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Regulations for the General Outline of Rights and Responsibilities of the Faculties for Teaching and Research Assistants and Doctoral Candidates (Regulations for the General Outline of Rights and Responsibilities)

29 August 2023

The Extended Executive Board of the University

based on § 34 para. 1 *Personalverordnung der Universität Zürich* (Employment Ordinance of the UZH) dated 29 September 2014 (PVO-UZH)¹

has resolved:

1. General provisions

§ 1 Object and Purpose

¹ These regulations contain guidelines for the rights and responsibilities issued by the faculties in accordance with § 34 para. 2 of the *Personalverordnung der Universität Zürich* (Personnel Ordinance of the UZH) dated 29 September 2014².

² It does not regulate the own contribution of PhD candidates who hold an academic qualification position.

§ 2 Scope

¹ These regulations are framework guidelines on the rights and responsibilities of research assistants and doctoral candidates (PhD candidates) employed in junior academic positions (*Qualifikationsstellen*) at the University of Zurich in accordance with § 10c. of the *Universitätsordnung der Universität Zürich* (University Regulations of the UZH) of December 4, 1998³.

² The transitional provision of § 18 shall apply to senior teaching and research assistants and postdoctoral researchers who are employed in junior academic positions of the University of Zurich pursuant to § 10c. of the *Universitätsordnung der Universität Zürich* of December 4, 1998⁴.

³ For PhD candidates in junior academic positions who are employed with third-party funds, these regulations apply subsidiarily to the regulations of the third-party funding bodies.

§ 3 Objectives

¹ Clear and transparent working conditions for PhD candidates in junior academic positions create the necessary framework for excellent research and the development of early career researchers.

¹ LS 415.21.

² LS 415.21.

³ LS 415.111.

⁴ LS 415.111.



² Gender equity, diversity, and inclusion are sought in the recruitment and employment of junior academic positions.

2. Section General Outline of Rights and Responsibilities of the Faculties

§ 4 Content General Outline of Rights and Responsibilities of the Faculties

¹ The general outline of rights and responsibilities of the faculties defines common principles and framework conditions for the promotion of early career researchers in the faculties.

² They may deviate from the provisions of these regulations only if this is expressly provided for in these regulations.

3. Section Conditions of Employment for Junior Academic Positions (*Qualifikationsstellen*)

A. Ratio of Tasks and Working Hours

§ 5 Function Descriptions

¹ Each junior academic position contains task and working time portions that serve the own research according to § 6.

² It may additionally consist of the following task and work time components:

- a. Teaching according to § 7;
- b. Further tasks according to § 8.

§ 6 Own Research

¹ The following minimum proportion of the working time specified in the employment order must be spent on work that serves own research in connection with the academic qualification, such as preparing the dissertation, conducting field studies, data collection and analysis, or participating in conferences:

- a. for teaching and research assistants, 50 percent of the working time according to the employment order and in any case not less than 30 percent of a full-time equivalent;
- b. for doctoral candidates, 70 percent of a full-time equivalent.

² The faculties may define a uniform scope of working time for their own research in their general outline of rights and responsibilities, taking into account para. 1.

§ 7 Teaching

PhD candidates may be assigned teaching tasks and other activities related to teaching, taking due account their qualification goals. Teaching tasks and related activities do not count as working time for own research according to § 6.

§ 8 Further Tasks

Other tasks include work that serves the further academic qualification but is not directly related to the own research according to § 6 or teaching according to § 7, such as cooperation in research projects of a chair, academic contributions that are not in the research context of the own dissertation, methodical or technical support of other persons in academia, activities in university boards and commissions or advising and supervising students. Other tasks do not count as working time for own research according to § 6.



B. Individual Outline of Rights and Responsibilities

§ 9 Policies

¹ For each person pursuing a doctorate in a junior academic position, the supervisor prepares an individual set of tasks, which is signed by both persons at the latest when the doctoral agreement is concluded.

² The individual outline of rights and responsibilities defines the tasks of PhD candidates for junior academic positions.

