



Planning teaching activities

All PhD students in the Division of Biology have to fulfil teaching requirements (see page 2-3).

Discuss your teaching contributions with your supervisors (direct supervisor and Head of PhD committee) and upload this form (within 6 months of beginning) to MNF Student Admin.

<https://studentadmin.mnf.uzh.ch>

Name		E-Mail	
Direct supervisor		Head of PhD committee	
Institute /Dept.		Start date of PhD	

Module number	Teaching activity	Semester	Hours
A: Basic studies modules			
<i>BIO 111</i>	<i>Teaching students in practicals (example)</i>	<i>HS 2019</i>	<i>35</i>
Sum			

B: Block courses in Biology and Biomedicine			
Sum			

C: Other modules and courses			
Sum			

Total			
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Teaching requirements of the Division of Biology:

The PhD student must teach a minimum of **150 hours** in **modules of the basic studies** (Grundstudium, 1. and 2. year of studies).

or

If the PhD student teaches a significant number of hours (approx. **200 hours**) in **block courses** of the advanced studies (Fachstudium Biologie/Biomedizin), the required contribution to teaching in **basic studies modules** is reduced to **75 hours**.

Which modules?

(A) Modules of the basic studies: BIO 111 - 148, BME 247, CHE 171, CHE 173, BCH 203, BCH 205, MAT 182, MAT 183, PHY117, PHY 124; physiology, anatomy, histology and other basic modules of the first two years of the curriculum for medical students or for students of veterinary medicine. The ASO provides a list of teaching opportunities in the basic studies modules of Biology.
<http://www.biologie.uzh.ch/de/Studium/Doktorat.html>.

(B) Block courses of the advanced studies: Courses of 3.5 or 7 weeks duration within the range BIO 201-499, BME 301-399.

(C) Other modules and courses: e.g. summer school: BIO 200, research internships: BIO 249, BIO 259, BIO 269, BME 300, etc.

Teaching in these modules will contribute towards the total teaching hours (420 h, see regulations and guidelines), but do not reduce the required contribution to teaching in basic studies modules or block courses.

Which teaching activities do count?

- Teaching students in lectures, practicals and exercises (including preparation)
- Correcting students' reports and exams, exam supervision and co-examination
- Teaching students in summer schools and research internships (Forschungspraktika)

Which teaching activities do NOT count?

All activities in which PhD students in pure research institutes would be involved, such as:

- Supervising Masters projects and training students in the lab or in the field
- Introducing new students to the laboratory equipment and procedures of the research group
- Teaching in Modules aimed primarily at PhD students
- Progress reports, group seminars
- Journal clubs
- Workshops, conferences

All teaching activities outside UZH.

Regulations and guidelines:

Teaching contributions of PhD students in the Faculty of Science (MNF) of the University of Zurich are regulated in the Promotionsverordnung <http://www.mnf.uzh.ch/en/mymnf/regulations/bsc-msc-phd.html> and in the Promotionsordnungen of the PhD programs. These regulations require that all PhD students of the MNF contribute to teaching between 100 and 420 hours. In the Division of Biology, rules and procedures regarding teaching activities of PhD students are defined in more detail, see "Background information and guidelines" <http://www.biologie.uzh.ch/de/Studium/Doktorat.html>

To whom do the guidelines apply?

These guidelines apply to all PhD students of the Faculty of Science (MNF) who are associated with the Division of Biology, i.e. whose head of the promotion committee (official supervisor MNF, verantwortliches Fakultätsmitglied, responsible faculty member) is either a professor at the Faculty of Science within the Division of Biology or has the right of promotion at the Faculty of Science and is associated with the Division of Biology.

Steps towards fulfilling the teaching requirements of the Division of Biology:

1) Plan

Discuss your contribution to teaching with your direct (immediate) and official supervisors*.

Contact the respective module leaders to agree upon and fix your teaching contribution.

Fill out the form "*Planning teaching activities*" with the arranged teaching hours.

Upload the form within 6 months of starting your PhD to the MNF student admin tool

<https://studentadmin.mnf.uzh.ch> **Upload the form in any case (even if it is still incomplete).**

- a) Your teaching plan is incomplete, incorrect or unclear
 - You will get feedback and, if necessary, help to find additional teaching opportunities.
 - The *Milestone Teaching Plan* remains open in your PhD process until you submit a revised teaching plan which fulfils the requirements
 - As soon as the plan is complete, correct and approved, the *Milestone Teaching Plan* will be confirmed by ASO.
- b) Your teaching plan is complete and correct
 - The plan is approved and the *Milestone Teaching Plan* will be confirmed by ASO without feedback.
- c) You want to change an approved teaching plan
 - The button *Modified Teaching Plan* allows to upload a modified approved teaching plan. The process starts according to a) or b).

This element is not yet implemented. Please try again in a few months.



2) Teach and collect confirmations

Teach according to your activities listed on your approved plan. Any modification of your approved teaching plan must be coordinated and accepted by ASO. Teaching hours without approval might not be counted.

Collect confirmations for your activities from the module leader (basic studies modules, A) and your official supervisor MNF (block courses and other teaching activities, B and C) on the form "*Confirmation of teaching activities*".

3) Get confirmation of ASO

After having fulfilled your teaching contributions and at least two months before registering for the thesis defense, upload the form "*Confirmation of teaching activities*" to the MNF student admin tool <https://studentadmin.mnf.uzh.ch>. The ASO will confirm the completion of your teaching requirements by confirming the *Milestone Teaching Duties* within the MNF student admin tool.

Questions

If you have questions, please contact the Academic Support Office, Dr. Sabine Jacob.

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