



## Buddy Program – Information for Senior Buddies

Dear (future) Senior Buddy, thank you for your interest in the Buddy Program! The buddy program is designed to help new PhDs and interns in the GIUZ department to settle in faster and happier. In the program, we match newly arrived PhD students or interns to more experienced PhD students outside their own group. The newly matched buddies can then informally discuss any practicalities, progress in the PhD or internship, frequency of meetings or even the best location for a coffee in Zurich. We hope that this will provide new PhDs and interns with context for future decisions and experience, in particular right after they start. This information sheet provides all you need to know about being a Senior Buddy. If you have any question please contact one of the Graduate School Representatives. We wish you a great time as Buddy!

### What is a Senior Buddy?

A Senior Buddy is a PhD student or Post-Doc that has been at the department of a long enough time to know about the practicalities of working at the department and is able to help the new PhD or interns out with this.

### What does a Senior Buddy do?

The role of a Senior Buddy is to coach a new PhD or intern, meaning that they provide information about practicalities, listen to any struggles the PhD or intern may have and, in case necessary, advise the PhD or intern to contact one of the official internal or external help lines. You meet at least once with your buddy, but you can meet as much as you like afterwards of course!

### What topics could be discussed?

- Matriculation (where, when and how?)
- Agreement form (what is it, when is it updated?)
- Proposal (what is it, what to include, when to hand in and present and what to do with feedback?)
- IT-infrastructure (geoWIKI, IT-guru, Group Server)
- Funding (where do you find it and how do you apply?)
- Micro-funds (what is it and how do I apply?)
- Teaching (amount, confidence, courses and advice)
- Working hours (amount, home office, keeping track of absence and rules)
- Coffee breaks/lunch
- Holidays (planning and duration)
- Supervision (how often do you meet, ask for more or less, how much support?)
- Timelines (progress, stress, control and pitfalls)
- Conferences (what, which kind and when?)
- Research platforms (what, when and where?)

- Master concept talks (what is the interaction between Master's and PhDs and how to contribute?)
- Library (where is it, what can you find there and how does it work?)
- MAV (what is it and who needs to attend?)
- Graduate school representatives (who are they and what do they do?)

### What if an issue arises that I am not able to solve?

If an issue arises you feel uncomfortable with or requires any type of action, you can inform your buddy about official lines of help, such as

- Graduate School, or Graduate School Representatives (issues within the department)
- GIUZ person of trust (issues within the department)
- Employee Assistance Office, MBS (difficulties in the workplace)
- Psychological Counseling Service (personal or study related problems)
- The VSUZH Committee for Legal Services, ReBeKo (legal issues)
- Office for Gender Equality (advice for men and women on equal opportunities).

Please remember that you are in no way responsible for solving any issues of your buddy! Directing them to the appropriate help line is all that is within your power. Whenever in doubt, you can contact one of the graduate school representatives.

### How do I become a Senior Buddy?

To become a Senior Buddy please send an email to one of the graduate school representatives of GIUZ (Nico Neureiter ([nico.neureiter@geo.uzh.ch](mailto:nico.neureiter@geo.uzh.ch)), Hanneke van 't Veen ([hanneke.vantveen@geo.uzh.ch](mailto:hanneke.vantveen@geo.uzh.ch)) or (Carrie Thomas ([carrie.thomas@geo.uzh.ch](mailto:carrie.thomas@geo.uzh.ch))). We will include you in our list with Senior Buddies and match you with a new PhD student or Intern once they arrive and are interested.