institutes in *Zürich Nord*. There is a free shuttle bus twice a day to and from Center and *Zürich Nord*.

Addresses and locations of UZH:

www.uzh.ch > English > Contact



Orientation and maps:

www.plaene.uzh.ch

Shuttle bus to and from Center and *Zürich Nord* (Oerlikon):

www.uzh.ch > English > Studying > Dates & addresses > Semester dates > Shuttle bus

1.2. Semester dates

There are two semesters in the academic year at UZH, fall semester and spring semester. Lectures are held from mid September (week 38) to the end of December (week 51) and from mid February (week 8) to the beginning of June (week 22).

www.uzh.ch > English > Studying > Dates & addresses > Semester dates

☛ Lectures begin at 8 a.m. and last 45 minutes. There is a 15-minute break between lectures, with the exception of two longer breaks at 9:45 a.m. and 3:45 p.m. for commuting between the university's locations.

1.3. UZH Card

All doctoral students at UZH receive a UZH Card (student ID, or Legi) at the beginning of their doctoral studies. The UZH Card gives you a discount at the university dining halls, in the student stores, and at the Academic Sports Association (ASVZ). Some theaters, museums, and movie theaters also offer reduced prices to holders of UZH Cards. In many libraries the UZH Card is used as the library card.

For information, see:

www.uzhcard.uzh.ch

1.4. Handbook of courses

The online handbook of courses lists all courses by faculty and study program. It is updated several times a day.

www.vorlesungen.uzh.ch

The print version of the handbook of courses contains general information that is updated each semester, in addition to the courses and addresses of the instructors. It can be obtained at the Student Administration Office in the main building of the university at UZH Center, at the information desk at UZH Irchel, in the student stores for CHF 6.– and in the book trade for CHF 9.–.

Contact: vzz@ad.uzh.ch

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1.5. European Credit Transfer and Accumulation System – ECTS

The UZH gives credits (ECTS credits) for course work: One ECTS credit corresponds to a student workload of 30 hours. Workload refers to the total time required for the student to fulfill the learning goal: It includes attendance at the lectures, self-study, preparing for and taking examinations, and presentations and papers. Credits are given for successfully completed courses only.

Doctoral students in the General Doctoral Program must complete at the minimum 12 ECTS credits of course work by completion of their doctoral studies. Doctoral students in a Structured Doctoral Program (usually) have to complete at the minimum 30 credits of course work. Please refer to the specific requirements of your faculty. ECTS credits can also be earned for courses from the university's Transferable Skills program specially designed for doctoral candidates or for language courses from the Language Center (↪ III, 2).

In the Swiss education system grades are given according to the 1-to-6 scale, in which 6 is the highest and 1 the lowest grade. Half grades are possible. Grades from 4 to 6 are satisfactory to very good.

Grade	Assessment
6	Very good
5.5	
5	Good
4.5	
4	Satisfactory
3.5 - 1	Unsatisfactory

1.6. Course module registration

At UZH you register for your courses online; this is called “module booking”. Modules can be booked by all students of the University of Zurich who are enrolled in a Bachelor's, Master's, or doctoral degree program or who are taking at least one course or elective measured with course credits. You can only book modules during the module booking period and after paying your semester fees. Please note that the regulations and booking deadlines vary from faculty to faculty. For more detailed information on module booking, see:

Module booking:

↪ www.students.uzh.ch > English > Module booking

Modular booking deadlines:

↪ www.students.uzh.ch > English > Module booking > Booking deadlines/contact possibility

Support for module booking:

↪ www.students.uzh.ch > English > Support online services

1.7. Libraries

Available for use by students and doctoral students are a number of libraries at UZH:

The Main Library University of Zurich is geared towards mathematics, science and medicine and comprises three sub-libraries: Irchel Research Library (FBI), Irchel Study Library (SBI) and Careum Medical Library (MBC).

The Zurich Central Library (*Zentralbibliothek Zürich, ZB*) is the library of the Canton of Zurich, the city of Zurich and the University of Zurich and is thus the largest library in Zurich. Each Wednesday there is a free-of-charge tour of the library providing information on how to find literature and how to use the library.

Many faculties and institutes have their own libraries. The locations and addresses of libraries can be found at the website of the Main Library UZH, and the holdings can be found at the ZB website and the online catalog for the University of Zurich provided by the IDS Information Network (*Katalog IDS Zürich Universität*). The IDS is a network of all libraries at universities and universities of applied sciences in the German-speaking part of Switzerland (ca. 450 libraries).

To borrow, reserve or order books and documents, you need a library user account. To register for an account, use the online form of an IDS-affiliated library. Then have your UZH Card activated at the circulation desk of the library or be issued a separate library card. Once registered, your registration will be valid for all libraries affiliated with the IDS Information Network.

All university libraries have reading rooms, workstations, computer access and photocopiers.

Students and doctoral students at UZH can also borrow books from the libraries of ETHZ.

All libraries at UZH and online library catalogs:

🔗 www.uzh.ch > English > Services > Libraries

Libraries at ETHZ:

🔗 www.ethz.ch > English > Libraries & Collections

1.8. Student stores, photocopying and printing

Student stores run by the *Zentralstelle der Studentenschaft der Universität Zürich (ZSUZ)* sell a wide range of goods at reasonable prices: lecture scripts, books, computers, photocopy cards, paper and office supplies and much more. The locations of the student stores, photocopy machines, and print shops can be found at the ZSUZ website. Copy cards, which are needed to operate most of the photocopy machines, can be purchased at the student stores or at machines. Some university institutes have their own photocopy cards, which have to be purchased at the institutes.

Zentralstelle der Studentenschaft: 🔗 www.zsuz.ch

1.9. Computer workstations and Internet

All students and doctoral students at UZH receive a UniAccess account, which provides an e-mail account and access to the university computer network (NUZ) and the Internet. Students must have a UniAccess account to register for courses (module booking) (🔗 III, 1.6). You may use one of the many computers and network workstations at UZH or log into the network using your own laptop and the wireless LAN at UZH.

