**Important Information and Links for PhDs & Postdocs**

avuba, as of 05 February 2024

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# **New in Basel?**

**Extensive Information on University’s Welcome Service Website**

<https://www.unibas.ch/en/University/Administration-Services/The-President-s-Office/National-and-International-Cooperation/Welcome-Center.html>

**Entry and stay in Switzerland**  
<https://www.ch.ch/en/entry-stay-switzerland/>

**Insurance solutions and finance products**  
[Akademis - Ihre unabhängige Versicherungs-/Finanzplattform](https://akademis.ch/)

**Language center**

<https://www.unibas.ch/en/Studies/Degree-Programs/Language-Center.html>

# **Agreements and Regulations for PhDs and Postdocs @unibas**

**General assistant tasks:** During the semester, teaching duties of assistants may amount to a maximum of 20% of the level of employment. Over the total period of employment, at least 60% of employment time must be reserved for the assistant’s own research. See Section 24 of the [Regulations for academic personnel at the University of Basel](https://www.unibas.ch/dam/jcr:af171861-00bb-4129-894b-09795a1dead9/OWP_EN.pdf):

[PhDs: doctoral agreements, discussion on doctoral agreement, doctoral studies regulations](https://www.unibas.ch/en/University/Administration-Services/Vice-President-s-Office-for-Education/Academic-Programs/Graduate-Center/Doctoral-Candidates-and-Postdocs/Agreements-and-Regulations/Doctoral-Studies.html)

PhDs: [employment and supervision of doctoral candidates](https://www.unibas.ch/dam/jcr:f40c5051-1996-4745-8a32-68d3ea8274a1/Process_Employment_and_Supervision_Docs.pdf)

[PhDs: job description for doctoral students (intranet)](https://intranet.unibas.ch/display/HR/Assistierende+-+Postdoktorierende?preview=/67601151/82741236/Stellenbeschreibung%20Assistierende.docx)

[Postdocs: postdoctoral agreements, habilitation regulations](https://www.unibas.ch/en/University/Administration-Services/Vice-President-s-Office-for-Education/Academic-Programs/Graduate-Center/Doctoral-Candidates-and-Postdocs/Agreements-and-Regulations/Postdoctorate.html)

[Postdocs: employment and supervision of postdocs](https://www.unibas.ch/dam/jcr:0dec08d8-1064-42f5-a7ef-4f0772a3807d/Process_Employment_and_Supervision_Postdocs.pdf) (intranet)

[Postdocs: job description for postdocs (intranet)](https://intranet.unibas.ch/display/HR/Assistierende+-+Postdoktorierende?preview=/67601151/154927993/Stellenbeschreibung%20PostDoc%20-%20Job%20description%20PostDoc.docx)

[Regulation on secondary activities (agreements with third parties and the use of intellectual property in the context of work at the university](https://www.unibas.ch/dam/jcr:26745936-89a8-425c-acd2-1bd8289ec19c/441_200_O_Nebent%C3%A4tigkeit_EN_02.pdf))

**GRACE – info and contact center for PhDs and postdocs at the University of Basel**

<https://www.unibas.ch/en/Research/Graduate-Center.html>

# **Advisory Services**

**Advice & Emergencies**

<https://www.unibas.ch/en/Emergency-Support.html>

**Unibas Support Services Guide**

<https://www.unibas.ch/en/Emergency-Support/Support-Services-Guide.html>

**Social services** in case of financial concerns, childcare, health problems or difficult family circumstances

<https://www.unibas.ch/de/Studium/Beratung/Soziales-Gesundheit/Sozialberatung.html>

**Free psychological counseling for assistants**

<https://studienberatung.unibas.ch/en/advice/counseling/psychological-counseling/>

**Coaching and conflict counselling, Ariane Schnepf and Judith Tonner**

<https://intranet.unibas.ch/display/POE/Beratung> (intranet)

**Personal Integrity counselling, Cora Wagner**

<https://www.unibas.ch/en/University/Administration-Services/Vice-President-s-Office-for-People-and-Culture/Culture-Diversity-and-Leadership-Development/Personal-Integrity.html>

# **avuba Services**

**Free and professional legal advice**

<http://www.skuba.ch/rechtsberatung>

**Funding for academic and non-academic projects by avuba**

[Funding of academic and non-academic projects | Assistants’ Association of the University of Basel | University of Basel (unibas.ch)](https://avuba.unibas.ch/en/services/funding-of-academic-and-non-academic-projects-1/)

Questions of any kind: contact Amancaya or Patricia ([avuba@unibas.ch](mailto:avuba@unibas.ch)) the avuba [general managers](mailto:avuba@unibas.ch) or the [avuba co-presidents](https://avuba.unibas.ch/de/ueber-uns/organisation/co-praesidium/)

**Events for PhDs and postdocs**

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

**Social Media**

Follow avuba on [LinkedIn](https://www.linkedin.com/company/avubabasel/?original_referer=) and [Twitter](https://twitter.com/avubabasel).

