

POSTDOCTORAL AGREEMENT

Postdoc:

Mentor:

Category of postdoctorate (see funding plan for details):

- Postdoctorate with an employment contract at the University of Basel: structural position (assistant position with a doctorate¹)**
 - postdoc is not aiming for a habilitation
 - postdoc is aiming for a habilitation or an equivalent qualification for an academic career
 - Postdoctorate with an employment contract at the University of Basel: non-structural position (project assistant¹)**
 - postdoc is not aiming for a habilitation
 - postdoc is aiming for a habilitation or an equivalent qualification for an academic career
 - Habilitation without an employment contract at the University of Basel**
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Appendices:

- Job description (if employed at the University of Basel)**
- Project description with research plan**
- Copy of the employment contract (if available)**

¹ according to the "Regulation for academic personnel at the University of Basel": https://www.unibas.ch/dam/jcr:af171861-00bb-4129-894b-09795a1dead9/OWP_EN.pdf

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The postdoctoral agreement can be terminated at any time at the request of the postdoc. If the postdoc is employed at the University of Basel, terminating the postdoctoral agreement results in the termination of the employment contract.

If the agreement is not adhered to by one of the two parties in essential points or if conflicts arise, both parties may, in accordance with the provisions of the process “Employment and Supervision of Postdocs at the University of Basel”² dated January 1, 2022, request mediation.

Date, signature of the mentor

Date, signature of the postdoc

² https://www.unibas.ch/dam/jcr:0dec08d8-1064-42f5-a7ef-4f0772a3807d/Process_Employment_and_Supervision_Postdocs.pdf

1. Job Description and Postdoc Project

If the postdoc is employed at the University of Basel (both structural and non-structural positions), the “Job Description” document must be signed by both the mentor and the postdoc within the first six months of employment and filed in accordance with current faculty practice.

The postdoc project will be carried out on the following topic:

A project description with a research plan is to be attached to the postdoctoral agreement if necessary.

Date, signature of the mentor

Date, signature of the postdoc

2. Funding Plan

The following funding rules apply to postdocs (more details can be found in §23 of the “Regulation for academic personnel at the University of Basel” and in the process “Employment and Supervision of Postdocs at the University of Basel”):

Postdoctorate with a structural position (assistant position with a doctorate¹)	An assistant position with a doctorate is limited to two years with the possibility of an extension of four years. If the postdoc is not aiming for a habilitation, the position is to be extended by two years each time, details are to be given below.
Postdoctorate with a non-structural position (project assistant¹)	The position of a project assistant is limited to the duration of the third-party funded project and can only be extended within this framework; details are to be provided below.
Habilitation without an employment contract at the University of Basel	The postdoc is not employed at the University of Basel and therefore responsible to secure their own funding of the postdoctorate.

The maximum period of employment is six years. If it is essential for academic training, and particularly in the case of family responsibilities, the employment contract may be extended by a maximum of one further year in justified cases.

If the extension of the contract is viewed critically by the mentor and/or the person responsible for the position, the status review meeting must be held with the Dean of Research or a person delegated by them. The non-renewal of the contract of a second-year assistant with a structural position must be justified in writing by the people who conducted the interview and be submitted to the faculty management. It is recommended to inform the postdoc about the non-renewal of the contract in written form at least three months before the contract ends. Written information at least two months before the end of the contract is always mandatory in the case of structural as well as non-structural positions. If the postdoc is not informed about the non-renewal of the contract at least two months before its end, the organizational unit may, at the request of the postdoc, extend the expiring contract once for a maximum of two months at the expense of the professorship.

In addition to the postdoctoral agreement, the postdoc receives an information sheet about all the advisory services available at the University of Basel. The document also includes information on maternity/paternity regulations, compulsory Swiss military, civil defense and fire services as well as any deputizing arrangements that may result from these. The postdoc hereby confirms that they have received the information sheet:

 Date, signature of the postdoc

¹ according to the “Regulation for academic personnel at the University of Basel”

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The mentor and the postdoc agree on the following funding plan (incl. responsibilities) for the postdoctoral project (to be updated regularly):

Date, signature of the mentor

Date, signature of the postdoc

3. Publications

The list below presents an overview of the postdoc's planned and already published publications and can be updated regularly during the postdoctoral phase.

Date, signature of the mentor

Date, signature of the postdoc

4. Status Review Meeting (including agreed objectives)

The annual status review meeting is documented below. The following topics are to be addressed in the meeting and, in addition to the resulting objectives, documented below:

- **Working conditions (only if employed at the University of Basel)**
- **Academic qualification work and research activities**
- **Career prospects and career opportunities**
- **Any changes to the agreements made above**

Date:

___. Meeting

Signatures of the mentor and the postdoc: