

Information Event For New PhDs and Postdocs

19th of September 2024, 12:00 till 1:30 p.m.



Other Information & Welcome Events

Faculty of Psychology: *October 2nd, 12:00 till 14:00 in Seminarraum 00.009 at the Faculty of Psychology*

Faculty of Social Sciences and Humanities: *There will be a separate Welcome Event for PhD students at the faculty. The date is not yet set but PhD students will be informed in due time before the event.*

Tonight: *17:00 till 20:00 Welcome Apéro at the Verso Bar, located at Petersplatz 1 (inside the Kollegienhaus of the university). Interested in attending, then register here:*



Further Info

You can ask questions via the Q&A (F&A) function or via the chat during the presentation and afterwards

The whole presentation will be available on the website of the Graduate Center



University
of Basel

Graduate Center (GRACE)



Platform Graduate Center

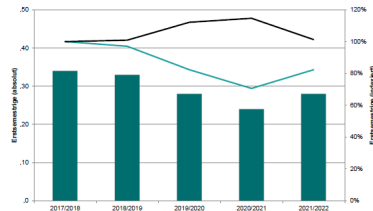
Transferable Skills



Events by, for and with PhDs and Postdocs



Quality management PhD



Contact Point for PhDs and Postdocs



grace@unibas.ch


The Graduate Center Team

Dr. Stefanie Hof-Seiler
Leiterin
Graduiertenausbildung




▼

Dr. Laura Velte
Graduiertenausbildung / Cotutelle de thèse




▼

Andrea Wüst
Transferable Skills
Manager



▼

Dr. Jonas Zahn
Graduiertenausbildung / Transferable Skills








▼

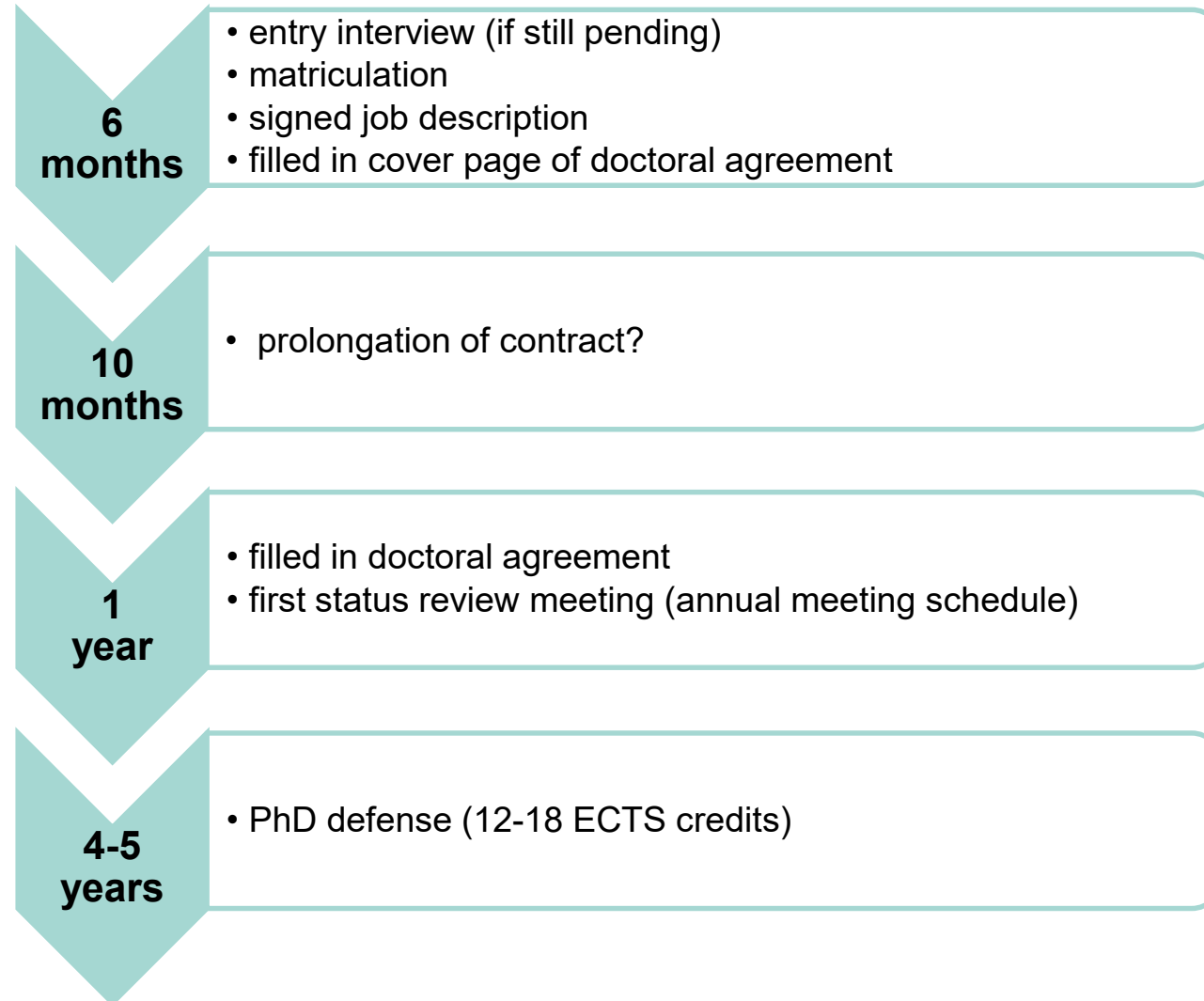
Saskia Knecht
Hilfsassistentin



coming soon

 unibas.ch/grace  grace@unibas.ch  [@phd_UniBasel](https://twitter.com/phd_UniBasel)  [@grace.unibas](https://facebook.com/grace.unibas)  [grace-unibas](https://linkedin.com/company/grace-unibas)

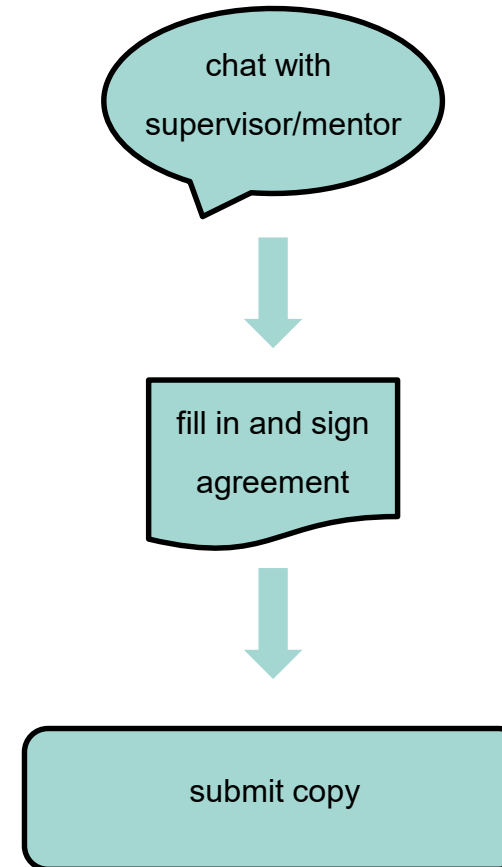
PhD Timeline in Basel



(Post)Doctoral Agreement

Your «contract» with your supervisor/mentor

- title page with basic information
- funding employment plan?
- publication plan?
- annual status review meetings
- additional requirements (PhD)



Further important documents

- Doctoral Studies Regulations («Promotionsordnungen») at each faculty → Central regulatory document for the doctorate at each faculty
- Process Employment and Supervision of Doctoral Candidates & Process Employment and Supervision of Postdocs → «Right and duties» of Doctoral Candidates / Postdocs and their supervisors / mentors

(Post)Doctoral Agreements and Checklist

Links & Downloads	
Template Doctoral Agreement (Doktoratsvereinbarung) (PDF, 270 KB)	∨
Checklist Doctorate (PDF, 90 KB)	∨
Process Employment and Supervision of Doctoral Candidates (PDF, 73 KB)	∨
Discussion on Doctoral Agreement (PDF, 268 KB)	∨
Doctoral Agreement Faculty of Humanities and Social Sciences	↗
Doctoral Agreement Faculty of Science	↗
Doctoral Agreement Faculty of Psychology	↗
Doctoral Agreement Faculty of Business and Economics	↗
Doctoral Agreement Faculty of Medicine	↗
Doctoral Agreement Faculty of Law	↗
Doctoral Agreement Faculty of Theology	↗

Links & Downloads	
Template Postdoctoral Agreement (PDF, 237 KB)	∨
Checklist Postdoctorate (PDF, 97 KB) (PDF, 88 KB)	∨
Process Employment and Supervision of Postdocs (PDF, 72 KB)	∨
Postdoctoral Agreement Faculty of Science	↗



[Documents to Download](#)

Transferable Skills for PhDs/Postdocs

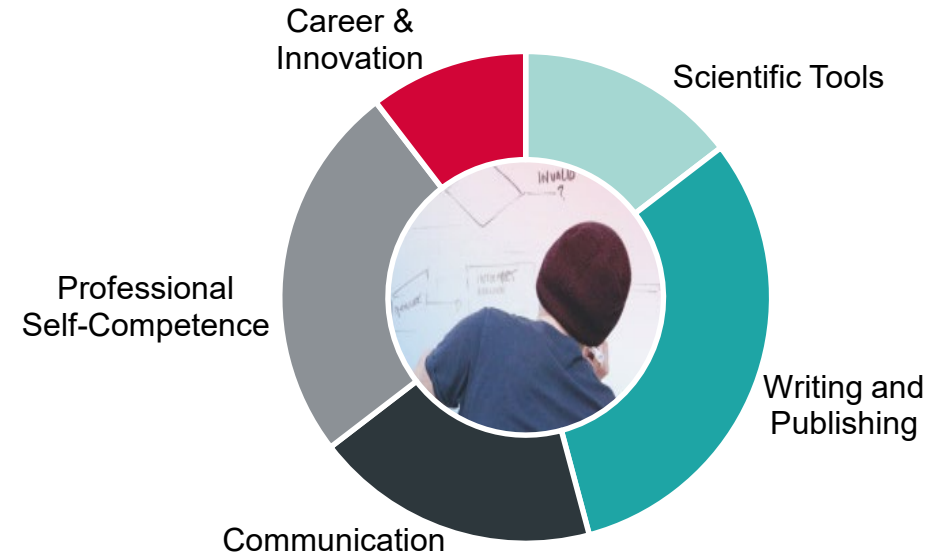
Courses (HS24)

- 62 courses with 3-25 places
- 852 course places in total
- some courses faculty specific
- evaluated each semester

Start registrations

- each January/August
- allocation of places by lot
→ no need to rush
- registration mandatory, late cancellation & no-show fee, max. 3 courses PP

- also open for associated institutes and EUCOR/EPICUR students
- ECTS credits automatically transferred by end of semester





University
of Basel



Welcome & Euraxess Center

Facilitating your start & stay in Basel

www.unibas.ch/welcome | Marijana Mirkovic | welcome@unibas.ch | International Office



Typical questions

- How can I find a **flat** in CH/F/D?
- Do I have to register with a **health insurance**?
- What is needed for opening a **bank account**?
- Can you help me with cross-border **public transportation** issues?
- I am lost – **who can help me** at this University with a question related to XY?
- Where can I register for a German **language course**?
- Can you help me with **understanding a document**?
- How should I register **my car** in CH?