³ The tasks for the own research according to § 6 correspond to the content of the doctoral agreement, which also regulates the PhD candidate's own contribution. The doctoral agreement is part of the individual outline of rights and responsibilities.

§ 10 Adaptation of the Individual Outline of Rights and Responsibilities during Employment

¹ In compliance with § 49 of the *Personalverordnung der Universität Zürich*⁵ (Personnel Ordinance of the UZH) and the ordinance on obtaining a doctoral degree of the respective faculty, the individual outline of rights and responsibilities are adapted and newly agreed upon as required.

² Each party may request an adaptation of the individual outline of rights and responsibilities.

§ 11 Procedure in the Event of Disagreement

¹ In case of disagreement about the tasks for own research according to § 6, the body designated in the general outline of rights and responsibilities of the respective faculty may be consulted for advice.

² If no agreement can be reached between the parties even after consultation in accordance with para. 1, the body designated in the general outline of rights and responsibilities of the respective faculty shall draw up an individual outline of rights and responsibilities after hearing both parties.

³ In all other respects, the personnel and procedural regulations of the University shall apply.

§ 12 Funding and Support

The individual outline of rights and responsibilities may contain further details on how the respective PhD candidate is to be actively supported.

D. Other Conditions of Employment

§ 13 Workload

¹ Teaching and research assistants are usually employed at a workload of between 50 and 70 percent. A higher workload can be agreed upon.

² Doctoral candidates are employed at a workload of at least 80 percent.

³ PhD candidates with family care obligations have the possibility to reduce their workload. However, the workload must be at least 40 percent.

⁵ LS 415.21.



§ 14 Compliance with Working Time for the Own Research

¹ The working time for own research according to § 6 must be observed within one academic year.

² Any shortfall or excess hours of working time pursuant to § 6 shall be compensated within one academic year.

³ Other arrangements for compensation within the entire period of employment may be stipulated in the individual outline of rights and responsibilities in agreement with the person pursuing the doctorate.

§ 15 Additional Employment

¹ A PhD candidate in a junior academic position may be employed in another capacity on a temporary basis for tasks not directly relevant to the qualification.

² The additional employment does not lead to an increase in the proportion of working hours for own research according to § 6 and must not hinder the objectives of the junior academic position.

³ If the additional employment is not granted, the individual outline of rights and responsibilities will be adjusted.

§ 16 Career Discussions

¹ Career discussions replace employee evaluations for PhD candidates in junior academic positions.

² The content of the career discussions is the professional situation, performance and further qualification goals and steps

³ The intervals at which career discussions are to be held are regulated in the individual outline of rights and responsibilities or in the ordinance on obtaining a doctoral degree of the respective faculty. They must be conducted at least once a year and documented in writing.

4. Section Final Provisions

§ 17 Repeal of Previous Regulations

With the entry into force of these regulations pursuant to § 19, the *Reglement über die Rahmenpflichtenhefte der Fakultäten für die Inhaberinnen und Inhaber der Qualifikationsstellen* (Regulations on the General Outline of Rights and Responsibilities of the Faculties for Holders of Junior Academic Positions) of 11 November 2003 shall be repealed, subject to § 18 para. 3.

§ 18 Transitional provision

¹ From the time these regulations come into effect, new appointments as teaching and research assistants or doctoral candidates shall be based exclusively on the provisions of these regulations and the general outline of rights and responsibilities of the faculties.

² Within one calendar year after the entry into effect of these regulations, the individual outline of rights and responsibilities of research and teaching assistants and doctoral candidates already employed must be adapted to the requirements of these regulations and to the general outline of rights and responsibilities of the faculties.



³ For senior teaching and research assistants and postdocs, the *Reglement über die Rahmenpflichtenhefte der Fakultäten für die Inhaberinnen und Inhaber der Qualifikationsstellen* (Regulations on the General Outline of Rights and Responsibilities of the Faculties for Holders of Junior Academic Positions) of November 11, 2003, shall continue to apply until new regulations concerning the framework duties of the faculties and conditions of employment come into effect.

§ 19 Effective Date

These regulations shall come into effect on January 1, 2024.