



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 professor² (rP), 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 professor | |
| Start date of PhD | |
| End date of PhD | |

Summary of teaching activities

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

Signatures

Date: PhD Candidate

Date Responsible professor.....

(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

² The rP is an MNF faculty member or somebody with "Promotionsrecht" at the MNF. The rP normally heads the PhD committee.



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 supervision³
- Instructor in the "Life Science Zurich – Learning Center (LSLC)"⁴

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)

³ The Division Council recommends counting between **0 and 50 hours per Master's thesis**. The responsible professor 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.

⁴ PhD students interested in this teaching opportunity should first consult the paper "Rules for the partial fulfillment of the MNF teaching requirement within the LSLC" in which they will find all the details