Services of the Welcome Center (non-academic issues)

- Signposting function > where to find what at the University of Basel
- Information > formalities, e.g. move to Basel, first steps in CH, registration etc.
- Housing assistance > search strategy, serves as a reference, answers questions
- Orientation > childcare, school system, family offers
- Overview > culture, social life, integration
- Practical > help in terms of documents, application sheet, complicated phone calls
- Strategic function > acts as a focal point in terms of the embracing culture at the university

Specialties

- Cross-border information > for F and D

How to reach the Welcome Center?

- via website > www.unibas.ch/welcome
> **MoveOn tool**: fill in your personal details
- via email > welcome@unibas.ch



3min. clip: first steps

in Switzerland

- by phone > tel. 061 207 29 11
- in person (physical or virtual) > upon appointment

Principles:

- ❖ complimentary to services of Departments/Institutes/Faculties
- ❖ „helping people to help themselves“

Welcome & Euraxess Center
International Office
Kollegienhaus, office 019
Petersplatz 1, Basel



University
of Basel

Educational Technologies

Supporting you in digital teaching



Our offers to your questions

Which tools are available for digital learning and teaching?

Visit the [Edutools website](#) for an overview of the tools supported by the IT services.

How can I get ready for digital teaching?

We offer various courses in the [training & development program](#).

How can I strengthen my digital literacies?

Have a look at the [Digital Skills website](#) where you can test yourself regarding your digital skills and find numerous useful resources to strengthen your skills.

Get to know us:
www.bbit.unibas.ch

Contact us:
bbit@unibas.ch



University
of Basel

Organisational Culture.

Organisational Culture.

Organisational Culture
Dr. Simone Lazarus

Diversity & Inclusion
Nicole Kälin

Dr. Sabine Büchler
Achim Imboden
Patricia Zweifel

Leadership & Development
Dr. Ariane Schnepf

Katrin Kuchler
Sarina Pensa
Dr. Judith Tonner
Christiane Wetzel

Personal Integrity
Dr. Cora Wagner



University
of Basel

Diversity & Inclusion



Diversity at the University of Basel

The University of Basel is an organization that values the different experiences and perspectives of its members and promotes their diverse strengths, regardless of age, religion, gender, gender identity, cultural background, language, social or professional status, lifestyle, political conviction, sexual orientation or disability.

We are pleased to have you as part of our community. Please do not hesitate to contact us with any questions or concerns.

More information and offers: unibas.ch/diversity



diversity.unibas



Check the Strategic Position
and Action Plan on
Equality, Diversity & Inclusion!

Team Diversity & Inclusion.

Nicole Kälin

Head of Diversity & Inclusion



Patricia Zweifel

Deputy Head of Diversity & Inclusion & Project Leader



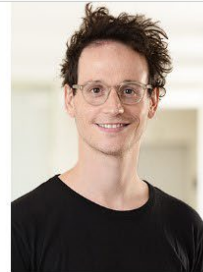
Dr. Sabine Büchler

Project Leader Diversity & Inclusion



Achim Imboden

Project Leader Diversity & Inclusion



Rania Bouzekri

Student Assistant Diversity & Inclusion



Mireille Graf

Student Assistant Diversity & Inclusion



Family Services.

Information and advice for balancing studies, career and family at the university.

Subscribe to our mailing list:

<https://www.maillist.unibas.ch/mailman/listinfo/family>

Check our brochure on parenthood!



Family-friendly University of Basel



Patricia Zweifel

Deputy Head of
Diversity & Project
Leader



University of Basel

Diversity

Steinengraben 5, Postfach

4001 Basel

Switzerland

Tel. +41 61 207 09 39

Career Programs for female PhD candidates and Postdocs.

antelope

Career program for highly qualified female postdoctoral researchers and excellent, advanced doctoral students who want to become professors.

[antelope | University of Basel \(unibas.ch\)](#)

ZOOM@Novartis

The mentoring program for female PhD students and postdoctoral researchers who are looking for a career clarification and would like to glimpse in industries.

[ZOOM@Novartis | University of Basel \(unibas.ch\)](#)

both programs are trans-inclusive!

Patricia Zweifel

Deputy Head of
Diversity & Project
Leader



University of Basel

Diversity

Steinengraben 5, Postfach
4001 Basel
Switzerland

Tel. +41 61 207 09 39

Diversity Management.

Diversity Committee

The Diversity Committee assists the university in anchoring diversity and equal opportunities as guiding principles.

Join in!

[Diversity Committee | University of Basel \(unibas.ch\)](https://www.unibas.ch)

Gender-Monitoring

Our monitoring documents progress towards the goal of increasing the proportion of women at the University of Basel.

Check out the interactive webpage!

[Equal opportunities monitoring | University of Basel \(unibas.ch\)](https://www.unibas.ch)

Dr. Sabine Büchler

Project Leader
Diversity



University of Basel

Diversity

Steingraben 5, Postfach
4001 Basel
Switzerland

Tel. +41 61 207 13 79

Language and Gender Diversity.

Gender Sensitive Language

Check our gender sensitive and inclusive language guide!

LGBTIQ+

Change of first name, title and gender for transgender individuals: how to proceed.

Subscribe to the mailing list:

<https://www.maillist.unibas.ch/mailman/listinfo/lgbtiq>

All Gender Toilets

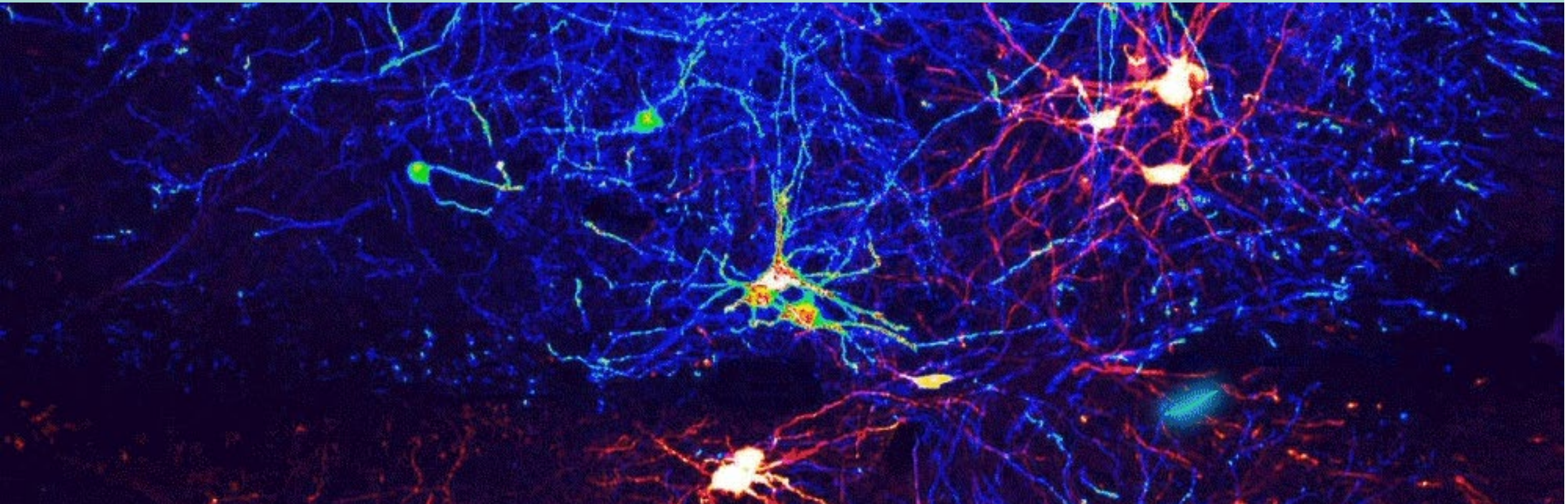
A map where you can find all gender toilets on the campus.

Achim Imboden
Project Leader
Diversity & Inclusion




University of Basel
Diversity & Inclusion
Steinengraben 5, Postfach
4001 Basel
Switzerland
Tel. +41 61 207 12 25

Leadership & Development




Team Leadership & Development.

Dr. Ariane Schnepf
Leiterin Leadership & Development




▼

Katrin Kuchler
MA
Projektleiterin
Leadership & Development, Training / Coaching




▼

Dr. Judith Tonner
Projektleiterin
Leadership & Development, Personalentwicklung / Coaching




▼

Sarina Pensa
MA
Projektleiterin
Leadership & Development, Teamentwicklung / Change



▼

Christiane Wetzel
Senior Expert Change & Transformation Management



▼

When to turn to Leadership & Development?

The center of our services are the development of the individual and the organization. Our services follow an understanding of the university as a learning organization. We help to develop the values of appreciation, respect and trust.

Our services include **training/courses**, **coaching/counseling** as well as support in **team development**.



You are not sure you have found the right person to contact?

Check our [Support Services Guide | University of Basel \(unibas.ch\)](#)

Coaching and Counseling.

We support you with coaching, for example:

- When you are working in a difficult situation.
- When you are unsure about your leadership responsibilities.
- When you are unsure about the next steps in your career.

Dr. Ariane Schnepf

Head Leadership &
Development



University of Basel
Leadership & Development
Steinengraben 5, Postfach
4001 Basel
Switzerland

Dr. Judith Tonner

Projects Leadership &
Development,
Personal Development
/ Coaching



University of Basel
Leadership & Development
Steinengraben 5, Postfach
4001 Basel
Switzerland

Training and Workshops.

We offer trainings in leadership and collaboration for all employees.

Check out our **course program**:

[Culture, Diversity & Leadership Development | Training \(unibas.ch\)](#)

For example:

Communicate Effectively – Collaborate Successfully
25 September, 9 and 30 October 2024

[Communicate Effectively – Collaborate Constructively | Fortbildung \(unibas.ch\)](#)

Katrin KÜchler

MA
Projects Leadership &
Development, Training
/ Coaching



University of Basel
Leadership & Development
Steinengraben 5, Postfach
4001 Basel
Switzerland

Tel. +41 61 207 09 25

Promoting Health.

Commitment

Focus on physical, mental, and social well-being.

Support.

