



University of  
Zurich<sup>UZH</sup>

**CMSZH**  
CHEMICAL MOLECULAR SCIENCES ZURICH

GRADUATE SCHOOL

Graduate School of Chemical and Molecular Sciences Zurich



**Excellence in Science**

**EXCELLENCE IN GRADUING**



[www.cmszh.uzh.ch](http://www.cmszh.uzh.ch)

# Welcome to the CMSZH Graduate School

It is a pleasure to welcome you to the CMSZH Graduate School. At least 3 years of intense and challenging research activities lie ahead of you. Nevertheless, administrative obligations and requirements need to be fulfilled. Respective information is provided in this leaflet. **Please, read it carefully.**

In addition, we provide you with an overview about the various activities of our Graduate School, like the annual winter retreat, soft skill courses, monthly talks and apéros. We are looking forward to welcome you at many of these occasions. They are great opportunities for meeting your fellow PhD students or getting in contact with our sponsors from industry.

Have a good start and great success!

The CMSZH-Team

For further information about the CMSZH (e.g. research areas and groups) please visit our website at [www.cmszh.uzh.ch](http://www.cmszh.uzh.ch)

## Imprint:

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# Thesis committee and doctoral agreement

## Required within the first 6 months

### Thesis committee

The regulation for doctoral studies (PVO) at the Faculty of Science (MNF) requires you to form a thesis committee within the first 6 months after matriculation. Your PhD committee ensures a constant feedback regarding your research work and you can profit greatly from the advice and support you receive from its different members.

The committee must consist of at least three experts specialised in a related research field. Two of them (including the head) must hold the right to supervise doctorates (Promotionsrecht) at the MNF. You choose the members of your committee together with your supervisor.

You will be requested to enter your committee in the [PhD admin online system](#) of the faculty within the first six months after matriculation.

# Thesis committee and doctoral agreement

## Required within the first 6 months

### Doctoral Agreement

The doctoral agreement of your PhD project has to be submitted and uploaded to the [PhD admin online system](#) within the first six months after matriculation.

The agreement should outline your research project and state the context, goals and milestones of your PhD work. The doctoral agreement should be developed together with your supervisor.



## Status reports and ECTS

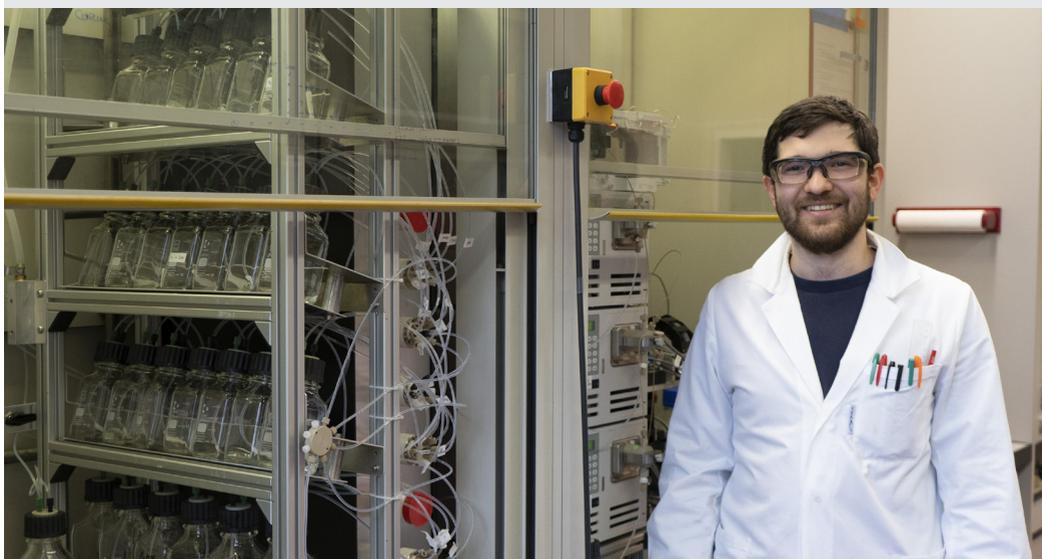
### Required on a regular base: Every year

#### Annual committee meeting and status report

You have to meet with the members of your thesis committee on a yearly basis to discuss the progress of your research work. These discussions give you valuable feedback about the work you already did and about the direction in which your research could or should proceed.

The minutes of each of these annual meetings have to be uploaded to the PhD admin online system after the meeting.

Reminders will be sent to you by the [PhD admin online system](#) when the next meeting is due.



## Status reports and ECTS

### Required on a regular base: Every semester

#### ECTS / Curricular part / Course work

You are required to earn at least 12 ECTS points until graduation. For the list of modules, please refer to the appendix of the "[Studienordnung](#)".

Please upload proof of the ECTS points you earned after every semester to the [PhD admin online system](#). The courses and lectures will then be transferred to your transcript of records that you receive from the University each semester.

#### Teaching hours

The regulation of the MNF requires that you participate in teaching during your PhD studies. PhD students employed at the Department of Chemistry will have done at least 420 hours of teaching by the end of their PhD studies. For external PhD students at least 300 hours have to be accomplished at the Department of Chemistry. You have to record your performed hours after each semester in the [PhD admin online system](#).

## Soft Skills Courses



In collaboration with an external company, the CMSZH has developed a series of soft skills courses that are especially tailored to the needs of our PhD students.

The series includes Communication, Management and Leadership skills. These three courses are designed as two-day basic trainings, with an additional one-day refresher each. The two-day trainings are usually hosted by one of our industrial partners.

If you are interested in taking one or several of these training courses, please, let us know by sending an email to [cmszh.intern@chem.uzh.ch](mailto:cmszh.intern@chem.uzh.ch) so that we can plan our courses according to your needs and interests. Actual course dates are published on our [website](#).

Furthermore, the Graduate School offers courses e.g. in “**Application Training**”. These trainings will be organised according to your interest!

For soft skills courses organised by the University of Zurich, refer to the webpage of the program for “Transferable Skills” ([www.ueberfachliche-kompetenzen.uzh.ch](http://www.ueberfachliche-kompetenzen.uzh.ch)).

## Soft Skills Courses

### Communication Skills

No matter whether you want to successfully lead a group, recruit new colleagues, convince potential investors or funding sources about a research project, or negotiate with customers and suppliers: communication is an essential part of daily life.

In the course you will learn how to ...

- give convincing presentations and inspire your audience
- put your views forward, and argue persuasively
- attract the interest of a dialogue partner
- excel at ‘elevator speeches’
- gain relevant information by steering conversations skillfully
- predict other people’s reactions, and take account of these in conversation
- interpret dialogue partners’ facial expressions and gestures, and react accordingly

## Soft Skills Courses

### Management Skills

Profound scientific knowledge must be complemented with soft skills like organisational efficiency and management competence for a successful career in industry as well as in academia.

The „Management Skills for Leaders“ course

- introduces the concepts of project management
- explains how to develop an effective work schedule
- shows how to deal with different characters and personalities
- enables you to effectively pass on tasks and mandates
- explains the difference between delegating a job and passing on a task
- trains you how to arrange and run effective business meetings
- makes you aware of common pitfalls in management

## Soft Skills Courses

### Leadership Skills

Which skills do I need to have when I am head of a group? What are the important points when conducting an interview with a job applicant? How do I bring people together to work as a team? Why are aims so important in a leadership position? And where is control needed?

The „Leadership Skills“ course

- introduces the concepts of team building
- enables you to effectively interview job applicants
- shows you the importance of leading with goals
- qualifies you to hold appraisal interviews
- points out the significance and difficulties of control in the guiding of employees
- trains you how to solve conflicts

## Winter Retreat and Summer School

### Retreat

The retreat of the CMSZH is takes place every winter in varying beautiful locations in different parts of Switzerland. This event is always organised by a dedicated team of PhD students from our Graduate School. During the 4-day retreat students present their scientific work. It is a great opportunity to exchange ideas and to network with other students and research groups. Furthermore, you will focus on a specific soft skill topic during the retreat. Nevertheless, there is always enough time to socialise during the evenings and to spend a day out in the mountains.

You are expected to participate actively in this main event of the Graduate School.

## Lecture Series and Apéros

### Lecture Series and Apéros

The CMSZH organises a monthly lecture. These lectures include presentations from candidates applying to the CMSZH Graduate School and talks from representatives of our industrial partners.

They are always followed by an apéro. The monthly apéros are a good opportunity to meet your fellow PhD students as well as representatives from industry.

A barbecue in the summer gives every member of the CMSZH the chance to network and socialise in a very informal atmosphere.

We hope to welcome you at many of these different occasions!



## Financial support for conference visits and Travel Award

### Financial Support

The CMSZH supports your participation at conferences to present your latest results (travel, accommodation, registration fee). Furthermore, you can apply for financial support to attend courses or summer schools. The yearly amount is restricted to 500 CHF per student.

Please apply for support **before** you leave for the conference or course. The corresponding form can be found under [www.cmszh.ch](http://www.cmszh.ch) > [Information for members](#).

A language course in German or English can be sponsored during your 1st year of PhD studies instead of a conference visit.

### Travel Award

Several travel awards are sponsored every year by our industrial partners. The CMSZH Travel Awards include a contribution of up to 2000 CHF towards the cost of active participation in an international conference. Application packages are submitted yearly with a deadline of March 31<sup>st</sup>. The selection of the candidates will be based primarily on scientific accomplishments and on the submitted conference abstract.

## Visits to our industrial partners / sponsors

### Visits to our industrial partners / sponsors

The Graduate School maintains many contacts with different chemical enterprises and organises visits to these industrial partners that you are welcome to participate in.

Our current sponsors are:



## **CMSZH Team**

Prof. Dr. Felix Zelder (Head)

Maristella Gmünder (Finances and Administration)

Dr. Sabine Stockhause (Administration of members and courses)

Dr. Irène Studer (Public Relations, Website and Sponsoring)

## **Contact Information**

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