In addition, with a wireless LAN-enabled laptop, a UniAccess account, and a UZH VPN Client, members of UZH can also use the Public Wireless Internet (PWLAN).

Computer workstations with printers are located at Rämistrasse 74, in the main building at Rämistrasse 71, and at Irchel Campus.

For information on public computer workstations, UniAccess accounts, and Internet access, see the university IT Services website:

🔗 www.id.uzh.ch > Neu an der Uni? > EN

IT Services UZH: 🔗 www.id.uzh.ch

1.10. Food

At UZH and ETHZ there are several dining halls (called *Mensa*) and cafeterias offering good food at reasonable prices. The dining halls and cafeterias give a discount to students showing a valid UZH Card (*Legi*, student and employee ID).

Dining halls and cafeterias at UZH:

🔗 www.mensa.uzh.ch

Dining halls and cafeterias at ETHZ:

🔗 www.gastro.ethz.ch

1.11. Childcare services

kihZ – the Foundation for Childcare in the Zurich University Area – offers information and advice on childcare to members of UZH. It also runs its own childcare facilities and offers holiday week care for children during the school vacations. For detailed information on other childcare services in the city of Zurich, see

🔗 www.kihz.uzh.ch and www.krippen.uzh.ch.

✉ Stiftung kihz

Voltastrasse 59

8044 Zurich

Phone +41 (0)44 634 40 90

stiftung@kihz.ethz.ch

🔗 www.kihz.uzh.ch

2. Advanced training offerings for doctoral students

2.1. Center for University Teaching and Learning

The UZH Center for University Teaching and Learning offers doctoral students employed as lecturers and teaching staff at UZH continuing education programs on university teaching (Novice and Teaching Skills) and university teaching courses on planning and conducting lectures, learning goals, and academic achievement assessment (tests, etc.). Tailor-made, a la carte teaching support is also available upon request. The Center for University Teaching and Learning website provides resources for self-study use.

✉ University of Zurich
Center for University Teaching and Learning
Hirschengraben 84
8001 Zurich
Phone +41 (0)44 634 22 28
info@afh.uzh.ch
🌐 www.afh.uzh.ch

2.2. Transferable Skills

UZH offers courses in transferable skills specially designed for doctoral candidates. Transferable skills support PhD candidates during the dissertation period and prepare doctoral candidates for a future high-level research and professional career. There are courses on writing and presenting research papers and courses on social and self-sufficiency skills. Successful completion of the courses earns candidates ECTS credits; the faculties decide at their discretion whether a given completed course is considered valid as course work towards the candidate's doctorate. For information on the courses, see the UZH Transferable Skills website.

✉ University of Zurich
Transferable Skills
Office of Continuing Education
Hirschengraben 84
8001 Zurich
Phone +41 (0)44 634 29 11
ueberfachliche-kompetenzen@wb.uzh.ch
🌐 www.ueberfachliche-kompetenzen.uzh.ch

2.3. Language Center

The Language Center offers doctoral students courses in 15 languages. Also offered are various courses promoting competency in scientific communication, such as coaching in writing and presenting in English, French, and German. For doctoral students there is a fee for the courses. The ECTS credits earned can count towards the doctoral studies course work. For further information, see the UZH Language Center website.

✉ University of Zurich
Language Center of the University and ETH Zurich
Stockwerk P
Rämistrasse 71
8006 Zurich
Phone +41 (0)44 634 52 81
🌐 www.sprachenzentrum.uzh.ch

➡ For doctoral students with German as a foreign language who would like to work outside of the university either during or after completing their doctoral program, it is advisable to acquire German language skills as soon as possible. The Language Center offers doctoral students various courses in German as a foreign language.

🌐 www.sprachenzentrum.uzh.ch > English > Course Program > Doctoral students

2.4. Mentoring

Mentoring projects at UZH are part of the Federal Program for Gender Equity at Swiss Universities, which promotes gender equality of men and women at universities through various programs and modules. A number of mentoring opportunities are available to doctoral students; these vary depending on the faculty.

✉ University of Zurich
Mentoring
c/o Office for Gender Equality
Voltastrasse 59
8044 Zurich
Phone +41 (0)44 634 22 16
mentoring@gleichstellung.uzh.ch
🌐 www.mentoring.uzh.ch

2.5. E-Learning

The Multimedia & E-Learning Services (MELS) of IT Services at UZH supports doctoral students at UZH in preparing teaching contents and research findings for all media. The course offerings range from visual design and multimedia presentation to preparing contents for the e-learning platform OLAT and using audio-visual infrastructure in lecture halls (streaming, video conferencing, etc.). Advice and training is offered in cooperation with the e-learning coordination of the faculties, the UZH Center for University Teaching and Learning, and the courses offered by UZH IT Services. For research and teaching the MELS are free of charge.

✉ University of Zurich
IT Services
Multimedia & E-Learning Services (MELS)
Winterthurerstrasse 190
8057 Zurich
Phone +41 (0)44 635 67 90
🌐 www.id.uzh.ch/org/mels.html

3. Advisory centers

Here you find information on advisory centers at UZH. For a list of all advisory centers at UZH, see:

🌐 www.uzh.ch > English > Studying > Information & advice > Further advisory centers

3.1. Association of Non-Professorial Academic Staff, University of Zurich (VAUZ)

The Association of Non-Professorial Academic Staff, University of Zurich (VAUZ) represents the interests of the academic mid-level staff vis-à-vis the university and the public. On the VAUZ website site you will find relevant information about VAUZ and its political activities and services.

✉ University of Zurich
VAUZ
Rämistrasse 62
Room E 008
8001 Zurich
Phone +41 (0)44 634 24 11
vauz@vauz.uzh.ch
🌐 www.vauz.uzh.ch

3.2. Office for Gender Equality

The UZH Office for Gender Equality promotes equal opportunities for women and men in research, teaching and administration. It provides support and advice to members of the university in gender equality matters. One of the focuses is promotion of a balanced representation of men and women among young scientists.