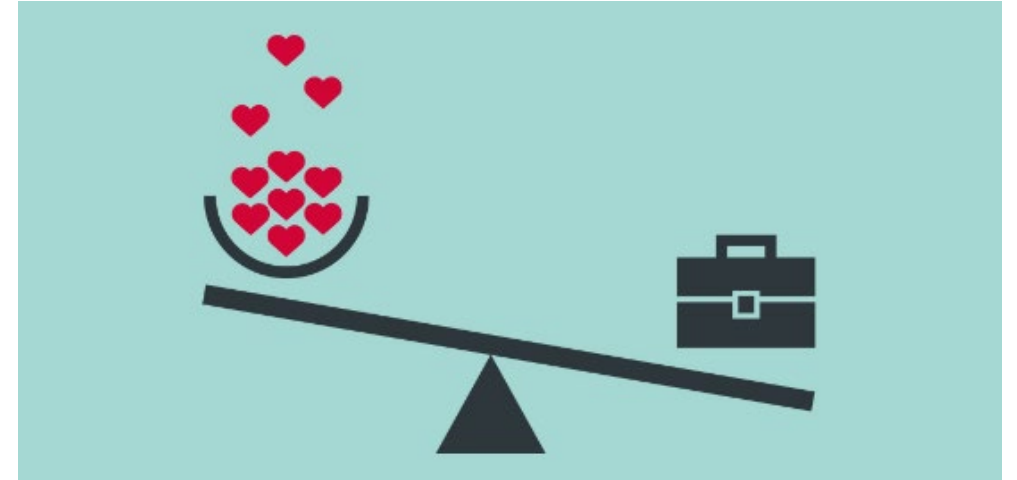
University Mental Health Clinic offers services for mental health emergencies, also in English.

Resources

[Promoting Health | University of Basel \(unibas.ch\)](https://unibas.ch)

Well-Being

Encourage breaks and use outdoor spaces.





University
of Basel

Personal Integrity



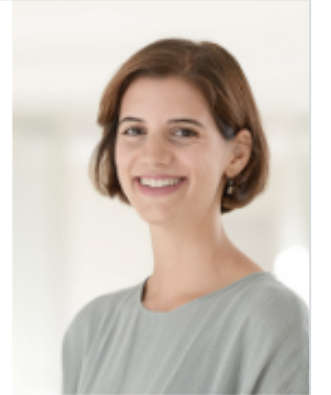
First Point of Contact.

The University of Basel is committed to a respectful working culture.
This means no sexual harassment, no discrimination and no bullying.

If you are in need of advice and support, contact Cora Wagner for a confidential inquiry.

More on unibas.ch/personal-integrity

Dr. Cora Wagner
Personal Integrity
Coordinator



University of Basel
Personal Integrity
Steinengraben 5, Postfach
4001 Basel
Switzerland

Tel. +41 61 207 09 89

Preventive measures.

To ensure the protection of personal integrity
& promote a positive culture

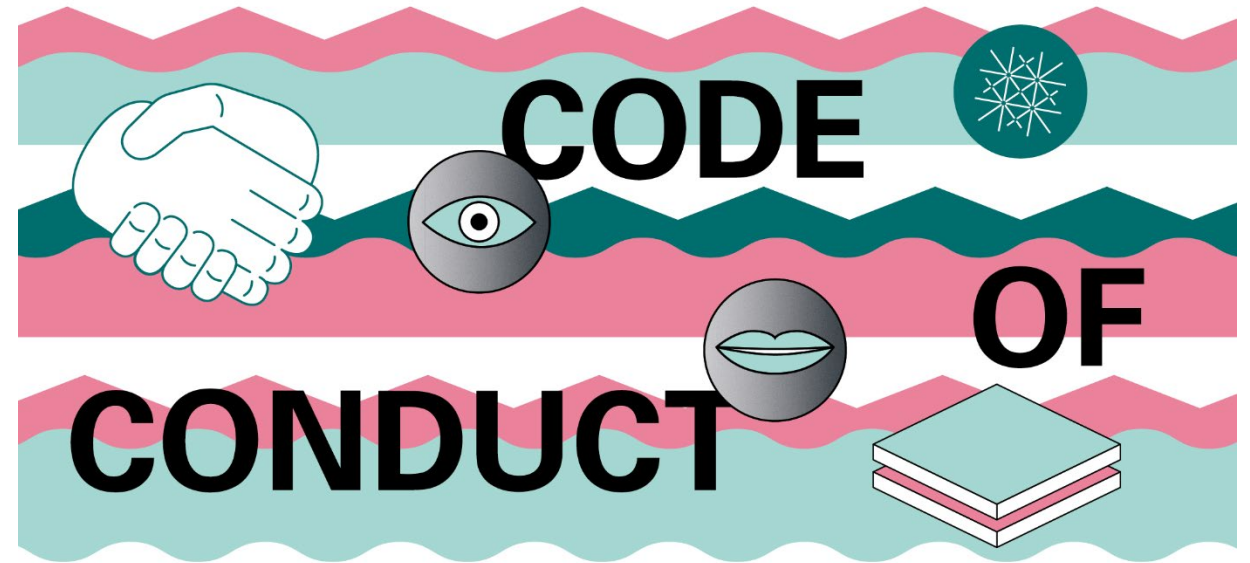
Be an active part of this culture.
Live the values of our Code of Conduct!

[Code of Conduct | University of Basel \(unibas.ch\)](https://www.unibas.ch)

And check our **courses** in the fall semester:

Wen Do : Assertiveness and Empowerment
12 and the 19 December 2024

[Wen Do: Selbstbehauptung und Empowerment | Training \(unibas.ch\)](https://www.unibas.ch)





avuba

Assistants' association of the University of Basel

Where to find us



Petersgraben 45
4051 Basel

(across the street from Kollegienhaus)

Co-managers:

- Amancaya Formica
- Patricia Eiche

Co-presidents:

- Antonia Vogler
- Lars Fluri

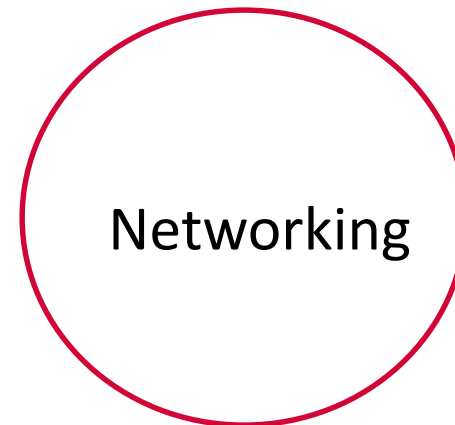
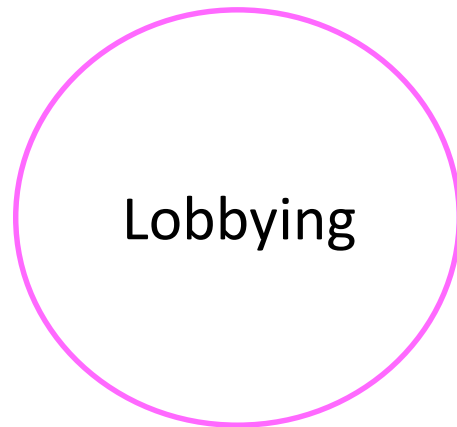
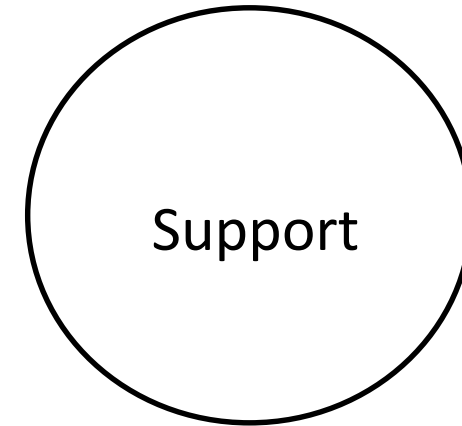
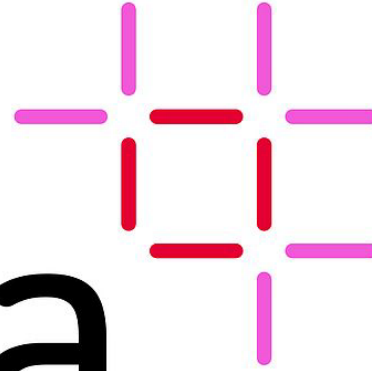
email:

avuba@unibas.ch



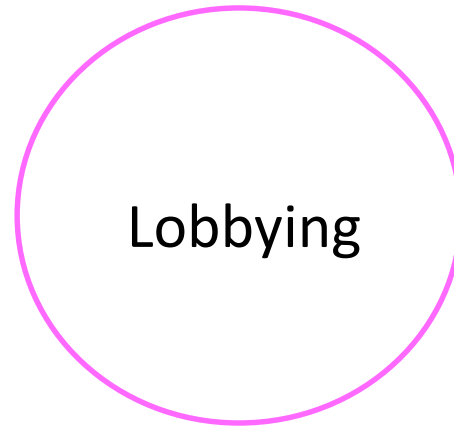
avuba

Assistierendenvereinigung
der Universität Basel



create favorable working conditions

represent you inside &
outside of Unibas



promote
career opportunities

avuba represents the interests of
2,800 PhD students and 500 postdocs
at the University of Basel



Lunchtime meetings

Writing Retreat Days

Seminars



Networking

End of summer
potluck BBQ

Happy hours and apéros at
the Verso bar

Funding for community-building
events

Relevant updates:

Newsletter / Email

Free legal advice

(Skuba clinic)



Support





Relevant information:

Website

Discreet & anonymous

consultations

Let's stay in touch

-  → @avuba
-  → @avubabasel
-  → www.avuba.unibas.ch
-  → avuba@unibas.ch

Please find a list of our events on our website

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



University
of Basel

Career Advancement

Overview and Services

Academic Career – Plan A, Plan B, ... ?

