

## WWZ: Key Information

Short description	Description	Link
GSBE website	The website of the Graduate School in Business and Economics (GSBE) contains the most important information regarding your doctoral studies.	<a href="https://wwz.unibas.ch/en/graduate-school">https://wwz.unibas.ch/en/graduate-school</a>
Room booking tool	This tool allows you to check the occupancy of all rooms at the university. You can also book rooms there (if necessary). Alternatively, you can use the email provided.	Mail: <a href="mailto:info-raumreservation@unibas.ch">info-raumreservation@unibas.ch</a> Website: <a href="https://rauminfo.unibas.ch/">https://rauminfo.unibas.ch/</a>
Unibas Services	This website contains all your personal information related to your employment and studies (e.g. salary statements). It is also used for any interaction you have with your employer (e.g. vacation requests, accident reports for health insurance, etc.).	<a href="https://Services.unibas.ch">https://Services.unibas.ch</a>
Course directory	Lets you search for current courses at the University of Basel.	<a href="https://vorlesungsverzeichnis.unibas.ch/en/home">https://vorlesungsverzeichnis.unibas.ch/en/home</a>
Exam supervisions	As part of your employment contract, you are required to proctor exams. In your first year of employment, you are required to supervise (or co-chair) at least 5 exams. After the second year, you are required to supervise (or co-supervise) at least 4 exams.	
Employment contract	Once you have been hired as an assistant and have signed your Ph.D. agreement and employment contract, you will be given a temporary contract for one year. You will be required to submit and present a research proposal within the first 9 months of your employment. In case of a successful presentation, your contract will be extended for another 3 years. A guide for your research proposal can be found on the right.	<a href="https://wwz.unibas.ch/fileadmin/user_upload/wwz/Dekanat/00_Doktorat/GSBE/2021_GSBE_Guidelines_Research_Proposal_ENG_fin.pdf">https://wwz.unibas.ch/fileadmin/user_upload/wwz/Dekanat/00_Doktorat/GSBE/2021_GSBE_Guidelines_Research_Proposal_ENG_fin.pdf</a>
Dissertation and Contribution	You must write at least three papers for your dissertation, at least one of which must be a single-author paper. For each paper, you must explain your contributions.	<a href="https://wwz.unibas.ch/fileadmin/user_upload/wwz/Dekanat/00_Doktorat/GSBE/FORM_declaration_of_contributions.pdf">https://wwz.unibas.ch/fileadmin/user_upload/wwz/Dekanat/00_Doktorat/GSBE/FORM_declaration_of_contributions.pdf</a> .
Ph.D. Regulation	All mandatory information for your Ph.D. can be found here:	<a href="https://wwz.unibas.ch/fileadmin/user_upload/wwz/Dekanat/446_630_02.pdf">https://wwz.unibas.ch/fileadmin/user_upload/wwz/Dekanat/446_630_02.pdf</a> .
Curriculum	To graduate, you must not only write your dissertation, but also earn credits, similar to your undergraduate and graduate studies. In total, you must earn 18 credit points. You will be required to present one of your papers at the department's Economics Lunch and at an international conference. You will receive 3 credits for each of these, leaving 12 credits in courses. 9 of these must come from the module "Professional and Methodological Training". Further information can be found in the "Promotionsordnung / Ph.D. regulations".	
Data Governance & Compliance	In the course of your research, you will use various types of data (which may be owned by third parties). This link provides basic information on how to obtain and store data in a compliant manner that follows University best practices and does not expose you to personal liability. Contact the Data Stewards for more information and assistance.	<a href="https://wwz-intranet.wwz.unibas.ch/page_verwaltung-forschung.php">https://wwz-intranet.wwz.unibas.ch/page_verwaltung-forschung.php</a>
GRACE Consulting Services	For example, if you need individualized support for your well-being (e.g., psychological help) or want to contact the Ombudsperson's Office for a confidential matter. There are many other services available.	<a href="https://www.unibas.ch/en/University/Administration-Services/Vice-President-s-Office-for-Education/Academic-Programs/Graduate-Center/Advisory-Services.html">https://www.unibas.ch/en/University/Administration-Services/Vice-President-s-Office-for-Education/Academic-Programs/Graduate-Center/Advisory-Services.html</a>

## External information

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A wiki for calls for papers	This page keeps track of various conferences and deadlines for abstract / paper submissions as well as the date and the location.	<a href="http://www.wikicfp.com/cfp/">http://www.wikicfp.com/cfp/</a>