Doctoral students can seek advice at the Office of Gender Equality on questions related to women's academic career steps, young parents' reconciliation of work and family life, pregnancy and maternity leave, income equality, mobbing and discrimination at the workplace. The Office for Gender Equality website provides access to a good overview leaflet on parenthood (*Merkblatt Elternschaft*) at 🌐 www.gleichstellung.uzh.ch > Themen > Vereinbarkeit > Merkblatt Elternschaft.

✉ University of Zurich
Office for Gender Equality
Voltastrasse 59
8044 Zurich
Phone +41 (0)44 634 29 91
sekretariat@gleichstellung.uzh.ch
🌐 www.gleichstellung.uzh.ch

3.3. Funding for Projects and Individuals office

The Funding for Projects and Individuals (*Fachstelle Projekt- und Personenförderung*) office of the Research and Academic Career Development division provides information and advice to young scientists and researchers on funding for individuals and funding for projects.

✉ University of Zurich
Funding for Projects and Individuals
Künstlergasse 15
8001 Zurich
Phone +41 (0)44 634 20 50/30
support@forschung.uzh.ch
🌐 www.researchers.uzh.ch

3.4. EURAXESS (Euresearch Zurich)

EURAXESS (Euresearch Zurich) is part of the Swiss Network Euresearch that informs about European research programs and part of the European Service Network of the European Commission. EURAXESS provides information and advice to national and international researchers who come to Switzerland for research or want to go from Switzerland to another country for research. EURAXESS provides information on funding opportunities, open position announcements, social security and tax questions, and many other topics related to researcher mobility.

✉ EURAXESS (Euresearch Zurich)
ETH Zurich – University of Zurich
Careum
Moussonstrasse 2
8044 Zurich
Phone +41 (0)44 632 53 53
euresearch@sl.ethz.ch
🌐 www.euresearch.uzh.ch/euraxess

3.5. Career Services

Career Services UZH offers information and advice to students and doctoral students concerning career entry. ➡ For information, see the Career Services website and also Part V in this brochure.

✉ University of Zurich
Career Services
Hirschengraben 60
8001 Zurich
Phone +41 (0)44 634 21 53
info@careerservices.uzh.ch
🌐 www.careerservices.uzh.ch

3.6. Psychological Counseling Center

The Psychological Counseling Center offers advisory services and support to all students and doctoral students for assistance with personal and studies/doctoral studies problems.

The counseling is free of charge and confidential. The counselors speak German, English, French, Italian, and Spanish. The sessions take place at Plattenstrasse 28 by

appointment. The Psychological Counseling Center also provides online counseling at their website.

✉ Psychological Counseling Center UZH / ETHZ
Plattenstrasse 28
8032 Zurich
Phone +41 (0)44 634 22 80
pbs@ad.uzh.ch
🌐 www.pbs.uzh.ch

Meeting group for international students:

The meeting group for international students is offered to international students and doctoral students. In this group you have the opportunity to share your experience with other international students and to learn how they are coping with life and studies in Switzerland. The group meets once a week at Plattenstrasse 28.

🌐 www.pbs.uzh.ch > Weitere Angebote > Cultural Integration

3.7. Disability Office at UZH

The Disability Office at UZH offers a wide range of services to support students with a disability, providing information and advice to students, instructors, and staff who are affected by disability directly or indirectly.

✉ University of Zurich
Disability Office
Rämistrasse 71
Büro KOL E 10
8006 Zurich
Phone +41 (0)44 634 45 44
bsb@ad.uzh.ch
🌐 www.disabilityoffice.uzh.ch

3.8. Legal Service Committee (Rebeko)

Law students at UZH advise students and doctoral students. During the semester, personal advising sessions are available without appointment every Wednesday from ☎ 12 – 2 p.m.

✉ Rebeko StuRa/VSETH

Universitätsstrasse 6

8092 Zurich

rebeko@gmx.ch

🌐 www.uzh.ch/rebeko

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3.9. Health Insurance Advisory Office (KraBe)

The Legal Service Committee (Rebeko) also runs the students' Health Insurance Advisory Office (KraBe) providing information on compulsory health insurance in Switzerland. This advisory service is for all international students and doctoral students. Personal advising sessions are offered at the beginning of each semester. The exact dates are posted on the KraBe website.

✉ Rebeko StuRa/VSETH

Universitätsstrasse 6

8092 Zurich

krabe@websites.unizh.ch

🌐 www.krabe.uzh.ch

3.10. Protection against sexual harassment

The University of Zurich has a set of regulations to ensure protection against sexual harassment. On that basis the university has designated two people who may be contacted for initial confidential advice and support in the area of protection against sexual harassment. The university has also designated independent parties to be responsible for any legal clarification that may be required.

For further information, see:

🌐 www.uzh.ch > English > University > Mission statement and policies > Protection against sexual harassment

IV. Recreational activities and life

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1. University associations

1.1. Academic Sports Association Zurich (ASVZ)

Seven days a week, the ASVZ offers more than 80 different sports, with training sessions, courses, and sports camps. Doctoral students are automatically members of ASVZ and may take advantage of the entire range of offerings. There are training rooms and classes (no appointment necessary), courses and sports camps (requiring registration and payment of a fee), and opportunities for free use of the facilities (no instructor).

At five sport centers in Zurich there is an ASVZ welcome desk where you can get information and register for courses and sports camps. The different welcome desks have different opening hours, but all of them are open over the noon hour.

For information on the ASVZ, the offerings and the fitness class schedule, see: www.asvz.ch

1.2. Music associations

Zurich Academic Choir: www.acz.ethz.ch

Academic Orchestra Zurich: www.aoz.ethz.ch

Academic Chamber Orchestra Zurich: www.ako.ethz.ch

1.3. Other association

For more student organizations, see:

www.uzh.ch > English > Studying > Life at the UZH > Student organisations

2. Living in Zurich

2.1. Health care

Zurich has full and comprehensive medical facilities with modern, well-equipped hospitals and doctors with excellent medical training.