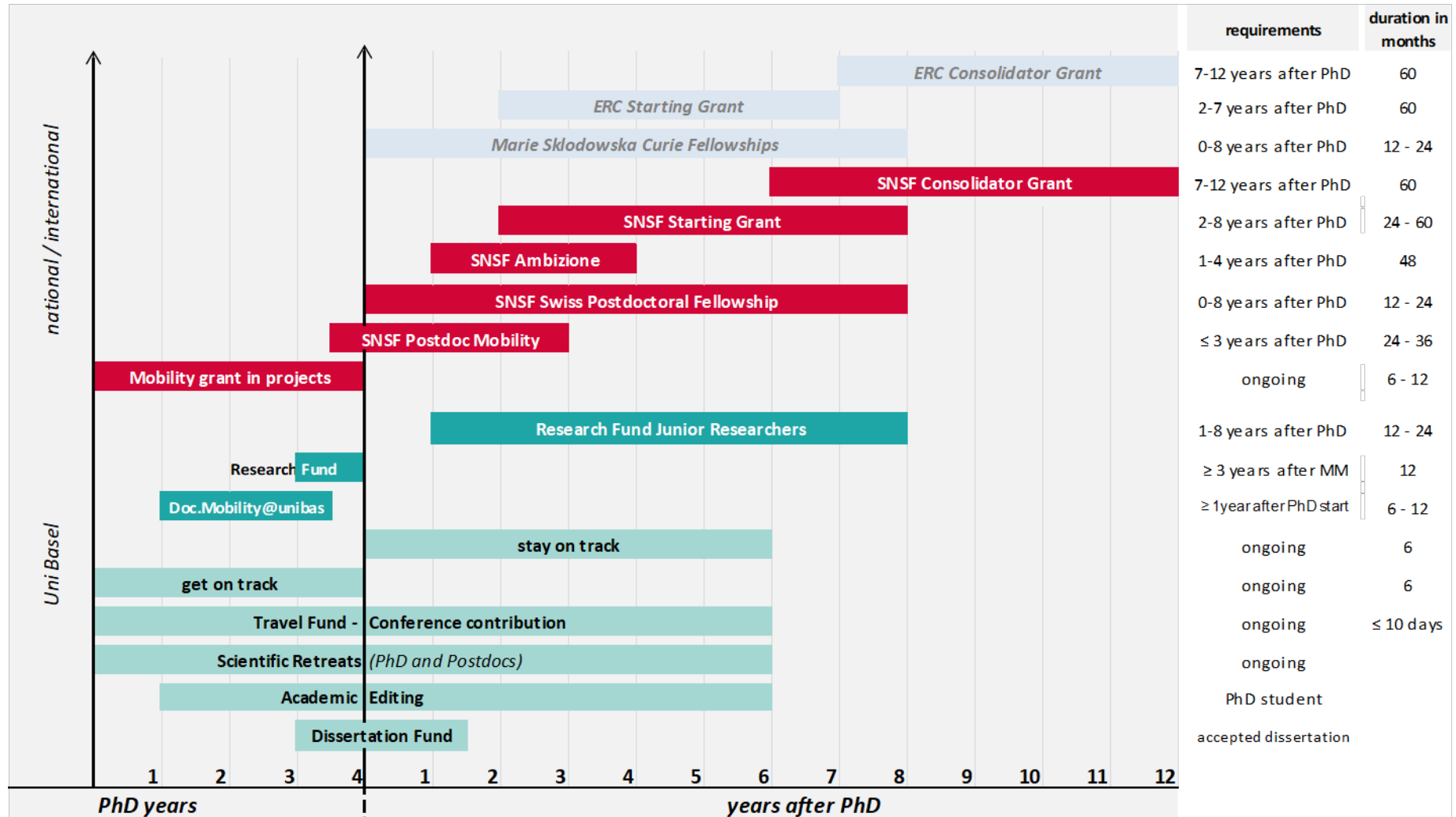
- academic career: phd, postdoc, assistant professorship, etc.
- position in industry, private sector, etc.
- other positions, public sector



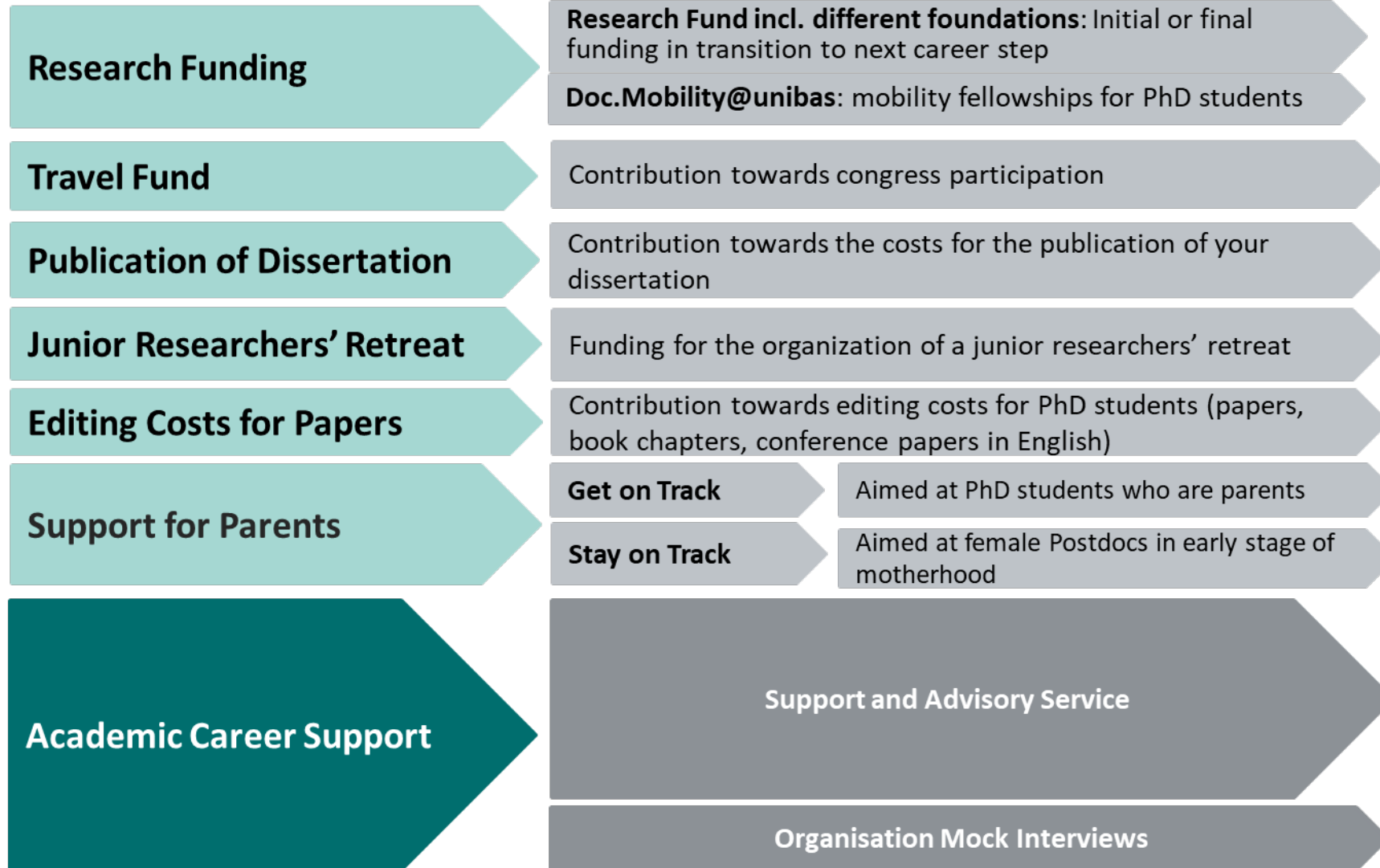
source: Studierendenwerk Darmstadt

What career path do you want to be on?

Career Funding Instruments



Funding and Services for PhD students and Postdocs



Support and Services

Dr. Marianne
Mathys
Head of Career
Advancement



University of Basel
Vice President's Office for Research
Career Advancement
Petersgraben 35, Postfach
4001 Basel
Switzerland

Tel. +41 61 207 30 41

marianne.mathys@unibas.ch

Madeleine Gloor
Career Advancement
Specialist



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Vice President's Office for Research
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Mariafranca
Tassielli
Career Advancement
Specialist



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Vice President's Office for Research
Career Advancement
Petersgraben 35, Postfach
4001 Basel
Switzerland

Tel. +41 61 207 12 87

mariafranca.tassielli@unibas.ch

- **Do you have questions concerning your application for funds?**
- **Do you have specific questions academic career planning and financing?**

Contact us directly or make an appointment: nachwuchsfoerderung@unibas.ch

Stay up to date, follow us on





University
of Basel

University Ethics Committee (UEK) Responsible Research

Website UEK | Dr. Isabelle Wienand | uek@unibas.ch

Information Event for new PhD candidates and Postdocs, 19.09.2024

The UEK in a Nutshell

- The University Ethics Committee (UEK) is presided the Vice President for Research
- The UEK is currently composed of six members of different faculties, of the Data Protection Officer (DPO) and the Chief Information Security Officer (CISO)



UEK Office
Dr. Isabelle Wienand
uek@unibas.ch

Mitglieder der Ethikkommission

MITGLIEDER	GLIEDERUNGSEINHEIT	FUNKTION / GRUPPIERUNG
Prof. Dr. Primo Schär	Rektorat	Vizekanzler Forschung
Prof. Dr. Jens Gaab	Fakultät für Psychologie	Vertretung Psychologie
Prof. Dr. Sabine Gless	Juristische Fakultät	Vertretung Recht
Prof. Dr. Anne-Katrin Pröbstel	Medizinische Fakultät	Vertretung Life-Sciences und Medizin
N.N.	Philosophisch-Historische Fakultät	Vertretung Geistes-/ Sozialwissenschaften
Prof. Dr. Laurent Goetschel	Philosophisch-Historische Fakultät	Vertretung Politikwissenschaften
Prof. Dr. Heiko Schuldt	Philosophisch-Naturwissenschaftliche Fakultät	Vertretung Naturwissenschaften/SIVIT
Simone Mäder MLaw, Advokatin	Rektorat	Datenschutzbeauftragte
Dr. Marcus Dantz	Rektorat	Informationssicherheitsbeauftragter

What does the UEK do for researchers ? Assist, Inform, Sensitize, Review

ASSIST & ADVICE in research ethics issues

- Is your research project ethically sensitive?
- Is an ethics approval mandatory for your research project?

- [Online Ethics Self-assessment Tool](#)
- uek@unibas.ch

INFORM about the relevant guidelines and good practices in research ethics

- [Guidelines to Participant Observation](#)
- [Research Ethics Guidelines in Switzerland](#)
- ...

- uek@unibas.ch
- [Website UEK](#)
- datenschutz@unibas.ch

SENSITIZE the researchers about their responsibility as researchers

- [GRACE Online Course Ethics of Science](#)
- [Online Training Research Integrity](#)
- ...

