**Agreement on supervision, aims and conditions with respect to doctoral studies**

This agreement is designed to be completed on commencement of your PhD. Its completion is a **condition for your acceptance** in the **Zurich Graduate School in Geography**, which you will need before you can complete registration with the university. The document’s purpose is to gather information about new PhD candidates in the Graduate School, and to promote discussion about the duties and rights of PhDs candidates The responsibility for completion of the form lies with the PhD, who should complete it in discussion with her/his supervisors. Any questions, problems or suggestions with respect to the form should be referred to the Graduate School. The form should be **updated annually and submitted** to the **Department Office**, as a record of progress through your PhD.

1. ***Name and version date***

Name:

Version date:

1. ***General information with respect to PhD candidate***

E-mail address:

Group/ institution:

Date of birth:

Nationality:

Gender:

Matriculation number:

Standard of English according to Common European Framework[[1]](#footnote-1):

***Degree qualifying for admission to doctoral programme***

Subject:

Institution:

Notes:

1. ***PhD Committee Members***

*Main supervisor*

Name:

Group/institution:

E-mail address:

MNF Promotionsrecht: Y/N[[2]](#footnote-2)

*Committee member*

Name:

Group/institution:

E-mail address:

MNF Promotionsrecht: Y/N

*Committee member*

Name:

Group/institution:

E-mail address:

MNF Promotionsrecht: Y/N

*Committee member*

Name:

Group/institution:

E-mail address:

MNF Promotionsrecht: Y/N

1. ***PhD Project (general information)***

Provisional PhD title:

Funding source:

Project title:

Date of appointment:

Project start date:

Project end date:

Funding available for conference visits, field courses, etc:

1. ***Initial planned PhD milestones[[3]](#footnote-3),[[4]](#footnote-4)***

These milestones should be seen as a planning mechanism rather than a binding agreement. They should be updated annually in agreement with your committee, and should form an important tool in monitoring your progress towards a PhD.

|  |  |  |  |
| --- | --- | --- | --- |
| **Milestone** | **Planned date** | **Actual date** | **Comments** |
| 1st committee meeting |  |  |  |
| PhD proposal[[5]](#footnote-5) submitted to committee |  |  |  |
| PhD proposal presented/defended |  |  |  |
| Feedback on proposal received |  |  |  |
| Planned PhD submission |  |  |  |
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1. ***Graduate School curriculum requirements (12 ECTS – 6 from obligatory and 6 from optional courses)***

*Obligatory courses (All 1 ECTS) – please indicate planned attendance date and type of transferable skills planned*

Promotionsseminar I:

Promotionsseminar II:

Principles and Theory:

Graduate School Retreat (to be visited twice):

Scientific writing course:

Other transferable skills course:

*Optional courses (6 ECTS) – indicate planned method of gaining other 6 ECTS (e.g. courses, summer schools, conference visits[[6]](#footnote-6), etc.)*

1. ***Planned absences from GIUZ of more than two weeks (holiday, fieldwork, study visits)***

Absence purpose:

Planned dates:

Consequences for obligatory courses discussed with Graduate School:

1. ***Faculty teaching requirement***

*All PhD candidates in the MNF must complete a minimum of 100 hours and a maximum of 420 hours teaching related duties during their PhD, in order to gain a variety of teaching experiences. In principle, hours should be allocated according to the time dedicated to the teaching activities, based on the hours of contact time with a sensible time allocated to associated preparation, administration and marking. As a guideline, a range of possible teaching activities with indication of estimated workload are given in Annex 1. In the event of questions, or foreseen difficulties in meeting the teaching requirement please contact the Graduate School as soon as possible. Please indicate below initial plans as to how this requirement will be met. Remember, that the aim of this teaching requirement is also to gain first experiences in teaching and enable PhD candidates to develop their teaching skills.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Teaching activity** | **Planned dates** | **Hours committed** | **Comments** |
| Delivering practicals in GEO243 | Spring semester 2010 | 40 hours | 2 hours practical per week for 12 weeks plus approximately 8 hours preparation and 8 hours marking |
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1. ***Administrative duties***

*Indicate here agreed administrative and other duties within the Department.*

This document has been discussed and agreed upon by:

Place and date ……………………………………………………….

PhD Candidate…………………………………………………………………

Place and date ……………………………………………………….

Main supervisor

Place and date ……………………………………………………….

Chair of promotion committee (if not main supervisor)

The first version of the completed form should be delivered, **along with a copy of your CV**, to Esther Mettler (esther.mettler@geo.uzh.ch) in the Department’s main office. On receipt of the form, Esther will arrange for you to receive an official invitation to the Zurich Graduate School in Geography, which you will need for your registration as a PhD with the University.

Subsequent version should also be delivered to Esther Mettler (esther.mettler@geo.uzh.ch) on completion of each year of study.

**For internal use only**

Form received:

Invitation to ZGSG:

First year report received:

Second year report received:

Third year report received:

Course requirements fulfilled:

Teaching requirements fulfilled:

PhD completed:

1. <http://www.sprachenzentrum.uzh.ch/angebot/niveau_en.php> [↑](#footnote-ref-1)
2. If the main supervisor does not have “Promotionsrecht” at the MNF then another supervisor should be nominated to the faculty as committee chair. At least two committee members must have “Promotionsrecht” at the MNF, which is automatically conferred to all faculty members and titular professors (that is all those with the title Prof. Dr. in the faculty). The main supervisor is the person responsible for the day to day supervision of the PhD. [↑](#footnote-ref-2)
3. Further milestones should be added in discussion with PhD committee (e.g. further PhD committee meetings, paper submission (conference and journals), completion of empirical work or experiments, etc.). [↑](#footnote-ref-3)
4. Give indicative dates for these milestones, which may be updated during the PhD. Updates should be indicated with strikethrough, ~~thus~~ so that modifications to the plan are visible. These milestones are the responsibility of the PhD candidate and the committee. [↑](#footnote-ref-4)
5. The PhD proposal discusses the aims, methods, expected results, potential problems, timetable and milestones for the PhD. It should be appended to this document on completion. The form of delivery of proposal and its defence may vary between research groups, but it should in all cases be completed within a maximum of 1 year of commencement of the PhD. [↑](#footnote-ref-5)
6. Note that events such as summer schools and conferences can **only** be allocated credit points after submission of a report on the event and its acceptance by the main supervisor. [↑](#footnote-ref-6)