For information on pharmacies, rescue helicopter service (*Rega*), hospitals, alternative medicine, dentists, physiotherapists, and more, see:

www.willkommen.zh.ch > English > Leisure and recreation > Health

Another useful website on health care and health care providers is www.doktor.ch. Among other things,

here you will find a list of different specialists and general practitioners as well as advice and information on illnesses, medications, and more.

For emergency medical services on the weekend or at night: Permanence Medical Clinic at the Zurich Main Station or emergency admission at a hospital.

Permanence Medical Clinic at Zurich Main Station:

www.permanence.ch

University Hospital Zurich:

www.usz.ch > Notfall

Emergency telephone numbers:

Ambulance	144
Rega (rescue helicopter service)	1414
Poisoning emergency	145
European Emergency Number	112
Police	117
Fire department	118

Zurich pharmacies emergency and advisory telephone: 0900 55 35 55 (CHF 1.50/min.)

2.2. Public transport

The city of Zurich has a dense route network of public transport with frequent services at regular intervals. Transport in the city of Zurich is covered by Zurich Public Transport (VBZ) and the *Zürcher Verkehrsverbund* (ZVV), and the Swiss Federal Railways (SBB) covers the connections to destinations within Switzerland and abroad.

VBZ tickets can be purchased at all stations. Tickets valid for several trips and monthly passes are sold at train stations and larger tram stops.

For frequent users of public transport (trains, trams, buses and boats) half-fare travel cards (CHF 165.-/year) are available for purchase; with a half-fare travel card, tickets can be bought at half-fare. Over short distances (because of minimum fare), on reduced tickets or for some combined offers with add-ons, the discount with a Half-Fare travel card may be less than 50%. A good place to obtain more information on the various SBB offers is the information desk in the entrance hall of Zurich Main Station. If you ride the trains very frequently,

especially outside Zurich, the General Abonnement (GA) travel card is available for purchase (valid for one year or valid for one month). Students under the age of 30 can buy GA travel cards at a reduced price.

VBZ and SBB offer special deals, such as reduced prices for people under the age of 25, the Happy Birthday travel pass, and so on. For up-to-date information, see the websites:

🔗 www.vbz.ch

🔗 www.zvv.ch

🔗 www.sbb.ch

➡ **Municipal day card:** Many municipalities offer residents 1-day travel passes with which you can travel for one day wherever you want to in Switzerland using public transport. These tickets cost about CHF 30.– and can be purchased from the local municipal authorities or in part reserved online.

🔗 www.tageskarte-gemeinde.ch

2.3. Private transport

Bicycles: Bicycles are a good and inexpensive way to get around in Zurich. At present, all bicycles have to have a sticker called a Vignette, which covers third-party insurance (person and effects); starting in 2012, however, the Vignette is expected to be no longer required. Vignettes can be purchased at the big supermarkets (Migros, Coop), at the ticket counters of the public transport system and in bicycle shops. Inexpensive bicycles can be purchased at the bicycle markets held during the summer in the city of Zurich.

Free bicycle renting, “Züri rollt”: From May to October, at various locations in the city of Zurich you can borrow bicycles, children’s bicycles, and skateboards for the day for free. All you have to do is show your identification, leave a deposit of CHF 20.–, and off you go! You do not have to return the bicycles to the same

location where you started out.

🔗 www.stadt-zuerich.ch/aoz > AOZ Shop > Veloverleih

Highway sticker: If you drive an automobile or motorcycle in Switzerland, to use the highway you must have a highway sticker, called a Vignette. The highway sticker can be purchased at gas stations, customs offices, and the post office for about CHF 40.– and is valid for one calendar year.

2.4. Taxes

In Switzerland, taxes are raised on three levels: federal, cantonal, and municipal. The Confederation collects tax on income and the cantons and municipalities also charge a net wealth tax. The tax burden for employees in Zurich is moderate compared with other Swiss or European towns. Taxes vary greatly from municipality to municipality even within the canton. The Cantonal Tax Office provides comprehensive information on the taxation system.

Overview of taxes in Switzerland

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<i>Einkommensteuer</i> /Income tax	Income tax
<i>Quellensteuer</i> /Withholding tax	All foreign nationals working in Switzerland (except those with a C-permit) pay withholding tax. Withholding tax is deducted directly by the employer before the wages due are paid. The amount of withholding depends on marital status and life circumstances (e.g., children).
<i>Vermögenssteuer</i> /Net wealth taxes	Tax on net wealth and on tangible assets.
<i>Kirchensteuer</i> /Church tax	Members of the two national churches (Catholic, Reformed) pay church tax.
<i>Verrechnungssteuer</i> /Tax on interest income and capital gains taxes	Tax on interest from bank accounts and capital gains taxes
<i>Mehrwertsteuer</i> / Value added tax	Value added tax (normally 7.6%, as of 2011 8%) on goods and services
<i>Motorfahrzeugsteuer</i> /Motor vehicle taxes	The cantonal department of motor vehicles levies the taxes for automobiles and motorcycles. The tax is calculated based on engine cubic capacity.

Cantonal Tax Office Zurich: ☎ www.steuern.ch

2.5. Telephones, radio, and television

Telephones and cell phones:

Apartments in Switzerland are basically equipped with telephone land lines. To be able to use the telephone, you must sign a service agreement with one of the telephone service providers. Ask telephone service providers about the conditions of their service agreements.

For cell phones, too, it is advisable to compare the services and prices offered by different service providers. To sign a service agreement, you must have a residence permit.