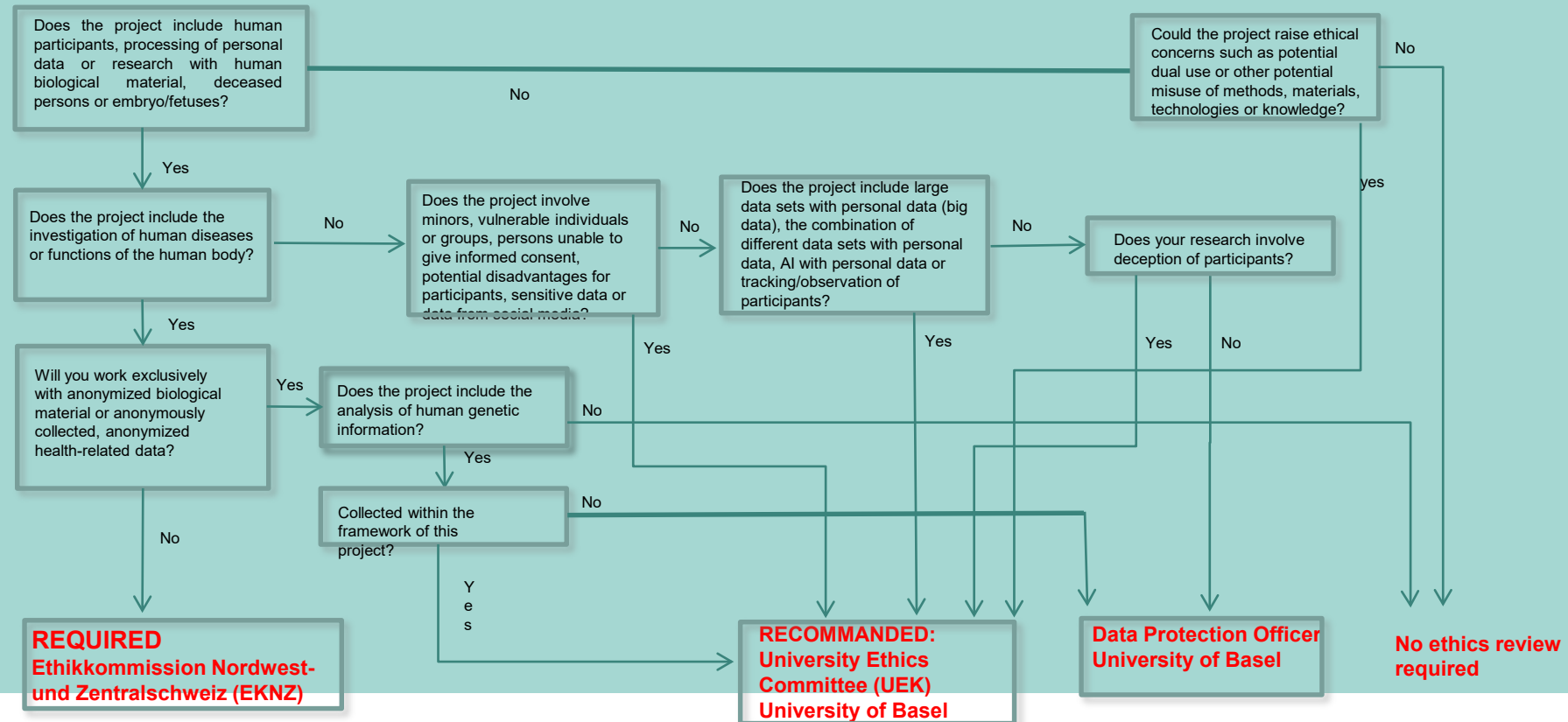
- grace@unibas.ch
- [Website Scientific Integrity](#)

REVIEW the ethical conformity of research projects

- UEK application forms
- Guidelines application
- Templates
- ...

- uek@unibas.ch
- [Website UEK](#)

Ethics Self-Assessment of Research Projects



This ethics self-assessment tool has solely an informative, first-orientation purpose, it does not replace an ethics approval.
Please contact the UEK Office (uek@unibas.ch) for further information

Contact

➤ **UEK Website**

<https://www.unibas.ch/en/Research/Values-Ethics/Ethics-Committee-of-the-University-of-Basel.html>

➤ **UEK Office** Dr. Isabelle Wienand | Managing Director University Ethics Committee
uek@unibas.ch | <http://www.unibas.ch> | Website UEK

➤ **DPO** Simone Mäder | datenschutz@unibas.ch

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

➤ **CISO** Dr. Marcus Dantz | marcus.dantz@unibas.ch

<https://www.unibas.ch/de/Organisationsfinder.html?id=da4d1a40-7379-4d52-a76a-e7c00cfea506>



University
of Basel

Grants Office

What does the Grants Office do?

Who are we and how do you find us?

How does the Grants Office support you?

Step by Step

Central contact point for advice and support with the acquisition of research funding

We can support with

- Choice of instrument
- Eligibility and evaluation criteria
- Applicants' training events and individual advice
- Administrative support, host confirmations
- Forms & Budget Checks
- Proposal Reviews
- Grant Preparation / Negotiation of contracts
- Project Management Advice



Project Idea



Project Preparation



Write Proposal



Evaluation



Grant Preparation



Project Management

Career Funding Instruments

SNSF, SNSF Transitional Measures, Horizon Europe

Horizon Europe				ERC Starting Grant (15.10.2024)										60
		MSCA Postdoctoral Fellowship (tbd 2025)												12-24
SNSF Transitional Measures		SNSF Swiss Postdoctoral Fellowship (2.12.2024)												12-24
SNSF/Innosuisse	BRIDGE Proof of Concept (4x per year)													12
SNSF					SPARK (1x per year)								12	
				SNSF Starting Grant (15.1.2025)										60
			Ambizione (1.11.2024)											24-48
		SNSF Postdoc Mobility (2x per year)												24-36
	4	1	2	3	4	5	6	7	8	9	10	11	12	
	PhD year	Years after PhD											Duration in months	

Find out more with the **Funding Sources Database**



<https://www.researchprofessional.com/>

Grants Office

Who are we and how do you find us?



Eve Silfverberg

Head of Grants Office



Aleksandra Grzegorzcyk

Research Manager



Luca Wacker

Deputy Head / Research
Manager



Gillianne Bowman

Research Manager /
Company Advisor



Caroline Peneff

Research Manager

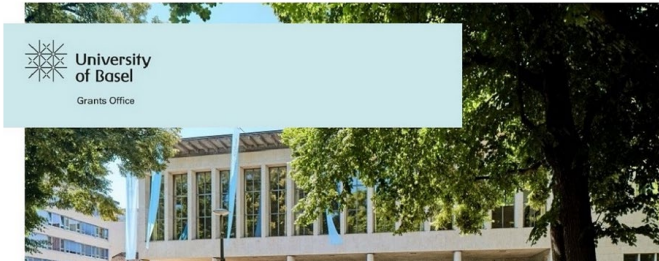


Julia Wyss

Research Manager

Information

Grants Office Newsletter February 2023



Events and trainings

- Internal announced via Newsletter
- For EU programmes:
<https://www.euresearch.ch/events/>

Grants Tool:


www.grants.unibas.ch:

Budget calculation, department confirmation (mandatory)

Contact us:

grants@unibas.ch

Phone: +41 61 207 60 53

 @BaselGrants

Find us:

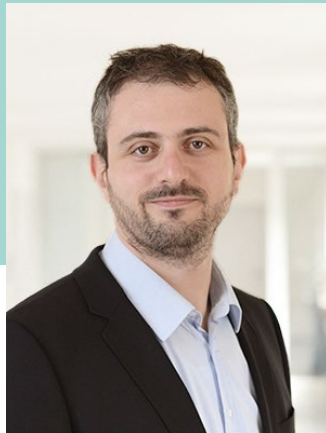
On the University [Website](#)

On the [Intranet](#)

Educational Development



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Head Educational Development
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Dr. Alessandro Dall'Acqua
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Vera Roth, lic. rer. pol.
Academic Associate
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vera.roth@unibas.ch

Educational Development

hsd.unibas.ch

We support the professionalization of instructors according to international standards, the development of modern exams and assessments, and the establishment of a strong feedback culture between students and teachers.

fortbildung

Academic Teaching Workshops



Certificates in Higher Education Practice

EXAMS AND ASSESSMENTS

Exams and Assessments



Teaching Excellence Awards

Academic Teaching Workshops

fortbildung.unibas.ch (vera.roth@unibas.ch)

Course Title	Dates
Blended Learning – so kombinieren Sie Lehrformen geschickt	28.08.2024 / 18.09.2024
Meine erste Lehrveranstaltung	29.08.2024 / 12.09.2024 / 24.10.2024 / 09.01.2025
Auftaktveranstaltungen in der Lehre planen	05.09.2024
Lehrveranstaltungen diversitätsbewusst gestalten	06.09.2024
Teaching My First Course	09.09.2024 / 07.10.2024 / 04.11.2024 / 13.01.2025
Special Interest Group: Begleitete Evaluation der Leistungsüberprüfung	11.09.2024 / 02.10.2024 / 29.01.2025
Kollegiale Hospitation	12.09.2024 / 28.11.2024
Peer Observation	13.09.2024 / 15.11.2024
Lernförderliche Vorlesungen gestalten	17.09.2024
Special Interest Group: Classroom Assessment Techniques (CATs)	19.09.2024 / 31.10.2024 / 05.12.2024
<u>Mündlich prüfen</u>	11.10.2024
<u>Supervising Students - Dealing with Roles and Relationships</u>	01.11.2024
<u>Gestaltung von Leistungsnachweisen: kompetenzorientiert prüfen</u>	05.11.2024
<u>Studierenden Feedback geben</u>	15.11.2024 / 13.12.2024
<u>Professionell umgehen mit Lehrveranstaltungsevaluationen</u>	09.01.2025
<u>Studierende aktivieren und motivieren in kooperativen Lehr-Lernsettings</u>	14.01.2025
<u>Modern Lectures: Flipped Classroom and Other Ideas that Activate Learners</u>	20.01.2025
ChatGPT and Artificial Intelligence in Higher Education (<u>EN</u> and <u>DE</u>)	Anytime
<u>Prüfen in einer Welt mit KI</u>	Anytime

Certificates in Higher Education Practice

hsd.unibas.ch (dominik.marti@unibas.ch)

Spotlight: Internationally accredited Certificate ‘Supporting Learning’

Audience: PhD students, postdocs, and newcomers to teaching

Focus: Systematically collect and use students’ feedback

Commitment: 90 hours of Workshops and Assignments (4 – 5 semesters)

Credential: Successful graduates of this program are entitled to refer to themselves as **SEDA Recognised for Supporting Learning**.



Info-Event: 14 October, 16:00 at the Kollegienhaus.

Registration: fortbildung.unibas.ch

Exams and Assessments

hsd.unibas.ch (alessandro.dallacqua@unibas.ch)

University-wide quality criteria for exams and assessments

Specific offers on the quality criteria for affiliates of the University of Basel:

- ❖ Individual counselling and evaluation of exams and assessments
- ❖ Workshops
- ❖ Knowledge Hub

Are you a newcomer at the University of Basel?

Or is this your first teaching experience?

Do you have any questions about how to design the exams or the assessments of your courses?

Don't hesitate to contact **Alessandro Dall'Acqua**.

