

Minutes of the Executive Board Meeting held on 20 January 2020

Location: Petersgraben 45, basement meeting room

Time: 12:15 pm – 1:40 pm

Present: Nesina Grütter, Tizian Troxler, Eva Schnider, Patricia Hertel, Butrint Aliu, Ulrike Unterhofer, Nathalie Schick Tanz, Ann-Kathrin Hess, Camila Plaza

Absent: -

Minutes: Patricia Eiche

Agenda:

1. Approval of the minutes of the executive board meeting held on 16 September 2019
2. Impact of the avuba PhD & Postdoc Survey
3. Information on maternity leave and military/civilian/firefighting service
4. avuba barbeque evening 2020
5. Next avuba executive board meeting

Item 1: Approval of the minutes of the executive board meeting held on 16 September 2019

The minutes of the executive board meeting held on 16 September 2019 are approved and thanks are expressed.

Item 2: Impact of the avuba PhD & Postdoc Survey

The university-wide process for employing and supervising doctoral students and postdocs came into effect at the University of Basel in January 2020. This process aims to ensure optimal supervision as well as good, transparent and comparable conditions for all doctoral students and postdocs at the University of Basel. The key points are:

Initial meeting: An initial meeting will be held to clarify mutual expectations regarding the aim of the position, tasks, working conditions (in the event of employment) and the doctorate/postdoc (note: If the position is advertised, the initial meeting will usually be incorporated into the interview).

Regular progress meeting: A regular progress meeting will be held at least once a year focusing on three areas: (a) academic qualification work, (b) working conditions (in the event of employment) and (c) career prospects for doctoral students and postdocs. The discussions will be documented in the doctoral/postdoctoral agreement and stored centrally.

Postdoctoral agreement: In addition to doctoral agreements for doctorates, postdoctoral agreements will now be concluded for postdocs to improve transparency, clarity and mutual security and commitment.

Agreement content: The doctoral/postdoctoral agreement will set out the qualification goal, contract term, options for extending the contract, the funding plan, what is expected from the academic qualification work, the members of the doctoral committee (this must be determined at the latest one year after the doctorate is started) and who is responsible for raising external funding (in the case of non-structural assistant positions).

Information on contract extension: The doctoral student/postdoc will be informed in writing as to whether their contract will be extended two months before the end of the contract at the latest to ensure they have plenty of time to make further plans.

Involvement of third parties: Clearly defined third parties may be involved in the regular progress meetings if the regular extension of the assistant's contract is deemed to be critical (usually the doctoral committee for doctoral students and the Dean of Research or their delegate for postdocs) to ensure that a third opinion is provided in such cases. It is also recommended that the central Human Resources team be included to give advice and to ensure that statutory deadlines are met where applicable.

Advisory overview: An overview will be provided of the various advice and support services for doctoral students/postdocs and supervisors at the University of Basel. This will inform them about the services offered and, where necessary, allow them to quickly identify the person they need to contact.

Existing doctoral students and postdocs may also use the new [forms](#) if desired. They should contact their [local HR team](#), the faculty executive directors or the Office of the Dean of Research.

The English-language forms will be available online from the first week of February.

[Doctoral agreement template](#) (German version), [Postdoctoral agreement template](#) (German version)

Item 3: Information on maternity leave and military/civilian/firefighting service

The overview of [advisory services for assistants at the University of Basel](#) (German version) states that assistants taking maternity leave are entitled to 16 weeks of leave at full salary. Full salary will be paid for the duration of compulsory Swiss military/civilian/firefighting service. The [central/local HR team](#) is the point of contact for these matters. Should the employment contract end during one of the periods of absence stipulated above, the assistant will be paid appropriate compensation from the insurance fund. If nobody is employed to replace the assistant for the duration of maternity leave or military service, the contract may, at the request of the assistant, be extended by the amount of research time lost due to absence. This will be cost-neutral and paid with at least the daily allowance from the insurance fund. The assistant is also entitled to access their workplace during this time.

Item 4: avuba barbeque evening 2020

Patricia Eiche is tasked with organizing the fifth avuba barbeque evening at Verso; if the weather is good, it will be held in the garden of the Kollegienhaus. There are also plans to offer another city tour before the barbeque (or equivalent if the weather is bad). Invitations will be sent out in May or June.

Item 5: Next avuba executive board meeting

The next meeting is expected to take place in May 2020.

Basel, 24 January 2020



Ann-Kathrin Hess



Camila Plaza