Swisscom Mobile: ☎ www.swisscom-mobile.ch

Sunrise: ☎ www.sunrise.ch

Orange: ☎ www.orange.ch

Cablecom: ☎ www.cablecom.ch

Tele2: ☎ www.tele2.ch

M-Budget: ☎ www.m-budget-mobile.ch

CoopMobile : ☎ www.coop.ch/coopmobile

Radio and television license fee:

Anyone owning a device that can receive radio or TV programs (such as a radio, television, computer, cell phone) must pay the radio and television license fee. Current rates can be found on the Internet:

☎ www.billag.ch

2.6. Shopping

🕒 Shop hours:

In the town center and at larger shopping malls, shops are open until 8 p.m. on weeknights and 5 p.m. on Saturday. At larger train stations the shops are open also on Sunday.

Supermarkets:

Migros and Coop are the best known and most widespread supermarkets in Switzerland. In addition, there are also some discount supermarkets (Denner, Aldi, Lidl, Spar).

Weekly Farmer's markets:

In Zurich markets selling a wide range of regional produce (vegetables, fruit, flowers) are held at different locations and on different days.

Bürkliplatz, Helvetiaplatz, Milchbuck: 🕒 Tuesday and Friday 6 – 11 a.m.

Altstetten, Oerlikon: 🕒 Wednesday 6 – 11 a.m. and Saturday 6 a.m. to 12 p.m.

Rathausbrücke: 🕒 Saturday 6 a.m. to 12 p.m.

Specialty foods market at the Zurich Main Station: 🕒 Wednesday 10 a.m. to 8 p.m.

🌐 www.zuercher-maerkte.ch

Flea market:

From May to October there is a large flea market at Bürkliplatz every Saturday from 🕒 6 a.m. to 4 p.m.

🌐 www.flohmarktbuerkliplatz.ch

Switzerland's biggest year-round flea market takes place every Saturday from 🕒 8 a.m. to 4 p.m. at Helvetiaplatz.

🌐 www.flohmarktkanzlei.ch

Post office:

Most post offices are open from Monday to Friday from 🕒 7:30 a.m. to 6 p.m. and on Saturday from 🕒 9 a.m. to 12 p.m. The Sihlpost at Zurich's Main Station is an exception: It is open 365 days a year from 6:30 a.m. to 10:30 p.m. In addition to postal services, the post offices also provide telephone and fax services.

🌐 www.post.ch

2.7. Disposal and recycling

Disposal of rubbish is handled in the city of Zurich according to the principle of "the polluter pays". The fee for disposing of rubbish is included in the price of the trash bags that must be used, called *Züri-Säcke*. Various sizes of *Züri-Säcke* are sold in retail stores for normal household trash. Paper, cardboard, glass, aluminum and PET bottles must be disposed of and recycled separately. Large rubbish and hazardous waste are disposed of at recycling centers.

Information on trash disposal and recycling in Zurich:

🌐 www.stadt-zuerich.ch/ted > Entsorgung & Recycling > Abfall

2.8. Recreational and cultural activities

Situated in the center of Switzerland, directly on the Lake of Zurich, and near the Alps, Zurich offers unparalleled opportunities for outings and trips.

Zurich is also a cultural center offering a huge variety of cultural events and entertainment. There are exhibitions and events at the internationally renowned museum, concert hall, opera and theater (*Kunsthhaus*, *Tonhalle*, *Opernhaus*, *Schauspielhaus*), complemented by any number of smaller art, theater, music, and sports events and festivals and the many museums and galleries.

Film fans will delight in the huge film offerings. There are more than 60 cinemas in Zurich, showing not only blockbuster films but also a broad selection of independent and cultural films, usually shown in their original version with German and French subtitles. On Mondays all cinemas in Zurich show movies at a reduced price. What is more, the *Filmstelle* of ETHZ shows a themed program of between 10 and 12 films each semester (film nights are on Tuesdays).

Throughout the entire city there is a wide selection of bars, restaurants, discos and clubs. For a night out, *Niederdorf*, *Oberdorf* and city districts 4 and 5 are the most popular for nightlife and entertainment. Information on concerts, parties and other events can be found in the newspapers and on the Internet (see links below). For very late nights, it is a good idea to have a bicycle

with you, or you can take the night bus or night train, which run hourly on Friday and Saturday nights from ⌚ 1 – 4 a.m. and require the purchase of an additional ticket of CHF 5.– (extra night charge).

The Tourist Service at Zurich's Main Station and on the Internet provides useful general information on leisure and cultural activities in Zurich and surroundings. A weekly events magazine, *Züri Tipp*, lists current cultural events and things to do.

29 In addition to the Academic Sports Association Zurich (ASVZ), more than 600 sports clubs and associations offer recreational and sports options. The Sport Association of the City of Zurich provides a very good sports database on sports and sports associations in the area. For further information, especially about the many sports facilities in the city, see the website of the City of Zurich Department of Sport (*Sportamt Zürich*).

Zurich Tourism: 🌐 www.zuerich.com

Ausgang (a night out): 🌐 www.usgang.ch

Züri Tipp: 🌐 www.zueritipp.ch

Movies now in cinemas in Zurich: 🌐 www.cineman.ch

Filmstelle of ETHZ :

🌐 www.filmstelle.ch

Sport Association of the City of Zurich (*Zürcher Stadtverband für Sport*):

🌐 www.zss.ch > Sportangebote

City of Zurich Department of Sport (*Sportamt Zürich*):

🌐 www.sportamt.stzh.ch

V. Near completion of your doctoral program

1. Doctoral examination, PhD graduation ceremony, and PhD certificate

The regulations for conferral of the doctoral degree vary depending on the faculty and doctoral program. See your faculty and the relevant regulations for obtaining the doctoral degree for the specific instructions and procedures on completion of the doctoral program and obtaining the PhD.