Teaching Excellence Awards: May 2025

hsd.unibas.ch (tea@unibas.ch)



Educational Development

hsd.unibas.ch

We support the professionalization of instructors according to international standards, the development of modern exams and assessments, and the establishment of a strong feedback culture between students and teachers.

fortbildung

Academic Teaching Workshops



Certificates in Higher Education Practice

EXAMS AND ASSESSMENTS

Exams and Assessments



Teaching Excellence Awards

Human Resources

Information Event for new PhD candidates and Postdocs September 19, 2024

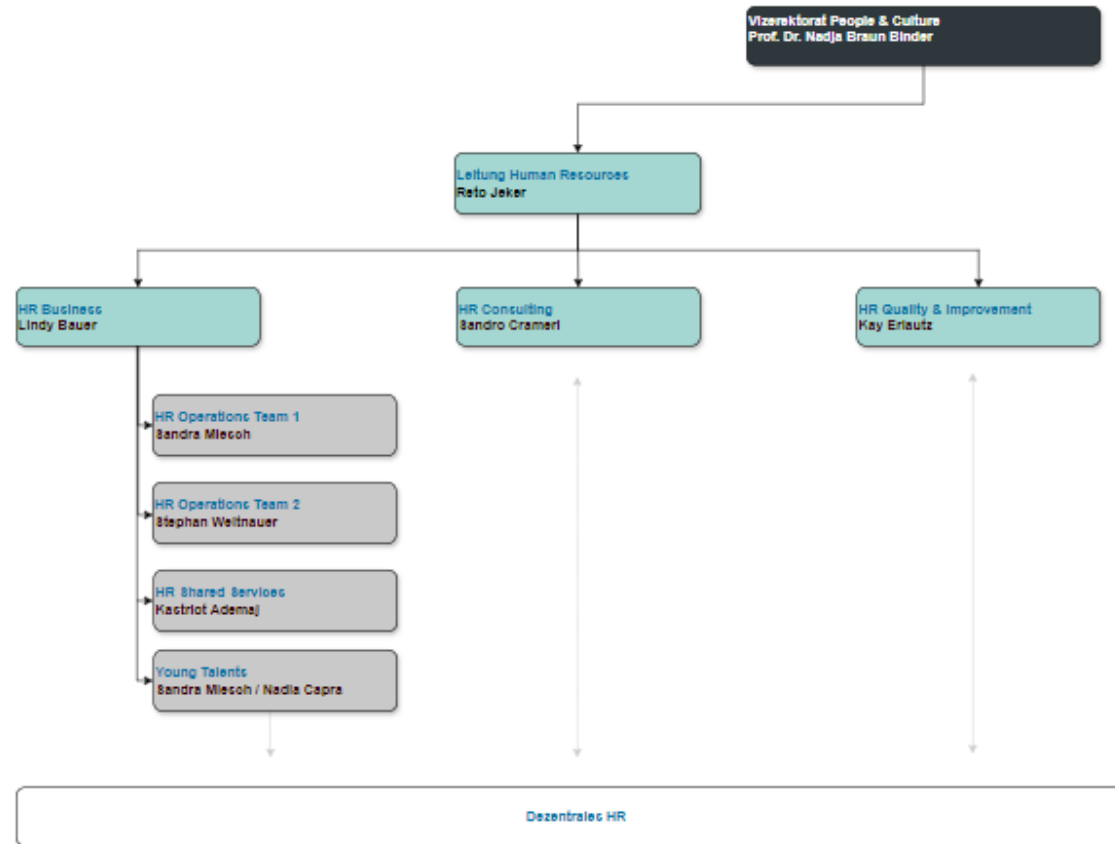


Human Resources (HR)

Human Resources is a central service unit of the University of Basel and is part of the Vice-Rectorate People & Culture. HR advises and supports the members of the university as well as the faculties and departments in all personnel matters.

The University of Basel attaches particular importance to ensuring that its employees find motivating employment conditions in a prosperous environment, can develop within it and move as flexible as possible, as well as finding transparent framework conditions that apply equally to all.

Human Resources (HR) Organigramm



<https://intranet.unibas.ch/display/HR/Organisation+Human+Resources>

Decentralised HR: Your first point of contact

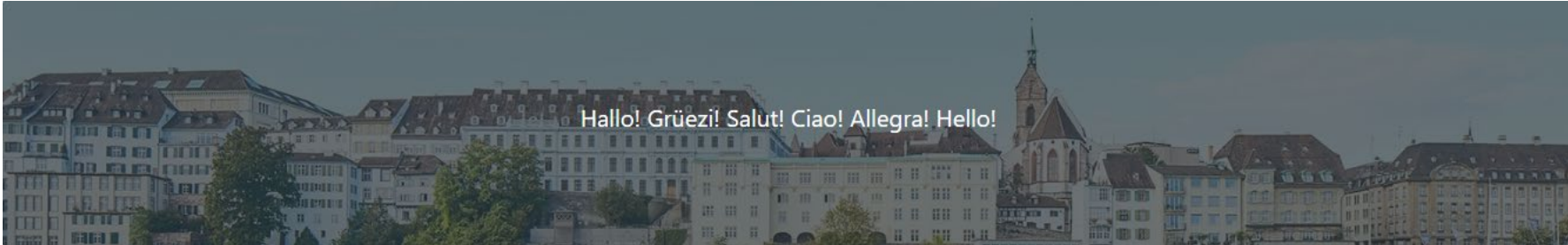


The University of Basel is spread over various locations throughout the city. In order to be available to you directly and in the immediate vicinity of your workplace for questions and as support for all HR processes, our services are divided between the decentralised and central HR.

These two areas work closely together and jointly form the HR of the University of Basel. You can find your decentralised HR contact person (per department/faculty) here:

<https://intranet.unibas.ch/display/HR/Dezentrales+HR>

Intranet



Hallo! Grüezi! Salut! Ciao! Allegra! Hello!

PAGE TREE

- › Organisation Human Resources
- A-Z for employees
- ▼ Working at the University of Basel
 - Table of content (Working at the University of Basel)
 - Overview of visualised processes
- › Recruiting
- › Onboarding
- › All about the terms of employment
- › Special topics for people with foreign connections

Organisation Human Resources

A-Z for employees

<https://intranet.unibas.ch/display/HR>

Selection of employment topics



- Recording of absences (Vacation, illness etc.) in TimeManagementTool

<https://intranet.unibas.ch/display/TIMEMGNT/Zeit+und+Absenzerfassung+mit+TimeManagement>

- Home Office

<https://intranet.unibas.ch/display/HR/Homeoffice>

- Parenthood

<https://intranet.unibas.ch/display/HR/Elternschaft>

- Counseling guide

<https://www.unibas.ch/de/Notfall-und-Beratung.html>

Language Center



**Why not learn, improve,
discover, and write ...**



**... at the University
of Basel Language
Center?**

University of Basel Language Center

Courses

Develop your communication skills by taking general and subject-specific courses and workshops in over twenty different languages, including Arabic, Chinese, French, German, Japanese, Russian, etc.

Enhance your ability to communicate your research effectively in English in subject-specific courses on, for example:

- **Writing seminar papers and theses**
- **Conference presentations**
- **Writing for publication**
- **Video abstracts**

Services

Benefit from our services, such as:

- **Writing consultation** / Schreibberatung (online or in-person in English or German)
- **Proofreading** (e.g., for written assignments)
- **Editing** (texts intended for publication)

For courses, deadlines, or a personal consultation:

www.sprachenzentrum.unibas.ch
info-sprachenzentrum@unibas.ch

Academic editing

Academic editing at the Language Center

- For **anyone publishing in English regardless of level**.
- A variety of texts including **abstracts, articles, book chapters, funding proposals**, etc.
- Can include an **in-person consultation** to improve your academic writing.

<https://sprachenzentrum.unibas.ch/en/proofreading-editing/editing/>

University financing for academic editing

- **All doctoral students and postdocs** can receive up to **CHF 500.00** to have one research publication in English edited.
- Can be used for any service, such as the Language Center or an editor already associated with a research group.

<https://www.unibas.ch/en/Research/Individual-Funding/Doctoral-Candidates/academic-editing.html>

Contact: mariafranca.tassielli@unibas.ch

Sustainability at the University of Basel

19.09.24



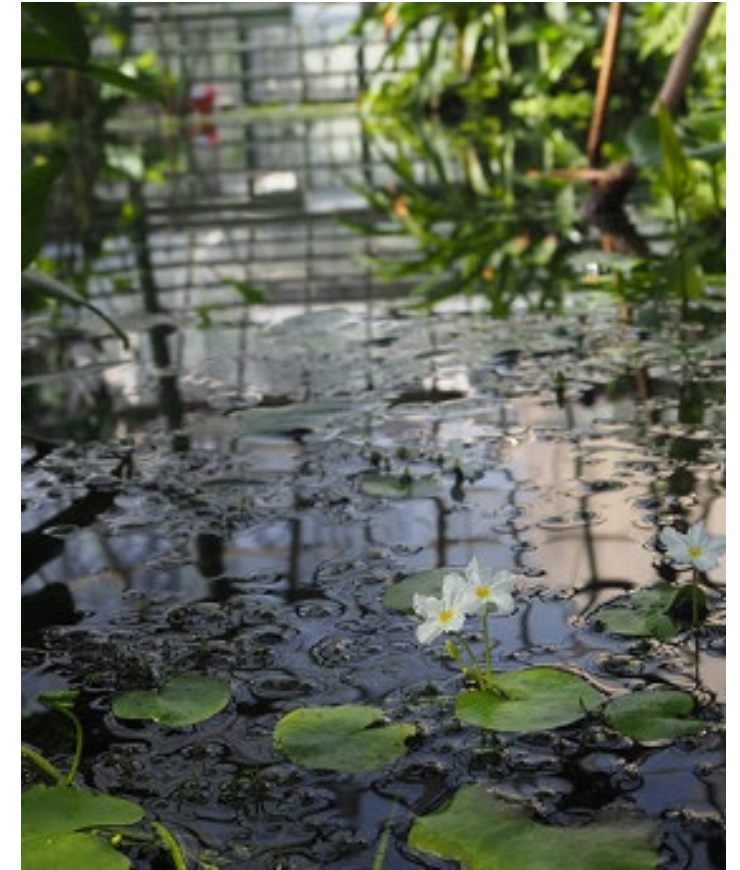
Sustainability at the University of Basel



Research.
Contribution to the United Nations SDGs



Teaching.
Educating change agents for sustainability



Operations.
Campus greening and sustainable mobility

Research.



News

Network

Research

Events

Contact



Welcome to the Research Network Sustainable Future



Sustainable Future Network

Teaching.

IMPULS & Further Training

Support for lecturers of all disciplines of the University of Basel, who wish to:

- integrate sustainability topics into their courses and
- educate their students to become change agents for sustainable development.