**Tipps & Tricks for a successful doctorate**

[20230511 Tipps & Tricks for PhDs](https://avuba.unibas.ch/fileadmin/user_upload/avuba/Diverses/20230511_Tipps___Tricks_for_PhDs_Masterfoliensatz_WEB.pdf)

# **Working @unibas**

**Terms of employment**

[All about the terms of employment - Human Resources (intranet)](https://intranet.unibas.ch/pages/viewpage.action?pageId=52830327&showLanguage=en_GB)

[Documents - Human Resources (intranet)](https://intranet.unibas.ch/display/HR/Dokumente?showLanguage=en_GB)

[Job description PhDs](https://intranet.unibas.ch/display/HR/Downloads?preview=%2F67601151%2F154927992%2FStellenbeschreibung+Dok+-+Job+description+Doc.docx&searchId=US3GJJGLV) (intranet)

[Job description Postdocs (intranet)](https://intranet.unibas.ch/display/HR/Downloads?preview=%2F67601151%2F154927993%2FStellenbeschreibung+PostDoc+-+Job+description+PostDoc.docx)

Visa extentions: <https://www.fedlex.admin.ch/eli/cc/2007/758/en#id-ni5> (Article 21)

**HR**

[HR A-Z (various Information) – Universität Basel (intranet](https://intranet.unibas.ch/pages/viewpage.action?pageId=52830021&showLanguage=en_GB))

[HR Contact](https://intranet.unibas.ch/display/HR/Dezentrales+HR) (intranet)

**Vacancies**  
<https://www.unibas.ch/en/Staff/News-Events/Current-Vacancies.html>

**Parenthood**

[Maternity - Human Resources (intranet)](https://intranet.unibas.ch/display/HR/Elternschaft?showLanguage=en_GB)

[Working & having children (intranet)](https://intranet.unibas.ch/display/FAMSVC/Arbeiten+mit+Kindern?showLanguage=en_GB)

**Values and Ethics @Unibas**

<https://www.unibas.ch/en/Research/Values-Ethics.html>

# **Training, Career, Funding, Publication & Data**

**Training and Development for Staff**

[Training Program for Faculty and Staff](https://fortbildung.unibas.ch/welcome)

**Transferable Skills**

[Transferable Skills programs and conditions](https://www.unibas.ch/en/University/Administration-Services/Vice-President-s-Office-for-Education/Academic-Programs/Graduate-Center/Transferable-Skills.html)

<https://careercenter.umich.edu/article/phd-transferable-skills>

**Career Advancement (academic career)**

<https://www.unibas.ch/en/University/Administration-Services/Vice-President-for-Research/Career-Advancement.html>

**Career Counseling Service Center (career outside of academia)**

<https://www.unibas.ch/en/Studies/Advice/Career-Counseling/Counseling.html>

**Tips & tricks for job applications and interviews**

<https://www.unibas.ch/en/Studies/Advice/Career-Counseling/Counseling/Tips-for-Applications-and-Interviews.html>

**Planning, financing, and shaping your academic career**

<https://www.unibas.ch/en/University/Administration-Services/Vice-President-for-Research/Career-Advancement.html>

<https://alumnibasel.ch/mentoring>

**Funding**

<https://www.unibas.ch/en/Research/Individual-Funding.html>

<https://www.unibas.ch/en/Research/Project-Funding.html>

**Open Access**

<https://oa100.snf.ch/en/home-en/>

[Open Access | University Library (unibas.ch)](https://ub.unibas.ch/en/services/dh-digital-services/open-access/)

**Research Data Management – Data Management Plan (DMP)**

<https://researchdata.unibas.ch/en/home/>

<http://www.snf.ch/en/theSNSF/research-policies/open_research_data/Pages/data-management-plan-dmp-guidelines-for-researchers.aspx>

<https://www.ncbi.nlm.nih.gov/pmc/articles/PMC4792175/pdf/sdata201618.pdf>

**Data protection officer**

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