Faculty of Theology:

🔗 www.theologie.uzh.ch > Studium > Doktorat

Faculty of Law:

🔗 www.ius.uzh.ch > > English > Doctorate

🔗 www.ius.uzh.ch > Reglemente

Faculty of Economics, Business Administration and IT:

🔗 www.oec.uzh.ch > English > Study > Doctorate
PVO 2008 > Completion and Thesis Defense

Faculty of Medicine:

🔗 www.med.uzh.ch > Further education > MD/PhD or
PhD Biomedical Ethics and Law (BmEL)

Vetsuisse Faculty:

🔗 www.vet.uzh.ch > English > Teaching > Doctoral
studies > PhD programs

Faculty of Arts:

🔗 www.phil.uzh.ch > Studium > Doktorat (PVO 2009),
Doktoratsprogramme (PVO 2009)

Faculty of Science:

🔗 www.mnf.uzh.ch > EN > Studies > Students >
Doctoral studies at MNF > Dissertation and doctoral
examination

2. Publication of dissertation, Open Access publication

ZORA (Zurich Open Repository and Archive) offers open and worldwide access to the research and scholarly output of UZH. Researchers at UZH enter citation information for and deposit full-text versions (if possible) of up-to-date published papers in ZORA. Doctoral students at UZH can publish their dissertations here.

🔗 www.zora.uzh.ch

For information and guidelines, see:

🔗 www.oai.uzh.ch

3. Academic or non-university career?

What about after completing your PhD? Towards the end of your doctoral program it is time to consider whether you plan for an academic career (↪ 3.1.) or a professional career outside of the university. The Career Services of UZH (↪ 3.2.) provide information and advice to doctoral students seeking to enter non-university careers.

➡ If you want to work in Switzerland after obtaining your PhD, it is helpful to gain work experience already during your doctoral studies and to acquire language skills in German. This is especially advisable if you plan for a non-university career.

3.1. Academic career

The phase in an academic career after completing your PhD is usually called “postdoc”. In this period you deepen your knowledge and skills acquired during your doctoral studies. Research experience abroad is a must, if you are aiming for a professorship in the natural sciences but also in other fields as well. For this reason, many scientists/researchers work for a time at a university in another country during their postdoc phase.

In German-speaking countries it is still common in many fields and disciplines to complete the postdoc phase with a *Habilitation*. The *Habilitation* is a postdoctoral qualification showing ability to lecture and do research at professorial level.

Some possible ways to finance a postdoc position are the following:

- Applying for open positions announced by other universities in Switzerland and abroad
- SNSF Fellowships for a stay at a research institution abroad for prospective or advanced researchers
www.snf.ch > Funding > For individuals > Prospective researchers/Advanced researchers
- Marie Curie Fellowships from the EU:
<http://cordis.europa.eu> > Community Research and Development Information Service > Funding > People > Marie Curie Actions
- Fellowships from other organizations, such as Human Frontier Science Program (www.hfsp.org) or EMBO (www.embo.org > Funding, Training & Networking > Fellowships)

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Information and advice:

- On SNSF funding instruments: Funding for Individuals and Projects
www.researchers.uzh.ch
- On EU research programs: Euresearch Zurich
www.euresearch.uzh.ch

3.2. Career Services

Career Services UZH provide the following services to students and doctoral students for career entry:

- Job Application Guidebook containing information, tips and practical exercises – from analysis of your situation to job application procedures
- Advice and support on career planning, putting together application documents, and application procedures
- Workshops, information events, CV checks, mock job interviews, and other career-related events
- Career Events Calendar on job fairs and events where you can get to know different companies
- Job listings
- Links to job portals and relevant information
- Library containing books on job applications and career planning (for use in house and on loan)
- Newsletter

The advisory services are available and free of charge to students and doctoral students at UZH for a maximum period of one year after graduation:

- Drop-In: For brief questions, you can drop in on Thursdays from 11 a.m. to 1 p.m. No appointment necessary.
- Individual advising session: Personal advising on career entry and applying for jobs is available by appointment.

✉ Universität Zurich
 Career Services
 Hirschengraben 60
 8001 Zürich
 Phone +41 (0)44 634 21 53
info@careerservices.uzh.ch
www.careerservices.uzh.ch

VI. Appendix

1. Useful links and addresses

Zurich Airport:

📄 www.flughafen-zuerich.ch

Comparison of Internet service providers, Switzerland:

📄 www.comparis.ch

Dean's Offices:

✉ University of Zurich

Dean's Office of the Faculty of Theology

Kirchgasse 9

CH-8001 Zurich

dekanat@theol.uzh.ch

Phone +41 (0)44 634 47 21

📄 www.theologie.uzh.ch > English > About the faculty > Dean's office

✉ University of Zurich

Dean's Office of the Faculty of Law

Rämistrasse 74/2

CH-8001 Zurich

dekanat@ius.uzh.ch (please include your student ID number)

Phone +41 (0)44 634 22 33

📄 www.ius.uzh.ch > English > Office of the Dean

✉ University of Zurich

Dean's Office of the Faculty of Economics, Business Administration and IT

University Main Building

Rämistrasse 71

CH-8006 Zurich

Please contact the dean's office by e-mail

deansoffice@oec.uzh.ch

📄 www.oec.uzh.ch > English > Dean's Office

✉ University of Zurich

Dean's Office of the Faculty of Medicine

Pestalozzistrasse 3/5

CH-8091 Zurich

Phone +41 (0)44 634 40 40

sekretariat@dekmed.uzh.ch

📄 www.med.uzh.ch > English > Dean's Office

✉ University of Zurich

Dean's Office of the Vetsuisse Faculty

Winterthurerstrasse 204

CH-8057 Zurich

Phone +41 (0)44 635 81 21

dekanat@vetadm.uzh.ch

📄 www.vet.uzh.ch > English > Faculty > Dean's Office

✉ University of Zurich

Dean's Office of the Faculty of Arts

Rämistrasse 69

CH-8001 Zurich

Phone +41 (0)44 634 22 34

📄 www.phil.uzh.ch > English > Dean's Office

✉ University of Zurich

Dean's Office of the Faculty of Science

Campus Irchel, Building 10, Floor G

Winterthurerstr. 190

CH-8057 Zurich

Phone +41 (0)44 635 40 06

dekanat@mnf.uzh.ch

📄 www.mnf.uzh.ch > EN > About us > Dean's Office

Dentist (emergency):

📄 www.zahnarzt-notfall.ch

Education system: The Swiss Education Server:

📄 www.educa.ch

Embassies, consulates:

📄 www.eda.admin.ch

Emergency service (emotional support hotline):

📄 www.143.ch (See also Psychological Counseling Center)

EURAXESS Switzerland:

📄 www.euraxess.ch

📄 www.euresearch.uzh.ch/euraxess

Health:

📄 www.health.ch

Holidays:

📄 www.feiertagskalender.ch

Lost and found, UZH:

University Main Building

Rämistrasse 71, Room E19 (by main entrance)

Phone 044 634 03 09

🕒 Monday to Friday, 1 – 2 p.m.