How:

- Financial support (1'000 CHF)
- Further training in higher education didactics
 - **25 Oct:** “Service Learning”
- Project management workshop for students
- Expertise on sustainable development

www.unibas.ch/impuls



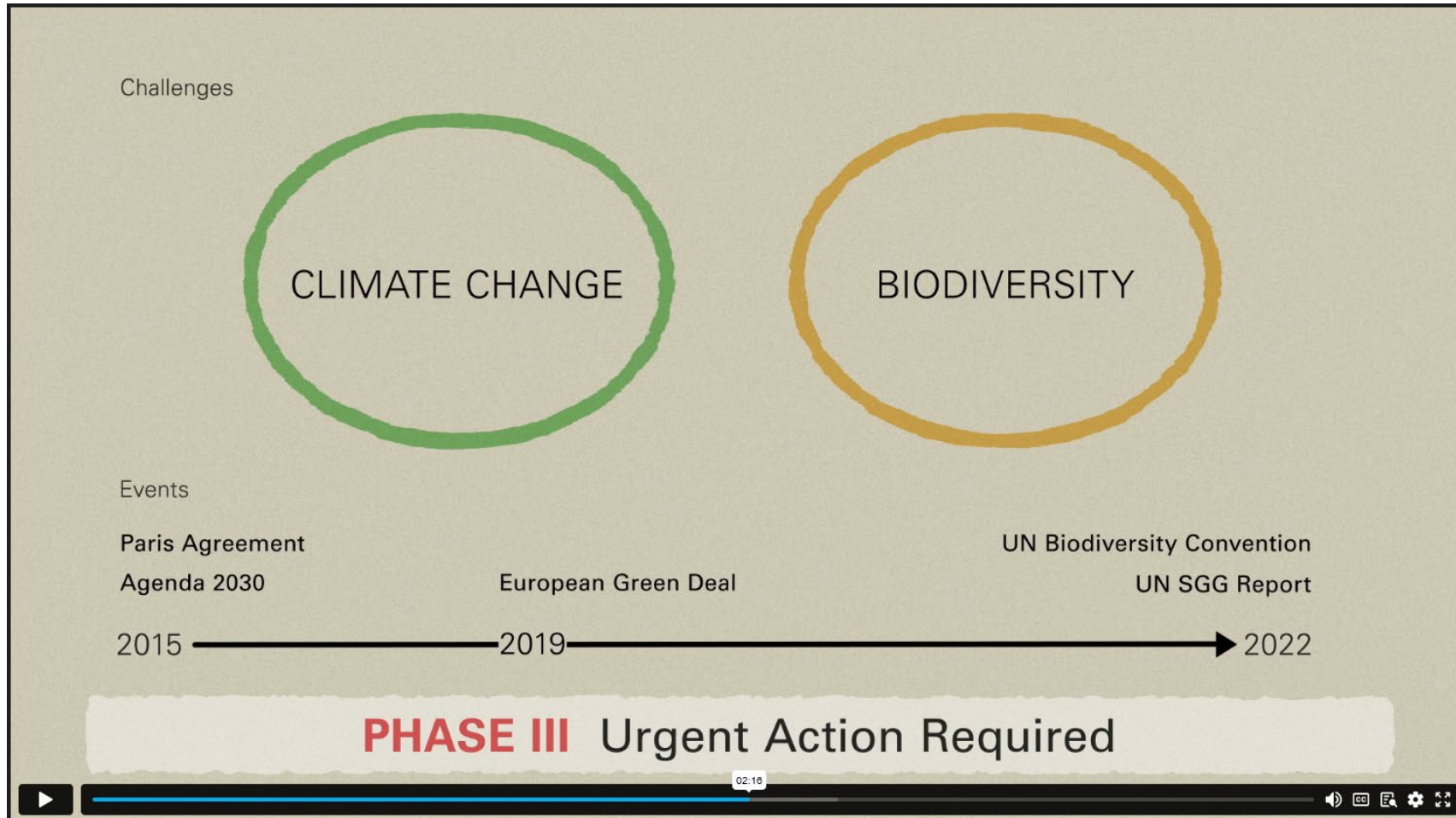
impuls



Teaching.

Tales: Sustainability Tomorrow

Identifying challenges, analyzing approaches and assessing future strategies



Tales: Sustainability Tomorrow

<https://tales.nmc.unibas.ch>

Operations.

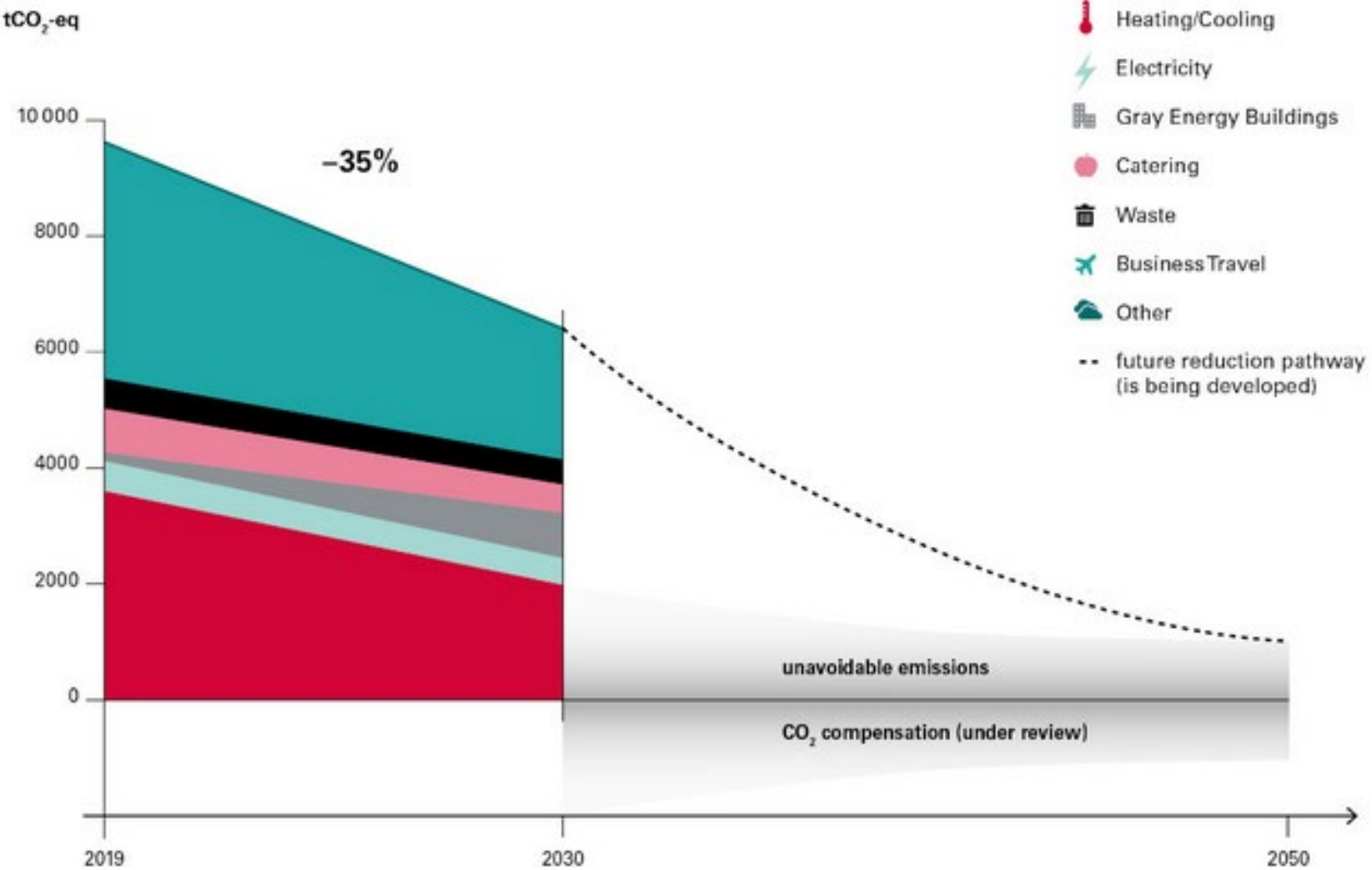
Less for More - Air Travel Reduction



less for more

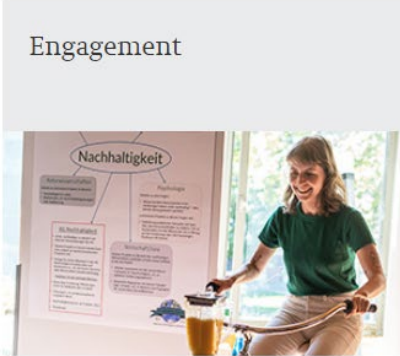
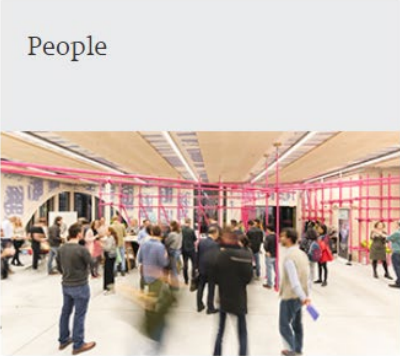
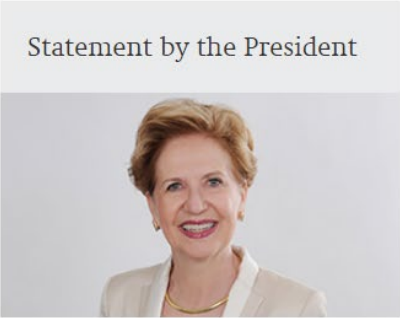
- About one third of the University of Basel's total greenhouse gas emissions is caused by air travel.
- Aim: reduce emissions due to air travel by 30%.
- The faculties, departments and university institutes developed and implement measures that take into account the University of Basel's reduction course.
- Monitoring of reduction on yearly basis

University of Basel's Climate Strategy 2024-2030



Climate Responsibility

Sustainability Report – bi-annual



Sustainability Report

Get active!

Participation is key to sustainable development



Join our sustainability working group “AG Nachhaltigkeit”



Help organize the sustainability week Basel



Get in touch.

