



INDIVIDUAL SPECIFICATIONS FOR DOCTORAL CANDIDATES

TEMPLATE ONLY, PLEASE UPLOAD THE GERMAN VERSION TO PHD ADMIN

PhD Candidate: NAME

Supervisor: NAME

Workload: 80 % (according to employment degree Date)

Starting date: DATE

A. General part

1. The individual duties specification is based on the Regulations on the Framework Duties Specifications of the Faculties for Assistants and Doctoral Candidates of 29 August 2023 (Reglement Rahmenpflichtenhefte) and the Framework Duties Specifications of the Faculty of Mathematics and Natural Sciences of the University of Zurich for Assistants and Doctoral Candidates of 14 December 2023 (Rahmenpflichtenheft).
2. Each of the signatory parties may request an amendment. In the event of disagreement on the content of the specifications, the procedure shall be in accordance with § 9 of the Framework Specifications (Rahmenpflichtenheft).
3. Wnce a year, a meeting is held between the doctoral candidate and the Doctoral Committee in accordance with § 14 of the Framework Specifications (Rahmenpflichtenheft), which will be documented in writing.

B. Special part (tick and complete as appropriate)

4. Own Research

The responsibilities for the doctoral candidate's own research are based on § 4 of the Rahmenpflichtenheft and correspond to the content of the doctoral agreement, which also regulates the doctoral candidate's own contribution.

The following minimum proportion of the working hours specified in the employment contract must be spent on work that serves the doctoral candidate's own research in connection with the academic qualification, such as writing the dissertation, conducting field studies, collecting and analysing data or participating in conferences.

In addition, the doctoral candidate is expected to make a **personal contribution of at least 20%** of a full-time workload.



a. Protected time for assistants 50% of a full-time equivalent;

Workload according to the employment decree of date: %
Protected Time: %

Does not
apply for
our PhD
students

Or:

b. Protected Time for doctoral students 70% of a full-time equivalent;

Workload according to the employment decree of Date: 80 %
Protected Time: 80 %

We propose 80%
protected time,
must be at least
70%

5. Teaching (please tick)

Percentage of a full-time workload: 10 %

10% at our institute

- Teaching of courses
- Correction of written work
- Tutoring
- Preparation of assignments and proposed solutions for examinations, exercises, etc.
- Organising and running examinations
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6. Other tasks (please tick and add items)

Percentage of a full-time workload: 10 %

- Support in teaching
- Support in the organisation and implementation of examinations
- Supervision of websites and databases (e.g. research database)
- Support in outreach activities
- Continuing Education

tick and add new points if needed



7. Temporary additional employment

A temporary employment in another function for tasks that are not directly relevant to the qualification is possible.

The additional employment does not lead to an increase in the proportion of working hours for the applicant's own research in accordance with § 4 of the Framework Specifications and must not hinder the qualification objective.

Additional appointments are made independently.

We propose 80% protected time, must be at least 70%

The individual framework specification applies from Date:

- New framework specification (Rahmenpflichtenheft)
- Replaces framework specification from Date

Zürich, Date

Supervisor:

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Zürich, Date

Doctoral Candidate

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Document filing:

- Original to supervisor
- Copy to doctoral candidate
- Copy to StudentAdmin (for personnel department)