The lost and found is not open during semester breaks; if urgent, contact the *Veranstaltungsdienst*, Phone 044 634 03 09, on the ground floor of the main building (Room U42 or D54).

Campus Irchel

Winterthurerstrasse 190, Room Y23 H 53

Phone +41 (0)44 635 44 01

🕒 Monday to Friday, 8 a.m. to 4:30 p.m.

Lost and Found, City of Zurich and VBZ:

Phone +41 (0)44 412 25 50

Lost Property Service, SBB and ZSU:

🌐 www.sbb.ch > en > Travel > Services > At the station > Further services > Lost Property Service

Medical assistance:

🌐 www.medphone.ch

Newspapers:

🌐 www.zeitung.ch

Pharmacy:

🌐 www.sos-apotheke.ch

Psychological Counseling Center:

The Psychological Counseling Service of the UZH and ETHZ provides advisory services for confidential assistance with personal and academic problems.

🌐 www.pbs.uzh.ch

Rectors' Conference of the Swiss Universities:

🌐 www.crus.ch

Search engines in Switzerland:

🌐 www.search.ch

🌐 www.local.ch

State Secretariat for Education and Research (SER):

🌐 www.sbf.ch

Switzerland:

🌐 www.swissemigration.ch

🌐 www.ch.ch

🌐 www.myswitzerland.com

🌐 www.about.ch

🌐 www.swissworld.org

Swiss German dialect:

🌐 www.dialektwoerter.ch

Telephone directory, UZH:

🌐 www.phonebook.uzh.ch

Telephone directory, Switzerland:

🌐 www.tel.local.ch

Universities in Switzerland:

🌐 www.swissuniversity.ch

🌐 www.zh.ch

🌐 www.zuerich.com

UZH Moreganize (organization tool):

🌐 <http://uzh.moreganize.ch/>

Weather:

🌐 www.meteoschweiz.ch

Zurich:

🌐 www.willkommen.zh.ch

🌐 www.gruezinewcomer.ch

🌐 www.stadt-zuerich.ch

🌐 www.zh.ch

🌐 www.zuerich.com

2. Important emergency and services numbers

Ambulance: 144
 Emergency number for mobile phones: 112
 Police: 117
 Fire department: 118
 Poisoning emergency
 (Toxicological Center Zurich): 145
 Rega (rescue helicopter service): 1414
 Roadside emergency: 140
 Telephone directory, national and international
 (for a fee): 1811
 Telephone emergency service
 (emotional support hotline): 143
 Emergency helpline for women: +41 (0)44 291 46 46
 Emergency helpline for men
 (*Mannebüro Züri*): +41 (0)44 242 08 88
 Medical helpline (Doctor): +41 (0)44 421 21 21
 University Children's Hospital Zurich:
 +41 (0)44 266 71 11
 Veterinary emergency: +41 (0)44 635 81 11
 Lost and found, city of Zurich and VBZ:
 +41 (0)44 412 25 50

3. Books and guides on Switzerland

📖 Betty Bossi (Ed.) (2009). *The Swiss cookbook*. Zurich, Switzerland: Betty Bossi Verlag.

📖 Federal Office for Migration [*Bundesamt für Migration*] (2010). *Living and working in Switzerland*. Available at
 🔗 www.swissemigration.ch > Topics > Moving to Switzerland > Living in Switzerland (also available in German: *Leben und Arbeiten in der Schweiz*)

📖 Egger, N., & Lievano, S. J. (2005). *Hoi – your Swiss German survival guide*. Basel, Switzerland: Bergli Books.

📖 Estermann, J., Senn, F., & Kriegel, V. (2005). *Wörterbuch Schweizerdeutsch – Deutsch* [Swiss German-German dictionary]. Frankfurt, Germany: Zweitausendeins.

📖 Hampshire, D. (2010). *Living and working in Switzerland* (13th ed.) London: Survival Books.

📖 Gruezinewcomer GmbH. (2009). *Lake Zürich. Grüezi Newcomer! Insider's guide around Lake Zürich*. Galgenen, Switzerland: Gruezinewcomer GmbH.

📖 Küng, T. (2008). *Gebrauchsanweisung für die Schweiz* [Instruction manual for Switzerland]. Munich, Germany: Piperverlag.

4. Glossary German-English

AfH: *Arbeitsstelle für Hochschuldidaktik* (University of Zurich Center for University Teaching and Learning)

AHV: *Alters- und Hinterlassenenversicherung* (Old-Age and survivors' insurance (OASI)). Compulsory starting at age 20. International doctoral students are exempt from the obligation to pay AHV contributions, as long as they are in Switzerland for study purposes only. If they work, they must pay OASI contributions.

ALV: *Arbeitslosenversicherung* (Unemployment insurance)

ASVZ: *Akademischer Sportsverband Zürich* (Academic Sport Association Zurich)

🔗 www.asvz.ch

Aufenthaltsbewilligung: Residence permit. After entering Switzerland, all students are required to register within eight days at the local district office (*Kreisbüro*) if in the city of Zurich, or at the registration office of the local authorities if outside the city of Zurich.

BV: *Berufliche Vorsorge* (Occupational retirement -scheme (2nd pillar)). Retirement savings for employees.