Sustainability Office

Sustainability Office

Petersgraben 35, 4001 Basel

Tel. +41 61 207 12 24



Subscribe our
Newsletter

Website: www.unibas.ch/sustainability

E-Mail: nachhaltigkeit@unibas.ch

Instagram: [@nachhaltigkeit_unibas](https://www.instagram.com/nachhaltigkeit_unibas)

Team

- Prof. Dr. Jens Gaab (Associated Vice President for Diversity and Sustainability)
- Arne Menn (Head of Sustainability)
- Dr. Carina Weingaertner
- Dr. Katharina Blaurock
- Michael Vanek
- Jessica Granchi



University
of Basel

University Library

University Library Basel

Information Event for new PhD candidates and Postdocs

Iris Lindenmann, 19.09.2024



Open Science & Digital Scholarship



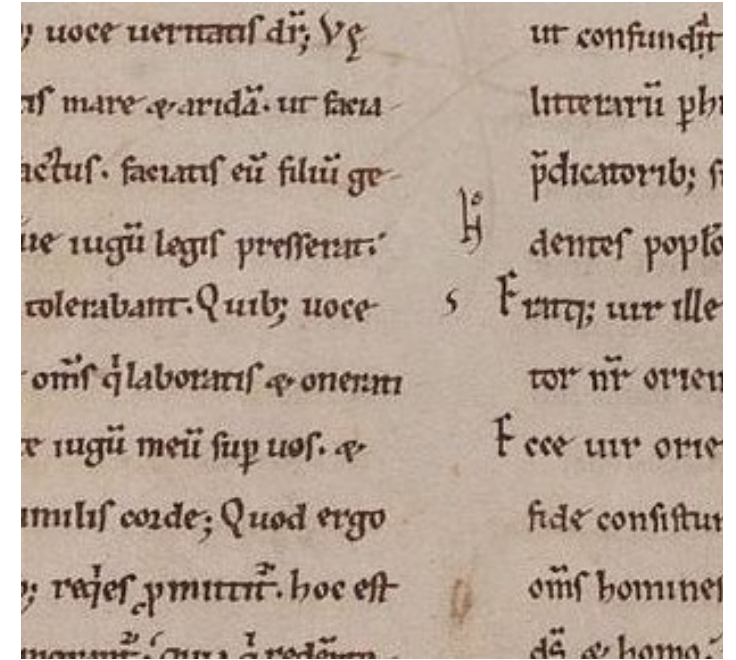
Open Access Publications

- Support & Training
- Funding of OA
- Infrastructures and Services for OA Publishing



Research Data Management

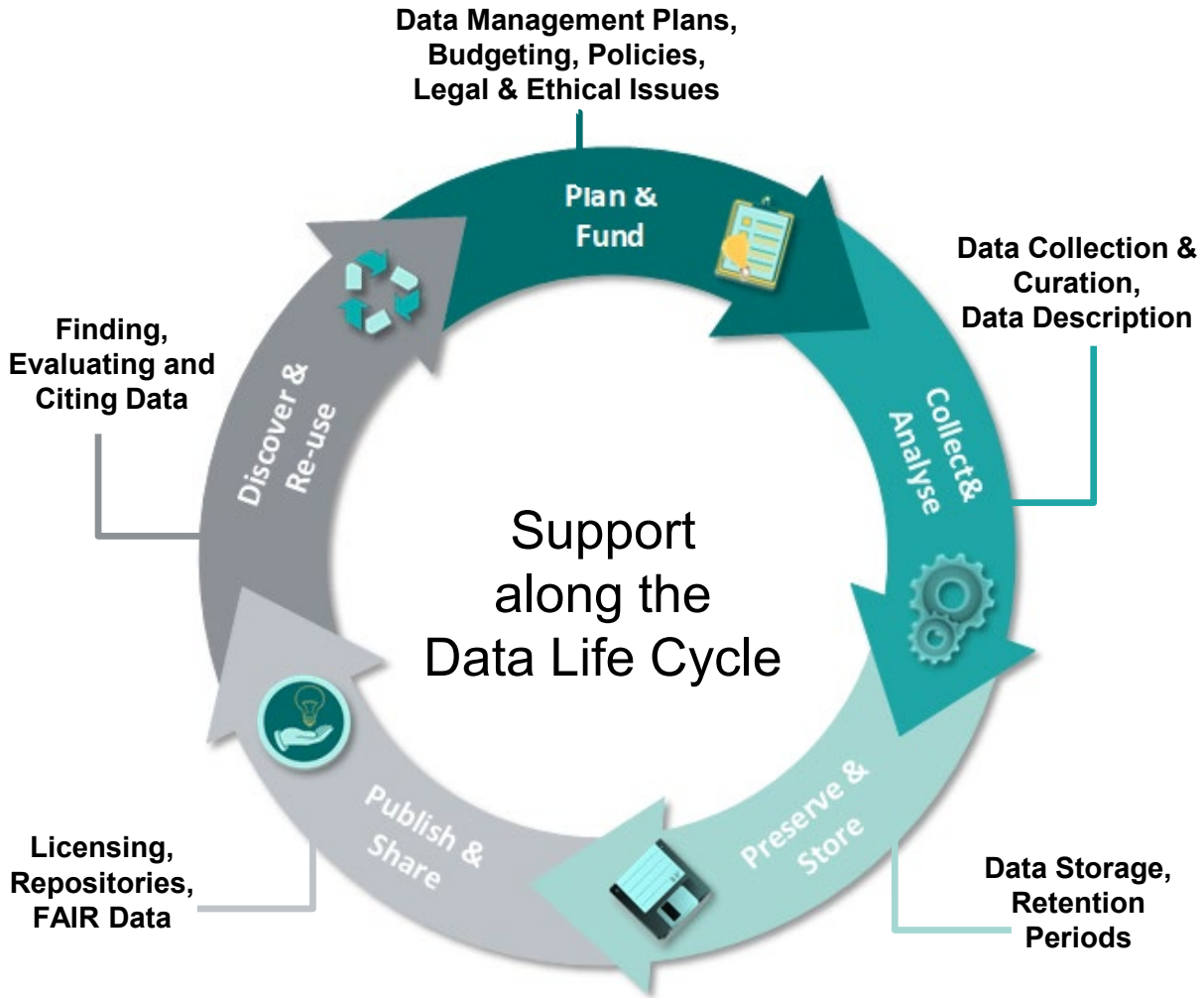
- Support & Training
- Data Management Plans
- Coordination of RDM Network and Data Stewards



Digital Research

- Digitization of historical material
- Interfaces for metadata and digital objects for text & data mining
- Text & data mining publishers

Research Data Management (RDM) Network

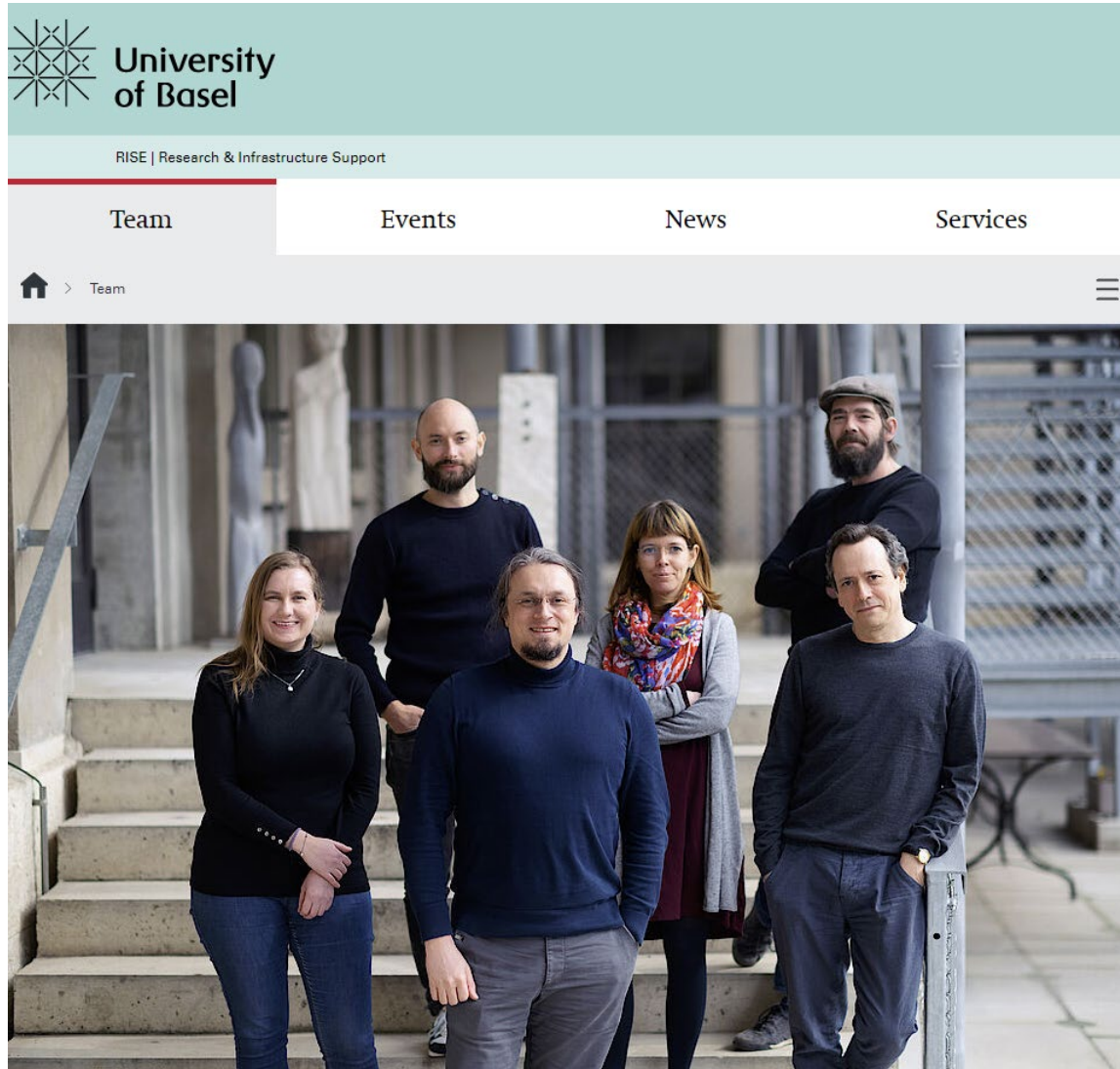


- Data Stewards: Subject specific advice
- Grants Office: Funding, Financing
- Center for Data Analytics: Methodology, Tools
- Clinical Trial Unit: Clinical Data
- Core Facilities: Tools, Infrastructure
- Data Protection Office: Sensitive Data
- Ethical Commission: Ethical Consent
- IT-S/ITSC: Security, storage
- sciCORE: HPC, Software (Gitlab, Labkey, R Studio, Redcap, Shiny)
- RISE: Data in SSH
- Library: DMPs, etc.

researchdata.unibas.ch | researchdata@unibas.ch | [Open Science Mailing List](#)



Research Infrastructure Service Unit – Social Sciences & Humanities



Consulting: all project phases

Training: Digital tools and digital research workflows

Support:

- data modelling
- workflow management, e.g. automation
- data cleaning
- data annotation
- data analysis
- data visualization

rise.unibas.ch | rise@unibas.ch

UB Basel supports your research with...

- **Digital research:** <https://ub.unibas.ch/en/services/dh-digital-services/digital-humanities-digital-services-1/>
- **Historical Collections:** <https://ub.unibas.ch/en/collections/>
- **Open Science in general:** <https://ub.unibas.ch/de/digitale-dienste/>
- **Open Access** (including information about publication discounts): <https://ub.unibas.ch/de/digitale-dienste/open-access/>
- **Research Data Management:** <https://researchdata.unibas.ch/en/>
- **Plagiarism:** <https://ub.unibas.ch/en/plagiarism/>
- **Subject specific collection & information:** <https://ub.unibas.ch/en/subject-areas/>
- **Systematic Reviews:** <https://ub.unibas.ch/en/locations/university-medical-library/systematic-reviews-and-mediated-searches/>
- **Bibliometrics:** <https://ub.unibas.ch/de/digitale-dienste/bibliometrie/>
- **Reference Management Tools and other trainings:** see Tutorials: <https://ub.unibas.ch/de/service/tutorials/> and Training Courses: <https://ub.unibas.ch/en/training-sessions/>