

DOCTORAL AGREEMENT

Doctoral candidate:
Name, Matriculation Number

First supervisor:

Second supervisor:

External expert and function:
must be definite before the doctoral examination

PhD subject (discipline):

Starting date of doctorate:

Envisaged submission date of the PhD thesis:

Category of doctorate (see funding plan for details):

- ☐ Doctorate with an employment contract at the University of Basel
- ☐ Structural position (Research associate with a Master¹)
 - ☐ Non-structural position (Project assistant¹)
- ☐ Doctorate without an employment contract at the University of Basel

General conditions:

Form (provisional)	<input type="checkbox"/> Monograph <input type="checkbox"/> Cumulative
Language (provisional)	_____
Institutional affiliation	_____
Type of doctorate	<input type="checkbox"/> Individual <input type="checkbox"/> Doctoral program: _____ <input type="checkbox"/> Graduate School: _____ <input type="checkbox"/> Cotutelle de thèse (the cotutelle contract needs to be completely signed 12 months after registration)

Appendices:

Mandatory	If possible
<input type="checkbox"/> Job description (depending on kind of employment)	<input type="checkbox"/> Copy of the employment contract
<input type="checkbox"/> Admission letter with additional requirements and individual plan of study	<input type="checkbox"/> Copy of the cotutelle contract
	<input type="checkbox"/> Cooperation agreement and the like

The points highlighted in grey must be indicated six months after registration and sent to the decentralized HR office in scanned form. The remaining information must be entered after twelve months at the latest. The respective doctoral study regulations apply.

¹ according to the "Ordnung für das Wissenschaftliche Personal an der Universität Basel (OWP)"

The doctoral agreement can be terminated at any time at the request of the doctoral candidate.

If the agreement is not adhered to by one of the two parties in essential points or if conflicts arise, both parties may request mediation in accordance with the provisions of the respective doctoral regulation. If no satisfactory solution can be found after a maximum of six months, both parties have the option of dissolving the agreement.

(Optional: With his/her signature, the doctoral candidate agrees that the thesis proposal may be published in the authorized repository of the University of Basel (edoc) and on the university's website, and that the following information may be searched on the internet: name, working title, department, faculty, supervisors, abstract).

Provisional title or general topic of the doctoral PhD thesis:

Date, signature of first supervisor

Date, signature of the doctoral candidate

Admission to Doctoral Examination

Upon the successful fulfillment of all the necessary requirements according to § XX of the doctoral study regulations of the Faculty of xy, Mr/Ms/Mrs _____ is hereby admitted to his/her doctoral examination.

Place, date

Signature of the Dean of Research (or Dean of Studies)

1. Funding plan

The following rules apply to the different employment conditions of the doctorate, more details can be found in §23 of the OWP:

Doctorate with a structural position (Research associate with a Master¹)	The position of a research associate with a Master's degree or equivalent with the aim of obtaining a doctorate is limited to one year with the possibility of a three-year extension.
Doktorate with a non-structural position (Project assistant¹)	The position of a project assistant is limited in time according to the respective duration of the third-party funded project and can only be extended within this framework; details are described below (third-party funding).
Doctorate without an employment contract at the University of Basel	The doctoral candidate is not employed at the University of Basel and therefore responsible to secure his/her own funding of the doctorate.

The maximum term of employment is four years. If it is absolutely necessary for scientific training, and in particular if family responsibilities are involved, the appointment may be extended by a maximum of one further year in justified cases. If the extension of the contract is viewed critically by the first supervisor and/or the person responsible for the position, an interview in the extended circle (usually the whole doctoral committee; see process) and in addition, written information (e-mail and filing in the e-dossier) at least two months before the end of the contract, are mandatory; three months are recommended. Non-extension of a structural position must be justified in writing by the doctoral committee and submitted to the faculty's Doctoral Board. The doctoral study regulations apply. In any case, according to the employment contract, the employment of the doctoral candidate ends automatically at the latest six months after completion of the doctorate – except in the event of illness and/or parental leave.

In addition to the doctoral agreement, the doctoral candidate will receive 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, and any deputy regulations that may result from these.

The doctoral candidate hereby confirms that he/she has received the information sheet:

Date, signature doctoral candidate

¹ According to the „Ordnung für das Wissenschaftliche Personal an der Universität Basel (OWP)“

The first supervisor and the doctoral candidate agree on the following responsibilities and planning of the financial resources:

Date, signature of first supervisor

Date, signature of the doctoral candidate

2. Publications

At the beginning of the doctorate, the following publication activities, which are required for admission to the doctoral examination, are envisaged between the first supervisor and the doctoral candidate:

The list below presents an overview of the doctoral candidate's planned and already published publications and can be continuously updated during the doctoral phase.

Date, signature of first supervisor

Date, signature of the doctoral candidate

3. Admission: Additional Requirements

If the admission to doctoral studies is conditioned upon the fulfillment of certain additional requirements, these must be listed in detail below and their fulfillment confirmed.

According to the letter of admission, the additional requirements of ____ ECTS must be fulfilled by _____ at the latest.

Requirement	ECTS	Date	Signature first supervisor

Date, signature of first supervisor

Date, signature of the doctoral candidate

Individual Plan of Study

optional

Number of credit points (ECTS) to be acquired: ____

Credited activity/coursework (type and title of activity/coursework; provider, if applicable)	ECTS	Subject-specific & methodological competencies & Transferable Skills	Date	Signature first supervisor

Date, signature of first supervisor

Date, signature of the doctoral candidate

4. Status Review Meeting (including agreed objectives)

The annual status review meeting is documented below. The first meeting is to be held within six months after the beginning of the doctorate. The following topics are to be addressed and also documented here in addition to the resulting objectives:

- **Working conditions (only if employed at the University of Basel)**
- **Scientific qualification work and research activities**
- **Professional perspective and career opportunities**

Date:	___ . Meeting
Signatures first supervisor and doctoral candidate:	

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