



Planning teaching activities

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

Plan your teaching contributions with your direct supervisor and the Head of your PhD committee and upload this form within 6 months after the start of your PhD to <https://studentadmin.mnf.uzh.ch>

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

Module number	Teaching activity	Semester	Hours	Confirmed by module
A: Basic studies modules				
BIO 111	Teaching students in practicals (example)	HS 2026	35	
Sum				

B: Block courses in Biology, Biodiversity 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, 1st and 2nd 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, BIO 228, BME 111-248, EEE 101-299, CHE 171, CHE 173, BCH 213, BCH 215, MAT 182, MAT 183, PHY117, PHY 127; 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, EEE 311-349.

A single contribution of max. 50 hours can be counted in this category for:

- Research internship supervision Biology or Biomedicine (e.g. BME 300)
- Bachelor thesis supervision Biodiversity (EEE 300)

(C) Other modules and courses:

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
- Supervising students in research internships (max. 50 hours are counted)

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 <https://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 PhD committee 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.

UZH Students in the PhD program Neuroscience are affiliated to the Division of Biology regarding teaching, even if their Head of the PhD committee belongs to another Division.

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

1) Plan

Discuss and plan your contribution to teaching with your direct supervisor and the head of your PhD committee.

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 (confirmed by module coordinator) and the likely teaching hours (not yet confirmed by module leader).

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

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

- a) If your teaching plan is incomplete, incorrect or unclear
 - You will get feedback and must upload a revised version.
 - The *Milestone Teaching Plan* remains open in your PhD process until your revised plan is approved by ASO.
- b) If your teaching plan is complete and correct
 - The plan is approved and the *Milestone Teaching Plan* will be confirmed by ASO without feedback.
- c) If you want to change an approved teaching plan
 - The button *Modify Teaching Plan* allows to upload a modified teaching plan. The approval process starts according to a) or b).



2) Teach and collect confirmations

Teach according to your activities listed on your approved plan.

Any modification of your approved teaching plan must be accepted by ASO. Teaching hours without approval may not be counted.

Collect confirmations for your activities from the module coordinators on the form "*Confirmation of teaching activities*". If technically necessary, collect signatures on several sheets and append them to a single PDF before submission.

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 within two months after submission by confirming the *Milestone Teaching Duties* within the MNF student admin tool.

Questions

If you have questions, please contact the Academic Support Office, Tanja Utzinger.

phd.teaching@biol.uzh.ch