



Summary of teaching activities

This form¹ is to be completed and signed by the PhD student at the **end of the doctorate**, endorsed by the responsible faculty member, and submitted to the Office of the Dean of Studies when registering for the doctoral examination.

Please send a copy to: University of Zurich, Academic Support Office ASO ("Studienkoordination des Fachbereichs Biologie"), Division of Biology Y13-J-01, Winterthurerstrasse 190, 8057 Zürich studienkoordination.biologie@uzh.ch

Name of PhD candidate:	
Responsible faculty member	
Start date of PhD	
End date of PhD	

Summary of teaching activities

Semester	Teaching activity in Module Number ... (if applicable)	Hours
TOTAL		

Signatures

Date: PhD Candidate

Date Responsible faculty member

(See page 2 for descriptions of which activities can and cannot count towards the teaching requirement)

¹ Download under www.biologie.uzh.ch/Studium/Studiengang/Doktorat.html



Which activities count towards teaching hours?

- Actual time spent teaching students in laboratory practicals, classroom sessions, lectures, exercise classes, fieldwork etc.
- Preparation
- Correcting students' reports
- Supervising / coaching in semester projects, summer schools, research practicals
- Marking exams
- Overseeing exams
- Master's thesis supervision²

Which activities do NOT count as teaching?

- Journal clubs
- PhD student seminars
- Modules primarily for PhD students and where they acquire credit points
- Introducing new PhD students to the laboratory equipment and procedures of the research group
- Progress reports

In general: all those activities in which PhD students in purely research institutes would be involved (such as, e.g., Max-Planck Institutes)

² The Division Council recommends counting between **0 and 50 hours per Master's thesis**. The responsible faculty member decides on the final allocation of hours depending on the extent of scientific benefit that the PhD student gains from the supervision of the Master student (the higher the benefit, the fewer the hours). Good supervision of a Master student incorporates important components of teaching and learning: **the allocation of 0 hours should not be practiced in such cases.**

It is not recommended that PhD students fulfill their teaching requirement exclusively with supervision of Master students.