CH: *Confoederatio Helvetica*. Swiss Confederation = the official name of Switzerland.

CHF: Swiss francs

Coop: Large supermarket chain.

🔗 www.coop.ch

Doktoratsordnung: Doctoral Program Regulations, also “Guidelines”. The Doctoral Program Regulations contain the detailed regulations for the doctoral programs based on the PVO of the particular faculty concerned (organization and jurisdiction, admission, curriculum, recognition of credit points).

Doktoratsvereinbarung: Individual Doctoral Agreement. Agreement between the doctoral student and the PhD supervisor or supervisors on the course, goals, and requirements of the doctorate. The agreement is not legally binding. It can be adapted to changing circumstances at any time with the agreement of the supervisors.

ECTS: European Credit Transfer and Accumulation System

Eidgenössisch: Swiss. The word refers to *die schweizerische Eidgenossenschaft*, the Swiss Confederation.

EO: *Erwerbsersatzordnung* (Income compensation)

ETHZ or ETH Zürich: *Eidgenössische Technische Hochschule Zürich*, Swiss Federal Institute of Technology Zurich.

Exmatrikulation: Leaving the university. Students and doctoral who have completed their studies or drop out of their studies must deregister.

General-Abonnement (GA): GA travel card (rail, bus, tram... pass). With a valid GA travel card, free travel on all SBB routes, and also those of most private rail companies, throughout Switzerland. The GA travel-card is also valid for postbuses and boats, as well as for short-distance public transport services like trams and buses in most cities and urban areas. And it gives you special discounts on many Swiss mountain railways. Special prize for students aged 25 to 30.
 ☞ www.sbb.ch

Halbtax-Abonnement: Half-Fare travel card. A valid Half-Fare travel card lets you pay just half-price for your ticket on all SBB routes, and those of most private

rail operators throughout Switzerland, in the entire Swiss public transport network. The Half-Fare travel card is available for one, two or three years and is personal.

☞ www.sbb.ch

HBZ: *Hauptbibliothek Universität Zürich* (Main Library of the University of Zurich)

☞ www.hbz.uzh.ch

IV: *Invalidenversicherung*. Disability Insurance is a state-run compulsory insurance. The aim is to ensure that the insured persons that become invalid are provided rehabilitation measures and provided cash benefits to cover basic needs.

KraBe: *Krankenkassenberatungsstelle* (Students' Health Insurance Advisory Office)

☞ www.krabe.uzh.ch

Kreisbüro/Stadtkreise: District registration office/City districts. There are 12 city districts in Zurich. In each district there is a district registration office, where you must register after arriving in Zurich.

☞ www.stadt-zuerich.ch (search word: Kreisbüro)

“Legi” (UZH Card): Student ID card. UZH identity card for students and employees. The *Legi* serves as identification card at the university (for example, at the university dining halls) and as a library card.

Mensa: Dining hall/cafeteria at the university, with reasonable prices.

☞ www.mensa.uzh.ch, ☞ www.gastro.ethz.ch

Migros: Large supermarket chain.

☞ www.migros.ch

Mittelbau: Mid-level academic staff. The mid-level academic staff at UZH are senior teaching and research associates, teaching and research associates, doctoral students, and research associates.

NFS: *Nationale Forschungsschwerpunkte*. National Centers of Competence in Research (NCCR).

Pensionskasse: Occupational retirement scheme. Second pillar of the three-pillar Swiss social security system.

Pflichtexemplare: Number of deposit copies of the dissertation that must be turned in to the Zurich Central Library (can vary according to faculty).

Promotionsverordnung (PVO): Doctoral Degree Regulations. Regulations for obtaining doctoral degrees in the different faculties.

Rebeko: *Rechtsberatungskommission für Studierende und Doktorierende.*

🌐 www.uzh.ch/rebeko

SBB: *Schweizerische Bundesbahnen*, Swiss Federal Railways. Switzerland's largest travel and transport company.

🌐 www.sbb.ch

SNF: *Schweizerische Nationalfonds*, Swiss National Science Foundation (SNSF). The most important Swiss agency promoting scientific research.

🌐 www.snf.ch

Strassenverkehrsamt: Department of motor vehicles. The department of motor vehicles of the Canton of Zurich is in charge of all matters related to motor vehicles (driving licenses, auto registration, etc.).

🌐 www.stva.zh.ch

UFSP: *Universitäre Forschungsschwerpunkte*, University Research Priority Programs (URRP)

UZH: University of Zurich

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VAUZ: *Vereinigung akademischer Mittelbau der UZH*, Association of Non-Professorial Academic Staff, University of Zurich.

🌐 www.vauz.uzh.ch

VBZ: *Verkehrsbetriebe Zürich ("Zürilinie")*, Zurich Public Transport (VBZ).

🌐 www.vbz.ch

Velovignette: Bicycle sticker. Compulsory third party insurance for bicycles, purchased in the form of a sticker. This requirement is expected to be abolished starting in 2012.

ZB: *Zentralbibliothek Zürich*, Zurich Central Library.

🌐 www.zb.uzh.ch

Zimmer- und Wohnungsvermittlung: Housing Office of University and ETH Zurich. Helps students and members of the University of Zurich (UZH) and ETH Zurich search for accommodation or flat-sharers.

🌐 www.wohnen.ethz.ch

ZORA: Zurich Open Repository and Archive. Provides open and worldwide access to the research and scholarly output of the University of Zurich, Switzerland. Doctoral students can publish their dissertations here.

🌐 www.zora.uzh.ch

ZSUZ: *Zentralstelle der Studentenschaft der Universität Zürich*. The student foundation that promotes the interests of and provides services to students at the University of Zurich. It runs student stores, various kiosks at the university, printing and copy centers, and an employment exchange.

🌐 www.zsuz.ch

ZVV: *Zürcher Verkehrsverbund* [Zurich Transport Association].

🌐 www.zvv.ch

Notes

